

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**[Docket No. FR-5200-N-01A]**

**Fiscal Year 2008 SuperNOFA for HUD's Discretionary Programs**

**AGENCY:** Office of the Secretary, HUD.

**ACTION:** Notice of HUD's 2008 Notice of Funding Availability (NOFA) for HUD's Discretionary Programs (SuperNOFA).

**SUMMARY:** On March 19, 2008, HUD published its Notice of Fiscal Year (FY) 2008 Notice of Funding Availability Policy Requirements and General Section to HUD's FY2008 NOFAs (General Section). HUD published the General Section of in advance of the individual NOFAs to give prospective applicants sufficient time to understand policy and program requirements that apply to the majority of HUD's programs in advance of the publication of the program section NOFAs, to register early with Grants.gov in order to facilitate their application submission process, and to gain a better understanding of the Grants.gov application receipt and validation process. Today's publication contains the 36 funding opportunities that constitute HUD's FY2008 SuperNOFA. Today's publication also provides a revised Appendix A that lists the programs contained in the FY2008 SuperNOFA and corrects two items contained in the General Section published on March 19, 2008.

**DATES:** Application deadline and other key dates that apply to all HUD federal financial assistance made available through HUD's FY2008 SuperNOFA are contained in each individual program NOFA and in Appendix A of this notice.

**FOR FURTHER INFORMATION CONTACT:** The individual program NOFA identifies the applicable agency contact(s) for each program. Questions regarding today's

Introduction to the SuperNOFA should be directed to the NOFA Information Center between the hours 10:00 a.m. and 6:30 p.m. eastern time at (800) HUD-8929. Hearing-impaired persons may access this telephone via TTY by calling the toll-free Federal Information Relay Service at (800) 877-8339. Questions regarding specific program requirements should be directed to the agency contact(s) identified in each program NOFA.

### **SUPPLEMENTARY INFORMATION**

HUD published the Policy Requirements and General Section to HUD's FY2008 NOFAs (the **General Section**) in the Federal Register on March 19, 2008 (73 FR 14882). HUD published the **General Section** in advance of the individual program NOFAs to give prospective applicants sufficient time to understand policy and program requirements that apply to the majority of HUD's programs in advance of the publication of the program section NOFAs, to register early with Grants.gov in order to facilitate their application submission process, and to gain a better understanding of the Grants.gov application receipt and validation process. Today's publication contains the 36 individual funding opportunities that constitute HUD's FY2008 SuperNOFA. Through the FY2008 SuperNOFA, HUD is making available approximately \$1.02 billion in federal financial assistance. Today's publication also provides a revised Appendix A that lists the programs contained in the FY2008 SuperNOFA and corrects items contained in the **General Section** published on March 19, 2008.

Each program NOFA provides the statutory and regulatory requirements, threshold requirements, and rating factors applicable to funding made available through the individual NOFA. Applicants must also read, however, the **General Section** for

important application information and requirements, including submission requirements that provide explicit instructions on file formats acceptable to HUD.

Appendix A to the **General Section** identified the funding opportunities that HUD anticipated would be included in the FY2008 SuperNOFA. HUD is revising and republishing Appendix A (Revised Appendix A) as part of today's publication. Revised Appendix A provides a corrected and up-to-date list of the funding opportunities included in today's FY2008 SuperNOFA publication. Revised Appendix A also lists the application deadline date and the approximate amount of funding available for each of the program NOFAs contained in the FY2008 SuperNOFA. Applicants are reminded that, unless they obtain a written waiver, applications must be **received and validated** by Grants.gov by 11:59:59 p.m. eastern time on the application deadline date. The validation check can take 24 to 48 hours after an application is received by Grants.gov. **As a result, HUD strongly encourages applicants to submit their applications 48 to 72 hours prior to the application deadline date.** By submitting prior to the application deadline date, applicants will have time to cure any deficiency in their applications should it fail the validation process. HUD also reminds applicants that, if they have changed their email address, they must also update their Authorized Organization Representative (AOR) registration with Grants.gov. Failure to update the AOR email address will prevent individuals submitting applications on behalf of an applicant from receiving a validation receipt or rejection notice from Grants.gov.

In reviewing Revised Appendix A, applicants should note that the HOPE VI program is not part of the FY2008 SuperNOFA. HUD published the HOPE VI NOFA separately in the Federal Register on March 26, 2008 (73 FR 16140). The application

and instructions for the HOPE VI NOFA can be found on the Grants.gov website at [http://www07.grants.gov/applicants/find\\_grant\\_opportunities.jsp](http://www07.grants.gov/applicants/find_grant_opportunities.jsp). In addition, the Continuum of Care program is not part of today's publication. Applicants for the Continuum of Care program should be advised that HUD will require applicants to submit Continuum of Care applications electronically in FY2008. Because the electronic application is not yet available, however, details of the registration process and other submission details (including, application submission date and timely receipt requirements) will be published in two notices that will be published in the Federal Register later this year. HUD expects the first notice to be available in spring 2008. HUD expects to publish the Continuum of Care NOFA no earlier than July 1, 2008. Notification of the availability of registration instructions, the application and other information will be released through the Grants.gov/Find website. To be placed on the Grants.gov notification service for notices about the Continuum of Care electronic application process, go to <http://www.grants.gov/search/subscribeAdvanced.do>. To join the HUD homeless assistance programs listserv go to <http://www.hud.gov/subscribe/signup.cfm?listname=Homeless%20Assistance%20Program&list=HOMELESS-ASST-L>.

HUD is also using today's publication to correct the following items in the General Section published on March 19, 2008:

On page 14885, Section III, C.2.j., the section on Debarment and Suspension, is modified to reference the December 24, 2007 final rule on Implementation of OMB Guidance on

Nonprocurement Debarment and Suspension (72 FR 73484). The December 24, 2007, final rule relocated HUD's regulations governing nonprocurement debarment and suspension to a new part in title 2 of the Code of Federal Regulations. The relocation of HUD's nonprocurement debarment and suspension regulation is part of a governmentwide initiative to create one location where the public can access both the Office of Management and Budget guidance for grants and agreements and the associated federal agency implementing regulations. HUD's final Rule is available at <http://www.hud.gov/grants/index.cfm> on the right hand side of the page under "What's Hot!"

On page 14890, Section VI.B.b. "Step Two: Register with CCR," is corrected to reflect the operating hours of the Central Contractor Registration (CCR) Assistance Center. If you need assistance you can contact the CCR Assistance Center, Monday to Friday, except federal holidays, from 9:00 a.m.-5:00 p.m. eastern time by calling 888-227-2423 or 269-961-5757. CCR also has on line help incorporated into its website. To obtain the online help, use the HELP link at the top of the page.

Applicants are invited and encouraged to participate in HUD's satellite training and webcast sessions designed to provide a detailed explanation of the general section and program section requirements for each of the SuperNOFA programs. The interactive broadcasts provide an opportunity to ask questions of HUD staff. These broadcasts are archived and accessible from HUD's Grants page at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>. HUD also encourages all applicants to subscribe to the Grants.gov free notification service. By doing so, applicants will receive email notification as soon as items are posted to Grants.gov and

have access to a significant amount of useful information, including responses to frequently asked questions that arise during the funding application period. The address to subscribe to the Grants.gov free notification service is

[http://www.grants.gov/applicants/email\\_subscription.jsp](http://www.grants.gov/applicants/email_subscription.jsp). Corrections to the **General**

**Section**, program NOFAs, or the application are posted to [www.Grants.gov](http://www.Grants.gov) as soon as they are available. HUD will also post the Continuum of Care NOFA (and any corrections to the Continuum of Care NOFA) on the Grants.gov/Find site.

HUD hopes that the steps that it has taken to provide information early in the FY2008 funding process will be of benefit to you, our applicants and urges applicants to carefully read the instructions provided in the **General Section** and program sections of the NOFA and to apply early so any issues can be addressed prior to the deadline date

Dated: April 15, 2008

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Dawn Luepke  
General Deputy Assistant Secretary  
for Administration

**[FR 5200-N-01A]**

**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 Grant Program, Lead Hazard Reduction Demonstration Grant Program, and Operation Lead Elimination Action Program.

**C. Announcement Type:** Initial announcement

**D. Funding Opportunity Number:** FR-5200-N-06; 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, 14.905 Lead Hazard Reduction Demonstration Grant 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 the application deadline dates as follows: The application deadline date for the Lead-Based Paint Hazard Control Grant Program and the Operation Lead Elimination Action Program is **July 10, 2008**. The application deadline date for the Lead Hazard Reduction Demonstration Grant Program is **July 17, 2008**. (All applications must be received and validated by [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp) no later than 11:59:59 p.m. eastern time on the application deadline date.) See the **General Section**, published on

March 19, 2008 (73 FR 14882), for specific instructions regarding application submission, and timely submission of applications.

**G. Additional Overview Content Information:**

1. Purpose of the Program.

a. The purpose of the Lead-Based Paint Hazard Control Grant Program is to assist states, Native American Tribes, cities, counties/parishes, or other units of local government in undertaking comprehensive programs to identify and control lead-based paint hazards in eligible privately owned rental or owner-occupied housing.

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

c. The purpose of the Operation Lead Elimination Action Program (LEAP) is to leverage private sector resources to eliminate lead poisoning as a major public health threat to children under age six living in eligible privately owned housing units.

2. Available Funds. Approximately \$132 million (Lead-Based Paint Hazard Control Grant Program, Lead Hazard Reduction Demonstration Grant Program and Operation Lead Elimination Action Program) is available from current and previous years' funding.

3. Match. Matching funds are required for the Lead-Based Paint Hazard Control Grant Program and Lead Hazard Reduction Demonstration Grant Program. For the Lead Hazard Reduction Demonstration Grant Program, HUD may grant a waiver of the 25 percent match requirement, if the applicant submits a request that meets HUD's criteria. See NOFA Criteria by Grant Program Chart in unit III, Eligibility Information.

4. 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 Grant 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, Public Law 102-550). HUD's authority for making funding available under this NOFA for each of these grant programs is the Continuing Appropriations Act, 2008 (Pub. L. 110-161, approved December 26, 2007). The Lead-Based Paint Hazard Control Grant Program assists states, Native American Tribes, cities, counties/parishes, or other units of local government in undertaking comprehensive programs to identify and control lead-based paint hazards in eligible privately owned rental or owner-occupied housing. The Lead Hazard Reduction Demonstration Grant Program assists urban jurisdictions with the greatest 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. The purpose of the Operation Lead Elimination Action Program (LEAP) is to leverage private sector resources to eliminate lead poisoning as a major public health threat to children under age six living in eligible privately owned housing units. Funds will be awarded to applicants that will accomplish the following objectives:

1. Maximize both the number of children less than six years of age protected from lead poisoning and the number of housing units where lead-hazards are controlled;
2. Target lead hazard control efforts in housing in which children are at greatest risk of lead poisoning in order to reduce elevated blood lead levels in children less than six years of age;
3. Promote cost-effective lead hazard control methods and approaches that can be replicated;
4. Build local capacity to safely and effectively address lead hazards during lead-hazard control and renovation, remodeling, and maintenance activities by integrating lead safe work practices;
5. Promote integration of this grant program with housing rehabilitation, maintenance, weatherization, and other energy conservation activities;
6. Affirmatively further fair housing and environmental justice (please refer to the **General Section** for additional guidance);
7. Develop a comprehensive community based approach to address lead hazards in housing by mobilizing public and private sector resources including grassroots community-based non-profit and faith-based organizations;
8. Promote collaboration, data sharing, and targeting between health and housing departments;
9. Establish a system or process that will facilitate lead-safe units to be affirmatively marketed to families with young children; and,
10. 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 2008 NOFA.**

1. The points allocated for match and leveraged resources in Rating Factor 4 have changed.
2. Operation Lead Elimination Action Program (LEAP) grants will be awarded from \$500,000 to a maximum of \$2,000,000 per grant.
3. Applicants to the programs in this NOFA are not eligible to receive funding for the same program awarded under the FY2007 NOFA competition: Applicants awarded an LHRD grant under the FY2007 NOFA competition are eligible to apply for the LBPHC grant program under this NOFA; similarly, applicants awarded an LBPHC grant under the FY2007 NOFA competition are eligible to apply for the LHRD grant program under this NOFA. Applicants awarded both an LHRD and an LBPHC grant under the FY2007 NOFA competition are not eligible to apply under this NOFA.
4. Applicants to the LHRD grant program may request a waiver of the 25 percent match requirement, if the applicant submits a request that meets HUD's criteria. See unit III.B.2, Eligibility Information, below. The request for the waiver of the match, with supporting narrative and documentation, must be submitted in accordance with unit IV.F.2, below, to be received no later than **June 15, 2008.**

**II. Award Information**

**A. Funding Available.** From current and previous years' funding, approximately \$ 70.4 million will be available for the Lead-Based Paint Hazard Control Grant Program, approximately \$ 44.1 million will be available for the Lead Hazard Reduction

Demonstration Grant Program, and approximately \$ 17.5 million will be available for Operation Lead Elimination Action Program.

1. Grant award amounts for the entire period of performance for Lead-Based Paint Hazard Control Grant Program grants shall be up to a maximum of \$3 million per grant; for the Lead Hazard Reduction Demonstration Grant Program grants, up to a maximum of \$4 million per grant; and for Operation Lead Elimination Action Program (LEAP) grants from \$500,000 to a maximum of \$2,000,000 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 November 1, 2008.

The period of performance shall not exceed 36 months. Period of performance extensions will be considered by HUD in accordance with 24 CFR 84.25(e) (2) or 85.30(d) (2), as applicable and published policy guidance and the OHHLHC Grantee Program Guide. Such extensions, when granted, are one time only, and for no more than a period of one year from the original period of performance end date.

**B. Collaboration with Other Partners.**

All applicants are encouraged to enter into formal arrangements with grassroots community-based non-profit organizations, including faith-based or other community-based organizations. (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 award.

### **III. Eligibility Information:**

**A. Eligible Applicants.** See the **General Section** for additional eligibility requirements applicable to HUD Programs.

1. 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/parish, or other unit of local government. Multiple units of a local government (or multiple local governments) may apply as a consortium; however, a lead applicant must be identified 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.

2. To be eligible to apply for the Lead Hazard Reduction Demonstration (LHRD) Grant Program, the applicant must be a city, county/parish, Native American Tribe, or other unit of local government. The applicant must have at least 3,500 pre-1940 occupied rental housing units (either alone or through a consortium), as listed at the 2000 Census website 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. Multiple units of a local government (or multiple local governments) may apply as a consortium for a metropolitan area if the total number of pre-1940 occupied rental housing units for the combined jurisdiction is at least 3,500; however, the application must identify the

jurisdiction that will be administratively responsible for ensuring compliance with all requirements specified in this NOFA. If a jurisdiction will be covered as part of a State, county/parish, or consortium application, it is not eligible to apply as an individual applicant under this NOFA. Further, consortium applicants must ensure that where there is jurisdictional overlap, there is no double-counting of units to meet the unit threshold. A list of metropolitan areas having at least one place or county/parish with 3,500 or more occupied rental housing units built before 1940 is provided in Appendix A, which can be downloaded from: [http://www.grants.gov/Applicants/Apply\\_for\\_grants.jsp](http://www.grants.gov/Applicants/Apply_for_grants.jsp).

3. 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 entities are not allowed to earn a fee. Colleges and universities are also eligible to apply. National and local groups are encouraged to apply. Multiple eligible entities may apply as a consortium; however, a lead applicant must be identified that will be administratively responsible for ensuring compliance with all requirements specified in this NOFA. States, cities, counties/parishes and units of local government and their departments are not eligible.

4. Applicants to the programs in this NOFA are not eligible to receive funding for the same program awarded under the FY2007 NOFA competition: Applicants awarded an LHRD grant under the FY2007 NOFA competition are eligible to apply for the LBPHC grant program under this NOFA; similarly, applicants awarded an LBPHC grant under the FY2007 NOFA competition are eligible to apply for the LHRD grant program under this NOFA. Also, applicants awarded both an LHRD and LBPHC grant under the FY2007 NOFA competition are not eligible to apply under this NOFA.

**B. Cost Sharing or Matching:**

The chart below describes the match percentage requirement, minimum percentage of federal funds for lead hazard control activities, and maximum administrative cost.

1. Match Requirements and Costs by Grant Programs

Grant Program	Minimum Match	Lead Hazard Control costs	Administrative costs
Lead-Based Paint Hazard Control (LBPHC)	10 percent	Minimum 65 percent	Maximum 10 percent
Lead Hazard Reduction Demonstration (LHRD)	25 percent*	Minimum 80 percent	Maximum 10 percent
Operation Lead Elimination Action Program (LEAP)	N/A	Minimum 65 percent	Maximum 10 percent

\* Applicants with approved LHRD match waivers must provide a minimum 10 percent match (see unit III.B.2.b(3)).

2. Match Requirements and Leveraged Resources

For the LBPHC and LHRD programs that have a match requirement, HUD will award points based on the total amount of resources committed. For LEAP applicants, which have no matching requirement, HUD will award points based upon the amount of leveraged resources that are secured by the applicant. For the LBPHC and LHRD programs, all resources generated above the match requirement should be reported as leveraged resources. In general, the larger the amount of funds or in-kind services that are committed by the applicant, the higher the number of points that will be awarded under Rating Factor 4.

a. **LBPHC Match Requirement.** Applicants to the LBPHC grant program must provide a matching contribution of at least 10 percent of the requested grant amount. Applications to the LBPHC grant program will not be reviewed and funded if they do not meet this requirement. As noted in the General Section, applicants to the LBPHC program should refer to applicable OMB circulars; particularly those with respect to the funds used or proposed to be used to satisfy this requirement. Applicants should also note 24 CFR 85.24 which provides, among other things, that except as provided by Federal statute, a cost sharing or matching requirement may not be met by costs born by another federal grant. Applicants to the LBPHC grant program should identify the specific resources that will be used to satisfy the matching requirement. Matching contributions must be shown to be used specifically for allowable program costs. The signature of the authorized official on the Form SF-424 commits matching resources of the applicant organization and from other sources. Applicants should document the amount of the match from each funding source using Form HUD-96015.

b. **LHRD Match Requirement.**

(1) Applicants to the LHRD grant program must provide a matching contribution of at least 25 percent of the requested grant amount, except as described in paragraph (3) below.

(2) Applications to the LHRD grant program will not be reviewed and funded if they do not meet this requirement. Applicants to the LHRD program should refer to 24 CFR 85.24 for additional information on match. As noted in the General Section, applicants to the LBPHC program should refer to applicable OMB circulars, particularly those with respect to the funds used or proposed to be used to satisfy this requirement.

Applicants should also note 24 CFR 85.24 which provides, among other things, that except as provided by Federal statute, a cost sharing or matching requirement may not be met by costs born by another federal grant.. Applicants to the LHRD grant program should identify the specific resources that will be used to satisfy the matching requirement. Matching contributions must be shown to be used specifically for allowable program costs. The signature of the authorized official on the Form SF-424 commits matching resources of the applicant organization and from other sources. Applicants should document the amount of the match from each funding source using Form HUD-96015.

(3) Request for Waiver of LHRD Matching Requirement. Under the Consolidated Appropriations Act, 2008, HUD is allowed to waive the 25 percent matching requirement for LHRD applicants on a case by case basis if a waiver is necessary to advance the purposes of the LHRD program. Applicants to the LHRD grant program whose waiver request has been approved must provide a matching contribution of at least 10 percent of the requested grant amount to be eligible to apply for funding. The request for a waiver of the 25 percent match requirement must address your financial condition. In particular, you must document that: [1] your financial condition is such that providing a 25 percent match presents a financial hardship, and [2] that the financial hardship is highly likely to continue throughout the period of the grant. You should recognize, when considering whether to request a waiver, that your application must show sufficient capacity to administer the grant, as related to your narrative on qualifications and experience (Rating Factor 1) and soundness of approach (Rating Factor 3). The request for the LHRD match waiver, with supporting narrative and documentation, must be submitted in accordance

with unit IV.F.2, below. Note that the LHRD match waiver request deadline is significantly earlier than the application deadline.

c. Leveraged Resources.

(1) All applicants are encouraged to provide leveraged resources. Leveraged resources may include funds from other allowable federally funded programs, and/or state, local, charity, non-profit or for-profit entities. Leveraged resources must be shown to be specifically dedicated to and integrated into supporting the programs. Local resources from the applicant (i.e., staff in-kind, cash, etc.) should be given a monetary value on the Form SF-424 but does not require a separate letter from the authorized official.

(2) Housing Rehabilitation in Conjunction with Lead Hazard Control. HUD strongly encourages integration of our grant programs with housing rehabilitation. Applicants may include housing rehabilitation expenditures as leveraged resources for housing rehabilitation activities conducted in conjunction with the housing units or common areas being made lead-safe.

d. Examples of activities that can be counted as match or leveraged resources include:

(1) Contributions from property owners. For the share of the cost of lead hazard control contributed by a homeowner or landlord, documentation of the firm commitment by the homeowner or landlord, including the scope and amount of commitment must be included with the application. Applicants should also include sample contracts between the applicant and a prospective homeowner to show evidence of the share of the cost of lead hazard control. After award, detailed documentation of the cost incurred by the homeowner or landlord is necessary. Homeowner contributions are limited to that which can be supported and verified by a third party, such as materials paid for and provided by

the owner or labor that the owner paid and can substantiate via receipts/records. Labor by the owner shall be verified by a third party. The labor contributed shall be valued at market rates. If letters of leveraged resources are not provided by property owners, the applicant will receive credit for this resource only if the applicant provides a statement in its budget narrative and in its response to Rating Factor 4 indicating that the applicant will be obligated for providing the total leveraged dollars of proposed contributions from property owners if these funds are not received by the end of grant.

(2) Donations. The value of items such as paint and other materials or equipment that is used for lead-based paint hazard control should be established at market rates.

(3) Discounts. For services or products provided at a discounted rate, the discounted part of the fee or price is the eligible match/leverage. For example: If a financial institution provides a discount on the interest rate for loans (e.g., mortgages, home equity loans, lines of credit, etc.) used to fund the homeowner or landlord contribution to the hazard evaluation and/or control work, the net present value of the interest discount is eligible match/leverage; neither the total interest nor the loan principal is eligible match/leverage. The same net present value calculation would be done for a firm commitment to forgive all or a portion of the principal. If a loan is used for more than the hazard evaluation and control work covered by the grant, only the same fraction of the discount as the fraction of the loan used for hazard evaluation and control may be accounted as match/leverage.

(4) Third Party In-Kind Contributions. See 24 CFR 85.24 (LBPHC, LHRD) or 24 CFR 84.23 (LEAP), as applicable, for additional information on third party in-kind contributions.

e. For LEAP applicants, only leveraged resources from the private sector are considered eligible. All leveraged resources shall be used for the same purposes as permitted for by the federal funds. For cash and in-kind sources of leveraged resources, the applicant must submit letter(s) of commitment, signed by an official of the organization legally authorized to make commitments on behalf of the organization. The letter must indicate the amount and source of the contribution.

**C. Other**

1. Threshold Requirements. Please see the General Section as well as threshold requirements listed in this subsection. Applications will not be reviewed and funded if they do not meet the threshold requirements. Only eligible applicants as defined in unit III, Eligibility Information, above, will be reviewed for compliance with threshold requirements.

a. Applicants to the Lead-Based Paint Hazard Control Grant Program are required to match 10 percent of the funds requested with other non-federal funds or resources. Applications to the Lead-Based Paint Hazard Control Grant Program will not be reviewed and funded if they do not meet this requirement. Applicants to the Lead Hazard Reduction Demonstration Grant Program are required to match 25 percent of the funds requested with other non-federal funds or resources, unless a waiver of match is requested and approved per unit III.B.2.b(3) above. Applicants to the LHRD grant program whose waiver request has been approved must provide a matching contribution of at least 10 percent of the requested grant amount to be eligible to apply for funding.

b. Consolidated Plans. (This requirement does not apply to Native American Tribes.) In addition to a Form HUD-2991 form for each jurisdiction in which your project or part of

your project will be carried out, 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.

c. Applicants shall ensure that the requested grant amount is consistent on all forms and materials submitted, and that rounding errors do not result in a request that exceeds the maximum grant award. Applications for amounts larger than the applicable maximum amount for a program will be deemed ineligible and will not be reviewed.

2. Allowable Costs and Activities. This section applies to all three grant programs unless otherwise specified. For each kind of organization, there is a set of Federal principles for determining allowable costs. Allowable costs shall be in accordance with the cost principles applicable to the organization incurring the costs, specifically OMB Circulars A-21 - Cost Principles for Educational Institutions, A-87 - Cost Principles for State, Local, and Indian Tribal Governments, or A-122 - Cost Principles for Nonprofit Organizations, which can be accessed at the White House website, <http://www.whitehouse.gov/omb/circulars/index.html>.

a. Lead Hazard Control Direct Costs. Lead hazard control direct costs are defined as specifically related to the performance of lead hazard control activities, as defined below. LBPHC and LEAP applicants, while preparing the budget, shall earmark at least 65 percent of the requested grant amount and LHRD applicants shall earmark 80 percent of the requested grant amount for lead hazard control activities. Lead hazard control activities are defined as:

(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 Rule.

(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, including;

(a) Interim Controls. According to the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing (“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 Abatement. Abatement of all lead-based paint 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. 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.

b. Other Allowable costs. Costs for the activities below should not be counted as lead hazard control direct costs:

(1) Purchasing or leasing equipment having a per-unit cost under \$5,000. The purchase or lease of up to two X-ray fluorescence analyzers (which typically cost significantly more than \$5,000) to be used exclusively by the grant program is permitted and is not subject to the \$5,000 per-unit cost restriction.

(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 the Department's January 22, 2007, "Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" (72 FR 2732), 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) 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.

(7) Conducting planning, coordination, and training activities to comply with HUD's Lead-Safe Housing Rule (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.

(8) 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.

(9) 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. Other costs.

(1) Administrative Costs. Administrative costs may not exceed 10 percent of the grant award. For more information, please review OMB Circulars (A-21 - Cost Principles for Educational Institutions, A-87 - Cost Principles for State, Local, and Indian Tribal Governments, or A-122 - Cost Principles for Nonprofit Organizations) that can be accessed at the White House website,

<http://www.whitehouse.gov/omb/circulars/index.html>.

3. Limitation on use of funds. Applicants 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 or 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 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 rental housing covered by pending or final HUD, EPA, and/or DOJ settlement agreement, consent decree, court order or other

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

g. 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)). Applicants are responsible for assuring that flood insurance is obtained and maintained for the appropriate amount and term.

#### 4. Additional Program Requirements.

a. 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; [www.epa.gov/lead/pubs/nllap.htm](http://www.epa.gov/lead/pubs/nllap.htm)).

b. 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:

(1) 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.

(2) Lead-based paint hazard abatement. However, see the restrictions on using abatement in unit III.C.2.a(4)(b), Lead-Based Paint Abatement, above.

c. For temporary relocation of families and individuals while the remediation is conducted and until the time the affected unit receives clearance for re-occupancy.

d. Eligibility of HUD-Assisted Housing. The Appendix, “Eligibility of HUD-Assisted Housing,” lists the housing units that may participate under each of the three competitive programs detailed in this NOFA and 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).

e. 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.”

f. Prohibited Practices. Applicants must not engage in the following prohibited practices while conducting lead hazard control activities:

(1) Open flame burning or torching;

(2) Machine sanding or grinding without a high-efficiency particulate air (HEPA) exhaust control;

(3) Uncontained hydro blasting or high-pressure washing;

(4) Abrasive blasting or sandblasting without HEPA exhaust control;

(5) Heat guns operating above 1,100 degrees Fahrenheit;

(6) Chemical paint strippers containing methylene chloride or other volatile hazardous chemicals in a poorly ventilated space; and

(7) 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.

g. **Written Policies and Procedures.** Applicants should describe in their work plan policies and procedures for procurements (contracting), unit eligibility, unit selection and prioritization, all phases of lead hazard evaluation and control, including risk assessments, inspections, development of specifications for contractor bids, pre-hazard control blood lead testing, financing, temporary relocation and clearance examinations. Grantees, subcontractors, sub-grantees, sub-recipients, and their contractors must adhere to these policies and procedures.

h. **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). Applicants should describe previous efforts, if applicable, to maintain a registry (listing) of low-income units in which lead hazards have been controlled (often called “lead-safe units”) as a result of previous activities, their plans in conjunction with this grant for continuing an existing registry or establishing a new registry, and their procedures for ensuring that these units are affirmatively marketed to agencies and families as suitable housing for low-income families with children less than six years of age.

i. **Environmental Requirements.**

(1) 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.

(2) Recipients of Lead-Based Paint Hazard Control grants and Lead Hazard Reduction Demonstration grants may conduct lead inspections and risk assessments prior to receiving Environmental Review Clearance under the exemption allowed in 24 CFR 58.34(a)(5), which states that “inspections and testing of properties for hazards or defects” are exempt activities.

(3) 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 58. Under part 58, a responsible entity, usually a unit of local government must assume the environmental review responsibilities for activities funded under LEAP. Under 24 CFR 58.11, 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.

j. 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).

k. Lead hazard 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.

l. Testing. 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.

(1) Lead-Based Paint and Lead-Based Paint Hazard Identification. A lead-based paint inspection and risk assessment is required. Presumption of the presence of lead-based paint or lead-based paint hazards is not allowed.

(2) 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.

m. 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).

n. Cooperation With Related Research and Evaluation. Applicants 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 the 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 <http://www.hhs.gov/ocr/hipaa/>.

o. Data Collection. Applicants shall collect, maintain, and provide to HUD the data necessary to document and evaluate grant program outputs and outcomes.

p. Section 3 Employment Opportunities. The requirements of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) are applicable to this program. Please refer to 24 CFR 135 and the **General Section** for additional information. This sub-factor will be evaluated on the extent to which an applicant describes how it proposes to:

- (1) Provide opportunities to train and employ Section 3 residents; and
- (2) Award contracts to Section 3 contractors;

as each of those terms is defined in the regulations, 24 CFR part 135.

q. 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.

r. Code of Conduct. Prior to entering into a grant agreement with HUD, applicants will be required to submit a copy of their organization's Code of Conduct and describe the methods they will use to ensure that all officers, employees, and agents of their organization are aware of their Code of Conduct. An applicant who submitted an application during FY2006 or FY2007 and included a copy of its Code of Conduct will not be required, if that Code of Conduct is current, to submit another copy if the applicant is listed on HUD's website:

<http://www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm>.

s. Coordination among Critical Agencies. HUD encourages grantees to participate in state-wide or jurisdiction-wide strategic plans to eliminate childhood lead poisoning as a major public health problem by 2010, or to 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,

HUD encourages grantees to enter into collaborative arrangements with childhood lead poisoning prevention programs, 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).

t. Institutional Review Board (IRB). Applicants should indicate whether their 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) website at: <http://www.hhs.gov/ohrp/>.

u. Waste Disposal. Applicants must handle waste disposal according to the requirements of the appropriate local, state, and federal regulatory agencies. Applicants 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. The Guidelines are available from the HUD website at:  
<http://www.hud.gov/offices/lead/lbp/hudguidelines/index.cfm>.

v. Worker Protection Procedures. Applicants 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.

w. 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 that applicants review these regulations when preparing the proposal. (They can be downloaded from the Government Printing Office website 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 the **General Section** for additional information about relocation.

x. Notification Requirements. Applicants should also describe how they will provide owners with lead hazard evaluation and control information generated by activities under this grant, so that the owner can comply with the Lead Disclosure Rule (24 CFR part 35, subpart A, or the equivalent 40 CFR part 745, subpart F) and the Lead Safe Housing Rule (24 CFR part 35, subparts B–R).

#### **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 applicants have difficulty

accessing the information, applicants 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 website at:

<http://www.hud.gov/utilities/intercept.cfm?/offices/adm/grants/desktopuserguide.pdf>. If

applicants have difficulty accessing the information, applicants may call HUD's NOFA Information Center at (800) HUD-8929. If applicants are a hearing- or speech-impaired person, applicants 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 may submit up to one application for each of the competitive programs covered by this NOFA for which they are eligible.

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

##### 1. Applicant Information.

###### a. Application Format.

(1) The application narrative response to the Rating Factors is limited to a maximum of 20 pages (excluding appendices and worksheets) of size 8 1/2" x 11" using a 12-point (minimum) font with not less than 1" margins on all sides. The 20-page rating factor response does not include attachments, tables, appendices, and other required forms. Applicants should be aware that any narrative information submitted in response to the Rating Factors that exceeds the page limit will not be reviewed.

(2) 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 response to the Rating Factors should be submitted as a single Microsoft Word document file. All attachments must identify the related Rating 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. Applicants are encouraged to submit as few files as possible to ensure that all materials are received.

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

c. Application Checklist. The applicant's 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 below includes a list of the required items needed for submitting a complete application and receiving consideration for funding (except as noted below).

(1) Applicant Abstract (limited to a maximum of 2 pages)

(2) Rating Factors Response (limited to a maximum of 20 narrative pages plus the following forms)

(a) Capacity of the Applicant and Relevant Organizational Experience and Form HUD-96012

(b) Needs/Extent of the Problem and Form HUD-96013

(c) Soundness of Approach and Form HUD-96014

(d) Leveraging and Matching Resources and Form HUD-96015

(e) Program Outcome Logic Model, Form HUD-96010

(3) Other Materials in support of rating factors

(a) Form SF-424 - Application for Federal Assistance

(b) SF-424 Supplement Survey on Equal Opportunity for Applicants (“Faith Based EEO Survey (SF-424 SUPP)” on Grants.gov) (optional submission)

(c) HUD-424 CBW, HUD Detailed Budget Worksheet, (Include Total Budget (Federal Share and Matching) and Budget Justification Narrative

(d) Form HUD 2880 - Applicant/Recipient Disclosure/Update Report (“HUD Applicant Recipient Disclosure Report” on Grants.gov)

(e) Form HUD 2990 - Certification of Consistency with the RC/EZ/EC-II Strategic Plan

(f) Form HUD 2991 - Certification of Consistency with the Consolidated Plan

(g) Form SF-LLL - Disclosure of Lobbying Activities (if applicable)

(h) Form HUD 96008 - Development Worksheet with Minimum Benchmark

(i) Form HUD 96011 - Third Party Documentation Facsimile Transmittal (“Facsimile Transmittal Form” on Grants.gov) (Used as the cover page to transmit third party documents and other information designed for each specific application for tracking

purposes. HUD will not read faxes that do not use the HUD-96011 as the cover page to the fax.)

(j) Form HUD 27300 - Questionnaire for HUD's Removal of Regulatory Barriers (required only if applicant is seeking points regarding removal of regulatory barriers).

(k) Form HUD 2994-A, You Are Our Client Survey (optional)

(l) Lead Hazard Reduction Demonstration Grant Program match waiver request (optional)

**C. Submission Dates and Times.** The application deadline date for the Lead-Based Paint Hazard Control Grant Program and the Operation Lead Elimination Action Program is **July 10, 2008**. The application deadline date for the Lead Hazard Reduction Demonstration Grant Program is **July 17, 2008**. (All applications must be received and validated by [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp) no later than 11:59:59 p.m. eastern time on the application deadline date.) Refer to the **General Section** for timely submission requirements.

**D. Intergovernmental Review.** Not required.

**E. Funding Restrictions.**

1. Administrative Costs. Administrative costs may not exceed 10 percent of the grant award.
2. Ineligible Activities. See unit III.C.3, Ineligible Costs and Activities.

**F. Other Submission Requirements.**

1. Electronic submission waiver. Applicants are required to submit applications electronically via the website: [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp). See the **General Section** for additional information on the electronic process and how to

request a waiver from the electronic submission requirement, if necessary. Applicants should submit their electronic submission waiver requests in writing by email. Electronic submission waiver requests must be submitted no later than 15 days prior to the application deadline date and should be submitted to Jonnette Hawkins, Director, Programs Division, Office of Healthy Homes and Lead Hazard Control, Jonnette.G.Hawkins@hud.gov. If an electronic submission waiver is granted, the application must be received by HUD no later than 11:59:59 PM on the application deadline date. The electronic submission waiver approval notification will provide further information on where to send the application and the number of copies to be provided.

2. Lead Hazard Reduction Demonstration Grant Program match waiver. Lead Hazard Reduction Demonstration Grant Program applicants requesting a waiver from the 25 percent match requirement are required to submit a request by email. LHRD match waiver requests must be submitted no later than 11:59:59 PM on **[INSERT DATE 20 DAYS AFTER PUBLICATION OF THIS NOTICE IN THE FEDERAL REGISTER, OR THE FIRST FEDERAL WORKDAY THEREAFTER.]** and should be submitted to Jonnette Hawkins, Director, Programs Division, Office of Healthy Homes and Lead Hazard Control, at Jonnette.G.Hawkins@hud.gov. HUD will respond to the LHRD match waiver requests by email no later than **[INSERT DATE 45 DAYS AFTER PUBLICATION OF THIS NOTICE IN THE FEDERAL REGISTER, OR THE FIRST FEDERAL WORKDAY THEREAFTER.]** and, if a mailing address is provided in a request, by letter within 5 working days thereafter.

**V. Application Review Information:**

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

The application must receive a total score of at least 75 points to be considered for funding.

**1. Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience. (20 points maximum for all applicants)** This factor applies to all applicants.

a. Capacity of the Applicant (10 points).

The applicant must demonstrate that it has sufficient qualified 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 grant award to successfully implement and complete the project. Applicants must complete form HUD-96012 to receive up to the full points for this rating factor.

Key personnel should include, at a minimum, a Project Director (PD) and a Program Manager (PM). The applicant must provide resumes of key personnel and job descriptions for planned key personnel. The applicant must describe the roles and responsibilities of each key personnel for the project. Please **do not** include the Social Security Numbers (SSN) of any staff members.

The day-to-day Program Manager must be experienced in housing rehabilitation, lead hazard control or related work. The Program Manager should have demonstrated project management experience and must dedicate at least 75 percent of his/her time for the proposed project. Applicants must: 1) 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, 2) detail the sub-entity's experience in initiating and implementing related environmental, health, or housing projects, and 3) list key personnel from each sub-grantee or sub-contractor organization and their respective roles and responsibilities, and 4) provide the percent of time commitment to the proposed program.

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

(1) New Applicants. Describe 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 (last three years) in initiating and implementing lead hazard control or related environmental, health or housing projects. Provide examples of relevant programs that applicants 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).

(2) Current or previous grantees: HUD will evaluate the applicant's quarterly performance reports for the most recent four (4) quarters, and award points based on the performance ratings.

(3) Current Grantees: For applicants with active grants that will not expire prior to March 31, 2008, the applicant must provide assurances that all funded applications will be managed and implemented concurrently.

**2. Rating Factor 2: Need/Extent of the Problem. (15 points maximum for LBPHC and LHRD Programs; 10 points maximum for LEAP)**

An applicant will be scored in this rating factor based on its documented need as evidenced by the submission of thorough, credible, and appropriate data and information. There must be a direct and substantial relationship between the proposed lead hazard control activities, the Consolidated Plan's lead element and documented community needs. The data submitted in response to this rating factor will be verified using data available from the Census, HUD user, other data available to HUD and/or in cooperation with the Centers for Disease Control and Prevention.

Multiple tables (one per target area) are permissible. The data submitted to HUD will be verified using data available from the Census <http://factfinder.census.gov>, HUD user <http://www.huduser.org/datasets/fmr.html>, and other sources available to HUD. Points will be awarded in this rating factor based on the information documenting the number and percentage of children with an elevated blood lead level, the number and percentage of pre-1978 housing units (pre-1940 for the LHRD grant program), and the number and percentage of families with incomes at or below 80 percent of the Area Median Income as determined by HUD within the jurisdiction and/or target areas. (No overlapping data will be accepted.)

a. Documented Blood Lead Level (BLL). (5 Points maximum for all programs).

Applicants must complete form HUD-96013 to receive points for this rating factor. Part A of this form should be used to document the blood lead levels in children residing within the applicant's jurisdiction and target area for the most recent complete calendar year and identify the source of the data. Data prior to calendar year 2004 will not be accepted. For the purposes of this application, the "documented number of children" is based on a blood lead level test performed by a medical health care provider. Consortia

of local governments must report the number in the cities or counties/parishes making up the consortium and the target areas to be served. A separate narrative does not need to be provided regarding this data; completion of the table is sufficient.

b. Housing Age and Tenure and Very Low and Low-income Population. (10 points maximum for LBPHC and LHRD grant programs; 5 points maximum for LEAP).

Applicants must complete form HUD-96013 to receive points for this rating factor. Part B of this form should be used to document where the applicant intends to conduct lead hazard control work. HUD will use data from the Census on the housing age and tenure and individuals living below poverty level in the jurisdictions where the applicant intends to conduct lead hazard control work as the basis for review. A separate narrative does not need to be provided regarding this data; completion of the tables is sufficient.

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

The activities supported by the grant programs of HUD's Office of Healthy Homes and Lead Hazard Control (OHHLHC) represent some of the most important elements of the national effort to achieve the 2010 goal of eliminating childhood lead poisoning, and to respond to other important health hazards linked to housing. The degree of success achieved by grantees will significantly shape the success of the national effort.

This factor addresses the quality and cost-effectiveness of the applicant's proposed work plan. In general, there are four key stages in the life of a grant; application, start-up, implementation, and close-out. Applicants need to describe their work plan to address start-up and implementation phases of their grant that includes specific, measurable and time-phased objectives for each major program activity. The

applicant's response to this factor must include the elements described below in the program description. In addition, applicants must complete the Rating Factor 3 Table Soundness of Approach to receive up to the full points for this rating factor.

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 and leveraged resources, 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. LEAP applicants should describe their time-phased goals for generating leveraged resources and how they will track and use these funds during the 36-month period of performance. The benchmark form (Form HUD-96008) and policy guidance on developing work plans are available at the HUD website:

<http://www.hud.gov/offices/lead/>. Information contained in the benchmark form does not need to be repeated or explained in detail in the rating factor narrative. Applicants may refer to the form within the narrative where relevant.

a. Lead Hazard Control Work Plan Strategy (15 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, and individuals/groups to be reached through education and/or outreach activities and trained.

As part of the applicant's work plan description, address the following:

(1) Program Administration and Financial Management. Describe how the program will be administered, including addressing oversight and financial management.

(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 income 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 grant 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 the applicant's involvement in coordination among critical agencies, including participation in the CDC state-wide or jurisdiction-wide strategic plan to eliminate childhood lead poisoning as a major health problem by 2010.

(d) If you are seeking points regarding the Departmental policy priority for removal of regulatory barriers, submit a completed FORM HUD 27300 – Questionnaire for HUD's Removal of Regulatory Barriers (2 points).

(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 the 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) Briefly address how the applicant 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 the applicant will identify, select, prioritize and enroll eligible housing units in which the applicant will undertake lead hazard control interventions, especially those known to house EBL children. Include the estimated 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 the applicant's planned approach to control lead hazards in vacant and/or occupied units before children are poisoned.

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

(d) If the applicant is a housing agency, explain how the applicant will obtain data from state and/or local health departments, Childhood Lead Poisoning Prevention Programs (CLPPP) and other health care agencies (if applicable) on the addresses of housing units in which children have been identified as having an elevated blood-lead level, for purposes of recruiting and enrolling housing units.

(e) Discuss coordination with State and local housing agencies, and 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.

b. Technical Approach/Lead Hazard Control Intervention (15 points for all applicants).

In this section, the applicant should describe its technical approach and associated costs for testing enrolled units, blood-lead testing of children in enrolled units, and performing lead hazard control methods and strategies, occupant protection, and temporary relocation. This description should also indicate how the applicant will ensure cost-effectiveness for the program.

Describe the lead hazard control methods, and strategies, including the hazard control methods the applicant will undertake, and the number of single and multi-family units that will be treated using each method selected (e.g., interim controls and/or hazard abatement) if this will vary. Explain the applicant's strategy to ensure that the units are maintained lead safe after treatment.

In selecting lead hazard control methods, applicants should consider several factors: the relative costs and durability of the treatments, the characteristics of the unit, and the condition and projected durability of the component(s) treated. Applicants should choose appropriate control methods using their best judgment in each case. However, applicants should be aware that complete abatement of all lead-based painted surfaces in units is not generally a cost effective strategy and is discouraged in these programs. 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. Applicants are encouraged to review the National Evaluation of lead

hazard control methods provided at

<http://www.hud.gov/offices/lead/library/misc/NatEval.pdf>.

(1) 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.

(2) Coordination.

(a) Explain the coordination of relevant activities among lead hazard control, rehabilitation, weatherization, and other contractors performing work other than lead hazard control. In particular, describe the coordination of lead hazard reduction with weatherization activities funded by state and local governments. Applicants may receive up to 1 point for addressing this departmental policy priority to Improve our Nation's Communities. See the **General Section** for more information on this departmental policy priority.

(b) Describe the applicant's testing methods, schedule, and costs for lead-based paint inspections and risk assessments and clearance examinations. If the applicant proposes 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.

(c) Describe how the applicant 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.

(d) Using Form HUD 96008, 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 enrolment, lead-based paint inspection and risk assessments, hazard control and clearance of units. In addition, 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).

(e) Describe the production process from intake to unit completion/clearance and follow-up testing (if applicable), and identify the agency/person responsible for each step and how monitoring will be performed to both prevent and resolve production impediments.

(f) Describe the applicant's plan for the relocation of occupants of units selected for remediation, if temporary relocation is necessary. If temporary relocation is necessary, the applicant should describe the relocation process (i.e., the uses of safe houses and other housing arrangements, storage of household goods, stipends, incentives, etc.), and the source of funding for relocation. Describe your plan for ensuring the right of return and/or first referral of occupants who have had to relocate temporarily for the lead hazard control work to be performed. If temporary relocation is not necessary, please describe measures to protect the occupants.

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

(i) Describe efforts to perform blood lead testing of children within the target area(s) and other screening efforts.

(ii) Explain how the applicant 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.

(iii) 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 will be maintained and the security of medical information is protected in accordance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

(h) Describe the methods for implementing Energy Star building techniques and utilizing Energy Star applicants whenever activities of the grant afford the opportunity (1 point).

c. Economic Opportunity (2 points for all applicants). Explain how the applicant 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 the applicant 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 applicant's jurisdiction.

d. Lead Hazard Control Outreach (6 points for all applicants).

(1) Describe the applicant's involvement in collaborative agreements or arrangements with state or local health, housing, and code enforcement agencies, and community and/or faith based organizations for the target area(s) for performing outreach activities. If this information is detailed in letters of commitments, MOAs, or MOUs, it can be briefly summarized in this section. If these collaborative agreements or arrangements are not yet made, address plans to develop these agreements if applicable.

(2) Discuss the applicant's proposed outreach activities and expected outcomes, as it relates to unit enrollment or reducing childhood lead poisoning in the target area.

(3) 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.

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

(4) Affirmatively Furthering Fair Housing

(a) 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.

(b) 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.

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

(1) Identify and discuss the methods the applicant will use (in addition to HUD reporting requirements) to document activities, progress, and program effectiveness.

Explain how the applicant will make necessary changes to improve program performance.

(2) Describe how databases, including websites, computer, paper or other formats, will ensure the privacy of participants.

f. Budget Proposal

(1) The applicant's budget proposal should thoroughly estimate all applicable costs (direct, indirect, and administrative), 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. The applicant must thoroughly document and justify all budget categories and costs (Form HUD-424-CBW) and all major tasks, for the applicant, 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. The applicant's application will be evaluated on the extent to which resources are appropriate for the scope of the proposed project.

(2) The applicant's budget 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. The applicant's proposed budget should clearly identify the funding or cash equivalent amounts being provided as match and leveraged resources. These funds should reflect the numbers and contributions provided in response to Rating Factor 4, Leveraging Resources.

**4. Rating Factor 4: Leveraging Resources. (10 points maximum for LBPHC and LHRD grant programs; 15 points maximum for LEAP)**

This rating factor applies to all programs unless otherwise specified. This factor addresses the applicant's ability to obtain additional community and private sector resources that can be combined with HUD's program resources to increase the effectiveness of the proposed program activities. Applicants will be given points based on the amount of net match and leveraged resources equaling, for the LBPHC and LEAP programs, 10 percent or greater, and for the LHRD program, 25 percent or greater, or 10 percent or greater if HUD has granted a match waiver. Match and leveraged resources must be shown to be specifically dedicated to and integrated into supporting program activities. See unit III.B.2, Eligibility, for additional information on match and leveraged resources.

a. Match and Leveraged Resources. Applicants will be given points based on the amount of total match and leveraged resources in accordance with the chart below (10 points). In awarding points, fractional percentages will be rounded down to whole number percentages, and will not be rounded up (e.g., 14.99% match and leveraged resources for LBPHC receives 5 points).

<b>LBPHC and LEAP</b>	
Match and Leveraged Resources <b>Point Table</b>	
<b>Match and Leveraged Resources as Percent of Requested Federal Amount</b>	<b>Points Awarded</b>
10 – 14 percent	5
15 – 19 percent	6
20 – 24 percent	7
25 – 29 percent	8
30 – 34 percent	9
35 or greater percent	10

<b>LHRD without match waiver</b>	
Match and Leveraged Resources <b>Point Table</b>	
<b>Match and Leveraged Resources as Percent of Requested Federal Amount</b>	<b>Points Awarded</b>
25 – 26 percent	5
27 – 28 percent	6
29 – 30 percent	7
31 – 32 percent	8
33 – 34 percent	9
35 or greater percent	10

<b>LHRD with match waiver</b>	
<b>Match and Leveraged Resources Point Table</b>	
<b>Match and Leveraged Resources as Percent of Requested Federal Amount</b>	<b>Points Awarded</b>
10 – 12 percent	5
13 – 15 percent	6
16 – 17 percent	7
18 – 20 percent	8
21 – 23 percent	9
24 percent	10

The applicant must support each source of contributions, cash or in-kind, by a letter of commitment from the contributing entity, whether a public or private source. Each letter of commitment, memorandum of understanding, or agreement to participate should include the organization's name, the proposed level of commitment and the responsibilities as they relate to the proposed program. Staff in-kind contributions should be given a monetary value based on the local market value of the staff skills. The signature of the authorized official on the Form SF-424 commits match and leveraged resources of the applicant organization and from other sources. Contributions required of rental property owners may be included as part of the applicant's match and leveraged resources. The applicant should document and estimate the amount of the match and leveraged resources from each partnership.

Excluding local resources, applicants should submit evidence of a firm commitment for each match and leveraged resource. Such evidence must be provided in the form of letters

of firm commitment, memoranda of understanding, or other signed agreements to participate from those entities identified as partners in the application. The commitment must be signed by an official of the organization legally able to make commitments on behalf of the organization.

b. Strategy and Approach (for LEAP applicants only – 5 points)

(1) Experience and/or ability in leveraging resources will enhance the application.

Describe this experience and the applicant's proposed strategy for leveraging resources including:

(a) Types of leveraging and/or fundraising to be employed;

(b) Proposed use and distribution of funds/resources contributed;

(c) Overall project management and coordination;

(d) Proposed schedule of activities within the 36-month period of performance;

(e) Describe what the organization has done in the recent past (e.g., within the past five years) that gives evidence of its ability and experience to generate substantial private sector resources; and,

(f) Describe time-phased goals for generating leveraged resources and how they will track and use these funds over the 36-month period of performance.

**5. Rating Factor 5: Achieving Results and Program Evaluation. (15 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 the applicant will measure the results.

(3) Explain how the applicant will document and track its goals, program activities, and schedules.

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

b. Logic Model (10 points)

(1) Submit Form HUD-96010.

HUD is using an electronic Logic Model with dropdown menus from which the applicant can select needs, activities, and outcomes appropriate to the 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 the applicant has described the benefits and outcome measures of the 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 the applicant and HUD to monitor and assess the progress in achieving the 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). In FY 2008, HUD will use the Matrix in Appendix 1 of the General Section to rate the quality of the Logic Model. The matrix provides for a sliding scale of up 10 points based upon the quality of the submission.

**6. Bonus Points. (2 Points for all programs)**

Applicants are eligible for two bonus points to each application that includes a valid form HUD-2990 certifying that the proposed activities/projects in the application are consistent with the strategic plan for an empowerment zone (EZ) designated by HUD or

the U.S. Department of Agriculture (USDA), the tax incentive utilization plan for an urban or rural renewal community designated by HUD (RC), or the strategic plan for an enterprise community designated in round II by USDA (EZ–II), and that the proposed activities/projects will be located within the RC/EZ/EC–II identified above and are intended to serve the residents.

## **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 102. This maximum includes 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	15	10
3. Soundness of Approach	40	40
4. Matching and Leveraging Resources	10	15
5. Achieving Results and Program Evaluation	15	15
Empowerment Zone, Renewal Zones and Enterprise Community (II) Bonus Points	2	2
Total	102	102

## **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 leveraged resources for the multiple awards. During negotiations, such applicants would be required to provide alternative match and leveraged resources, if necessary, before the grant can be awarded in order to avoid committing duplicate match and 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 website. 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. Davis-Bacon wage rates. The Davis-Bacon wage rates are not applicable to these programs. However, if the applicant use grant funds, in conjunction with other federal programs, Davis-Bacon requirements will apply to the extent required under the other federal programs.
3. Procurement of Recovered Materials. See the **General Section** for information concerning this requirement.
4. 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 the **General Section**. The following items are a part of OHHLHC reporting requirements.

1. 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. For each reporting period, as part of the required report to HUD, a grant recipient must include a completed Logic Model (form HUD 96010), which identifies output and outcome achievements. 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 the award agreement.

2. 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, the applicant may contact the Grants.gov help line at 800-518-GRANTS. For programmatic questions, the applicant may contact: Ms. Jonnette G. Hawkins, Director, Programs 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) 402-7593 (this is not a toll-free number); facsimile (202) 755-1000; e-mail: Jonnette.G.Hawkins@hud.gov. For administrative questions, the applicant may contact Curtissa L. Coleman, Director, Grants Services Division, at the address above or by telephone at: (202) 402-7580 (this is not a toll-free number); email at: Curtissa.L.Coleman@hud.gov. If the applicant is a hearing- or speech-impaired person, the applicant 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.