

LEAD OUTREACH GRANT PROGRAM

OVERVIEW INFORMATION

A. Federal Agency Name: U.S. Department of Housing and Urban Development, Office of Healthy Homes and Lead Hazard Control (OHHLHC).

B. Funding Opportunity Title: Lead Outreach Grant Program.

C. Announcement Type: Initial announcement.

D. Funding Opportunity Number: The Federal Register number is: FR-5200-N-15. The OMB approval number is 2539-0015.

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

F. Dates: The application deadline date is **July 17, 2008**. Applications must be received and validated by Grants.gov no later than 11:59:59 pm eastern time on the application deadline date. See Section IV of the **General Section**, published on March 19, 2008 (73 FR 14882), regarding application submission procedures and timely filing requirements.

G. Additional Overview Information:

1. Available Funds. Approximately \$1.5 million is available under this program from current and previous years funding.

2. Number and Amount of Awards. Approximately 5 to 8 grants, minimum of \$100,000 and maximum of \$300,000, will be awarded.

3. Eligible Applicants. Academic and non-profit institutions located in the U.S., state and local governments, and federally recognized Native American tribes are eligible under all existing authorizations. For-profit firms are also eligible; however, they are not allowed to earn a fee (i.e., no profit can be made from the project). Partnerships are

encouraged, but a lead applicant must be identified that will be responsible for ensuring compliance with all requirements specified in this NOFA.

4. Matching and Cost Sharing Requirements. There are no matching or cost sharing requirements.

5. Limitations on Applications. Each applicant, partner, sub-contractor and sub-recipient may participate in only one application to the Lead Outreach program.

Full Text of Announcement

I. Funding Opportunity Description.

Background information about lead, lead-based paint hazards and other information applicable to this NOFA can be found at:

http://www.grants.gov/applicants/apply_for_grants.jsp.

A. Purpose of the Program.

The purpose of this Lead Outreach Grant Program is to promote efficient and effective outreach, education, and training for the public concerning the hazards and sources of lead-based paint poisoning, particularly for low-income children, and to reduce or eliminate such hazards.

B. Desired Outcomes.

All applicants should direct their proposed activities to achieving the following, especially among at-risk populations.

1. Increase enrollment of low-income units in HUD or other lead hazard treatment programs.

2. Increase number of residents, housing owners, community leaders, maintenance and rehabilitation workers, and other related persons who are aware of and able to identify lead-based paint hazards.
3. Increase number of residents, housing owners, community leaders, maintenance and rehabilitation workers, and other related persons who understand proper lead hazard control methods.
4. Develop easy to use and sustainable systems for reporting and addressing lead hazards.
5. Develop effective partnerships between public and private entities, including grassroots, community-based and faith-based organizations, dedicated to reducing lead hazards.

B. Changes in the FY 2008 Competitive NOFA.

Listed below are major changes from the FY 2007 Lead Outreach NOFA:

1. Purpose of program has been expanded.
2. Award amounts have been changed.
3. Type of award instrument has changed from a cooperative agreement to a grant.
4. Current Lead-Based Paint Hazard Control, Lead Hazard Reduction Demonstration, or Operation Lead Elimination Action Program grantees are eligible to apply.
5. Point allocations have been revised.
6. Match requirement has been eliminated.

C. Authority. The authority for this program is Sections 1011(e)(8) and (g)(1) of the Residential Lead-Based Paint Hazard Reduction Act of 1992 (Title X of the Housing and Community Development Act of 1992) (42 U.S.C. §§ 4852(e)(8) and 4852(g)(1)), and

the Consolidated Appropriations Act, 2008 (Pub. L. 110–161, approved December 26, 2007). Section 1011(e)(8) and Section 1011(g)(1) authorize outreach grants on the causes and control of lead hazards, as well as capacity-building lead outreach grants to state and local governments to develop their own capacity and to non state and local government organizations where outreach activities will be conducted to develop the capacity of state and local governments.

II. Award Information

A. Available Funding.

Approximately \$1.5 million from the current and previous fiscal year’s funding is available under this program. HUD anticipates that approximately five to eight grants will be awarded, for a minimum of \$100,000 and a maximum of \$300,000 each, for the entire period of performance.

B. Type of Award and Period of Performance.

1. Awards will be made as grants.
2. HUD anticipates announcing awards under this program no later than September 30, 2008, with an anticipated start date of November 1, 2008.
3. The period of performance for awards will be 24 months from the date of award.
4. HUD reserves the right to offer partial funding to any or all applicants. Applicants offered a reduced grant amount will have a maximum of 14 calendar days to accept such a reduced award. If the applicant fails to respond within the 14-day limit, the organization shall be considered to have declined the award. Please see the **General Section** for a discussion of adjustments to funding that may be made by HUD during the selection process.

5. Period of performance extensions for delays due to exceptional conditions will be considered by HUD in accordance with 24 CFR 84.25(e)(2) or 85.30(d)(2), as applicable, and the OHHLHC Program Guide. If approved, grantees will be eligible to receive a single extension of up to 12 months in length. Applicants should not include the ability to obtain an extension in their application or project planning.

II. Eligibility Information

A. Eligible Applicants.

Academic, not-for-profit and for-profit institutions located in the United States, states and units of general local government, and federally recognized Native American tribes are eligible to apply. For-profit firms are eligible to apply, but not allowed to earn a fee (i.e., make a profit from the project).

B. Cost Sharing or Matching.

There are no cost sharing or matching requirements. See Section V. Rating Factor 4 for more information on this topic.

C. Threshold Requirements.

1. Applicants must meet the threshold requirements of the **General Section** of the Super NOFA, including the Civil Rights and Fair Housing threshold (See **General Section III.C.**). Refer to the **General Section** for information regarding the DUNS requirement. A DUNS number must be provided for the institution that is submitting an application and must be included in the electronic application submission; use the same DUNS number that is used to register as an Authorized Organization Representative (AOR) with Grants.gov. Be sure that the eBusiness Point of Contact has authorized the submission of

an application on behalf of the applicant organization (see the **General Section** for details about the Grants.gov registration process).

2. Allowable Costs and Eligible Activities.

a. Direct Costs and Activities. You should align all forms of outreach activities with the stated program purpose and outcomes. There should be a demonstrable connection between proposed activities and the purpose of the grant. All eligible activities must identify at-risk populations (or areas); propose activities to meet those populations' information needs; and evaluate the program's effectiveness in accordance with the grant's stated purpose (Section I.A.) and outcomes (Section 1.B.). Eligible activities may include, but are not limited to, the following:

(1) Improve or establish systems, infrastructure, or procedures, to enroll units in existing lead hazard control programs.

(2) Perform direct education and training for residents, businesses, local officials and community leaders in target areas.

(3) Develop and evaluate educational and training tools or methods.

(4) Develop and evaluate outreach methods, especially for families with children under 6 years of age or with pregnant women.

(5) Prepare and distribute lead hazard information in various media formats.

b. Indirect Costs and Administrative Costs. Administrative costs may not exceed 10 percent of the grant award. Please see unit IV.E.1., Indirect Costs and Administrative Costs.

3. Unallowable Costs and Ineligible Activities.

HUD will not fund the following ineligible activities:

- a. Purchase of real property;
- b. Purchase or lease of equipment having a per-unit cost in excess of \$5,000, unless prior written approval is obtained from HUD;
- c. Identification of lead-based paint or lead-based paint hazards, hazard reduction (including interim controls or abatement), rehabilitation, remodeling, maintenance, repair, or any other construction work, blood lead testing of adults or children, laboratory analysis, medical treatment, clearance examinations and visual assessment;
- d. Renovations or construction work on office space leased for the program;
- e. Activities required in order to fulfill court orders or consent decrees, settlements, conciliation agreements, or other compliance agreements.

4. Program Requirements.

- a. Awardees must ensure that materials are appropriate for the target populations, including persons with Limited English Proficiency (LEP) (Please see Final LEP Guidance at www.hud.gov/offices/fheo/promotingfh/lep.cfm for information), and for visually impaired or other disabled persons. All new products and adaptations/translations must be submitted to HUD as deliverables, in electronic format suitable for web posting. All products must utilize universal formatting and type-editing to the best of the awardee's ability.
- b. Awardees are responsible for first determining if a translation already exists. Reimbursements will not be allowed for translations of federal documents that have previously been translated into the target language.

c. Awardees must use existing outreach, training, and technical assistance documents unless their application can demonstrate a great need exists in their community to substantively modify existing documents or create new ones.

III. Application and Submission Information

A. Address to Request Application Package. All the information required to submit an application can be downloaded from

http://www.grants.gov/applicants/apply_for_grants.jsp. Consult the **General Section** for more information. If you have difficulty accessing the information, you may call the Grants.gov helpline toll-free at (800) 518-GRANTS or e-mail Support@[grants.gov](mailto:Support@grants.gov).

B. Content and Form of Application Submission.

1. Application Format. The electronic submission process requires proposals to conform to the formatting requirements below to be eligible.

a. Only submit material that is indicated as mandatory or directly in support of the rating factors. The application narrative response to the Rating Factors is limited to a maximum of 25 pages (excluding appendices and worksheets) of size 8 1/2" x 11" using a 12-point (minimum) font with not less than 1" margins on all sides. The 25-page rating factor response does not include attachments, tables, appendices, and other required forms.

Applicants should be aware that any narrative information submitted in response to the Rating Factors that exceeds the page limit will not be reviewed.

b. Materials provided in the appendices should directly refer to the specific rating factor narrative. Applicants are strongly urged not to submit information that is not required and/or requested in the NOFA or relevant to a specific narrative response. The narrative response to the rating factors should be submitted as a single Microsoft Word document

file. All attachments must identify the related factor in the footer by providing the rating factor and the page number (e.g., Factor 1 Attachment, pg. 1), and should be submitted as a single zip file attachment to the electronic application. Applicants are encouraged to submit as few files as possible to ensure that all materials are received.

- c. Mandatory HUD forms do not count towards the 25-page limit.
- d. Each attachment or appendix must be an individual electronic file.
- e. Applicants are responsible for verifying the successful transmission of all documents submitted with their applications. Grants.gov will not allow you to submit applications if the mandatory forms are not attached. The mandatory forms are the ones indicated below.

2. Required Application Contents. The application must contain all of the mandatory information requested in this NOFA and the **General Section** to be eligible for all available points. These items include the standard forms, and the certifications and assurances listed in the **General Section** that are applicable to this NOFA. Points will be deducted for incomplete forms associated with each rating factor. The forms required for application submission and instructions can be found in the application at http://www.grants.gov/applicants/apply_for_grants.jsp. The checklist below includes a list of the required items needed for submitting a complete application.

- a. Application Abstract (limited to 2 pages). Summarize the proposed project, expected activities and results and applicant contact information. Information contained in the abstract will not be considered in the evaluation and scoring of the application.
- b. Rating Factor Responses (total narrative response limited to 25 pages)

- (1) Capacity of the Applicant and Relevant Organizational Experience (20 points) and Form HUD-96012
- (2) Need/Extent of the Problem (15 points) and Form HUD-96013
- (3) Soundness of Approach (40 points)
- (4) Leveraging Resources (10 points) and Form HUD-96015
- (5) Achieving Results and Program Evaluation (15 points) and Form HUD-96010
- (6) Bonus Points (RC/EZ/EC-II) (2 points)

c. Required materials in response to rating factors (does not count towards 25-page limit):

- (1) Resumes of Key Personnel (limited to 3 pages per resume)
- (2) Organizational Chart
- (3) Letters of Commitment (if applicable) - Letters of commitment should include language defining the activities to be performed, the contributions to be made, and the monetary value of each. NOTE: HUD recommends against including letters of support that do not commit services, materials, or funds; they will not be considered.
- (4) Material in support of the Rating Factors (25 page limit)

d. Other Materials in Support of Rating Factors

- (1) Form SF 424 (Application for Federal Assistance)
- (2) Form HUD-424-CBW (Budget Worksheet) One form for each partner receiving ten percent or greater of total budget.
- (3) Budget narrative

(4) Form SF-424 Supplement (Survey on Ensuring Equal Opportunities for Applicants) ("Faith Based EEO Survey (SF-424 SUPP)" on Grants.gov) (to be completed by private nonprofit organizations only)

(5) Form SF LLL (Disclosure of Lobbying Activities, if applicable)

(6) Form HUD-2880 (Applicant/Recipient Disclosure/Update Report) ("HUD Applicant Recipient Disclosure Report" on Grants.gov)

(7) Form HUD-2990 (Certification of Consistency with the RC/EZ/EC-II Strategic Plan, required only for applicants who are seeking these 2 bonus points)

(8) Form HUD-2994-A (You Are Our Client! Grant Applicant Survey, Optional)

(9) Form HUD-27300 (Questionnaire for HUD's Removal of Regulatory Barriers) ("HUD Communities Initiative Form" on Grants.gov) including the required information, if applicable

(10) Form HUD-96011 (Third Party Documentation Facsimile Transmittal) ("Facsimile Transmittal Form" on Grants.gov) (Used as the cover page to transmit third party documents and other information designed for each specific application for tracking purposes. HUD will not read faxes that do not use the HUD-96011 as the cover page to the fax.)

Applications must be received and validated electronically via the website

http://www.grants.gov/applicants/apply_for_grants.jsp. See the **General Section** for additional information on the electronic process.

C. Submission Dates and Times.

Applications must be received and validated by Grants.gov by 11:59:59 p.m. eastern time on the deadline date. Submission of the application electronically does not

constitute “validation” by Grants.gov. Refer to the **General Section** for additional requirements including registration requirements, deadline dates, Grants.gov validation, proof of delivery, and other information regarding electronic application submission via http://www.grants.gov/applicants/apply_for_grants.jsp. Applicants are strongly encouraged to submit their applications well ahead of the deadline. Validation by Grants.gov may take up to three days. Applications validated after the deadline will not be eligible for review.

D. Intergovernmental Review. Not required.

E. Funding Restrictions.

1. Indirect Costs and Administrative Costs. Administrative costs may not exceed 10 percent of the grant award. Detailed explanations of indirect and administrative costs are provided in applicable OMB Circulars (A-21 – Cost Principles for Educational Institutions, A-87 – Cost Principles for State, Local, and Indian Tribal Governments, or A-122 – Cost Principles for Nonprofit Organizations) that can be accessed at the White House web site, <http://www.whitehouse.gov/omb/circulars/index.html>. Eligible administrative costs include the leases for office space, under the following conditions:
 - a. The lease must be for existing facilities not requiring rehabilitation or construction;
 - b. No repairs or renovations of the property may be undertaken with Federal funds; and
 - c. Properties in the Coastal Barrier Resource System designated under the Coastal Barrier Resources Act (16 U.S.C. 3501) cannot be leased with Federal funds.
2. Ineligible Activities. See Section III.C.3, Unallowable Costs and Activities.

F. Other Submission Requirements.

1. **Waiver of Electronic Submission Requirements.** HUD requires applicants to submit applications electronically through <http://www.grants.gov> unless the applicant requests and is granted a waiver to the electronic submission requirements. Waivers may only be granted for cause. See **General Section** for further discussion. Applicants should submit waiver requests by e-mail. Waiver requests must be submitted no later than 15 days prior to the application deadline date and should be submitted to Jonnette Hawkins, Director, Programs Division, Office of Healthy Homes and Lead Hazard Control, Jonnette.G.Hawkins@hud.gov. If a waiver is granted, the application must be received by HUD no later than 11:59:59 PM on the application deadline date. The waiver approval notification will provide further information on where to send the application and the number of copies to be provided.

2. Applicants should use the application checklist in this NOFA (Section IV. B. 2) to help them identify any missing elements and complete the application before it is submitted.

3. No information may be submitted after the deadline date except under the threshold review process.

4. Although applications with curable deficiencies are offered an opportunity at threshold review to submit certain information to cure these deficiencies, non-curable deficiencies are not correctable and may disqualify an application. (See **General Section**.)

V. Application Review Information.

A. **Criteria.** Applications that meet all of the threshold requirements will be eligible to be scored and ranked, based on the total number of points allocated for each of the rating

factors described in Section V. B. of this NOFA. The application must receive a total score of at least 75 points to be considered for funding.

1. Rating Factor 1: Capacity of the Applicant and Relevant Organizational

Experience (20 points). This factor addresses your organization's capacity to successfully implement the proposed activities. The following areas will be evaluated: organizational capacity, experience and past performance, individual staff and participants' qualifications, and specific qualifications related to the categories of activities under this NOFA.

a. Organizational Capacity (6 points).

(1) Describe your program's resources to be dedicated to this project. This entails number and type of staff, or the ability to hire qualified experts or professionals within 90 days of award, partnerships and agreements that provide staff and other resources, and general access to needed materials and work space.

(2) Include a project-specific organizational chart indicating the relationships among the various entities involved in the project. Do not provide an organization chart of your employer with elements beyond those necessary to illustrate who within the organization will conduct the project.

(3) Describe how the principal components/entities will support the project, and how all partners will communicate.

b. Organizational Experience (9 points). HUD will consider organizational experience that has occurred within the last 5 years.

(1) List relevant, recent outreach projects with brief descriptions for each; include the period of performance, achievement of specific tasks, measurable objectives and

benchmarks and whether outcomes were consistent with the approved timeline/work plan and budget.

(2) Explain previous success in leveraging resources for similar outreach initiatives.

c. Individual Qualifications (5 points).

(1) Project Director and Project Manager (Day-to-Day). Identify by name the individuals proposed to serve as the overall project director and day-to-day project manager. Describe their individual qualifications that will enable them to function effectively in their assigned roles, including knowledge, work experience, management experience, education, training, and publications. Include specific projects they have performed involving planning and managing large and complex interdisciplinary outreach or educational programs, especially those involving housing, public health, or environmental initiatives.

(2) Other Key Personnel. Identify by name and position up to three additional key personnel. Provide the individual qualifications, experience, percentage commitment to the project, and role in the proposed project for each key personnel.

(3) Please provide resumes (or position descriptions and copies of job announcements including salary range for vacant positions) for the project director, day-to-day project manager, and up to three additional key personnel. Please **do not** include the Social Security Numbers (SSN) of any staff members.

(4) Complete Factor 1 form HUD-96012.

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

This factor addresses the extent to which there is a need for the proposed project activities. Need is demonstrated by documenting specific problems in identified target area(s) and target population(s). Applicants will be evaluated on the degree of need for lead outreach beyond existing levels of outreach activities. Use specific and reliable data in responses.

a. Please complete form HUD 96013 (5 points). Part A of this form should be used to document the blood lead levels in children residing within the applicant's jurisdiction and target area for the most recent complete calendar year and identify the source of the data. Data prior to calendar year 2004 will not be accepted. For the purposes of this application, the "documented number of children" is based on a blood lead level test performed by a medical health care provider. Part B of this form should be used to document where the applicant intends to conduct outreach activities. The data submitted to HUD will be verified using data available from the Census <http://factfinder.census.gov>, HUDuser <http://www.huduser.org/datasets/fmr.html>, and other sources available to HUD. HUD will use data on the housing age and tenure and individuals living below the poverty level in the jurisdictions where the applicant intends to conduct outreach activities as the basis for review.

b. In an accompanying narrative include the following (10 points):

- (1) Describe the community being targeted (provide supporting data).
- (2) Describe the characteristics of the target population (provide supporting data).
- (3) Discuss the current level of lead outreach in the target community and population;

what barriers are present that hamper effective lead outreach, and how your proposed outreach program responds to lead outreach gaps/needs not being met at present.

(4) Discuss how the targeted community's Five-Year Consolidated Plan and Analysis of

Impediments to Fair Housing Choice (AI) (see paragraph III. C. of the **General Section** of this Super NOFA) identifies the level of the problem, the urgency in meeting the need, and the community's implementation plan for meeting this need.

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

This factor addresses the quality and cost-effectiveness of the proposed work plan. Plans are evaluated on having a reasonable scope of activities aimed at a specific outcome, which can be accomplished in the time allotted, with available resources. There should be a clear connection between the proposed activities, the stated needs in Factor 2, the desired outcomes for this program as stated in Section I.B. of this NOFA, and activities, outcomes and the timeframe identified in your Logic Model submission under Factor 5.

a. Objectives and Goals (4 points).

(1) Detail the proposed goals and objectives for the project based on the needs explained in Factor 2.

(2) Provide proposed outcomes which should relate to the stated Desired Outcomes in Section 1B. Please estimate outcomes based on the programs specific goals and objectives. For instance, you can indicate the estimated total number of individuals expected to be reached or trained, the number of low-income housing units expected to be enrolled in lead hazard treatment programs, etc.

(3) Explain how the proposed activities support HUD’s policy priorities (See Section II of the **General Section** for an explanation of HUD’s policy priorities):

(a) Providing Full and Equal Access to Grassroots Faith-Based and Other Community Organizations in HUD Implementation. (Please detail how these organizations will be involved in your program implementation),

(b) Improving our nation’s communities, and

(c) Removing regulatory barriers to affordable housing (complete form HUD-27300).

b. Approach for Developing the Project. Describe the overall approach for developing the proposed project (19 points).

(1) Describe theory or research that supports the effectiveness of the proposed activities in achieving identified outcomes.

(a) Demonstrate your knowledge of the outreach methodology relevant to the proposed approach.

(b) Past successful experiences that would not qualify as scientifically proven theory can be discussed as well.

(2) Summarize the outreach strategy or marketing plan to be implemented.

(a) Describe in detail how those receiving outreach will be identified, tracked, and served under the project, especially participants in high-risk groups and communities, vulnerable populations (especially families with young children and pregnant women) and persons traditionally underserved, including minority families.

(b) Describe proposed approaches to overcome poor response, low attendance or low participation.

(3) Describe the methods of community education to be used, including community awareness, education, and training, in support of stated objectives.

(4) Explain how education and training methods are culturally sensitive and targeted to specific target populations.

(5) Describe how and why specific outreach materials will be utilized or created. Explain how these materials effectively reach target populations.

(a) Describe methods to ensure materials will be of high quality, accurate, and technically sound.

(b) Detail how materials will be made available in alternative formats for persons with disabilities and in languages other than English which are common in the target area.

(6) Explain how you will ensure proposed activities will not duplicate actions of other local organizations.

(7) Discuss if proposed programs can be duplicated by other communities.

c. Organization and Implementation of Project (10 points). This section details how the proposed project will be implemented and monitored. You should demonstrate an organized, logical, and feasible work plan.

(1) The work plan should contain the following elements, which may be combined into one chart or addressed individually.

(a) List all specific, measurable, and time phased objectives and outputs, including reports and all deliverables, for each major activity of the proposed program.

(b) List all major tasks and sub-activities in sequential order of implementation in relation to relative objectives.

- (c) Identify major benchmarks and milestones.
- (d) List proposed dates of completion for major program activity.
- (e) Identify required resources and inputs for each major activity.
- (f) Designate who is responsible for each activity.

(2) Include a process flow chart depicting the creation and implementation of the outreach process or product from start to finish. Indicate all major organizations involved.

(3) Describe project management and oversight to ensure goals are met and resources are used efficiently.

(4) Describe the management processes to be used to ensure the cost-effectiveness of activities and how expenditures will be tracked.

(5) Describe who is responsible for quality control of processes and materials produced by sub-recipients.

d. Institutionalization of Program (3 points).

(1) Describe how lead poisoning prevention will be incorporated in to your existing, permanent programs. Explain your commitment to continue lead outreach activities in the future. Address leadership and policy development and the logistics of implementing the program.

(2) Describe how the proposed project compliments or supports existing local/regional lead hazard control strategies and activities.

e. Budget Narrative (4 points). The proposed budget will be evaluated for the extent to which it is reasonable, clearly justified, and consistent with the project management plan. HUD is not required to approve or fund all proposed activities.

(1) Fill out HUD-424-CBW.

(2) Describe and justify all costs for each category on HUD-424-CBW, include all major tasks from work plan. Address all direct and indirect costs. Identify all direct and indirect administrative costs and ensure allocated amount does not exceed 10 percent limit.

(a) Explain how each cost was calculated, include estimated unit prices and time periods.

(b) Indicate expenditures that will be made by sub-grantees and partner organizations.

(3) Include a separate budget (HUD-424-CBW) and budget narrative for any sub-grantee receiving 10 percent or greater of total budget request.

4. Rating Factor 4: Leveraging Resources (10 points).

This factor evaluates your ability to secure resources beyond those provided by this specific HUD program. You can receive points for resources contributed that are directly supportive of, and integrated into, achieving the program's purposes.

a. Contributed Resources (5 points). You are encouraged to contribute resources from your own organization and to leverage (secure) other allowable public and/or private sector resources (such as financing, supplies, or services) that can be added to HUD's funds to perform allowable activities. Contributed resources can come from public or private sources. Include commitment letters signed by an authorized official indicating a specific dollar amount or dollar value for services to be contributed. The letter(s) must describe the contributed resource(s) that will be used in the project, and roles and responsibilities as they relate to the proposed project. Contributed resources will provide

points for this rating factor in accordance with the chart below. You must complete form HUD-96015.

Other Contributed Resources Point Table	
Minimum Percent of Federal Amount	Points Awarded
10 percent or less	0
> 10 percent up to < 20 percent	1
20 percent up to < 30 percent	2
30 percent up to < 40 percent	3
40 percent up to < 50 percent	4
50 percent or greater	5

b. Describe the extent to which you have coordinated your activities with other organizations that are not directly participating in your proposed work activities, but with which you share common goals and objectives.

c. Describe the extent to which your project exhibits the potential to be financially self-sustaining by decreasing dependence on federal funding and relying more on State, Tribal, local and private funding to continue educational and outreach activities after the grant period is completed.

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

This rating factor reflects HUD’s goal to embrace high standards of ethics, management, and accountability. You should have a formal plan to evaluate your performance. HUD will evaluate the degree to which you address all program goals, have self-evaluation features, use realistic and quantifiable measures, and demonstrate the ability to adjust activities to ensure goals and objectives are met. The evaluation plan should encompass the entire grant period and correspond to the eLogic Model (HUD 90610).

a. Explain what indicators your organization will measure to track progress towards goals, how they will be measured, and how adjustments will be made if necessary to keep the program on track to achieve goals in the stated period of time (5 points). Incorporate and expand upon benchmarks, indicators and objectives identified in the eLogic Model (HUD 90610).

b. You are required to complete the eLogic Model (10 points). The eLogic Model must contain quantifiable performance goals for each activity. See the **General Section** for detailed information on the use of the “Master” eLogic Model. Instructions for completing the eLogic Model are found in Tab 1 of the eLogic Model itself. Training on using and completing the eLogic Model is available via satellite broadcast and web cast. This training schedule can be found on

<http://www.hud.gov/offices/admin/grants/fundsavail.cfm>.

HUD will evaluate the Logic Model in accordance with the matrix provided in Attachment 1 to the **General Section**.

6. Bonus Points for Federally Designated Zones and Communities (2 points).

HUD will award two bonus points to each application that includes a valid Form HUD-2990 certifying that the proposed activities/projects in the application are consistent with the strategic plan for an empowerment zone (EZ) designated by HUD or the United States Department of Agriculture (USDA), the tax incentive utilization plan for an urban or rural renewal community designated by HUD (RC), or the strategic plan for an enterprise community designated in round II by USDA (EC-II) and that the proposed activities/projects will be located within the RC/EZ/EC-II identified above and are intended to serve the residents. A listing of the RC/EZ/EC-IIs is available on the Internet at <http://www.hud.gov/cr>.

B. Review and Selection Process.

Each of the five factors is weighted as indicated by the number of points that are assigned to it. The maximum score that can be attained is 100, plus 2 bonus points. The review and selection process is provided in the **General Section**.

VI. Award Administration Information

A. Award Notices.

1. Notice of Award. Applicants that have been selected for award will be notified by letter from the Office of Healthy Homes and Lead Hazard Control Grant Officer. The letter will state the program for which the application has been selected, the amount the grantee is eligible to receive, and the name of the Government Technical Representative (GTR). This letter is not an authorization to begin work or incur costs under the grant agreement.
2. Negotiations. HUD may require that selected applicants participate in negotiations to determine the specific terms of the grant agreement budget and eLogic Model. In cases

where HUD cannot successfully conclude negotiations with a selected applicant or a selected applicant fails to provide HUD with requested information, an award will not be made to that applicant. In this instance, HUD may offer an award to, and proceed with negotiations with the next highest- ranking applicant. If you accept the terms and conditions of the grant agreement, you must return your signed grant agreement by the date specified during negotiation.

3. Award Adjustments. If funds remain after all selections have been made, the remaining funds may be redistributed or made available for other competitions.
4. LOCCS Payment System. After receiving the letter, additional instructions on how to have the grant account entered into HUD's Line of Credit Control System (LOCCS) payment system will be provided. Other forms and program requirements will also be provided.
5. Start of Work. All awardees are expected to commence activity immediately upon completion of negotiations, and execution of the grant agreement.
6. Applicant Debriefing. See the **General Section** for information regarding unsuccessful applicant debriefing.

B. Administrative and National Policy Requirements.

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

2. HUD Reform Act of 1989. You must comply with the requirements for funding competitions established by the HUD Reform Act of 1989 (42 U.S.C. 3531 et seq.) as defined in the **General Section**.
3. Audit Requirements. Any grant recipient that expends \$500,000 or more in federal financial assistance in a single year must meet the audit requirements established in 24 CFR parts 84 and 85 in accordance with OMB Circular A-133. In accordance with OMB Circular A-133 (Audits of States, Regional/local Governments and Non-Profit Organizations), grantees will have to submit their completed audit-reporting package along with the Data Collection Form (SF-SAC) to the Single Audit Clearinghouse, at the address obtained from their Web site. The SF-SAC can be downloaded at:
<http://harvester.census.gov/sac/>.
4. Timely Hiring of Staff. HUD reserves the right to terminate awards made to recipients that fail to timely hire (within 90 days of award) staff to fill key positions identified in your proposal as vacant.
5. Procurement of Recovered Materials. See the **General Section** for further information.
6. Conducting Business in Accordance with HUD Core Values and Ethical Standards. Refer to the **General Section** for information about conducting business in accordance with HUD's core values and ethical standards.

C. Reporting. The following items are Post-Award Reporting Requirements:

1. Final Budget and Work Plan. Final budget and work plans are due 60 days after the effective date of the grant agreement.

2. Racial and Ethnic Data. HUD does not require Lead Outreach applicants to report ethnic and racial beneficiary data as part of their initial application package. However, such data must be reported on an annual basis, at a minimum, during the implementation of your grant agreement. You must report the data as described in the **General Section** and use the Office of Management and Budget's Standards for the Collection of Racial and Ethnic Data, using Form HUD-27061, Racial and Ethnic Data Reporting Form, found on http://www.hudclips.org/sub_nonhud/html/forms.htm along with instructions for its use.

3. Progress reporting. Progress reporting is done on a quarterly and annual basis. OHHLHC awardees will submit quarterly reports via an on-line reporting system and will use the eLogic Model approved as part of the grant agreement to measure and report performance for each quarter. The quarterly report must reflect all benchmarks (output goals) and proposed outcomes (results) that are indicated on the eLogic Model with an associated cost estimate. For FY 2008, HUD is considering a new concept for the eLogic Model. The new concept is a Return on Investment (ROI) statement. HUD will be publishing a separate notice on the ROI concept. Deviations from projected outputs and outcomes, either positive or negative, should be reported in the eLogic Model under the reporting Tab. The completed eLogic Model showing output and outcome status must be submitted as part of the quarterly progress report.

4. Final Report. A final report, due at the completion of the grant agreement, will detail activities (e.g., the number of low-income housing units enrolled in lead hazard treatment programs as a result of activities performed under the grant agreement, number and type of materials produced, activities conducted, evaluation of the various outreach and

educational methods used, findings, and recommended future actions at the conclusion of grant agreement activities). The final report shall include cumulative achievements, final project outputs, outcomes and results reported against the project's eLogic Model (Form HUD-96010) as approved and incorporated into your award agreement, including explanations of any deviations from projected levels of performance.

VII. Agency Contacts

For programmatic questions, you may contact Jonnette Hawkins, Director, Programs Division, Office of Healthy Homes and Lead Hazard Control; telephone (202) 402-7593 (this is not a toll-free number) or via e-mail at Jonnette.G.Hawkins@[hud.gov](mailto:Jonnette.G.Hawkins@hud.gov). For grants administrative questions, you may contact Mr. Royal Rucker, Grants Officer, Office of Healthy Homes and Lead Hazard Control; telephone (202) 402-7584 (this is not a toll-free number) or via e-mail at Royal.A.[Rucker@hud.gov](mailto:Royal.A.Rucker@hud.gov). If neither of these individuals is available, you may contact the Office's general Lead Regulations hotline, at (202) 755-1785, extension 7698. Your call will be forwarded in one business day for subsequent response by the appropriate staff. Hearing- or speech-challenged individuals may access these numbers through TTY by calling the toll-free Federal Information Relay Service at 800-877-8339.

VIII. Other Information

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

B. Paperwork Reduction Act. The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB)

under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501–3520) and assigned OMB control number 2539– 0015. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. Public reporting burden for the collection of information is estimated to average 80 hours to prepare the application, 16 hours to finalize the grant agreement, and 32 hours per annum for grant administration (progress reporting) per respondent. This includes the time for collecting, reviewing, and reporting the data for the application, semi-annual reports, and final report. The information will be used for grantee selection and monitoring the administration of funds. Response to this request for information is required in order to receive the benefits to be derived.