



**U.S. Department of Housing and Urban Development**

Office of Lead Hazard Control and Healthy Homes

Lead-Based Paint Hazard Reduction Program

FR-6200-N-12

Application Due Date: 08/02/2018

Lead-Based Paint Hazard Reduction Program  
FR-6200-N-12  
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## U.S. Department of Housing and Urban Development

<b>Program Office:</b>	Office of Lead Hazard Control and Healthy Homes
<b>Funding Opportunity Title:</b>	Lead-Based Paint Hazard Reduction Program
<b>Announcement Type:</b>	Initial
<b>Funding Opportunity Number:</b>	FR-6200-N-12
<b>Primary CFDA Number:</b>	14.900
<b>Due Date for Applications:</b>	<b>08/02/2018</b>

### Overview

**For Further Information Regarding this NOFA:** Please direct questions regarding the specific program requirements of this Program Notice of Funding Availability (NOFA) to the agency contact identified in Section VII.

OMB Approval Number(s): 2539-0015

## I. Funding Opportunity Description.

### A. Program Description.

#### 1. Purpose

The purpose of the Lead-Based Paint Hazard Reduction (LHR) grant program is to assist states, cities, counties/parishes, Native American Tribes 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 populations.

#### 2. Program Objectives

Funds will be awarded to applicants to accomplish the following objectives:

1. Maximize the number of children under the age of six years protected from lead poisoning and the number of housing units where lead hazards are controlled;
2. Target lead hazard control efforts in housing units where children less than six years of age are at greatest risk of lead poisoning (pre-1960), which has historically included children in low-income and minority neighborhoods, to reduce elevated blood lead levels in these children;
3. Utilize cost-effective lead hazard control methods and approaches that ensures the long-term safety of the building occupants;
4. Build local capacity of trained and certified individuals and firms to safely and effectively address lead hazards during lead hazard control, and renovation, remodeling, and maintenance activities;

5. Develop comprehensive, community-based approaches to integrating this grant program within other local initiatives through public and private partnerships that address housing related health and safety hazards and or serve low income families with children under the age of 6;
6. Affirmatively further fair housing and further environmental justice. Note that besides being an objective of this NOFA, the obligation to affirmatively further fair housing is also a civil rights related program requirement;
7. Establish data sharing and targeting between health and housing departments.
8. Establish and implement a detailed process of monitoring and ensuring that units made lead-safe units are affirmatively marketed, and priority given, to families with children under age 6 years for up to three years;
9. Direct job training, employment, contracting, and other economic opportunities generated by this grant to low- and very-low income persons, particularly those who are recipients of government assistance for housing, and to businesses that provide economic opportunities to low- and very low-income persons in the area in which the project is located. For more information, see 24 CFR 135;
10. Gather pre- and post-treatment data that supports and validates lead hazard control investments; and
11. Comply with Section 504 of the Rehabilitation Act of 1973 (“Section 504”) and its implementing regulations at 24 CFR 8, and Titles II and III of the Americans with Disabilities Act. Each of these prohibits discrimination based on disability.

## **2. Changes from Previous NOFA.**

1. The Lead-Based Paint Hazard Control (LBPHC) and Lead Hazard Reduction Demonstration (LHRD) grant program NOFAs have been combined into one NOFA.
2. The period of performance has been increased to a maximum of 42 months.
3. The maximum Lead Hazard Reduction Program and Healthy Home Supplement award amounts have been increased.
4. The NOFAs Rating Factors have been reduced and streamlined. The number of rating factors has been reduced from five (5) to three (3). Rating will focus on applicant and partner capacity, area need, and fiscal accountability/budget
5. Within Rating Factor 1, the number of applicant categories has been redefined. There are three categories of funding for applicants to apply for. The applicant categories are 1) Large, urban jurisdictions that have had an LBPHC or LHRD grant, 2) Other state and local jurisdictions that have had an LBPHC or LHRD grant, and 3) Jurisdictions that have never received an LBPHC or LHRD grant. Within the first two categories; applicants must also identify the sub category a) applicants that do not have current funding, or b) applicants that have current funding. Sub categories are used for evaluation of performance history within the application.
6. Target Area identification is a required field for threshold review to ensure the application can be scored competitively against other submissions by OLHCHH.
7. Within Rating Factor 2, the justification of need will be determined by the grantee selecting the target area(s) from a list of places identified through the U.S. Census Bureau. A point scale has been provided to associate related points to the jurisdiction description provided by the applicant based on national data sets previously used to

retrieve data by the applicants. This effort will reduce the confusion and translation of the data being requested and will allow the target areas to be compared to national averages based on Title X eligibility criteria and population size.

8. The 2018 NOFA Lead-Based Paint Hazard Reduction Program is a combined opportunity in which both previous programs will be offered together in one notice of funding availability with an opportunity for larger jurisdictions of high need to seek a higher maximum award amount based on the requirement they have documented 3,500 or more occupied pre 1940 rental units within their target area and approach described. A list of eligible applicants is included on the OLHCHH website at [Large Urban Cities with 3,500 or more occupied Pre 1940 Rental Housing](#)
9. HUD is not publishing a General Section to HUD's Fiscal Year 2018 Notices of Funding Availability for Discretionary Programs, as it did for Fiscal Year 2017 and several previous years. Pertinent information for the programs covered by this NOFA is being published within the NOFA.
10. The ability of the applicant to match State, local, and private funds to supplement the grant funds from HUD is considered as part of the rating of the program's budget.
11. Current grantee applicants. The current OLHCHH grant award must reflect completion of a minimum of 75% or greater of all established performance benchmarks at the time of application for this NOFA for the current grantee entity to be eligible to apply. All performance metrics must be reported in Healthy Homes Grant Management System on or before the submission deadline of this opportunity to be considered.

### **3. Definitions.**

#### **a. Standard Definitions**

Authorized Organization Representative (AOR) is the person authorized to submit applications on behalf of the organization via Grants.gov. The AOR is authorized by the E-Biz point of contact in the System for Award Management. The AOR is listed in item 21 on the SF-424. Award, as used in this NOFA means a federal, grant, cooperative agreement, loan, or loan guarantee.

Catalog of Federal Domestic Assistance (CFDA) is a directory of the various Federal listings, projects, services and activities offering financial and non-financial assistance and benefits to the American public. CFDA Number is the unique number assigned to each program, project, service or activity listed in the Catalog of Federal Domestic Assistance (CFDA).

Consolidated Plan is a document developed by states and local jurisdictions. This plan is completed by engaging in a participatory process to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions with funding from formula grant programs. (See 24 CFR part 91 for more information about the Consolidated Plan and related Annual Action Plan).

Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this NOFA does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (See 2 CFR 200.22.)

Contractor means an entity receiving a contract.

Deficiency is information missing or omitted within a submitted application. Deficiencies typically involve missing documents, information on a form, or some other type of unsatisfied

information requirement (e.g., an unsigned form, unchecked box, etc.). Depending on specific criteria, deficiencies may be either curable or non-curable.

- Curable Deficiency – Applicants may correct a curable deficiency with timely action.

To be curable the deficiency must:

Not be a threshold requirement, except for documentation of applicant eligibility;

Not influence how an applicant is ranked or scored versus other applicants; and

Be able to be remedied within the time frame specified in the notice of deficiency.

- Non-Curable Deficiency – An applicant cannot correct a non-curable deficiency after the submission deadline.

Non-curable deficiencies are deficiencies if corrected would change an applicant's score or rank versus other applicants.

Non-curable deficiencies may result in an application being marked ineligible, or otherwise adversely affect an application's score and final determination.

DUNS Number is the nine-digit identification number assigned to a business or organization by Dun & Bradstreet and provides a means of identifying business entities on a location-specific basis. Requests for a DUNS number can be made by visiting the Online DUNS Request Portal. Eligibility requirements are mandatory requirements for an application to be eligible for funding. Deficiencies in meeting an eligibility requirement may be categorized as either curable or non-curable.

Federal Awardee Performance and Integrity Information System (FAPIIS) is a database that has been established to track contractor misconduct and performance.

Grants.gov is the website serving as the Federal government's central portal for searching and applying for federal financial assistance throughout the Federal government. Registration in Grants.gov is required for submission of applications to prospective agencies.

NOTE: Passwords expire every 60 days. Accounts inactive for 1 year or more result in removal of all account roles. For more account management information, review the [Applicant FAQs](#) contained on the grants.gov web page.

Non-Federal Entity means a state, local government, Indian tribe, institution of higher education (IHE), or non-profit organization carrying out a Federal award as a recipient or subrecipient.

Point of Contact (POC) is the person who may be contacted with questions about the application submitted by the AOR. The point of contact is listed in item 8F on the SF424.

Promise Zones are federally-designated, high-poverty urban, rural and tribal communities where the Federal government will partner with and invest in communities to accomplish these goals: create jobs, leverage private investment, increase economic activity, expand educational opportunities, and reduce violent crime.

Promotores/Promotoras are Spanish-speaking Community Health Workers who work in their communities to reduce barriers to health services and make health care systems more responsive.

Recipient means a non-Federal entity receiving an award directly from HUD to carry out an activity under a HUD program.

Section 3 Business Concern means a business concern (1) 51 percent or more owned by Section 3 residents; or (2) of which at least 30 percent of permanent, full-time employees are currently Section 3 residents, or were Section 3 residents within three years of the date of first employment with the business concern; or (3) provides evidence of a commitment to subcontract over 25 percent of the dollar award of all subcontracts to be awarded to business concerns meeting the qualifications in this definition.

Section 3 Residents means: 1) Public housing residents; or 2) Low and very-low income persons, as defined in 24 CFR 135.5, who live in the metropolitan area or non-metropolitan county where Section 3 covered assistance is expended.

Standard Form 424 (SF424) Application for Federal Assistance Programs, required by discretionary grant programs.

Subaward means an award provided by a recipient to a subrecipient for the subrecipient to carry out part of a Federal award received by the recipient. It does not include payments to a contractor or payments to an individual's beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the recipient considers a contract.

Subrecipient means a non-Federal entity receiving a subaward from a recipient to carry out part of a HUD program; but does not include an individual's beneficiary of such program.

A subrecipient may also receive other Federal awards directly from a Federal awarding agency (including HUD).

System for Award Management (SAM), is an official website of the U.S. government. You can access the website at [Sam.gov](http://Sam.gov) There is no cost to use SAM. SAM is the official U.S. Government system that consolidated the capabilities of Central Contractor Registry (CCR), Excluded Parties List System (EPLS) and the Online Representations and Certifications Application (ORCA). Registration with [Sam.gov](http://Sam.gov) is required for submission of applications via [Grants.gov](http://Grants.gov).

Threshold Requirement – Threshold requirements are a type of eligibility requirement.

Threshold requirements must be met for an application to be reviewed. Threshold requirements are not curable, except for documentation of applicant eligibility. Threshold requirements are listed in Section III.C. of this NOFA.

Applicants must ensure their application package addresses threshold requirements. Please check your application carefully!

#### **4. Program Definitions**

- Capacity Building. Providing resources to build local capacity for work to address lead based paint hazard control and other work addressing housing related health hazards. This could include delivery of HUD and/or EPA approved lead hazard control training courses and completion of other HUD-approved courses that further the effectiveness of lead hazard control interventions or promote the integration of this grant program with housing rehabilitation, property maintenance, weatherization, healthy homes initiatives, and housing-related health hazard interventions, such as the Essentials for Healthy Homes Practitioners Course.
- Certified Community Health Worker (CCHW). Health workers who serve as a liaison, link and intermediary between health services and the community to facilitate access to services and improve the quality and cultural competence of service delivery. Examples

of job titles considered to be Community Health Worker positions include but are not limited to Promotores(as) de Salud; Community Health Educators; Health Communicators; Outreach Workers; and Health Advocates.

- Documentation. When the NOFA asks you to document something it means that you should provide written information and/or data in your application to satisfy that particular NOFA requirement.
- Equipment Purchases. You may not purchase or lease equipment having a per-unit cost in excess of \$5,000, except for the purchase or lease of up to two X-ray fluorescence (XRF) analyzers to be used exclusively by the grant program. Award recipients that purchase (XRF) analyzers must submit the General Services Administration's annual Tangible Personal Property Report, and its components, Standard Form (SF) 428 and SF 428-A through 428-D, the Annual Report, the Final (Award Closeout) Report, and the Disposition Report/Request, and, if needed, the Supplemental Sheet ([GSA Forms](#)). Generally, the average estimated time to complete each of these form components is 0.5 hours; it is likely to be less for this grant program. For purchasing or leasing equipment under \$5,000 apiece, the recipient need not complete the Tangible Personal Property Report.
- Inspections/Testing. Performing lead dust, soil and paint-chip testing, XRF 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 control 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.
- Insurance. Securing liability insurance for housing-related environmental health and safety hazard evaluation and control activities, if the scope of the insurance is restricted to work under this grant. Note: If the scope of the insurance is restricted to work under this grant; the cost is a direct cost. If the scope of the insurance is not restricted to work under this grant, such as insurance for facilities or those costs covered under an indirect cost rate plan, the insurance cost is considered an indirect cost.
- Lead-Based Paint Hazard Control. The control or elimination of all lead-based paint hazards identified in housing units and in common areas of multi-family housing through either interim controls or lead-based paint abatement, or a combination of both. For a complete description of interim controls and abatement, see HUD's Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing ("[HUD Guidelines](#)"), located at [https://www.hud.gov/program\\_offices/healthy\\_homes/lbp/hudguidelines](https://www.hud.gov/program_offices/healthy_homes/lbp/hudguidelines).
- Lead Safe Housing Rule compliance. Conducting planning, coordination, and training activities to comply with HUD's Lead Safe Housing Rule (24 CFR 35, subparts B-R). These activities must 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. Activities should also include an outreach and collaboration to Public Housing Agencies serving the community.
- Minimal Rehabilitation. Undertaking minimal housing intervention activities that are specifically required in order to carry out effective hazard control, and without which the hazard control could not be completed, maintained, and sustained. Refer to HUD Policy Guidance 2008 02 on the OLHCHH website, located at



[https://www.hud.gov/sites/documents/DOC\\_38179.PDF](https://www.hud.gov/sites/documents/DOC_38179.PDF).

- Occupant Blood Testing. Conducting pre-hazard control blood lead testing of persons residing in or frequently visiting units enrolled for or undergoing lead hazard control work.
- Professional Certifications and Licenses. Securing and maintaining certification and licenses for identification, remediation, and clearance of lead and other housing-related health and safety hazards.
- Relocation. Carrying out temporary relocation for families and individuals while the remediation is conducted and until the time the affected unit receives clearance for re-occupancy. When persons with disabilities are temporarily relocated, they must be placed in housing that is compliant with Section 504 of the Rehabilitation Act (See 24 CFR part 8) HUD expects that most temporary relocation for lead hazard control work would be for 10 days or less.
- Support Costs Associated with Lead Hazard Control Activities. Activities that directly support the undertaking of lead hazard control, and without such support activities, the lead hazard control could not be conducted. These costs may include: staff costs for intake, review and approval of applications and preparation of documents to be signed by applicants for lead remediation work; staff costs for arranging for temporary relocation; staff costs associated with reimbursement and assisting residents in relation to lead hazard control; on-site monitoring of lead hazard control activities; and travel and transportation for staff that perform lead hazard control.
- Worker Protection. Performing blood lead testing or air sampling to protect the health of the hazard control workers, supervisors, and contractors.

## 5. Web Resources

**The resources indicated provide details for the application process**

- [Affirmatively Furthering Fair Housing](#)
- [Code of Conduct list](#)
- [Do Not Pay](#)
- [Dun & Bradstreet](#)
- [Request a DUNS Number](#)
- [Equal Participation of Faith-Based Organizations](#)
- [Federal Awardee Performance and Integrity Information System](#)
- [Federal Subaward Reporting System\) FSRS](#)
- [Grants.gov](#)
- [Grants.gov support](#)
- [Healthy Homes Strategic Plan](#)
- [Healthy Housing Reference Manual](#)
- [HUD Funds available](#)
- [HUD's Strategic Plan](#)
- [HUD Grants](#)
- [NOFA webcasts](#)
- [Procurement of recovered materials](#)

- [Promise Zones](#)
- [Section 3 Business Registry](#)
- [State Point of Contact List](#)
- [System for Award Management \(SAM\)](#)
- [Real Property Acquisition and Relocation](#)
- [USASpending](#)

## **B. Authority.**

The Lead-Based-Paint Hazard Reduction (LHR) Grant Program is 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, 42 U.S.C. 4852) and funding is provided by the Consolidated Appropriations Act, 2018 approved March 23, 2018 (Public Law 115-141).

The Healthy Homes Supplemental funding, is intended to enhance the lead based paint hazard control activities by comprehensively identifying and addressing other housing hazards that affect occupant health. The Healthy Homes Supplemental funding is authorized under Section 502 of the Housing and Urban Development Act of 1970 (12 U.S.C. 1701z-2) and funding is provided by the Consolidated Appropriations Act, 2018 (Public Law 115-141).

## **II. Award Information.**

### **A. Available Funds**

Funding of up to **\$212,000,000** is available through this NOFA.

Additional funds may become available for award under this NOFA as a result of HUD's efforts to recapture unused funds, use carryover funds, or because of the availability of additional appropriated funds. Use of these funds is subject to statutory constraints. All awards are subject to the applicable funding restrictions contained in this NOFA.

### **B. Number of Awards.**

HUD expects to make approximately 50 awards from the funds available under this NOFA. For information on the methodology used to make award determinations under this NOFA, please see Section V.B Review and Selection Process below.

Funding will be set aside for applicants that have never received an award under the Lead Hazard Reduction grant program. In the event that there are an insufficient number of eligible applicants to use this set-aside, the funding will be made available to other eligible grant

applicants. In the event that there are more eligible applicants for this set-aside than can be funded using the set aside, the highest rated applicants will be awarded and the remaining eligible applicants will be evaluated along with the remaining group of eligible applicants.

**C. Minimum/Maximum Award Information**

For the purposes of application under this FY 2018 NOFA; you should consider the minimum and maximum funding amounts below as you develop your program approach and budget for consideration.

The following is a breakdown of estimated total funding available:

Lead-Based Paint Hazard Reduction:	\$180,000,000
Healthy Homes Supplemental:	\$32,000,000
Total:	\$212,000,000

The minimum award for any applicant to request under this opportunity is \$1,000,000.

The maximum award amounts for the Lead-Based Paint Hazard Reduction grant program will be divided into the following categories:

- 1. Large, urban jurisdictions = \$3,500,000
- 2. Other state and local jurisdictions = \$3,000,000
- 3. Jurisdictions that have never received an LBPHC or LHRD grant = \$2,000,000

The maximum award amount for the Healthy Homes Supplemental funding will be divided into the following categories:

- 1. Large, urban jurisdictions or other state/local jurisdictions = \$600,000
- 2. Jurisdictions that have never received an LBPHC or LHRD grant = \$300,000

Estimated Total Funding:	\$212,000,000
Minimum Award Amount:	\$1,000,000 Per Project Period
Maximum Award Amount:	\$4,100,000 Per Project Period

**D. Period of Performance**

Estimated Project Start Date:	11/01/2018
Estimated Project End Date:	04/30/2022
Length of Project Periods:	Other
Length of Project Periods Explanation of Other:	42 Month Period of Performance

**E. Type of Funding Instrument.**

Funding Instrument Type:	Grant
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**F. Supplementation.**

HUD may provide grantees with an option to request Healthy Homes Supplemental funding. The Healthy Homes Supplemental funding request is an additional amount distinct from the requested federal lead hazard control grant award amount for this program and must be treated as such. Nevertheless, due to limitations of the SF424, you must enter the total, combined funding request on line 18a of the SF424. The Healthy Homes Supplemental request **must also be clearly indicated in your abstract.** For example, if you are requesting \$3,000,000 for the Lead Hazard Reduction Grant Program for lead hazard control activities and \$600,000 for the promotion of healthy housing, your total requested funding amount to be identified on the SF424 (line 18a) would be \$3,600,000. Because the official SF424 form has these limitations it is your responsibility to clearly define in the abstract and the narrative submitted, the exact dollar amount requested for both the Lead Based Paint Hazard Reduction Grant award and any total amount of Healthy Homes Supplement requested to ensure that the breakdown of the total request is accurately reflected on any such awarded application. *Please Note: As described in section III.C.3.a, below, **in the event you request an amount over the maximum award, on line 18a of the SF 424, the application will not pass threshold and will not be reviewed.***

### III. Eligibility Information.

#### A. Eligible Applicants.

State governments

County governments

City or township governments

Special district governments

Native American tribal governments (Federally recognized)

If your organization is established under section 501(c) (including any subsidiary sections) of the Internal Revenue Code, you are not eligible to apply for funding under this NOFA. Under the authorizing statute for this grant program, only cities, counties/parishes, and other units of local government, and certain States and Native American Tribes (see below) are eligible to receive funding under this NOFA. State government and Native American tribal applicants (whether they are the principal applicant or partner applicants in a consortium) are eligible to apply for funding under this NOFA only if they have an Environmental Protection Agency (EPA) authorized lead-based paint training and certification program as of the submission deadline date. Multiple agencies within a local government, or multiple units of local government, or a state and one or more units of local government may apply as a consortium; however, an eligible principal (lead) applicant that will be responsible for ensuring compliance with all requirements in this NOFA must be identified. Where an application involves multiple entities, each entity must meet the civil rights threshold requirement of Resolution of Civil Rights Matters.

If you, the applicant, are not a component of the executive branch of your jurisdiction's government, that is, if your department or agency does not report directly or through a direct chain of command to the chief executive officer of your jurisdiction (e.g., the governor, the county executive (by whatever title), or the mayor (by whatever title), you must identify the law that provides the authority establishing you as a part of the State government or the unit of local

government. To do so, you must provide the specific statutory citation(s) (e.g., 1 Mystate Revised Code 2345), and either the relevant wording as an attachment, or the specific web address(es) of the relevant wording in the body of your application. Be sure to verify that each web address cited is active and available without cost.

**Applicants with a large, urban jurisdictions with at least 3,500 pre-1940 occupied rental housing units (either alone or through a consortium), as listed at the Census website [click here](#) or as listed in this program link ([Click here.](#)) will be able to apply for the maximum award of \$3,500,000 as a high need jurisdiction applying for Lead Hazard Reduction Program funding.**

The following are not eligible entities for this competition and applications will not be reviewed:

1. Individuals.
2. Non-Profit Organizations. Applications from organizations established under section 501(c) (including any subsidiary sections) of the Internal Revenue Code will not be reviewed.
3. FY 2017 Awardees. Applicants that received an award under the 2017 NOFA cycle for either the Lead-Based Paint Hazard Control Program (LBPHC) or Lead Hazard Reduction Demonstration (this NOFA) program will not be reviewed.

## B. Cost Sharing

This Program requires cost sharing, matching or leveraging as described below.

Match is required for this program by statute 42 U.S.C. 4852(h). Generally, Federal sources are not allowed to be used as cost share or match unless otherwise permitted by a program's authorizing statute (for example, HUD's Community Development Block Grants program).

The chart below describes the match percentage requirement, minimum percentage of Federal funds for lead hazard control activities, and maximum administrative cost (as a percentage of federal funds). **The minimum match requirement applies to the federal lead hazard control requested amount and excludes the requested Healthy Homes (HH) Supplemental funding amount.**

### Match Requirements and Table.

Program	Minimum Match (of federal request)	Minimum Lead Hazard Control Costs	Maximum Administrative Costs
Lead Based Paint Hazard Reduction	10 percent (excluding HH Supplemental funds)	65 percent (excluding HH Supplemental funds)	10 percent (excluding HH supplemental funds)

**Matching Funds Evaluation.** You must provide clear documentation with your application of the source and intended use of all eligible match funds you want to be considered for meeting

the statutory minimums required. (See also, the paragraph on Evidence of match commitment, below.) Failure to document match contributions in accordance with the requirements set forth in this NOFA (i.e., documented eligible sources of match funding and eligible uses of match funding) may result in your application being deemed ineligible if minimum match requirements are not included in materials received with your final application submission.

NOTE: You are responsible for providing the total amount of the match dollars for proposed contributions with your application. Even if any of these contributions are not received from committed donors during the period of performance of the grant, you are still responsible for providing the match you proposed, during the period of performance

The Matching Contribution Table provided below is provided for your reference and does not replace commitment documentation to be included as required in your application submission.

In this or a similar table, indicate the source, proposed eligible uses and amounts of match committed on the SF424 and Form HUD\_424\_CBW. Add additional rows to the table, as needed, for each match.

**Matching Contribution Table.**

Where is the Match coming from?	What will the match be used for?	Amount of Match Funding Committed	If used for Staffing, what amount of time	Is evidence of the Match Commitment included in the application?
Insert the source of match, including type and donor	Insert the eligible use of the match	Insert the amount of eligible match	Insert the level of matched staffing	Yes or No
EX: CDBG from ?MyState? Dept of Community Development	Removal and replacement of lead- based paint from housing unit.	\$1,000 per property	N/A	Yes, we have included a commitment letter on letterhead from ?MyState? Dept of Community Development
EX: Foundation funding for LHC in-kind labor from ?MyTown? Community Development Corp.	In-kind lead hazard control work labor hours, assisting with removal of lead-based paint hazards	\$500.00 per property or XX number of hours of work or a certain # of FTE are being committed to the program	See Note (a) below.	Yes, a letter from the ?MyTown? Community Development Corp is included outlining the ?Foundation? funding being used.

Note: FTE-years are the number of full-time equivalent (FTE) personnel, multiplied by the number of years they will be working under the grant. For example, 4 full-time staff working for 3 years would be estimated as 4 workers \* 100 percent of full-time \* 3 years = 12 FTE-

years. Similarly, 1 half-time staff person working for one-half year (for example, on grant startup) is estimated as 1 worker \* 50 percent of full-time \*  $\frac{1}{2} = \frac{1}{4}$  FTE-years. If the fraction of time and/or duration of the work vary among individuals or groups of individuals, calculate the FTE-years for each individual or group of individuals and provide the total. If the match donor normally uses labor hours, rather than FTEs, apply the Government Accountability Office's average value of 2,087 actual work hours per calendar year. ([www.gao.gov/products/FPCD-81-60](http://www.gao.gov/products/FPCD-81-60)) . (Rounding to a tenth of an FTE-year, if using decimals, or to a quarter of an FTE-year, if using fractions, is acceptable.) If labor is not being provided in a particular match (e.g., supplies are being provided), enter "N/A" rather than "0" or a blank, for clarity.

**Evidence of match commitment.** You must provide documentation of all match indicated on the SF424 and the Form HUD\_424\_CBW by letters of firm commitment, such as Memoranda of Understanding or other signed agreements from those entities identified as partners in the application with your submission to this NOFA. All letters of commitment, including those provided by your organization, MUST clearly identify the dollar amount or value, the source(s) of the funds, and the proposed uses of matching funds being committed. Commitments for match to be supplied by your organization must be supported by a letter signed by the authorized official whose signature appears on the SF424 detailing sources and uses of the committed match. The commitment documentation must mention this NOFA and have been signed on or after the date this NOFA was published. You must show that matching contributions will be used specifically for allowable program costs and come from allowable non-federal sources—both the source of the funds and use of the funds must comply with the requirements of this NOFA. The Department will track and monitor all match commitments according to Office of Management and Budget (OMB) and program requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, set forth in 2 CFR part 200, apply to this Federal award. You must also note that all shared costs or matching funds and contributions must meet the criteria set forth in 2 CFR 200.306, including the requirement in 2 CFR 200.306(b)(5) that any shared costs or matching funds and contributions must not be paid by the Federal government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs. In addition, the proposed use of matching funds must be for those costs allowable under this NOFA.

Proposed matching commitments that are not eligible, such as, funding sources that are federal (e.g. HOME or Weatherization Assistance Program funds) or that are not committed for allowable uses (e.g., rehabilitation, code compliance), will not be counted towards satisfying the match requirements of the programs in this NOFA. NOTE: Community Development Block Grant (CDBG) funds may be used as match to satisfy the matching resource requirements of this NOFA provided they are specifically designated for the activities and costs allowed in this NOFA. In addition, CDBG funds used for match may only be used for CDBG-eligible activities and must be included in the CDBG recipient's annual action plan. HOME funds, and all other funds that prohibit their use to satisfy federal matching requirements, may not be used to satisfy match requirements of this NOFA.

**Permissible Match Contributions.** Examples of eligible sources that are permissible as match contributions include:

- Documentation of Contributions from Property Owners. Homeowners or landlords (owners) may contribute match dollars. You must provide detailed documentation of the cost to be paid by the homeowner or landlord. Only owner contributions for eligible activities will count as match. Owner contributions must be supported and verified by a third party: for example, materials or labor that the owner paid for or provided must be substantiated via receipts/records. You must document and verify all owner-provided labor through a third party, and this labor must be valued at market rates.
- The value of in-kind donated items, such as paint and other materials or equipment that are used for lead-based paint hazard control, must be established at market rates.
- For services or products provided at a discounted rate and used an eligible use under the grant, the discounted part of the fee or price is the eligible match, not the entire value of the services or products. For example: if a supply company provides a product to the contractor at a lower rate, the difference in the cost of the product the supplier would typically charge and the discounted rate is a match if otherwise eligible.
- Third Party In-Kind Contributions. See 2 CFR 200.306 for additional information on third party in-kind contributions.

### C. Threshold Requirements.

Applicants who fail to meet any of the following threshold eligibility requirements will be deemed ineligible. Applications from ineligible applicants will not be evaluated.

**1. Timely Submission of Applications** – Applications submitted after the deadline stated within this NOFA that do not meet the requirements of the grace period policy will be marked late. Late applications are ineligible and will not be considered for funding. See also Section IV Application and Submission Information, part D. Application Submission Dates and Times

2. Resolution of Civil Rights Matters. Outstanding civil rights matters must be resolved before the application deadline. Applicants who after review are confirmed to have civil rights matters unresolved at the application deadline will be deemed ineligible; the application will receive no further review, will not be rated and ranked, and will not receive funding.

a. Applicants having any of the charges, cause determinations, lawsuits, or letters of findings referenced in subparagraphs (a) ? (e) that have not been resolved to HUD?s satisfaction before or on the application deadline date are ineligible for funding. Such matters include:

1. Charges from HUD concerning a systemic violation of the Fair Housing Act or receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of a substantially equivalent state or local fair housing law proscribing discrimination because of race, color, religion, sex, national origin, disability or familial status;
2. Status as a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging a pattern or practice of discrimination or denial of rights to a group of persons raising an issue of general public importance under 42 U.S.C. 3614(a);
3. Status as a defendant in any other lawsuit filed or joined by the Department of Justice, or in which the Department of Justice has intervened, or filed an amicus brief or statement of interest, alleging a pattern or practice or systemic violation of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the



Housing and Community Development Act of 1974, the Americans with Disabilities Act or a claim under the False Claims Act related to fair housing, non-discrimination, or civil rights generally including an alleged failure to affirmatively further fair housing;

4. Receipt of a letter of findings identifying systemic non-compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974; or the Americans with Disabilities Act; or
5. Receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of provisions of a state or local law prohibiting discrimination in housing based on sexual orientation, gender identity, or lawful source of income.

b. HUD will determine if actions to resolve the charge, cause determination, lawsuit, or letter of findings taken before the application deadline date will resolve the matter. Examples of actions that may be sufficient to show documentation of resolution of these matters include (all options must have been completed prior to the application deadline date), but are not limited to:

- Current compliance with a voluntary compliance agreement signed by all the parties;
- Current compliance with a HUD-approved conciliation agreement signed by all the parties;
- Current compliance with a conciliation agreement signed by all the parties and approved by the state, governmental or local administrative agency with jurisdiction over the matter;
- Current compliance with a consent order or consent decree;
- Current compliance with a final judicial ruling or administrative ruling or decision; or
- Dismissal of charges.

3. Other reasons your application will be ineligible for review.

a. Requested Funds Exceeding Maximum Award Amount. If you request more than the maximum federal amount you are permitted to be awarded for this program for either lead hazard control activities or the Healthy Homes Supplement, as described in section II.C, Minimum/Maximum Award Information above, your application will not be reviewed. **You must clearly document the requested federal funding amount on line 18a of the SF424** (Application for Federal Assistance), and the Form HUD\_424\_CBW (HUD Detailed Budget Worksheet including Total Budget). Applications Not in Scope with Program Purpose. Applications submitted to conduct activities other than lead-hazard control evaluation and remediation and, if Healthy Homes Supplement funding is also being requested, evaluation and control of housing-related health and safety hazards, will not be reviewed.

b. Duplicate Applications. Because only one application will be accepted from any given state, tribal or local government under this NOFA (i.e., the LHRD Grant Program), if more than one application is received from a state, tribal or local government, the last (most recent) application that was received by [Grants.gov](https://www.grants.gov) that meets the timely receipt requirements will be considered for review and funding, and the other applications will not be reviewed.

c. If the application does not include documentation that details the minimum 10 percent matching requirement as described in Section III.B, Cost Sharing or Matching, above, it will not

be reviewed.

d. If the application does not contain each of the required application documents as indicated in Section IV.B, below, it will not be reviewed.

e. If you have a current OLHCHH grant award, at the time of application, if your performance is below 75% of any of the performance benchmarks as documented in HHGMS on the submission deadline, or the grant is in a High Risk Status at the time of application deadline; your application will not be reviewed.

f. If you had a previous LBPHC or LHRD grant for which the period of performance ended in calendar years 2017 or 2018 with the grant on High Risk Status, your application will not be reviewed.

g. If the applicant does not clearly identify in the application abstract the jurisdiction it intends to utilize these program resources within; the application will not be reviewed. State applicants may list more than one city, town or borough, or other comparable local jurisdiction terminology (e.g., parish if appropriate); as the focus of their jurisdiction. Applicant must identify the jurisdiction in terms of the following descriptions:

- city
- township
- borough
- Other comparable local jurisdiction terminology

#### **D. Statutory and Regulatory Requirements Affecting Eligibility**

##### **Eligibility Requirements for Applicants of HUD's Grants Programs**

The following requirements affect applicant eligibility. Detailed information on each requirement is posted on HUD's Funding Opportunities Page ([click here](#)).

Outstanding Delinquent Federal Debts

Debarments and/or Suspensions

Pre-selection Review of Performance

Sufficiency of Financial Management System

False Statements

Mandatory Disclosure Requirement

Prohibition Against Lobbying Activities

Equal Participation of Faith-Based Organizations in HUD Programs and Activities

#### **E. Program Specific Requirements.**

**1. Allowable Costs and Activities.** This section applies to allowable costs and activities funded under this NOFA. Allowable costs are determined in accordance with the cost principles in 2 CFR part 200, subpart E - Cost Principles. Costs and activities outlined in sections 2) and 3) below are not considered administrative costs and, therefore, do not count as part of the 10 percent administrative cost cap of this program.

\*\* For more information on Allowable Costs, please see Policy Guidance 2015-01 Clarification

of Costs for Lead Based Paint Hazard Reduction Programs. Available at [click here](#).

**a. Administrative Costs.** You can utilize up to 10 percent of the federal award for payments of reasonable grant administrative costs related to planning and executing the project, preparation/submission of HUD reports, etc. Administrative costs must be reflected under each appropriate line items (e.g., salaries, fringe, supplies, on the Form HUD\_424\_CBW) and a detailed cost element breakdown in the budget narrative must be provided. The 10 percent administrative cost cap for this program must include any indirect cost rates placed in the HUD share budget columns, as well as the sum of the budget line items that have inherent administrative costs per OLHCHH Policy Guidance 2015-01, plus any administrative costs of sub recipient organizations (also detailed by budget line item and budget narrative).

There are two categories of administrative costs: direct administrative costs and indirect costs. For the purposes of this grant, all direct administrative costs and all indirect costs count towards the 10 percent administrative cost limit.

**i.) Direct Administrative Costs.** Direct administrative costs are the reasonable, necessary, allocable, and otherwise allowable costs of general management, oversight, and coordination of the grant (i.e., program administration). Such costs include, but are not necessarily limited to, expenditures for:

Salaries, wages, fringe benefits, and related costs of the recipient's staff engaged in program administration that can be specifically identified with the grant. In charging costs to this category, the recipient may either include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration activities. The recipient may use only one of these methods during the grant period. Program administration includes, but is not limited to, the following types of activities:

- Providing local officials and citizens with information about the program, except for targeted outreach, affirmative marketing, education or outreach for lead hazard control programs;
- Preparing program budgets and schedules, and amendments thereto;
- Developing systems for assuring compliance with program requirements, except for participating in technical studies, or developing information systems to enhance the delivery, analysis, or conduct of lead hazard control activities;
- Developing interagency agreements and agreements with sub recipients and contractors to carry out program activities;
- Monitoring program activities for progress and compliance with program requirements, except for on-site monitoring of lead hazard control;
- Preparing reports and other documents related to the program for submission to HUD;
- Coordinating the resolution of audit and monitoring findings;
- Evaluating program results against stated objectives;
- Managing or supervising persons completing activities related to the program
- Travel costs incurred for official business in general program administration that can be specifically identified with the grant program;
- Transportation costs incurred for general program administration that can be specifically

identified with the grant program;

- Equipment, supplies (especially office supplies), and materials used for program administration that can be specifically identified with the grant program;
- HUD-required or HUD-approved trainings or conferences; and
- Certification and licensing costs required for program administration responsibilities.

**ii). Indirect Costs, if applicable.** Indirect facilities and administrative (F&A) costs are, by nature, administrative and represent the expenses of doing business that are not readily identified exclusively with a specific grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. 2 CFR 200, subpart E?Cost Principles, establishes the federal requirements for the determination of allowable and unallowable direct and indirect (F&A) costs, and is available at:[Code of Conduct](#) . Indirect (F&A) costs may only be charged to an OLHCHH grant program under a cost allocation plan or an indirect cost rate agreement or in accordance with the requirements of 2 CFR 200.414(f), on the de minimis rate.

For more information, see PGI 2015-01 (Clarification of Costs for LHRD and LBPHC grant programs), available at<http://portal.hud.gov/hudportal/documents/huddoc?id=2015-01costcategories.pdf>.

**b. Lead Hazard Control Direct Costs.** Lead Hazard Control direct costs are defined specifically as the performance of lead based paint identification and remediation activities. Awardees must expend at least 65 percent of grant funds on direct lead based paint hazard control remediation and related activities in the home and this must be documented when preparing the program budget.

The following kinds of activities can be included in the 65 percent direct lead based paint hazard control identification and remediation cost allocation:

- Inspections/Testing. Performing lead dust, soil and paint-chip testing, XRF 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 control 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.
- Lead-Based Paint Hazard Control. The control or elimination of all lead-based paint hazards identified in housing units and in common areas of multi-family housing through either interim controls or lead-based paint abatement, or a combination of both. For a complete description of interim controls and abatement, see HUD?s Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing ([?HUD Guidelines?](#)), located at [Hud Guidelines](#).
- Minimal Rehabilitation. Undertaking minimal housing intervention activities that are specifically required in order to carry out effective hazard control, and without which the hazard control could not be completed, maintained, and sustained. Refer to HUD Policy Guidance 2008 02 on the OLHCHH website, located at [Policy guidance 2008 02](#).
- Relocation. Carrying out temporary relocation. When persons with disabilities are temporarily relocated, they must be placed in housing that is compliant with Section 504 of the Rehabilitation Act (See 24 CFR part 8, subpart A (especially section 8.4), section

8.20, and subpart D). HUD expects that most temporary relocation for lead hazard control work would be for 10 days or less.

- **Support Costs Associated with Lead Hazard Control Activities.** Activities that directly support the undertaking of lead hazard control, and without such support activities, the lead hazard control could not be conducted. These costs may include: staff costs for intake, review and approval of applications and preparation of documents to be signed by applicants for lead remediation work; staff costs for arranging for temporary relocation; staff costs associated with reimbursement and assisting residents in relation to lead hazard control; on-site monitoring of lead hazard control activities; and travel and transportation for staff that perform lead hazard control.

**c. Other Allowable Costs:**

Costs for the activities below are allowable costs but should not be counted as direct costs toward the minimum 65% requirement;

- **Targeted Outreach, Education, and Training.** Conducting targeted outreach, affirmative marketing, education or outreach programs on lead hazard control and lead poisoning prevention that will result in increased lead hazard control activities or that are 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 Disclosure Rule, Lead Safe Housing Rule (24 CFR part 35, subparts A, and B-R, respectively), the EPA Renovation, Repair and Painting (RRP) Rule (40 CFR 745, especially subpart E), and applicable provisions of the Fair Housing Act, especially as it pertains to familial status (e.g., families with children) and disability discrimination, providing meaningful access to these program benefits and information to Limited English Proficient (LEP) individuals through language assistance strategies and services, in accordance with Title VI of the Civil Rights Act of 1964 and the Final Guidance to Federal Financial Assistance Recipients Regarding Title VI, Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons published on January 22, 2007 in the Federal Register (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) pursuant to 24 CFR 8.6(b) and Titles II and III of the Americans with Disabilities Act, as applicable. Also, a registry of lead-safe units must be developed and provided to families as part of the outreach program.
- Purchasing or leasing equipment having a per-unit cost under \$5,000.
- Supporting data collection, analysis, and evaluation of grant program activities. This includes compiling and delivering such data as may be required by HUD.
- Evaluating the effectiveness of hazard remediation conducted under this grant to assess how healthy homes interventions affect the health of the population being served relative to the population at large.
- Securing liability insurance for housing-related environmental health and safety hazard evaluation and control activities. This is considered either an indirect cost or an administrative cost, depending on the relationship of the insurance applicable for this grant to the applicant's overall insurance policy portfolio.

- Occupant Blood Testing. Conducting pre-hazard control blood lead testing of persons residing in or frequently visiting units **enrolled for or undergoing** lead hazard control work.
- Research and Studies. Participating in technical 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. For this program, we do not expect research that could affect human subjects to be conducted.

**d.. Healthy Homes Supplemental Funding, if applicable:**

Healthy Homes Supplemental funding is exclusively for direct costs associated with the identification and remediation of the housing related health and safety hazards identified and documented in each individual eligible unit. A complete Healthy Homes Assessment of each individual unit that results in a report and scope of work that prioritizes hazards found and corresponds with priorities based on the community needs identified while reflective of a maximum amount per unit. Those costs allowable with the Healthy Homes Supplemental funding include costs for completing an assessment to identify housing hazards that affect health, development of scopes of work of the identified hazards, and conducting remediation of identified and documented health and safety hazards that are individualized for each of the housing units selected to receive this funding where lead hazard control activities are being completed. Eligible costs also includes re-evaluation of the completed work, reporting, and notification to occupants and owners, if different, of the nature and results of the remediation. There are additional limitations for the use of this funding; See Policy Guidance PG2018-01, Revision of the Purpose and Use of Healthy Homes Supplemental Funding, at [https://www.hud.gov/program\\_offices/healthy\\_homes/lbp/pg](https://www.hud.gov/program_offices/healthy_homes/lbp/pg) for additional information.

**2. Program Requirements and Prohibitions**

- a. Blood Lead Testing. You must test each child under the age of six years who resides in a housing unit under contract to receive lead hazard control work, or document that a child has been tested for blood lead levels within the six months preceding the lead hazard control work, unless it is documented that the child's parent or legal guardian chooses not to have the child tested. You must refer any child with an elevated blood lead level for appropriate medical follow-up with his or her health care provider or local health department. See also, the CDC Response to Advisory Committee on Childhood Lead Poisoning Prevention Recommendations in "Low Level Lead Exposure Harms Children: A Renewed Call of Primary Prevention" (2012) available at [www.cdc.gov/nceh/lead/ACCLPP/CDC\\_Response\\_Lead\\_Exposure\\_Recs.pdf](http://www.cdc.gov/nceh/lead/ACCLPP/CDC_Response_Lead_Exposure_Recs.pdf);
- b. Code of Conduct. If you are awarded a grant, you must be prepared to submit a copy of your organization's Code of Conduct and describe the methods you will use to ensure that all officers, employees, and agents of their organization are aware of your Code of Conduct, prior to entering into a grant agreement with HUD. You will not be required to submit another copy if you were awarded a grant in Fiscal Year 2015, provided that you can provide documentation that your Code of Conduct is current and is listed on HUD's Code of Conduct website: [Code of Conduct](#).
- c. Public Private Partnerships. You must work to further collaboration and coordination with public private partnerships to assist in meeting your program goals. HUD encourages

collaboration and coordination with other agencies and partners to identify and eliminate lead-based paint and housing-related health and safety hazards. You are encouraged to enter into formal arrangements with partners, such as childhood lead poisoning prevention programs, health agencies, community development agencies, public housing agencies (noting, however, that lead hazard control funds may not be used for evaluating or controlling lead-based paint hazards in public housing but may be used in housing choice voucher units), weatherization assistance agencies, fair housing organizations, code enforcement agencies, state Medicaid agencies, community-based non-profit organizations, and faith-based or other community-based organizations. These formal arrangements may be in the form of a contract, a Memorandum of Understanding (MOU), a Memorandum of Agreement (MOA), or other comparable documentation of agreement. Such relationships must be established prior to the execution of an award or be contingent upon award, becoming effective within 60 days after award. Agreements for goods and services to be paid for the award must be eligible and must be procured through a competitive process as defined in 2 CFR sections 200.317-200.326, as applicable.

d. Compliance with HUD Regulations and Guidelines. You must conduct lead hazard evaluation and control work in compliance with HUD's Lead Safe Housing Rule, the current HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing (current HUD guidelines; [click here](#), applicable OLHCHH Program Policies, and applicable federal, state and local regulations and guidance, including, but not limited to the EPA's Renovation, Repair, and Painting (RRP) Rule (found within 40 CFR part 745; see [Renovation-repair-and-painting-program](#)).

e. Prohibited Practices. Grantees are not permitted to engage in practices prohibited under HUD's Lead Safe Housing Rule at 24 CFR 35.140, EPA's RRP Rule at 40 CFR 745.83(a)(3), or EPA's lead abatement rule at 40 CFR 745.227(e)(6).

f. Compliance with Section 504 of the Rehabilitation Act. Facilities where program participants come for assistance (e.g., for intake and enrollment in the program), training or education, must be held in facilities that are accessible to persons with disabilities in accordance with Section 504 of the Rehabilitation Act and its implementing regulations at 24 CFR Part 8, and with Titles II and III of the Americans with Disabilities Act, as applicable.

g. Consolidated Plans. You must submit Form HUD2991. (By submitting Form HUD2991, you certify that the work will be conducted in accordance with your and other jurisdictions' Consolidated Plans for areas where the project will be carried out. You must also submit, as an attachment, the current lead-based paint element from your approved Consolidated Plan or a web site address where the Consolidated Plan is located, and identify the location of the lead-based paint element within the Plan (e.g., section/subsection number, and/or page number). Be sure to verify that the web address is active, and available without cost. If the jurisdiction does not have a currently approved Consolidated Plan, but is otherwise eligible for this grant program, you must include the jurisdiction's abbreviated Consolidated Plan that includes a lead-based paint hazard control strategy developed in accordance with 24 CFR 91.235. (If a jurisdiction does not include such a strategy, it is ineligible to participate in the grant.)

h. Continued Availability of Lead-Safe Housing to Low-Income Families with children under 6 years of age. Units in which lead hazards have been controlled under this program must be occupied by or continue to be available to low-income residents with children under 6 years of age as required by Title X, Section 1011. You must describe previous efforts, whether on your

own or in partnership with others, such as the organizations listed in paragraph c, above, if applicable, to maintain a publicly accessible registry (listing) of low-income units made lead-safe because of previous activities. You must also describe the plans you have, again, on your own or in partnership with others, for continuing an existing registry or establishing a new registry, and procedures for affirmatively marketing these units to low-income families with children less than six years of age. Your approach must include the entire period of performance, the process, persons responsible and actions that will occur when violations are noted.

i. Control/Elimination Strategies. 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 methods below within 10 days or less:

- Interim Controls. In accordance with the current 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.
- Abatement means any set of measures designed to permanently eliminate lead-based paint hazards in accordance with standards established by the EPA. Abatement includes the removal of lead-based paint and lead contaminated dust, the permanent containment or encapsulation of lead-based paint, the replacement of lead painted surfaces or fixtures, and the removal or covering of lead contaminated soil; and all preparation, cleanup, disposal, and post-abatement clearance testing activities associated with such measures.

j. Cooperation with Related Research and Evaluation. Grantees must cooperate fully with any research or evaluation sponsored by HUD 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 may include the compiling of certain relevant local demographic, dwelling unit, and participant data not contemplated in the original proposal. Participant data must be subject to the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA and the Privacy Rule can be found at [www.hhs.gov/ocr/privacy/](http://www.hhs.gov/ocr/privacy/). For the program in this NOFA, HUD does not expect research to be conducted that could affect human subjects.

k Data Collection. You must collect, maintain, and provide to HUD the data necessary to document and evaluate grant program outputs and outcomes, including pre and post lead hazard control sampling and clinical management follow-up.

l. Economic Opportunities for Low- and Very Low-Income Persons (Section 3). Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. § 1701u) is applicable to grants funded under this program NOFA (see 24 CFR 135.3(a)(2)(i)). All grantees that receive awards exceeding \$200,000 are required to comply with Section 3. If you plan to hire any new employees or award contracts to carry out the grant, you must comply with the Section 3 requirements found at 24 CFR 135.32. Additionally, any contractor, subcontractor or sub-grantee receiving contracts under the grant totaling more than \$100,000 must comply with the Section 3 requirements for any new training, hiring or sub-contracting opportunities provided under those contracts.



m. Required Grantee Trainings. If you are awarded a grant under this NOFA, you will be required to attend at a minimum two training per year of award. These trainings will consist of a one-time OLHCHH New Grantee Orientation (within the DC area) and an annual Program Manager School (typically located in the Midwest). You are required to send a minimum of two representatives from each active award (if concurrent) to each required training, as applicable. If your grant agreement is not signed prior to the New Grantee Orientation, you will be reimbursed for any reasonable costs you incur to attend the New Grantee Orientation that are allowable in accordance with 2 CFR part 200, especially 2 CFR 200.458 and 2 CFR 200.474. HUD reserves the right to disallow costs that are not reasonable, allowable and allocable in accordance with OMB Cost Principles, 2 CFR part 200, subpart E. In addition, a National Healthy Homes Conference is held annually or biannually at a minimum. Your program will be required to send a minimum of 2 key staff to this national conference each time it is held during your period of performance and will count as one of the two required trainings per year.

n. Institutional Review Board (IRB). For the program in this NOFA, HUD does not expect research that could affect human subjects to be conducted. However, if such research is conducted, it shall be conducted in accordance with 24 CFR part 60, Protection of Human Subjects, which invokes the Department of Health and Human Services' Common Rule at 45 CFR part 46, subpart A.

o. Lead-Based Paint and Lead-Based Paint Hazard Identification. A complete lead-based paint inspection and lead hazard risk assessment, evaluating each housing unit, common area, exterior surface, and bare soil (and not a sample of any of them), including either separate reports or a combined report is required for all properties enrolled under this program. **Presumption of the presence of lead-based paint or lead-based paint hazards is not permitted.** Paint inspections and risk assessments must follow the procedures as defined in the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing and as defined by the policies of the Lead-Based Paint Hazard Control Grant Program. Refer to Policy Guidance 2013-01 on the OLHCHH website, posted at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/healthy\\_homes/lbp/pg](http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/lbp/pg) for additional requirements.

p. Notification Requirements. 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 (see 24 CFR 35.88 of the Lead Disclosure Rule). Grantees must ensure that this information is provided in a manner that is effective for persons with disabilities (24 CFR 8.6) and also that persons with limited English proficiency (LEP) will have meaningful access to it (see Executive Order 13166). Grant files must contain verifiable evidence of providing lead hazard evaluation and control reports to owners and tenants, such as a signed and dated receipt. You must also describe how you 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), the Lead Safe Housing Rule (24 CFR part 35, subparts B?R), and the EPA's Renovation, Repair, and Painting (RRP) Rule (see 40 CFR part 745 and <http://www2.epa.gov/lead/renovation-repair-and-painting-program>).

q. Procurement Requirements. All goods and services must be procured through a competitive process. Recipients must follow federal procurement requirements as defined in 2 CFR 200.317?326, as applicable. The designation of an entity as a ?subrecipient? or ?contractor?

must follow program policies and 2 CFR 200.330. According to 2 CFR 200.330, a recipient acting as a pass-through entity must make a case-by-case determination whether each agreement it makes for the disbursement of Federal program funds cast by the party receiving the funds in the role of a subrecipient or contractor.

r. Temporary Relocation. HUD expects that the lead hazard control work and temporary relocation will take 10 days or less. Assisting with reasonable costs of temporary relocation for those persons required to vacate housing while participating in this voluntary maintenance program for lead hazard reduction is an eligible activity of the program described in this NOFA. Occupants who enroll in the programs described in this NOFA must be treated fairly and equitably, in particular, regarding removing participation barriers created by relocation requirements if housing must be vacated while lead hazard reduction measures are being conducted. Such tenant-occupants are entitled to receive temporary relocation assistance where applicable pursuant to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), 42 U.S.C. §§ 4601-4655, as described in regulations at 49 CFR 24.2(a)(9)(ii)(D) and the corresponding Appendix A to Part 24. (These regulations can be accessed from the Government Publishing Office website at [49 CFR Part 24](#) Owner-occupants temporarily relocating while lead hazard reduction measures are conducted pursuant to a program described in this NOFA are not entitled to URA relocation assistance. When tenant occupants with physical disabilities are temporarily relocated, they must be offered housing that is compliant with Section 504 of the Rehabilitation Act. For additional information on relocation requirements, see the HUD Handbook 1378 (Real Estate Acquisition and Relocation Policy and Guidance).

s. Testing. All testing, sampling and laboratory analysis for lead must comply with the Lead Safe Housing Rule and conform to the current HUD Guidelines, the EPA lead hazard standards at 40 CFR part 745, OLHCHH Program Policy 2017-01, and federal, state, or tribal regulations developed as part of the appropriate contractor certification program, whichever is most protective of children. Paint chip sampling alone is not a cost effective or practical method for grantees to use alone in the identification of all lead hazards for the purposes of this grant. It is expected that an XRF will be utilized to complete each Lead Inspection / Risk Assessment in combination with dust wipes, paint sampling, and soil sampling as applicable. All laboratory analyses conducted on paint chips, soil and/or dust samples must be performed by an environmental laboratory recognized by EPA under the National Lead Laboratory Accreditation Program pursuant to the Toxic Substances Control Act (15 U.S.C. 2685) (See the list or laboratories at [this link.](#))

t. Trained and Certified Professionals. Funded activities must be conducted by firms certified or licensed for, and persons certified for, the activities according to 24 CFR part 35, subparts B?R (possessing certification as risk assessors, inspectors, abatement supervisors, abatement workers, or sampling technicians (clearance inspections); or certified renovator (for workers and supervisors performing non-abatement work), as applicable to each unit's scope of work. Any lead abatement activities conducted under this grant program requires a certified or licensed abatement firm, a certified abatement supervisor, and certified abatement workers. Each certified person must work for an appropriately certified or licensed firm, e.g., a certified risk assessment, certified inspection, licensed abatement or renovation firm, as applicable. EPA RRP certification is NOT sufficient for work under this program that includes measures designed to permanently eliminate lead-based paint hazards including but not limited to window and

substrate removal and replacement activities due to the intention of the work to remediate lead hazards specifically.

u. Waste Disposal. You must handle waste disposal according to the requirements of the appropriate local, state, and federal regulatory agencies, and the HUD Guidelines. The HUD Guidelines are available at [this link](#).

v. Worker Protection Procedures. You must observe the procedures for worker protection established in the current HUD Guidelines, as well as the requirements of the Occupational Health and Safety Administration (OSHA) (in particular, 29 CFR 1910.1025, Lead, and/or 29 CFR 1926.62, Lead Exposure in Construction, as applicable), or the state or local occupational safety and health regulations, whichever are most protective.

w. Written Policies and Procedures. You will be required to develop written policy and procedures during the first 60 days of the new award. The policies and procedures must describe how your program will handle items such as, but not limited, to: 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, unit monitoring and sub recipient monitoring. You, and your sub-contractors, sub-grantees, sub-recipients, and their contractors at all tiers must adhere to these policies and procedures.

This program requires a certification of Consistency with the Consolidated Plan under 24 CFR 91.2. This certification means the proposed activities in the application are consistent with the jurisdiction's strategic plan, and the location of the proposed activities is consistent with the geographic areas specified in the Consolidated Plan. The Consolidated Plan also includes the jurisdiction's certification to affirmatively further fair housing, which means: (1) that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with 24 CFR 5.150 through 5.180, and that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing; or (2) for jurisdictions that are not yet required to submit an AFH, they must continue complying with the regulations that existed prior to August 17, 2015, with respect to conducting Analyses of Impediments to Fair Housing Choice, as applicable. Under 24 CFR 91.510, for competitive programs, a certification of consistency of the application with the approved consolidated plan for the jurisdiction may be required, whether the applicant is the jurisdiction or another applicant. If you fail to provide the certification, and you do not cure the omission as a curable deficiency, HUD will not fund the application.

#### **F. Criteria for Beneficiaries.**

This program has eligibility criteria for beneficiaries.

Funds must only be used under this grant program to provide assistance for pre-1978, privately owned housing that meets the following criteria:

- For 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 must 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 must 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; or

- For housing owned by owner-occupants, all units assisted with grants under this section must 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 must be occupied by a child under the age of six years or must be units where a child under the age of six years spends a significant amount of time visiting.

See Policy Guidance PG2014-01, Eligibility of Units for Assistance, at

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/healthy\\_homes/lbp/pg](http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/lbp/pg) for additional information.

The income requirements above are considered on a program-wide basis (cumulatively), not a project by project basis.

## **IV. Application and Submission Information.**

### **A. Obtaining an Application Package.**

#### **Instructions for Applicants.**

You must download both the Application Instruction and the Application Package from Grants.gov. To ensure you are using the correct Application Package and Application Instructions, you must verify the CFDA Number and CFDA Description on the first page of the Application Package, and the Opportunity Title and the Funding Opportunity Number match the Program and NOFA to which you are applying.

The Application Package contains the Adobe forms created by Grants.gov. The Instruction Download contains official copies of the NOFA, and forms necessary for a complete application. The Instruction Download may include Microsoft Word, Microsoft Excel and additional documents.

An applicant demonstrating good cause may request a waiver from the requirement for electronic submission. For example, a lack of available Internet access in the geographic area in which your business offices are located. Lack of SAM registration or valid DUNS is not deemed good cause. If you cannot submit your application electronically, you must ask in writing for a waiver of the electronic grant submission requirements. HUD will not grant a waiver if HUD does not receive your written request at least 15 days before the application deadline or if you do not demonstrate good cause. An email request sent 15 days before the application will also be considered. If HUD waives the requirement, HUD must receive your paper application or email request before the deadline of this NOFA. To request a waiver and receive a paper copy of the application materials, you must contact:

Shannon Steinbauer

Email: [Shannon.e.steinbauer@hud.gov](mailto:Shannon.e.steinbauer@hud.gov)

Office of Lead Hazard Control and Healthy Homes US Department of Housing and Urban Development

451 7th Street SW, Room 8236

Washington, DC 20410

The phone number above may also be reached by individuals who are deaf or hard of hearing, or who have speech disabilities, through the Federal Relay Service's teletype service at 800-877-8339; for additional means of communicating with federal agencies, go to [www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay)

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

You must verify boxes 11, 12, and 13 on the SF424 match the NOFA for which you are applying. If they do not match, you have downloaded the wrong Application Instruction and Application Package.

Submission of an application that is otherwise sufficient, under the wrong CFDA and Funding Opportunity Number is a curable deficiency.

### **1. Content.**

Forms for your package include the forms outlined below:

<b>Forms / Assurances / Certifications</b>	<b>Submission Requirement</b>	<b>Notes / Description</b>
<b>Form HUD_2991, Consistency with Consolidated Plan</b>	Must submit with your application.	By signing the Form_HUD2991, the applicant certifies that the work will be conducted in accordance with its and other jurisdictions' Consolidated Plans for areas where the project will be carried out.
<b>Standard Form 424 (SF424), Application for Federal Assistance</b>	Applicants must include the nine digit zip code -plus four digits associated with the applicant address in box 8d of the SF424. Available on <a href="http://Grants.gov">Grants.gov</a> .	Applicant contributions reported on the SF424 in lines 18b-f <u>must correspond</u> to what is reported on the Form HUD_424_CBW: HUD Detailed Budget Worksheet. Failure to adequately and accurately document matching contributions or if you request more than the maximum award amount; it will adversely affect the threshold evaluation of your application. (See Instructions to SF424)
<b>Form HUD_424_CBW: HUD Detailed</b>	Must submit with your application	Amounts on HUD_424_CBW must be consistent with requested and matched amounts on lines 18b-f of the SF424,

<b>Budget Worksheet</b>		Application for Federal Assistance.
Acknowledgment of Application Receipt (HUD2993), if applicable	This form is applicable only to applications submitted on paper, following receipt of a waiver of electronic submission.	This form is not required but is available for applicants who want confirmation that their hard-copy application was received by HUD. The form must be submitted with the application, in accordance with the application submission instructions included in the waiver of electronic submission.

Additionally, your complete application must include the following narratives and non-form attachments.

## 2. Format and Form.

Narratives and other attachments to your application must follow the following format guidelines.

a. Abstract. A 2-page abstract (project summary) must contain the information detailed below (abstracts are not evaluated with your application but provide required documentation of threshold elements regarding target area as well as confirmation of Healthy Homes Supplement amount requests in addition to a good introduction to your proposed program):

- Indicate whether you are a new applicant, current or prior grantee, if a current or prior grantee, list the fiscal year and program of each award and grant award;
- Indicate whether your jurisdiction is considered a large, urban jurisdiction of high need with a minimum of 3,500 pre-1940 occupied rental housing units, and, if so, whether you choose to have your application considered for a grant in that category or in the general category of units of state or local government. (If you do not make a designation, your application will be considered in the general category.)
- Indicate clearly in the application abstract the jurisdiction intended to utilize these program resources within. State applicants may list more than one city, town or borough, or other comparable local jurisdiction terminology (e.g., parish) if appropriate); as the focus of their jurisdiction. Applicant must identify the jurisdiction in the application abstract in terms of one or more of the following descriptions to be eligible for review due to the target area determining points for Rating Factor 2:
  - City
  - Township
  - Borough
  - Other comparable local jurisdiction terminology
- A general summary of the project you intend to run, within the described target areas, performance (output) goals, reasons for applying for lead hazard control funding and, if

applicable, healthy homes funding, key participants in the effort and any other information you deem relevant; and

- All applicants requesting the Healthy Homes Supplemental funding **must** indicate in the abstract that the application includes a request for the promotion and development of healthy housing intervention funding, the amount of funding being requested and a discussion of the proposed uses of the Healthy Homes Supplemental request.

b. Narrative Response. The narrative responses to Rating Factors 1 to 3, below, are limited to:

- A **maximum of 15 pages** (excluding appendices, budget forms/narrative, and worksheets)
- Double Spaced
- Letter sized paper, 8-1/2 x 11 inches
- 12-point (minimum) Times New Roman font
- At least 1 inch margins on all sides
- While the rating factor response page limit does not include attachments, appendices, and other required forms, you must not rely on excessive appendices to address the rating factors – you must clearly describe and support your responses in the rating factor narrative itself. **Any information submitted in response to the Rating Factors beyond the page limit**, that is not explicitly and substantively allowable as described to be linked to a rating factor narrative (budget narrative), or that pertains to a Rating Factor other than the one in which the information is located, **will not be reviewed.**

c. Budget Narrative. Your application must include a budget narrative separate from the rating factor narrative that details the eligible cost amounts and items for each budget line. The narrative must provide details on administrative costs (maximum of 10 percent of the federal requested amount excluding Healthy Homes Supplement request amount), details on staffing costs, details on which costs are included in the minimum 65 percent lead hazard control cost requirement, and, if applicable, details on how you will budget your Healthy Homes Supplemental request amount. See section IV.F, Funding restrictions, below, regarding restrictions on the use of funds, and, especially, section IV.F.6, on the use of Healthy Homes Supplemental funds.)

d. Consolidated Plan Lead-Based Paint Element. You must provide a copy of your jurisdiction's Lead-Based Paint Element or the link to the website identifying where the Lead-Based Paint Element can be found, from its Consolidated Plan or abbreviated Consolidated Plan (as applicable; see section III.C.5.g, above).

e. You must provide materials in the appendices, such as résumés, the Consolidated Plan's lead segment (or a link to it), and documentation of minimum match requirements through commitment letters. These attachments must directly refer to the specific rating factor narrative to which they pertain. Material provided in the appendices must support Rating Factor narrative information and will not be used in lieu of information provided in response to the Rating Factors. You are strongly urged to submit only information that is required and/or requested in the NOFA or relevant to a specific narrative response. All attachments must identify the related Rating Factor in the page footer by providing the related Rating Factor number and the page number of the attachment (e.g., Factor 1 Attachment, page 1).

## C. System for Award Management (SAM) and Dun and Bradstreet Universal Numbering System (DUNS) Number.

### 1. SAM Registration Requirement

Applicants must be registered with SAM before submitting their application. In addition, applicants must maintain an active SAM registration with current information while they have an active Federal award or an application or plan under consideration by HUD.

### 2. DUNS Number Requirement.

Applicants must provide a valid DUNS number, registered and active at SAM, in the application. DUNS numbers may be obtained for free from [Dun & Bradstreet](#).

### 3. Requirement to Register with Grants.gov.

Anyone planning to submit applications on behalf of an organization must register at Grants.gov and be approved by the EBiz Point of Contact in SAM to submit applications for the organization.

Registration for SAM and Grants.gov is a multi-step process and can take four (4) weeks or longer to complete if data issues arise. Applicants without a valid registration cannot submit an application through Grants.gov. Complete registration instructions and guidance are provided at Grants.gov. See also Section IV.B for necessary form and content information.

## D. Application Submission Dates and Times.

The application deadline is 11:59:59 p.m. Eastern time on **08/02/2018**. Applications must be received no later than the deadline.

Submit your application to Grants.gov unless a waiver has been issued allowing you to submit your application in paper form. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

“Received by Grants.gov” means the applicant received a confirmation of receipt and an application tracking number from Grants.gov. Then Grants.gov assigns an application tracking number and **date-and time-stamps** each application upon successful receipt by the Grants.gov system. A submission attempt not resulting in confirmation of receipt and an application tracking number is not considered received by Grants.gov.

Applications received by Grants.gov must be validated by Grants.gov to be received by HUD. “Validated by Grants.gov” means the application has been accepted and was not rejected with errors. You can track the status of your application by logging into Grants.gov, selecting “Applicants” from the top navigation, and selecting “Track my application” from the dropdown list. If the application status is “rejected with errors,” you must correct the error(s) and resubmit the application before the 24-hour grace period ends. Applications in “rejected with errors” status after the 24-hour grace period expires will not be received by HUD. Visit Grants.gov for a complete description of processing steps after submitting an application.

HUD strongly recommends applications be submitted at least **48 hours before the deadline** and during regular business hours to allow enough time to correct errors or overcome other problems.



You can verify the contents of your submitted application to confirm Grants.gov received everything you intended to submit. To verify the contents of your submitted application:

- Log in to Grants.gov.
- Click the Check Application Status link, which appears under the Grant Applications heading in the Applicant Center page. This will take you to the Check Application Status page.
- Enter search criteria and a date range to narrow your search results.
- Click the Search button. To review your search results in Microsoft Excel, click the Export Data button.
- Review the Status column.
- To view more detailed submission information, click the Details link in the Actions column.
- To download the submitted application, click the Download link in the Actions column.

Please make note of the Grants.gov tracking number as it will be needed by the Grants.gov Help Desk if you seek their assistance.

HUD may extend the application deadline for any program if Grants.gov is offline or not available to applicants for at least 24 hours immediately prior to the deadline date, or the system is down for 24 hours or longer and impacts the ability of applicants to cure a submission deficiency within the grace period.

HUD may also extend the application deadline upon request if there is a presidentially-declared disaster in the applicant's area.

If these events occur, HUD will post a notice on its website establishing the new, extended deadline for the affected applicants. HUD will also include the fact of the extension in the program's Notice of Funding Awards required to be published in the [Federal Register](#).

In determining whether to grant a request for an extension based on a presidentially-declared disaster, HUD will consider the totality of the circumstances including the date of an applicant's extension request (how closely it followed the basis for the extension), whether other applicants in the geographic area are similarly affected by the disaster, and how quickly power or services are restored to enable the applicant to submit its application.

**PLEASE NOTE:** Busy servers, slow processing, or large file sizes, improper registration or password issues are not valid circumstances to extend the deadline dates or the grace period.

### **1. Amending or Resubmitting an Application.**

Before the submission deadline, you may amend a validated application through Grants.gov by resubmitting a revised application containing the new or changed material. The resubmitted application must be received and validated by Grants.gov by the applicable deadline.

If HUD receives an original and a revised application for a single proposal, HUD will evaluate only the last submission received by Grants.gov before the deadline.

## **2. Grace Period for Grants.gov Submissions.**

If your application is received by Grants.gov before the deadline, but is rejected with errors, you have a grace period of 24 hours after the application deadline to submit a corrected, received, and validated application through Grants.gov. The date and time stamp on the Grants.gov system determines the application receipt time. Any application submitted during the grace period not received and validated by Grants.gov will not be considered for funding. There is no grace period for paper applications.

## **3. Late Applications.**

An application received after the NOFA deadline date that does not meet the Grace Period requirements will be marked late and will not be received by HUD for funding consideration. Improper or expired registration and password issues are not causes that allow HUD to accept applications after the deadline.

## **4. Corrections to Deficient Applications.**

HUD will not consider information from applicants after the application deadline. HUD may contact the applicant to clarify other items in its application. HUD will uniformly notify applicants of each curable deficiency. A curable deficiency is an error or oversight that if **corrected** it would not alter, in a positive or negative fashion, the review and rating of the application. See curable deficiency in definitions section. Examples of curable (correctable) deficiencies include inconsistencies in the funding request and failure to submit required certifications. These examples are non-exhaustive.

When HUD identifies a curable deficiency, HUD will notify the authorized representative. The email is the official notification of a curable deficiency. Each applicant must provide accurate email addresses for receipt of these notifications and must monitor their email accounts to determine whether a deficiency notification has been received. The applicant must carefully review the request for cure of deficiency and must provide the response in accordance with the instructions contained in the deficiency notification.

Applicants must email corrections of curable deficiencies to [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov) within the time limits specified in the notification. The time allowed to correct deficiencies will not exceed 14 calendar days or be less than 48 hours from the date of the email notification. The start of the cure period will be the date stamp on the email sent from HUD. If the deficiency cure deadline date falls on a Saturday, Sunday, Federal holiday, or on a day when HUD's Headquarters are closed, then the applicant's correction must be received on the next business day HUD Headquarters offices in Washington, DC are open.

The subject line of the email sent to [applicationsupport@hud.gov](mailto:applicationsupport@hud.gov) must state: **Technical Cure** and include the Grants.gov application tracking number (e.g., Subject: Technical Cure - GRANT123456). If this information is not included, HUD cannot match the response with the application under review and the application may be rejected due to the deficiency. This only applies to certain programs and responses should be sent to the NOFA specific program.

Corrections to a paper application must be sent in accordance with and to the address indicated in the notification of deficiency. HUD will treat a paper application submitted in accordance with a waiver of electronic application containing the wrong DUNS number as having a curable deficiency. Failure to correct the deficiency and meet the requirement to have a DUNS number and active registration in SAM will render the application ineligible for funding.

**5. Authoritative Versions of HUD NOFAs.** The version of these NOFAs as posted on Grants.gov are the official documents HUD uses to solicit applications.

#### **E. Intergovernmental Review.**

This program is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs.

#### **F. Funding Restrictions.**

1. **Administrative Costs.** Administrative costs, as defined in Sections III.E.1.a. i) and ii), above, may not exceed 10 percent of the grant award, excluding the Healthy Homes Supplemental funds. Administrative costs are determined based on the nature of the activity being performed and, therefore, may be found in both the direct and indirect cost categories. OLHCHH considers all costs included in your negotiated indirect cost rate as “administrative costs”.
2. **Lead Hazard Control Costs.** This NOFA requires awardees to expend not less than 65 percent of the federal award on direct lead hazard control activities, as outlined in Section 1, above. The federal award amount alone is used to determine the minimum percent of expenditure and does not include the requested Healthy Homes Supplemental funds.
3. **Indirect Costs.** Indirect costs may only be charged to an OLHCHH grant program under a cost allocation plan, an indirect cost rate agreement, or in accordance with the requirements of 2 CFR 200.414(f), on de minimis rates.
4. **Ineligible Costs and Activities.** You may not use grant funds for any of the following activities:
  - a. Purchase of real property.
  - b. Purchase or lease of equipment having a per-unit cost in excess of \$5,000, except for the purchase or lease of up to two X-ray fluorescence analyzers to be used exclusively by the grant program.
  - c. Chelation or other medical treatment costs, including case management, related to children with elevated blood lead levels (EBLs). Non-federal funds used to cover these costs may not be counted as part of the matching contribution.
  - d. Lead hazard evaluation or control activities in public housing, project-based Section 8

housing, housing for the elderly or persons with disabilities (except if a child under age 6 resides or is expected to reside in such a housing unit), or a zero bedroom housing unit in which there is no pregnant woman or child under the age of 6 documented living in the unit at the time of assistance, or housing built after 1977.

e. Lead hazard evaluation or control activities in housing covered by a pending or final HUD, EPA, and/or Department of Justice (DOJ) settlement agreement, consent decree, court order or other similar action regarding violation of the Lead Disclosure Rule (24 CFR part 35, Subpart A, or the equivalent 40 CFR part 745, subpart F), or by HUD or DOJ regarding the 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 that is located in an area identified by the Federal Emergency Management Agency (FEMA) under the Flood Disaster Protection Act of 1973 (42 U.S.C. §§ 4001– 4128) as having special flood hazards unless:

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

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

h. Demolition of housing units or detached buildings.

**5. Replacing Existing Resources.** Funds received under the grant programs covered under this NOFA must not be used to replace existing community resources dedicated to any on-going project.

**6. Healthy Homes Supplemental Funds.** Healthy Homes Supplemental funds may not be used to pay for salary or fringe benefits, indirect costs, administrative costs, or outreach costs. Refer to Policy Guidance 2018-01 for additional detail.

### **Indirect Cost Rate.**

Normal indirect cost rules apply. If you intend to charge indirect costs to your award, your application must clearly state the rate and distribution base you intend to use. If you have a Federally negotiated indirect cost rate, your application must also include a letter or other documentation from the cognizant agency showing the approved rate.

Nongovernmental organizations and Indian tribal governments. If you have a Federally negotiated indirect cost rate, your application must clearly state the approved rate and distribution base and must include a letter or other documentation from the cognizant agency showing the approved rate. If you have never received a Federally negotiated indirect cost rate and elect to use the de minimis rate, your application must clearly state you intend to use the de minimis rate of 10% of Modified Total Direct Costs (MTDC). As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Once an organization elects to use the de minimis rate, the organization must apply this methodology consistently for all Federal awards until the organization chooses to negotiate for a rate, which the organization may apply to do at any time.

Documentation of the decision to use the de minimis rate must be retained on file for audit. State and local governments. If your department or agency unit has a Federally negotiated indirect cost rate, your application must include that rate, the applicable distribution base, and a letter or other documentation from the cognizant agency showing the negotiated rate. If your department or agency unit receives more than \$35 million in federal funding, you may not claim indirect costs until you receive a negotiated rate from your cognizant agency for indirect costs as provided in Appendix VII to 2 CFR part 200.

If your department or agency unit receives no more than \$35 million in federal funding and your department or agency unit has prepared and maintains documentation supporting an indirect rate proposal in accordance with 2 CFR part 200, appendix VII, you may use the rate and distribution base specified in your indirect cost rate proposal. Alternatively, if your department or agency unit receives no more than \$35 million in federal funding and has never received a Federally negotiated indirect cost rate, you may elect to use the de minimis rate of 10% of MTDC. As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Once elected, the de minimis rate must be applied consistently for all Federal awards until you choose to negotiate for a rate, which you may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.

## **G. Other Submission Requirements.**

### **1. Application Certifications and Assurances**

By signing the SF424 either through electronic submission or in paper copy submission (for those granted a waiver), applicant affirms certifications and assurances associated with the application are material representations of the facts upon which HUD will rely when making an award to the applicant. If it is later determined the signatory to the application submission knowingly made a false certification or assurance or did not have the authority to make a legally binding commitment for the applicant, the applicant may be subject to criminal prosecution, and HUD may terminate the award to the applicant organization or pursue other available remedies. Each applicant is responsible for including the correct certifications and assurances with its application submission, including those applicable to all applicants, those applicable only to federally-recognized Indian tribes, and those applicable to applicants other than federally-recognized Indian tribes. All program-specific certifications and assurances are included in the program Instructions Download on Grants.gov.

### **2. Lead Based Paint Requirements**

When providing housing assistance funding for purchase, lease, support services, operation, or work that may disturb painted surfaces, of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure; and Lead Safe Housing (24 CFR part 35)), and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

### **3. Discrepancies between the NOFA on Grants.gov and other Documents**

The Program NOFA posted at the [Grants.gov](https://www.grants.gov) website is the official document HUD uses to

solicit applications. Applicants are advised to review their application submission against the requirements in the posted Program NOFA. If there is a discrepancy between the Program NOFA posted on [Grants.gov](http://Grants.gov) and other information provided in any other copy or version or supporting documentation, the posted Program NOFA located at [www.Grants.gov](http://www.Grants.gov) prevails. If discrepancies are found, please notify HUD immediately by calling the program contact listed in the Program NOFA. HUD will post any corrections or changes to a Program NOFA on the [Grants.gov](http://Grants.gov) website. Applicants must enroll an email address at the application download page to receive an e-mail alert from [Grants.gov](http://Grants.gov) in the event the opportunity is changed.

**V. Application Review Information.**

**A. Review Criteria.**

1. Rating Factors.

HUD will consider whether your application is clear, concise and well organized. Each rating factor is reviewed independently. Be sure your response for each rating factor does not include information that belongs with another rating factor.

For example, if your application describes your organization’s past experience in the narrative for rating factor 3 instead of rating factor 1, the past experience will only be scored based on the information included in rating factor 1.

In addition, material provided in the appendices must support narrative information but will not be used in lieu of information provided in response to the Rating Factors and will not be used for scoring.

Scoring Guide: For each subfactor, the following five-level table will be used in rating the applicant’s response, with the specified percentage of the maximum number of points provided for a response that is best described by the explanation of one of the levels. For example, an excellent answer to a 10-point subfactor contributes 7.5 points to the applicant’s rating.

<b>Qualitative rating</b>	<b>Rating level explanation</b>	<b>%</b>
Outstanding	Answer is thorough and provides high confidence that the criteria are surpassed, or that the applicant will likely surpass the performance criteria covered by the question within the time and cost established. There were no weaknesses noted. The description gives confidence of a high probability of success.	100 %
Excellent	No significant weakness noted. Weaknesses or concerns can be corrected with just a moderate amount of effort. In general, the answer gives confidence that the applicant will likely meet the performance criteria covered by the question within the time and cost established.	75 %

Good	Answer provided generally meets the standards required, but has information weaknesses, or design or concept flaws that, while correctable, will likely require considerable effort. The applicant may have not fully answered the question. The answer is mediocre, and therefore, gives concern whether the applicant will meet the performance criteria covered by the question within the time and cost established.	50 %
Fair	Answer is vague or has substantial programmatic weaknesses that would require substantial efforts to correct. There is a low likelihood that the applicant will meet the performance criteria covered by the question within the time and cost established.	25 %
Poor or Non-responsive	Applicant did not address question or answer shows a lack of understanding of requirements and/or concepts. Poor design concept and no or very little confidence that the applicant will meet the performance criteria covered by the question within the time and cost established. Success regarding this element is very unlikely.	0 %

<b>Summary of Applicant Scoring, point distribution</b>	
Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience	40 points
Rating Factor 2: Justification of Applicant Need	20 points
Rating Factor 3: Budget Proposal	40 points
Preference Points	2 points
<b>Total Points Possible</b>	<b>102 points</b>

Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience	Maximum Points: 40
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For this NOFA, there are three categories of funding for applicants to apply for are:

1. Large, urban jurisdictions (see section IIIA, above)
2. Other state and local jurisdictions

3. Jurisdictions that have never received an LBPHC or LHRD grant

However. To apply related performance history to each applicant, additional subcategories are provided for applicants to respond to in Rating Factor 1.

A. Sub Category - Applicants that **do not have current funding**.

- Previous LBPHC or LHRD grantees that had all their grant periods of performance end before the date of NOFA publication; or

B Sub Category - Applicants that **have active funding** from an OLHCHH LBPHC or an LHRD grant at the date of NOFA publication. Please see criteria of performance as stated in III.C.2(e):

- Current grantees **must** have completed a minimum of 75% or more of all benchmarks as documented in HHGMS by the submission deadline to be eligible to apply under this NOFA
- Current grantees who are designated as **High Risk** at the time of the submission deadline are not eligible to apply under this NOFA.

C. Sub Category- Applicants who **have never received funding**

To assist applicants to responding to the appropriate sections of this rating factor; a table is provided to guide applicants based on the sub category of applicant (A, B, or C) that they identify as:

**Subfactor Title and Points Possible by applicant sub category for Rating Factor 1**

<b>Subfactor</b>	<b>Sub Category A Points Possible</b>	<b>Sub Category B Points Possible</b>	<b>Sub Category C Points Possible</b>
(a) Performance History	10	10	NA
(b) Program Administration and Oversight	10	10	20
(c) Partners	10	10	10
(d) Contractor Capacity and Public Private Partnerships	5	5	10
(e) Effective Use of Funds	5	5	NA

**(a) Performance History: (Sub Category A and B only)**

1. HUD will consider numerous factors of your prior performance, such as monitoring



results, performance against benchmarks, and other relevant information, to evaluate capacity and relevant organization experience. Past performance will be included in the scoring of all previously awarded grantees. Points will be deducted for not meeting benchmarks, extensions given, monitoring findings not resolved, and lack of overall responsiveness to OLHCHH.

**(b) Program Administration and Oversight: (All applicants)**

1. Describe how you will administer this program, including how you will address oversight and financial management and provide examples of current financial reports.
2. Describe how funding will flow from you to those who will perform work under you on this program, and whether and, if so, how you will ensure that acceptable work is conducted, and acceptable products were provided before you pay invoices and before you submit invoices to HUD.
3. Describe the key personnel, staff, procedures, and electronic management system you will use on this program to ensure proper project oversight/monitoring, contract administration, routine monitoring and, if you will conduct it, targeted monitoring, of all sub-grantees and contractors to ensure conformity to the terms, conditions and specifications of contracts or other formal agreements. Key personnel should include, at a minimum, a Project Director (PD) and a Program Manager (PM). Unless financial management of the grant falls under the responsibility of the PD or PM, the applicant should also identify the person responsible for the financial management of the grant. The applicant must provide resumes, no longer than 3 pages, of the key personnel and job descriptions for planned key personnel, including the person responsible for the financial management of the grant. You must describe the roles and responsibilities of each key personnel for the project. Please do not include the Social Security Numbers (SSN) of any person. The day-to-day Program Manager must be experienced in housing rehabilitation, lead hazard control, or other work related to the project. The Program Manager must have demonstrated project management experience and must dedicate at least 75 percent of his/her time for the proposed project. It is expected that the Program Manager will complete a Lead Inspector Risk Assessor course completion prior to assuming duties related to reviewing, approving or performing any lead inspections risk assessments, writing scopes of work, or approving invoices for the grant to be reimbursed for by HUD. It is expected that the Program Manager and any support staff will have all necessary certifications and experience for the job descriptions for the position which may include unit monitoring and would require Lead Abatement Supervisor Course completion. If you have not yet hired a Program Manager, you must include the job announcement for this position in the Appendix to your application. Applications that propose key personnel that do not meet the minimum qualifications described above will not receive full points under this sub factor.
4. Engaging with External Agencies. Describe your involvement in coordination among critical agencies, including participation in the state wide or jurisdiction-wide strategic plan to eliminate childhood lead poisoning as a major health problem. If you do not describe strong engagement with external agencies in addressing childhood lead poisoning, you will not receive full points.
5. Involving Grass-roots Organizations. Describe how grassroots community-based non-profit organizations, including faith-based organizations, will be involved in your grant

program's activities. These activities may include outreach, community education, marketing, program sustainability activities and lead-based paint inspections/risk assessments and lead hazard control work. If you do not describe strong engagement with external non-profit organizations in addressing childhood lead poisoning across the period of performance, you will not receive full points.

**c) Partners: (All applicants)**

You must address the following related to partner organizations that will receive federal funds from your program and that will provide critical services and/or carry out critical activities for the proposed grant program (vs. commercial services and off-the-shelf suppliers):

1. List and describe sub-grantees, sub-contractor organizations, sub-recipients and consultants at all tiers that will provide these critical services and activities;
2. Detail each of these critical partner entities' qualifications and experience in initiating and implementing related environmental, health, or housing projects; and
3. List the key personnel from each of these critical partner entities, their respective roles and responsibilities, their qualifications and experience, and the percentages of time committed for all key personnel identified. You may provide this information in your narrative or in resumes, no longer than 3 pages, on each of the key personnel from these critical partner entities.
4. Include the DUNS number and Legal Business Name of all partner organizations. For any partner that does not have a DUNS number, include the date of incorporation.

**(d) Contractor Capacity and Public Private Partnership Results: (All applicants)**

1. Document lead abatement contractor; Lead Abatement Supervisor and Lead Abatement Worker (LAS/LAW) capacity to support unit production in a competitive contracting environment.
2. Demonstrate your organizational experience or that your most recent lead hazard control grant, has achieved a measurable outcome by collaborating with public private partnerships in the community you served. Indicate what enduring enhancements or expansion of the local infrastructure or program services, reach or policy resulted from your activities. You must document measurable meaningful positive impact and infrastructure development in your community to receive full points.

**(e) Effective Use of Funds: (Sub Category A and B Only)**

1. The applicant must provide a description of the organization's progress and performance implementing the most recent grant award including the total number of housing units enrolled, assessed, and completed and cleared as a result of program efforts. The OLHCHH will review performance under the most recent OLHCHH grant award(s), as a current or previous grantee, to evaluate capacity and relevant organization experience to be effective. The applicant must also describe outcomes, capacity building efforts and impediments experienced during previous program(s).
2. Applicants performing lead hazard control work under other programs, whether funded by HUD, other federal agencies, or other sources, must describe the safeguards in place to

avoid commingling of funds. Current Lead-Based Paint Hazard Control grantees must describe their plans to concurrently implement lead hazard control activities under this NOFA with other ongoing, as applicable, Lead-Based Paint Hazard Control grant program funds, especially in describing the time frame in which concurrent grant programs will be conducted, in allocating staff and other program costs or resources for all Lead-Based Paint Hazard Control grant program funds, and describing the safeguards in place to avoid co-mingling of funds while performing the new grant concurrently with existing Lead-Based Paint Hazard Control grant work.

**Rating Factor 2: Justification of Applicant Need**

**Maximum Points: 20**

**a. Target Area Need: (15 Points)**

It is the intent of the program to serve eligible applicants with high need for services reflecting Title X criteria for lead hazard control grant services. To achieve this, applicants must clearly select, and identify in their application one or more high need target areas for their proposed lead hazard evaluation and control activities. The target area(s) must be within the applicant's jurisdiction. Points will be determined for this rating factor according to the prevalence of housing units meeting the grant program's eligibility criteria within the applicant's jurisdiction. If the target area(s) include(s) more than one city, town or borough (or other comparable local jurisdiction terminology (e.g., parish) if appropriate) within the applicant's jurisdiction, if awarded a grant, the applicant is committing to working in the described area and shall develop a work plan for which the recruitment, evaluation and control elements are provided proportionately to the need in each. Indicate clearly each city, town, borough (or other jurisdiction) within the jurisdiction area in your response to this rating factor, as well as in the application abstract. Use the following terms to identify the target area jurisdiction related to this application to be eligible for review and full point allocation:

- City
- Township
- Borough
- Other comparable local jurisdiction terminology

When an applicant identifies more than one jurisdictional location; the total number of priority units (pre-1978 home of a low-income family with a child under the age of 6) in all the jurisdictions of the designated areas, will be divided by the total number of occupied units in all the jurisdictions in the target area. For a listing of the national data and coordinating scores associated with each jurisdiction please visit the OLHCHH program website and click on 2018 LBPHR NOFA Rating Factor 2 Supporting Resources or follow this link: [https://www.hud.gov/sites/dfiles/HH/documents/2018\\_LBPHR\\_NOFA\\_Rating\\_Factor\\_Supporting\\_References.docx](https://www.hud.gov/sites/dfiles/HH/documents/2018_LBPHR_NOFA_Rating_Factor_Supporting_References.docx)

You are responsible for expending funds proportionately within the total jurisdiction in which the funds are being requested and for which you will be receiving points for. Failure to provide the level of detail needed to apply the rating scale below could prevent the applicant from receiving as many points as it would receive if it had provided the level of detail needed.

1. Use the list 2018 LBPHR NOFA Rating Factor 2 Supporting Resources; linked below to identify and select the places you will target the resources of this award.
2. Using the table provided; list the target area(s) selected and fill in the associated

information related to that place from the table. Include and use the following terms to describe the target area(S) to ensure the provided information can be verified by the review team for full points to be given:

- City
- Township
- Borough
- Other comparable local jurisdiction terminology

1. Name of Place	2. City, Township, Borough, or Other	3. Total Number of Eligible Housing Units	4. Total Number of Occupied Housing Units	5. Percentage of total units that are eligible
<i>Ex. Oklahoma City</i>	<i>City</i>	<i>17635</i>	<i>230515</i>	<i>7.650%</i>
<b><i>Subtotal Here:</i></b>				
<b><i>Total Here:</i></b>				

For applicants who are including **more than one place** in their target area; follow these directions to provide the accurate percentage of eligible units that correspond to the data provided in the table.

***Subtotal:*** if **more than one place** listed: Sum columns #3 and #4 on this line

***Total:*** If **more than one place** selected divided #3 by #4 and then multiply X 100 to detail the % of units that are eligible

The point scale provided below for this Target Area Need subfactor is based on the percentage of occupied housing units in the applicant’s proposed Census defined place(s)<sup>[1]</sup> that meet the criteria below related to Title X criteria for this grant program. Specifically, HUD has prepared a public list of the most recent data as of the submission deadline from the Bureau of Census, including the Current Population Survey (CPS)<sup>[2]</sup>. Specifically, HUD has compiled a list that estimates the percentage of housing units in the jurisdiction that:

- Were built before 1980 (as a surrogate for Title X’s breakpoint of 1978);
- Have at least one child under the age of 6 residing (not visiting); and
- Shelter a household that earns 80 percent or less of the area median income.<sup>[4]</sup>

The following table shows the number of points that will be provided for this sub factor if the proposed jurisdiction(s) is(are) identified properly as Census defined place(s).

Quintiles for % of Title X units	Points
At least 0% and less than 4%	0
At least 4% and less than 6%	3
At least 6% and less than 8%	6
At least 8% and less than 10%	9
At least 10% and less than 12%	12
At least 12%	15

In awarding points, fractional percentages will be rounded down to whole number percentages, and will not be rounded up (e.g., an application providing 5.99% units will be treated as 5% and receive 3 points). Due to attempts to standardize the data and points in this section; there will be no consideration of external data for this sub factor.

[1] See the explanations in, e.g., [www.census.gov/geo/reference/gtc/gtc\\_place.html](http://www.census.gov/geo/reference/gtc/gtc_place.html) and [www.census.gov/content/dam/Census/data/developers/understandingplace.pdf](http://www.census.gov/content/dam/Census/data/developers/understandingplace.pdf).

[2] See, e.g., [www.huduser.gov/portal/datasets/cp.html](http://www.huduser.gov/portal/datasets/cp.html).

[3] See, e.g., [www.census.gov/programs-surveys/cps.html](http://www.census.gov/programs-surveys/cps.html).

[4] See, e.g., <https://www.huduser.gov/portal/datasets/il.html>.

Provide additional information (especially quantitative data) that describes the need created by the presence of lead-based paint hazards in the housing in your proposed Target Area(s). Describe in detail:

**b. Narrative Response: Other Factors Demonstrating Need (5 points).**

- a. How you will collect and/or retrieve, and report to HUD; existing data on the number of children under the age of 6, the number of children under age 6 tested and confirmed for elevated blood lead levels, and the number of children under age 6 with an elevated blood lead level of 5 µg/dL and above in your proposed target area(s); and
- b. How you will use the data to prioritize the marketing and selection of housing units to recruit for lead hazard control work under the grant.
- c. Provide details on how you will collect and report data on the applicants and general populations served regarding incidence and prevalence of asthma, Medicaid eligibility of children under age 6, as well as ER visits, missed school days and special education costs for the children under age 6 in the communities targeted for this award.

Rating Factor 3: Budget Proposal

Maximum Points: 40

**a. Budget Estimate of Costs. (12 points)**

You must thoroughly estimate all applicable costs, including direct, indirect, and administrative expenses, and present them in a clear and coherent format. **Note that HUD is not required to**

**approve or fund all proposed activities if awarded.** In completing your estimations, you must document and justify all budget categories and costs and all major tasks of your organization, sub-recipients, major sub-contractors, joint venture participants, or others contributing resources to the project.

**1. Budget Planning Documentation 9 Points**

- A separate budget must be submitted using the HUD\_424\_CBW: HUD Detailed Budget Worksheet for yourself and for each partner that would receive more than 10 percent of the federal budget request, for the lead hazard control activities.
- Similarly, if you are applying for Healthy Homes Supplemental funding, you must submit a HUD\_424\_CBW: HUD Detailed Budget Worksheet for yourself and for each partner that would receive more than 10 percent of the Healthy Homes Supplemental funding, for the healthy homes activities.
- You must identify the number of units and average expected cost in your budget documents. You will be evaluated on the extent to which resources are appropriate for the scope of the proposed project.
- You must provide clear details on administrative costs (maximum 10 percent of grant, excluding Healthy Homes Supplemental funds), staffing costs and details on which costs are included and not included in the direct lead hazard control minimum cost requirement.
- You must clearly identify the funding or cash equivalent amounts being provided as matching resources. These descriptions must include: the amounts and sources of any contributions being received and must be detailed and supported by letters of commitment. Applicants must include all amounts they detailed in response to Section III.B, Cost Sharing or Matching, above, regarding the minimum match requirement; and any response to Section 5.A.3.a.2 directly below as applicable

**2. Additional Match 3 points**

Any additional match beyond the minimum statutory match requirement, if you choose to seek additional points under this rating factor for match, using the same methods in Section III.B, Cost Sharing or Matching, above, identifying the additional contributions from State, local, government, and private (e.g., philanthropies, nongovernmental organizations, community development corporations, for-profit firms, landlords) funds to supplement the grant funds from HUD.

The following table describes the points available for additional match: In awarding points, fractional percentages will be rounded down to whole number percentages, and will not be rounded up (e.g., a Lead-Based Paint Hazard Control application providing 14.99% match resources will be treated as 14% and receive 1 point).

**Lead-Based Paint Hazard Control Grant Program  
Match Resources Point Table**

Match Resources as Percent of Requested Federal Amount	Points Awarded
11 - 15 percent	1

16 - 20 percent	2
21 or greater	3

**b. Budget Narrative: (12 points)**

You must submit the budget narrative justification associated with each budget CBW that includes all budgeted costs as part of the Total Budget (Federal Share and Matching).

- Submit a separate narrative justification for yourself and for each partner that is submitting a separate budget or that would receive 10 percent or more of the federal award amount for lead hazard control activities. The budget narrative must have a line by line detail of the expenses that are expected to be included as eligible invoices under the line allocation.
- Similarly, if you are applying for Healthy Homes Supplemental funding, submit a separate narrative justification must be submitted for yourself and for each partner that would receive more than 10 percent of the Healthy Homes Supplemental funding, for healthy homes activities.
- Discuss or denote administrative costs, indirect costs, staffing costs and details on which costs are included and not included in the direct lead hazard control minimum cost requirement.
- Discuss or denote the funding or cash equivalent amounts being provided as matching resources for both statutory and any additional match included.
- Demonstrate that the activities of all staff included for HUD-funded share or match are providing an eligible, unique and reasonable contribution to the award.
- Justify the allocation of funds among successfully completed tasks, units within your organization, and your partners, in support of the scope of the proposed project. In particular, your narrative should show:
  - The linkage between production of successfully treated housing units, whether for lead or both lead and healthy homes, and payments associated with activities that resulted in those units being treated, from the outreach stage through recruitment, enrollment, evaluation and control, and clearance for re occupancy. (For lead, clearance is as described in section III, above; for healthy homes, this may be quantitative or qualitative, as appropriate for the intervention, as you should detail in your narrative).
  - Describe how you will keep costs per housing unit under tight control, so that the maximum number of children and families will have their health and safety protected as an outcome of your work.

**c. Fiscal Oversight and Financing Strategy: (5 points)**

- Discuss your lead hazard control financing strategy (i.e., the type of assistance - grants, deferred/forgivable loans), 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).
- Identify who is responsible for establishing, administering and overseeing the fiscal aspect of the program which may include bidding, procurement, and contracting the unit work.

- Describe the role of other fiscal resources such as private sector financing and matching, if any, including from rental property owners.
- Describe how the recapture of grant or loan funds to owners of assisted units will occur if recipients fail to comply with any terms and conditions of the financing arrangement (e.g., failure to comply with fair housing and civil rights requirements, affordability, affirmative marketing and providing priority to renting units to families with a child under the age of six years, sale of property requirements).

**d. Procurement Methods: (6 points)**

You will be evaluated on the extent to which your narrative provides a sound and reasonable approach to financing your proposed lead hazard control work, including the documentation and justification of these costs.

1. Describe in detail the planned procurement method for unit completion. Include details on who the contracts are with and who the payment is made to, contractor selection and how sole source documentation will be used. Demonstrate a working knowledge of local procurement requirements and 2CFR 200 requirements when describing the methods planned to be used or in place.
2. Describe your strategy for hiring local low-income residents, providing training opportunities and awarding contracts to local Section 3 businesses. Applicants should 1) outline their plan to notify residents and contractors about jobs and contracts that may become available; 2) notify potential contractors about the requirements of Section 3; 3) hire local residents and award contracts to local businesses; and 4) assist in obtaining compliance among contractors and subcontractors.”

**e. Sustainability of fiscal Resources: (5 points)**

1. Describe in detail your plan for sustaining your lead hazard control accomplishments in additional housing units within and/or outside of your target area after the end of the period of performance of this grant, preferably including letters of commitment explicitly for that period.
2. If you are applying for Healthy Homes Supplemental funding, describe in detail your plan for sustaining your healthy homes accomplishments in additional housing units within and/or outside of your target area after the end of the period of performance of this grant, preferably including letters of commitment explicitly for that period.

**2. Preference Points.**

HUD encourages activities in Promise Zones (PZ) communities. HUD will award two (2) points for qualified activities within a designated zone or area.

To receive Promise Zones Preference Points, applicants must submit form HUD 50153, Certification of Consistency with Promise Zone Goals and Implementation, signed by the Promise Zone Official authorized to certify the project meets the criteria to receive preference points. To view the list of designated Promise Zones and persons authorized to certify, please see the Promise Zone pages on [HUD's website](#).



## **B. Review and Selection Process.**

### **1. Past Performance**

In evaluating applications for funding, HUD will take into account an applicant's past performance in managing funds. Items HUD may consider include, but are not limited to:

- a. The ability to account for funds appropriately;
- b. Timely use of funds received from HUD;
- c. Timely submission and quality of reports submitted to HUD;
- d. Meeting program requirements;
- e. Meeting performance targets as established in the grant agreement;
- f. The applicant's organizational capacity, including staffing structures and capabilities;
- g. Time-lines for completion of activities and receipt of promised matching or leveraged funds; and
- h. The number of persons to be served or targeted for assistance.

HUD may reduce scores as specified under V.A. Review Criteria. Each NOFA will specify how past performance will be rated or otherwise used in the determination of award amounts.

Whenever possible, HUD will obtain past performance information from staff with the greatest knowledge and understanding of each applicant's performance. If this evaluation results in an adverse finding related to integrity or performance, HUD reserves the right to take any of the remedies provided in Section III.D 1. Pre-selection Review of Performance, above.

### **2. Assessing Applicant Risk**

HUD may impose special conditions on an award as provided under 2 CFR 200.207:

1. Based on HUD's review of the applicant's risk under 2 CFR 200.205;
2. When the applicant or recipient has a history of failure to comply with the general or specific terms and conditions of a Federal Award;
3. When the applicant or recipient fails to meet expected performance goals; and
4. When the applicant or recipient is not otherwise responsible.

In addition to the performance review described in previous sections; each grant program must have a framework for evaluating the degree of risks posed by applicants before they receive Federal awards. As a result of the risk evaluation an applicant may be awarded with special conditions applied to the award that correspond to the degree of risk assessed or the applicant may be determined ineligible due to the operational risk it has historically posed to HUD, OLHCHH or other federal agencies as applicable.

The applicants eligibility for award will include threshold requirements previously described, quality of the application received, and consideration of the following historical factors of the applying entity prior to Federal awards being made from this funding opportunity:

- Financial Stability
- Management Systems
- History of Performance
- Timely Reporting
- Other Compliance matters
- Audit history

- Ability to implement

Possible risk indicators that could impact the risk evaluation determination could include the following elements of the described approach for use of funds:

- Size of potential subaward
- Size and diversity of federal award portfolio of entity applying
- Impact of subaward on operations
- Past federal award experience of applicant
  - with OLHCHH
  - with HUD or other Federal Agencies
- Past federal award experience of applicant of Key staff
- Extent of other oversight (audits, monitoring)

Applications that meet all of the threshold requirements will be eligible for review and rating.

a. Minimum Score. Applications scoring 75 points or more will be eligible to receive an award.

Applications will 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. Maximum Number of Points. The maximum number of points to be awarded is 102.

### **C. Anticipated Announcement and Award Dates.**

Availability in the Federal Register.

## **VI. Award Administration Information.**

### **A. Award Notices.**

Following the evaluation process, HUD will notify successful applicants of their selection for funding. HUD will also notify other applicants, whose applications were received by the deadline, but have not been chosen for award. Notifications will be sent by email to the person listed as the AOR in item 21 of the SF-424.

Successful applicants will receive a letter from the Office of Lead Hazard Control and Healthy Homes providing details regarding the effective start date of the grant agreement and any conditions, additional data and information to be submitted to execute the grant. You will then participate in negotiations to determine the specific terms of the grant agreement, budget, work plan, benchmarks, or other requirements. If HUD is not able to successfully conclude negotiations with a selected applicant within a period determined by HUD, an award will not be made.

If you accept the terms and conditions of the grant agreement, you must return a signed grant agreement 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. In accordance with 2 CFR part 200, subpart F—Audit Requirements, if you expend \$750,000 in federal funds in a single year, you must follow the requirements of the Single Audit Act and

must submit your completed audit-reporting package along with the Data Collection Form (SF-SAC) to the Single Audit Clearinghouse. The address can be obtained from its website. The SF-SAC can be downloaded from: [Single Audit Clearinghouse](#).

NOTE: HUD reserves the right to delay execution of the grant award based on performance of current awards. Delays will be considered and assessed based on the following criteria:

1. Period of Performance Extension Status at the time of 2018 award
2. High Risk Status placement on current award since application review
3. Unresolved monitoring or OIG Audit findings at the time of 2018 award
4. OLHCHH Lead and Healthy Homes Programs Division Director Discretion

## **B. Administrative, National and Department Policy Requirements for HUD recipients**

For this NOFA, the following General Administrative Requirements and Terms for HUD Financial Assistance Awards apply. Please [\[click here\]](#) to read the detailed description of each applicable requirement.

### 1. Compliance with Non-discrimination and Other Requirements.

Unless otherwise specified, these non-discrimination and equal opportunity authorities and other requirements apply to all NOFAs. Please read the following requirements carefully as the requirements are different among HUD's programs.

- Compliance with Fair Housing and Civil Rights Laws.
  - Affirmatively Furthering Fair Housing.
  - Economic Opportunities for Low-and Very Low-income Persons (Section 3).
  - Improving Access to Services for Persons with Limited English Proficiency (LEP).
  - Accessible Technology.
2. Equal Access to Housing Regardless of Sexual Orientation or Gender Identity.
  3. Ensuring the Participation of Small Disadvantaged Business, and Women-Owned Business.
  4. OMB Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
  5. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L.109-282) (Transparency Act), as amended.
  6. Accessibility for persons with Disabilities.
  7. Conducting Business in accordance with Ethical Standards/Code of Conduct.
  8. Environmental Requirements.

Compliance with 24 CFR Part 50 or 58 procedures is explained below:

a. Environmental Requirements. Award of an FY 2018 Lead-Based Paint Hazard Reduction Grant Program does not constitute approval of specific sites where activities that are subject to environmental review may be carried out. Recipients of funding under this NOFA that are states, units of general local government or Native American tribes must carry out environmental review responsibilities as a responsible entity under 24 CFR part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities." For recipients that are not a state, unit of general local government, or Native

American tribe (or a consortium with such a government as principal applicant), HUD will perform environmental reviews of proposed activities under 24 CFR part 50. Reasonable expenses incurred for compliance with these environmental requirements are eligible expenses under this NOFA. Recipients must also meet environmental justice requirements noted earlier in the NOFA.

b. For all grants awarded under this NOFA, recipients and other participants in the project are prohibited from undertaking or committing or expending HUD or non-HUD funds on a project or activities under this NOFA (other than activities listed at 24 CFR 58.34, 58.35(b) or 58.22(f), e.g., lead-based paint inspections, risk assessments, and housing related health hazard assessments using the Healthy Homes Supplement Funds until the recipient completes an environmental review including the submission, and HUD approval, of a Request for Release of Funds and the recipient's Environmental Certification (both on Form HUD 7015.15) or, in the case where the recipient is not a state, unit of general local government, or Native American tribe and HUD performs the environmental review under part 50, HUD has completed the review and notified the recipient of its approval. For applicants that are not States, units of general local government, or Native American tribes, in accordance with 24 CFR 50.3(h) the application constitutes an assurance that the applicant will comply with this prohibition until HUD approval of the property is received, and that the applicant will assist HUD in complying with part 50; will supply HUD with all available, relevant information necessary for HUD to perform for each property any required environmental review; and will carry out mitigating measures required by HUD or select alternate eligible property. The results of the environmental review may require that proposed activities be modified or proposed sites rejected.

c. Recipients of a grant under this NOFA will be provided additional guidance in these environmental responsibilities. For technical assistance with environmental reviews during the period of performance of a grant under this NOFA, contact Karen Griego, the Office of Lead Hazard Control and Healthy Homes' Program Environmental Clearance Officer at 505-346-6462 (this is not a toll free number). If you are hearing or speech impaired person, you may reach the telephone number above via TTY by calling the Federal Relay Service at 800-877-8339. For Part 58 procedures see: <https://www.onecpd.info/environmental-review/>

d. Grantees who will conduct lead hazard control work on eligible units located outside of the recipient's jurisdiction will be required to submit an executed contract, Memorandum of Understanding (MOU), Memorandum of Agreement (MOA) or comparable documentation of agreement with and between each jurisdiction of the target area. The grant recipient will be considered the lead agency; the other jurisdiction(s) will be required to provide resources, information, and documentation, including for environmental reviews under Part 58, pertaining to work in the area of the particular jurisdiction. The contract, MOU, MOA or comparable agreement is akin to a consortium agreement as described in the definition of consortium in the HOME regulations at 24 CFR part 92.101.

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

10. Compliance with Section 872 of the Duncan Hunter National Defense Authorization Act for Fiscal Year 2009 (Pub. L. 110-417) ("Section 872"). Section 872 requires the establishment of a

government wide data system - the Federal Awardee Performance and Integrity Information System (FAPIIS) - to contain information related to the integrity and performance of entities awarded federal financial assistance and making use of the information by federal officials in making awards. Grantees must follow OMB guidance regarding federal agency implementation of Section 872 requirements for grants, at 2 CFR Subtitle A, Chapter I, and Part 25 (75 FR 55671-76, September 14, 2010).

### **C. Reporting.**

HUD requires recipients to submit performance and financial reports under OMB guidance and program instructions.

**1. Reporting Requirements and Frequency of Reporting.** Applicants should be aware that if the total Federal share of your Federal award includes more than \$ 500,000 over the period of performance, you may be subject to post award reporting requirements reflected in Appendix XII to Part 200-Award Term and Condition for Recipient Integrity and Performance Matters.

**2. Race, Ethnicity and Other Data Reporting.** HUD requires recipients that provide HUD-funded program benefits to individuals or families to report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of HUD programs in order to carry out the Department's responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987. NOFAs may specify the data collection and reporting requirements. Many programs use the Race and Ethnic Data U.S. Department of Housing OMB Approval No. 2535-0113 Reporting Form HUD-27061.

**3. Performance Reporting.** All HUD funded programs, including this program, require recipients to submit, not less than annually, a report documenting achievement of outcomes under the purpose of the program and the work plan in the award agreement.

If you execute a grant under this NOFA, reports must comply with the specific program reporting requirements as described below.

1. You must submit applicable quarterly, annual, and final program and financial reports according to the requirements of the OLHCHH, including new Transparency Act Reporting requirements. Specific guidance and additional details will be provided to successful applicants in the grant agreement. OLHCHH will include these reporting requirements in its terms and conditions as part of the grant agreement in its 2018 awards.
2. You 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 135.
3. If you purchase X-ray fluorescence (XRF) analyzers in excess of \$5,000 apiece, you must complete and submit to OLHCHH the General Services Administration's annual

Tangible Personal Property Report, if and after that report receives OMB approval under the Paperwork Reduction Act of 1995 (see 75 Federal Register 14441-14442; March 25, 2010). This report has four components: the Annual Report, the Final (Award Closeout) Report, the Disposition Report/Request, and, if needed, the Supplemental Sheet (see <http://www.whitehouse.gov/omb/grantsstandardreportforms>). Generally, the average estimated time to complete each of these components is 0.5 hours; it is likely to be less for this grant program.

4. You must collect demographic data by using the HUD approved Race/Ethnic Form (HUD-27061).
5. Transparency Act Reporting. You must report on funding and expenditures for yourself and subrecipients to meet the requirements of the Federal Funding Accountability and Transparency Act of 2006.

Questions regarding specific program requirements should be directed to the point of contact listed in Section VII, below.

**4. FOIA Reporting.** HUD makes frequently requested materials, including information on the highest-scoring funding grant applications available on its [Freedom of Information Act \(FOIA\) website](#). To avoid disclosure of PII, proprietary information, business confidential information, or other content that should not be disclosed to the public, HUD will only post applications redacted pursuant to FOIA. Those recipients who receive the highest score in each competition must provide a redacted version of their applications within 30 days of notification from HUD that they submitted the highest-scoring application. If multiple applicants receive the same score, all of them will be asked to submit redacted applications. When submitting a redacted version, recipients may black out information that would cause the recipient substantial competitive harm, as the standard is provided in [5 U.S.C. 552\(b\)\(4\)](#), should the information be disclosed to the public. HUD will take the recipient's proposed redactions under advisement when determining what information should be released to the public.

#### **D. Debriefing.**

For a period of at least 120 days, beginning 30 days after the public announcement of awards under this NOFA, HUD will provide a debriefing related to their application to requesting applicants. A request for debriefing must be made in writing or by email by the authorized official whose signature appears on the SF424 or by his or her successor in office, and be submitted to the point of contact in Section VII Agency Contact(s), below. Information provided during a debriefing may include the final score the applicant received for each rating factor, final evaluator comments for each rating factor, and the final assessment indicating the basis upon which funding was approved or denied.

### **VII. Agency Contacts.**

HUD staff will be available to provide clarification on the content of this NOFA. Questions regarding specific program requirements for this NOFA should be directed to the point of contact listed below.

Shannon Steinbauer  
(202) 402-6885

[Shannon.e.steinbauer@hud.gov](mailto:Shannon.e.steinbauer@hud.gov)

Persons with hearing or speech impairments may access this number via TTY by calling the toll-free Federal Relay Service at 800-877-8339. Please note that HUD staff cannot assist applicants in preparing their applications.

## **VIII. Other Information.**

### **1. National Environmental Policy Act.**

A Finding of No Significant Impact (FONSI) with respect to the environment has been made for this NOFA in accordance with HUD regulations at 24 CFR Part 50, which implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)). The FONSI is available for inspection at HUD's Funds Available web page at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/grants/fundsavail](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail).

#### **a. Environmental Justice Strategy**

HUD's Office of Lead Hazard Control and Healthy Homes administers this program, which is aligned with HUD's 2014-2018 Strategic Plan (which is being updated) and HUD's 2012-2015 Environmental Justice Strategy. The Strategic Plan includes an Agency Priority Goal to "increase the health and safety of homes and embed comprehensive energy efficiency and healthy housing criteria across HUD programs." The Environmental Justice Strategy, which is in the process of being updated (see <http://portal.hud.gov/hudportal/documents/huddoc?id=HUDEnvJustStratUBF.pdf>), addresses environmental and human health issues in high-risk populations, such as minorities, low-income homes, children, and people with disabilities.

For more information about HUD's Strategic Plan, refer to: <http://portal.hud.gov/hudportal/documents/huddoc?id=hudstrategicplan2014-2018.pdf>. For more information about HUD's Environmental Justice Strategy, refer to: [HUD Environmental Justice Strategy Update](#)