

program will assist intended beneficiaries, and that work will be conducted in a timely and cost-effective manner.

Note on Program Performance: Grantees shall take all reasonable steps to accomplish all LEAP activities outlined in an approved work plan within the approved period of performance. HUD will closely monitor grantee performance with particular attention placed on the leveraging of private sector resources specified in the application and grant agreement, the expenditure of HUD grant funds as evidenced by draw downs from the Line of Credit Control System (LOCCS), and other approved grant activities. HUD reserves the right to terminate the grant prior to the expiration of the period of performance if a grantee fails to meet established work plan benchmark milestones in implementing the approved program of activities.

(D) *Applicant Debriefing.* See Section XI (A)(d) of the General Section of this SuperNOFA for information about applicant debriefing. Written requests for debriefings after the selection of successful applicants should be sent to Matthew Ammon, Director, Lead Hazard Control Grants Division, 451 7th Street SW., Washington, DC, 20410.

(E) *Rating Panels.* See Section VI (B) of the General Section of this SuperNOFA for information about rating panels.

(F) *Adjustments to Funding.* See Section VI (F) of the General Section of the SuperNOFA for information about adjustments to funding.

(G) *Participation in HUD-Sponsored Program Evaluation.* As a condition of the receipt of financial assistance under this NOFA, you will be required to cooperate with all HUD staff or contractors performing HUD-funded research and evaluation studies pertaining to the subject of the grant.

VI. Application Submission Requirements

(A) Applicant Information

(1) *Application Format.* The application narrative response to the Rating Factors are limited to a maximum of 15 pages. Your response must be typewritten on one (1) side only on 8½" x 11" paper using a 12-point (minimum) font with not less than ¾" margins on all sides. Appendices should be referenced and discussed in the narrative response. Materials provided in the appendices should directly apply to the rating factor narrative.

(2) *Application Checklist.* Your application must contain the items listed in the Checklist and Submission

Table of Contents included in Appendix A of this NOFA. These items include the standard forms, certifications, and assurances listed that are applicable to this funding (collectively, referred to as the "standard forms"). The standard forms can be found in the General Section of the SuperNOFA. The application items required for submission are:

(a) *Transmittal Letter.* A transmittal letter that identifies the applicant(s) or submitting the application, the dollar amount requested, what the program funds are requested for, and the nature of involvement with community-based organizations. Also include the name, mailing address, telephone number, and principal contact person of the applicant. If you have consortium associates, sub-grantees, partners, major subcontractors, joint venture participants, or others contributing resources to your project, you must provide similar information for each of these partners;

(b) *Abstract Summary.* Provide an abstract summary describing the goals and objectives of the proposed program (two-page maximum);

(c) *Standard Forms.* All forms as required by the General Section of the SuperNOFA

(d) *Budget.* A total budget summary (total budget is the federal share and leveraged contribution) with supporting cost justifications for all budget categories of your grant request. A maximum of ten percent of the federal share can be for administrative costs (see Appendix A—Administrative Costs of this NOFA for a description of administrative costs applicable to this grant program);

An itemized breakout (using the HUD Form-424) of your required matching contribution, including:

i. Values placed on donated in-kind services;

ii. Letters or other evidence of commitment from donors; and

iii. The amounts and sources of contributed resources; and

(e) *Partners.* Contracts, Memoranda of Understanding or Agreement, letters of commitment or other documentation must describe the proposed roles of agencies, local broad-based task forces, participating faith-based and other community-or neighborhood-based groups or organizations, local businesses, and others working with the program. For-profit entities and/or firms must clearly demonstrate and document how the lead-based paint hazard identification and control measures will be coordinated with local organizations, state(s) or units of general local

government to carry out lead hazard control.

(B) *Proposed Activities.* All applications must, at a minimum, describe the proposed activities in the narrative responses to the rating factors. Your narrative statement must be numbered in accordance with each factor for award (Rating Factors 1 through 4).

VII. Findings and Certifications

See Section IX of the General Section of this SuperNOFA for specific requirements.

VIII. Corrections to Deficient Applications

See Section VIII of the General Section of this SuperNOFA for information about corrections to deficient applications.

IX. Environmental Requirements

Environmental Requirements. Certain activities assisted under this program may be subject to HUD environmental review to the extent required under 24 CFR part 50. An award under the Lead Elimination Action Program (LEAP) does not constitute approval of specific sites where activities that are subject to environmental review may be carried out. Following grant award execution, HUD will be responsible for ensuring that any necessary environmental reviews are completed. You may not rehabilitate, convert or repair property, or commit or expend grant funds or HUD-leveraged funds for any eligible property, until you receive written notification from the appropriate HUD official that HUD has completed its environmental review and the property has been approved. The results of the environmental reviews may require that proposed activities be modified or proposed sites rejected.

X. HUD Reform Act of 1989

The provisions of the HUD Reform Act of 1989 that apply to this NOFA are explained in the General Section of the SuperNOFA at Section XI.

Appendix A.

This appendix to this NOFA contains lists the standard forms, certifications and assurances used by the programs that are part of this NOFA. Listed forms are located in Appendix B of the General Section of the SuperNOFA.

The following forms are to be used for the Programs listed in this NOFA

- (1) Form HUD-424
- (2) Form HUD-424 B
- (3) Form HUD-424 C
- (4) Form HUD-424 CBW
- (5) Form HUD Logic Model Form
- (6) Application Checklist and Submission Table of Contents