

Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience (20 points)

a. Capacity of the Applicant (10 points)

Hennepin County is applying for a 2009 Lead Hazard Control (LHC) Grant, in partnership with its sub-grantees Sustainable Resources Center and Duluth Housing and Redevelopment Authority, to continue our successful program of elevated blood lead level hazard reductions combined with primary prevention through community based organizations and rehabilitation programs. Over the past six years Hennepin County Housing Community Works and Transit (HCWT) has built capacity and shown a proven track record in implementing and completing LHC grants. HCWT was awarded 2003 and 2007 LHC grants. **Together those grants have completed 882 paint inspections/ risk assessments and created 542 lead-safe housing units.** HCWT has built a referral and financial resource network to continue the important work of responding to and preventing childhood lead poisoning. The network includes childhood lead poisoning prevention programs, community based organizations, Section 8 Housing Choice Voucher programs, housing rehabilitation agencies, and housing code enforcement agencies.

Immediately upon award of grant funds, HCWT and its sub-grantees will have the capacity to enroll units, evaluate for lead hazards, and perform lead hazard reduction activities due to the existing staff, infrastructure, and experience from current and previous lead grants.

Hennepin County Housing, Community Works, and Transit (HCWT) is the lead agency and will implement the LHC Grant. HCWT currently administers a 2007 LHC grant and a 2007 Lead Hazard Reduction Demonstration (LHRD) Grant. **Both grants are rated green and have been since inception.** HCWT also successfully completed a 2003 LHC Grant and 2003 and 2005 LHRD Grants. Together the closed grants completed 2198 paint inspections/ risk assessments and created 1651 lead-safe housing units. HCWT's Housing Division administers a variety of complex federal, state, and county programs addressing the housing and community development needs of low-income households. Staff works closely with local and regional governments, metro-wide agencies, non-profit and for-profit developers and service providers, and HUD to develop and administer affordable housing programs. The Division has seven staff who are certified risk assessors totaling 89 years of experience at various housing rehab agencies. Since 1995, HCWT administered over \$60.8 million in HUD CDBG, HOME, and ESG for affordable housing activities. Since 2000, over \$35.6 million in county funds have been committed for affordable housing development through the County's Affordable Housing Incentive Fund leveraging over \$604 million and assisting over 5300 rental and ownership units.

Key Personnel: (See Organizational Charts, Resumes, and Factor 1 Table HUD-96012)

The proposed **Project Director**, Jim Graham, (0.10 FTE totaling \$23,660, in-kind match) has over 28 years experience in housing rehabilitation working for Hennepin County and is certified as a Lead Risk Assessor, Lead Supervisor, and Project Designer. As a Principal Planning Analyst in the Housing Division, his experience includes planning and administering complex rehabilitation programs for 41 different Hennepin County communities using multiple sources of funds, including CDBG, HOME, Rental Rehabilitation, and Minnesota Housing Finance Agency.

The proposed **Program Manager**, Melisa Illies, (0.75 FTE totaling \$177,450) has 10 years experience working on HUD lead grants and has been a day to day program manager since 2003. Ms. Illies successfully implemented HCWT's 2003 and 2007 LHC Grants including coordinating with sub-grantees, reporting to HUD, and managing enrollment and the budget. As a Principal Planning Analyst in the Housing Division, her experience includes environmental intervention blood lead level (EIBLL) investigation, paint inspection/ risk assessment (PIRA) and clearance testing. While with the City of Minneapolis, Ms. Illies was involved in HUD Round IV and HUD Round VIII. She is co-designer and co-creator of the database system ECOSpec, the data management tool for all of HCWT's lead grant

programs. She is certified as a Lead Risk Assessor, Lead Supervisor, and Project Designer. Ms. Illies will continue to be 0.25 on the 2007 LHC Grant.

The proposed **Senior Accountant**, Anthony J. Shelstad, (0.5 FTE totaling \$106,436) brings over 16 years of experience in financial management and accounting including 15 years as a local government accountant with the Cities of Northfield and Coon Rapids and a year of experience as the Lead Grant Senior Accountant with Hennepin County. As a Senior Accountant for HCWT, Mr. Shelstad maintains the accounting systems in accordance with established accounting procedures and reconciles financial records to meet all reporting requirements. He provides oversight on all accounting functions, and reviews financial procedures of sub-grantees (cities and non-profits), and manages single audit requirements.

Participating Organizations:

Sub-Grantee - Sustainable Resources Center (SRC) is a non-profit community based organization established in 1977. SRC has been a sub-grantee and/or provided lead hazard remediation and education and outreach for the majority of the HUD, CDC and EPA grants throughout Minnesota including HCWT's 2003 and 2007 LHC Grants. SRC is a licensed Lead Abatement Contractor and Certified Training Provider. SRC administers the Weatherization Assistance Program for suburban Hennepin County, currently serving approximately 200 low-income households a year. SRC has developed many education initiatives and a model community screening program. **Daniel Wiersgalla** is the Director of Lead Hazard Control at SRC and will provide management of SRC's sub-grant (0.25 FTE). He has worked in lead poisoning prevention since 1998, beginning as a full-time Americorps volunteer providing direct lead hazard reduction services to families. He is a licensed Lead Supervisor and Risk Assessor. He helped implement SRC's sub-grant during the 2003 and 2007 LHC grants including crew oversight and scheduling, benchmark adherence, policy development, and quality control. Mr. Wiersgalla will be aided by a full time crew supervisor who will provide scheduling, crew oversight, and case management.

Sub-Grantee – Duluth Housing and Redevelopment Authority (HRA) administers federal, state, and local funds to provide housing redevelopment including single-family home and rental rehabilitation loans. The Duluth HRA has been a sub-grantee of St. Paul's LHC grants and HCWT's 2003, 2005 and 2007 LHRD grants. The HRA is the lead agency in the City of Duluth for rehabilitation and demolition activities. The HRA provides environmental evaluations, lead hazard reduction activities, clearance testing and outreach services to all organizations. **Lynne Snyder** (0.1 FTE) will manage activities for the Duluth HRA. Ms. Snyder has 26 years of experience with the Duluth HRA including managing their LHC sub-grants and the 2003, 2005, and 2007 LHRD sub-grants along with other complex federal, state, and local rehab programs. She is a licensed Lead Risk Assessor and Supervisor. Duluth has experienced rehabilitation advisors who are also licensed risk assessors who will manage cases.

Other Partners:

City of Minneapolis Healthy Homes/Lead Hazard Control is a section of the Environmental Services (MES) division in the Regulatory Services Department. MES is mandated with investigating Environmental Intervention Blood Lead Level (EIBLL) cases in Minneapolis and issuing and enforcing corrective orders. MES risk assessors will refer owners with corrective orders.

Minneapolis Department of Health and Family Support (MDHFS) developed referral pipelines and education initiatives during their 2003 and 2005 HUD Education Grants as well as a network of community partners. MDHFS staff chair a Lead Testing Task Force that includes representatives from health plans and works to increase the blood lead screening rate. MDHFS continues to be a leader in policy development and innovative education initiatives such as their low-level EBL response program. MDHFS was a partner in the 2007 LHC grant and will continue to assist with referrals.

Community Action of Minneapolis (CAM) has managed the Department of Energy Weatherization program in the City of Minneapolis for 30 years. CAM is a non-profit, multi-purpose human services organization serving residents of Minneapolis. CAM's programs include energy services, weatherization, the home electric savings program, and children and family development. HCWT and CAM will seek to enroll clients in both weatherization and lead programs.

HousingLink, a nonprofit founded in 1997, maintains a suite of Internet Housing Search Tools. One of the Housing Search Tools is HousingLink's Online Directory, a powerful search engine and database of affordable properties and vacancies that provides an effective referral system for affordable housing. HousingLink is under contract with HCWT to maintain a lead-safe housing registry for the Metro area. It is publicly accessible at <http://www.housinglink.org/hldirdb/>.

Center For Energy and Environment (CEE) is a nonprofit organization dedicated to efficient use of natural and economic resources. CEE has provided energy, environmental, and housing rehabilitation services for over twenty-five years. Their services include financing, building audits, research, and evaluations. CEE provides loans to rental property owners for energy improvements, including new windows. Owners have used this financing to match LHC grant funds. CEE will continue to offer the loans.

b. Relevant Organization Experience (10 points)

Progress and Achievements under previous grants

In 2007 HCWT was awarded both LHC (MNLHB0346-07) and LHRD (MNLHD 0163-07) grant awards. Both grants are currently rated green and are exceeding benchmarks for paint inspection/ risk assessments and completed lead hazard reduction projects. Through March 31, 2009, the grants have cumulatively enrolled 642 housing units and have completed the following:

MNLHB 0346-07	BENCHMARK GOAL	COMPLETED
Paint Inspection / Risk Assessments	234	249
Lead Hazard Reduction Projects	98	99

MNLHD 0163-07	BENCHMARK GOAL	COMPLETED
Paint Inspection / Risk Assessments	347	499
Lead Hazard Reduction Projects	150	230

Previous LHC grant experience: HCWT's success in implementing lead grants is a result of an extensive network of private non-profit and public agency partners, experienced grant staff, and lead hazard reduction contractor capacity, all of which has been steadily improved upon during the past 6 years. Through March 31, 2009, the 2003 and 2007 LHC grants completed 542 units that were occupied by 494 children under the age of six, 81 of whom had blood lead levels greater than or equal to 10 ug/dl. The LHC grants combined to complete 98 education events reaching 5,670 people. Partner organizations provide referrals through outreach and recruitment activities. HCWT and its sub-grantees have built **paint inspection / risk assessment and clearance testing capacity** in house by hiring, training and retaining high quality professional staff. **LHR contractor capacity** building activities include grant funded lead-safe work practices (LSWP) courses to increase the number of trained workers in the jurisdiction. The LHC grants have trained 423 people since 2004. HCWT maintains a contractor list for property owners and it has grown from 25 in 2003, to over 65 on the current list.

HCWT's current grants have **not encountered impediments** that resulted in failure to meet its benchmark performance measures, however partners did experience a greater percentage of single family units among LHC enrollments than was anticipated. The single family units were raising the average

project cost. HCWT sought additional resources to cover the greater costs of single family units by applying for and receiving funds from the Minnesota Housing Finance Agency to offer deferred loans to homeowners whose projects exceeded \$8,000.

Implementing HUD's Lead-Safe Housing Rule: The HCWT lead grants have expended considerable resources assisting partner agencies implement HUD's Lead-Safe Housing Rule. Countless hours of consultation with rehabilitation agencies as well as grant funding have greatly increased the compliance of those agencies using CDBG funds for single family renovation. HCWT continues to work with its rehabilitation partners to problem solve around issues such as relocation for families, contractor coordination and staging, LHR methods, and cost effectiveness. Public Housing Authorities who, prior to partnering with HCWT, were often not addressing lead in Housing Choice Voucher units are referring and requiring over 100 units per year to under go lead hazard reduction.

Integrate Lead-Safe Work Practices (LSWP) into the private market: HCWT has integrated LSWP into the private market by recruiting, training, and providing bidding opportunities to local remodelers. The goal is to train as many contractors as possible in hopes that the knowledge and training they receive will be applied to all their jobs, which cumulatively will affect many more households than can be enrolled into a HUD lead grant. Partners also worked to pass a City of Minneapolis Ordinance requiring proof of LSWP training before the repair of chipping and peeling paint orders in pre-1978 rental units, including for the owner of the property. This training requirement also increases lead-safe maintenance of rental units by the owners and maintenance people who have been attending the class.

Promoting effective education and outreach: HCWT used GIS technology to map in-home education visits by our education partners and realized that partners had been very successful enrolling houses in the South Minneapolis focus area of existing grants, but not as successful in North Minneapolis. The Minneapolis Health Department analyzed the blood lead testing surveillance data and found that the blood lead testing rates in North Minneapolis significantly lag those of South Minneapolis. The Health Department, education partners, HCWT staff, and Minneapolis Environmental Health staff held a brainstorming session to come up with ideas to better target North Minneapolis. Minneapolis and SRC staff met with North Side neighborhoods and held blood lead screening events promoted by the health plans to their members at North Minneapolis sites. These efforts have started to yield results with the percentage of overall completed application packages from North Minneapolis addresses doubling in the last couple of months. HCWT will use these efforts as a base for this LHC grant proposal by working directly with North side neighborhood organization staff to recruit homes and further intensify our North Minneapolis efforts.

Community based organizations (CBOs) have been contracted to complete in-home lead education visits to identify and screen applicants for the lead grant programs. CBO staff were trained as educators and dust wipe sampling technicians **to go door to door in the target neighborhoods** with the greatest need for lead hazard reduction services. To date over 400 in-home education visits have been completed. During the visit, staff provide lead education to the family, perform a visual inspection of paint condition, and collect a limited number of dust wipe samples. The staff provide an overview of the lead grant program and assist with grant enrollment forms.

Positive impacts in the community: In 2002 the Minneapolis/Hennepin County Childhood Lead Poisoning Prevention Work Group was established by joint City/County resolution to align efforts and build capacity for eliminating lead poisoning. HCWT staff along with many of the partners in this proposal are members. Work Group members worked with legislators and the MN Department of Human Services to link lead testing rates in children enrolled in public health care programs to health plan incentive payments.

Starting in 2003, 1% of the total annual payments to health plans is withheld, to be disbursed only if the health plans meet their annual blood lead testing goals. The Lead Testing Task Force was formed with membership that includes representatives from the health plans. Faced with the financial consequence, the plans became key partners in outreach activities, and those activities have yielded results. Between 2002 and 2007, lead testing of 1 and 2 year olds in Minneapolis increased by 30%. While the screening rate rose, the number of EBL cases in that same population decreased by 65% from 2002 to 2008.

North Minneapolis neighborhoods, a focus area of this grant, have some of highest rates of foreclosure in the state. It is common to see 4 or more houses that are vacant and boarded on a single block. From 2006 to 2008, there were 3,870 foreclosures in North Minneapolis. Four of the top five neighborhoods in number of foreclosures in Minneapolis make up the Near North community. (Source: Sheriff's sale data) HCWT's public and private partners, including individual private investors, have been effectively acquiring, rehabilitating and putting affordable and lead-safe housing units back in the rental and homeownership market. Converting boarded housing into viable homes or rental units has a positive effect on the immediate neighbors and the neighborhood as a whole by stabilizing home values and reducing the crime associated with vacant and boarded buildings.

Enhance local infrastructure through collaboration: The Work Group described above greatly improved collaboration of City and County efforts including aligning funding applications. Combined, the City and the County have produced over 2,350 lead-safe units.

In 2007, in response to the extreme foreclosure rates in North Minneapolis, the Minnesota Housing Finance Agency announced an \$11 million loan to a non-profit housing developer to buy, renovate, and resell houses there, with \$1 million of it to be used for buyer assistance. Because of the existing relationship and infrastructure built by HCWT staff with the developer's staff, lead-based paint testing and remediation were included in all the projects ensuring that properties were affordable and safe for families to reoccupy. Training efforts by partners had created a capacity of trained contractors ready to rehabilitate the houses. This effort also readied partners for the implementation of NSP efforts.

Partners have begun integrating healthy homes into our programs. Minneapolis paved the way by gaining HUD Healthy Homes Demonstration Grants in 2003 and 2006. HCWT and partner staff have attended the essentials training provided by National Center for Healthy Homes. SRC has since become a trainer as part of the National Center's Healthy Homes Training Center. Partners have also developed a short healthy homes assessment form. Staff who are in homes for weatherization, lead education, lead testing, rehabilitation, or other reasons are able to use the assessment to inform and advise residents. The resultant data is being collected jointly to provide information about the local housing stock and what health and safety hazards are present. We hope to use this data to inform decisions as we continue to build our healthy homes infrastructure.

Concurrent activities with ongoing HUD lead hazard control work: The 2009 LHC Grant will be a continuation and expansion of the 2007 LHC Grant. They will operate for one year concurrently but will be complimentary because the 2007 grant will no longer be taking new enrollments and will be focused on completing its final lead hazard reduction projects. The 2009 LHC Grant will take up the enrollment pipeline and hit the ground running. HCWT is also applying for a 2009 LHRD Grant that will operate in Hennepin County. It is designed to assist different referral types than the LHC Grants. It will focus on Section 8 rental units and units enrolled by its rehabilitation agency partners. HCWT has successfully administered concurrent LHC and LHRD Grants since 2003. The City of Minneapolis received a 2008 LHC grant and is working in specific South Minneapolis neighborhoods only. HCWT has a data sharing and case referral agreement with Minneapolis where HCWT refers cases within Minneapolis' specific neighborhoods to Minneapolis and Minneapolis refers all others to HCWT. Sub-grantees SRC and Duluth also are

experienced at implementing and completing multiple projects at the same time from multiple funding sources. The City of Duluth is submitting an LHC application. Different units will be targeted and the Duluth HRA, who already keeps detailed financial and activity records at the address level, will ensure no duplication of resources or co-mingling of funds.

HCWT assigns each grant specific cost centers to ensure expenditures are accurately tracked. HCWT tracks all project costs including staff time at the address level in both the case management software ECOSpec and its general accounting software FARS **to ensure double counting and mingling of funds does not occur.** In ECOSpec, the Program Manager assigns new projects to one of the HUD grants with grant specific project numbers. Payment tracking in this grant database as well as in the county financial system ensures costs are accurately assigned to lead grants, rehabilitations funds, or other sources without co-mingling. This system also accurately reports match funds to the address using the unique grant codes.

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

Consolidated plans: This application is consistent with the Consolidated Plans of the jurisdictions. The stated goals of the Minneapolis, Duluth, and Hennepin County Consortium Plans will be furthered by this proposal. All three plans speak of the older housing, the need for lead hazard control, and the efforts by the jurisdictions to produce lead-safe homes and protect families. (See attached 2991 forms and lead-based paint elements from each jurisdiction's plan.)

a. Number of documented cases of 10 ug/dL per year (2006 or more recent) (See HUD-96013)

Number of EBL cases ≥ 10 ug/dl in 2007: 370 EBLs in Hennepin County and 45 in St. Louis County for a total 415 partnership wide. There were 276 EBLs in Minneapolis and 24 EBLs in Duluth. (*Source: Minnesota Dept of Health, Lead Surveillance Data*) There are 100,742 children under the age of 6 in partner jurisdictions. (*Source: 2000 Census*) Supporting documents attached

In 2007, 82% of the children with blood lead levels ≥ 10 $\mu\text{g}/\text{dl}$ in Hennepin County lived in Minneapolis. Duluth had 53% of the EBLs in St. Louis County. (MN Surveillance Data) In the Minneapolis school district, 66% of enrollees qualify for free and reduced lunch. Based on 2000 U.S. Census data, 51% of Minneapolis homes were built before 1940, and 92% before 1980. In Duluth, according to the 2000 Census, 48% of all residential structures were built before 1940. Of the 12,700 rental units in Duluth, over 85% were built prior to 1978 and 43% were build before 1940. Because of the disproportionate number of EBLs, the number of low income occupants, and the older housing in which they generally live, Minneapolis will be the Targeted Area within the Hennepin County jurisdiction and Duluth will be the target area in the St. Louis County jurisdiction. (See Maps – Pages 90-93)

b. Housing age and Tenure and Very-Low and Low Income – See HUD-96013

Rating Factor 3: Soundness of Approach/Work Plan/Budget (40 Points)

a. Lead Hazard Control Work Plan Strategy (15 Points)

Hennepin County Housing Community Works and Transit will coordinate the 2009 LHC activities, implement progress tracking, produce HUD Quarterly Reports, administer funds and contracts, monitor sub grantees and develop and implement the work plan.

The 2009 LHC grant will complete the following benchmark activities in eligible dwellings in Hennepin County and Duluth during the 36 month grant term. (See Benchmarks HUD-960008)

- 342 lead-based paint inspection / risk assessments
- 300 Cleared and closed lead hazard reduction projects
- 65 Education events contacting 1750 individuals
- 180 people trained in Lead-Safe Work Practices

Summary of LHC Grant Work Plan

HCWT use existing infrastructure and experienced sub-grantees to implement the project immediately upon award. HCWT will complete the environmental review and contract negotiations in 90 days. **Enrollment:** At least 1750 families will be contacted. Partnerships built during the 2003 and 2007 LHC grant have established a referral network to feed this grant with eligible referrals. HCWT will complete a Request for Proposal for education/outreach partners within 60 days of award. Expected strategies include recruiting by community organizers from the North Minneapolis neighborhood organizations, in-home visits by educators, and blood lead screening events. HCWT has a current waiting list that will be used to ensure production begins on schedule. Duluth will continue to enroll rehabilitation units and look for coordination with NSP units. **Testing:** The 2009 LHC grant will complete at least 342 Paint Inspections/ Risk Assessments (PIRAs) on eligible dwelling units. The PIRAs will be performed by sub-grantee staff and begin within 120 days. **Lead Hazard Reduction (LHR):** By 7 months into the project, enrolled units will start to be completed culminating in 300 completed and cleared dwelling units occupied by 350 children under the age of six. Lead hazard control methods will include window replacement/rehabilitation and paint stabilization with projects completed every week. **Clearance:** Project staff will complete 300 clearance inspections. **Training:** Partners will train 180 individuals in lead-safe work practices (LSWP). Monthly updates from partner/sub-grantees and quarterly reports to HUD will ensure production obstacles are addressed immediately and the whole project stays on track to meet overall benchmarks.

(1) Program Administration and Financial Management

(a) Staff, Project Oversight/Monitoring, Contract Administration, and Funding Flow (See Factor I Table HUD-96012, Organizational Charts, Resumes)

Project Director - Jim Graham served as the Project Director for the 2003 and 2007 LHC grants. Mr. Graham is certified as a Lead Risk Assessor, Lead Abatement Supervisor and Project Designer and will provide policy and work plan development assistance and general oversight.

Program Manager: Melisa Illies implemented the 2003 and 2007 LHC Grant including negotiating with sub-grantees, contract management, reporting to HUD, and managing enrollment and the budget. The 2003 LHC grant finished on schedule while meeting or exceeding all benchmarks. The 2007 LHC Grant is meeting or exceeding all benchmarks and has been rated green every quarter. She is certified as a Lead Risk Assessor, Lead Supervisor, and Project Designer. As Program Manager, Ms. Illies is responsible for managing the day to day operations and overall functioning of this LHC grant; (1) assuring the sub-grantees and contractors comply with federal laws and regulations, state statutes and rules, and local ordinances regarding lead, and (2) lead grant activities, including work plan development, benchmark planning and adherence, enrollment of units, eligibility verification, monitoring and quality control, lead reduction in housing, education and outreach, resource development, and policy development.

Finance Manager: Anthony Shelstad will perform financial management duties, oversee accounting functions and coordinate accounting requirements. He will advise and review financial procedures of sub-grantees. He will assist in the planning and implementation of the 2009 LHC grant and will, in coordination with the Program Manager, prepare quarterly electronic draws, and assist in budget planning.

Duluth Program Manager – Lynne Snyder has provided management and coordination during the 2003, 2005, and 2007 LHRD Grants. Ms. Snyder will manage the sub-grant including enrolling units and reporting progress. She will continue to build partnerships with the housing rehab agencies of Duluth.

SRC Program Manager - Daniel Wiersgalla is the Director of Lead Hazard Control at SRC and implemented SRC's sub-grant during the 2003 and 2007 LHC grants. Mr. Wiersgalla is a licensed Lead Supervisor and Risk Assessor and will provide management of SRC's sub-grant including benchmark adherence, policy development, work crew management and quality control.

Risk Assessors/Case Managers: Both Duluth and SRC have risk assessors on staff with HUD lead grant experience who will be responsible for conducting Combination Paint Inspections / Risk Assessments (PIRAs) of enrolled properties, providing lead education to occupants, collecting file documentation, preparing scopes of work, performing quality control checks and conducting clearance inspections.

Oversight / Monitoring: The 2009 LHC Grant Program Manager with assistance from the Project Coordinator will be responsible for oversight and monitoring of sub-grantees and sub-contractors. Quarterly benchmark standards are established for all sub-grantees, who will also receive an on-site monitoring visit annually. (See HUD-960008) Quarterly reports from sub-grantees will be measured against their established benchmark standards. This will reveal production obstacles so they can be addressed immediately to ensure the whole project stays on track to meet the overall project benchmarks.

Contract Administration: All sub-grantees and contractors will be required to execute Hennepin County Cooperative Agreement contracts with detailed scopes of work. Benchmark standards, budgets, policies/procedures, the 2009 NOFA, and the work plan will be attachments to the contracts. The Program Manager will perform site visits, review invoices and review progress reports to ensure compliance with the terms of the contract and grant requirements.

Funding Flow: Funds for grant related activities will be paid on a reimbursement basis with the direct services of the grant provided by sub-grantees. Reimbursements for PIRAs will be made following completion and the issuance of PIRA reports by sub-grantees. Lead hazard reduction work will be reimbursed following successful clearance inspections. Sub-grantees will be reimbursed by HCWT. HCWT will use the LOCCS system to request reimbursement from HUD for all grant activities.

(b) Lead Hazard Control Financing Strategy

Financing Strategy: LHC grant risk assessors/ case managers will be responsible for collecting all financing eligibility information including owner application forms, monthly rent certifications to determine affordability, third party occupant income verification, occupant consent forms, environmental and historical review, and other eligibility requirements. Other conditions of grant financing are: the property must be built prior to 1978 and be located in Hennepin County or St. Louis County, the property must have PIRA, occupants must be relocated during LHR work, all lead hazards identified during the PIRA must be addressed and the property must pass clearance inspection conducted by project staff. Rental property owners must also agree to affirmatively market and prioritize renting to families with children under the age of six as well as list their unit on the Lead-Safe Housing Registry. The Program Manager will review the file and give final approval for financing and scope of work. **Per-Unit Cost/Cap:** Enrolled projects will be capped at \$8,000 per unit for owner occupants and \$6000 per unit for rental units. The Minneapolis/Hennepin County Joint Work Group on Childhood Lead Poisoning Prevention will be used to evaluate emergency or extraordinary projects requesting a waiver to project caps.

Grant levels for lead hazard reduction costs incurred:

- Rental Property – 50% of costs up to \$6000 per unit (\$5000 average)
- EIBLL properties and Single-family homeowners not enrolled in a rehab loan program – 100% of costs up to \$8,000
- Single-family homeowners enrolled in rehab loan program and Section 8 rental property owners will be referred to the 2007 and proposed 2009 LHRD grants

Documented occupant relocation costs will be reimbursed either to the property owner, to the occupant, or directly to the hotel. PIRA and clearance costs will be paid from HUD grant funds.

Recapture of funds: Upon enrollment property owners sign an agreement outlining grant requirements that must be fulfilled for their property to be enrolled and completed, limiting situations that would require recapture of funds. Recapture may be necessary if a rental property owner raised rents above affordability standards or refused to rent to families with children under age six during the subsequent 3-year period. Non-compliant owners will be referred to the County Attorney’s Office. Funds will not be recaptured at the sale of the property.

Type of assistance and other sources of financing: 2009 LHC funds will be awarded as grants. LHC grant partners have been successful in securing local funds to assist rental property owners with financing options and to leverage the HUD lead grant funds. In HCWT’s 2003 LHC grant, matching funds totaled \$1.4 million for LHR in eligible, enrolled properties. To date in the 2007 LHC grant, LHR matching funds have totaled \$227,203. In this proposal, HUD funds will be matched with Hennepin County Environmental Response and Affordable Housing Incentive Funds, CDBG single family and rental rehabilitation loans and grants, Minnesota Housing Finance Agency Rehabilitation loans, SRC agency resources, and rental property owner match. (See SF-424, Pages 29-32 and Letters of Commitment, Pages 74-77) In Hennepin County, rental property owners will be eligible for a no interest loan program administered by HWCT utilizing an Affordable Housing Incentive Fund award. Matching funds will be used on eligible activities. Leveraged funds will include all of the above as well as weatherization funds. Both match and leveraged funds will be tracked and reported to HUD quarterly.

(c) Coordination among agencies and participation in 2010 plan

Coordination Among Critical Agencies: The Hennepin County Board of Commissioners and the Minneapolis City Council created the Childhood Lead Poisoning Prevention Joint Work Group. The Work Group was created to coordinate and unite efforts within the jurisdiction, by bringing housing, health, code enforcement, and community agencies together to develop policy and goals. **Statewide strategic plan to eliminate childhood lead poisoning:** In 2003, the Minnesota Department of Health as a CDC grantee, developed a statewide plan to eliminate childhood lead poisoning by 2010. Staff from HCWT, Duluth, and SRC, participated in 8 meetings with many other stakeholders “To create a lead-safe Minnesota where all children have blood lead levels below 10 µg/dl by the year 2010.” The Minnesota 2010 Childhood Lead Poisoning Elimination Plan was signed by Governor Tim Pawlenty on July 6, 2004. Partner staff were also participants in the July 2006 and September 2008 revisions of the plan.

(2) Program Start-Up: Immediately following the grant award announcement, HCWT will begin steps to execute the grant agreement, negotiate with HUD, submit a final work plan and budget, obtain the release of funds including the environmental review, and release a request for proposal for education partners. All critical components and staff are in place to manage day to day activities, begin enrollment, perform field work and case management, and begin LHR activities within the first 120 days of the grant period. Both

HCWT and Duluth have existing waiting lists that will provide pre-approved enrollments as soon as contracts are in place. SRC and Duluth HRA have staff to complete PIRAs. LHR contractor capacity is well established due to previous grants.

(a) Grassroots and Community Organizations

Sustainable Resources Center (SRC) is a long time partner in efforts to eliminate childhood lead poisoning and is a sub-grantee in this proposal. SRC is a licensed lead abatement firm providing window replacement/rehabilitation, paint stabilization, and lead swab clean services. They were a sub-grantee of HCWT's 2003 and 2007 LHC grants and to date have completed and cleared 531 units. SRC has developed a lead education team that provides outreach and marketing to generate referrals. They have staff licensed as risk assessors to conduct PIRAs and licensed lead abatement supervisors and carpenters for lead hazard remediation. **HousingLink** will maintain the lead-safe housing registry and will work with property owners to list their lead-safe units or enroll their units that are not yet lead-safe. **Center for Energy and Environment (CEE)** will continue to provide loans to rental property owners for matching funds and refer owner occupants receiving rehabilitation loans. **New Partners:** HCWT will solicit additional community partners for education activities. Within 60 days of award, HCWT will release an RFP for neighborhood and community partners to provide education and outreach. A faith based organization in Duluth, **Churches United in Ministry (CHUM)**, will provide housing evaluations and make referrals to the Duluth HRA for enrollment. The member organizations of the **Affordable Housing Coalition (AHC)** will provide housing evaluations and make referrals to the Duluth HRA for enrollment.

(b) Environmental Review and Request for the Release Of Funds (RROF)

Upon notification of award, the Program Manager will begin preparing the publication notices for the environmental review and RROF. Upon completion of negotiations and contract signature, HCWT will publish the appropriate notices in a state-wide newspaper to ensure coverage of the jurisdiction, observe the comment period, and forward the RROF package to the HUD Environmental Officer. Risk assessors/case managers will take photos of the property, obtain historical clearance, document flood plain status, and complete the site specific environmental review form.

(3) Outreach, Recruitment, and Unit Enrollment

Over 1750 families will be contacted through 65 events during the grant term. The enrollment pipelines established during the previous grants will be utilized, and new pipelines will be added to better address underserved populations via a request for proposal process. HCWT will also use its existing waiting list. Duluth will recruit in concert with its owner occupied and rental rehabilitation programs as well as its foreclosure remediation efforts.

(a) Identify, select, prioritize, and enroll units

Identify: EBL cases will be identified through existing partnerships with CLPPPs for the jurisdictions. Lower level blood lead cases will be identified and recruited by Minneapolis Department of Health and Family Support (MDHFS). Other primary prevention units will be identified through a network of referring agencies built during the 2003 and 2007 LHC grants, in place and ready to feed the 2009 LHC grant with eligible referrals. Applications will be screened according to requirements of the 2009 NOFA and Title X.

Prioritize: The 2009 LHC grant will place the highest priority on EIBLL cases. Next highest priority will be on enrolling properties with families with children with blood lead levels from 5-14 ug/dl to prevent them from becoming mandatory cases. In general, single-family owner occupants and low-income rental housing will be recruited for this LHC grant with priority enrollment going to units in North Minneapolis.

The number of eligible housing units to be enrolled by category are estimated as follows:

- 170 Owner Occupied Units
- 80 Rental Units
- 50 Vacant Units

(b) Vacant housing: The foreclosure crisis has resulted in a large increase in demand for lead hazard reduction grants by rental property owners. Private owners are purchasing foreclosed homes, remodeling, and renting out the units. This provides a perfect opportunity to create lead-safe units in some of the most distressed parts of the jurisdiction. In the last two years, HCWT's lead grants have created 78 lead-safe units by partnering with private rental property owners on foreclosed rental units. Incorporating lead hazard reduction into the rehabilitation of vacant units is more cost-effective because it reduces not only the lead hazard reduction costs, but can eliminate the astronomical medical, social and economic costs associated with an EIBLL case. The cost of the lead hazard reduction work is reduced because the contractors do not have to work around and poly off occupant belongings, clearance is easier to schedule and failed clearance tests do not prolong relocation. **Addressing occupied units before poisoning:** Primary prevention will be a focus of the outreach and marketing of this grant. Rental property owners with a multi-unit building where one unit has a child with an EBL will be encouraged to enroll all the units of the property including vacant units. HCWT has partnerships with weatherization agencies, code compliance agencies, Section 8 administrators, and rehabilitation agencies to enroll properties before children become poisoned.

(c) Sustain Recruitment: During current and previous LHC grants, HCWT and its sub-grantees have successfully sustained recruitment and had to establish a waiting list. The Program Manager will be responsible for monitoring and sustaining recruitment throughout the grant period by building relationships with new partners and expanding existing partnerships. This effort will not only sustain enrollment numbers, but also will provide a network of other resources to help complete projects that may need extra assistance beyond the scope of a lead hazard reduction grant program. HCWT will request proposals from community groups for education and recruitment efforts and will work with the neighborhood leadership in North Minneapolis. SRC has been able to generate a constant flow of referrals for LHC programs including through their innovative partnership with health plans to screen children not going to clinics. The addition of a blood lead test to education increases the number of families who participate in follow-up and enrollment over education alone.

(d) Data to enroll housing with EBL children: All blood lead test results in the state have to be reported to the Minnesota Department of Health (MDH) Surveillance system. The Department of Health distributes those results for investigation as necessary. Since 2004 HCWT has worked in partnership with the City of Minneapolis CLPPP program to provide grant assistance to properties identified as an EIBLL case. HCWT staff meet with the CLPPP staff monthly to coordinate activities. HCWT has completed lead hazard reduction on 145 Minneapolis EIBLL Cases since 2004. MDHFS partners with MDH to receive a report of any blood lead test for Minneapolis from 5-14 ug/dl and does outreach to the families to inform them of re-screening guidelines and market lead grant programs. These existing data sharing partnerships ensure data privacy requirements including HIPAA are met and also result in the families agreeing to be referred to HCWT for assistance with remediation and to release the test results to HCWT for file documentation. Duluth HRA has an established enrollment pipeline with the St. Louis County CLPPP.

(e) Referrals from other agencies: HCWT has existing partnerships with the public housing authorities for the County. The Minneapolis Public Housing Authority refers cases by e-mail for enrollment when a unit is identified to have peeling paint during a "move in" or "annual" HQS inspection. HCWT's 2007 and

Proposed 2009 Demonstration Grant will focus on these units. HCWT administers the CDBG and HOME programs for the County and has existing partnerships with the entitlement jurisdiction agency for Minneapolis and many neighborhood rehabilitation agencies. HCWT will continue to build those partnerships to leverage HUD lead funds and stretch the rehabilitation funds mainly through its 2007 LHRD Grant and its 2009 LHRD Grant application. SRC provides weatherization to suburban Hennepin County and has trained their auditors in visual assessment to locate houses that could also be enrolled in a lead grant. HCWT will partner with Community Action Minneapolis to cross refer clients to maximize resources.

b. Technical Approach/Lead Hazard Control Intervention (15 Points) (See HUD-96014)

The 2009 LHC grant will complete 342 PIRAs on eligible, enrolled dwelling units. PIRAs will be performed by sub-grantee staff and paid from HUD grant funds to the sub-grantees unless the PIRA was conducted by an assessing agency involved in an EIBLL. HUD funds will also be used to reimburse HCWT or its sub-grantees for the cost of conducting clearance inspections. Testing costs will be \$500-\$800 for PIRAs and clearances. Blood lead tests will be required for all occupant children under the age of six in enrolled units. Tests will be reimbursed by health plans or HUD funds at a cost of \$10-20 per test.

The 2009 LHC grant will make 300 dwelling units lead-safe using a combination of interim controls and abatement methods. All lead hazards will be identified during the PIRA and will be addressed during the project. Lead work will be completed by licensed abatement contractors, or contractors using workers with Lead-Safe Work Practices (LSWP) training. Interim control methods will be standard practice and will be used whenever conditions allow. Windows are an exception and will be replaced with cost effective sash replacement packages or vinyl insert windows. In Minnesota, window components are exposed to extreme weather conditions, which cause paint film to fail quickly and result in extreme levels of lead dust. Window replacement is more cost effective over time due to reduced maintenance and increased energy efficiency. Window replacement also assists families in maintaining units lead-safe after intervention. Complete abatement will not be practiced unless required by the Lead-Safe Housing Rule. HCWT estimates that the average total per unit cost of lead hazard reduction will be between \$6000 and \$12,000 and the average HUD costs will be \$4500 to \$6500. The average total cost of lead hazard reduction during HCWT's 2003 LHC grant was \$6100 per unit. The 2007 LHC grant is averaging \$5500 per unit. The cost estimates are based on historical and current grant expenditure averages in the jurisdictions and the 2009 LHC targeted property types. Reimbursement of up to \$500 for documented occupant relocation costs will be paid either to the property owner, to the occupant, or directly to the hotel. **Cost effectiveness** will be gained through partnership with a community based organization and competitive bidding. The project scope including costs of either the community organization or low bidder will be reviewed and approved by the program managers in the jurisdictions.

Estimated unit production by intervention type is:

	Single Family	Multi-Family
Interim Controls w/ window replacement	185	90
Interim Controls only	15	10

On-Going Maintenance: Efforts to ensure units remain lead-safe after treatment include a monitoring and maintenance plan for each unit, which is discussed and agreed upon by the property owner. The plan is based on the type of lead reduction methods used for the individual unit and is in accordance with the HUD Guidelines of Lead Hazard Control and HUD's Lead Safe Housing Rule subpart 35.1355. Grant partners with enforcement capability help ensure units remain lead safe by conducting annual or routine HQS inspections of rental property to determine the presence of peeling paint.

(1) Management: The Program Manager will create the standard LHR specifications and the process for LHR contractor bidding and selection. During previous HUD Lead Grants, ECOSpec was developed for specification writing and case management. Individual project work specifications are created by the risk assessor/ case manager based on the PIRA report, the risk assessor's professional knowledge, and the financial resources available. All lead hazards identified in the PIRA report will be addressed in the work specifications. LHR will be completed by a neighborhood agency or a for-profit contractor. Bid acceptance and award will be in accordance with County/City/Agency policies and approved by the Program Manager.

(2) Coordination

(a) Coordination with agencies performing other work: HCWT and its partners believe it is most cost effective to train existing, competent renovation and weatherization contractors in lead-safe work practices allowing them to simultaneously complete LHR and other work without delays, extra overhead, and additional disruptions to the family. Where necessary, risk assessors/ case managers will work with rehabilitation or weatherization advisors and contractors to coordinate schedules and conduct interim clearances so untrained workers can safely have access to work sites. Final clearance will always be required prior to re-occupancy.

(b) Testing methods, schedule, and costs: A PIRA will be conducted on each enrolled unit according to the HCWT PIRA Protocol within two weeks of unit enrollment approval. The protocol is based on EPA and Minnesota rules and regulations, the Lead-Safe Housing Rule, and the HUD Guidelines. It includes surface by surface paint testing with an X-Ray Florescence analyzer, visual paint condition assessment, property mapping, lead dust sampling, and soil sampling. A clearance will be conducted at the completion of the project and before re-occupancy including a visual inspection to ensure all work was completed properly and dust wipe testing to determine if lead dust levels are below the HUD/EPA standards. HCWT and its partners will use the HUD/EPA thresholds for dust, but will use the more restrictive State of Minnesota standard for soil (100 ppm). Lead testing costs will be between \$500 and \$800 per property including both PIRA and clearance. The PIRA and clearance reports provided to owners will include statements on disclosure requirements.

(c) Use of trained personnel and lead hazard reduction monitoring: All individuals performing lead reduction work on 2009 LHC projects will have at least the 8 hour LSWP training. The 2009 LHC grant will have several controls in place to ensure workers are properly trained, LSWP are used, and workmanship is of sufficient quality. HCWT will utilize sub-grantee SRC, a licensed lead abatement contractor for many enrolled units. For other units, Duluth and HCWT will bid projects and require documentation of training. All contractors will be required to submit occupant protection plans that will list work start dates, worker names, and occupant protection measures for all projects. The plans allow staff to make site visits to verify relocation and to monitor work practices. The Minnesota Department of Health is responsible for oversight of regulated lead work including lead abatement and LHR work on a property with an EIBLL child and conducts regular site inspections. All projects will receive clearance inspections from 2009 LHC staff before re-occupancy to determine completion of the work specifications and if the unit is lead-safe. 2009 LHC staff will also require proof of certification as a remodeler under the EPA regulation starting in 2010.

(3) Sequencing

(a) Program schedule *(By quarter see Benchmarks HUD-96008 and Logic Model HUD-96010)*

HCWT has the infrastructure needed to immediately implement the 2009 LHC grant. In the first 90 days, the Project Director, Program Manager, and Financial Manager will complete the work plan, finalize the budget through negotiations with HUD, and update contracts. The Program Manager will complete the environmental review, update the policies and procedures, and release the RFP for community based partners to complete education and outreach. The quarterly production will follow HUD-96008 as attached.

Typical Unit Timeframe

- Week 1-2 Referral received and enrollment completed; evaluation and PIRA completed by project staff.
- Week 3 PIRA report and lead hazard specifications completed. Project staff meets with the property owner and/or rehab advisor to finalize the scope of work.
- Week 4-6 Property owner or rehab agency selects community organization or contractor from the list.
- Week 7-10 Contractor orders windows, schedules work and submits occupant protection plan.
- Week 11 Occupants relocated, lead reduction work completed, clearance inspection.
- Week 12 Contactor invoices and payments.

Estimated time for testing and consultation is 8-12 hours per unit. Contractor time to treat a typical unit is 3-5 days. The 2009 LHC grant will complete 342 PIRAs and 300 cleared and closed units

Emergency EBL referrals will be expedited through the pipeline. As soon as eligibility is determined, properties may receive emergency relocation, an immediate swab cleaning with paint stabilization, and interim dust testing until comprehensive LHR can be scheduled. SRC will provide the emergency services.

(b) Unit Production Process

Referrals are received from project partners per contracts and MOUs. The risk assessors / case managers perform **intake** by assembling all information required for enrollment including: signed application forms from the owner, detailed occupant household information and consent, third party occupant income verification, and environmental/historical review. The program manager reviews the documents and approves the unit for **enrollment**. Risk assessors/ case managers schedule and complete **PIRAs** and produce reports with remediation recommendations. The risk assessor/ case manager meets with the property owner to produce appropriate LHR specifications that also address all hazards in the report. The specifications are bid or referred to the community based organization. The Program Manager reviews the project plan and approves the work. The community organization or contractor submits an **occupant protection plan** and schedules the work. The risk assessor/ case manager works with the occupants to **relocate**. LHR work is completed. The risk assessor/ case manager performs a **clearance inspection** before re-occupancy. The Program Manager reviews invoice documents and issues payments.

Weekly team meetings will be held to discuss enrollment and production. Sub-grantees will submit monthly progress reports along with invoices for work completed. Duluth HRA will be responsible for their projects and SRC will be responsible for all others following the steps laid out above. SRC's crews or contractors will complete the projects, with clearance performed by HCWT or by the City of Minneapolis in the case of EIBLL as required by state rule.

The ECOSpec database, case files, and the Hennepin County Financial System will be used to track and monitor production. On a daily basis LHC grant risk assessors / case managers will enter unit progress data into the ECOSpec database. ECOSpec tracks property specific activity dates for enrollment, PIRA, lead hazard reduction work, and clearance inspections. This allows any staff member to look up a property and instantly determine its current production status. The Program Manager will use ECOSpec to track and monitor production against benchmark goals to ensure the project stays on track.

(4) Associated Activities

(a) Relocation Plan: Occupants will be protected from all lead hazard reduction activities according to all regulations and guidelines. The lead hazard reduction contractors will be required to develop and submit an **Occupant Protection Plan** prior to the start of work. When temporary relocation is necessary, LHC grant partners will provide the occupants with alternative lead-safe housing for the duration of the lead hazard reduction work until clearance tests have passed. Risk Assessors / Case Managers will work with the occupants to determine the best relocation option. Due to geographic considerations hotels are utilized throughout the jurisdiction to allow occupants to remain close to schools and work. For households with a

large number of individuals a lead-safe duplex is available through the City of Minneapolis for temporary relocation. LHC grant funds and local match will be used to pay for relocation costs including lodging, food stipends and storage costs. The average cost per relocation is expected to be \$500. **Relocation right of return:** In Minnesota, it is a misdemeanor for a landlord to physically lock out a tenant from the tenant's rental unit or otherwise prevent a tenant from living there without a court order. In the extremely unusual event that a renter is not allowed to return following lead hazard reduction relocation the Minnesota Statutes provide a remedy action as described in MN Statue 504B.375 to recover possession of the premises. **Temporary relocation may not be necessary** if the LHR project is limited in scope. For jobs that can be completed and cleaned in one 8 hour work day, LHC grant staff will conduct a clearance inspection at conclusion of the work and the family will be allowed to return that evening as prescribed in HUD's Lead Safe Housing Rule. For jobs where the work is limited to a small portion of the house, a porch for example, a containment barrier will be established by the contractor and the family will be allowed to remain in the house as long as they have access to a kitchen, a bathroom, a sleeping area, and a safe exit.

(b) Blood lead tests: Blood lead tests are performed according to Minnesota's screening guidelines and required for enrollment into the grant program. Methods include capillary and venous tests for \$10-20.

(i) Increase testing target area wide: The Minneapolis Department of Health and Family Support (MDHFS) convenes a Lead Screening Task Force with stakeholders including representatives of the Health Plans, Minnesota Visiting Nurses Association, Minnesota Department of Health, SRC, HCWT, and others. This Task Force is dedicated to increasing blood lead screening rates. The Task Force coordinated a clinic visit effort. A team from MDHFS and SRC visited 25 clinics identified by the health plans as having low screening rates, as well as clinics with high screening rates and other clinics in target areas to discuss best practices and impediments to blood lead screening with the goal of increasing overall screening. The visits were completed in the fall of 2008. The team provided the clinics with reference binders of available resources for families. Clinic staff who responded to an evaluation indicated a significant increase in their confidence levels of understanding screening guidelines and knowing about available resources. Partners have gotten more referrals from clinics that were visited during the project. Health plans have also been active partners. When a community blood lead screening event is scheduled, the health plans conduct outreach to their members in the surrounding neighborhoods that offer incentives like \$25 gift cards for coming to the event and getting their child tested. The outreach increases the effectiveness of events.

(ii) Blood tests for enrolled children: All occupants under the age of 6 will have a blood lead test within 6 months of the start of the LHR work pursuant to the NOFA unless the parent/guardian refuses. The risk assessor/ case manager will gain documentation of the test. Families will be referred to their medical provider and SRC's mobile screening unit.

(iii) Referrals to medical care: All blood lead tests are required to be reported to the Minnesota Department of Health according to state regulations. If a child with an EBL is identified in a current project, the risk assessor / case manager will take immediate steps to refer the family to medical resources and the local CLPPP program. Families will be encouraged to visit their clinic to receive the blood lead test with their clinic providing follow-up medical care. Families tested through SRC's mobile screening unit will have follow-up through SRC's education team and have their result forwarded to their primary clinic. SRC has existing agreements with Health Plans to ensure privacy and adherence to the requirements of HIPPA. Occupant consent forms will include releases for HCWT to gain blood lead test results.

(c) Promoting Energy Star and Green Development

(i) Energy Star: HCWT will require Energy Star or equivalent windows are used in window replacement. Owners may petition the Waiver Committee when this requirement impedes historical considerations or for financial hardship.

(ii) Green Development: The LHC grant will only be completing minimal rehabilitation with its project plan of window replacement with paint stabilization. We will use Energy Star windows, but will not be doing enough rehabilitation to meet any of the Green Building certifications.

(d) Healthy Homes Interventions

(i) Integration with other programs: HCWT has long employed the primary prevention strategy of integrating LHR into existing programs. Over the past 6 years, HCWT has developed strong partnerships with local developers, creating 456 lead safe units in conjunction with publicly funded rehabilitation projects. Many of those partners are now also working on NSP. The areas most affected by foreclosures in the jurisdiction align with our grant target areas (See Map, Page 91), and HCWT will continue to work with our rehabilitation partners on eligible foreclosure projects. HCWT has partnerships with weatherization and energy conservation programs including SRC and CAM. HCWT, SRC, and the Minnesota Department of Health launched an effort to include a healthy home assessment in all their property visits whether it is for lead poisoning prevention, rehabilitation, or weatherization. Partners hope to identify the prevalent hazards in the metro housing stock and to connect owners and occupants to resources. HCWT is also a sub-grantee of Minneapolis' 2006 HUD Healthy Homes Demonstration Grant. HCWT will use the knowledge gained and the partnerships to integrate healthy homes interventions in this LHC grant as described below.

(ii) Healthy Homes Addition: HCWT requests \$70,000 to reduce health and safety hazards in homes enrolled in the 2009 LHC grant. HCWT staff are certified as Healthy Homes Practitioners through the training offered by the National Center for Healthy Homes and experienced in general rehabilitation and home inspection. In the first 120 days after award, HCWT staff will review assessment tools including the short healthy homes assessment in use by partners, the Community Environmental Health Resource Center visual survey, the National Center's Home Assessment, Minneapolis' HUD Healthy Homes Demonstration Grant home assessment, and Housing Quality Standards inspection to develop a survey tool to be used in conjunction with PIRAs. With the National Center's training and the integration of a healthy homes assessment into inspections, partners will be able to identify homes in need of health and safety interventions. Priority will go to home owners with asthmatic children, multiple children, and severe hazards. HCWT expects to use a variety of strategies to address health and safety hazards including:

- Impervious bedding covers for families with asthmatic children with allergies (avg. \$50 per home).
- Carbon monoxide (CO) and smoke detectors. In 2006, Minnesota passed a statute requiring CO alarms in all single-family homes and multifamily apartment units. The law requires a CO alarm certified by a nationally recognized testing laboratory to conform to the latest Underwriters Laboratory (UL) Standards within 10 feet of each bedroom in newly-constructed, single- and multi-family dwellings built on or after Jan. 1, 2007, to existing single-family homes as of Aug. 1, 2008, and to existing multi-dwelling units as of Aug. 1, 2009. Smoke detectors are required to clear building permits in Minneapolis and routinely installed by contractors. (avg. \$100 per home)
- Integrated pest management. (avg. \$500 per home)
- Radon. Hennepin County is classified by the EPA as a highest potential zone for Radon. HCWT will test homes at a cost of \$20 per home and provide radon mitigation. (avg. \$1500 per home)
- Structural repair and water infiltration. HCWT will use its experience in general rehabilitation to aid homes with water infiltration and moisture issues including removing and replacing drywall, roof repair or replacement, gutters or other water control, and sealing of cracks in conjunction with lead hazard control. The home assessment will also look for fall hazards and repair stairs and handrails. (avg. \$5000 per home) Structural repair with grant funds will be limited to owner occupants. Rental properties will be referred to code enforcement. Home owners in need of significant rehabilitation will be referred to general rehabilitation partners.

c. Economic Opportunity (2 Points)

Section 3 requirements: SRC actively recruits, hires, and trains minorities and disadvantaged workers to become licensed lead workers and inspectors. SRC will hire and train 3 such workers over the grant term. SRC is a non profit organization that meets the Section 3 criteria. HCWT also maintains a list of contractors identifying Section 3 businesses as well as minority and women owned firms. The list contains 65 contractors and eight are Section 3 businesses. The flexibility of the LHR contracting process has increased the number of Section 3 contractors on the HCWT list by encouraging property owners to bring in their own neighborhood contractors for LSWP training subsidized by grant funds. HCWT will train at least 180 people with this grant and expects 50 to meet Section 3 requirements.

d. Lead Hazard Control Outreach (5 points)

(1) Collaboration with EBL, housing, community development, and code enforcement agencies

HCWT partners with the CLPPP for Minneapolis and for suburban Hennepin County. HCWT has a long history of contracts, MOUs and partner relationships with housing and rehabilitation agencies including public housing agencies, code compliance agencies, and weatherization agencies creating a network for cross referrals and collaborations. HCWT will solicit for proposals from additional community and faith based organizations as part of its outreach plan in this grant. HCWT will release a request for proposals within 60 days of award with contracts in place within 180 days.

(2) Outreach and Outcomes: HCWT expects the outreach as a result of the RFP to include such activities as door to door recruiting in North Minneapolis, incorporation of grant promotion into existing outreach, assistance with grant enrollment paperwork, and client advocacy. Lead education visits will also be conducted through two non-profit organizations who partner with the local health plans to conduct community blood lead screening events in the target area. The non-profit follows up with the parent of the child tested with the results and offers an in-home education visit. The expected outcome is to identify grant enrollments in the most at risk areas and provide lead education and lead hazard remediation to the families who live there reducing their risk of lead poisoning. Existing referrals on the waiting list and existing pipelines are expected to make up the rest. The Program Manager will closely track enrollment and adjust the work plan as necessary. **Culturally Sensitive Educational program:** Current efforts strive to ensure that all clients/families receive effective, understandable, and respectful services that are provided in a manner compatible with their cultural beliefs and practices and preferred language. Sub-grantee SRC currently sends a bi-lingual, trained Lead Educator to in-home visits, presentations, and events as needed. If SRC does not have anyone on staff who speaks the requested language, they will work with community partners and the host organization to make arrangements for interpreters. HCWT will use this model with other partners. Materials are available from the Minnesota Department of Health, HUD, EPA, CDC and other non-profit, community based organizations and local government entities. Many of these materials are free of cost and/or are available in PDF format on their websites. The languages most commonly used are: English, Spanish, Somali, and Hmong, but also used are Vietnamese, Russian and Cambodian. The 2009 LHC grant will complete **65 education events reaching 1750 individuals.**

(3) Affirmatively Furthering Fair Housing

Eliminating Impediments for Fair Housing: Hennepin County with other metro-area entitlement jurisdictions, completed the Fair Housing Action Guide in April 2002 as the primary instrument for implementing recommended actions in the Regional Analysis of Impediments (AI), completed in May 2001. The Action Guide prioritizes 36 activities, including specific action(s) and implementing entity(ies). HCWT staff have used what was learned and applied it to the lead program. HCWT partnered with HousingLink, an internet based affordable housing listing service used by social workers, non-profits, and individuals to

identify housing opportunities, to increase access to lead-safe housing. The AI also identified actions around the Housing Choice Voucher program. HCWT has partnered with public housing authorities to help landlords make repairs and have lead-safe units so participating families can remain or move into units and to retain units that might otherwise become unavailable to voucher recipients.

Barriers to affordable Housing: The Housing Opportunities in Hennepin County Strategic Framework, adopted in 2002, evaluated overcoming obstacles to affordable housing and furthering fair housing efforts. The activities and partnerships proposed in this grant will support the current efforts.

Avoiding Housing Discrimination: During the early 1990s, the City of Minneapolis condemned 30-40 rental units and 10-15 houses were demolished per year due to lead poisoning related housing orders. Rental property owners are still fearful of renting to families with children to this day. Outreach strategies of the 2009 LHC grant will target and enroll rental units to help rental property owners make their units lead-safe and remove the disincentives associated with renting to families with small children. Based on past grant experience, populations in North Minneapolis are least likely to apply for lead hazard reduction assistance due to several socio-economic factors present in the community. The 2009 LHC grant will attempt to serve this population by targeting rental property in north Minneapolis in partnership with neighborhood organizations that have knowledge of the community. Partners like Section 8 and Housing Code enforcement agencies will also be an asset by providing strong regulatory incentives to rental owners to participate in the 2009 LHC grant.

Increase access to lead-safe housing: HousingLink maintains an internet site for affordable housing resources including a searchable listing service. In 2005 HCWT partnered with HousingLink to widen the access of Hennepin County's lead-safe housing registry by adding "lead-safe" as a criterion to HousingLink's searchable listings. HousingLink is well known in the community and among service agencies as the place for affordable rental listings, allowing LHC grant partners to take advantage of their existing network of users to promote lead-safe housing. HCWT also partners with local land trusts. The land trust model creates affordable home ownership by purchasing the land and leasing it to the home buyer, who finances the structure. Because the land trust maintains ownership of the land, the home will continue to be affordable when sold. When the land trust works with a family who has a child under the age of 6, or one who frequently visits, HCWT works with the land trust's rehabilitation advisor to include lead grant funds in the project. The home buyer gains a lead-safe property at a price they can afford.

Units marketed to families with children: Rental Property Owners will sign documents agreeing to the marketing provisions and to list their property on HousingLink. By requiring landlords to list units on HousingLink as a condition of participation, HCWT is building a lead-safe registry families can use, but also contributing to the affirmative marketing of lead-safe units. HousingLink is well used by low-income renters and the agencies that serve them.

e. Data Collection and other Program Support Activities (2 points)

(1) Specific methods and tools to document activities, progress, and program effectiveness.

On a daily basis activity data will be collected in paper files and entered into a program tracking database specifically designed for HUD lead hazard control grant programs called ECOSpec. Each eligible dwelling unit is entered as a record in the database to track property specific activity dates for enrollment, PIRAs, lead hazard reduction work, and clearance inspections. The database also tracks property attributes like owner information, occupant information, and LHR work specifications. ECOSpec tracks both HUD and matching lead hazard reduction costs to allow the program manager to monitor average costs and progress towards the 2009 LHC grant's matching funds commitment. ECOSpec produces monthly and quarterly reports for all activities to assist the program manager with completing the HUD quarterly reports.

To maintain better control of the lead hazard reduction process, critical phases of unit production will be handled by the experienced 2009 LHC staff at HCWT and sub-grantee agencies including paint inspection/ risk assessments, case management, and clearance evaluations. This allows close monitoring by the program manager. If production goals are not met, the program manager will conduct meetings with under performing contractors or sub-grantees to determine what barriers are impeding performance. Corrective actions will be identified and a work out strategy will be agreed upon.

(2) Privacy. The ECOSpec database is password protected as is the Hennepin County network drive. Paper files will be maintained internally and protected information will be redacted when responding to public information requests. Only addresses are added to the lead-safe housing registry.

f. Budget Proposal (1 points)

(1) Budget: *(See HUD 424-CBWs, Letters of Commitment)*

The budget for this project is \$4,251,542. The HUD share is \$3,070,000, which will be matched by \$1,181,542 from local private and public funds. Administration costs are less than 10% of requested HUD funds totaling \$293,960. Included in administration are program management and financial accounting staff, office supplies, travel and a lead-safe housing registry contract. Direct program elements make up 72% of the requested HUD funds at \$2,178,178. Direct program elements are costs for PIRAs, Lead Hazard reduction grants, relocation and clearances. Other direct costs, including education and training, total \$527,862 in HUD funds. Matching funds for the 2009 LHC grant will come from Hennepin County, sub-grantees SRC and Duluth HRA, and Community Action of Minneapolis. Additional match will be provided by property owner's and rehabilitation agencies' investment in Lead Hazard Reduction. In-kind salary and fringe match will be provided by HCWT for the Project Director. SRC's budget is \$1,491,569, with a HUD share of \$1,191,548. Duluth HRA's budget is \$836,000, with a HUD share of \$500,000.

(2) Budget Justification -Budget justifications for HCWT, SRC, and Duluth HRA are attached.

Factor 4 Leveraging Resources (10 Points)
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Matching Funds *(See HUD-96015, SF-424, Letters of Commitment, and Budget Justifications)*

Partners in the 2009 LHC grant have committed \$1,181,542, representing 38% of the requested funds. All matching funds are guaranteed on SF-424 or with letters of commitment. Matching fund sources are listed in the Budget, described in the Budget Justification and include the following:

- HCWT commits \$144,521 in matching and leveraged funds including in-kind salary and fringe and CDBG, state, local, and private rehab funds. Matching funds will be used for project development and eligible lead hazard reduction activities. Leveraged funds will be used for lead hazard reduction above the match threshold and for other rehab needs of enrolled properties. Funds are committed by SF 424.
- SRC commits \$301,021 in matching and leveraged funds from agency resources, donated paint, and window discounts. Funds will be used for lead hazard control activities. (See Letter of Commitment)
- Duluth HRA commits \$336,000 in matching funds from CDBG, state, local, and private rehabilitation funds. Funds will be used for lead hazard reduction match as well as leveraged resources for other rehabilitation needs of enrolled properties. (See Letter of Commitment.)
- Environmental Services manages the Environmental Response Fund and commits \$300,000 for lead hazard reduction for eligible housing units from this fund. (See Letter of Commitment)
- Community Action of Minneapolis commits \$100,000 in leveraged funds for weatherization of properties enrolled in this LHC grant. (See Letter of Commitment)

Factor 5: Achieving Results and Program Evaluation (15 Points)

a. Description of Program Activities (5 points)

(1) Project goals *(see Benchmarks HUD 96008)*

The 2009 LHC grant will assist families with lead poisoned children while striving to prevent other children from becoming lead poisoning by completing the following activities during the 36 month grant term:

- **342** lead-based paint inspection / risk assessments
- **300** Cleared and closed lead hazard reduction projects
- **65** Education Events reaching 1750 people
- **180** individuals trained in Lead-Safe Work Practices

(2) Measurement of results: The results of completing LHR activities are well documented and have been shown to prevent and reduce elevated blood lead levels. The 2009 LHC grant will measure success by meeting benchmarks, but will also document that HUD resources reached the populations most in need of lead hazard control through the use of geographic information system software. Units will be mapped quarterly allowing the Program Manger to make changes to enrollment strategies. The Program Manager will create production projections and will review production reports to ensure all contractors and sub-grantees are on track to meet benchmark goals. Quarterly reports will be submitted to the HUD GTR showing progress, discussing obstacles, and outlining measures used to overcome the obstacles.

(3) Document and track goals, program activities, and schedules:

Staff will use electronic calendaring for schedules to allow the Program Manger to monitor activity and ensure on-going production. LHC staff will enter information daily into paper files and into ECOSpec.

The ECOSpec database was specifically designed for HUD lead hazard control grant programs. Each dwelling unit is entered as a record in the database to track property specific activity dates for enrollment, PIRAs, lead hazard reduction work, and clearance inspections. The database also tracks property attributes like owner and occupant information and LHR work specifications. ECOSpec tracks both HUD and matching funds lead hazard reduction costs per unit to allow the program manager to monitor total and average costs and progress towards the matching funds commitment. ECOSpec produces monthly and quarterly reports for all activities to assist the program manager with completing the HUD quarterly reports.

All costs and financial transactions will be documented in the Hennepin County financial database (FARS). All program type activity costs will be tied to a unit address including, relocation, laboratory samples, blood tests, lead hazard reduction work, PIRAs and clearances. Financial staff will ensure adherence to generally accepted accounting practices.

(4) Procedures for changes: The grant management team, the sub-grantees, and partners are all experienced and will provide leadership to the project. Data collection will provide up to date information. LHC staff will handle critical phases of the process including PIRAs, case management, and clearances allowing for quality control and monitoring by the Program Manger and no contract amendments for procedure changes. If production goals are not met, the Program Manager will conduct meetings with under performing contractors or sub-grantees to determine what barriers are impeding performance. Corrective actions will be identified and a work out strategy agreed upon. If needed the program manager will consult with the HUD Grant Technical Representative for possible solutions and work plan changes.

b. Logic Model (10 points) – See attached

6. Bonus Points (2 Points) EZ and EC target areas are located in the target areas of the project. (See Map, Page 93 and HUD-2990)