



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

Office of Lead Hazard Control and Healthy Homes

Lead-Based Paint Hazard Control (LBPHC) Grant Program

FR-6000-N-12

Application Due Date: 04/28/2016

Lead-Based Paint Hazard Control (LBPHC) Grant Program

FR-6000-N-12

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

**Program Office:** Office of Lead Hazard Control and Healthy Homes  
**Funding Opportunity Title:** Lead-Based Paint Hazard Control (LBPHC) Grant Program  
**Announcement Type:** Initial  
**Funding Opportunity Number:** FR-6000-N-12  
**Primary CFDA Number:** 14.900  
**Due Date for Applications:** 04/28/2016

**For Further Information Contact:** Please direct questions regarding the specific program requirements of this Program Notice of Funding Availability (NOFA) to the agency contact identified in Section VII. Please direct general questions regarding the FY2016 NOFAs to the Office of Strategic Planning and Management, Grants Management Division, at AskGMO@hud.gov. Persons with hearing or speech impairments may access these numbers via TTY by calling the Federal Relay Service at 1-800-877-8339.

### **Additional Overview Information**

Incorporation of the General Section. HUD publishes a General Section each fiscal year that contains requirements for all applicants to HUD's various competitive grant programs, including this NOFA. Applications must meet all of the requirements of the General Section in addition to the requirements of this NOFA to be considered and potentially receive funding. The full title of the General Section is the General Section to HUD's Fiscal Year 2016 Notice[s] of Funding Availability for Discretionary Programs. Copies are available at [Grants.gov](http://Grants.gov) or HUD's [Funds Available](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail) page, [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/grants/fundsavail](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail).

1. Participative Planning and Implementation. HUD encourages all applicants to HUD's competitive programs to ensure, where applicable, public decision making and meaningful participation throughout the visioning, development, and implementation of funded projects, by residents of affected areas and especially communities traditionally marginalized from planning processes. In seeking public participation, applicants and grantees must ensure that all communications are provided in a manner that is effective for persons with hearing, visual, and other communications-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 and, as applicable, the Americans with Disabilities Act. In addition Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 require that grantees take responsible steps to ensure meaningful access to services, programs, and activities by persons with Limited English Proficiency (LEP persons).

2. OMB Approval Number(s): 2539-0015

The LBPHC program helps units of local government create and implement programs to address lead-based paint hazards and make homes lead safe.

## **I. Funding Opportunity Description.**

### **A. Program Description.**

#### **1. Purpose.**

The purpose of the LBPHC program is to help units of local government create and implement programs to make homes lead safe. Specifically, the program assists 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. HUD's Office of Lead Hazard Control and Healthy Homes administers this program, which is aligned with HUD's 2014-2018 Strategic Plan 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 communities, 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: <http://portal.hud.gov/hudportal/documents/huddoc?id=envjustice.pdf>.

The Healthy Homes Supplemental funds are intended for use in units where LBPHC funds are used. Healthy homes funding may be used only in homes also receiving HUD-funded lead hazard control work (interim controls or abatement). Grantees must use an inspection tool that identifies all 29 hazards identified in the Healthy Homes Rating System (HHRS) or a Green Building assessment protocol under the NOFA Priority in section V.2.B.1, below, for assessing, prioritizing and repairing the identified health and safety hazards within those units. (See the HHRS webpage at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/healthy\\_homes/hhrs](http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/hhrs)).

Applicants receiving an award shall accomplish the following objectives:

- a. 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;
- b. Target lead hazard control efforts in housing units where children are at greatest risk of lead poisoning, especially children currently residing in low-income and minority families, in order to reduce elevated blood lead levels in children under the age of six years;
- c. Promote cost-effective lead hazard control methods and approaches that can be replicated, maintained, and sustained;
- d. Build local capacity to safely and effectively address lead hazards during lead hazard control and renovation, remodeling, and maintenance activities by integrating lead-safe work practices;
- e. Promote integration of this grant program with other local programs that address housing related health and safety hazards;
- f. Obligation to affirmatively further fair housing. Note that in addition to being an "objective" of this NOFA, the obligation to affirmatively further fair housing is also a civil rights related program requirement;
- g. Develop a comprehensive community-based approach to address lead hazards in housing by mobilizing public and private sector resources including grassroots community-based non-profit and faith-based organizations;
- h. Promote collaboration, data sharing, and targeting between health and housing departments;
- i. Establish a detailed process that will facilitate lead-safe units to be affirmatively marketed, and priority given, to families with young children;
- j. Ensure to the greatest extent feasible that job training, employment, contracting, and other economic opportunities generated by this grant will be directed 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; and
- k. Further environmental justice, the fair treatment and meaningful involvement of all people regardless of race, color, national origin, disability, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.
- l. 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, as applicable. Each of these prohibits discrimination based on disability.

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

- a. The maximum award amount for lead hazard control activities is reduced to \$2.5 million.
- b. The maximum amount for the Healthy Homes Supplement is increased to \$400,000.
- c. A category of grant awards is established for applicants who have never received an award under the Lead-Based Paint Hazard Control (LBPHC) or Lead Hazard Reduction Demonstration (LHRD) grant programs.
  - Up to \$6 million will be set aside for such “never-before-grantee” applicants. The maximum award for first time recipients is \$1.5 million for lead hazard control activities; and \$150,000 for Healthy Homes Supplement activities.
- d. Rating Factor 1, Capacity of the Applicant and Relevant Organizational Experience, provides separate questions for:
  - Such never-before-grantee applicants;
  - Applicants that have been awarded LBPHC or LHRD grant(s) with the period of performance ending BEFORE October 1, 2012; or
  - Applicants that have been awarded LBPHC or LHRD grant(s) with the period of performance ending ON or AFTER October 1, 2012 (this includes grants that will be active at the submission deadline for this NOFA).
- e. Rating Factor 1 also provides additional description on how elements of poor prior performance, and weaknesses in the responses to rating factors, will affect the rating of an application.
- f. Rating Factor 2, Need/Extent of the Problem, provides revised criteria for evaluating the extent of need in communities and in the proposed target area.
- g. Rating Factor 3, Soundness of Approach, provides updated criteria more closely aligned with the sequence of events for performing the grant.
- h. Rating Factor 4, Budget Proposal, is now its own rating factor.
- i. The rating factor on Achieving Results and Program Evaluation is Rating Factor 5 in this year’s LBPHC NOFA, rather than Rating Factor 4 in the FY 2015 LBPHC NOFA.

## **3. Definitions.**

- a. Eligibility Requirements – Eligibility requirements are those requirements that must be met for an application to be eligible for funding. Deficiencies in meeting an eligibility requirement may be categorized as either curable or non-curable.
- b. Threshold Requirement – Threshold requirements are a category of eligibility requirements. A threshold requirement is a requirement that must be met in order for an application to be reviewed. Threshold requirements are not curable.  
Threshold requirements are listed in Section III.C.1 of this Program NOFA.  
Applicants must ensure their application package addresses all threshold requirements. Please check your application carefully!
- c. Deficiency – Deficiencies are not the same as errors. Errors are never curable except as permitted under Section IV.D.4. Deficiencies are items of missing or omitted information 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.
- d. Curable Deficiency – A curable deficiency is a specific type of deficiency that applicants may correct with timely action. To be curable the deficiency must:
  - Not be a threshold requirement;
  - Not influence how an applicant is ranked or scored versus other applicants; and
  - Be remedied within the time frame specified in the notice of deficiency.
- e. Non-Curable Deficiency – An applicant cannot correct a non-curable deficiency after the submission deadline. Non-curable deficiencies are deficiencies that 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.

f. Allowable Costs. 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 1) and 2) below are not considered administrative costs and, therefore, do not count as part of the 10 percent administrative cost cap of this program.

(1) Lead Hazard Control Program Costs. Lead hazard control costs are direct costs specifically related to the performance of lead hazard control activities, as defined below. When preparing the budget, you must document how at least 65 percent of the requested federal grant amount for the Lead-Based Paint Hazard Control Grant program is dedicated specifically for lead hazard control activities. Lead hazard control activities are defined as:

(a) Inspections/Testing. Performing lead dust, soil and paint-chip testing, lead-based paint inspections, risk assessments, clearance examination, and engineering and architectural activities that are required for, and in direct support of, interim control and lead hazard 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.

(b) 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, located at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/healthy\\_homes/lbp/hudguidelines](http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/lbp/hudguidelines).

(c) 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 [http://www.hud.gov/offices/lead/library/lead/PGI-2008-02\\_Doing\\_Minimal\\_Rehab.pdf](http://www.hud.gov/offices/lead/library/lead/PGI-2008-02_Doing_Minimal_Rehab.pdf).

(d) 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 provides, at a minimum, the same accessibility features as the housing in which they currently reside. HUD expects that most temporary relocation for lead hazard control work would be for 10 days or less.

(e) 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 providing assistance to 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.

(2) Other Program Costs. Costs for the activities below are allowable direct costs, but must not be counted towards satisfying the minimum 65 percent for lead hazard control program costs, above, required under this NOFA:

(a) Equipment. 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 analyzers to be used exclusively by the grant program. Award recipients that purchase X-ray fluorescence (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 (see [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms)). 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. For purchasing or leasing equipment under \$5,000 apiece, the recipient need not complete the Tangible Personal Property Report.

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

(c) Occupant Blood Testing. Conducting pre-hazard control blood lead testing of persons residing in or frequently visiting units undergoing lead hazard control work.

(d) 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, B-R), 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.

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

(f) 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.

(g) 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.

(h) 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.

(i) 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.

(3) Administrative Costs. You can utilize up to 10 percent of the federal award, excluding the Healthy Homes Supplemental funding request, 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 the 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. You must include any indirect costs, as well as those administrative costs that are in the direct cost category, plus any administrative costs of subrecipient organizations, when complying with the 10 percent administrative cost

cap for this program.

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.

(4) 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:

(a) 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 subrecipients 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; and
- Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described in paragraphs 1 and 2 of this section (above).

(b) Travel costs incurred for official business in general program administration that can be specifically identified with the grant program;

(c) Transportation costs incurred for general program administration that can be specifically identified with the grant program;

(d) Equipment, supplies (especially office supplies), and materials used for program administration that can be specifically identified with the grant program;

(e) HUD-required or HUD-approved trainings or conferences; and

(f) Certification and licensing costs required for program administration responsibilities.

(5) 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. These types of costs are often referred to as “overhead costs.” 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: <http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200>

main\_02.tpl. 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) de minimis.

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=2015-01\\_cost\\_categories.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=2015-01_cost_categories.pdf).



(6) Healthy Homes Supplemental Funding, if applicable. Healthy Homes Supplemental funding is for direct costs associated with the identification and remediation of housing related health and safety hazards using the Healthy Home Rating System (HHRS) or a Green Building assessment protocol under the NOFA Priority in section V.2.B.1, below. Those costs allowable with the Healthy Homes Supplemental funding include costs for the assessment of housing units, for housing-related health and safety hazards, development of scopes of work for remediation of identified housing-related health hazards, conducting such remediation, re-evaluation of the completed work, reporting, notification to occupants and owners, if different, of the nature and results of the remediation.

## **B. Authority.**

The Lead-Based Paint Hazard Control Grant Program (LBPHC) 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, 2016 (Public Law 114-113, approved December 18, 2015).

You may also apply for Healthy Homes Supplemental funding, which is intended to promote and develop healthy housing programs. 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).

## **II. Award Information.**

### **A. Available Funds.**

HUD is making available approximately **\$43,000,000** through this NOFA for Lead-Based Paint Hazard Control (LBPHC) Grant Program.

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 described in the General Section and to those contained in this NOFA.

Approximately \$7,500,000 is available for the Healthy Homes Supplemental funding and is available to applicants under the LBPHC Grant Program who are awarded a LBPHC grant.

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

HUD expects to make approximately 20 awards from the funds available under this NOFA.

### **C. Minimum/Maximum Award Information.**

The maximum award amount for the Lead-Based Paint Hazard Control grant program (Catalog of Federal Domestic Assistance (CFDA) number 14.900) is \$2,500,000, except as noted below for applicants who have never received an award under either the Lead-Based Paint Hazard Control or Lead Hazard Reduction Demonstration grant programs. The minimum award amount for the Lead-Based Paint Hazard Control grant program is \$1,000,000. If you have received such an award before, the maximum amount that you may be awarded for Healthy Homes Supplemental funding, if you wish to request such optional funding, is \$400,000. Awards that include the Healthy Homes Supplemental funding will therefore have a maximum award amount of \$2,900,000.

If you have never received an award under either the Lead-Based Paint Hazard Control or Lead Hazard Reduction Demonstration grant programs, the maximum award amount is \$1,500,000 for lead hazard control activities, and the minimum award amount is \$1,000,000. The maximum amount that you may be awarded for Healthy Homes Supplement activities, if you wish to request such optional funding, is \$150,000. Awards to these grantees that include the Healthy Homes Supplemental funding will therefore have a maximum

award amount of \$1,650,000.

Estimated Total Funding:	\$43,000,000
Minimum Award Amount:	\$1,000,000 Per Project Period
Maximum Award Amount:	\$2,500,000 Per Project Period

#### **D. Period of Performance.**

Estimated Project Start Date:	07/01/2016
Estimated Project End Date:	06/30/2019
Length of Project Periods:	36-month project with three 12-month budget periods
Length of Project Periods	
Explanation of Other:	

#### **E. Type of Funding Instrument.**

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

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. For example, if you are requesting \$2,500,000 for the LBPHC Grant Program for lead hazard control activities and \$400,000 for the promotion of healthy housing, your total requested funding amount to be identified on the SF424 (line 18a) would be \$2,900,000.

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

#### **A. Eligible Applicants.**

State governments  
County governments  
City or township governments  
Special district governments  
Native American tribal governments (Federally recognized)  
Others (see text field entitled "Additional Information on Eligibility" for clarification)

#### **Additional Information on Eligibility:**

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. 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. 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 (see [www.epa.gov/lead/pubs/traincert.htm](http://www.epa.gov/lead/pubs/traincert.htm)).

HUD does not award grants to individuals. HUD will also not evaluate applications from ineligible applicants.

As required in the Code of Federal Regulations (CFR) at 2 CFR 25.200 and 24 CFR Part 5 Subpart K, all applicants for financial assistance must have an active Data Universal Numbering System (DUNS) number (<http://fedgov.dnb.com/webform>) and have an active registration in the System for Award Management (SAM) ([www.sam.gov](http://www.sam.gov)) before submitting an application. Getting a DUNS number and completing SAM registration can take up to four weeks; therefore, applicants should start this process or check their status early.

See also Section IV.B for necessary form and content information.

## **B. Cost Sharing or Matching.**

This Program requires an applicant to leverage resources through cost sharing or matching as described below.

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 LBPHC requested amount and excludes the requested Healthy Homes (HH) Supplemental funding amount.

### **Match Requirements and Costs Table.**

<b>Program</b>	<b>Minimum Match (of federal request)</b>	<b>Minimum Lead Hazard Control Costs</b>	<b>Maximum Administrative Costs</b>
Lead-Based Paint Hazard Control(CFDA 14.900)	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 of the source and use of all eligible match funds. 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 met.

NOTE: You are responsible for providing the total amount of the match dollars for proposed contributions if any of these contributions are not received from other donors during the period of performance of the grant. You must meet mandatory match requirements during the period of performance.

The Matching Contribution Table provided below is provided for your reference. 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.**

<b>Eligible Match Source Type and Donor [a]</b>	<b>Eligible Match Use [b]</b>	<b>Match Amount Committed [c]</b>	<b>Matched Staffing Level (If Applicable) in FTE-Years [d]</b>	<b>Evidence of Match Commitment Submitted with Application? [e]</b>
<i>Insert source of match, including the type and donor</i>	<i>Insert eligible use for match</i>	<i>Insert amount of eligible match</i>	<i>Insert level of matched staffing</i>	<i>Yes / No</i>

Note a: For example, CDBG funds from Mystate Department of Community Development, in-kind residential construction labor from Mytown Community Development Corporation, etc.

Note b: For example, relocation, direct lead hazard control interventions, outreach, etc.

Note c: If the match is not cash (or cash equivalents), provide its fair market value, as discussed in the segment on Permissible Match Contributions, below.

Note d: 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 \* 1/2 = 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 General Accountability Office’s average value of 2,087 work hours per calendar year. (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.

Note e: See segment on Evidence of match commitment, below.

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. 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 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.

As noted in the General Section, 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, etc.), will not be counted towards satisfying the match requirements of the programs in this NOFA. NOTE: Community Development Block Grant (CDBG) funds are considered local funds and 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

must be in the CDBG recipient's annual action plan indicating that the CDBG funds were being used for the purpose stated in your application. 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.
- Donations. 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.
- Discounts. 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. Other.**

All applicants must comply with the following requirements, which may determine whether your application is reviewed or make your application ineligible for funding. Eligibility criteria for this competition include:

Conditions of Ineligibility.

The following characteristics of applicants and their applications exclude applications from eligibility for review:

- 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).
- Non-Profit Organizations. Applications from organizations established under section 501(c) (including any subsidiary sections) of the Internal Revenue Code will not be reviewed.
- 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.
- Duplicate Applications. Only one application will be accepted from any given state, tribal or local government under this NOFA (i.e., the LBPHC 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 that meets the timely receipt requirements will be considered for review and funding.
- FY2015 Awardees. Applicants that received an award under the 2015 NOFA cycle for either the LBPHC Program (this NOFA) or Lead Hazard Reduction Demonstration (LHRD) program will not be reviewed.
- Existing Grantees with Performance Deficiencies. Current grantees with the following performance deficiencies are not eligible to apply:
  - Applicants that are designated as High Risk for any existing OLHCHH grants at the submission deadline;or
  - Applicants that have received a Red performance designation from the OLHCHH for any existing

OLHCHH grant(s) for the two previous consecutive quarters ending on or before the submission deadline.

- Closed Grantees with Outstanding Findings. Applicants that have a closed grant from any OLHCHH grant program with existing or unresolved audit and/or monitoring findings on the submission deadline are not eligible to apply.

- Applications from Individuals. HUD does not award grants to individuals. HUD will not review applications from individual applicants.

- Applications without an Active Registration in the System for Award Management (SAM). You must have a Data Universal Numbering System (DUNS) number (<http://fedgov.dnb.com/webform>) and have an active registration in SAM ([www.sam.gov](http://www.sam.gov)) before submitting an application. Getting a DUNS number and completing SAM registration can take up to four weeks; therefore, you should start this process and check your status early. See also Section IV.B below for necessary content and form of the application.

You must also refer to the General Section for information on HUD-wide eligibility requirements. These requirements may determine whether your application is reviewed or make your application ineligible for funding.

### **1. 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. See also Section I.A.3 Definitions.

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

b. Civil Rights Matters – Outstanding civil rights matters must be resolved prior to the application deadline.

(1) 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.

(a) 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;

(b) 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 pursuant to 42 U.S.C. 3614(a);

(c) Status as a defendant in any other lawsuit filed or joined by the Department of Justice 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, Title II of the Americans with Disabilities Act, or a claim under the False Claims Act related to fair housing, nondiscrimination, or civil rights generally including an alleged failure to affirmatively further fair housing;

(d) Receipt of a letter of findings identifying systemic noncompliance 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 Title II of the Americans with Disabilities Act; or

(e) 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.

(2) HUD will determine if actions to resolve the charge, cause determination, lawsuit, or letter of findings taken before the application deadline date are sufficient to resolve the matter. Examples of actions that may be considered sufficient to resolve the matter include, but are not limited to:

(a) Current compliance with a voluntary compliance agreement signed by all the parties;

(b) Current compliance with a HUD-approved conciliation agreement signed by all the parties;

(c) 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;

(d) Current compliance with a consent order or consent decree; or

(e) Current compliance with a final judicial ruling or administrative ruling or decision.

Only applications that meet all threshold requirements established in the General Section and this NOFA will be evaluated. In addition to the threshold criteria outlined in the General Section, the following threshold requirements must be met:

a. Only applications from eligible applicants as defined in Section III, Eligible Applicants, above, will be reviewed for compliance with threshold requirements.

b. If you request federal funding for lead hazard control activities over the maximum amount per award for the program your application will not be eligible for review. You must enter the total requested federal funding on line 18a of the SF424, Application for Federal Assistance, and the Form HUD\_424\_CBW: HUD Detailed Budget Worksheet.

c. The application must provide the minimum 10 percent matching requirement as described in Section III.B, Cost Sharing or Matching, above, to be reviewed.

d. The application must contain each of the required application documents as indicated in Section IV.B, below, for their applications to meet threshold requirements and be reviewed.

## **2. Statutory and Regulatory Requirements.**

### **a. Compliance with Nondiscrimination and Related Requirements.**

#### **Compliance with Fair Housing and Civil Rights Laws.**

Applicants and their prospective subrecipients must comply with all applicable fair housing and civil rights requirements in 24 CFR 5.105(a), including, but not limited to, the Fair Housing Act; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title II and Title III of the Americans with Disabilities Act of 1990; and Section 109 of the Housing and Community Development Act of 1974. Applicants, and their prospective subrecipients, who are conducting programs or activities within a state or local jurisdiction that has passed a law prohibiting discrimination in housing based upon sexual orientation or gender identity, or a law prohibiting discrimination in housing based on lawful source of income, must comply with the law(s) of the state or locality in which the program activities are conducted.

Compliance with nondiscrimination and other related requirements, including but not limited to compliance with all applicable fair housing and civil rights laws (See Section V.C.1. of the FY 2016 General Section).

#### **Affirmatively Furthering Fair Housing.**

Section 808(e)(5) of the Fair Housing Act requires HUD to affirmatively further the purposes of the Fair Housing Act in its housing and urban development programs. Accordingly, HUD requires recipients of funds that are not specifically exempted to take affirmative steps to further fair housing. An applicant must discuss how it is going to carry out the proposed activities in a manner that affirmatively furthers fair housing in complete compliance with Section 808(e)(5) of the Fair Housing Act.

### **b. HUD Agency Wide or Federal Government Wide Requirements.**

(1) Outstanding Delinquent Federal Debts – It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:

(a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or

(b) Other arrangements satisfactory to HUD are made prior to the award of funds by HUD. If satisfactory arrangements cannot be completed within 90 days of notification of selection, HUD will not make an award of funds to the applicant, and instead offer the award to the next eligible applicant. HUD may act earlier than the above stated 90 days to ensure, in HUD's determination, that the funds can be obligated in a timely manner. Applicants selected for funding, or awarded funds, must report any changes in status of current agreements covering federal debt. HUD may withhold funding, terminate an award, or seek other remedies from a grantee if a previously agreed-upon payment schedule has not been followed or a new agreement with

the federal agency to which the debt is owed has not been signed.

(2) Pre-Award Accounting System Survey – HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards. HUD may arrange for a pre-award survey of any such financial management system for applicants selected for award who have not previously received federal financial assistance, where HUD Program officials have reason to question whether a financial management system meets federal financial management standards, or for applicants considered high risk based upon past performance or financial management findings.

(3) Debarments and/or Suspensions – In accordance with 2 CFR part 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.

(4) False Statements – A false statement in an application is grounds for denial or termination of an award and possible punishment, as provided in 18 U.S.C. 1001.

(5) Do Not Pay Website Review – As part of the Improper Payments Elimination and Recovery Improvement Act (IPERIA) of 2012, in making funding determinations HUD will look up applicant information on the Federal website <http://www.donotpay.treas.gov/>. The Do Not Pay Portal is intended to prevent improper payments and can be used by HUD to ensure that applicants that receive funding do not owe funds to the federal government; are not on the Excluded Parties List System (EPLS); the List of Excluded Individuals/Entities List (LEIE); the Social Security Administration (SSA) Death Master File (DMF); or other federal databases that would provide adverse information regarding the applicant. HUD reserves the right to:

(a) Deny funding, or in the case of a renewal or continuing award, consider suspension or termination of an award immediately for cause,

(b) Require the removal of any key individual from association with management or implementation of the award, and

(c) Make appropriate provisions or revisions with respect to the method of payment or financial reporting requirements.

(6) Conducting Business in Accordance with Ethical Standards/Code of Conduct – Applicants are required to develop and maintain a written code of conduct in accordance with 2 CFR 200.112 and 200.318. Codes of conduct must prohibit real and apparent conflicts of interest that may arise among officers, employees, or agents; prohibit the solicitation and acceptance of gifts or gratuities by officers, employees, or agents for their personal benefit in excess of minimal value; and outline administrative and disciplinary actions available to remedy violations of such standards.

Pursuant to applicable Federal and HUD regulations, applicants must disclose in writing any potential conflict of interest and all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

Before entering into an agreement with HUD, applicants selected to receive funding under a Program NOFA must submit an up-to-date copy of their code of conduct. Applicants with codes already on file with HUD do not need to resubmit a new code unless the information on file has changed. New or updated submissions must be dated and signed by the Executive Director, or Chair, or equivalent official, of the governing body of the organization. Applicants must also describe the methods to be used to ensure that all officers, employees, and agents are aware of and have agreed to adhere to the code of conduct.

(7) Conflict of Interest of Consultants or Technical Experts Assisting HUD – Consultants and technical experts who assist HUD in rating and ranking applications for funding under published FY 2016 Program NOFAs are subject to 18 U.S.C. 208, the federal criminal conflict-of-interest statute, and the Standards of Ethical Conduct for Employees of the Executive Branch regulation published at 5 CFR part 2635. As a



result, consultants and technical experts who have assisted or plan to assist applicants with preparing applications for FY 2016 Program NOFAs may not serve on a selection panel and may not serve as a technical advisor to HUD. Anyone involved in rating and ranking FY 2016 Program NOFA applications, including departmental staff, experts and consultants must avoid conflicts of interest or the appearance of such conflicts. These individuals must also disclose to HUD's Office of General Counsel Ethics Law Division the following information, if applicable:

(a) How the selection or non-selection of any applicant under a FY 2016 Program NOFA will affect the individual's financial interests, as provided in 18 U.S.C. 208, or

(b) How the application process involves a party with whom the individual has a covered relationship under 5 CFR 2635.502.

The consultant or technical expert assisting HUD must disclose this information before participating in any matter regarding an FY 2016 program NOFA. Applicants with questions regarding these provisions or concerning a conflict of interest, please call the Office of General Counsel, Ethics Law Division, at (202) 708-3815 (this is not a toll-free number). 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 1-800-877-8339.

(8) Prohibition Against Lobbying Activities – Applicants are subject to the provisions of Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment) and 24 CFR part 87, which prohibit recipients of federal contracts, grants, or loans from using appropriated funds for lobbying the executive or legislative branches of the Federal Government in connection with a specific contract, grant, loan, or cooperative agreement. In addition, applicants must disclose, using Standard Form LLL (SFLLL), "Disclosure of Lobbying Activities," any funds, other than federally appropriated funds, that will be or have been used to influence federal employees, members of Congress, or congressional staff regarding specific grants or contracts. Federally-recognized Indian tribes and tribally designated housing entities (TDHEs) established by federally-recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage of the Byrd Amendment, but state-recognized Indian tribes and TDHEs established only under state law shall comply with this requirement. Applicants must submit the SFLLL if they have used or intend to use non-federal funds for lobbying activities.

(9) Consistency with the Consolidated Plan and Analysis of Impediments (AI)/Assessment of Fair Housing – Certain competitive Programs require applications to contain a certification of consistency with a HUD-approved Consolidated Plan. This certification means that the proposed activities 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, among other requirements, that the jurisdiction has conducted an AI/Assessment of Fair Housing. If a program NOFA requires a certification of consistency with the Consolidated Plan and you fail to provide the certification, and you do not cure the omission as a technical deficiency, HUD will not fund the application.

Under HUD's regulations at 24 CFR 91.2(d), an applicant's PHA Plan must include a certification by the appropriate state or local official that the PHA Plan is consistent with the applicable Consolidated Plan for the jurisdiction in which the PHA is located and must describe the manner in which the applicable contents of the PHA Plan are consistent with the Consolidated Plan. To the extent that a proposal funded under this NOFA is addressed or should be addressed in the PHA Plan, it must be certified to be consistent with the Consolidated Plan.

### **3. Program Specific Requirements.**

Funds must only be used under this grant program to provide assistance for housing that meets the following criteria:

- a. 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;
- b. 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 under this section 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.

#### **4. Criteria for Beneficiaries.**

This program has eligibility criteria for beneficiaries.

Program Requirements and Prohibitions.

- a. **Blood Lead Testing.** You must test each child under the age of six years for lead poisoning that resides in a housing unit that is to have lead hazard control work done within the six months preceding the lead hazard control work, unless 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. The standards for blood lead testing are described in the U.S. Centers for Disease Control and Prevention (CDC) publications Preventing Lead Poisoning in Young Children (1991), and Screening Young Children for Lead Poisoning: Guidance for State and Local Public Health Officials (1997). 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 [http://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.** You must 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 are not required to submit another copy if you submitted an application during Fiscal Years 2014 or 2015, provided that your Code of Conduct is current and is listed on HUD's Code of Conduct website: [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/grants/conduct/](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/conduct/).
- c. **Collaboration and Coordination with Other Agencies and Partners.** 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, 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 a letter of commitment. 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 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; [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/healthy\\_homes/lbp/hudguidelines/](http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/lbp/hudguidelines/)), 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 <http://www2.epa.gov/lead/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, page number). Be sure to verify 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. Units in which lead hazards have been controlled under this program must be occupied by or continue to be available to low-income residents as required by Title X, Section 1011. You must describe previous efforts, 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 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 (2012), 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. 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 <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.

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. Environmental Requirements. Award of an FY 2016 Lead-Based Paint Hazard Control grant 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.

n. For all grants awarded under this NOFA, recipients and other participants in the project are prohibited from undertaking, 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 Rating System (HHS) or a Green Building assessment protocol under the NOFA Priority in section V.2.B.1, below) 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.

- For Part 58 procedures see: <https://www.onecpd.info/environmental-review/>. For assistance 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) or the HUD Environmental Clearance Officer in the HUD Field Office serving your area (see the list of Field Offices at <http://portal.hud.gov/hudportal/HUD?src=/localoffices>).

- If you are a hearing- or speech-impaired person, you may reach either telephone number above via TTY by calling the Federal Relay Service at 800-877-8339. Recipients of a grant under this NOFA will be provided additional guidance in these environmental responsibilities.

o. Required Grantee Trainings. If you are awarded a grant under this NOFA, you will be required to attend a one-time OLHCHH New Grantee Orientation and an annual Program Manager School. You are required to send a minimum of two representatives from each active award (if concurrent) to each 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 24 CFR part 200, especially 24 CFR 200.458 and 24 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.

p. 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.

q. Lead-Based Paint and Lead-Based Paint Hazard Identification. A complete lead-based paint inspection and lead hazard risk assessment, including either separate reports or a combined report are 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 [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.

r. 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 those 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>).

s. 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.

t. 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. Tenant-occupants required to vacate housing while lead hazard reduction measures are being conducted pursuant to a program described in this NOFA must be treated fairly and equitably. 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 <http://www.gpoaccess.gov/cfr/index.html>.) 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 can be approached, entered, and used by persons with physical disabilities. For additional information on relocation requirements, see the HUD Handbook 1378 (Real Estate Acquisition and Relocation Policy and Guidance).

u. Testing. All testing, sampling and laboratory analysis for lead must comply with the Lead Safe Housing Rule and conform to the 2012 HUD Guidelines, the EPA lead hazard standards at 40 CFR part 745, and federal, state, or tribal regulations developed as part of the appropriate contractor certification program, whichever is most protective of children.

- v. Trained and Certified Professionals. Funded activities must be conducted by firms certified for, and persons qualified 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; or certified renovator (for workers and supervisors performing non-abatement work), as applicable. Any abatement activities conducted under this grant program requires a certified abatement firm, certified abatement supervisor, and certified abatement worker credentialing. Each certified person must work for an appropriately certified firm, e.g., a certified risk assessment, certified inspection, certified abatement or certified 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.
- w. 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 [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/healthy\\_homes/lbp/hudguidelines](http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/lbp/hudguidelines).
- x. 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.
- y. 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. You, and your sub-contractors, sub-grantees, sub-recipients, and their contractors at all tiers must adhere to these policies and procedures.

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

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

An electronic copy of the Application Package and Application Instructions for this NOFA can be downloaded from Grants.gov at <http://www.grants.gov/applicants/apply-for-grants.html>. Except for Continuum of Care applications, or unless an applicant received a waiver for good cause, all applications must be submitted electronically via Grants.gov. The Continuum of Care application is submitted through HUD's e-snaps system.

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 the applicant's business offices are located. Applicants that cannot submit their applications electronically and must seek a waiver of the electronic grant submission requirements must submit a waiver request so that the request is received at least 15 days before the application deadline. If HUD waives the requirement, HUD must receive your paper application before the deadline of this NOFA. To request a waiver and receive a paper copy of the application materials, you should contact:

Mark Sorbo

Phone: (202) 402-5144

Email: [Mark.F.Sorbo@hud.gov](mailto:Mark.F.Sorbo@hud.gov)

Office of Lead Hazard Control and Healthy Homes

US Department of Housing and Urban Development

451 SW 7th Street (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.

To ensure that the correct Application Package and Application Instructions are used, applicants must verify that the CFDA Number and CFDA Description on the first page of the Application Package downloaded from Grants.gov, as well as the Funding Opportunity Title, and the Funding Opportunity Number match the Program and NOFA to which they are applying. Applications will only be considered for the competition indicated in box 11, 12, and 13 on the SF-424 submitted in the application.

### 1. Content

Forms for your package include the forms outlined below:

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
HUD Applicant Recipient Disclosure Report (HUD) 2880 Applicant/Recipient Disclosure/Update Report	Must submit with your application	
<b>Form HUD_424_CBW: HUD Detailed Budget Worksheet</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, Application for Federal Assistance.
<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 Grants.gov.	Applicant contributions reported on the SF424 in lines 18b-f must correspond to what is reported on the Form HUD_424_CBW: HUD Detailed Budget Worksheet. Failure to adequately and accurately document matching contributions will adversely affect the threshold evaluation of your application. (See Instructions to SF424)
<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.
Acknowledgment of Application Receipt (HUD) 2993, if applicable	Only required for paper submissions	

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 can provide a good introduction to your proposed program):

- Indicate whether you are a new applicant, or a current or prior grantee, under either the LBPHC or LHRD programs; if a current or prior grantee, list the fiscal year and program of each award and grant award number;
- A general summary of the project you intend to run, including 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 5, below, are limited to:

- A maximum of 40 pages (excluding appendices, budget forms/narrative, and worksheets)
- 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 linked to a rating factor 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, providing 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.3, 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). If you are a Tribal government and your grant-funded activities would not be located in jurisdictions with a Consolidated Plan, you are exempt from this requirement.

e. Appendices. You must provide materials in the appendices, such as résumés, the Consolidated Plan's lead segment (or a link to it), and match 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).

f. Only One Application. You may submit only one lead hazard control grant application from your unit of government under this NOFA or the Lead Hazard Reduction Demonstration NOFA. If more than one such application is received from your organization, the application that was received last (i.e., with the latest time stamp from Grants.gov) in accordance with the timely receipt requirements will be the one reviewed by HUD.



Please see the General Section for instructions for timely receipt, including actions to take if the application is rejected. You must carefully read the section titled INSTRUCTIONS ON HOW TO DOWNLOAD APPLICATION PACKAGE AND APPLICATION INSTRUCTIONS in the General Section that contains information on using Adobe Reader, HUD's timely receipt policies, and other application information.

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

#### **1. SAM Registration Requirement.**

Applicants must be registered with SAM before submitting their application. In addition, applicants must continue to maintain an active SAM registration with current information at all times during which 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 in their application. DUNS numbers may be obtained for free at <http://fedgov.dnb.com/webform>.

### **D. Application Submission Dates and Times.**

The application deadline is 11:59:59 p.m. Eastern time on **04/28/2016**. 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 or you are applying for the Continuum of Care program. The Continuum of Care application is submitted through HUD's e-snaps system. Instructions for submitting your application to Grants.gov are contained within the Application Package you downloaded from Grants.gov. Instructions for submitting your paper application will be contained in the waiver of electronic submission.

Your application must be both **received and validated** by Grants.gov. Your application is "received" when Grants.gov provides you a confirmation of receipt and an application tracking number. **If you do not see this confirmation and tracking number, your application has not been received.**

After your application has been received, your application still must be validated by Grants.gov. During this process, your application may be "validated" or "rejected with errors." To know whether your application was rejected with errors and the reason(s) why, you must log into Grants.gov, select "Applicants" from the top navigation, and select "Track my application" from the drop-down list. If the status is "rejected with errors," you have the option to correct the error(s) and resubmit your application before the Grace Period ends. **If your application was "rejected with errors" and you do not correct these errors, Grants.gov will not send your application to HUD, and HUD will not review your application.** If your status is "validated" your application will be forwarded to HUD by Grants.gov.

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

Before the submission deadline, applicants who choose to amend an application that has been validated by Grants.gov may resubmit a revised application containing the new or changed material. The resubmitted application must be received by the applicable deadline.

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

If an application is received by Grants.gov before the deadline, but is rejected with errors, applicants have a grace period of 24 hours beyond the application deadline to submit a corrected application that is received and validated by Grants.gov. Any application submitted during the grace period that does not meet the criteria above will not be considered for funding. There is no grace period for paper applications.

### **3. Late Applications.**

An application received after the Program NOFA deadline date that does not meet the requirements of the grace period policy will be marked late, and will not be considered for funding.

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

Except as provided by the electronic submission grace period described in this notice, HUD may not consider any unsolicited information that applicants may want to provide after the application deadline. (Refer to 24 CFR part 4, subpart B.) In addition, HUD may not seek clarification of items or responses that improve the substantive quality of an applicant's response to any rating factors or which correct deficiencies which are in whole or part of a rating factor, including items that impact bonus points. HUD may contact the applicant to clarify other items in its application. In order not to unreasonably exclude applications from being rated and ranked in situations where there are curable deficiencies, HUD will notify applicants of each technical deficiency and will do so on a uniform basis.

If HUD finds a curable deficiency in an application, HUD will notify the applicant by email describing the clarification or technical deficiency. HUD will send an email to the person designated in item 8F of the SF424 and to the person listed as the authorized representative in item 21 of the SF424. Both email notifications will be sent from HUD with confirmation of delivery receipt requested. The email notifications will be the official notification of the need to cure a technical deficiency. It is the responsibility of applicants to provide accurate email addresses for receipt of these notifications and to monitor their email accounts to determine whether a cure letter has been received. The applicant must carefully review the request for cure of a technical deficiency and must provide the response in accordance with the instructions contained in the deficiency notification.

Clarifications or corrections of technical deficiencies must be received by HUD within the time limits specified in the notification. In no case shall the time allowed to correct deficiencies 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 HUD sends to the applicant. If the deficiency cure deadline date falls on a Saturday, Sunday, federal holiday, or other day when HUD's Headquarters offices in Washington, DC, are closed, then the applicant's correction must be received on the next day that is not a Saturday, Sunday, or federal holiday, or other day when the HUD's Headquarters offices in Washington, DC, are closed.

Curable deficiency items must be submitted via email addressed to [ApplicationSupport@hud.gov](mailto:ApplicationSupport@hud.gov). When submitting technical deficiency cure items you must enter "Technical Cure" plus the Grants.gov application tracking number in the subject line of the email (e.g., Subject: Technical Cure - GRANT123456). If this information is not included, HUD will not be able to match the response to the application under review and the application may therefore be rejected due to the deficiency.

Corrections to a paper application should 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 that contains the wrong DUNS number as having a technical 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.

### **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 I.A.3.f. 3) and 4), 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 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. Healthy Homes Supplement Funds.** Healthy Homes Supplement funds may not be used to pay for salary or fringe benefits.

**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, or housing that is not target housing under Title X, section 1011, which authorizes the grant).

e. Lead hazard evaluation or control activities in housing covered by a pending or final HUD, EPA, and/or Department of Justice 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 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 manufactured home that is located in an area identified by the Federal Emergency Management Agency (FEMA) under the Flood Disaster Protection Act of 1973 (42 U.S.C. §§ 4001– 4128) as having special flood hazards unless:

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

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

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.

## **Indirect Cost Rate**

Indirect Cost Rate: No restrictions, applicants may use their negotiated rate or the *de Minimis* rate (10% of Modified Total Direct Costs).

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

### **1. Discrepancies between the NOFA on Grants.gov and Other Documents.**

The Program NOFA posted at the 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 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 website. Applicants who enroll an email address at the application download page will receive an e-mail alert from Grants.gov in the event the opportunity is changed.

## **2. Application Certifications and Assurances.**

Applicants signing the SF424 cover page either through electronic submission or in paper copy submission (for those granted a waiver) affirm that the 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 that 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.

## **3. Lead Based Paint Requirements**

Not Applicable

## **4. Indirect Cost Rate (ICR)**

If you are a governmental organization or agency that receives more than \$35 million in federal funding, you are required to request an Indirect Cost Rate from your cognizant agency (2 CFR 200 Appendix VII). If you have not requested an indirect cost rate or have not received a negotiated indirect cost rate, you may not claim indirect costs until you receive a negotiated rate.

Non-governmental organizations: If your organization has never had an indirect cost rate and wishes to use the *de minimis* rate, your application's budget narrative must clearly state you intend to use the *de minimis* 10% of Modified Total Direct Costs (MTDC). If you are using a negotiated indirect cost rate, your application must clearly state the approved rate and distribution base and include a letter or other documentation from the cognizant agency showing the approved rate.

Governmental organizations: If your organization has a negotiated indirect cost rate, your application's budget narrative must include the rate and a letter or other documentation from the cognizant agency showing the negotiated rate. If your organization has prepared and maintains documentation supporting an indirect rate proposal but has not negotiated approval of the rate, your application's budget narrative must include the rate and applicable distribution base. State and local government departments that have never negotiated indirect cost rates with the Federal government and receive less than \$35 million in direct Federal funding per year may use the 10% *de minimis* indirect cost rate, and must keep the documentation of this decision on file. Federally recognized Indian tribes that have never negotiated an indirect cost rate with the Federal government may also use the 10% *de minimis* rate and must keep the documentation of this decision on file.

## **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.

### Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience

Maximum Points: 20

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.

Applicants should respond to only one of the three subsections (1a, 1b, or 1c) within Rating Factor 1, as follows:

- Respond to Factor 1a if you have never been awarded either a Lead-Based Paint Hazard Control (LBPHC, CFDA number 14.900) grant or a Lead Hazard Reduction Demonstration (LHRD, CFDA number 14.905) grant.
- Respond to Factor 1b if you have been awarded either a LBPHC grant or a LHRD grant for which the period of performance ended BEFORE October 1, 2012.
- Respond to Factor 1c if you have been awarded either a LBPHC grant or a LHRD grant for which the period of performance ended ON or AFTER October 1, 2012, or will end after the submission deadline for this NOFA.

As a quality control measure regarding your selection of application sections to respond to, at the beginning of your response to Rating Factor 1, you should include a filled-in version of one of the following sentences. If your jurisdiction has had both Lead-Based Paint Hazard Control grant(s) and Lead Hazard Reduction Demonstration grant(s), include the sentence pertaining to the grant for which the period of performance ended most recently or will end the furthest in the future.

- The [jurisdiction of the applicant, e.g., City of A, County of B, or State of C; not the specific department or agency within the jurisdiction] has never had a Lead-Based Paint Hazard Control grant or a Lead Hazard Reduction Demonstration grant.
- The period of performance of our most recent LBPHC or LHRD grant ended before October 1, 2012, on [enter actual Month and Year of end date].
- The period of performance of our most recent LBPHC or LHRD grant ended or will end after October 1, 2012, on [enter actual Month and Year or end date].

a. Applicants that have NOT previously had a LBPHC or LHRD grant should respond to this section; 20 points.

#### a-1. Capacity of Applicant; 10 Points

You must demonstrate that your organization has sufficient qualified personnel, or will actively retain qualified experts or professionals, and is prepared to perform lead-based paint hazard evaluation, lead-based paint hazard control intervention work, and other proposed activities within 60 days of the grant award to successfully implement and complete the project. If any of the key personnel titles/roles you list below are not filled on your staff when you submit your application, describe your plan to fill the vacancies timely.

(a) Key Personnel. Key personnel must 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,

you must also identify the person responsible for the financial management of the grant. You 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. Use the table below to provide this required information (add rows as necessary).

<b>Personnel Name &amp; Organization</b>	<b>Title/Role</b>	<b>% Time (FTE)*</b>	<b>Duties/Responsibilities</b>
	Project Director		
	Program Manager		

\* FTE = Full time equivalent; if labor hours are used, convert to FTE on the basis of 1 FTE = 2,080 hours per year.

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. 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 subfactor.

(b) Partners. In addition, to receive full points under this subfactor, 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.

(c) Program Administration and Oversight. How will you administer the lead grant program?

(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 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.

(d) Engaging with External Agencies. Describe your involvement in coordination among critical agencies, including participation in the statewide 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.

(e) 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.

**a-2. Relevant Organization Experience; 10 Points**

(a) List federal, state, and local projects completed by your organization that demonstrate experience in implementing lead hazard control or other complex related environmental, health or housing programs, e.g., Community Development Block Grant's housing rehabilitation activities, Childhood Lead Poisoning Prevention Program, Healthy Homes Demonstration, Healthy Homes Production, Weatherization, comparable state or local programs, etc. ("similar programs"), in the three years before the submission date for this NOFA.

(1) Describe how you administered similar programs, including whether and how you achieved performance benchmarks, addressed program oversight, and implemented financial management. Among elements of prior performance that will cause your score to be reduced:

- Termination for cause.
- Failure to achieve production benchmarks (e.g., number of housing units evaluated, number of housing units treated, rehabilitated, controlled, etc.), financial benchmarks (e.g., amount or percentage of funds from the awarding agency disbursed, amount or percentage of match expended, etc.), or other requirements of the program.
- Failure to meet your match commitment.

(2) Describe how funding flowed from you to those who performed work under you on similar programs, and whether and, if so, how you ensured that acceptable work was conducted and acceptable products were provided before you paid invoices and before you submitted invoices to the entity that provided you the grant or contract.

(3) Describe the staff and procedures used on similar programs to ensure proper project oversight/monitoring, contract administration, routine monitoring and, if you conducted it, targeted monitoring, of all sub-grantees and contractors to ensure conformity to the terms, conditions and specifications of contracts or other formal agreements.

(4) Describe whether, and if so demonstrate that, routine monitoring of all sub-grantees and contractors ensured conformity to the terms, conditions and specifications of contracts or other formal agreements and requirements, and the requirements of similar programs.

If you do not describe significant experience providing oversight and management of similar programs, you will not receive full points.

**b. Applicants whose most recent LBPHC or LHRD grant had a period of performance ending BEFORE October 1, 2012 should respond to this section; 20 points.**

**b-1. Capacity of Applicant; 10 Points**

You must demonstrate that your organization has sufficient qualified personnel, or will actively retain qualified experts or professionals, and is prepared to perform lead-based paint hazard evaluation, lead-based paint hazard control intervention work, and other proposed activities within 60 days of the grant award to successfully implement and complete the project. If any of the key personnel titles/roles you list below are not filled on your staff when you submit your application, describe your plan to fill the vacancies timely.

(a) Key Personnel. Key personnel must 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, you must also identify the person responsible for the financial management of the grant. You 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. Use the table below to provide this required information (add rows as necessary).

Personnel Name & Organization	Title/Role	% Time (FTE) *	Duties/Responsibilities
	Project Director		
	Program Manager		

\* FTE = Full time equivalent; if labor hours are used, convert to FTE on the basis of 1 FTE = 2080 hours per year.

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. 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 subfactor.

(b) Partners. In addition, to receive full points under this subfactor, 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.

(c) Program Administration and Oversight. How will you administer the lead grant program?

(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 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.

(d) Engaging with External Agencies. Describe your involvement in coordination among critical agencies, including participation in the statewide 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.

(e) 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.

#### b-2. Relevant Organization Experience; 10 Points

(a) List projects completed by your organization that demonstrate experience in implementing your lead hazard control or other complex related environmental, health or housing programs, e.g., Community Development Block Grant's housing rehabilitation activities, Childhood Lead Poisoning Prevention Program, Healthy Homes Demonstration, Healthy Homes Production, or Weatherization, etc., in the three years before the submission date for this NOFA.

(1) Describe how you administered your lead hazard control grant(s) and, if applicable, similar programs, including whether how you achieved performance benchmarks, addressed program oversight, and implemented financial management. If you have a documented history of avoidable or unresolved implementation, compliance or performance deficiencies, you will not receive full points. Among elements of prior performance that will cause your score to be reduced:

- Termination for cause from a previous grant awarded by the OLHCHH.
- Failure to expend at least 97% of federal grant funds initially awarded under a previous grant by the OLHCHH, whether or not the grant period was changed or the grant amount was reduced after execution of the grant.
- Failure to achieve, under any such program, whether for lead hazard control or not, production targets against program benchmarks (e.g., number of eligible housing units evaluated, number of eligible housing units controlled, number of individuals trained under the grant training plan, number of outreach activities to targeted groups and individuals conducted under the grant outreach plan, etc.), financial targets against benchmarks (e.g., amount or percentage of funds from the awarding agency disbursed, amount or percentage of match expended, etc.), etc.
- Failure to meet your match commitment.

(2) Describe how funding under your lead hazard control grant(s) and, if applicable, similar programs flowed from you to those who performed work under you, and whether and, if so, how you ensured that acceptable work was conducted and acceptable products were provided before you paid invoices and before you submitted invoices to the entity that provided you the grant or contract.

(3) Describe the staff and procedures used under your lead hazard control grant(s) and, if applicable, similar programs to ensure proper project oversight/monitoring, contract administration, routine monitoring and, if you conducted it, targeted monitoring, of all sub-grantees and contractors to ensure conformity to the terms, conditions and specifications of contracts or other formal agreements.

(4) Describe whether, and if so demonstrate that, routine monitoring of all sub-grantees and contractors under your lead hazard control grant(s) and, if applicable, similar programs ensured conformity to the terms, conditions and specifications of contracts or other formal agreements and requirements, and the requirements of similar programs.

If you do not describe significant experience providing oversight and management of your lead hazard control grant(s) and, if applicable, similar programs, you will not receive full points.

#### c. Capacity and Relevant Organization Experience; 20 Points

Applicants whose most recent LBPHC grant or LHRD grant had a period of performance that ended ON or AFTER October 1, 2012, or will end after the submission deadline for this NOFA, should respond to this section only.

##### c-1 Capacity of Applicant; 4 Points

You must demonstrate that your organization has sufficient qualified personnel, or will actively retain qualified experts or professionals, and is prepared to perform lead-based paint hazard evaluation, lead-based paint hazard control intervention work, and other proposed activities within 60 days of the grant award to successfully implement and complete the project. If any of the key personnel titles/roles you list below are not filled on your staff when you submit your application, describe your plan to fill the vacancies in a timely manner.

(a) Key personnel. Key personnel must include, at a minimum, a Project Director (PD) and a day-to-day

Program Manager (PM). Unless financial management of the grant falls under the responsibility of the PD or PM, you must also identify the person responsible for the financial management of the grant. You must provide resumes, no longer than 3 pages, for 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. The Program Manager must have all required certifications to perform, review and approve program work as applicable within the job description. The Program Manager must have demonstrated experience in project management, housing rehabilitation, and lead hazard control, and MUST dedicate at least 75 percent of his/her time for this proposed project. Use the table below to provide this required information (add rows as necessary).

Personnel Name & Organization	Title/Role	% Time (FTE) *	Duties/Responsibilities
	Project Director		
	Program Manager		

\* FTE = Full time equivalent; if labor hours are used, convert to FTE on the basis of 1 FTE = 2080 hours per year.

(b) Partners. In addition, to receive full points under this subfactor, 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.

(c) Coordination among Lead Hazard Control Grants. If you intend to operate the lead hazard control grant you are applying for under this NOFA concurrently with any other lead hazard control grant(s), whether from the OLVHCHH or another funding source, you MUST describe in detail how you will manage these grants without performance disruptions, to include how you will allocate staff and other program costs or resources for all program funds under this grant, and describe the safeguards in place to avoid commingling of funds and duplication of effort.

**c-2. Relevant Organization Experience; 14 Points**

(a) Provide a detailed description of your organization's progress and performance in implementing your most recent lead hazard control grant, including the total number of housing units enrolled, assessed, and completed and cleared, the number of individuals receiving lead inspection, risk assessment, or abatement certifications as a result of training, as a result of program efforts, community capacity building efforts, and the disbursement of federal funds and expenditure of match funds.

(1) Describe how you administered your most recent lead hazard control grant, including whether and how you achieved performance benchmarks, addressed program oversight, and implemented financial management.

(2) If, on your most recent lead hazard control grant, or any other lead hazard control grant or other complex related environmental, health or housing programs, e.g., Community Development Block Grant's housing rehabilitation activities, Childhood Lead Poisoning Prevention Program, Healthy Homes Demonstration, Healthy Homes Production, Weatherization, comparable state or local programs, etc., in

the three years before the submission date for this NOFA (“similar programs”) you have a documented history of avoidable or unresolved implementation, compliance or performance deficiencies, you will not receive full points. Among elements of prior performance that will result in a lower score are:

- Termination for cause from a previous grant awarded by the OLHCHH.
- Failure to expend at least 97% of federal grant funds initially awarded under a previous grant awarded by the OLHCHH, whether or not the grant period was changed or the grant amount was reduced after execution of the grant.
- Failure to achieve, under any such program, whether for lead hazard control or not, production targets against program benchmarks (e.g., number of eligible housing units evaluated, number of eligible housing units controlled, number of individuals trained under the grant training plan, number of outreach activities to targeted groups and individuals conducted under the grant outreach plan, etc.), financial targets against benchmarks (e.g., amount or percentage of funds from the awarding agency disbursed, amount or percentage of match expended, etc.), etc.
- Failure to meet your match commitment.

(b) Demonstrate that your most recent lead hazard control grant, or any other lead hazard control grant, made positive contributions to the community with specific examples, and indicate what enduring enhancements or expansion of the local infrastructure resulted from your activities. You must demonstrate meaningful and documented positive impact and infrastructure development in your community to receive full points. (2 points)

**Rating Factor 2: Need/Extent of the Problem**

**Maximum Points: 20**

You will be scored in this rating factor based upon need documented through publicly available data and information. There must be a direct and substantial relationship between the proposed lead hazard control activities, the Consolidated Plan’s lead-based paint element, if applicable, and documented community needs. The data submitted in response to this rating factor will be verified using data available from the Census, HUD USER, and other data available to HUD and CDC, and you must indicate what source of data is being used. You must ensure that the current residents of the target area, whose demographic characteristics constitute the data for this rating factor, are the individuals and families that will receive priority for the benefits of the funded programs and this must be addressed in the remainder of the application.

Points will be awarded in this rating factor based upon need demonstrated under segments a, Elevated blood level data, b, Income data, c, Housing data, and d, Other Factors Contributing to Need, below. Please provide data responses in simple table format. (NOTE: Provide data only for areas that lie within your target area – do not provide data for areas beyond your target area (e.g., your whole jurisdiction when your target area is a portion of it, such as select neighborhoods with the greatest need) or that overlap into another jurisdiction (e.g., going beyond city limits to encompass a whole county) unless you demonstrate that target area data or jurisdiction-level data are not available. Provide verifiable sources for your data). Each section identifies how your data will be scored.

You should select your target area carefully for effectiveness of the program effort. For example, while selecting a large area, such as an entire jurisdiction, rather than one or more neighborhoods with a high percentage of children under age 6 years with elevated blood lead levels, increases the number of such children, it tends to decrease the percentage of such children. In addition, it tends to decrease the percentage of families at or below 80 percent of the area median income level.

**Your Target Area.**

In the table below, provide the census tract(s), ZIP code(s), or other identifying name(s) or number(s) for the target area(s) you propose to work (use additional rows, as needed):

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a. Elevated blood lead data in Target Area (7 points maximum).

- (1) If you have never received an award under the LBPHC or LHRD grant programs, describe in detail:
- (a) How you will collect and/or retrieve existing data on the number of children under the age of six (6) and the number of children under the age of six (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 selection of housing units to recruit for lead hazard control work under the grant.

(2) If you have received an award under the LBPHC or LHRD grant programs, in the table below, provide in row:

- a) the most recently available number of children under the age of six (6) with an elevated blood lead level of 5 µg/dL or above in your proposed Target Area(s);
- b) the most recently available number of children under the age of six (6) in your proposed Target Area(s);
- c) the percentage of children under the age of six (6) with an elevated blood lead level of 5 µg/dL or above in your proposed target area(s), calculated as the number in row a) divided by the number in row b), multiplied by 100%; and
- d) the source and date of your data (you may expand the response box to fit your answer; if the data are available from a publicly accessible online source, provide the specific Internet address(es) (uniform resource locator(s); URL(s)), such as [www.mytownsbllldatasource.gov/mytargetarea](http://www.mytownsbllldatasource.gov/mytargetarea)).

<b>a)</b> Number of children under the age of six (6) with an elevated blood lead level of 5 µg/dL or above in your proposed target area(s)	
<b>b)</b> Total number of children under the age of six (6) in your proposed target area(s)	
<b>c)</b> Percentage of children under the age of six (6) with an elevated blood lead level of 5 µg/dL or above in your proposed target area(s) [a/b, %]	
<b>d)</b> Source and date (and, if applicable, URL) of your data	

How you will be scored:

<b>Number of children under age six w/ an elevated blood lead level of 5 µg/dL and above in target area</b>	<b>Points Awarded</b>
0 or no data reported	0
1 to 20	0.5
21 to 50	1
51 to 100	1.5
101 to 200	2
201 to 300	2.5
301 to 400	3

More than 400	3.5
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How you will be scored:

<b>Percent of children under age six w/ an elevated blood lead level of 5 µg/dL and above in target area</b>	<b>Points Awarded</b>
Up to 0.1% or no data reported	0
More than 0.1 to 2.5%	0.5
More than 2.5 to 3.0%	1
More than 3.0 to 3.5%	1.5
More than 3.5 to 4%	2
More than 4%	3.5

b. Income data in Target Area (4 points Maximum).

In the table below, provide in a) the percentage of families in your proposed target area(s) at or below 80 percent of the area median income level (AMI), and b) the source and date of your data (you may expand the response box to fit your answer; if the data are available from a publicly accessible online source, provide the specific URL(s), such as [www.mytownsincomedatasource.gov/mytargetarea](http://www.mytownsincomedatasource.gov/mytargetarea)).

<b>a)</b> Enter percentage of families < 80% AMI in target area	
<b>b)</b> Source and date (and, if applicable, URL) of your data	

How you will be scored:

<b>Percentage of families at or below 80% AMI in Target Area</b>	<b>Points Awarded</b>
Up to 20% or no data reported	0
More than 20% and up to 30%	1
More than 30% and up to 40%	2
More than 40% and up to 50%	3
More than 50%	4

c. Housing Age and Tenure Data in Target Area (7 points maximum).

In the table below, provide the number of housing units built before 1960 in your proposed Target Area(s) for, in rows:

- a) pre-1960 rental housing units;
- b) pre-1960 owner-occupied housing units;
- c) pre-1960 vacant housing units;
- d) total number of pre-1960 housing units, including
  - d1) percentage of pre-1960 rental housing units
  - d2) percentage of pre-1960 vacant housing units; and
- e) the source and date of your data (you may expand the response box to fit your answer; if the data are available from a publicly accessible online source, provide the specific URL(s)), such as [www.mytownshousingdatasource.gov/mytargetarea](http://www.mytownshousingdatasource.gov/mytargetarea)).

(For reference, nationally, in 2014, rental units constituted an estimated 35.5% of the housing stock, and non-seasonal vacant housing, an estimated 10.0% of the housing stock, according to the Census Bureau. The percentages for pre-1960 housing are likely to be different.)

a) Number of pre-1960 rental housing units	
b) Number of pre-1960 owner-occupied housing units	
c) Number of pre-1960 vacant housing units	
d) Total number of pre-1960 housing units [a + b + c]	
d1) Percentage of pre-1960 rental housing units [a / d]	
d2) Percentage of pre-1960 vacant housing units [c / d]	
e) Source and date (and, if applicable, URL) of your data	

How you will be scored:

Number of Pre-1960 Rental Housing Units in Target Area	Points Awarded
0 to 2,000 or no data reported	0
2,001 to 4,000	.5
4,001 to 10,000	1
10,001 to 15,000	1.5
15,001 and above	2

Percentage of Pre-1960 Rental Housing Units in Target Area	Points Awarded
Up to 10% or no data reported	0
More than 10% and up to 15%	.5
More than 15% and up to 25%	1
More than 25% and up to 35%	1.5
More than 35% and up to 40%	2
More than 40% and up to 45%	2.5
More than 45%	3

Percentage of Pre-1960 Vacant Housing Units in Target Area	Points Awarded
Up to 4% or no data reported	0

More than 4% and up to 10%	.5
More than 10% and up to 12%	1
More than 12% and up to 14%	1.5
More than 14%	2

d. Narrative Response: Other Factors Demonstrating Need (2 points maximum).

Provide additional information that describes the need created by the presence of lead-based paint hazards in the housing in your proposed Target Area(s). NOTE: this is a narrative response, and must not duplicate information provided elsewhere in this response for Rating Factor 2.

[1] U.S. Census Bureau. Housing Vacancies and Homeownership (CPS/HVS) [Current Population Survey / Housing Vacancy Survey] [www.census.gov/housing/hvs/data/histtabs.html](http://www.census.gov/housing/hvs/data/histtabs.html), Table 7. Annual Estimates of the Housing Inventory: 1965 to Present, [www.census.gov/housing/hvs/data/histtab7.xls](http://www.census.gov/housing/hvs/data/histtab7.xls). 2015 (Downloaded October 21, 2015.)

<b>Rating Factor 3: Soundness of Approach</b>	<b>Maximum Points: 40</b>
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The activities supported by the grant programs of the OLHCHH represent some of the most important elements of the national effort to achieve the goal of eliminating childhood lead poisoning as a major public health problem, and to respond to other important housing-related health hazards. The degree of success achieved by grantees will significantly shape the success of the national effort. This factor addresses the quality and cost-effectiveness of your proposed work plan. In general, there are four key stages in the life of a grant: application, start-up, implementation, and close-out. You must describe in detail your work plan to address start-up and implementation phases of the grant that includes specific, measurable and time-phased objectives for each major program activity.

You will be rated on: (a) your ability to implement your work plan; and (b) the quality of your work plan, for each major program activity that reflect benchmark performance standards for unit evaluation, unit enrollment, unit production, LOCCS draw down, community outreach and education, skills training, and other activities. Your proposed unit completion and financial benchmarks must be included in a table as part of the narrative.

A. Program Work Plan Strategy (15 points maximum).

1. Start Up (4 points).

You will be evaluated on describing the overall strategy for the initial startup of your grant award. If you are an existing grantee, how will this start up time be minimized to allow work to begin sooner. Describe the startup phase (first 60 days) of your proposed program, including: development of your program work plan with time phased strategies to complete work within the 36 month period of performance; development of your program policy and procedures; completion of your Environmental Review process; plan to hire and train staff; plan to establish a qualified contractor pool; plan to build and establish partnerships; development of plans for outreach, marketing, and recruitment of families and units; development of plans for education and training; development and plan for prioritization of units; and develop and plan for intake and enrollment.

2. Build and Establish Partnerships (2 points).

- Describe how your program will coordinate with State and local housing agencies, health or childcare providers, State Medicaid agencies, or other partner organizations; and
- Describe how referrals from the Section 8, Housing Choice Voucher program and other agencies that assist low-income households with children (including CDBG, HOME Investment Partnerships

Program-funded housing programs, weatherization, health departments or other sources) will be received and processed.

- Describe your process for establishing contracts and memorandums of understanding (MOU) with partners and sub-recipients.
- Describe your process for monitoring and tracking your sub-recipient and partner activities and commitments. Explain your process if activities are not being met as agreed in the contract or MOU.

### 3. Outreach and Marketing (1 point).

- Describe in detail the methods and strategies you will use, including the individuals and/or sub-grantees, sub-recipients or contractors responsible, to affirmatively market and outreach the program to your intended target area(s) and/or residents with Limited English Proficient guidelines and affirmatively furthering fair housing obligations specific to marketing and outreach activities, respectively.
- Describe the measures your program will take to sustain recruitment, and identify the staff responsible for both monitoring recruitment activities and implementing the measures identified to sustain recruitment.
- Discuss your proposed outreach activities and expected outcomes, as it relates to unit enrollment, program sustainability and short and long term reduction of childhood lead poisoning in the target area. You must describe how the intended education program(s) will be culturally sensitive, targeted, and linguistically appropriate and identify the means available to supply the educational materials in other languages (identify all that apply) common to the community. Outreach must also be provided in alternative formats for people with disabilities (See 24 CFR 8.6). You must include the estimated number of individuals to receive the intended education and the estimated number of events to be delivered.

### 4. Prioritization and Eligibility of Units (3 points).

- Describe your plan and numerical goal for the number of eligible privately-owned housing units to be enrolled, in accordance with the program requirements outlined in Section C, Other, 1. Statutory and Regulatory Requirements, above, including owner-occupied, rental, vacant, single and/or multi-family units. You must clearly connect the identified need and target area from previous factors to the selection criteria and approach for this factor. NOTE: Priority must be given to units with children six years of age or younger residing in target housing prior to considering any vacant units or occupied units with no children under the age of 6 in residence or expected to reside.
- Describe your strategies and methodologies to affirmatively further fair housing and to increase access to lead-safe housing for all segments of the population: homeowners, owners of rental properties, and tenants. These strategies may include, but are not limited to: expanded fair housing choice by affording greater opportunities for families in obtaining affordable, lead-safe and sustainable housing in a revitalized area, creation of lead-safe housing for individuals least likely to know of, or apply for, housing opportunities in the revitalized area, and that lead-safe housing will be available to families with young children for the greatest possible length of time.
- Describe how your program will target units that meet eligibility requirements for the Lead-Based Paint Hazard Control program as indicated above.

### 5. Intake and Enrollment (2 points).

- Describe the specific measures your program will use to complete intake and enrollment of housing units.
- Describe the specific measures your program will take to sustain your unit pipeline.
- Identify the staff responsible for both monitoring of this process step in addition to the actual recruitment activities by your agency staff.

### 6. Compliance with HIPAA (1 point).

- Describe how you will ensure safety, security and privacy of files and all protected information, including but not limited to blood lead level and other health history information, gained for each applicant. See the OLVHCHH's Policy Guidance on the confidentiality of information on childhood blood lead level information (OLVHCHH-16-0X, November 2015).

### 7. Blood Lead Testing Prior to Lead Hazard Control Work (1 point).

- Describe the methods, measures and cost for performing blood lead testing of children less than six years



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

- Describe how all children under the age of six years who occupy units to be assisted with lead hazard control work will receive blood lead testing within six months before commencement of lead hazard control work on the unit, except when a parent or guardian chooses to decline such testing of the child.
- Identify the individual responsible to ensure that children identified with an elevated blood-lead level are referred to appropriate medical care and how patient confidentiality will be maintained and the security of medical information will be protected in accordance with HIPAA.

8. Economic Opportunity (1 point). You must describe how Section 3 requirements of the Housing and Urban Development Act of 1968 (12 U.S.C. § 1701u) and HUD's implementing rules at 24 CFR Part 135 will be accomplished by:

- identifying the number of new jobs
- contracts
- training opportunities
- how trained individuals will be linked to new employment opportunities with covered contractors
- how efforts will be made to ensure that 10 percent of the total dollar amount of construction contracts will be awarded to businesses owned by and/or employing low and very-low-income persons living within your jurisdiction

NOTE: While contractors, subcontractors or sub-grantees receiving contracts under the grant totaling \$100,000 or less need not meet the Section 3 requirements as a regulatory mandate (see section III.C.2.g of this NOFA), all grantees that receive awards exceeding \$200,000 are required to comply with Section 3.

B. Technical Approach/Lead Hazard Control Interventions (17 points maximum). You will be evaluated on the proposed technical approach for evaluating and controlling lead-based paint hazards (and associated costs), including the approach for inspecting and assessing units for lead-based paint hazards, how will you incorporate a healthy homes inspection/assessment as well as incorporate the rating of the identified hazards with the healthy homes rating system, completing the unit specific environmental review process, developing scopes of work and estimates, developing occupant and worker protection plans, temporary relocation, unit contract and bidding process, performing lead hazard control interventions and associated hazard reduction strategies within 10 days or less, monitoring of the worksites, and clearance.

1. Overview of Lead Hazard Control Activities (4 points)

- Describe the production process from intake to unit completion/clearance and follow-up testing (if applicable), including identifying the agency/person responsible for each phase, the timeline to complete each phase and how monitoring will be performed to both prevent and resolve production impediments.
- Describe the proposed number of units you plan will receive lead hazard control work based on your capacity and expected accomplishments. Describe your approach to maximizing the number of housing units to receive lead hazard control work. Unit completion estimates must include consideration of potential impediments and unforeseen delays. Remember that, if awarded a grant, you will be held to your production commitments, and that the operational goal of this grant program is the production of lead safe units to protect as many families, and especially to protect as many children, as feasible, and, to the extent funds are available for the healthy homes supplemental funding, to address housing related health hazards.
- Describe how you will keep costs per housing unit under tight control, such as through your process of selecting housing units to enroll and refining the scope of work associated with each housing unit, so that the maximum number of children and families will have their health and safety protected as an outcome of your work.
- Describe your planned approach to control lead-based paint hazards in vacant units and/or occupied units where children are present but have not been identified with an elevated blood lead level and how these units will be prioritized, especially prioritization of units with a child under the age of six years with an EBL.
- If the units are vacant, describe your plan to ensure they are made available to low income families with

children under the age of 6.

- Explain how your program will accommodate known impacts to production process such as emergency referrals (e.g., units occupied by a child under the age of six years with an EBL).

2. Lead Based Paint and Healthy Homes Inspection/Risk Assessments (4 points). A complete lead inspection and risk assessment is required for every unit you assist using funds under this program.

- Describe the testing methods, schedules, and estimated costs for lead-based paint inspections and risk assessments you propose. If you propose to use a more restrictive standard than the HUD/EPA thresholds for assessments and reporting, you must provide the standard(s) that will be used with applicable statutory references. All testing must be performed in accordance with applicable regulations and be no less restrictive than the references provided for these activities with no exceptions.
- 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) and the Lead Safe Housing Rule (24 CFR part 35, subparts B–R).
- Describe the process for developing the work specifications, and the lead hazard control contractor bid and selection process for properties enrolled for lead hazard control work, and indicate the individual or entity responsible for this ensuring the integrity of this process.
- Describe the inspection/assessment methods, schedules, and estimated costs for the healthy homes supplemental funds you propose. All testing must be performed in accordance with applicable regulations or this notice, where more stringent, and be no less restrictive than the references provided for these activities with no exceptions.
- If you are using Healthy Homes Supplemental funding in a unit, you must describe how the Healthy Homes Rating System (HHRs) (see the HHRs webpage at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/healthy\\_homes/hhrs](http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/hhrs)) or a Green Building assessment protocol under the NOFA Priority in section V.2.B.1, below, will be used to prioritize the identified health and safety hazards found in a unit, including a clear description of how the identified hazards will be prioritized and selected to receive intervention funding from these funds through your program.

3. Bid/Procurement/Selection of Contractors (1 point)

- Describe the process for developing the lead hazard control contractor bid and selection process for properties enrolled for lead hazard control work, and indicate the individual or entity responsible for ensuring the integrity of this process.

4. Lead Hazard Control and Healthy Homes Interventions (4 points).

- Describe the interim control and hazard abatement methods you propose to use (include average cost estimates for units to receive lead hazard control work).
- Describe how contractors, property owners and maintenance personnel performing interim controls and lead hazard abatement work will be properly trained and/or certified to ensure that contractors perform work of acceptable quality in compliance with work specifications and applicable federal/state/local regulations, including, but not limited to HUD's Lead Safe Housing Rule and the EPA's Renovation, Repair, and Painting (RRP) Rule (found within 40 CFR part 745; see <http://www2.epa.gov/lead/renovation-repair-and-painting-program>.)
- Describe the coordination of relevant lead hazard control activities with rehabilitation, weatherization, healthy homes initiatives, and other housing improvement activities. You must describe the sequencing of the work done in conjunction with lead hazard control.
- If using Healthy Homes Supplemental funding, describe the intervention methods to be used, including average cost estimates anticipated and your technical bases for choosing the hazards to be remediated in order to achieve your outcomes, and for choosing the intervention methods. You must describe how the healthy homes interventions will be completed alongside the lead hazard control work, timeline for the work completion, and how the people performing the healthy homes interventions will be properly trained and how they will be monitored and supervised in regard to ensuring they control the health and safety hazards.

- Describe how you will ensure that the home improvements that result from these lead hazard control and, if applicable, healthy homes interventions comply with building and other local codes, especially code provisions to ensure energy savings and/or resilience of the housing.

NOTE: In selecting lead hazard control interventions, applicants must consider several factors: the relative costs and durability of the treatments, the characteristics of the unit, and the condition and projected durability of the component(s) treated. Applicants must choose appropriate control methods using best judgment in each case. However, complete abatement of all lead-based painted surfaces in units is not generally a cost effective strategy and is discouraged in these programs. In cases where relatively few surfaces have identified large lead-based paint hazards and complete paint abatement is therefore likely to be cost-effective, grantees must provide a detailed rationale, for approval in advance of work by the HUD Government Technical Representative (GTR) for the grant, for selecting complete paint abatement as a strategy.

#### 5. Temporary Relocation (1 point).

- Describe plans and processes for the relocation of occupants of units selected for remediation if temporary relocation is necessary. (e.g., the use of lead-safe houses and other lead-safe housing arrangements, responsibility and plan for storage of household goods, incentives, etc.),
- Describe plans for ensuring the right of return and/or first referral of occupants who have had to be temporarily relocated for the lead hazard control work to be performed.
- Describe plans for ensuring the accessibility of relocation or replacement housing for persons with disabilities in accordance with Section 504, and its implementing regulations at 24 CFR Part 8, and with Titles II and III of the Americans with Disabilities Act, as applicable, and HUD requirements.

NOTE: HUD expects that temporary relocation for lead hazard control work would be for 10 days or less.

#### 6. Occupant Protection Measures (1 point).

- Describe how occupant protection measures will be implemented by the awarded contractor and monitored by your grant program. The occupant protection plan must detail daily activities planned as well as the corresponding containment and safety measures that will protect the returning occupants and workers on site for the duration of the onsite work. The occupant protection plan must reflect a planned work period of no more than 10 business days without written review and approval from the GTR for the grant.
- If temporary relocation is not necessary, describe measures to protect the occupants during remediation.
- Applicants must describe compliance with state regulations for Occupancy Protection Plans for lead abatement work in your response.

#### 7. Clearance and Re-Assessment Examinations (1 point).

- Describe the timeline for completing clearance examinations and related processes (i.e., laboratory analysis, receipt of test results and re-occupancy of unit or area).
- Describe the responsibility and payment of additional costs if a unit does not meet the clearance standards for re-occupancy.
- If using Healthy Homes Supplemental funding, you must describe the timeline for completing follow up reassessment to ensure the health and safety interventions are completed and reduce the risk as identified in the initial HHRS assessment and rating, or a Green Building assessment protocol under the NOFA Priority in section V.2.B.1, below, in the sections 4 – 6, above.

#### 8. Post-Lead Hazard Control Maintenance of Units. (1 point)

- Describe how the unit will be monitored and evaluated to ensure that units comply with the terms and conditions of the financing of the work and that the unit remains lead safe, including but not limited to marketing and efforts to make available to low income families with children under the age of six years and long term lead hazard assessment and maintenance. You are encouraged to review the National Evaluation of lead hazard control methods provided at <http://www.hud.gov/offices/lead/library/misc/NatEval.pdf>.
- Describe how work will be monitored and supervised to ensure that contractors perform work of

acceptable quality in compliance with work specifications and applicable federal/state/local regulations, including, but not limited to HUD's Lead Safe Housing Rule and the EPA's Renovation, Repair, and Painting (RRP) Rule (found within 40 CFR part 745; see <http://www2.epa.gov/lead/renovation-repair-and-painting-program>).

C. Lead Hazard Control Program Sustainability (8 points). You will be evaluated on the proposed plan for sustaining your program and the efforts to eliminate lead based paint hazards in your proposed target area.

1. Build and Sustain Program Sustainability (5 points)

- Describe how your program will identify and incorporate additional community and private sector resources that can be combined with HUD's program resources to increase the effectiveness of the proposed program activities including policy, prioritization and fiscal support.
- Describe how your program will build partnerships and other funding streams to ensure sustainability of the program activities past the 36 month period of performance.
- Describe how your program will work to adopt lead and healthy homes housing policy at the agency, neighborhood, city, county or state level.
- Describe how your program will continue to build and sustain community capacity for certified lead and healthy homes professionals.

2. Lead-Safe Housing Registry-Availability of Lead-Safe Housing to Low-Income Families (3 points).

- Describe how units in which lead-based paint hazards have been controlled under the program must be occupied by, or continue to be available to low-income residents as required by Title X (see section VIII.B in this NOFA), and plans, if any, to increase the length of use restrictions above and beyond the three year minimum mandated by law.
- Describe efforts to either develop or maintain an existing registry (listing) of low-income units in which lead-based paint hazards have been controlled ("lead-safe units") as well as procedures for ensuring that these units are affirmatively marketed at turnover targeting low-income families with children under the age of six years.

Rating Factor 4: Budget Proposal

Maximum Points: 10

a. Budget Estimate of Costs. (3 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. 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.

- 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 provide clear details on administrative costs (maximum 10 percent of grant, excluding the 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 funds must reflect the numbers and contributions provided in response to Section III.B, Cost Sharing or Matching, above, e.g., support by letters of commitment.
- You will be evaluated on the extent to which resources are appropriate for the scope of the proposed project. NOTE: The lead hazard control minimum cost and match requirements for the Lead-Based Paint Hazard Control Grant Program are 65 percent and 10 percent, respectively, and exclude the Healthy

## Homes Supplemental funds.

b. Budget Narrative. (4 points) You must submit the budget narrative justification associated with these budgeted costs as part of the Total Budget (Federal Share and Matching).

- Separate narrative justification must be submitted for yourself and for each partner that is submitting a separate budget or that will receive 10 percent or more of the federal award amount for lead hazard control activities.
- Similarly, if you are applying for Healthy Homes Supplemental funding, 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.
- You must discuss 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.
- You must discuss the funding or cash equivalent amounts being provided as matching resources.
- You will be evaluated on the extent to which your narrative justifies 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:
  - o 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).
  - o 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. Financing Strategy (3 points).

- Discuss your lead hazard control financing strategy (i.e., the type of assistance - grants, deferred/forgivable loans, etc.), 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 this aspect of the program, and the role of other resources such as private sector financing and matching, if any, 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, etc.).
- 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.

## Rating Factor 5: Achieving Results and Program Evaluation

Maximum Points: 10

This rating factor reflects HUD's goal to embrace high standards of ethics, management, and accountability. This factor emphasizes HUD's commitment to ensuring that you achieve the goals outlined in your work plan and other benchmark standards and assess your performance to ensure performance goals are met during the period of performance.

1. Benchmarking and assessing accomplishments.

a. Program activities, outputs and yearly outcomes (4 points).

(1) Describe the project goals and the activities proposed (e.g., outreach, training, enrollment, housing evaluations, housing unit production, etc.) to achieve these goals. Performance indicators must be objectively quantifiable and measure actual achievements against anticipated achievements. The activities and associated targets per quarter in the table below represent benchmarks against which your progress will be reported and measured each quarter. You must complete and submit the Benchmark Performance

Standards Table, below, with your narrative based on the project goals established. When completing the Benchmarks Table, use cumulative (not incremental) numbering.

**Benchmark Performance Standards Table.**

<i>Activity by Quarter</i>	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13/ Total
Units Enrolled													
Inspections/Assessments													
Units Cleared of Lead Hazards													
Federal Award Expended													

(2) Identify the procedures that will be followed to monitor and make adjustments to improve performance if benchmarks are not met within established timeframes. In evaluating this factor, HUD will consider how you have described outcome performance measures and benefits of your program including:

- Discuss the degree to which lead hazard control work will be done in conjunction with other housing-improvement activities (i.e., rehabilitation, weatherization, correction of code violations, green and healthy home initiatives, and other similar work), or your plan for the integration and coordination of lead hazard control activities into those activities in the future; and
- Describe your ability to measure and evaluate additional community and private sector resources that can be combined with HUD’s program resources to increase the effectiveness of the proposed program activities including policy, prioritization and fiscal support. You will be given points based on the description and strategy for obtaining measurable outcomes for program award activity sustainability. Measurable outcomes can include the number and extent of policy insertion for lead and healthy homes into existing organizational framework, prioritization for assistance of target populations in target housing for hazard remediation, requirement of and course completion of community stakeholders employees/participants for lead and healthy home assessment and intervention, and any establishment of dollars specifically for lead and healthy home unit remediation.

b. Measuring your program’s success. (6 points)

(1) Describe how program oversight will ensure you are meeting program goals, objectives, and the actions undertaken in implementing the grant program.

(2) Provide a description of the activities you will use to assess progress and track performance in meeting the goals and objectives outlined in the work plan. You must provide assurances that work plans and performance measures developed for the program will assist intended beneficiaries, and that work will be conducted in a timely and cost-effective manner. This evaluation must explore how well the technical strategy meets the conditions and needs found in your target area. In evaluating this factor, HUD will consider how you have described your plan to measure and evaluate key outcomes and benefits of your program including:

- The feasibility of the measures to assure accountability; and
- The appropriateness of the work plan to accomplish stated goals.

**2. NOFA Priorities.**

HUD encourages applicants for funding to undertake programs and projects that contribute to HUD's NOFA Priorities. Applicants that undertake activities that result in achievement of specific NOFA Priorities listed below are eligible to receive priority points in the rating of their application. These points will be awarded only if the application otherwise meets or exceeds the Program's minimum fundable score based on the

rating factors of this NOFA.

### **Increase Energy Efficiency and the Health and Safety of Homes (Capital Investment and Planning NOFAs or as Specified in Individual Program NOFA)**

HUD encourages applicants for funding to undertake programs and projects that contribute to HUD's NOFA Priorities. Applicants that undertake activities that result in achievement of specific NOFA Priorities listed below are eligible to receive priority points in the rating of their application. These points will be awarded only if the application otherwise meets or exceeds the Program's minimum fundable score based on the rating factors of this NOFA.

Applicants may receive, within the maximum of 2 points awarded for this priority overall, 1 point for meeting criterion A or criterion B, or both, and 1 point for meeting criterion C. Within criterion B, applicants may receive the point by fulfilling either B.1 or B.2, or both.

A. Better Buildings Challenge (1 point): You certify that you are an existing HUD/DOE Better Buildings Challenge Partner. Participating in the Better Buildings Challenge requires a commitment to reduce portfolio-wide energy consumption by 20 percent over 10 years. To receive the point, you must submit an executed copy of your Partnership Agreement, and must provide a link to your Better Buildings Challenge profile page at <http://energy.gov/eere/better-buildings> showing that you have developed a Showcase Project as well as begun to track annual energy consumption across your portfolio, both of which are requirements of the Better Buildings Challenge.

B. Green Building or Renewable Energy (1 point maximum):

1. Green Building Standard: You commit to pursue a comprehensive, industry-recognized green building standard and certification for green building, such as the Enterprise Green Communities Criteria; the ICC 700 National Green Building Standard; LEED ND, LEED-H, LEED-H Midrise, LEED-NC, or one of a number of regionally-recognized green building standards such as Earthcraft House, Earthcraft Multifamily, Earth Advantage New Homes, Greenpoint Rated New Home, Greenpoint Rated Existing Home (Whole House or Whole building label), or other industry-recognized green building standard in HUD's sole discretion. Additionally, you must later submit a certification of completion, and provide evidence that the green building standard has been achieved.

AND/OR

2. Renewable Energy: You certify that the proposed project will incorporate renewable energy technologies such as on-site Solar Photovoltaic (PV) or Solar Thermal Electric, as well as Landfill Gas, Wind Energy, Biomass, Geothermal Electric, Combined Heat and Power, Municipal Solid Waste, Small Hydroelectric, Fuel Cells using Renewable Fuels in any federally assisted property receiving funds through this NOFA.

C. Comprehensive assessments of and interventions in homes for rehabilitation, health and energy deficiencies (1 point): You must identify specific projects and activities that will comprehensively assess housing units for rehabilitation, health and energy deficiencies and coordinate interventions across multiple disciplines, and address the risks based on the comprehensive assessment. Specific measures of success or performance for this priority include the number of housing units rehabilitated in a comprehensive approach where housing rehabilitation and energy efficiency are coordinated with such intervention measures as lead hazard control, allergen reduction, mold and moisture remediation; or other measures designed to result in decrease in symptom days, emergency treatment or inpatient hospital stays for asthmatic residents; decrease in numbers of safety related injuries taking place in the home; decrease in number of homes with residents who smoke or increase in the number of multifamily properties (privately owned unassisted or HUD-assisted housing, or public housing) where smoking is prohibited on the property; any other measurable outcome that demonstrates the positive health impact of comprehensive housing assessments, home/health focused education, integrated pest management techniques or other health related property improvements and/or property management practices. You must include a description of how outcomes through this process will be measured including resident health, residential energy usage and access to job training/job opportunities for low income residents.

You must demonstrate how your program will coordinate housing services across the housing, health and energy disciplines including the use of common assessment tools, cross training of staff in multiple competencies, and standardization of intake forms and processes. For more information on mitigating housing-related health hazards, you should review HUD's Healthy Homes Strategic Plan, available at [http://portal.hud.gov/hudportal/documents/huddoc?id=hhstratplan\\_7\\_9\\_09.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=hhstratplan_7_9_09.pdf), and the CDC-HUD Healthy Housing Reference Manual, available at <http://cdc.gov/nceh/publications/books/housing/housing.htm>.

You are encouraged to coordinate the delivery of housing repair/rehabilitation with community, hospital or public health programs that utilize community health workers, Promotores(as), health educators or other similar positions that assess the indoor quality of home environments for conditions that may impact resident health, for example, in the coordination of rehabilitation activities with programs that assess the home environments of asthmatic children for asthma triggers.

### **3. Bonus Points.**

In support of certain inter-agency initiatives, HUD awards bonus points to projects where the preponderance of work will occur in a designated zone, community or region. **These points will be awarded only if the application otherwise meets or exceeds the Program's minimum fundable score based on the rating factors of this NOFA.**

HUD encourages activities in communities with Preferred Sustainability Status (PSS) and/or Promise Zones (PZ), HUD will award two (2) points for qualified activities within a designated zone or area and supporting either or both initiative(s). In no case will HUD award more than two bonus points for these activities.

a. To receive **Preferred Sustainability Status Communities Bonus Points**, applicants must submit form HUD2995, Certification of Consistency with Sustainable Communities Planning and Implementation, signed by the designated Preferred Sustainability Status Community point of contact. Designated PSS Communities Points of Contacts can be found on HUD's website at [http:// portal.hud.gov/ hudportal/ HUD?src=/ program\\_offices/ administration/ grants/ nofa11/ psscontacts](http://portal.hud.gov/hudportal/ HUD?src=/program_offices/administration/grants/nofa11/psscontacts).

b. To receive **Promise Zones Bonus 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 bonus points. To view the list of designated Promise Zones and persons authorized to certify, please go to [https:// www.hudexchange .info/ promise-zones/ promise-zones- designees/](https://www.hudexchange.info/promise-zones/promise-zones-designees/).

## **B. Reviews and Selection Process.**

### **1. Past Performance**

In evaluating applications for funding HUD will take into account an applicant's past performance in managing funds, including, but not limited to: the ability to account for funds appropriately; the timely use of funds received from HUD or other federal, state, or local programs; the timely submission and quality of reports submitted to HUD; meeting program requirements; meeting performance targets as established in Logic Models or other performance evaluation tools approved as part of the grant agreement; the timelines for completion of activities and receipt of promised matching or leveraged funds; and the number of persons to be served or targeted for assistance. Before making a Federal award, HUD is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 note to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), Dun and Bradstreet, and "Do Not Pay." HUD may consider other public sources such as newspapers, Inspector General or Government Accountability Office reports or findings, or hotline or other complaints that have been proven to have merit. In evaluating past performance, HUD may deduct points from the rating score or establish threshold levels as specified under



the Factors for Award in the Program NOFAs. Each Program NOFA will specify how past performance will be rated.

## **2. Integrity**

HUD evaluates the integrity of the applicant as reflected in government-wide websites, information in HUD's files, the federal Do Not Pay portal, public information and information received during HUD's Name Check Review process. If this integrity evaluation results in an adverse finding, HUD reserves the right to take any of the remedies provided in Section III.C.4.a.5, Do Not Pay website Review.

1. Applications that meet all of the threshold requirements will be eligible for review and rating.
2. Minimum Score. Applications scoring 75 points or more will be eligible to receive an award.
3. 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.
4. Maximum Number of Points. The maximum number of points to be awarded is 104. This maximum includes two points for NOFA priorities and two bonus points as described above.

As detailed previously in this NOFA, funding will be set aside for applicants that have never received an award under the LBPHC or LHRD grant programs. 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 four highest rated applicants will be awarded and the remaining eligible applicants will be evaluated along with the remaining group of eligible applicants.

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

The award date for grants will be approximately 180 days from publication of the Notice of Funding 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 all other applicants, whose applications were received by the deadline, that have not been chosen for award. Notifications will be sent by email, delivery receipt requested, to the person designated in item 8F of the SF424 and to the person listed as authorized representative in item 21 of the SF424.

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: <http://harvester.census.gov/sac/>.

## **B. Administrative, National and Department Policy Requirements.**

For this NOFA, the following requirements apply:

### **Ensuring the Participation of Small Disadvantaged Business, and Women-Owned Business.**

HUD is committed to ensuring that small businesses, small disadvantaged businesses, and women-owned businesses participate fully in the direct contracting and contracting opportunities generated by HUD's financial assistance. State, local, and Indian tribal governments are required by 24 CFR 85.36(e) to take all necessary affirmative steps in contracting for the purchase of goods or services to assure that minority firms, women-owned business enterprises, and labor surplus area firms are used whenever possible or as specified in the Program NOFAs. Nonprofit recipients of assistance (grantees and subgrantees) are required by 24 CFR 84.44(b) to make positive efforts to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible.

Certain Administrative, National and Departmental Policy Requirements apply to all HUD programs, including this NOFA.

1. National Historic Preservation Act. The National Historic Preservation Act of 1966 (54 U.S.C. § 300101) and the regulations at 36 CFR part 800 apply to the lead-hazard control or rehabilitation activities that are undertaken pursuant to this NOFA.

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

3. 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).

4. Registration at SAM.gov Requirement. You must register or update your current registration in the Central Contractor Registration now part of the System for Award Management (SAM), found at <http://www.sam.gov>. You must have an active registration to receive funding from HUD.

## **C. Reporting.**

**1. Race and Ethnicity Data Reporting Form.** HUD requires grantees that provide HUD-funded program benefits to individuals or families to report data on the race and ethnicity of those individuals receiving such benefits. Grantees that provide benefits to individuals during the period of performance, whether directly or through subrecipients or contractors, must report the data using the Race and Ethnic Data Reporting Form found on Grants.gov. The form is a data collection based on the standards published by OMB on August 13, 2002.

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 2016 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/grants\\_standard\\_report\\_forms](http://www.whitehouse.gov/omb/grants_standard_report_forms)). 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.

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

Please direct questions regarding specific reporting requirements to the point of contact listed in Section VII below.

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

For a period of at least 120 days, beginning 30 days after the awards for a Program NOFA are publicly announced, HUD will provide to a requesting applicant a debriefing related to its application. 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 person, organization, or email address identified as the contact under the section entitled Agency Contact(s) in the Program NOFA. 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 assistance was provided or denied.

#### **VII. Agency Contact(s).**

HUD staff will be available to provide clarification on the content of this NOFA. Please note that HUD staff cannot assist applicants in preparing their applications.

Questions regarding specific program requirements for this NOFA should be directed to the point of contact listed below.

Mark Sorbo

(202) 402-5144

[Mark.F.Sorbo@hud.gov](mailto:Mark.F.Sorbo@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.

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

**Paperwork Reduction Act Statement.** The information collection requirements in this notice have been approved by OMB under the Paperwork Reduction Act of 1995 (44 U.S.C.3501-3520). In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. Each Program NOFA will identify its applicable OMB control number unless its collection of information is excluded from these requirements under 5 CFR part 1320.

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).

