

**DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT**

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**HEALTHY HOMES LEAD HAZARD  
CONTROL PROGRAMS**

**LEAD HAZARD NOFA (COMBINED)**

**LEAD-BASED PAINT HAZARD  
CONTROL GRANT PROGRAM, LEAD  
HAZARD REDUCTION  
DEMONSTRATION GRANT PROGRAM,  
AND OPERATION LEAD ELIMINATION  
ACTION PROGRAM**

**Lead-Based Paint Hazard Control Grant Program, Lead Hazard Reduction Demonstration Grant Program, and Operation Lead Elimination Action 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-Based Paint Hazard Control Program, Lead Hazard Reduction Demonstration Program, and Operation Lead Elimination Action Program).

C. Announcement Type: Initial announcement.

D. Funding Opportunity Number: FR-5100-N-20; OMB Approval Number 2539-0015.

E. Catalog of Federal Domestic Assistance (CFDA) Number(s): 14.900 Lead-Based Paint Hazard Control in Privately Owned Housing and 14.905 Lead Hazard Reduction Demonstration Program, and 14.903 Operation Lead Elimination Action Program.

F. Dates: Applications must be received and validated by Grants.gov no later than 11:59:59 p.m. eastern time on May 18, 2007 for the Lead-Based Paint Hazard Control and Operation Lead Elimination Action Programs, and the application deadline date for the Lead Hazard Reduction Demonstration is May 30, 2007. See the General Section for specific instructions regarding application submission.

G. Additional Overview Content Information:

1. Purpose of the Program.

a. The purpose of the Lead-Based Paint Hazard Control Program is to assist states, Native American Tribes, and local governments in undertaking comprehensive programs to identify and control lead-based paint hazards in eligible privately owned housing for rental or owner-occupants.

b. The purpose of the Lead Hazard Reduction Demonstration Grant Program is the same as the Lead-Based Paint Hazard Control, but the Lead Hazard Reduction Demonstration Grant Program is targeted for urban jurisdictions with the highest lead-based paint hazard control needs.

c. The purpose of the Operation Lead Elimination Action Program is to provide grants to private sector and non-profit organizations to leverage funds for addressing lead hazards in privately owned housing units and eliminating lead poisoning as a major public health threat to young children.

2. Available Funds. Approximately \$148.4 million (Lead-Based Paint Hazard Control Program, Lead Hazard

Reduction Demonstration Program and Lead Elimination Action Program).

3. Eligible Applicants.

a. To be eligible to apply for funding under the Lead-Based Paint Hazard Control (LBPHC) Grant Program, the applicant must be a state, Native American Tribe, city, county, or other unit of local government. Multiple units of a local government (or multiple local governments) may apply as a consortium; however, you must identify a lead applicant that will be responsible for ensuring compliance with all requirements specified in this NOFA. State government and Native American tribal applicants must have an Environmental Protection Agency (EPA) authorized lead-based paint training and certification program.

b. To be eligible to apply for the Lead Hazard Reduction Demonstration (LHRD) Grant Program, the applicant must be a city, county, Native American Tribe, or other unit of local government. The applicant must have at least 3,500 pre-1940 occupied rental housing units, as listed at the 2000 Census Web site identified in Form HUD 96013, Need/Extent of the Problem. In addition, a State may apply on behalf of one or more of the eligible local jurisdictions if it has an EPA-authorized lead-based paint training and certification program. A list of eligible applicants can be downloaded with the application from [www.grants.gov/Applicants/Apply\\_for\\_grants.jsp](http://www.grants.gov/Applicants/Apply_for_grants.jsp) in Appendix A.

c. To be eligible to apply for funding under the Operation Lead Elimination Action Program (LEAP), the applicant must be a non-profit or for-profit entity or firm. For-profit institutions are not allowed to earn a fee. Colleges and Universities are also eligible to apply. National and local groups are encouraged to apply. States, cities, counties and units of local government and their departments are not eligible.

4. Match. See NOFA Criteria by Grant Program Chart in Section III, Eligibility Information.

5. Information on application. The applications for this NOFA can be found at <http://www.grants.gov>. The General Section contains information about Grants.gov registration, submission requirements, and submission procedures.

**Full Text of Announcement**

**I. Funding Opportunity Description**

A. Program Description. The Lead-Based Paint Hazard Control Program (LBPHC), the Lead Hazard Reduction Demonstration Grant Program (LHRD) and the Operation Lead Elimination Action Program (LEAP) are authorized

by Section 1011 of the Residential Lead-Based Paint Hazard Reduction Act of 1992 (Title X of the Housing and Community Development Act of 1992, Pub. L. 102-550). HUD's authority for making funding available under this NOFA for the Lead-Based Paint Hazard Control Program, the Operation Lead Elimination Action Program and the Lead Hazard Reduction Demonstration Program is the Revised Continuing Appropriations Resolution, 2007 (Pub. L. 110-5, approved February 15, 2007). The Lead-Based Paint Hazard Control Grant Program assists states, Native American Tribes and local governments, and the Lead Hazard Reduction Demonstration Program assists urban jurisdictions with the highest lead-based paint hazard control needs, in undertaking programs for the identification and control of lead-based paint hazards in eligible privately owned rental and owner-occupied housing units. Operation Lead Elimination Action Program (LEAP) provides grants to private sector and non-profit organizations to leverage funds for addressing lead hazards in privately owned housing units and eliminating lead poisoning as a major public health threat to young children. HUD is interested in promoting lead hazard control approaches that result in the reduction of elevated blood lead levels in children for the maximum number of low-income families with children under six years of age, for the longest period of time, and that demonstrate techniques which are cost-effective, efficient, and replicable elsewhere. Refer to the HUD Web site <http://www.hud.gov/offices/lead/regs/leadtitlex.pdf> to obtain information on Title X. HUD's Lead Safe Housing Regulation is available at <http://www.hud.gov/offices/lead/leadsaferule/LSHRFinal21June04.rtf>, and the companion interpretive guidance publication at <http://www.hud.gov/offices/lead/leadsaferule/LSHRGuidance21June04.rtf>. If you cannot access the information you can call the NOFA Information Center at 800-HUD-8929. If you are a hearing- or speech-impaired person, you may request the information by telephone TTY by calling the toll-free Federal Information Relay Service at 800-877-8339.

Because lead-based paint is a national problem, these funds will be awarded to programs that will fulfill the following objectives:

1. Maximize the combination of children less than six years of age protected from lead poisoning and housing units where lead-hazards are controlled;

2. Target the reduction of elevated blood lead levels in children for the maximum number of low-income families with children less than six years of age, for the longest period of time;

3. Stimulate lower-cost and cost-effective methods and approaches to lead hazard control work that can be replicated;

4. Build local capacity to safely and effectively address lead hazards during lead hazard control, renovation, remodeling, and maintenance activities by integrating lead safe work practices into housing maintenance, repair, weatherization, rehabilitation, and other programs that will continue beyond the grant period;

5. Affirmatively further fair housing and environmental justice;

6. Develop a comprehensive community approach to address lead hazards in housing by mobilizing public and private resources, involving cooperation among all levels of government, the private sector, and grassroots community-based non-profit organizations, including faith-based organizations, to develop cost-effective methods for identifying and controlling lead-based paint hazards;

7. Establish a public registry (listing) of lead-safe housing or inclusion of the lead-safe status of properties in a publicly accessible address-based property information system to be affirmatively marketed to families with young children; and

8. To the greatest extent feasible, promote job training, employment, and other economic opportunities for low-income and minority residents and businesses that are owned by and/or employ minorities and low-income persons as defined in 24 CFR 135.5 (see 59 FR 33881, published June 30, 1994).

#### *B. Changes in the FY 2007 NOFA*

1. A total of 150 pages for the entire application including narrative responses, attachments, tables, appendices, and other required forms.

2. All contributions above the statutory match requirement should be reported as leveraged contributions.

3. The Lead Hazard Reduction Demonstration Grant Program has a 10 percent match requirement and an 80

percent direct Lead Hazard Control cost requirement.

## **II. Award Information**

A. Funding Available. From current and past years' funding, approximately \$76.4 million will be available for the Lead-Based Paint Hazard Control Program, approximately \$54.7 million will be available for the Lead-Based Paint Hazard Reduction Grant Program, and approximately \$17.3 million will be available for Operation Lead Elimination Action Program.

1. Approximately 26 to 40 grants will be awarded to applicants for the Lead-Based Paint Hazard Control Program. Approximately 14 to 22 grants will be awarded to applicants for the Lead Hazard Reduction Demonstration Program, and approximately 9 to 12 grants will be awarded to applicants for Operation Lead Elimination Action Program. Grant award amounts for the entire period of performance for Lead-Based Paint Hazard Control Program grants shall be from approximately \$1 million up to a maximum of \$3 million per grant, for the Lead Hazard Reduction Demonstration Program grants, from approximately \$1 million up to a maximum of \$4 million per grant, and for Operation Lead Elimination Action Program (LEAP) grants a maximum of \$2 million per grant. Applications for amounts larger than the applicable maximum amount for a program will be deemed ineligible and will not be reviewed.

2. The start date for grants is expected to be no later than October 1, 2007. The period of performance shall not exceed 36 months. Period of performance extensions for delays due to conditions beyond the grantee's control will be considered by HUD in accordance with 24 CFR 84.25(e)(2) or 85.30(d)(2), as applicable, and the OHHLHC Program Guide. Such extensions, when granted, are one time only, and for no longer than a period of one year from the original period of performance end date.

#### **B. Contracts or Other Formal Arrangements.**

1. If selected for funding, grantees are required to maintain a contract administration system to ensure sub-grantee and contractor conformance with the terms, conditions, and

specifications of contracts. Grantees must enter into written contracts or agreements with sub-grantees and contractors, which identify specific services to be provided such as:

- Staffing requirements,
- Time periods for the performance of work,
- Project budget, and total amount of compensation to be provided,
- Methods and documentation requirements for obtaining reimbursement of expenses,
- Record keeping and reporting requirements,
- Requirements placed upon the sub-grantee or contractor to comply with applicable federal laws, regulations, circulars, and Executive Orders,
- Provisions for the grantee with access to financial and other documents and files for the purpose of monitoring sub-grantee or contractor performance and compliance with the local contract or agreement, and applicable Federal laws, regulations, circulars and Executive orders.

2. All applicants are encouraged to enter into formal arrangements with grassroots community-based non-profit organizations, including faith-based organizations, or other community-based organizations, particularly if such organizations will be reimbursed for eligible activities under this NOFA. (This does not apply to Native American Tribes.) These formal arrangements could be a contract, a Memorandum of Understanding (MOU), a Memorandum of Agreement (MOA), or a letter of commitment. Such relationships should be established prior to the actual execution of an award or within 120 days of the effective start date of the grant agreement.

## **III. Eligibility Information**

### *A. Eligible Applicants*

See the General Section for additional eligibility requirements applicable to HUD Programs. See chart below that describes eligible applicants, match percentage requirement, minimum percentage of federal funds for direct lead hazard control activities, and maximum administrative cost.

## MATCH REQUIREMENTS AND ADMINISTRATIVE COSTS BY GRANT PROGRAMS

Programs	Eligible applicants	Percent of HUD award		
		Match	Direct lead hazard control costs	Administrative cost
Lead-Based Paint Hazard Control Program (LBPHC).	State, Native American Tribe, city, county, or other unit of local government. Multiple units of a local government (or multiple local governments) may apply as a consortium; however, you must identify a lead applicant that will be responsible for ensuring compliance with all requirements specified in this NOFA. State government and Native American tribal applicants must have an Environmental Protection Agency (EPA) authorized lead-based paint training and certification program.	10% .....	Minimum 65% ...	Maximum 10%.
Lead hazard Reduction Demonstration (LHRD).	City, county, Native American Tribe, or other unit of local government. The applicant must have at least 3,500 pre-1940 occupied rental housing units, as listed at the 2000 Census Web site identified in Form HUD 96013, Need/Extent of the Problem. In addition, a State may apply on behalf of one or more of the eligible local jurisdictions if it has an EPA-authorized lead-based paint training and certification program. A list of eligible applicants can be downloaded with the application from <a href="http://www.grants.gov">www.grants.gov</a> , in Appendix A.	10% .....	Minimum 80% ...	Maximum 10%.
Operation Lead Elimination Action Program (LEAP).	For-profit and non-profit entities; colleges and universities; and national and local groups. For profit institutions are not allowed to earn a fee.	None .....	Minimum 65% ...	Maximum 10%.

*B. Cost Sharing and Match*

This section applies to all three grant programs. See Chart above for statutory match requirements. Match and Leverage Guidance in *Appendix B* can be downloaded with the application from [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp). If an applicant does not meet the minimum requirements of 10 percent match for LBPHC it will be considered ineligible for an award.

Under Rating Factor 4, Leveraging, HUD provides rating points to applicants that documenting additional resources to increase the scope or effectiveness of the proposed program activities. For the LBPHC and LHRD that have a required match, HUD will award points to applicants that provide additional resources over required match amount. For LEAP applicants, which has no matching requirement, HUD will award points based upon the amount of resources that are leveraged by the applicant. The larger the amount of funds or in-kind services that are secured by the applicant, the higher the number of points that will be awarded under Rating Factor 4. For all programs, match and/or leverage contributions may be in the form of cash including private sector funding, or in-kind (non-cash) contributions or a combination of these sources. With the exception of Community Development Block Grant (CDBG) funds, or other programs that allow their funds to be considered local funds and therefore eligible to be used

as matching funds, federal funds may not be used to satisfy any statutorily required matching requirement, as applicable. Both CDBG and other local funds must be used for otherwise eligible grant-related lead hazard control activities to be eligible as match or leverage funds. For cash and in kind match and leveraged contributions, the applicant must submit a letter of commitment, signed by an official of the organization legally able to make commitments on behalf of the organization. The letter must indicate the amount and source, and detail how the contribution will support the proposed grant program. The signature of the authorized official on the Form SF-424 is deemed as official documentation of commitment of match or other contributed resources of the applicant organization. A separate letter from the applicant organization is not required. For LEAP applicants, a leveraged resource only from the private sector is considered eligible. All matching and leveraged contributions shall be used for the same purposes as allowed for by the federal funds.

*C. Other*

1. Eligible Costs and Activities. This section applies to all three grant programs unless otherwise specified.

All lead hazard control activities funded under the LBPHC, LHRD and LEAP must be conducted in compliance with the applicable requirements of HUD's Lead-Safe Housing Regulation,

24 CFR part 35, and the companion Interpretive Guidance publication. Activities must also comply with any additional requirements in effect under a state or Tribal Lead-Based Paint Training and Certification Program that has been authorized by the EPA pursuant to 40 CFR 745.320.

There are, in general, four categories of eligible costs under each competitive grant program included in this NOFA: (1) Direct costs for lead-based paint hazard identification and control activities, (2) other direct costs, (3) indirect costs, and (4) administrative costs.

a. Definition of Direct Costs and Description of Lead-Based Paint Hazard Identification and Control Activities.

Direct costs are defined as the allocable portion of allowable costs incurred directly for the purposes of the grant. Direct costs for lead hazard control activities consist of lead dust, soil and paint-chip testing and associated laboratory costs, the purchase or lease of a maximum of two X-ray fluorescence analyzers (if not otherwise available), and XRF maintenance, lead paint inspection and risk assessments, interim controls, abatement of lead-based paint or lead-based paint hazards (see section C.1(a)(4)(b) for abatement limitations), occupant protection and temporary relocation of occupants when lead hazard control work supported by this program is conducted in a unit, and clearance examinations. Direct costs for

lead-based paint hazard identification and control activities do not include universal blood lead testing, housing rehabilitation beyond what is specifically required to carry out effective lead hazard control, training, community education and outreach, applied research and purchase of supplies or equipment and administrative costs. Eligible activities to meet the minimum 65% (LBPHC and LEAP) or 80% (LHRD) direct lead hazard control costs, as applicable, are as follows:

(1) Performing lead dust, soil and paint-chip testing, lead-based paint inspections, risk assessments, clearance examination, and engineering and architectural activities that are required for, and in direct support of, interim control and lead hazard abatement work, of eligible housing units constructed prior to 1978 to determine the presence of lead-based paint and/or lead hazards from paint, dust, or soil through the use of acceptable testing procedures.

(2) All laboratory analysis in support of required testing and evaluation under this NOFA must be conducted by a laboratory recognized for the analysis by the EPA National Lead Laboratory Accreditation Program (NLLAP).

(3) All lead-based paint testing results, summaries of lead-based paint hazard control treatments, and clearances must be provided to the owner of the unit, together with a notice describing the owner's legal duty to disclose the results to tenants and buyers. Grantee files must contain verifiable evidence of providing lead hazard control reports, such as a signed and dated receipt. Refer to 24 CFR 35.125 of the Lead Safe Housing Regulation.

(4) All lead-based paint hazards identified in housing units and in common areas of multifamily housing enrolled in this grant program must be controlled or eliminated by either of the following strategies or a combination of the two;

(a) Interim Controls. According to the HUD Guidelines, interim controls of lead-based paint hazards including lead-contaminated dust and soil in housing must include specialized cleaning techniques to address lead dust.

(b) Lead-Based Paint Hazard Abatement. Abatement of all lead-based paint or lead-based paint hazards is generally authorized only in states or localities that require complete abatement by law. HUD does not consider abatement of all lead-based paint to be cost effective in most circumstances; therefore, a grantee must make a special request in writing prior

to conducting complete abatement of lead-based paint or lead-based paint hazards. Abatement of lead-contaminated soil should be limited to areas with bare soil in the immediate vicinity of the structure (i.e., the drip line or foundation of the unit being treated, and children's play areas).

(5) Undertaking minimal housing rehabilitation activities that are specifically required to carry out effective hazard control, and without which the hazard control could not be completed and maintained. These grant funds may be used for lead hazard control work done in conjunction with other housing rehabilitation programs, to the extent practicable. HUD encourages integration of this grant program with housing rehabilitation, maintenance, weatherization, and other energy conservation activities.

(6) Carrying out temporary relocation of families and individuals while the remediation is conducted and until the time the affected unit receives clearance for re-occupancy. See Section III.C.4.e, Real Property Acquisition and Relocation of the General Section and Section VI.B.4 of this NOFA for discussion of regulations that apply when relocating families.

#### b. Description of Eligible Other Direct Costs.

(1) Purchasing or leasing equipment having a per-unit cost under \$5,000 (except for the purchase or lease of up to two X-ray fluorescence analyzers used by the grant program).

(2) Performing blood lead testing and air sampling to protect the health of the hazard control workers, supervisors, and contractors.

(3) Conducting pre-hazard control blood lead testing of children under six years of age residing in or frequently visiting units undergoing lead hazard control work.

(4) Conducting targeted outreach, affirmative marketing, education or outreach programs on lead hazard control and lead poisoning prevention designed to increase the ability of the program to deliver lead hazard control services including educating owners of rental properties, tenants, and others on the Residential Lead-Based Paint Hazard Reduction Act, Lead-Safe Housing Rule, and applicable provisions of the Fair Housing Act especially as it pertains to familial status (e.g., families with children) and disability discrimination, offering educational materials in languages that are common in the community other than English, consistent with HUD's published Limited English Proficiency (LEP) Recipient Guidance, 68 FR 70968, and

providing training on lead-safe maintenance and renovation practices and management. Upon request, this also would include making all materials available in alternative formats to persons with disabilities (e.g., Braille, audio, and large type).

(5) Supporting data collection, analysis, and evaluation of grant program activities. This includes compiling and delivering such data as may be required by HUD.

(6) Preparing a final report at the conclusion of grant activities.

(7) Providing resources to build capacity for lead-safe housing and lead hazard control, including free delivery of HUD-approved lead-safe work practices training courses for housing rehabilitation contractors, rehabilitation workers, homeowners, renters, painters, remodelers, maintenance staff, and others conducting renovation, rehabilitation, maintenance or other work in private housing; free delivery of lead sampling technician training, lead-based paint worker or contractor certification training; and subsidies for licensing or certification fees to low-income persons seeking credentials as lead-based paint workers or contractors or lead sampling technicians.

(8) Conducting planning, coordination, and training activities to comply with HUD's Lead-Safe Housing Regulation (24 CFR part 35, subparts B-R). These activities should support the expansion of a workforce properly trained in lead-safe work practices that is available to conduct interim controls on HUD-assisted housing covered by these regulations.

(9) Conducting outreach and related activities that will result in increased lead hazard control activities in low-income privately owned or owner-occupied housing with lead-based paint hazards. For LEAP grants, outreach and/or related activities, must be tied to a leveraging strategy.

(10) Participating in applied research, studies, or developing information systems to enhance the delivery, analysis, or conduct of lead hazard control activities, or to facilitate targeting and consolidating resources to further childhood lead poisoning prevention efforts.

c. For reference to the Administrative Cost requirements, please see Appendix D, which can be downloaded with the application from [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).

d. For reference to the Indirect Cost requirements see Appendix C, which can be downloaded with the application from [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).

2. Eligibility of HUD-Assisted Housing. The Table 10, "Eligibility of HUD Assisted Housing," that lists the housing units that may participate under each of the three competitive programs detailed in this NOFA can be downloaded with the application from [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).

3. Threshold Requirements. To be an eligible applicant, you must meet all of the threshold requirements in Section III.C of the General Section as well as any specific threshold requirements listed in this subsection. Applications will not be funded if they do not meet the threshold requirements.

a. Applicants under the Lead-Based Paint Hazard Control and Lead Hazard Reduction Demonstration Programs are required to match 10 percent of the funds requested with other funds or resources. There is no match requirement for LEAP.

b. Applicants under the Lead Hazard Reduction Demonstration Program must be a city, county, Native American Tribe, or other unit of local government. The applicant must have at least 3,500 pre-1940 occupied rental housing units, as listed at the 2000 Census Web site identified in Form HUD 96013, Need/Extent of the Problem. A list of eligible applicants can be downloaded with the application from [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp). In addition, a State may apply on behalf of one or more of the eligible local jurisdictions if it has an EPA-authorized lead-based paint training and certification program. There is no minimum threshold requirement for the number of pre-1940 occupied units for LBPHC or LEAP.

c. All applicants under the Lead Hazard Reduction Demonstration Program must provide the actual number of children with documented elevated blood levels residing within the jurisdiction(s) where the lead hazard control work will be conducted for the most recent twelve-month period available since January 1, 2003 and identify the source of the data. Failure to provide these data will result in the application not being rated or ranked.

d. EPA Authorization. If you are a state government or Native American Tribal government, you must have an EPA-authorized Lead-Based Paint Training and Certification Program in effect, on the application deadline date, to be eligible to apply for Lead Based Paint Hazard Control and Lead Hazard Reduction Demonstration Grant funds. The approval date in the **Federal Register** notice published by the EPA will be used in determining the Training and Certification status of the applicant

state or Native American Tribal government. If you do not have an EPA authorized program on the application submission date, the application will not be rated or ranked. Further, if you do not have an EPA authorized program on the grant award date, you will not be awarded a grant under this NOFA.

e. Consolidated Plans. (This requirement does not apply to Native American Tribes.) You must submit, as an appendix, the current lead-based paint element from the approved Consolidated Plan of the jurisdiction(s) where the lead-based paint hazard control will be conducted. In lieu of submitting a hard copy of the lead-based paint element from the current consolidated plan(s), you may substitute a Web site address. The Web site must contain the lead-based paint element of the current Consolidated Plan(s). If the jurisdiction does not have a currently approved Consolidated Plan, but is otherwise eligible for LBPHC and LHRD grant programs, you must include the jurisdiction's abbreviated Consolidated Plan, which includes a lead-based paint hazard control strategy developed in accordance with 24 CFR 91.235. You should include the discussion of any lead-based paint issues in your jurisdiction's Analysis of Impediments, particularly as it addresses your target areas.

f. An applicant requesting a grant amount greater than the maximum grant award amount will be deemed ineligible and not reviewed or rated.

g. Applications that do not have either a narrative response to the rating factors or form HUD-424 CBW Budget worksheet will not be reviewed or rated.

h. Fiscal Year 2006 awardees of LBPHC, LHRD, reopened LHRD, or LEAP grants, are not eligible to apply for any of these three programs during this competitive NOFA cycle.

i. Applicants may submit up to one application for each of the competitive programs covered by this NOFA for which they are eligible.

#### 4. Environmental Requirements

a. Recipients of Lead-Based Paint Hazard Control Grants and Lead Hazard Reduction Demonstration grants must comply with 24 CFR part 58, Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities, and must carry out environmental review responsibilities as a responsible entity under part 58.

b. Work on properties assisted with LEAP funds under this NOFA is covered by the provisions of section 305(c) of the Multifamily Housing Property Disposition Reform Act of 1994, which are implemented by HUD regulations at

24 CFR part 50. Under part 50, a responsible entity, usually a local government unit, must assume the environmental review responsibilities for activities funded under LEAP. Under 24 CFR 50.3(h), if a responsible entity or the recipient objects to the responsible entity performing the environmental review for LEAP activities, HUD may designate another responsible entity to perform the review or may perform the environmental review itself under the provisions of 24 CFR part 50.

c. For all grants under this NOFA, recipients and other participants in the project are prohibited from undertaking, or committing or expending HUD or non-HUD funds (including leveraged or match funds) on a project or activities under this NOFA (on activities other than listed in 24 CFR 58.34, 58.35(b) or 58.22(f)) until the responsible entity completes an environmental review and the applicant submits and HUD approves a Request for the Release of Funds and the responsible entity's environmental certification (both on form HUD 7015.15). In the case of LEAP grants, the grantee must await HUD's completing the review and notifying the grantee of the approval of the environmental review before initiating work. The results of the environmental review may require that proposed activities be modified or proposed sites may be rejected. The results of the environmental reviews may require that proposed activities be modified or proposed sites rejected. For part 58 procedures, see <http://www.hud.gov/offices/cpd/energyenviron/environment/index.cfm>. For assistance, contact Edward Thomas, the Office of Healthy Homes and Lead Hazard Control Environmental Officer at (215) 861-7670 (this is not a toll-free number) or the HUD Environmental Review Officer in the HUD Field Office serving your area. If you are a hearing- or speech-impaired person, you may reach the telephone number via TTY by calling the toll-free Federal Information Relay Service at 1-800-877-8339. Recipients of a grant under these funded programs will be given additional guidance in these environmental responsibilities.

5. Administrative and Other Requirements. If awarded a grant, you must comply with the requirements and maintain appropriate documentation to demonstrate compliance with the requirements specified below. The requirements apply to all grant programs unless otherwise specified.

a. Lead-Based Paint Hazard Reduction Act of 1992 (Title X of the Housing and Community Development Act of 1992), Section 1011. Section 217 of Public Law 104-134 (the Omnibus Consolidated

Rescissions and Appropriations Act of 1996, 110 Stat. 1321, approved April 26, 1996) amended Section 1011(a) of the Residential Lead-Based Paint Hazard Reduction Act of 1992 (Title X) to read as follows:

“Section 1011. Grants for Lead-Based Paint Hazard Reduction in Target Housing

“(a) General Authority. The Secretary is authorized to provide grants to eligible applicants to evaluate and reduce lead-based paint hazards in housing that is not federally assisted housing, federally owned housing, or public housing, in accordance with the provisions of this section. Grants shall only be made under this section to provide assistance for housing that meets the following criteria—

“(1) for grants made to assist rental housing, at least 50 percent of the units must be occupied by or made available to families with incomes at or below 50 percent of the area median income level and the remaining units shall be occupied or made available to families with incomes at or below 80 percent of the area median income level, and in all cases the landlord shall give priority in renting units assisted under this section, for not less than 3 years following the completion of lead abatement activities, to families with a child under the age of six years, except that buildings with five or more units may have 20 percent of the units occupied by families with incomes above 80 percent of area median income level;

“(2) for grants made to assist housing owned by owner-occupants, all units assisted with grants under this section shall be the principal residence of families with income at or below 80 percent of the area median income level, and not less than 90 percent of the units assisted with grants under this section shall be occupied by a child under the age of six years or shall be units where a child under the age of six years spends a significant amount of time visiting.”

(1) Trained and Certified Professionals. Funded activities must be conducted by persons qualified for the activities according to 24 CFR part 35, subparts B–R (possessing certification as abatement contractors, risk assessors, inspectors, abatement workers, or sampling technicians, or others having been trained in a HUD-approved course in lead-safe work practices).

(2) Lead hazard evaluation and control work must be conducted in compliance with HUD’s Lead Safe Housing Rule, 24 CFR part 35, the HUD Guidelines, and applicable federal, state and local regulations and guidance.

(3) You must document the income and family composition of occupants of units assisted to meet Title X requirements. Identify the key staff who will certify as to the eligibility of each unit assisted under the grant based on the determination of income, and when required, the presence of a child under six years of age.

6. Prohibited Practices. You must not engage in the following prohibited practices:

- a. Open flame burning or torching;
- b. Machine sanding or grinding without a high-efficiency particulate air (HEPA) exhaust control;
- c. Uncontained hydroblasting or high-pressure wash;
- d. Abrasive blasting or sandblasting without HEPA exhaust control;
- e. Heat guns operating above 1,100 degrees Fahrenheit;
- f. Chemical paint strippers containing methylene chloride or other volatile hazardous chemicals in a poorly ventilated space; and
- g. Dry scraping or dry sanding, except scraping in conjunction with heat guns or around electrical outlets or when treating no more than two square feet in any one interior room or space, or totaling no more than 20 square feet on exterior surfaces.

7. Written Policies and Procedures. You must have clearly established, written policies and procedures for eligibility, program marketing, unit selection, expediting work on homes occupied by children with elevated blood lead levels, and all phases of lead hazard control, including risk assessment, inspection, development of specifications, pre-hazard control blood lead testing, financing, temporary relocation and clearance examination. Grantees, subcontractors, sub-grantees, sub-recipients, and their contractors must adhere to these policies and procedures.

8. Continued Availability of Lead-Safe Housing to Low-Income Families. Units in which lead hazards have been controlled under this program shall be occupied by or continue to be available to low-income residents as required by Title X (Section 1011). You must maintain a publicly available registry (listing) of units in which lead hazards have been controlled and ensure that these units are affirmatively marketed to agencies and families as suitable housing for families with children less than six years of age. The grantee must also provide the owner with the lead hazard evaluation and control information generated by activities under this grant, so that the owner can comply with his/her disclosure

requirements under 24 CFR part 35, Subpart A.

9. Testing. In developing your application budget, include costs for lead paint inspection, risk assessment, and clearance examination for each dwelling that will receive lead hazard control, as follows:

a. General. All testing and sampling shall comply with the Lead Safe Housing Rule and conform to the current HUD Guidelines, the EPA lead hazard standards at 40 CFR part 745, and federal, state, or tribal regulations developed as part of the appropriate contractor certification program, whichever is most stringent.

b. Lead-Based Paint and Lead-Based Paint Hazard Identification. A lead-based paint inspection and risk assessment is required.

c. Clearance Testing. If rehabilitation is conducted in conjunction with lead hazard control, clearance may be conducted either after the lead hazard control work is completed, and again after any subsequent rehabilitation work is completed, or after all of the lead hazard control and rehabilitation work is completed. Clearance shall be successfully completed before re-occupancy.

10. Blood lead testing. Each child under six years of age should be tested for lead poisoning within the six months preceding the lead hazard control work. Any child with an elevated blood lead level must be referred for appropriate medical follow-up. The standards for such testing are described in the Centers for Disease Control and Prevention (CDC) publications Preventing Lead Poisoning in Young Children (1991), and Screening Young Children for Lead Poisoning: Guidance for State and Local Public Health Officials (1997).

11. Cooperation With Related Research and Evaluation. You shall cooperate fully with any research or evaluation sponsored by HUD, CDC, EPA or another government agency associated with this grant program, including preservation of project data and records and compiling requested information in formats provided by the researchers, evaluators or HUD. This also may include the compiling of certain relevant local demographic, dwelling unit, and participant data not contemplated in your original proposal. Participant data shall be subject to the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA and the Privacy Rule can be found at [www.hhs.gov/ocr/hipaa](http://www.hhs.gov/ocr/hipaa).

12. Data Collection. You shall collect, maintain, and provide to HUD the data

necessary to document and evaluate grant program outputs and outcomes.

13. Financial Control. Financial control systems shall be established including methods and procedures to ensure that only grant eligible expenses are charged to the grant as reimbursable expenses or project match; that appropriate documentation of time worked on and charged to the grant is maintained; that no more than 10 percent of grant funds are used for administrative costs and that indirect cost allocation plans are updated annually.

14. Section 3 Employment Opportunities. Please refer to Section III.C of the General Section. The requirements of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) are applicable to this program. This sub-factor will be evaluated on the extent to which an applicant describes how it proposes to:

- Provide opportunities to train and employ Section 3 residents; and
- Award contracts to Section 3 contractors, as each of those terms is defined in the regulations, 24 CFR Part 135. Applicants that demonstrate their responsiveness to the section 3 requirements may receive up to 2 points (see Rating Factor 3). Annual submission of Form HUD-60002 is required. Regulations regarding the provision of Section 3 of the Housing and Urban Development Act of 1968 can be located at 24 CFR Part 135.

15. Replacing Existing Resources. Funds received under the grant programs covered under this NOFA shall not be used to replace existing community resources dedicated to any ongoing project.

16. Certifications and Assurances. By signing the SF-424, you are agreeing to the certifications and assurances listed in the General Section and this NOFA.

17. Code of Conduct. If awarded assistance, you will be required, prior to entering into a grant agreement with HUD, to submit a copy of your Code of Conduct and describe the methods you will use to ensure that all officers, employees, and agents of your organization are aware of your Code of Conduct. An applicant who submitted an application during FY2005 or FY2006 and included a copy of its code of conduct *will not* be required to submit another copy if the applicant is listed on HUD's Web site <http://www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm>. An applicant must also include a copy of its code of conduct if the information listed on the above Web site has changed (e.g., the person who submitted the previous application is no longer your authorized

organization representative, the organization has changed its legal name or merged with another organization, or the address of the organization has changed, etc.). Refer to the General Section for further information about the Code of Conduct requirements.

18. Lead-Safe Work Practice Training Activities. Under the Lead-Based Paint Hazard Control Grant Program, you are encouraged to provide resources to promote the expansion of a workforce that is:

- Properly trained in lead-safe work practices;
- Available to conduct interim controls and/or lead hazard abatement;
- Able to follow lead-safe work practices while performing work on HUD assisted housing units; and
- Able to safely repair, rehabilitate, and maintain other privately owned residential property.

19. Coordination among Critical Agencies.

a. Under the Lead-Based Paint Hazard Control or Lead Hazard Reduction Demonstration programs, you shall participate in the state-wide or jurisdiction-wide strategic plan to eliminate childhood lead poisoning as a major public health problem by 2010, or assist in the development of a plan in states or localities that do not have such a plan. The CDC strategic elimination plans for state and local childhood lead poisoning prevention programs can be downloaded from <http://www.cdc.gov/nceh/lead/StrategicElimPlans/strategicplans.htm>. Additionally, if awarded lead hazard control or lead hazard demonstration funds, you shall enter into or extend existing collaborative arrangements with childhood lead poisoning prevention programs among health agencies, housing agencies, community development agencies, and code enforcement agencies (or equivalent) for their target area(s), local jurisdiction(s), and, for state or tribal applicants, with their state or tribal health agencies, housing agencies, development agencies, and code enforcement agencies (or equivalent). Arrangements must describe how the health department and the housing and/or development agency have or will consider enrolling housing units (or multifamily buildings) in which one or more children under age 6 years have elevated blood lead levels, with priority to housing where repeated and/or severe cases of childhood lead poisoning have occurred. HUD encourages LEAP applicants to enter into such agreements.

20. Work Plan. Upon award, you shall develop a work plan including

measurable quarterly performance goals and specific time-phased objectives for each of the major activities and tasks required to execute the project. These major activities and tasks are outlined in the Quarterly Progress Reporting System (Form HUD-96006) and include: Program Management and Capacity Building including data collection and program evaluation; Community Education, Outreach and Training; and Lead Hazard Activities including testing, interventions, and temporary relocation.

a. Describe how lead hazard units, especially those known to house elevated blood lead level children under six years of age, will be identified, selected, prioritized, and considered for treatment under this grant and/or other programs of the grantee or grantee's team members. An elevated blood lead level is defined as an excessive absorption of lead that is a confirmed concentration of ten (10) micrograms of lead per deciliter of whole blood.

You must demonstrate how you consider housing units identified by local health and child welfare agencies where incidences of childhood lead poisoning have occurred, particularly those where multiple poisonings have been reported, for enrollment into lead hazard control treatment programs, as well as demonstrate the use of other sources of information on high priority housing:

b. Your work plan should address your jurisdiction's Consolidated Plan goals for pursuing community planning and development and housing programs relative to lead and other housing-related issues that affect the health of residents. The work plan must include a detailed strategy to:

(1) Obtain data from state or local health departments or from families themselves (either directly, for example, through service organizations that families distribute their information) on the addresses of housing units in which children have been identified as lead poisoned, as required by 24 CFR 91.100(a)(2).

(2) Continue or enter into collaborative agreements or arrangements with applicable state or local health and child welfare agencies, community development organizations, and housing agencies and/or other housing organizations to team with HUD Lead-Based Paint Hazard Control, Lead Hazard Reduction Demonstration, and LEAP grantees to identify and address childhood lead poisoning in the jurisdiction collaboratively, and describe the methods for coordinating among these agencies.



(3) Demonstrate specific steps and/or actions that will be taken to ensure that other resources in the community are utilized to increase funding, provide training, and to link with other local programs engaged in lead hazard control activities.

(4) Describe how the project will be managed, and the timeline for staffing the program, establishing a lead-based paint contractor pool, and obtaining HUD approval for the Request for the Release of Funds (HUD Form 7015.15).

(5) Describe how assistance and funding will flow from you to the actual performers of the hazard reduction work.

(6) Describe the selection process for sub-grantees, sub-contractors, or sub-recipients.

(7) Describe the financing mechanism used to support lead hazard control work in units (name of administering agency, eligibility requirements, type of financing, etc.), any owner matching requirement, and the terms, conditions, and amounts of assistance available, include affordability terms and provisions for forgiveness and recapture of funds.

(8) Perform combined lead-based paint inspection and risk assessment procedures using the HUD Guidelines, applicable sections of the Lead Safe Housing Rule and use EPA standards to identify lead hazards and to conduct clearance testing.

(9) Describe the process for developing work specifications and bids on properties selected for lead hazard control work.

(10) The specific intervention methods and clearance procedures to be conducted for units enrolled and treated.

(11) The number of rental-occupied, vacant, and owner-occupied units, including the number of single-family and multifamily units, proposed for interim controls and hazard abatement.

(12) The occupant protection and relocation plan for residents required to be out of their homes during hazard control activities. The relocation should be in accordance with Section III.C.4.e.

(13) The outputs and overall outcomes for community education, outreach, and training activities, including the nature and number of events and the number of individuals to receive education, outreach, and training.

(14) The blood lead testing and other measures to be undertaken to protect children under six years of age and other occupants of units undergoing lead hazard control work.

(15) The evaluation process used to measure program performance, with

particular attention given to program performance in the five key areas evaluated by OHHLHC on a quarterly basis (NOFA Rating Factor 5 response): number of units inspected and risk assessed; number of units cleared of lead hazards; the amount of grant funds disbursed through HUD's Line of Credit Control System (LOCCS); the number of persons reached through outreach and education efforts; and the number of persons trained in lead hazard control courses. For LEAP only, the quarterly assessment will include one additional performance measure, which is the amount of leverage.

(16) The grantee's accounting, finance, and internal audit procedures;

(a) Procedures for tracking funds obtained through government resources (including HUD, other federal agencies, and state and local governments), match and leverage; and

(b) Procedures for the procurement process and the reimbursement process of vendors, contractors, and sub-grantees.

(17) Quarterly performance benchmarks. The benchmarks identified in the work plan for a 36-month period of performance are on the Work Plan Development Worksheet with Minimum Benchmark Standards for 36 Months—Form HUD-96008. (You can download Form HUD-96008 from [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp), in the application instructions download section.) All applicants are required to complete the Factor 3 Table—Soundness of Approach, and the Work Plan Development Worksheet with Minimum Benchmark Standards for 36 Months—Form HUD-96008 for the purposes of developing your work plan. Applicants selected for award may be asked to modify the work plan to reflect agreed upon benchmarks determined during pre-award negotiations.

21. Detailed Budget. Submit a detailed budget that identifies the total budget (federal share and matching and/or leverage contribution) on Form HUD-424 CBW and budget and cost justification narrative for all budget categories of your grant request. You must provide a separate estimate for the overall grant management element (Administrative Costs), which is more fully defined in Section IV.E of this NOFA. All applicants must provide a detailed budget for any subcontractors, sub-grantees, or sub-recipients receiving greater than 10 percent of the federal budget request. In the event of a discrepancy between grant amounts requested in various sections of the application, the amount you indicate on

the Form SF-424 will govern as the correct value.

22. Institutional Review Board (IRB). Indicate if your program includes conducting research involving human subjects in a manner which requires IRB approval and periodic monitoring under 24 CFR part 60, which incorporates the Department of Health and Human Service's regulations, at 45 CFR part 46. For additional information on what constitutes human subjects' research or how to obtain an institutional assurance, see the Department of Health and Human Services, Office of Human Research Protection (OHRP) Web site at <http://www.hhs.gov/ohrp/>.

#### IV. Application and Submission Procedures

##### A. Address to Request Application Package

See the General Section for specific procedures concerning the electronic application submission requirements. The application and Instructions are available at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp). If you have difficulty accessing the information, you may call the help desk help line at (800) 518-GRANTS or e-mailing [support@grants.gov](mailto:support@grants.gov).

Guidebook and Further Information: HUD provides a Desktop User Guide to Find, Register and Apply for Grant Opportunities using Grants.gov. The Desktop User Guide is available on HUD's Web site at <http://www.hud.gov/utilities/intercept.cfm?offices/adm/grants/deskuserguide.pdf>. If you have difficulty accessing the information, you may call HUD's NOFA Information Center at (800-HUD 8929). If you are a hearing-or speech-impaired person, you may request the information by telephone TTY by calling the toll-free Federal Information Relay Service at 800-877-8339.

##### B. Content and Form of Application Submission

Applicants eligible to apply under this NOFA are to follow the submission requirements described below:

#### 1. Applicant Information

##### a. Application Format.

(1) Application including narrative responses, attachments, tables, appendices, and other required forms should be limited to a total of 150 pages. Number all pages of the application sequentially from page 1 to the end of the application, including charts, figures, tables and appendices. If the application exceeds the 150-page limit and has no page numbers, HUD will consider only the first 150 pages it

prints for review (forms will be counted first).

(2) The application narrative response to the Rating Factors is limited to a maximum of 20 pages (excluding appendices and worksheets) of size 8½" x 11" using a 12-point (minimum) font with not less than 1" margins on all sides.

(3) Materials provided in the appendices should directly refer to the specific rating factor narrative. Applicants are strongly urged to not submit information that is not required and/or requested in the NOFA or relevant to a specific narrative response. The narrative rating responses should be submitted as a single Microsoft Word document file. All attachments must identify the related factor in the footer by providing the rating factor and the page number (e.g., Factor 1 Attachment, pg. 1), and should be submitted as a single zip file attachment to the electronic application.

b. Information contained in the abstract will not be considered in the evaluation and scoring of your application.

c. Application Checklist (Voluntary). Your application must contain all of the required information requested in this NOFA and the General Section. These items include the standard forms, and the certifications and assurances listed in the General Section that are applicable to this NOFA. The forms required for application submission and instructions can be found in the application at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp). The "Checklist and Submission Table of Contents" below includes a list of the required items needed for submitting a complete application and receiving consideration for funding.

Checklist and Submission Table of Contents (Counts Towards the 150 Page Limit)

- Application Checklist (paper copy applications only)
- Applicant Abstract (limited to a maximum of 2 pages)
- Rating Factors Response (limited to a maximum of 20 narrative pages plus the following forms):

1. Capacity of the Applicant and Relevant Organizational Experience—Form HUD-96012;
2. Needs/Extent of the Problem—Form HUD-96013;
3. Soundness of Approach (Work Plan/Budget)—Form HUD-96014;
4. Leveraging and Matching Resources—Form HUD-96015; and
5. Achieving Results and Program Evaluation—Logic Model—Form HUD-96010.

Other Materials in Support of Rating Factors

- Application for Federal Assistance—Form SF-424;
- Survey on Ensuring Equal Opportunity for Applicants—Form SF-424 Supplement (Faith Based EEO Survey (SF-424 SUPP) on Grants.gov);
- Grant Application Detailed Budget (HUD Detailed Budget Form on Grants.gov) and Worksheet HUD-424 CBW, Total Budget (Federal Share and Matching) and Budget Justification Narrative;
- Applicant/Recipient Disclosure/Update Report—Form HUD-2880 (HUD Applicant Recipient Disclosure Report on Grants.gov);
- Certification of Consistency with the RC/EZ/EC-II Strategic Plan—Form HUD-2990;
- Certification of Consistency with the Consolidated Plan—Form HUD-2991;
- Disclosure of Lobbying Activities (if applicable)—Form SF-LLL;
- Development Worksheet with Minimum Benchmark Standards (36 Months) Form HUD-96008;
- Match and Leverage Documentation;
- Third Party Documentation Facsimile Transmittal (Facsimile Transmittal Form on Grants.gov)(for electronic applications)—Form HUD-96011;
- Questionnaire for HUD's Removal of Regulatory Barriers (HUD Communities Initiative Form on Grants.gov)—Form HUD-27300, including required documentation or URL references;
- You Are Our Client Survey—Form HUD-2994-A (optional); and
- Threshold Requirements (Refer to Section III.C of the General Section, and Section III.C.3, Threshold Requirements, of this NOFA).

C. Submission Dates and Times. The application must be received and validated by Grants.gov no later than 11:59:59 p.m. eastern time on the deadline date. Please note that the validation process may take up to 72 hours. Refer to the General Section for timely submission requirements.

D. Intergovernmental Review: Not required.

#### E. Funding Restrictions

1. Administrative Costs. There is a 10 percent maximum allowance for administrative costs. Additional information about allowable administrative costs is provided in Appendix D of this NOFA at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).

2. Ineligible Activities. You may not use grant funds for any of the following activities:

- a. Purchase of real property.
- b. Purchase or lease of equipment having a per-unit cost in excess of \$5,000, except for the purchase and lease of up to two X-ray fluorescence analyzers used by the grant program.
- c. Chelation or other medical treatment costs related to children with Elevated Blood Lead levels (EBLs). Non-federal funds used to cover these costs may be counted as part of the required matching contribution.
- d. Lead hazard evaluation or control activities in publicly-owned housing, or project-based Section 8 housing (this housing stock is not eligible under Section 1011 of the Lead-Based Paint Hazard Reduction Act).
- e. Lead hazard evaluation or control activities in housing covered by a settlement agreement, consent decree, court order or other similar action by HUD or EPA regarding the Lead Disclosure Rule (24 CFR part 35, Subpart A, or the equivalent 40 CFR part 745, subpart F), or by HUD regarding its Lead Safe Housing Rule (24 CFR part 35, subparts B–R).

f. Presumption of the presence of lead-based paint or lead-based paint hazards. A lead-based paint inspection and risk assessment are required.

g. Activities that do not comply with the Coastal Barrier Resources Act (16 U.S.C. 3501).

h. Lead-hazard control or rehabilitation of a building or manufactured home that is located in an area identified by the Federal Emergency Management Agency (FEMA) under the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001–4128) as having special flood hazards unless:

(1) The community in which the area is situated is participating in the National Flood Insurance Program in accordance with the applicable regulations (44 CFR parts 59–79), or less than a year has passed since FEMA notification regarding these hazards; and

(2) Where the community is participating in the National Flood Insurance Program, flood insurance on the property is obtained in accordance with section 102(a) of the Flood Disaster Protection Act (42 U.S.C. 4012a(a)). You are responsible for assuring that flood insurance is obtained and maintained for the appropriate amount and term.

F. Other Submission Requirements: Applicants are required to submit applications electronically via the Web site <http://www.grants.gov>. See the General Section for additional information on the electronic process and how to request a waiver from the requirement, if necessary. Applicants

should submit their waiver requests in writing by e-mail. Waiver requests must be submitted no later than 15 days prior to the application deadline date and should be submitted to Jonnette Hawkins, Director, Program Management and Assurance Division, Office of Healthy Homes and Lead Hazard Control, *Jonnette\_G.\_Hawkins@hud.gov*. If you are granted a waiver of the electronic application submission requirement, the application must be received by HUD no later than 11:59:59 p.m. on the application deadline date. The waiver approval notification will provide further information on where to send the application and the number of copies to be provided.

## V. Application Review Information

A. Criteria: The following section applies to all applicants unless otherwise specified.

### 1. Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience (20 points maximum for all applicants)

All applicants.

a. *Capacity of the Applicant (10 points)*. This rating factor addresses your capacity to successfully implement the proposed activities. The applicant must demonstrate that it has sufficient personnel or will actively retain qualified experts or professionals, and is prepared to perform lead-based paint hazard evaluation, lead-based paint hazard control intervention work, and other proposed activities within 120 days of the effective date of the grant award. HUD reserves the right to terminate the grant if sufficient personnel or qualified experts are not retained to actively perform these program activities within this 120-day period. All applicants must respond to this Rating Factor, including completing the Factor 1 Table. The "applicant" includes the applicant organization as a whole, and the applicant staff, including key personnel responsible for implementing the program.

Applicants are to list by name and/or position title all key personnel, whether currently vacant or contingent upon an award, including the percentage of time to be dedicated to the proposed program. Key personnel should include, at a minimum, one Project Director and one Program Manager. The applicant must describe the relevant knowledge and experience of the Project Director and Program Manager, and any additional key personnel, who will carry out program activities, including the time commitment of each to the proposed program. The day-to-day

Program Manager must be experienced in the management of housing rehabilitation or lead hazard control, childhood lead poisoning prevention, or similar work involving project management, and must be dedicated to the proposed program for a minimum of 75 percent of the time. The applicant must describe the roles and responsibilities of each key personnel, including any/all relevant current or previous experience in the planning and management of large, complex and interdisciplinary programs involving housing rehabilitation, lead hazard control, childhood lead poisoning prevention, or similar work. Resumes (maximum three pages each for up to three key personnel) or position descriptions for those key personnel to be hired, and organizational charts for the grant program must be submitted as an appendix. Similarly, applicants must list and describe sub-grantees, sub-contractor organizations, sub-recipients and consultants that will provide services and carry out critical activities for the proposed grant program. Provide the capacity of the above entities as demonstrated by experience in initiating and implementing related environmental, health, or housing projects. List key personnel from each sub-grantee or sub-contractor organization who will provide services, their respective roles and responsibilities on the proposed program and the time commitment to the proposed program.

### b. Relevant Organization Experience (10 points).

(1) New Applicants. Your organizational capacity should be demonstrated by describing prior experience in initiating and implementing lead hazard control or related environmental, health or housing programs. Include a table that lists the relevant and most recent experience in initiating and implementing lead hazard control efforts and or related environmental, health or housing programs and/or grants awarded (which may also include philanthropic/foundation awards for LEAP applicants). Provide examples of relevant programs that you currently manage or have previously managed within the past three years (e.g., Lead Hazard Control, CDBG Housing Rehabilitation, Childhood Lead Poisoning Prevention Program, Healthy Homes Demonstration, Weatherization, LEAP, etc). Include the following details for each project:

- Title of the project
- Start and end date of the project
- Funding Agency

- Name of the Project Director and Program Manager

- Dollar amount of the project
- Project goals and deliverables
- Whether or not the project was completed on time and all goals achieved

- Discussion of significant obstacles and how they were resolved
- If grant's performance was rated, the final rating received HUD's evaluation process will consider an applicant's past performance record as reported to HUD in effectively organizing and managing its grant operations, in meeting performance and work plan benchmarks and goals, and in managing funds, including its ability to account for funds appropriately, the timely use of funds received either from HUD or other federal, state or local programs, and meeting performance milestones. HUD may also use other information relating to these items from sources at hand, including public sources such as newspapers, Inspector General or Government Accountability Office Reports or Findings, hotline complaints, or other sources of information that possess merit.

(2) Current or previous grantees under any of this NOFA's programs: HUD will evaluate the applicant's quarterly performance reports for the most recent four (4) quarters, and award a maximum of 10 points based on the performance ratings.

### 2. Rating Factor 2: Need/Extent of the Problem (20 points maximum for Lead-Based Paint Hazard Control and Lead Hazard Reduction Demonstration Programs, and 10 points maximum for LEAP).

This factor refers to whether or not the community where eligible lead hazard control activities will be conducted has significant lead-based paint hazards to be addressed and an urgent need exists for HUD funding to address the problem in the identified target area(s). A target area is the area in which you will be performing lead hazard control activities; the area may be a whole jurisdiction, or, if a portion of a jurisdiction is being targeted, a specific set of Census tracts. Each applicant will be evaluated and scored in this rating factor based on documented need as evidenced by thorough, credible, and applicable data and information. For you to receive maximum points for this rating factor there must be a direct and substantial relationship between your proposed lead hazard control activities, the Consolidated Plan's lead element, and the documented community needs. Since an objective of the program is to

prevent at-risk children from being poisoned, specific attention must be paid to documenting the identified need as it applies to any selected targeted area(s). The applicant shall complete the Factor 2 Table—Need/Extent of the Problem.

Multiple tables (one per target area) are permissible. Provide the number of children less than 6 years of age in the target area(s). You must identify the Census 2000 tract numbers for each target area that is smaller than your jurisdiction. The data submitted to HUD may be verified using data available from the Census <http://factfinder.census.gov>, HUDuser <http://www.huduser.org/datasets/il/fmr99rev/hud99revmd.txt>, and other sources available to HUD. Points will be awarded in this rating factor based on the information documenting the number of children with an elevated blood lead level, the number of pre-1940 housing units, the number and percentage of families with incomes at or below 80% of the Area Medium Income as determined by HUD within your jurisdiction and/or target areas, and other socioeconomic or environmental factors in the applicants target area(s).

a. Points will be awarded based on the documented number of children with an EBL entered in the Rating Factor 2 table. Documented Number of Children with an Elevated Blood Lead (EBL) (5 Points Maximum for LBPHC and LHRD Programs, and 3 Points Maximum for LEAP). See Rating Factor 2—Table 1 (LBPHC), Table 2 (LHRD) and Table 3 (LEAP) for “Points Awarded for the Number of Children Under 6 Years of Age with an Elevated Blood Lead Level in the Applicant’s Target Area(s),” that can be downloaded for each grant program from [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp). Provide the Census tract numbers for each target area that is smaller than your jurisdiction area(s). Provide the actual number of children documented as having an elevated blood lead (EBL) residing within the target area and within the jurisdiction where the lead hazard control work will be conducted for the most recent complete calendar year and identify the source of the data. HUD will accept data for the most recent 12-month period available since January 1, 2003. States must report the number in each target area and each city, county, or other area where funds will actually be used. (Data are needed just in the application, and are not required during or after grant completion.) Consortia of local governments must report the number in the cities or counties making up the

consortium. For the purposes of this application, the “documented number of children” with an EBL is based on the CDC level of concern. Failure to provide this number in the application means that no points will be awarded for this sub-factor.

b. Points will be awarded based on other socioeconomic or environmental factors in the applicants target area(s). (Maximum 5 points for Lead-Based Paint Hazard Control and Lead Hazard Reduction Demonstration Programs, and 3 Points Maximum for LEAP). Describe the need and extent of the lead poisoning problem in children under six years of age in terms of other socioeconomic or environmental factors that demonstrate the need to establish or continue lead hazard control work in the jurisdiction and target area(s).

c. Points will be awarded based on the documented housing market data relevant to the specified target area(s) entered in the Rating Factor 2 table. (5 Points maximum for LBPHC and LHRD Programs, and 2 Points Maximum for LEAP). Points will be awarded under the LBPHC and LEAP Programs for the number of pre-1978 occupied housing units in the applicant’s target area(s), see Rating Factor 2—Table 4 (LBPHC) and Table 5 (LEAP) for “Points Awarded for Number of Pre-1978 Occupied Housing Units in Target Area(s),” that can be downloaded as part of the program instructions from [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp). Points will be awarded under the LHRD program for the number of pre-1940 occupied rental housing units in the applicant’s target area(s), see Table 6 (LHRD) for “Points Awarded for Number of Pre-1940 Occupied Rental Housing Units in Target Area,” that can be downloaded as part of the program instructions from [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).

d. Points will be awarded based on the documented 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 and entered in the Rating Factor 2 table (5 Points Maximum for LBPHC and LHRD Grant Programs and 2 Points Maximum for LEAP). <http://www.grants.gov> See Rating Factor 2—Table 7 (LBPHC), Table 8 (LHRD) and Table 9 (LEAP) for “Points Awarded for Number of Very Low and Low-Income Percentages of Families in Target Area(s),” that can be downloaded from [www.grants.gov](http://www.grants.gov), for each grant program.

### 3. Rating Factor 3: Soundness of Approach (40 points maximum for all applicants)

Applicants shall complete the Rating Factor 3 Table Soundness of Approach. (All Applicants: Based on analysis of internal historical data, lead hazard control costs average approximately \$8,000 per unit. It is, therefore, anticipated that average per unit cost for all programs under this NOFA will be no more than this value. If your per-unit cost estimate exceeds the above dollar figure, you should justify the cost overrun).

The work plan should include specific, measurable, and time-phased objectives for each major program activity and should reflect benchmark performance standards for unit evaluation, unit production, match/leverage funds, community outreach and education, skills training, and other activities. Examples of benchmarks include number of units to be made lead-safe, number of children living in units to be made lead-safe, number of persons to be trained to perform lead hazard control activities, number of educational programs to be presented and/or the number of persons to be served by such programs. The benchmark form (Form HUD—96008) and policy guidance on developing work plans are available at the HUD Web site: <http://www.hud.gov/offices/lead/lhc/pgi/index.cfm>.

a. *Lead Hazard Control Work Plan Strategy (10 Points all Applicants):* Describe the overall work plan goals and time-phased strategy to complete work within the 36-month period of performance (Form HUD—96008). Describe the methods, including schedule and milestones, that will be used to identify and control lead-based paint hazards and how the desired project benchmarks will be achieved. Include information about the estimated numbers of families to be contacted, units enrolled, units to receive risk assessments and inspections, units to receive lead hazard control work, individuals/groups to be reached through education and/or outreach activities and trained.

Additionally, provide responses to the following:

(1) Program Administration and Financial Management. Describe the approach and method to successfully administer the proposed program.

(a) Include details about staff and project oversight/monitoring, contract administration (routine monitoring of all sub-grantees and contractors to ensure conformity to the terms, conditions and specifications of

contracts or other formal agreements), and how funding will flow from the grantee to those who will perform work under the proposed program.

(b) Discuss the lead hazard control financing strategy, including verification of financing eligibility requirements, terms, conditions, dollar limits, amounts available for lead hazard control work in the various categories of housing (e.g., single-family, multi-family, vacant, owner or tenant-occupied), and who is responsible for establishing, administering and overseeing this aspect of the program. Describe how recapture of grants or loan funds to owners of assisted units will occur when recipients fail to comply with any terms and conditions of the financing arrangement (e.g., failure to comply with affordability, affirmatively marketing and providing priority to renting units to families with children under six years of age, sale of property, etc.). Explain the type of assistance (e.g., grants, deferred/forgivable loans and the basis and schedule for forgiveness), and the role of other resources such as private sector financing and matching, if any, from rental property owners.

(c) Describe your involvement in coordination among critical agencies, including participation in the CDC state-wide or jurisdiction-wide strategic plan to eliminate childhood lead poisoning by 2010.

(2) Program Start-Up. Describe program start-up activities during the first 120 days of the grant (hiring/training staff, establishing qualified contractor pool, outreach/education and unit enrollment activities).

Provide information about internal and external capacity-building steps necessary to ensure a smooth and timely start-up phase. Provide detailed information about other organizations that provide the knowledge and skills required to address lead hazard control, including establishment of a qualified contractor pool, and other lead poisoning prevention actions that are essential for successfully implementing your program (e.g., education, testing, housing interventions).

(a) Describe the proposed involvement of grassroots community-based nonprofit organizations, including faith-based organizations, in the program activities. These activities may include outreach, community education, marketing, inspection, and housing evaluations and interventions.

(b) Explain how you will implement the environmental review and Request for Release of Funds process, and who is responsible to obtain the required HUD approval for intended lead hazard control work on eligible, enrolled units.

Include a description of the steps to be taken, and who will be responsible, to comply with applicable environmental reviews for individual projects.

(3) Outreach, Recruitment and Unit Enrollment. Describe the methods and strategies, including the individuals and/or sub-grantees, sub-recipients or contractors responsible for marketing and outreach to intended target area(s) and/or residents, including recruitment and enrollment activities to supply the program with sufficient numbers of eligible units within an established timeframe.

(a) Describe how you will identify, select, prioritize and enroll eligible housing units in which you will undertake lead hazard control interventions, especially those known to house EBL children. Include the number of eligible privately-owned housing units, including the number of owner-occupied, rental, vacant, single and/or multi-family units to be enrolled.

(b) Describe your planned approach to control lead hazards in vacant and/or occupied units before children are poisoned.

(c) Describe measures you will take to sustain recruitment. Identify the staff responsible for both monitoring recruitment status and implementing the measures identified to sustain recruitment.

(d) Explain how you will obtain data from state/local health departments, Childhood Lead Poisoning Prevention Programs (CLPPP) and other health care and housing agencies on the addresses of housing units in which children have been identified as lead poisoned, for purposes of recruiting and enrolling housing units.

(e) Discuss how referrals from the Section 8, Housing Choice Voucher program and other agencies that provide housing assistance to low-income households with children, including CDBG, HOME Investment Partnerships Program-funded housing programs, weatherization or other sources, will be received and processed.

(f) Describe how you will obtain information in order to document the occupants of units assisted and meet the Title X income and family composition requirements by identifying key staff who will certify as to the eligibility of each unit assisted, based on the determination of income, and when required, the presence of a child or children under six years of age.

*b. Technical Approach/Lead Hazard Control Intervention (10 Points for all Applicants).* Describe the technical approach and associated costs for testing enrolled units, blood-lead testing of children in enrolled units, lead

hazard control methods and strategies, occupant protection and temporary relocation.

Describe the lead hazard control methods, and strategies, including the most cost-effective hazard control methods you will undertake and the number of single and multi-family units that you will treat based on the method selected (e.g., interim controls and/or hazard abatement). Explain your strategy to ensure that the units are maintained lead safe after treatment.

If you maintain that approaches other than interim controls are necessary, a justification is necessary. For example, abatement might be justified in an area where significant amounts of low-income housing stock are highly distressed or where lead hazard control work is being combined with rehabilitation over \$25,000 per housing unit. Where highly distressed housing stock exists, applicants should explain why options for households to move to lead-safe housing are not viable.

Complete abatement of lead-based painted surfaces in units is generally not a cost effective strategy. In cases where only a few surfaces have identified lead-based paint hazards and if abatement is cost-effective, the applicant must provide a detailed rationale for selecting complete abatement as a strategy.

(a) Management. Indicate the individual or entity responsible for, and describe the process for developing the work specifications and the lead hazard control contractor bid and selection process (i.e., the contracting) on properties selected for lead hazard control work. Explain the management process to ensure the cost-effectiveness of intended lead hazard control methods.

(b) Coordination.

(1) Explain the coordination of relevant activities among lead hazard control, rehabilitation, weatherization, and other contractors performing work other than lead hazard control.

(2) Describe your testing methods, schedule, and costs for lead-based paint inspections and risk assessments and clearance examinations. If you propose to use a more restrictive standard than the HUD/EPA thresholds, provide the standard(s) that will be used. All testing shall be performed in accordance with applicable regulations.

(3) Describe how you will ensure that contractors, property owners and maintenance personnel performing interim controls and lead hazard abatement work are properly trained and/or certified, and how work will be monitored and supervised to ensure that contractors perform work of reasonable quality in compliance with work

specifications and applicable federal/state/local regulations.

(4) Provide a realistic schedule for completing key program activities and outputs, by quarter, so that all activities and outputs can be completed before or within the grant period of performance. Key production activities include unit enrollment, lead-based paint inspection and risk assessments, hazard control and clearance of units. Describe the estimated timeframe for treating a typical unit from referral and intake to hazard control and clearance. Explain how the program will accommodate emergency referrals (e.g., units occupied by a child under six years of age with an EBL).

(5) Provide guidelines and/or flowcharts that demonstrate the agency and team member responsibilities for each step in the unit production process (from intake and enrollment to completion and clearance of units). Describe how coordination and hand-offs from individuals or agencies to and from each step in the unit production process will be carried out. Discuss how the actual production status of units, from intake and enrollment to completion and clearance, will be monitored, and how and when impediments to production will be identified and remedied.

(6) Relocation:

(a) Describe your plan for the relocation of occupants of units selected for remediation, if temporary relocation is necessary (see Section VI B.4, below). If temporary relocation is necessary, address the use of safe houses and other housing arrangements, storage of household goods, stipends, incentives, etc., and the source of funding for relocation.

(b) If relocation is necessary for occupants of rental units, describe your plan for ensuring right of return and/or first referral for occupants of units selected for remediation who have had to move for the remediations to be performed. Describe your plan and the individual(s) responsible for occupant protection and the temporary relocation of occupants of units selected to receive lead hazard control work. Describe strategies to avoid overnight relocation in small-scale projects consistent with applicable subsections of HUD's Lead Safe Housing Regulations.

(7) Describe the methods, measures and cost for performing blood lead testing in children less than six years of age.

(a) Describe strategies to increase blood lead testing of children within the target area(s).

(b) Explain who will be responsible for ensuring and how you will ensure

that all children less than six years of age who occupy units to be assisted with lead hazard control work receive blood lead testing within six months of commencement of work on the unit.

(c) Identify the individual responsible to ensure that children identified with an elevated blood-lead level are referred to appropriate medical care and how patient confidentiality, privacy and the security of medical information is protected as required by the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

*c. Economic Opportunity (7 points for all applicants).*

(1) *Section 3 Requirement (2 of 7 points).* Explain how you will provide appropriate economic opportunities to Section 3 residents and Section 3 businesses of the target area, in compliance with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and HUD's implementing rules at 24 CFR Part 135. Describe how you will accomplish Section 3 requirements by identifying the number of individuals to receive such training per discipline, the schedule for delivering said training for low and very low-income persons living within the applicant's jurisdiction, and how trained individuals will be linked to employment opportunities with Section 3 businesses owned by and/or employ low and very low-income persons living within the grantee's jurisdiction.

(2) *Lead Hazard Control Outreach (5 of 7 points).*

(a) Describe your involvement in collaborative agreements or arrangements with childhood lead poisoning prevention programs, housing, community development, and code enforcement agencies (or equivalent) for the target area(s), as applicable. If these collaborative agreements or arrangements are not yet made, address plans to develop these agreements.

(b) Discuss the opportunity-to-learn approaches to educate children, parents, workers, business people, and other community members about lead poisoning prevention and lead hazard control. Include how the proposed educational program will continue to meet the needs of those children already living in units to receive lead hazard control work.

(c) *Community and Private Sector Involvement:*

(i) Describe the role of grassroots, community-based nonprofit organizations, including faith-based organizations, in specific program activities (e.g., hazard evaluation and control, monitoring, awareness,

education and outreach within the community).

(ii) Explain how the intended education program(s) will be culturally sensitive, targeted, and linguistically appropriate. Identify the means available to supply the educational materials in other languages (identify all that apply) common to the community.

(iii) Include the estimated number of individuals to receive the intended education and the estimated number of events to be delivered.

(d) *Affirmatively Furthering Fair Housing:*

(i) Describe strategies and methodologies that affirmatively further fair housing and increase access to lead-safe housing for all segments of the population: homeowners, owners of rental properties, and tenants.

(ii) Identify who will ensure and how the applicant will ensure that the program will continue to affirmatively market and match treated units with low-income families with children less than six years of age in the future.

(iii) Explain how this outreach strategy will avoid housing discrimination against families with young children, and how families will have adequate, lead-safe housing choices in the future. The strategy could also include affirmatively marketing your services to those populations least likely to apply and who may not be served by any of the organizations working with you or the grantee team.

*d. HUD's Departmental Policy Priorities and Consolidated Plan (6 points for all applicants; each policy priority is 1 point, except the policy priority addressing Removal of Regulatory Barriers (#4, which is 2 points).* Please note that HUD Form 27300 requires the submission of documentation and contact information to receive policy priority points. Indicate if, and describe how, you will address any of HUD's departmental policy priorities (see General Section for more detailed explanation of HUD's policy priorities). Applicants shall also provide evidence of the priority that the community's Consolidated Plan and Analysis of Impediments to Fair Housing Choice has placed on addressing the needs described.

The policy priorities that are applicable to this NOFA, and which the applicant should address, are: (1) Improving our Nation's Communities (focus on distressed communities); (2) Providing Full and Equal Access to Grassroots Community-based Non-profit Organizations, including Faith-based Organizations in HUD Program Implementation; (3) Participation of Minority-Serving Institutions in HUD

Programs; (4) Removal of Regulatory Barriers to Affordable Housing; and (5) Promoting Energy Efficiency and Energy Star. HUD expects the applicants to implement Energy Star building techniques and utilize Energy Star appliances whenever activities of the grant afford the opportunity. (For information on Energy Star Programs and Appliances, see <http://www.epa.gov/epahome/athome.htm> and HUD's scheduled webcast.)

Describe how the proposed program would contribute to satisfying the stated needs in the Consolidated Plan or Indian Housing Plan, and eliminate impediments identified in the Analysis of Impediments (AI).

*e. Data Collection and other Program Support Activities (2 Points for all Applicants).*

(1) Identify and discuss the specific methods you will use (in addition to HUD reporting requirements) to document activities, progress, and program effectiveness. Explain how you will make necessary changes to improve program performance.

(2) Describe how databases, including web sites, computer, paper or other formats, will incorporate the provisions of the Privacy Act of 1974, such that the addresses of enrolled, treated and/or cleared housing units shall not include personal information that could identify any child affected.

*f. Budget Proposal (5 points).*

(a) Your budget proposal should thoroughly estimate all applicable costs (administrative, direct, indirect, and other direct costs), and be presented in a clear and coherent format in accordance with the requirements listed in the General Section. 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-CBW) and all major tasks, for yourself, sub-recipients, major subcontractors, joint venture participants, or others contributing resources to the project. A separate budget must be provided for partners who are proposed to receive more than 10 percent of the federal budget request. Your application will be evaluated on the extent to which your resources are appropriate for the scope of your proposed project.

(b) Your narrative justification associated with these budgeted costs should be submitted as part of the Total Budget (Federal Share, Matching and Leveraging), but is not included in the 20-page limit for this submission. Separate narrative justifications should be submitted for partners that are submitting separate budgets. Your

proposed budget should clearly identify the funding or cash equivalent amounts being provided as matching funds and as leveraged funds. These funds should reflect the numbers and contributions provided in response to Rating Factor 4, Leverage.

(c) The application will not be rated on the proposed cost; however, cost will be considered in addition to the rated factors to determine whether the proposal is most advantageous to the Federal Government. Cost will be the deciding factor when proposals ranked under the listed factors are considered acceptable and are substantially equal.

4. Rating Factor 4: Leveraging Resources (10 points maximum for Lead-Based Paint Hazard Control and Lead Hazard Reduction Demonstration Program, and 20 points maximum for LEAP). This rating factor applies to all programs unless otherwise specified.

LBPFC and LHRD applicants will be given higher points for leveraged contributions that the applicant commits over and above the 10 percent or 25 percent statutory match requirement. For LEAP applicants, leveraged contributions at or above 100 percent of the federal requested amount are eligible to receive higher points. See Section III.B, Cost Sharing and Match, regarding letters of commitment from organizations other than the applicant required for the leveraging to be eligible for points. Based on the documented match/leverage funding, points will be awarded in accordance with the charts below.

Lead-based paint hazard control and lead hazard reduction demonstration	
Documented leveraged contributions of the requested HUD amount: at least (percent)	Points awarded
10 .....	0
15 .....	1
20 .....	2
30 .....	3
40 .....	4
50 .....	5
60 .....	6
70 .....	7
80 .....	8
90 .....	9
100 .....	10

LEAP	
Documented leveraged contributions of the requested HUD amount: at least (percent)	Points awarded
0 .....	0
100 .....	1.00
110 .....	2.25
120 .....	3.50
130 .....	4.75
140 .....	6.00
150 .....	7.25
160 .....	8.50
170 .....	9.75
180 .....	11.00

Lead-based paint hazard control and lead hazard reduction demonstration	
Documented leveraged contributions of the requested HUD amount: at least (percent)	Points awarded
190 .....	12.25
200 .....	13.50
210 .....	14.75
220 .....	16.00
230 .....	17.25
240 .....	18.50
250 .....	20.00

5. Rating Factor 5: Achieving Results and Program Evaluation (10 Points maximum for all applicants). This rating factor reflects HUD's goal to embrace high standards of ethics, management, and accountability.

*a. Description of program activities, outputs and short-term, intermediate-term and long-term outcomes (5 points).*

(1) State clearly the project goals ("benchmarks") and activities to achieve these goals.

(2) Describe how you will measure the results.

(3) Explain how you will document and track your goals, program activities, and schedules.

(4) Identify the procedures you will follow to make adjustments to your work plan to improve performance if benchmarks are not met within established timeframes.

*b. Logic Model (5 points).*

(1) Submit Form HUD-96010.

HUD is using an electronic Logic Model with dropdown menus from which you can select needs, activities, and outcomes appropriate to your program. See the General Section for detailed information on the use of the Logic Model. HUD is requiring grantees to use program-specific questions to self-evaluate the management and performance of their program. Training on HUD's logic model and the reporting requirements for addressing the Management questions will be provided via satellite broadcast.

In evaluating Rating Factor 5, HUD will consider how you have described the benefits and outcome measures of your program. HUD will also consider the evaluation plan, to ensure the project is on schedule and within budget.

(2) Performance indicators should be objectively quantifiable and should measure actual achievements against anticipated achievements. Step 1. The planning component of the logic model should identify the problem or need and develop a plan. Step 2. The intervention component of the logic model should identify the kinds of services, activities, and outputs projected. Step 3. The



impact component of the logic model should identify the projected outcomes. Step 4. The accountability (phase one) component of the logic model should include data sources, measurement, and reporting tools. Step 5. The accountability (phase two) component of the logic model should include the evaluation methodology or the evaluation process. As a planning tool, the logic model can provide the statement of need and also provide the rationale for the proposed service or activity. For goals or benchmarks, the logic model can provide a set of quantifiable goals including timeframes. These goals allow you, the applicant, and HUD to monitor and assess your progress in achieving your program work plan. The process for the achievement of outcome goals should include identifying the expected outcome and the estimated number needed to achieve the goal or the expected outcome in terms of the community impact or changes in economic and social status. Some examples of measurement-reporting tools are survey instruments; attendance logs; case report; pre-post tests; or waiting lists. Describe where/how data are maintained, for example, central databases; individual case records; specialized access databases, tax assessor databases; and local precinct.

Also, identify the location where the database is maintained, updated, etc., for example, on-site, subcontractor, or specify (e.g., identify what the other is).

**6. Bonus Points (2 Points for All Programs)**

Applicants are eligible for two bonus points for projects that the applicant proposes to conduct in federally designated Empowerment Zones (EZs), Renewal Communities (RCs), or Enterprise Communities designated by United States Department of Agriculture (USDA) in round II (EC-IIs) and that are certified to be consistent with the area's strategic plan or RC Tax Incentive Utilization Plan (TIUP). Applicants must submit a completed Certification of Consistency with the RC/EZ/EC-II Strategic Plan—Form HUD-2990 signed by the appropriate official of the RC/EZ/EC II and also meet the requirements listed in the General Section for a possible award of two bonus points.

Discuss whether any of the proposed activities will occur in any of these areas and how they will benefit the residents of those zones or communities.

**B. Reviews and Selection Process**

1. Rating and Ranking. Please refer to the General Section.

a. Applicants that meet all of the threshold requirements will be eligible

to be scored and ranked, based on the total number of points allocated for each of the rating factors described in Section V.A of this NOFA.

b. Remaining Funds. Refer to the General Section for HUD's procedures if funds remain after all selections have been made within a category.

c. The scoring criteria to be used to award the maximum points for this NOFA are based on how fully and thoroughly the applicant answers each item listed in each rating factor.

**2. Factors for Award Used to Rate and Rank Applications.**

a. Implementing HUD's Strategic Framework and Demonstrating Results. HUD is committed to ensuring that programs result in the achievement of HUD's strategic mission. To support this effort, grant applications submitted for HUD programs will be rated on how well they tie proposed outcomes to HUD's policy priorities and Annual Goals and Objectives, and the quality of proposed Evaluation and Monitoring Plans.

b. The maximum number of points to be awarded is 100 plus two bonus points as described in the General Section and above.

c. The factors for rating and ranking eligible applicants under all categories, and the maximum points for each factor are stated below:

Rating factors	Maximum points	
	LBPHC & LHRD	LEAP
1. Capacity of the Applicant and Relevant Organizational Experience .....	20	20
2. Need/Extent of the Problem .....	20	10
3. Soundness of Approach .....	40	40
4. Matching and Leveraging Resources .....	10	20
5. Achieving Results and Program Evaluation .....	10	10
Empowerment Zone, Renewal Zones and Enterprise Community (II) Bonus Points .....	2	2
<b>Total .....</b>	<b>102</b>	<b>102</b>

**VI. Award Administration Information**

**A. Award Notices**

**1. Applicants Selected for Award.**

a. Successful applicants will receive a letter from the Office of Healthy Homes and Lead Hazard Control Grant Officer providing details regarding the effective start date of the grant agreement and any additional data and information to be submitted to execute the grant. This letter is not an authorization to begin work or incur costs under the grant.

b. HUD may require that a selected applicant participate in negotiations to determine the specific terms of the grant agreement, budget, and Logic Model. Should HUD not be able to successfully

conclude negotiations with a selected applicant, an award will not be made. Applicants should note that, if they are selected for multiple awards, they must ensure that they have sufficient resources to provide the promised match and/or leveraging for the multiple awards. During negotiations, such applicants would be required to provide alternative match and/or leveraged resources, if necessary, before the grant can be awarded in order to avoid committing duplicate match and/or leveraged resources to more than one OHHLHC grant. If the applicant accepts the terms and conditions of the grant agreement, a signed grant agreement

must be returned by the date specified. Instructions on how to have the grant agreement account entered into HUD's Line of Credit Control System (LOCCS) payment system will be provided. Other forms and program requirements will be provided. In accordance with OMB Circular A-133 (Audits of States, Local Governments and Nonprofit Organizations), if an awardee expends \$500,000 in federal funds in a single year, they follow the requirements of the Single Audit Act and must submit their completed audit-reporting package along with the Data Collection Form (SF-SAC) to the Single Audit Clearinghouse. The address can be



obtained from their Web site. The SF-SAC can be downloaded at: <http://harvester.census.gov/sac/>.

2. Debriefing. The General Section provides the procedures for applicants to request a debriefing.

3. Negotiation. Refer to the General Section for additional details.

4. Adjustments to Funding. Refer to the General Section for additional details.

B. Administrative and National Policy Requirements: Refer to the General Section for additional details regarding the Administrative and National Policy Requirements applicable to HUD Programs.

1. *National Historic Preservation Act*. The National Historic Preservation Act of 1966 (16 U.S.C. 470) and the regulations at 36 CFR part 800 apply to the lead-hazard control or rehabilitation activities that are undertaken pursuant to this NOFA.

2. *Waste Disposal*. You must handle waste disposal according to the requirements of the appropriate local, state, and federal regulatory agencies. You must handle disposal of wastes from hazard control activities that contain lead-based paint, but are not classified as hazardous in accordance with state or local law or the HUD Guidelines for the Evaluation and Control of Lead-Based Hazards in Housing (HUD Guidelines). The Guidelines are available from the HUD Web site at: <http://www.hud.gov/offices/lead/guidelines/hudguidelines/index.cfm>.

3. *Worker Protection Procedures*. You must observe the procedures for worker protection established in the HUD Guidelines, as well as the requirements of the Occupational Health and Safety Administration (OSHA) (29 CFR 1926.62, Lead Exposure in Construction), or the state or local occupational safety and health regulations, whichever are most protective. If other applicable requirements contain more stringent requirements than the HUD Guidelines, the more rigorous standards shall be followed.

4. *Relocation*. The relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, and the implementing government-wide regulation at 49 CFR part 24, that cover any person (including individuals, businesses, and farms) displaced as a direct result of the acquisition, rehabilitation, or demolition of real property, apply to this grant program. If such persons are required to temporarily relocate for a project, the requirements of the URA

regulations at 49 CFR 24.2(a)(9) must be met. HUD recommends you review these regulations when preparing your proposal. (They can be downloaded from the Government Printing Office Web site at <http://www.gpoaccess.gov/cfr/index.html> by entering the regulatory citation in quotes without any spaces (e.g., "49CFR24.2") in the Quick Search box.). See Section III.C.4.e of the General Section for additional information about relocation.

5. *Davis-Bacon wage rates*. The Davis-Bacon wage rates are not applicable to these programs. However, if you use grant funds in conjunction with other federal programs, Davis-Bacon requirements will apply to the extent required under the other federal programs.

6. *Procurement of Recovered Materials*. See the General Section for information concerning this requirement.

7. *Executive Order 13202*. "Preservation of Open Competition and Government Neutrality Towards Government Contractors' Labor Relations on Federal and Federally-Funded Construction Projects." See General Section for information concerning this requirement.

C. Reporting: Reports shall comply with section VI.C. of the General Section. In addition, successful applicants will be required to submit quarterly, annual and final program and financial reports according to the requirements of the Office of Healthy Homes and Lead Hazard Control. Specific guidance and additional details will be provided to successful applicants. The following items are a part of OHHLHC reporting requirements.

1. Final Work Plan and Budget are due within sixty days of signing the grant agreement.

2. Progress reports are due on a quarterly basis. In quarterly reports, grantees provide information about accomplishments in the areas of program management; assessment and intervention activities; community education, outreach, training and capacity building; data collection and analysis; as well as a listing of completed units and financial report. 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>. For FY 2007, HUD is considering a new concept for the Logic Model. The new concept

is a Return on Investment (ROI) statement. HUD will be publishing a separate notice on the ROI concept.

3. Annual report shall be submitted at the end of each fiscal year. A final report is due at the end of the project period, which includes 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. Specific information on all reporting requirements will be provided to successful applicants.

4. Racial and Ethnic Beneficiary Data. HUD does not require LBPFC, LHRD and LEAP awardees to report ethnic and racial beneficiary data as part of their initial application package. However, such data must be reported on an annual basis, at a minimum, during the implementation of your grant agreement. You must report the data as described in the General Section and use the Office of Management and Budget's Standards for the Collection of Racial and Ethnic Data, using Form HUD-27061, Race and Ethnic Data Reporting Form, if applicable (HUD Race Ethnic Form on Grants.gov), found on HUD's Web site at <http://www.hudclips.org/cgi/index.cgi>. Grantees can also use an online system to meet this requirement, provided the data elements and reports derived from the system are equivalent to the data collection in the form HUD-27061.

5. All grant recipients must comply with reporting requirements of subpart E (Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u (Economic Opportunities for Low- and Very Low-Income Persons in Connection with Assisted Projects) and the HUD regulations at 24 CFR part 135).

## VII. Agency Contact(s)

For questions related to the application process, you may contact the Grants.gov help line at 800-518-GRANTS. For programmatic questions, you may contact: Ms. Jonnette G. Hawkins, Director, Program Management and Assurance Division, Office of Healthy Homes and Lead Hazard Control: Department of Housing and Urban Development; 451 Seventh Street, SW., Room 8236, Washington, DC 20410-3000; telephone (202) 755-1785, extension 7593 (this is not a toll-free number); facsimile (202) 755-1000; e-mail: [Jonnette\\_G\\_Hawkins@hud.gov](mailto:Jonnette_G_Hawkins@hud.gov). For administrative questions, you may contact Curtissa L. Coleman, Grants Officer, at the address above or by telephone at: (202) 755-1785, extension 7580 (this is not a toll-free number); e-

mail at: [Curtissa\\_L.\\_Coleman@hud.gov](mailto:Curtissa_L._Coleman@hud.gov). If you are a hearing- or speech-impaired person, you may reach the above telephone numbers via TTY by calling the toll-free Federal Information Relay Service at 1-800-877-8339.

#### **VIII. Other Information**

A. General. 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>.

B. Paperwork Reduction Act. The information collection requirements contained in this document have been

approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2539-0015. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. Public reporting burden for the collection of information is estimated to average 80 hours to prepare the application, 16 hours to finalize the grant agreement, and 32 hours per annum for grant administration (progress reporting) per respondent.

This includes the time for collecting, reviewing, and reporting the data for the application, quarterly reports, and final report. The information will be used for awardee selection and monitoring the administration of funds. Response to this request for information is required in order to receive the benefits to be derived.

C. Appendices. Appendices A, B, C, D and E of this NOFA are available for downloading with the application at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp). Appendix E lists HUD's comments on selected issues related to the Lead Hazard Reduction Demonstration Grant Program.