

**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

**HEALTHY HOMES AND LEAD
HAZARD CONTROL PROGRAMS**

LEAD OUTREACH GRANT PROGRAM

Billing Code 4210-32-C

Lead Outreach Grant Program

Overview Information

A. *Federal Agency Name:* Department of Housing and Urban Development, Office of Healthy Homes and Lead Hazard Control.

B. *Funding Opportunity Title:* Lead Outreach Grant Program.

C. *Announcement Type:* Initial announcement.

D. *Funding Opportunity Number:* The Federal Register Number is: FR-4950-N-27. The OMB Approval Number is 2539-0015.

E. *Catalog of Federal Domestic Assistance (CFDA) Number(s):* 14.904, Lead Outreach Grant Program.

F. *Dates:* The application submission date is June 14, 2005. See the General Section, Section IV, Application and Submission Information, regarding application submission procedures and timely filing requirements.

G. Additional Overview Content Information:

1. *Purpose.* This funding opportunity is for non-profit grassroots community-based organizations, including faith-based organizations; other non-profit organizations; states; Tribes; and units of general local government to:

a. develop and distribute outreach and education materials;

b. encourage occupants to identify potential paint hazards and report them to property owners; and

c. increase enrollment of low-income housing units in lead hazard control treatment programs.

2. *Available Funds.* Approximately \$2 million is available under this program.

3. *Number of Awards.* Between 4 and approximately 10 grants will be awarded, with each grant ranging between approximately \$200,000 and a maximum of \$500,000.

4. *Type of Awards.* The awards will be made as grants.

5. *Eligible Applicants.* Grassroots community-based organizations, including faith-based organizations; other nonprofit organizations; states; Tribes; and units of general local government are eligible to apply for funding. Teaming arrangements are encouraged, including teaming with educational institutions and other entities such as groups of parents of lead-poisoned children, although the application must be made by a single entity.

6. *Matching Funds.* No match or cost sharing is required. However, leveraging is encouraged. See Section V, Rating Factor 4.

7. *Limitations on Applications.* Only one application per applicant will be permitted for this lead outreach grant program.

Full Text of Announcement

I. Funding Opportunity Description

A. Purpose of the Program

The purpose of this lead outreach grant program is to:

1. Increase enrollment of low-income housing units in lead hazard control treatment programs;

2. Develop and distribute outreach and educational materials to raise public awareness of childhood lead poisoning, its prevention, and proper lead hazard identification and control methods for at-risk communities, at-risk populations of children and workers in the housing maintenance or rehabilitation fields; and

3. Encourage occupants to identify potential lead-based paint hazards and report them to property owners, managers, and/or public health or housing officials, as appropriate.

B. Background

Childhood lead poisoning is the primary childhood environmental health problem in the United States today. The Centers for Disease Control and Prevention (CDC) has found that there are approximately 434,000 children under age 6 that have elevated blood lead levels, and those who are non-Hispanic blacks or Hispanics are more likely to have elevated blood lead levels than are non-Hispanic whites. The February 2000 report, "Eliminating Childhood Lead Poisoning: A Federal Strategy Targeting Lead Paint Hazards," sets forth action to be taken to prevent such poisoning. In addition to contributing to the elimination of lead hazards in housing occupied by low-income families with children, the federal government's public education and outreach activities should measurably increase the public's awareness of lead hazards and how to address them.

In keeping with the mandate of section 1011(g)(1) of Title X, the Residential Lead-Based Paint Hazard Reduction Act of 1992, Public Law 102-550, 106 Stat. 3672, October 28, 1992, for HUD to "develop the capacity of eligible applicants * * * to carry out activities under" lead hazard control grant programs, HUD has conducted outreach and public education initiatives through the Lead Hazard Control Grant program, the National Lead Information Center, and other training, education and outreach initiatives.

Lead Hazard Control grants are awarded to perform lead hazard reduction in low-income privately owned pre-1978 housing. Lead outreach

activities encourage low-income occupants and owners to participate in HUD-funded lead hazard control programs. HUD's supplement to the Current Population Survey has determined that only a fraction of citizens are educated about how lead-based paint hazards are more common in older housing and threaten young children. This low level of awareness means that few construction and maintenance business owners are aware of the extent of lead-based paint hazards. Some general information on the background of lead and lead-based paint hazards can be found in Appendix A Background on Lead, posted at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.

C. Authority

The authority for this program is section 1011(e)(8) and (g)(1) of the Residential Lead-Based Paint Hazard Reduction Act of 1992 (Title X of the Housing and Community Development Act of 1992), and the Consolidated Appropriations Act, 2005 (Pub. L. 108-477; approved December 8, 2004).

II. Award Information

A. Available Funding

Approximately \$2 million in fiscal year 2005 funds from the lead technical assistance set aside under the lead hazard reduction appropriation will be available for the Lead Outreach Program. Grants will be awarded on a competitive basis according to the Rating Factors described in Section V of this program section.

B. Anticipated Awards

Between four and approximately ten grants will be awarded, with each grant ranging between approximately \$200,000 and a maximum of \$500,000.

C. Award Instrument

1. Grants. Awards will be made as grants.

2. Start Date. The anticipated start dates for new awards is October 1, 2005.

D. Period of Performance

The period of performance cannot exceed 24 months from the date of the award. A period of performance extension for delays due to exceptional conditions beyond the grantee's control will be considered for approval by HUD in accordance with 24 CFR 85.30(d)(2) or 24 CFR 84.25(e)(2), as applicable, and the Office of Healthy Homes and Lead Hazard Control (OHHLHC) Program Guide. Only one extension will be provided for a period not to exceed 12 months.

III. Eligibility Information

A. Eligible Applicants

Grassroots non-profit community-based organizations, including faith-based organizations; other non-profit organizations; states; Tribes; and units of general local government are eligible applicants. Teaming arrangements are encouraged, including teaming with educational institutions and other entities such as groups of parents of lead-poisoned children, although the application must be made by a single entity. Nonprofit organizations, grassroots community-based nonprofit organizations, including faith-based organizations; educational institutions; Fair Housing Organizations; and advocacy groups for children's health, minority and ethnic groups and persons with disabilities can also be sub-grantees or sub-contractors. We encourage both public and nonprofit groups to apply.

B. Cost Sharing or Matching Requirements

None required. In rating your application, however, you will receive a higher score under Rating Factor 4 if you provide evidence of significant cost sharing or leveraging.

C. Other

1. Eligible Activities

Eligible activities under this NOFA are:

- a. Activities to publicize or conduct events which highlight lead hazards in the home environment and available lead hazard reduction programs;
- b. Development and distribution of materials, including pamphlets, newsletters, flyers, etc., to be distributed in stores, schools, churches, community centers, or other neighborhood locations. References to outreach materials may be found in Appendix B, Lead Outreach Materials, posted at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.
- c. Conducting presentations or speaking engagements to inform the public and owners of housing of lead hazards in the home and programs that can assist in the abatement and control of the identified hazards;
- d. Entering into working arrangements with local non profit organizations, including grassroots community-based organizations, including faith-based organizations; chambers of commerce; public and private social service agencies; and others to disseminate information to populations identified as being at-risk.
- e. Establishing teams with non-profit organizations and associations, such as

grassroots organizations, including faith-based, advocacy, and community-based non-profit organizations, or corporations, retailers, construction organizations, and unions for the purpose of coordinating or conducting joint outreach activities;

f. Preparing publications, including graphics, public service announcements, posters and entries for newspapers and magazines with local and/or regional distribution.

g. Training local residents and businesses on identifying potential lead-based paint hazards, and lead-safe maintenance and renovation work practices, etc.;

h. Making materials available in alternative formats for persons with disabilities (e.g., Braille, audio, large type) upon request, and providing materials in languages other than English that are common in the community, consistent with HUD's published Limited English Proficiency (LEP) Recipient Guidance, 68 FR 70968.

i. Program Administration in accordance with the guidelines established under funding restrictions.

j. Program evaluation and assessment activities to improve the effectiveness of present and future outreach efforts and to measure whether efforts have successfully been targeted to at risk populations.

2. *Threshold Requirements Applicable to all Applicants Under the SuperNOFA.* As an applicant, you must meet all of the threshold requirements described in the General Section.

3. Program Requirements

- a. Outreach activities must: (1) Increase lead awareness;
- (2) Encourage owners and low-income occupants to enroll their housing units in lead hazard control programs; and
- (3) Encourage owners and low-income occupants to identify potential lead-based paint hazards and report them to property owners and managers, public health, and/or housing officials as appropriate.

b. All activities under this program must be targeted to at-risk populations or areas, and implement an outreach program to meet those populations' information needs.

c. *Media Products in Languages other than English.* Applicants are encouraged to utilize minority media in an effort to achieve diversity in outreach and educational efforts to minority target populations. Applications that include development and distribution of media products in languages other than English must include a discussion of the applicant's (or subcontractor's) expertise in those languages and in meeting the

informational needs of non-English-speaking, underserved populations.

IV. Application and Submission Information

If you are interested in applying for funding under this program, please carefully read the General Section and the following additional information.

A. Addresses To Request Application Package

1. There Is No Application Kit

All the information required to submit an application is contained in the program section of this NOFA and the General Section. Applications can be downloaded from the Web at: <http://www.grants.gov>.

2. Satellite Broadcast

HUD expects to hold an information broadcast via satellite for potential applicants to learn more about the program and the preparation of the application. For more information about the date and time of the broadcast, you should consult the HUD Web site at: <http://www.hud.gov>.

B. Content and Form of Application Submission

1. Address for Submitting Applications

You, the applicant, must submit a complete application via Grants.gov. For additional information see the General Section.

2. Application Information

a. *Application Format.* Your application narrative response must be limited to a maximum of 25 pages (excluding additional materials and worksheets) equivalent to one-side only on 8½ x 11 inch paper using a standard 12-point font with not less than ¾ inch margins on all sides. Additional materials should be referenced and discussed in the narrative response and should directly apply to the rating factor to receive points. The rating for each Rating Factor will be based on the Rating Factor's numbered portion of your narrative statement, supplemented by materials referenced and discussed in that portion of your narrative statement.

b. *Applicant Data.* Your application must contain all of the required information as noted in this NOFA Section and the General Section. These items include the standard forms listed in the General Section that are applicable to this funding (collectively referred to as the "standard forms"). The standard forms can be found in the application package on Grants.gov and

are referenced in the General Section. The application items are as follows:

(1) Application Abstract (limited to two-pages). An abstract that summarizes your proposed project, including the objectives and expected results, the dollar amount requested, and identifying the name, address and key contacts for you and your team members in the application. The abstract will be used for Congressional Release and Public Announcement if you are selected to receive an award.

(2) A narrative statement addressing the rating factors for award. The narrative statement must be numbered in accordance with each factor for award (Rating Factors 1 through 5). The response to the rating factors must not exceed an equivalent of 25 pages. Any pages in excess of this limit will not be read. (The 25-page limit does not include the two-page abstract.) Key points to consider in preparing your application are provided in the General Section.

(3) Applicant should provide the resumes and position descriptions of your project director, project manager and up to three additional key personnel (in accordance with Rating Factor 1). These should not exceed three pages each. This information will not be counted towards the page limit.

(4) Any attachments, additional materials, references, or other relevant information that directly support the narrative statement may be included, but must not exceed 20 pages for your entire application. Any pages in excess of this limit will not be read.

(5) Provide a detailed budget with supporting cost justification for all budget categories of your funding request, in accordance with Rating Factor 3. This information will not be counted towards the page limits. A detailed budget must also be provided for any subcontractors, subgrantees, or subrecipients receiving greater than 10 percent of the federal budget request. Use the budget format discussed in Rating Factor 3 Section V(A)3.c(2)(b), below. *In completing the budget forms and justification, you should address the following elements:*

(a) Direct Labor. Direct Labor costs should include all full- and part-time staff required for the planning and implementation phases of the project. These costs should be based on full time equivalent (FTE) or hours per year (hours/year) (*i.e.*, one FTE equals 2,080 hours/year);

(b) Travel to HUD Meetings. You should budget for three trips to HUD Headquarters in Washington, DC, planning each trip for two people, assuming the first trip occurring shortly

after grant award for a stay of five or six days, depending on your location, and the remaining trips having a stay of one or two days, depending on your location;

(c) Sub-grantee and Subrecipient Budgets. A separate budget proposal should be provided for any subrecipients receiving more than 10 percent of the total federal budget request;

(d) Supporting Documentation for Salaries and Costs of Materials. You should be prepared to provide supporting documentation for salaries and prices of materials and equipment upon request;

(e) Federally Negotiated Indirect Cost Rate. Organizations that have a federally negotiated indirect cost rate should use that rate and the appropriate base. Other organizations not having a federally negotiated rate schedule must obtain a rate from their cognizant federal agency. If HUD is the cognizant agency, HUD will establish the rates. If awarded a grant, you will be asked to submit your negotiated rate agreements for fringe benefits and indirect costs.

(6) Applicants are encouraged to use the following checklist to ensure that all required materials have been prepared and submitted. The checklist is not required to be submitted with the application. (See below.)

(7) Any information or materials that are not listed above will not be reviewed.

Checklist for Lead Outreach Grant Program Applicants

Applicant Abstract (limited to 2 pages)

Rating Factor Responses (Total narrative response limited to 25 pages.)

1. Capacity of the Applicant and Relevant Organizational Experience
2. Need/Extent of the Problem
3. Soundness of Approach
4. Leveraging Resources
5. Achieving Results and Program Evaluation

Required Materials in Response to Rating Factors (does not count towards 25-page limit)

- Resumes of Key Personnel (limited to 3 pages per resume)
- Organizational Chart
- Letters of Commitment (if applicable)
- Form HUD-96010 Logic Model Form

Optional Material in Support of the Rating Factors (20 page limit)

Required Forms and Budget Material

- Form SF 424 (Application for Federal Assistance)

- Form HUD-424-CB Grant Application Detailed Budget
- Form HUD-CBW (Budget Worksheet)
- Form SF 424 Supplement (Survey on Ensuring Equal Opportunity for Applicants) (to be completed by private nonprofit organizations only)
- Form SF LLL (if applicable) (Disclosure of Lobbying Activities)
- Form HUD 2880 (Applicant/Recipient Disclosure/Update Report)
- Form 2990 Certification of Consistency with the RC/EZ/EC-II Strategic Plan (required only for applicants who are seeking these bonus points)
- Form HUD 2994 Client Comments and Suggestions (Optional)
- Form HUD 27300 Removal of Regulatory Barriers (if applicable)
- HUD's Waiver from submitting electronically (if applicable)
- Form HUD 2993 Acknowledgment of receipt if making paper submittal (only if HUD waiver is granted)
- Form HUD-96011 Facsimile Transmittal (for electronic applications)

C. Submission Dates and Times

Electronic applications must be submitted to and received by www.grants.gov no later than 11:59:59 p.m. eastern time on the application submission date. All narrative files and any scanned documents must be submitted as a zip file, single attachment to the electronic application. Please refer to the General Section for additional submission requirements including acceptable submission methods, acceptable proof of submission and receipt procedures, and other information regarding application submission. Materials associated to your electronic application submitted by facsimile transmission must also be received by 11:59:59 p.m. eastern time on the application submission date. Make sure you see the General Section for how to submit third party letters and other documents as part of your electronic submission utilizing form HUD-96011, Facsimile Transmittal.

If you have received a waiver to the electronic application submission requirement, you must submit an original and three copies of your application on or before June 14, 2005 following the instructions in the General Section.

D. Intergovernmental Review

Not applicable to this program. See 24 CFR Part 52.

E. Funding Restrictions.

1. HUD will not fund the following ineligible activities:

a. Purchase of real property.
 b. Purchase or lease of equipment having a per-unit cost in excess of \$5,000, unless prior written approval is obtained from HUD.

c. Hazard abatement, hazard reduction, rehabilitation, remodeling, repair, or other construction work.

2. Administrative Costs. No more than 10 percent of the funds can be used for administrative costs. Administrative costs that may be applicable to the program included in this NOFA are discussed below:

a. Purpose. The intent of this HUD grant program is to allow the grantee to be reimbursed for the reasonable direct and indirect costs, subject to a top limit, for overall management of the grant. In some instances the grantee principally serves as a conduit to pass funding to sub-grantees, which are to be responsible for conducting the lead outreach work. HUD has established a top limit of 10 percent of the total grant sum for the grantee to perform the function of overall management of the grant program, including passing on funding to sub-grantees. The cost of that function, for the purpose of this grant, is defined as the "administrative cost" of the grant, and is limited to ten percent of the total grant amount. The balance of ninety percent or more of the total grant sum is reserved for sub-grantees or other direct-performers of lead outreach work.

b. Administrative Costs: What They Are Not. For the purposes of this HUD grant program for lead outreach, the term "administrative costs" should not be confused with the terms "general and administrative cost," "indirect costs," "overhead," and "burden rate." These are accounting terms usually represented by a government-accepted standard percentage rate. The percentage rate allocates a fair share of an organization's costs that cannot be attributed to a particular project or department (such as the chief executive's salary or the costs of the organization's headquarters building) to all projects and operating departments (such as the community relations program office or education program office, or, for governmental grantees, such offices as the Fire Department, the Police Department, the Community Development Department, the Health Department or this program). Such allocated costs are added to those projects' or departments' direct costs to determine their total costs to the organization.

c. Administrative Costs: What They Are. For the purposes of this HUD grant program, "Administrative Costs" are the grantee's allowable direct costs for the

overall management of the grant program plus the allocable indirect costs. The allowable limit of such costs that can be reimbursed under this program is 10 percent of the total grant sum. Should the grantee's actual costs for overall management of the grant program exceed 10 percent of the total grant sum, those excess costs shall be paid for by the grantee. However, excess costs paid for by the grantee may be shown as part of the requirement for cost-sharing funds to support the grant.

d. Administrative Costs: Definition

(1) General. Administrative costs are the allowable, reasonable, and allocable direct and indirect costs related to the overall management of the HUD grant for lead outreach activities. Those costs shall be segregated in a separate cost center within the grantee's accounting system, and they are eligible costs for reimbursement as part of the grant, subject to the 10 percent limit. Such administrative costs do not include any of the staff and overhead costs directly arising from specific sub-grantee program activities eligible under Section III(C) of this NOFA, because those costs are eligible for reimbursement under a separate cost center as a direct part of project activities.

The grantee may elect to serve solely as a conduit to sub-grantees, who will in turn perform the direct program activities eligible under Section III(C) of this NOFA, or the grantee may elect to perform all or a part of the direct program activities in other parts of its own organization, which shall have their own segregated, cost centers for those direct program activities. In either case, not more than 10 percent of the total HUD grant sum may be devoted to administrative costs, and not less than 90 percent of the total grant sum shall be devoted to direct program activities. The grantee shall take care not to mix or attribute administrative costs to the direct project cost centers.

(2) Specific. Reasonable costs for the grantee's overall grant management, coordination, monitoring, and evaluation are eligible administrative costs. Subject to the 10 percent limit, such costs include, but are not limited to, necessary expenditures for the following goods, activities and services:

(a) Salaries, wages, and related costs of the grantee's staff, the staff of affiliated public agencies, or other staff engaged in grantee's overall grant management activities. In charging costs to this category the recipient may either include the entire salary, wages, and related costs allocable to the program for each person whose primary responsibilities (more than 65 percent of their time) with regard to the grant

program involve direct overall grant management assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any overall grant management assignments. The grantee may use only one of these two methods during this program. Overall grant management includes the following types of activities:

(i) Preparing grantee program budgets and schedules, and amendments thereto;

(ii) Developing systems for the selection and award of funding to sub-grantees and other subrecipients;

(iii) Developing suitable agreements for use with sub-grantees and other subrecipients to carry out grant activities;

(iv) Developing systems for assuring compliance with program requirements;

(v) Monitoring sub-grantee and subrecipient activities for progress and compliance with program requirements;

(vi) Preparing presentations, reports, and other documents related to the program for submission to HUD;

(vii) Evaluating program results against stated objectives;

(viii) Providing local officials and citizens with information about the overall grant program (however, a more general education program, helping the public understand the nature of lead hazards, lead hazard reduction, blood-lead screening, and the health consequences of lead poisoning is a direct project support activity);

(ix) Coordinating the resolution of overall grant audit and monitoring findings; and

(x) Managing or supervising persons whose responsibilities with regard to the program include such assignments as those described in paragraphs (i) through (ix) above.

(b) Travel costs incurred for official business in carrying out the overall grant management;

(c) Administrative services performed under third party contracts or agreements, for services directly allocable to grant management such as: legal services, accounting services, and audit services;

(d) Other costs for goods and services required for and directly related to the overall management of the grant program; and including such goods and services as telephone, postage, rental of equipment, renter's insurance for the program management space, utilities, office supplies, and rental and maintenance (but not purchase) of office space for the program.

(e) The fair and allocable share of grantee's general costs that are not directly attributable to specific projects

or operating departments such as salaries, office expenses and other related costs for a private-sector grantee's parent organization, or, for a governmental grantee, local officials (e.g., mayor and city council members, etc.), and expenses for a grantee's legal or accounting department which are not charged back to particular projects or other operating departments. If a grantee has an established burden rate, it should be used; if not, the grantee shall be assigned a negotiated provisional burden rate, subject to final audit.

F. Other Submission Requirements

1. Submission Dates and Times

a. If you seek a waiver from submitting electronically, see the General Section.

b. Applicants who have received a waiver from submitting electronically must submit their paper copy applications for delivery following the instructions in the General Section, no later than 11:59:59 PM on the application submission date. Paper copy applications submitted without being granted a waiver will not receive funding consideration. Please read the General Section carefully as instructions have significantly changed for FY2005 application submissions.

2. Electronic Application Assistance

For technical assistance in downloading the electronic application or for other questions regarding the electronic application, please contact the Grants.gov help desk at (800) 518-GRANTS. The Grants.gov help desk can also be contacted by email at Support@Grants.gov. You can also get assistance on general questions from the NOFA Information Center at (800) HUD-8929. If you are hearing impaired, you may reach the numbers above at (800) HUD-2209 (TTY) or the Federal Information Relay Service at (800) 877-8339 (these are toll-free numbers).

V. Application Review Information

A. Criteria

1. Applications will be reviewed by an Application Review Panel (ARP) which will assign each application a score based on the rating factors presented below.

2. Factors for Award Used to Evaluate and Rate Applications

The factors for rating and ranking applicants, and maximum points for each factor, are provided below. The maximum number of points to be awarded is 102, including the potential for two RC/EZ/EC-II bonus points, as described in the General Section.

3. Award Factors

Each factor is weighted as indicated by the number of points that are attainable for it. Applicants should be certain that these factors are adequately addressed in the project description and accompanying materials. The five rating factors are listed below.

Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience (20 points).

Rating Factor 2: Need/Extent of the Problem (15 points).

Rating Factor 3: Soundness of Approach (40 points).

Rating Factor 4: Leveraging Resources (10 points).

Rating Factor 5: Achieving Results and Program Evaluation (15 points).

RC/EZ/EC-II Bonus Points (2 points, see below).

Total: 102 points.

HUD FY 2005 NOFAs provide for the award of two bonus points for eligible activities/projects that the applicant proposes to locate in federally designated Empowerment Zones (EZs), Renewal Communities (RCs), or Enterprise Communities, designated by USDA in round II (EC-IIs), that are intended to serve the residents of these areas, and that are certified to be consistent with the area's strategic plan or RC Tax Incentive Utilization Plan (TIUP). (For ease of reference in this Notice, all of the federally designated areas are collectively referred to as "RC/EZ/EC-IIs" and residents of any of these federally designated areas as "RC/EZ/EC-II residents.") This Notice contains a certification that must be completed for the applicant to be considered for RC/EZ/EC-II bonus points. A list of RC/EZ/EC-IIs can be obtained from HUD's web page at <http://www.hud.gov/cr>. Applicants can determine if their program/project activities are located in one of these designated areas by using the locator on HUD's web site at <http://www.hud.gov/crlocator>. Please see the General Section.

You will receive points under Rating Factor 3(1) for each of the applicable FY2005 policy priorities that are adequately addressed in your application, up to a maximum of four points (see the General Section). Policy priorities that are applicable to the Lead Outreach grant NOFA and eligible for one point each are: (1) Improving our Nation's Communities (focus on distressed communities); and (2) Providing full and equal access to grassroots faith-based and other community-based organizations in HUD program implementation. Removal of regulatory barriers to affordable housing is eligible for up to 2 points provided the required

documentation, as specified in form HUD 27300 (Removal of Regulatory Barriers), is part of the application submission to HUD. Applicants may also provide a web site URL for a web site where the required documentation is readily accessible for use.

You are encouraged to plan projects that can be completed over a short time period (e.g., 18 to 24 months from the date of award) so useful information generated from the outreach activities can be available for policy or program decisions and disseminated to the public as quickly as possible. The grant performance period is limited to 24 months.

a. *Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience (20 Points)*. This factor addresses your organizational capacity necessary to successfully implement your proposed activities in a timely manner. The rating of you or your staff includes any grassroots nonprofit organizations, including faith-based nonprofit organizations and other community-based non-profit organizations, sub-contractors, consultants, subrecipients, and members of consortia that are firmly committed to your project. For all of the descriptions of personnel and organizational qualifications and experience in this factor, more points will be given for more recent relevant experience of high quality with this type of work, as documented below. Applicants who are funding or sub-contracting with grassroots nonprofit organizations, including faith-based nonprofit organizations, and other community-based nonprofit organizations, in conducting their outreach programs should include the qualifications and experience of these organizations in responding to this rating factor. In rating this factor HUD will consider:

(1) Your recent, relevant and successful demonstrated experience in undertaking eligible program activities. You must describe the knowledge and experience of the proposed overall project director and day-to-day project manager in planning and managing large and complex interdisciplinary outreach programs, especially those involving housing, public health, or environmental programs. In your narrative response for this factor, you should include information on your project staff, their experience, percentage commitment to the project, and position titles. You must provide resumes (or position descriptions and copies of job announcements including salary range, for vacant positions) of up to three pages each for the project

director, project manager, and up to three key personnel, and a clearly delineated organizational chart for the Lead Outreach project in your application. Indicate the name and the position of key personnel, the percentage of time that proposed staff will devote to your project and any salary costs to be paid by funds from this program. Include descriptions of the experience and qualifications of subcontractors and consultants. You may find it useful to include a table indicating the name, position and percentage contribution of staff members, specifying organizational affiliation.

(2) Your qualifications to carry out the proposed activities as evidenced by experience, training, and/or relevant publications of project staff, and whether you have sufficient personnel, or will be able to quickly retain qualified experts or professionals to begin your proposed project immediately, and to perform your proposed activities in a timely and effective fashion. Describe how principal components of your organization will participate in, or support, your project. You should thoroughly describe capacity, as demonstrated by experience in initiating, implementing and evaluating related health education, outreach and recruitment projects.

(3) Your past performance in previous projects with an emphasis on health education, outreach and recruitment. Provide details about the nature of the project, the funding agency, and your performance, relative to performance measures or the achievement of desired health outcomes. If a subgrantee or subcontractor is an existing HUD lead outreach grantee, provide a description of the progress and outcomes achieved in that grant.

HUD's evaluation process will consider an applicant's past performance in effectively organizing and managing their grant operations, in meeting performance and work plan benchmarks and goals, and in managing funds, including their ability to account for funds appropriately, timely use of funds received either from HUD or other federal, state, Tribal, or local programs, and meeting performance milestones. This includes whether the applicant has requested no-cost time extensions for previous Office of Healthy Homes and Lead Hazard Control awards. HUD may use other information relating to these items from sources at hand, public sources such as newspapers, Inspector General or Government Accounting Office Reports or Findings, hotline complaints, or other sources of

information that have been proven to have merit.

(4) *Statement Regarding Other Grants and Applications.* You need to disclose all grants that you are currently receiving from OHHLHC, and a list of the applications you have submitted or plan to submit for FY2005 for other OHHLHC grants. This information will be used during evaluation of your application in regard to evaluating your capacity to conduct the activities under this grant program concurrently with activities under other OHHLHC grants.

b. *Rating Factor 2: Need/Extent of the Problem (15 Points)* This factor addresses the extent to which there is a need for your proposed project activities to address documented problems, target area(s) and target populations.

Applications that demonstrate a greater need for lead outreach beyond existing levels as a mechanism for increasing enrollment in lead hazard treatment programs, or more thoroughly document this need will earn higher numbers of points.

(1) Your application should document a critical level of need for your proposed outreach activities in the area(s) where activities will be carried out. You should pay specific attention to documenting the need for outreach to increase enrollment of low-income housing units with children under six in lead hazard treatment programs as it applies to your target area(s) and target populations, rather than a larger geographic area or general population. Examples of information that *might* be used to demonstrate need, include:

(2) Economic or sociological information relevant to your target area(s). If this information is applied locally, the neighborhoods or type of neighborhoods to be targeted should be characterized with regard to populations and age of housing that the outreach activities are attempting to reach. Information on the number and percentage of very-low (income less than 50 percent of the area median) and low-(income less than 80 percent of the area median) income families, as determined by HUD is available at the HUDuser web site, www.huduser.org, with adjustments for smaller and larger families (Very-Low and Low-Income Population).

(3) Data documenting targeted populations that are traditionally underserved or have special needs. For a maximum score in this Rating Factor, data provided should specifically represent the target area. If the data presented in your response do not specifically represent your target area, you should discuss why the target areas are being proposed. If your application

addresses needs that are in the Consolidated Plan or Analysis of Impediments (AI) to Fair Housing Choice (see the General Section), court orders or consent decrees, settlements, conciliation agreements, or voluntary compliance agreements, you will receive more points than applicants that do not relate their project to an identified need.

(4) Information from the local (or state or Tribe, if applicable) health department, if available, on actual (not estimated) rates of elevated blood lead levels among children residing in your target area(s).

(5) Readily available information on the presence of existing outreach and educational resources in your target area(s).

c. *Rating Factor 3: Soundness of Approach (40 Points)* This factor addresses the quality and cost-effectiveness of your proposed work plan. You should present information on your proposed approach for increasing the public's awareness and knowledge about lead poisoning and lead-based paint hazards, for encouraging owners and low-income family occupants to identify potential lead-based paint hazards, and enrolling their housing units in lead hazard control treatment programs. Applications containing approaches with clear activities and sub-activities that will result in increasing the enrollment in lead hazard treatment programs, that include a range of approaches that address the needs of populations with limited English proficiency, persons with disabilities, persons with low literacy, etc., that demonstrate a logical progression of implementation steps, that include more appropriate mechanisms for reaching audiences, and that provide better documentation of the methodology of the proposed approach will receive higher numbers of points. Applicants shall identify their approaches to overcoming recruitment difficulties, including over-recruiting efforts, incentives to increase enrollment, and any other options. Applicants will receive higher rating points for approaches that include higher percentages of funding or subcontracting for substantive work by grassroots organizations, including faith-based and other community-based non-profit organizations, Fair Housing Organizations and advocates for various minority and ethnic groups and for persons with disabilities.

You should describe how proposed activities would help HUD achieve its goals for this program area. You should demonstrate your knowledge of the

outreach methodology relevant to your approach. You should develop a work plan that includes specific, measurable and time-phased objectives for each major program activity, accompanied by a complementary schedule indicating proposed date(s) of completion.

There must be a direct relationship between the proposed activities, community needs, the purpose of the project, and the number of low-income housing units enrolled in lead hazard treatment programs. Your response to this factor should include the following elements:

(1) *Approach for Developing the Project.* (30 points) Describe your overall approach for your proposed project. The description must include a discussion of specific planned project activities:

(a) Provide the estimated total number of low-income housing units that you expect to be enrolled in lead hazard treatment programs. Describe in detail how you will identify and track participants receiving outreach under your project, especially participants in high-risk groups and communities, vulnerable populations and persons traditionally underserved. (6 points)

(b) Describe your process for developing outreach materials, or using existing materials. (3 points)

(c) Describe your management processes to be used to ensure the cost-effectiveness of expenditures of funds. (2 points)

(d) Describe any measurement tools you would employ to evaluate the effectiveness of your outreach and educational activities for occupants of housing units enrolled in lead hazard treatment programs before and after treatment. (2 points)

(e) Describe the methods of community education you would use including community awareness, education, training, and outreach programs in support of your work plan and objectives that are culturally sensitive, targeted, and linguistically appropriate. (3 points)

(f) Proposed involvement of grassroots organizations, including faith-based and other community-based non-profit organizations in the proposed activities. HUD strongly encourages you to substantively use grassroots organizations, including faith-based, and other community-based non-profit organizations. (10 points)

(g) Indicate if, and describe how, you will address any of HUD's departmental policy priorities. (See the General Section for a fuller explanation of HUD's policy priorities.) Policy priorities that are potentially applicable to this NOFA include: (i) Improving our

Nation's Communities, (ii) Providing Full and Equal Access to Faith-based and other Community-based Organizations in HUD Program Implementation, and (iii) Removal of Regulatory Barriers to Affordable Housing. You will receive one point for each of the first two applicable policy priorities that are adequately addressed in your application, and up to two points for Removal of Regulatory Barriers to Affordable Housing. If your application addresses all three policy priorities, you could get up to four points. (4 points)

(2) *Approach for Implementing the Project.* (10 points) Describe your project goals, objectives and the strategy you will use in executing the project. You should provide information on the general approach and overall plan employed.

(a) *Baseline Plan for Project Management.* (5 points) Include a management plan that:

(i) Lists the outreach project objectives, major tasks and activities. All specific activities necessary to complete the proposed project must be included in the task listing.

(ii) Incorporates appropriate performance goals with projected outputs and outcomes of the outreach program's activities.

(iii) Identifies major milestones and provides a schedule for the assignment, tracking and completion of major tasks and activities, and a timeframe for delivery, including reports and other proposed deliverables of the outreach activity.

(iv) Designates resources and identifies responsible entities for performing work.

(b) *Budget Justification.* (5 points) Your proposed budget will be evaluated for the extent to which it is reasonable, clearly justified, and consistent with the outreach project management plan and intended use of program funds. HUD is not required to approve or fund all proposed activities. You must thoroughly document and justify all budget categories and costs (Form HUD-424-CB) and all major tasks, for yourself, subrecipients (grassroots organizations, including faith-based, and other community-based non-profit organizations), partners, major subcontractors, joint venture participants, or others contributing resources to the project, especially those proposed to receive greater than 10 percent of the federal budget request. Describe clearly and in detail your budgeted costs for each required program element (major task) included in your overall plan.

d. *Rating Factor 4: Leveraging Resources (10 Points).* This factor addresses your ability to secure other community and/or private sector resources (such as financing, supplies, or services) that can be combined with HUD's resources to achieve project purposes. These community resources may be contributions from organizations such as the applicant, subrecipients, partners, or other organizations not directly involved in the project.

(1) In evaluating this factor, HUD will consider the extent to which you have developed partnerships to secure additional resources to increase the effectiveness of your proposed project. Describe how other organizations will participate in or support your project. Resources may include funding or in-kind contributions (such as labor, fringe benefits, services, supplies, or equipment) budgeted for your proposed project. Resources may be provided by state, Tribal, and local governmental entities, public or private organizations, or other partners.

(2) Each source of contributions (financial or in-kind) must be supported by a letter of commitment from the contributing entity, whether the applicant, a partner organization, or a public or private source. The letter must describe the contributed resources that will be used in your project and the dollar value of that contribution. Staff in-kind contributions should be given a market-based monetary value. If you fail to provide letters of commitment with specific details including the amount of the actual contributions, you will not get points for this factor. Each letter of commitment, memorandum of understanding, or agreement to participate shall include the organization's name and the proposed level of commitment and responsibilities as they relate to the proposed project. The commitment must be signed by an official legally able to make commitments on behalf of the organization. See the General Section for instructions on how to submit third party documents using the electronic submission process. Letters of support (letters that indicate support but do not specify a monetary commitment to the project) will not be considered in the scoring of this Rating Factor.

Include information to address the following elements:

(a) The extent to which you have coordinated your activities with other known organizations that are not directly participating in your proposed work activities, but with which you share common goals and objectives.

e. *Rating Factor 5: Achieving Results and Program Evaluation (15 points).*

This factor emphasizes HUD's commitment to ensuring that applicants keep promises made in their application and assessing their performance to ensure performance goals are met. Achieving results means the applicant has clearly identified the benefits, or outcomes of your program. Outcomes are ultimate goals; for this lead outreach grant program, the major outcome is increasing the number of low-income housing units that house young children enrolled in lead hazard treatment programs as a result of the grant activity. Benchmarks or outputs are interim activities or products that lead to the ultimate achievement of your goals.

Program evaluation requires that the applicant identifies program outcomes, interim products or benchmarks, and performance indicators that will allow you to measure your performance. Performance indicators should be objectively quantifiable and measure actual achievements against anticipated achievements. Your Evaluation Plan should identify what you are going to measure, how you are going to measure it, and the steps you have in place to make adjustments to your work plan if performance targets are not met within established timeframes.

This rating factor reflects HUD's goal to embrace high standards of ethics, management, and accountability. In evaluating this factor, HUD will consider how you have described outcome measures and benefits of your program.

In your response to this Rating Factor you are to discuss the performance goals for your project and identify specific outcome measures. You are also to describe how the outcome information will be obtained, documented, and reported. You must complete and return the Logic Model Form, HUD 90610, included in the General Section, showing your proposed project long-term, mid-term, short-term, and final results, and how they support HUD's departmental goals and objectives. Information about developing a Logic Model is available at: www.hud.gov.

In evaluating this factor, HUD will consider how you have related your needs statement and your proposed activities, with clearly defined objectives, outputs and outcomes.

f. *Bonus Points for Federally Designated Zones and Communities.* (2 points) This Section of the NOFA provides for the award of two bonus points for eligible activities/projects that the applicant proposes to be located in federally designated Empowerment Zones (EZs), Renewal Communities (RCs), or Enterprise Communities, designated by USDA in round II (EC-

IIs). A list of RCs, EZs, and EC-IIs is available from HUD's Web site at: <http://www.hud.gov>. See also the General Section.

B. *Reviews and Selection Process*

1. Rating and Ranking

Awards will be made in rank order for Lead Outreach applications.

2. Partial Funding

In the selection process, HUD reserves the right to offer partial funding to any or all applicants. If you are offered a reduced grant amount, you will have a maximum of 14 calendar days to accept such a reduced award. If you fail to respond within the 14-day limit, you shall be considered to have declined the award. Please see the General Section for a discussion of adjustments to funding that may be made by HUD during the selection process.

3. Remaining Funds

See the General Section for HUD's procedures if funds remain after all selections have been made.

4. Minimum Points for Award

Your application must receive a total score of at least 75 points to be considered for funding. Applications will not be rated or ranked if they do not meet the threshold requirements of the General Section.

C. *Anticipated Announcement and Award Dates*

HUD anticipates announcing awards under this program on or about September 30, 2005.

VI. **Award Administration Information**

A. *Award Notices*

1. Notice of Award

Applicants who have been selected for award will be notified by letter from the Grant Officer. The letter will state the program for which the application has been selected, the amount the grantee is eligible to receive, and the name of the Government Technical Representative (GTR). This letter is not an authorization to begin work or incur costs under the grant.

2. Negotiations

HUD may require that selected applicants participate in negotiations to determine the specific terms of the grant agreement and budget. In cases where HUD cannot successfully conclude negotiations with a selected applicant or a selected applicant fails to provide HUD with requested information, an award will not be made to that applicant. In this instance, HUD may

offer an award, and proceed with negotiations with the next highest-ranking applicant. If you accept the terms and conditions of the grant, you must return your signed grant agreement by the date specified during negotiation.

3. LOCCS Payment System

After receiving the letter, additional instructions on how to have the grant account entered into HUD's Line of Credit Control System (LOCCS) payment system will be provided. Other forms and program requirements will also be provided.

4. Start of Work

All awardees are expected to commence activity immediately upon completion of budget and work plan negotiations, and execution of the grant agreement.

5. Applicant Debriefing

See the General Section for information regarding applicant debriefing.

B. *Administrative and National Policy Requirements*

1. Environmental Review

In accordance with 24 CFR 50.19(b)(2), (b)(3), and (b)(9) of the HUD regulations, activities assisted under this program are categorically excluded from the requirements of the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and are not subject to environmental review under the related laws and authorities.

2. HUD Reform Act of 1989

Applicants must comply with the requirements for funding competitions established by the HUD Reform Act of 1989 (42 U.S.C. 3531 *et seq.*) as defined in the General Section.

3. Audit Requirements

Any grant recipient that expends \$500,000 or more in federal financial assistance in a single year must meet the audit requirements established in 24 CFR parts 84 and 85 in accordance with OMB Circular A-133. In accordance with OMB Circular A-133 (Audits of States, Local Governments and Non-Profit Organizations), grantees will have to submit their completed audit-reporting package along with the Data Collection Form (SF-SAC) to the Single Audit Clearinghouse, at the address obtained from their Web site. The SF-SAC can be downloaded at: <http://harvester.census.gov/sac/>.

4. Corrections to Deficient Applications

See the General Section for information about corrections to deficient applications.

5. Timely Hiring of Staff

HUD reserves the right to terminate grant awards made to applicants that fail to timely hire (within 90 days of award) staff to fill key positions identified in the applicant's proposal as vacant.

6. Procurement of Recovered Materials

See the General Section for information concerning this requirement.

7. Privacy and Disclosure

All test results in pre-1978 housing related to lead-based paint or lead-based paint hazards must be provided to the owner of the unit, together with a statement describing the owner's legal duty to disclose the results to tenants (before initial leasing, or before lease renewal with changes) and buyers (before sale) if the housing was constructed before 1978 (24 CFR Part 35, subpart A). This information provided to owners may only be used for purposes of remediation of lead-based paint and other hazards in the unit. Disclosure of other identified housing-related health or safety hazards to the owner of the unit, for purposes of remediation, is encouraged but not required. Submission of any information on the properties to databases (whether web site, computer, paper, or other format) of addresses of identified, treated or cleared housing units is subject to the protections of the Privacy Act of 1974, and shall not include any

personal information that could identify any child affected.

8. Conducting Business in Accordance with HUD Core Values and Ethical Standards

Refer to the General Section for information about conducting business in accordance with HUD's core values and ethical standards.

C. Reporting

The following items are Post Award Reporting Requirements.

1. Final Budget and Work Plan

Final budget and work plans are due 60 days after the effective date of the grant (start date).

2. Progress Reporting

Progress reporting is done on a quarterly basis. Project benchmarks and milestones will be tracked using a benchmark spreadsheet that uses the benchmarks and milestones identified in the Logic Model form (HUD-96010) approved and incorporated into your award agreement. For specific reporting requirements, see policy guidance at: <http://www.hud.gov/offices/lead>.

3. Final Report

An overall final grant report, due at the completion of the grant, will detail activities (*e.g.*, the number of low-income housing units enrolled in lead hazard treatment programs as a result of activities performed under this grant, number and type of materials produced, activities conducted, evaluation of the various outreach and educational methods used, findings, and recommended future actions at the conclusion of grant activities). The final

report shall include final project benchmarks and milestones achieved against the proposed benchmarks and milestones in the Logic Model (HUD-96010) approved and incorporated into your award agreement.

VII. Agency Contacts

For programmatic questions, you may contact Jonnette Hawkins, Office of Healthy Homes and Lead Hazard Control; telephone (202) 755-1785, extension 126 (this is not a toll-free number) or via e-mail at Jonnette_G._Hawkins@hud.gov. For grants administrative questions, you may contact Ms. Curtissa L. Coleman, Office of Healthy Homes and Lead Hazard Control; telephone (202) 755-1785, extension 119 (this is not a toll-free number) or via e-mail at Curtissa_L._Coleman@hud.gov. If neither of these individuals is available, you may contact the Office's general Lead Regulations hotline, at (202) 755-1785, extension 104, for which your call will be forwarded in one business day for subsequent response by the appropriate staff. If you are a hearing- or speech-impaired person, you may reach the above telephone numbers through TTY by calling the toll-free Federal Information Relay Service at 800-877-8339.

VIII. Other Information

Other Office of Healthy Homes and Lead Hazard Control Information: For additional general, technical, and grant program information pertaining to the Office of Healthy Homes and Lead Hazard Control, visit: <http://www.hud.gov/offices/lead>.

Healthy Homes and Lead Hazard Programs

**U.S. Department of Housing and Urban Development
Office of Lead Hazard Control**

OMB Approval No. 2539-0015
(expires 4/30/2007)

Factor 1 Capacity Of The Applicant And Relevant Organizational Experience
Public reporting burden for this collection of information is estimated to average 17 hours. This includes the time for collecting, reviewing, and reporting the data. This information collection is collected during the application process and is used to select grantees under a competitive selection process. Section 1011 of Title X of the Housing and Community Development Act of 1992 authorizes this collection. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

A. Key Personnel			
Name and Position Title (please include the organization position titles in addition to those shown). Resumes or position descriptions are to be included in appendix.	Percent of Time Proposed for this Grant (HUD Funded or In-Kind)	Percent of Time to be spent on other LHC HUD grants	Percent of Time to be spent on other Activities
Note: These three columns should total 100%			
A.1 Overall Project Director			
Name:			
Organization Position Title:			
Phone Number:	Fax Number:		
Email:			
A.2 Day-to-Day Program Manager <input type="checkbox"/> To be hired <input type="checkbox"/> On staff			
Name:			
Organization Position Title:			
Phone Number:	Fax Number:		
Email:			
A.3 Other <input type="checkbox"/> To be hired <input type="checkbox"/> On staff			
Name:			
Organization Position Title:			
Phone Number:	Fax Number:		
Email:			

B. Partners			
Name of the organization or entity that partners or will partner with applicant and if partner will be subgrantee/subrecipient	Description of Commitment and Status	Proposed Activities To Be Conducted by Partner	Amount of HUD Grant Funds (If Subgrant)
B.1 Name:			
Type of Organization			
Subgrantee/Subrecipient: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Current Partner <input type="checkbox"/> Partnership to be developed			
B.2 Name:			
Type of Organization			
Subgrantee/Subrecipient: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Current Partner <input type="checkbox"/> Partnership to be developed			
B.3 Name:			
Type of Organization			
Subgrantee/Subrecipient: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Current Partner <input type="checkbox"/> Partnership to be developed			
B.4 Name:			
Type of Organization			
Subgrantee/Subrecipient: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Current Partner <input type="checkbox"/> Partnership to be developed			
B.5 Name:			
Type of Organization			
Subgrantee/Subrecipient: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Current Partner <input type="checkbox"/> Partnership to be developed			
B.6 Name:			
Type of Organization			
Subgrantee/Subrecipient: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Current Partner <input type="checkbox"/> Partnership to be developed			
B.7 Name:			
Type of Organization			
Subgrantee/Subrecipient: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Current Partner <input type="checkbox"/> Partnership to be developed			

Definitions:
Partner Name: Name of organization or entity that will partner with applicant in conducting program activities.
Type of Organization or Program: Health, Housing, Environmental, Community Development Department, Planning Department, Grassroots Faith-Based or Community-Based Organization, Childhood Lead Poisoning Prevention Program, Financial Institution, Job Training and Economic Opportunity Organization, etc.
Description of Commitment: Memorandum of Understanding/Agreement, Contract, Subgrantees, Letter, etc.
Proposed Activities to be Conducted by Partner: The type of activities that will be conducted by the grant partner in support of program efforts (i.e. rehabilitation, testing, training, education and outreach, specification writing, relocation, etc.)
Amount of HUD Grant Funds if Subgrantee/Subrecipient: The dollar amount subgrantee/subrecipient will be receiving for the services they will provide.

Healthy Homes and Lead Hazard Programs

**U.S. Department of Housing and Urban Development
Office of Lead Hazard Control**

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Factor 2						Need/Extent Of The Problem									
Public reporting burden for this collection of information is estimated to average 17 hours. This includes the time for collecting, reviewing, and reporting the data. This information collection is collected during the application process and is used to select grantees under a competitive selection process. Section 1011 of Title X of the Housing and Community Development Act of 1992 authorizes this collection. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.															
Name of Jurisdiction						Name of Target Area (s)									
A. Documented Blood Lead Level (BLL)															
A.1 Total Number of Children <6 Years (72 months) of Age in Jurisdiction: % of Total Population:						A.2 Total Number of Children <6 Years (72 months) of Age in Target Area: % of Total Population:									
Blood Lead Level		Number of Children Under 6 Years		% Of Total		Blood Lead Level		Number of Children Under 6 Years		% Of Total					
< 10 µg/dL						< 10 µg/dL									
≥10 µg/dL and ≤19 µg/dL						≥10 µg/dL and ≤19 µg/dL									
≥ 20 µg/dL						≥ 20 µg/dL									
Total Tested				100%		Total Tested				100%					
Source and Date Documented (Indicate Period Covered)*						Source and Date Documented (Indicate Period Covered)*									
*Attach documentation in appendix - State or local health department may be a good source for this information															
B. Housing Age and Tenure															
B.1 Jurisdiction						B.2 Target Area (s)									
Year Built	Number	% of Total	Owner	Renter	Year Built	Number	% of Total	Owner	Renter	Year Built	Number	% of Total	Owner	Renter	
Pre-1940					Pre-1940					Pre-1940					
1940-1949					1940-1949					1940-1949					
1950-1959					1950-1959					1950-1959					
1960-1969					1960-1969					1960-1969					
1970-1977					1970-1977					1970-1977					
1979 or newer					1979 or newer					1979 or newer					
Total					Total					Total					
Source: 2000 Census - http://factfinder.census.gov/servlet/DatasetMainPageServlet?_ds_name=DEC_2000_SF3_U&program=DEC&lang=en															
Instructions:															
<ol style="list-style-type: none"> 1. Select "Census 2000 Summary File 3 (SF3) - Sample Data" 2. Click on "Detailed Tables" on the side menu 3. On the next page, select "Place" from the pull-down menu next to "Select a geographic type" 4. Select the "State" from the pull-down menu next to "Select a State" 5. Select one or more "cities" of interest from the selected state and click "Add" 6. Click the button that says "Next" 7. On the next page, select "H36. Tenure by Year Structure Built" from the pull-down menu, then "Select one or more tables" and click "Add" 8. Click "Show Tables" 															
*Attach copy of the downloaded information in appendix.															
C. Very Low and Low-Income Population - As Determined by HUD															
C.1 Jurisdiction						C.2 Target Area (s)									
Number of Families ≤50% of AMI		%		Total Number of Families <80% of AMI*		%		Number of Families ≤50% of AMI		%		Total Number of Families <80% of AMI		%	
Source: Income Limits As Determined by HUD- http://www.huduser.org/datasets/il.html															
Instructions:															
<ol style="list-style-type: none"> 1. Select the appropriate State 2. Click on the link that says "Open PDF file" 3. Search for appropriate location 															
*Attach copy of the downloaded information in appendix															

Healthy Homes and Lead Hazard Programs

**U.S. Department of Housing and Urban Development
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Factor 3 Soundness Of Approach

A. Proposed Lead Hazard Control Activities		Total Units To Be Completed and Cleared					
Activity	Who Will Perform This Activity (Name or Agency/Organization)	Number of Units	Housing Tenure			Estimated Timeline to Complete Work	Estimated Per Unit Cost
			Owner Occupied	Rental	Vacant		
Identification, Selection, Prioritization of Units (Referrals)*							
Intake/Enrollment							N/A
Financing (Grant, Loan, Other)							N/A
Pre-Hazard Control Blood Lead Testing			N/A	N/A	N/A		
Paint Inspections/Risk Assessments							
Laboratory Analysis of Samples			N/A	N/A	N/A		
Work Specifications			N/A	N/A	N/A		
Bid Process/ Contractor Selection			N/A	N/A	N/A		
Temporary Relocation							
Interim Controls							
Hazard Abatement							
Quality Control-Contractor Performance			N/A	N/A	N/A		N/A
Clearance Evaluations			N/A	N/A	N/A		
Maintenance Plan - Unit Follow Up			N/A	N/A	N/A		N/A
Community Outreach/ Education		N/A	N/A	N/A	N/A		N/A
Training		N/A	N/A	N/A	N/A		N/A

Activity:
*Identification, Selection, Prioritization of Units (Referrals) This should be a higher number than the number of units that are projected to be completed and cleared by the program
Who Will Perform This Activity: Applicant Agency, Partner Organization, Contractor, Grassroots Faith-Based or Community-Based Non-Profit Organization.
Number of Units: Number of units to receive program services.
Housing Tenure: Number of units to receive program services according to housing tenure status (i.e. owner occupied, renter occupied, vacant)
Estimated Time to Complete Work for each unit: Hours, days, weeks required to complete an activity
Estimated Unit Cost: Self explanatory

WORK PLAN DEVELOPMENT WORKSHEET
WITH MINIMUM BENCHMARK PERFORMANCE STANDARDS
FOR 36-MONTH PERIOD OF PERFORMANCE

Healthy Homes and Lead Hazard Program												OMB Approval Number 2539-0015 (exp 1/31/2006)			
Grant Number:	Grantee Organization:											Period of Performance: Feb 1, 2003 - January 31, 2006			
ACTIVITY	Q1 2003	Q2 2003	Q3 2003	Q4 2003	Q5 2004	Q6 2004	Q7 2004	Q8 2004	*Q9 2005	Q10 2005	Q11 2005	Q12 2005	Q13 2006	Q14 2006	
	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	
Applicant Capacity (0-120 days)															
Staff Hired	—————▶														
Approved Environmental Review and Release of Funds	—————▶														
Written Policies and Procedures	—————▶														
Lead Hazard Control Implementation Units in Grant Agreement = #															
Paint Inspections/Risk Assessments:		—————▶													
Performance Standard		5%	15%	30%	45%	55%	65%	85%	95%	100%					
Work Plan Milestone															
% Planned															
Actual # Completed															
Actual % Completed															
** Units In Progress															
Units Completed and Cleared:			—————▶												
Performance Standard			2%	5%	15%	30%	45%	55%	* 85%	85%	95%	100%			
Work Plan Milestone															
% Planned															
Actual # Completed															
Actual % Completed															
Cumulative LOCCS DRAWDOWNS Grant Award Amount = \$			—————▶												
Performance Standard				5%	10%	15%	20%	30%	* 45%	60%	80%	95%	100%		
LOCCS Drawdown Work Plan Milestone															
% Planned															
Actual LOCCS Drawdown															
Actual Cumulative LOCCS Drawdown %															
Community Outreach / Education / Training															
Community Outreach and Education Work Plan Milestone															
Community Outreach and Education Milestone Achieved															
Skills Training Work Plan Milestone															
Skills Training Milestone Achieved															
Performance Measured Against Approved Work Plan Milestones														100% ▶	
Close-Out Feb 1 - Apr 30, 2006														—————▶	
* Renewal Eligibility Milestone															
** No bench mark standard															

**Healthy Homes and
Lead Hazard Programs**

**U.S. Department of Housing
and Urban Development
Office of Lead Hazard Control**

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Factor 4 Leveraging Resources

Name Of The Organization Or Entity That Will Contribute Match Or Leveraged Funds And If The Organization Will Be a Subgrantee/Subrecipient	Work To Be Accomplished In Support Of The Program.	Value Of In-Kind Or Cash Match Contribution*	Additional Leveraged Funds Contribution	Total Of Match And Leveraged Contributions
Name: Type of Organization: Subgrantee/Subrecipient: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Name: Type of Organization: Subgrantee/Subrecipient: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Name: Type of Organization: Subgrantee/Subrecipient: <input type="checkbox"/> Yes <input type="checkbox"/> No				
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Name: Type of Organization: Subgrantee/Subrecipient: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Total Amount		\$	\$	\$

Name of the organization or entity that will contribute match or leveraged funds and if they are to be a subgrantee/subrecipient: Self explanatory.

Work to be accomplished in support of the program: The type of activities that will be accomplished in support of the program (i.e. outreach, training, risk Assessments/paint inspections, relocation, etc.)

Value of In-kind or Cash Match Contribution: As required by statute or appropriation.

Additional Leveraged Funds Contribution: Additional funds above the match contribution required by statute or appropriation

Total of Match and Leveraged Contributions: The total of an applicant's In-kind or Cash Match Contribution and any additional Leveraged Funds Contribution