

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

a. Capacity of the Applicant (10 Points):

Over the past six years Hennepin County Housing Community Works and Transit (HCWT) and its sub-grantee St. Paul-Ramsey County Department of Public Health (SPRCDPH) have built capacity and have established a proven track record of successfully implementing and completing HUD Lead Hazard Reduction Demonstration Grants (LHRD). Hennepin County and Ramsey County are contiguous urban counties that make up the core of the Minneapolis – St. Paul metropolitan area. As the lead agency HCWT has been awarded and successfully administered the 2003 LHRD Grant (\$2 million), 2005 LHRD (\$3.8 million) and 2007 LHRD (\$4 million). **Since 2004, the consortium has completed 2,064 paint inspection / risk assessments and 1468 lead-safe housing units with HUD LHRD Grant Funding.** The consortium has established partnerships and contracts in both jurisdictions resulting in a referral and financial resource network that is in place to continue the important work of preventing childhood lead poisoning. The network includes Section 8 Housing Choice Voucher programs, housing rehabilitation agencies, housing code enforcement agencies and community based non-profits. Each jurisdiction employs a similar cost effective model, focusing on primary prevention of lead poisoning by assisting rehab agencies and private property owners incorporate lead hazard reduction into remodeling projects.

Immediately upon award of grant funds, HCWT and its sub-grantee will have capacity to enroll units, evaluate for lead hazards and perform lead hazard reduction activities due to the infrastructure that has been built during HCWT's current and previous LHRD grants.

Hennepin County Housing, Community Works, and Transit (HCWT) is the lead agency and currently administers a 2007 Lead Hazard Reduction Demonstration Grant and a 2007 Lead Hazard Control (LHC) Grant. **Both grants are rated green and exceeded benchmarks for the last four quarters.** HCWT has seven staff who are certified risk assessors totaling 89 years of experience at various housing rehab agencies. HCWT administers a variety of complex federal, state, and county programs addressing the housing and community development needs of low-income households. Since 1995, HCWT administered over \$60.8 million in HUD CDBG, HOME, and ESG for affordable housing activities. Since 2000, HCWT committed over \$35.6 million in county funds through the County's Affordable Housing Incentive Fund leveraging over \$604 million and assisting over 5,300 rental and ownership units.

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

The proposed **Project Director**, Jim Graham, (0.05 FTE totaling \$10,920, in-kind match) has over 28 years experience in housing rehab 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 rehab programs for 41 different Hennepin County communities with multiple sources of funds and agencies, including CDBG, Rental Rehab, Minnesota Housing Finance Agency, and HOME.

The proposed **Program Manager**, Mike Jensen, (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. He has implemented successful 2003, 2005 and 2007 Grants including coordinating with sub-grantees, reporting to HUD, and managing enrollment and the budget. As a principal planning analyst in the Housing Division, his experience includes EIBLL investigation, paint inspection/risk assessment and clearance testing. While with the City of Minneapolis, he was involved in HUD Round IV and HUD Round VIII LHC grants. He is co-designer and co-creator of the database system ECOSpec, the data management tool for all of HCWT's lead grant programs. He is certified as a Lead Risk Assessor, Lead Supervisor, and Project Designer. Mr. Jensen will continue to be 0.25 on the 2007 LHRD Grant.

The proposed **Senior Accountant**, Anthony J. Shelstad, (0.5 FTE totaling \$100,138) 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 to satisfy federal and Internal Audit requirements.

Sub-Grantee - St. Paul/Ramsey County Department of Public Health (SPRCDPH) is mandated with investigating Environmental Intervention Blood Lead Level (EIBLL) cases in St. Paul/Ramsey County and has successfully implemented HUD LHC Grants during Rounds I, III, VIII and XI. In 1999 SPRCDPH took the lead in assisting rehabilitation agencies in St. Paul/Ramsey County and Duluth/St. Louis County to implement HUD's Lead Safe Housing Rule by providing testing services and funds for lead hazard reduction. SPRCDPH was a sub-grantee of HCWT in the 2003 and 2005 LHRD grant and completed 437 units and is currently a sub-grantee of HCWT in the 2007 LHRD grant, which is exceeding benchmarks.

Jim Yannarely will manage SPRCDPH's sub-grant. Mr. Yannarely and the majority of his staff have been involved in the HUD Lead Hazard Control Program since the Round One Research Grant as well as Year 3 and Year 6 follow-up research. He was the program manager for SPRCDPH's LHC grants Round III, VIII and XI as well as the 2003, 2005 and 2007 LHRD Grants.

Other Partner Agencies:

Greater Metropolitan Housing Corporation (GMHC), a non-profit formed in 1970, to preserve, improve and increase affordable housing, is a partner in 2007 LHRD Grant through their **Housing Resource Centers™**. While administering the City of Minneapolis single-family rehabilitation loan program GMHC has referred 175 clients for enrollment of which 104 have been completed through the LHRD Grants. GMHC will continue to refer rehabilitation projects for enrollment and provide rehab and case management on their cases.

Metro Area Public Housing Authorities: HCWT and its sub-grantees have been working closely with the public housing authorities that administer the Section 8 Housing Choice Voucher programs in the jurisdictions and many of them are partners in this application including the Minneapolis Public Housing Authority, and the St. Paul Public Housing Authority. Over 150 Section 8 Housing Choice Voucher units have been made lead safe using LHRD Grant funds since 2006.

Neighborhood Housing Services of Minneapolis, Inc. (NHS) is a non-profit organization whose mission is to renew pride, promote and revitalize inner-city neighborhoods. Since 2005, NHS has partnered with the HCWT LHRD Grant Programs to incorporate lead-safe work practices in single family rehabilitation projects funded through their organization.

City of Lakes Community Land Trust (CLCLT) is a non-profit organization whose mission is to provide and foster stewardship of permanently affordable home ownership opportunities in Minneapolis. The CLCLT Homebuyer Initiated Program (HIP) is for low and moderate income homebuyers who are mortgage approved, but lack sufficient funds to purchase a home. The HIP lowers the cost of housing by separating ownership of the house from ownership of the land on which the house sits. The HIP consists of an Affordability Grant and a Rehabilitation Grant. Since 2004 CLCLT has partnered with HCWT on 20 HIP projects to create lead safe homes for its clients.

Sustainable Resources Center (SRC) is a non-profit community based organization in Minneapolis that partners with families and communities to create healthy home environments. SRC provides lead hazard reduction services, PIRAs, lead education and outreach, and administers a MN Department of Energy Weatherization Program. SRC has been a sub-grantee and/or provided lead hazard remediation

and education and outreach for several of the HUD, CDC and EPA grants throughout Minnesota including HCWT's 2003 and 2007 LHC Grant. SRC has and will continue to provide lead hazard reduction, testing and outreach services for the HCWT LHRD Grant program.

HousingLink, a nonprofit founded in 1997, maintains a suite of Internet Housing Search Tools. One of the Housing Search Tools of note 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/>.

Sparc is a community development corporation working in two neighborhoods in St. Paul. They provide rehabilitation financing and develop affordable housing projects. Sparc is currently under contract with SPRCDPH on the 2007 LHRD Grant to provide referrals and case management functions.

The Greater Frogtown Community Development Corporation (GFCD) works to create and preserve quality affordable housing in the Frogtown, Capital Heights, Rice Marion and East Midway areas of St. Paul. Their service area covers the Thomas-Dale neighborhood. GFCD is currently under contract with SPRCDPH on the 2007 LHRD Grant to provide referrals and case management functions.

The East Side Neighborhood Development Company Inc. (ESNDC) is a neighborhood based organization committed to creating opportunities for wealth and prosperity for the diverse people of the East Side of St. Paul. ESNDC is currently under contract with SPRCDPH on the 2007 LHRD Grant to provide referrals and case management functions.

Rebuilding Together Twin Cities (RTTC) is an affiliate of the national Rebuilding Together organization; Rebuilding Together Twin Cities has been preserving and revitalizing homes and communities since 1997. On the local level, they have renovated 113 homes, serving 67 elderly persons, 58 persons with disabilities and 50 families with a total of 131 children. RTTC will provide interim control lead hazard reduction services for grant projects in Ramsey County.

b. Relevant Organizational Experience (10 Points)

(2) 2007 Current Grantee Achievements

Housing units enrolled, assessed, and completed/cleared

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.

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

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

Outcomes, Capacity Building, and Impediments during current grants: HCWTs 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. Partner organizations of the current grants, provide referrals through outreach and recruitment activities, perform PIRAs, and manage rehabilitation projects.

HCWT and SPRCDPH have built **paint inspection / risk assessment and clearance testing capacity** in house by hiring, training and retaining high quality professional staff. Additional testing capacity is available through a contract with the Sustainable Resources Center and HCWT recently issued an RFP for lead testing services to meet the expected increased demand for NSP program activities. **LHR contractor capacity** building activities include grant funded LSWP courses to increase the number of trained workers in the jurisdiction, and to date 525 individuals have received free or subsidized LSWP training. HCWT maintains a contractor list for property owners to use while bidding their LHR project which has grown from 25 in 2003, to over 65 contractors. The flexibility of the HCWT grant LHR contracting process has also built capacity and increased the number Section 3 contractors on the HCWT list by encouraging property owners to bring in their neighborhood contractors for LSWP training.

HCWTs current grants have **not encountered impediments** that resulted in failure to meet in benchmark performance measures, however due to the economic down turn some rental property owners have had difficulty providing the required 50% matching funds. HCWT addressed this problem by setting up a no interest revolving loan with local funds from the Hennepin County Affordable Housing Incentive Fund. The loan fund has assisted over 25 projects that would have otherwise dropped out. The loan fund is replenishing itself and will be available for 2009 LHRD projects.

Other work plan activities The HCWT grants have expended considerable resources assisting partner agencies implement **HUDs Lead Safe Housing Rule**. Countless hours of consultation as well as grant funding assistance have greatly increased Lead Safe Housing Rule compliance of rehab agencies using CDBG funds for single family rehabilitation. 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 not addressing lead in HCV units are now referring over 50 units per year to under go lead hazard reduction.

HCWT has attempted **to integrate LSWP in 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 the knowledge and training they receive will be applied to all their jobs which cumulatively will affect many more households then can be enrolled into a HUD lead grant. The City of Minneapolis, a sub grantee of the 2007 grants, adopted a new Ordinance that requires property owners to hire an individual with LSWP training to correct defective paint identified during a rental licensing inspection.

Promoting effective outreach and education and training: 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 for paint condition and collect a three dust wipe samples as well assist with grant enrollment forms for eligible households.

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.

Specific instances of positive impacts in the community

Neighborhoods in the grant target area have some of the 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. (See map pg. 81 Source: Sheriff's sale data) HCWT along with its partners have been effectively acquiring, rehabilitating and putting affordable 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.

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 of the Work Group. 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. The plans became key partners in community and public health agency outreach activities. All the effort and coordination has yielded results. Between 2002 and 2007, lead testing of 1 and 2 year olds in Minneapolis increased by 30%. While the screening rate was rising, the number of EBL cases in that same population decreased by 65% from 2002 to 2008.

Enhance local infrastructure through collaboration: The Work Group greatly improved collaboration of City and County efforts including aligning funding applications, which combined have produced over 2,350 lead-safe units in Minneapolis/Hennepin County. In 2007, in response to the extreme foreclosure rates in North Minneapolis, the Minnesota Housing Finance Agency announced an \$11 million loan to GMHC to buy, renovate, and resell houses in those neighborhoods, with \$1 million 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 pool of trained contractors ready to rehabilitate the houses, which has been an asset in implementing NSP Funds.

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 for Healthy Homes Practitioners provided by National Center For Healthy Homes. SRC has 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 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 LHRD Grant will be a continuation and expansion on the 2007 LHRD 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 LHRD Grant will take up the enrollment pipeline and hit the ground running. HCWT is also applying for a 2009 LHC Grant that will operate in

Hennepin County. It is designed to assist different referral types than the LHRD Grants. It will focus on EIBLL cases, owner occupied units without other rehabilitation assistance and in-home daycares. HCWT has successfully administered concurrent LHC and LHRD Grants since 2003. **To ensure double counting and mingling of funds does not occur**, 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. In ECOSpec, the Program Manager assigns new projects to one of the HUD grants with a grant code. Grant staff track and report their time by address, activity type and the assigned grant code. When processing invoices for grant activities, the Program Manager codes payments to the address level for LHR work, lab samples, and relocation costs. Each HUD grant has its own specific series of project numbers that are assigned in ECOSpec and then uploaded to the accounting system FARS. All costs including payroll are tracked in FARS as well, providing two layers of protection against comingling of funds and double payments.

Rating Factor 2: Need/Extent of the Problem (20 points)

Consolidated plans: This application is consistent with the Consolidated Plans of the jurisdictions. The stated goals of the Minneapolis, St. Paul, 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 pgs. 73-78)

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

Number of Elevated Blood Level (EBL) cases ≥ 10 ug/dl in 2007: 276 EBLs Minneapolis and 228 EBLs St. Paul for a total of **504** children in the targeted cities of this consortium. There were an additional 94 EBLs in greater Hennepin County and 25 EBLs in greater Ramsey County for a total 623 consortium wide. (Source: Minnesota Department of Health, Childhood Lead Poisoning Surveillance Data) There are 55,182 children under the age of 6 in the targeted cities and a total of 129,905 in the consortium counties. (Source: 2000 Census.) Supporting documents attached

In 2007, 82% of the children with blood lead levels ≥ 10 ug/dl lived in Minneapolis. St. Paul had 90% of the EBLs in Ramsey County. (MN Surveillance Data) Based on 2000 U.S. Census data, 51% of Minneapolis homes were built before 1940, and 92% before 1980. In the Minneapolis school district, 66% of enrollees qualify for free and reduced lunch. In St. Paul, 70% of children enroll in K-12 in the school district qualify for free or reduced lunch. Because of the disproportionate number of EBLs, the number of low income residents, and the older housing in which they generally live, Minneapolis will be the Target Area in Hennepin County and St. Paul will be the Target Area in Ramsey County. (See Maps pgs. 80-82)

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

Rating Factor 3: Soundness of Approach (40 Points)

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

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

Overall work plan summary: The overall goal of the 2009 LHRD is to prevent childhood lead poisoning by engaging in cost effective primary prevention strategies to create lead-safe and affordable housing for

families with children under age 6 in the counties with the most risk factors for lead poisoning in Minnesota. **The 2009 LHRD will complete the following benchmark activities** in eligible dwellings in Hennepin County / Minneapolis, and Ramsey County / St. Paul (see 2009 LHRD Benchmarks Form HUD-960008)

- **610** lead-based paint inspection / risk assessments (PIRA)
- **440** Cleared and closed lead hazard reduction (LHR) projects
- **300** In-home education visits
- **125** Individuals will receive Lead-safe work practices training

Summary of grant activities: At least 750 families are expected to be contacted as part of the grant activities of 2009 LHRD. Partnerships built during previous LHRD grants have established an excellent network of referring agencies to feed the 2009 LHRD Grant with eligible referrals in the target areas most in need of LHR assistance. In addition, an RFP will be issued to identify a CBO to complete 300 in-home lead education visits in at risk neighborhoods in North Minneapolis to provide education and **identify eligible units** for lead hazard reduction. SPRCDPH budget includes a lead educator to provide education and outreach in St. Paul / Ramsey County. **Lead Hazard Identification:** The 2009 LHRD will conduct at least 630 paint inspections / risk assessments (PIRA) on eligible, enrolled dwelling units during the 36 month performance period. The PIRAs will be performed by HCWT or sub-grantee risk assessor / case management staff and will include surface by surface lead paint testing with an XRF, visual paint condition assessment, lead dust sampling, and soil sampling. **Contractor Training:** The 2009 LHRD will conduct 10 lead-safe work practices classes resulting in at least 125 individuals receiving training to build contractor capacity in the grant jurisdictions. **Lead Hazard Reduction:** The 2009 LHRD will make 440 dwelling units lead safe occupied by 400 children under age 6 using a combination of interim controls and abatement methods. **Clearance Inspections:** The 2009 LHRD will conduct at least 440 lead clearance inspections following LHR work on enrolled units to determine they are lead-safe and ready for re-occupancy.

(1) Program Administration and Financial Management

(a) Program Staff, Oversight / Monitoring, Contract Administration, and Funding Flow (See Factor I Table HUD-96012, Organizational Charts pg. 72, Resumes pgs. 68-71)

Project Director - Jim Graham served as the project director for the 2003, 2005 and 2007 LHRD Grants. He 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: Mike Jensen implemented the 2003, 2005 and 2007 LHRD Grants including negotiating with sub-grantees, reporting to HUD, and managing enrollment and the budget. He is certified as a Lead Risk Assessor, Lead Supervisor, and Project Designer. As Program Manager, Mr. Jensen is responsible for managing the day to day operations and overall functioning of the 2009 LHRD; (1) assuring the Sub-grantee 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, 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 2009 LHRD projects and will, in coordination with the program manager, prepare quarterly electronic draws.

SPRCDPH Program Manager - Jim Yannarely has been the Program Manager for several rounds of HUD LHC funding including Round I, III, VIII, and XI as well as a sub-grantee of the HCWT 2003, 2005 and 2007 LHRD Grants. Mr. Yannarely will manage the sub-grant including assisting in work plan development, enrolling units and reporting progress.

Risk Assessors/Case Managers will be responsible for conducting PIRAs and clearances of enrolled properties, writing LHR work specifications, assisting with relocation, and case management. Five full or part time risk assessors are on staff and will be assigned to 2009 LHRD by HCWT and its sub-grantees.

Oversight / Monitoring: The 2009 LHRD program manager will be responsible for oversight and monitoring of the sub-grantee and sub-contractors. Quarterly benchmark standards are established for the sub-grantee, who will also receive an on site monitoring visit at least annually. (See Sub-grantee Benchmark Form HUD-960008) Quarterly reports will be required from the sub-grantee and measured against 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 2009 LHRD project benchmarks.

Contract Administration: The Sub-grantee and sub-contractors will be required to execute a Hennepin County Cooperative Agreement contract with detailed scopes of work. Benchmark standards, budget, policies/procedures and the work plan will be attachments to the contract. The program manager will perform site visits, review invoices and progress reports to ensure compliance with the terms of the contract and grant requirements.

Funding Flow: Grant related activities will be paid on a reimbursement basis. Agencies or property owners will pay the contractor for completed and cleared lead hazard reduction work and then apply for reimbursement from HCWT or its sub-grantee. Procedures are also in place for direct payment of contractors on behalf of the owner for situations where the property owner does not have enough cash on hand to finance the entire project up front. The sub-grantee will apply to HCWT for reimbursement for LHR funds paid and for other program activities like PIRAs and clearances. HCWT will use the LOCCS system to request reimbursement from HUD for all grant eligible costs.

(b) Financing Strategy: 2009 LHRD risk assessors / case managers will be responsible for collecting all financing eligibility information which will include owner application forms, monthly rent rates to determine affordability, 3rd party occupant income verification, occupant consent forms, environmental and historical review and other eligibility requirements. Other terms and conditions of grant financing are as follows: the property must have a PIRA, occupants must be relocated during LHR work, all lead hazards identified during the PIRA must be addressed, the property must pass clearance inspection conducted by 2009 LHRD staff and rental property owners must agree to affirmatively market and prioritize renting to families with children under the age of six for three years as well as list their unit on the 2009 LHRD Lead-Safe Housing Registry. The program manager will review the file and give final approval for financing.

2009 LHRD funds will be paid as a matching grant for lead hazard reduction:

- Rental Property – 50% up to \$6,000 per unit (\$5,000 average)
- Owner Occupied enrolled in rehab loan program --50% up to \$6,000 (\$5,000 average)
- Owner Occupied not enrolled in a rehab loan program – Referred to proposed 2009 LHC grant program for 100% coverage of costs or other local resources used to match the LHRD grant funds of up to \$6,000 to result in no out of pocket costs for the homeowner.

Rental property owners will contribute at least 50% of the cost of lead hazard reduction. Eligible homeowners will receive lead hazard reduction at no cost either by enrolling in the proposed 2009 HCWT Lead Hazard Control Grant which is designed to provide 100% free LHR to homeowners or through this LHRD grant by utilizing resources locally available to provide their match through deferred, interest free or very low interest rate loans. The loans are provided by HCWT or partner rehab agencies utilizing CDBG,

the Minnesota Housing finance Agency, or the Hennepin County Affordable Housing Incentive Fund.

Documented occupant relocation costs will be reimbursed either to the property owner, to the occupant or directly to the hotel. PIRA costs will be paid from HUD grant funds in the form of 2009 LHRD staff salaries, supplies and sample costs for each enrolled dwelling unit. HUD funds will be used to reimburse HCWT or its agents for the cost of conducting clearance inspections.

Recapture of funds: Upon enrollment, property owners sign an agreement outlining grant requirements that must be fulfilled to receive reimbursement, limiting situations that would require recapture of funds. Recapture may be necessary if an owner raised rents above affordability standards or refused to rent to kids 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 LHRD funds will be awarded as grants. Property owners will provide matching funds themselves or through financing provided to the property owners by various public and private institutions. Rental property owners participating in the 2003, 2005 and 2007 LHRD Grants have matched \$1,794,641 of HUD funds with \$2,281,420 of private funds to complete 704 rental units. HCWT and its partners have been successful in securing local funding to assist both rental property owners and homeowners with financing options for their matching portion of the lead hazard reduction costs. (See SF-424 and Letters of Commitment pgs. 62-66) Sources include CDBG single family rehabilitation loans, CDBG rental rehabilitation loans and grants, Minnesota Housing Finance Agency Rehabilitation loans, and Hennepin County Affordable Housing Incentive fund Loans and Grants. In Hennepin County, rental property owners will be eligible for a no-interest loan program administered by HWCT utilizing the Affordable Housing Incentive Fund.

(c) Coordination Among Critical Agencies: In 2001, a joint resolution passed by the Hennepin County Board of Commissioners and the Minneapolis City Council created the Childhood Lead Poisoning Prevention Joint Work Group. The Work Group is chaired by a County Commissioner, and a City Council Member and composed of director level staff from the critical agencies regarding lead for both the City and the County. The Work Group was created to coordinate lead poisoning prevention 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 plan to eliminate childhood lead poisoning by 2010. Staff from HCWT, and SPRCDPH, participated in 8 meetings with many other stakeholders in the effort "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 J. Pawlenty on July 6, 2004. The plan was updated and re-issued in 2006 and 2008.

2) Program Startup: Immediately following the grant award announcement HCWT will begin steps to obtain the release of funds, including the environmental review process, and execution of the grant agreement. All critical components are in place to begin lead hazard reduction activities within the first 120 days of the grant period. HCWT and its sub-grantees have staff in place to manage day to day activities, perform field work and case management. Currently the grant programs have an existing waiting list that will provide pre-approved enrollments as soon as contracts are executed. Lead hazard reduction contractor capacity is well established due to previous grants. Since 2003 over 65 lead hazard reduction contractors have been added to the Hennepin County eligible contractor list.

(a) Neighborhood, grassroots, faith-based and other community based organization (CBO) involvement: In an effort to expand the participation of CBO involvement, HWCT will Issue an RFP within the first 60 days of the 2009 LHRD for outreach and education services.

The following CBOs are either under contract or existing partners of the 2007 LHRD. **Sustainable Resources Center (SRC)** is a licensed lead abatement firm and provides window replacement, paint stabilization and lead super clean services. SRC also provides temporary relocation services. They are currently under contract to provide LHR services and education and outreach for the 2007 LHRD Grant. **HousingLink** will maintain the lead-safe housing registry and will work with property owners to list their lead-safe units and market the lead grant funds through their news letters. **Greater Metropolitan Housing Corporation** will continue to perform housing evaluations and make referrals while administering the Minneapolis CDBG single-family rehab program. **Neighborhood Housing Services of Minneapolis** will perform housing evaluations and make referrals while administering a variety of housing rehabilitation loans. **City of Lakes Community Land Trust** will provide referrals and housing evaluations while administering their Homebuyer Initiated acquisition and rehabilitation program. Three neighborhood based development corporations in St. Paul including **Sparc**, **The Greater Frogtown Community Development Corporation**, and **The East Side Neighborhood Development Company Inc.** are under contract to provide marketing, housing evaluations, referrals, and case management for SPRCDPH. **Rebuilding Together Twin Cities** will provide interim control lead hazard reduction services for grant projects in Ramsey County.

(b) Environmental Review Implementation and Request for the Release of Funds (RROF):

Immediately on notification of award, HCWT staff 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 they cover the jurisdiction. After the appropriate comment period the RROF package will be sent to the HUD Environmental Officer. The Program Manager will initiate and oversee this process. The individual project environmental review will be the responsibility of the risk assessors / case managers. Forms and written procedures for the project specific environmental review will be provided by the Program Manager.

(3) Outreach, Recruitment and Unit Enrollment

(a) Unit Identification, Selection Prioritization and Enrollment: Through partnerships built during the previous LHRD Grants, a well developed network of referring agencies is in place and ready to feed the 2009 LHRD Grant with eligible referrals in the target areas most in need of lead hazard reduction assistance. The network includes Section 8 HVC Programs, public and private non-profit housing rehabilitation agencies and public health departments in both jurisdictions. In addition, an RFP will be issued to identify a CBO to conduct 300 in-home lead education visits in the at-risk neighborhoods of North Minneapolis to provide education and identify eligible units for lead hazard reduction. The SPRCDPH budget includes a lead educator to provide education and outreach in St. Paul / Ramsey County.

Referrals will be prioritized in the following order: EIBLL cases that are not referred to the 2009 Lead Hazard Control Grant, 1-3 unit privately owned Pre- 1940 rental buildings both unassisted and Section 8 Housing Choice Voucher units with children under age 6, and publicly funded single family rehabilitation projects with children under the age of six.

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

- 160 Owner occupied units
- 350 Rental Units (80% of rental units are expected to be in 1-3 unit buildings)
- 100 Vacant Units

(b) Vacant and primary prevention strategies: 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 unit. 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, LHRD grants have created 78 lead safe units by partnering with private rental property owners on foreclosed housing units. Incorporating lead hazard reduction into the rehab 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. 2009 LHRD staff encourages rental property owners to enroll units at turnover while they are vacant and make them lead safe before children move in. The Section 8 Housing Choice Voucher Programs refer rental units to be made lead-safe before they approve a unit for occupancy. Incorporating lead hazard reduction into single family rehab projects provide an excellent opportunity for primary prevention due to the presence of other funding sources and the scopes of work that often address many of the existing lead hazards. By adding PIRAs, LSWP, and clearance inspections, lead safe units are created with little extra expense before a child becomes poisoned.

(c) Sustaining Recruitment: In previous LHRD grants, HCWT and its sub-grantees have successfully sustained recruitment and have established a waiting list for lead hazard reduction resources. It will be the program manager's responsibility to monitor and sustain recruitment throughout the grant period by building relationships with new partners and expanding existing partnerships. This not only sustains enrollment numbers but also provides a network of other resources to help complete projects that may need extra assistance beyond the scope of a lead hazard reduction grant program. A key Outreach component included in this LHRD Grant includes a budget to RFP for a CBO to perform in-home lead education in 300 dwelling units in the most at risk neighborhoods.

(d) Elevated blood lead/Childhood lead Poisoning Prevention Program (CLPPP) Referrals: Since 2004 HCWT has worked in partnership with the City of Minneapolis CLPPP program to provide grant assistance to properties identified with as an EIBLL case. HCWT staff meet with the City of Minneapolis CLPPP staff monthly to coordinate activities and case management. HCWT has completed LHR on 145 City of Minneapolis EIBLL Cases since 2004. SPRCDPH is the CLPPP program for all of St. Paul and Ramsey County allowing for rapid referral, enrollment and completion of EIBLL cases in the project area.

(e) Partner agency referrals: The Section 8 Housing Choice Voucher programs refer cases by e-mail for enrollment when a unit is identified to have peeling paint during a "move in" or "annual" HQS inspection. Housing rehab agencies utilizing NSP, CDBG and HOME funds have incorporated LHRD grant application forms into their rehab application process and eligible units are enrolled. SRC's weatherization program for suburban Hennepin County already includes LSWPs and SRC and HCWT work with the Community Action Program (CAP) serving Minneapolis to include LSWPs in their weatherization projects. Ramsey Action Program is the weatherization program for Ramsey County and has worked with St. Paul Ramsey County to provide lead remediation under LHC grants.

b. Technical Approach/Performance (15 Points)

Technical approach summary: The 2009 LHRD will conduct at least **610** paint inspection / risk assessments (PIRA) on eligible, enrolled dwelling units during the 36 month performance period. The PIRAs will be preformed by HCWT or sub-grantee risk assessor/ case managers on staff and will include a surface by surface lead paint testing with an X-Ray Florescence analyzer, visual paint condition assessment, lead dust sampling, and soil sampling. The average cost for a PIRA is \$500. All occupants under the age of 6 will have a blood lead test prior to start of the LHR work pursuant to the NOFA. Families will be referred to their medical provider and SRC's mobile screening unit. When no other option is available, sub-grantees will use grant funds for the blood lead test at an average cost of \$15.

The 2009 LHRD will make **440** 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 LSWP training. HCWT strives to create durable lead safe units with the most cost effective methods possible. 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. Full abatement will only be conducted when it is required by the HUD Lead Safe Housing Rule. HCWT estimates that the average total per unit cost of lead hazard reduction will be between \$8,000 and \$12,000 and the average HUD share will be between \$4,000 and \$6,000 which is an increase from previous grants. The increased LHR costs are anticipated as a result of enrolling foreclosed housing units have been boarded and vacant for months sometimes years. The cost estimates are based on historical grant expenditures in the jurisdiction, current grant expenditures, and the 2009 LHRD targeted property types. The HCWT 2005 LHRD Grant completed 722 units and the average total per unit cost of lead hazard control was \$6,702. Thus far 2007 LHRD has completed 230 units and the average total per unit cost was \$7,604. **Expected lead hazard reduction strategy by unit type:**

	Abatement measures	Combination of Abatement & Interim controls	Interim controls only
Single Family - 1-3 Units	25	370	20
Multi – Unit (>4 units)	0	25	0

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 day to day program manager will create the standard LHR bid specs and the process for LHR contractor bidding and selection. Project specific work specifications are created by the risk assessor/ case manager based on the PIRA results report and the financial resources of the property owner. Similar to previous LHRD Grants a standard project is expected to combine abatement methods with interim control methods to control cost. A typical project includes window replacement, paint stabilization and lead dust cleaning. All lead hazards identified in the PIRA report will be addressed in the work specifications. The property owner or rehab agent selects contractors from the 2009 LHRD contractor list to bid on the project. Three bids will be required to determine cost reasonableness. The bids will be reviewed by the risk assessor/ case manager and the lowest satisfactory bid will be approved with a “proceed to work order”.

(2) Coordination

(a) Coordination among contractors: HCWT and its partners believe it is most cost effective to train existing, competent remodeling contractors in lead-safe work practices. This allows one contractor to address lead hazards and perform general rehab simultaneously with out delays and extra costs of sub-contracting the lead work to a specialized lead abatement firm. 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 cost: 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 and the HUD Guidelines. It includes a surface by surface lead paint testing with an X-Ray Florescence analyzer, visual paint condition assessment, lead dust sampling, and soil sampling. A clearance will be conducted at the completion of the project and before re-occupancy, which includes 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 State of Minnesota standard for soil (100 ppm), which is more restrictive than HUD/EPA standards. Lead testing costs are estimated to be between \$500 and \$800 per property including both PIRA and clearance testing.

(c) Trained workers, lead reduction monitoring: All individuals performing lead reduction work on 2009 LHRD projects will have at least the 8 hour lead-safe work practices training. 2009 LHRD will have several controls in place to ensure workers are properly trained, lead safe work practices are used and workmanship is of sufficient quality. Before a project is funded and a "Proceed to Work" order is issued, 2009 LHRD staff document that the selected contractor has proper training by reviewing their certifications. If the contractor is not trained they will be required to attend a LSWP training class. Contractors are required to submit an occupant protection plan that lists work start dates, workers names and occupant protection measures prior to starting the project. This allows 2009 LHRD staff to make site visits to verify the occupants have been relocated and monitor work practices to ensure compliance with all HUD, EPA and Minnesota Department of Health regulations. All projects will receive a clearance inspection from 2009 LHRD staff before re-occupancy to determine if work specifications have been completed properly and the unit is lead safe. 2009 LHRD staff will also require proof of certification as a remodeler under the EPA regulation starting in 2010.

(3) Sequencing *(By quarter see Benchmarks HUD-96008 and Logic Model HUD-96010)*

(a) Program Schedule

HCWT has the infrastructure needed to immediately implement the 2009 LHRD 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.

Time Frame for a typical Unit:

- Week 1-2 Referral received and enrollment completed; evaluation and PIRA completed by 2009 LHRD Staff.
- Week 3 PIRA report and lead hazard specifications completed. 2009 LHRD staff meets with the property owner and/or rehab advisor to create bid specifications for the lead hazard reduction work.
- Week 4-6 Property owner or rehab agency obtains bids from trained contractors.
- Week 7 Bid Review, Contractor Selection and "Proceed to Work Order" is issued.
- Week 8-10 Contractor orders windows, schedules work and submits occupant projection 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 average unit. Contractor time to treat a typical unit is 3-5 days. 2009 LHRD will complete 610 PIRAs and 440 cleared lead safe units.

Emergency Referrals: Emergency EBL referrals will receive immediate response made possible by funds set aside in the budget line item called the emergency fund. The family receives emergency

relocation, and immediate swab cleaning with paint stabilization while a comprehensive lead reduction work specification is developed and executed.

(b) Unit Production Process: (See 2009 LHRD Production flow Chart.)

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, occupant household information and consent, 3rd party occupant income verification, and environmental/historical review. The program manager reviews the documents and approves the unit for **enrollment**. The risk assessors / case managers complete a **PIRA** of the property and produce a PIRA report including lead hazard reduction recommendations. The risk assessor /case manager meets with the property owner and/or rehab agent to choose appropriate cost effective measures to address the lead hazards identified in the PIRA report and produce **LHR bid specifications**. The property owner or rehab agency sends the bid specifications to eligible lead-trained contractors for bidding. A contractor is selected based on cost and quality of bid. The risk assessor / case manager reviews the bid and issues a **proceed to work order** and the contractor submits an **occupant protection plan** and schedules the lead hazard reduction work. The risk assessor / case manager works with the occupants to find suitable relocation options. **The occupants relocate** and the contractor performs the **lead hazard reduction work**. The risk assessor / case managers perform a **clearance inspection** before re-occupancy. The program manger reviews invoice documents and proof of payment by the owner/rehab agency. Reimbursement is issued to the owner/rehab agency or directly to the lead hazard reduction contractor.

On a daily basis 2009 LHRD 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.

Weekly team meetings will be held to discuss enrollment and production. Sub-grantees will submit monthly reports and invoices for work completed. If a sub-grantee or sub contractor falls behind, a site visit will be conducted to determine the specific problem and provide advice and support to find a remedy.

(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 2009 LHRD will provide the occupants with alternative lead safe housing for the duration of the lead hazard reduction work and until clearance tests have passed. 2009 LHRD Risk Assessors / Case Managers will work with the occupants to determine the best relocation option for the household. Due to geographic considerations hotels are utilized through out the jurisdiction to allow occupants to remain close to schools and work. For large households a lead-safe duplex is available through the City of Minneapolis for temporary relocation. 2009 LHRD grant funds will be used to pay for relocation costs including lodging, food stipends and storage costs. The cost per relocation based on past experience is \$500-\$700.

Relocation right of return In the extremely unusual event that a renter is not allowed to return following lead hazard reduction relocation the Minnesota Statues 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, 2009 LHRD staff will conduct a clearance inspection at conclusion of the work and the family will be allowed to return that evening to 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 Testing of Children Under Age Six

(i) Increase testing target area wide: The Minneapolis Dept. of Health 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 the Minneapolis Department of Health 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 prior to start of the lead hazard reduction work pursuant to the NOFA. The risk assessor / case manager will be required to gain documentation of the test. Families will be referred to their medical provider and SRC's mobile screening unit. When no other option is available, sub-grantees will use grant funds for the blood lead tests at an average cost of \$10-20 per test.

(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 CLLP program. The grant program Occupant Consent forms will include releases for HCWT to gain blood lead test results and to ensure adherence to the requirements of the Health Insurance Portability and Accountability Act (HIPPA) of 1996.

(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: Some projects completed in partnership with GMHC We will use Energy Star windows, but will not be doing enough rehabilitation to meet any of the Green Building certifications.

(d) Healthy Home interventions

(i) Current and planned efforts to integrate with housing rehabilitation

The objective of the 2009 LHRD is to employ primary prevention strategies by integrating lead hazard reduction into housing rehabilitation and remodeling projects. Many of our existing rehabilitation partners are administering NSP funds, including GMHC, NHS and CLCLT as well as our own department. The areas most affected by foreclosures in the jurisdiction align with our grant target areas (See Map pg. 81). For eligible foreclosure projects, LHRD funds will be used to augment NSP funds to create affordable lead safe units. The 2009 LHRD will also continue our current efforts to assist CDBG funded single family rehabilitation, acquisition and rehab land trust projects, and Minnesota Housing Finance Agency funded rehabilitation projects administered through non-profit developers and community development agencies. Since 2004 HWCT LHRD grants have created 456 lead safe units in conjunction with publically funded

rehabilitation projects. Grant rehabilitation partners are already addressing many healthy homes principles in their standard rehabilitation scope of work including water intrusion, Integrated Pest Management, slips, trips and falls, ventilation/blower door tests, carbon monoxide, and smoke alarms. HCWT, SRC, and the Minnesota Department of Health have launched a joint effort to include a healthy home assessment in all their property visits whether it is for lead poisoning prevention, rehabilitation, weatherization, or in-home education. Partners hope to identify the prevalent hazards in the metro housing stock and to connect owners and occupants to resources based on the assessment results. HCWT is also a sub-grantee in the City of Minneapolis' 2006 HUD Healthy Homes Demonstration Grant. HCWT also has partnerships with weatherization and energy conservation programs.

c. Economic Opportunity: (2 Points)

Eight contractors of 65 on the HCWT contractor list are listed as Section 3 Businesses. The flexibility of the HCWT LHR contracting process has increased the number Section 3 contractors on the HCWT list by encouraging property owners to bring in their neighborhood contractors for LSWP training. To further expand the list, 2009 LHRD staff will actively recruit contractors from the target area through neighborhood organizations. During past LHRD grants several maintenance/caretaker personnel have attended the classes and performed LHR on grant projects. The maintenance workers usually live in the building being addressed or near by in the target area and fall in the low to very low income category. Grant funded LSWP training will be provided to at least 125 individuals of which 40 are expected to meet Section 3 requirements. The 2009 LHRD staff will make attempts to link these trained persons with existing lead hazard reduction contractors who need additional labor. SRC actively recruits, hires, and trains minorities and disadvantaged workers to become licensed lead workers and inspectors. SRC is a non profit organization that meets the Section 3 criteria.

(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 Expected Outcomes: HCWT plans to contract with a CBO to walk door to door in the target neighborhoods. Willing households will be offered lead education visits. During the visit CBO staff will provide lead education to the family, perform a visual inspection checklist for paint condition and collect a limited number of dust wipe samples as well as an overview of the lead grant program and assist with grant enrollment forms for eligible households. Lead education visits will also be conducted through referrals from 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 LHR grant enrollments in the most at risk areas of the jurisdiction and provide lead education and lead hazard remediation to the families who live there reducing their risk of lead poisoning.

Culturally Sensitive Educational program: HCWT's current contractor providing outreach and education, SRC, strives 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. SRC sends a bi-lingual, trained Lead Educator to in-home visits, presentation and events when

appropriate. If SRC does not have anyone on staff who speaks the requested language, they work with community partners and the hosting organization to make arrangements for interpreters. A materials library has been built over the last few years to provide LEP materials. The RFP for future outreach and education will include stipulations regarding the cultural and linguistic requirements of the target community. The languages most commonly needed are: English, Spanish, Somali, and Hmong, but also used are materials in Vietnamese, Russian and Cambodian. These materials are available from the Minnesota Department of Health, HUD, EPA, CDC and other non-profit, community based organizations.

Number of individuals that will receive education estimated number of events: 2009 LHRD will contract with a CBO for 300 in-home lead education visits. Based on an average family size of 4 we expect to provide outreach and education to 1,200 individuals.

(3) Affirmatively Further 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 affordable housing internet listing service. HousingLink is well known and used by social workers, non-profits, and individuals to identify housing opportunities. 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.

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 2009 LHRD 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. 2009 LHRD will attempt to serve this population by targeting rental property in north Minneapolis with 300 in-home lead education visits. 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 LHRD.

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.

Access to Lead-Safe Housing: HousingLink maintains an internet site for affordable housing resources including a searchable listing service. In 2006, 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 2009 LHRD to take advantage of their existing network of users to promote lead-safe housing. Grant partners use the listing to match displaced EIBLL families with 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. 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. HCWT is partnering with first time home buyer programs to offer grant enrollment to families to make their new homes lead-safe.

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 Support Activities:

(1) Data collection: 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 funds lead hazard reduction costs to allow the program manager to monitor average costs and progress towards 2009 LHRD matching funds commitment. ECOSpec produces monthly and quarterly progress reports for all benchmark activities as well as reports tailored to assist the program manager complete the HUD quarterly reports.

To maintain better control of the lead hazard reduction process, critical phases of lead hazard reduction unit production will be handled in-house by the experienced 2009 LHRD staff including paint inspection / risk assessments, case management and clearance evaluations. This allows close monitoring by the program manager and does not require contract amendments if procedure changes need to be made. 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. If needed the program manager will consult with the HUD Grant Technical Representative for possible solutions.

(2) Data Privacy: Private personal information is protected from public knowledge by the policies and procedures of HCWT and its sub-grantees. 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. The 2009 LHRD Lead Safe Housing registry will only list addresses and will not include any personal information.

f. Budget (1 Points) (See Budget Justification and Budget HUD 424-cbw)

(1) Allocation of Funds: The budget for this project is \$6,054,087. The HUD share is \$4,000,000, which is matched by \$2,004,087 from local private and public funds. Administration costs are less than 10% of requested HUD funds totaling \$321,021. 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 88% of the requested HUD funds at \$3,520,291. Direct program elements are costs for PIRAs, Lead Hazard reduction grants, relocation and clearances. Other direct costs include education and training totaling \$143,176 in HUD funds. Matching funds for the 2009 LHRD project will come from sub-grantee SPRCDPH and other project partners (See letters of Commitment pgs.62-66). Additional match will be provided by property owner's and rehab agencies' investment in Lead Hazard Control Activities. Salary and fringe benefit match will be provided by HCWT for the Project Director.

(2) Budget Justification: A budget justification for HCWT and sub-grantee SPRCDPH is attached.

Factor 4 Leveraging Resources (10 Points)

Matching Funds: (See Factor 4 Table HUD-96015, Letters of Commitment and Budget Justification)

2009 LHRD partners have committed \$2,004,087 in matching funds for a match percentage of over 50% of the requested funds. All matching funds are guaranteed with letters of commitment or are guaranteed on HUD Form SF-424. Matching fund sources are listed in the Budget and described in the Budget Justification and include the following:

- HCWT commits \$1,514,087 in matching funds including in-kind salary and fringe and CDBG, state and local rehabilitation funds. (See HUD-424 and letters from GMHC, CLCLT and NHS)
- St. Paul/Ramsey County commits \$490,000 in matching funds including CDBG, state, local, and private

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

a. Description of Program Activities (5 Points):

(1) Project Goals: The 2009 LHRD will strive to prevent childhood lead poisoning by completing the following lead hazard control activities during the 36 month grant period (see benchmarks HUD-96008):

- **610** lead-based paint inspection / risk assessments
- **440** Cleared and closed lead hazard reduction projects
- **300** In-home lead education visits
- **125** Individuals will receive Lead-Safe Work Practices Training

(2) Measuring Results: The results of completing lead hazard reduction activities are well documented and have been shown to prevent and reduce elevated blood lead levels. The 2009 LHRD will not only measure success by completing or exceeding the time-phased bench mark goals referenced above, but also by documenting how HUD resources were targeted to reach the populations most in need of lead hazard reduction assistance. The program manager will monitor activity schedules to create production projections and will review production reports monthly and quarterly to ensure all contractors, and sub-grantees are on track to meet bench mark goals. Geographic information system software, ARC GIS, will be used to map enrolled properties on a quarterly basis to ensure 2009 LHRD is enrolling units in its target areas. Quarterly reports will be submitted to the HUD GTR showing progress, discussing obstacles and outlining measures used to overcome the obstacles.

(3) Scheduling, Documenting and Tracking: 2009 LHRD staff will schedule program activities on an electronic calendar available to all 2009 LHRD staff using Lotus Notes software. This helps the staff to work as a team and reserve inspection equipment. It also permits the program manger to monitor scheduled activities to ensure production is on going.

On a daily basis activity data will be collected in paper files and entered into a program tracking database specifically designed for a 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 funds lead hazard reduction costs per unit to allow the program manager to monitor average costs and progress towards 2009 LHRD matching funds commitment. ECOSpec produces monthly and quarterly progress reports for all benchmark activities as well as reports tailored to assist the program manager complete 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, paint inspection /risk assessments and clearances.

(4) Performance Improvement Adjustment Procedures: To maintain better control of the lead hazard reduction process, critical phases of lead hazard reduction unit production will be handled in-house by the experienced 2009 LHRD staff including PIRAs, case management and clearance evaluations. This allows close monitoring by the program manager and does not require contract amendments if procedure changes need to be made. 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. If needed the program manager will consult with the HUD Grant Technical Representative for possible solutions.

b. Logic Model (10 Points) (See Logic Model HUD-96010)

6. Bonus Points (2 Points) EZ and EC target areas are located in the target areas of the 2009 LHRD. (See Maps, pg 83 and HUD-2990)