

**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

**HEALTHY HOMES AND LEAD
HAZARD CONTROL PROGRAMS**

**HEALTHY HOMES DEMONSTRATION
PROGRAM**

Billing Code 4210-32-C

Healthy Homes Demonstration Program Overview Information

A. *Federal Agency Name:* Department of Housing and Urban Development, Office of Healthy Homes and Lead Hazard Control.

B. *Funding Opportunity Title:* Healthy Homes Demonstration Program.

C. *Announcement Type:* Initial announcement.

D. *Funding Opportunity Number:* The **Federal Register** number is: FR-4950-N-29. The OMB Paperwork approval number is 2539-0015.

E. *Catalog of Federal Domestic Assistance (CFDA) Number(s):* 14.901 Healthy Homes Demonstration Program.

F. *Dates:* Your application submission date is June 15, 2005. See the General Section, Section IV, Application and Submission Information, regarding application submission procedures and timely filing requirements.

G. *Additional Overview Content Information:*

1. *Purpose of the Program.* The purpose of the Healthy Homes Demonstration Program is to develop, demonstrate, and promote cost-effective, preventive measures to correct multiple safety and health hazards in the home environment that produce serious diseases and injuries in children of low-income families. Through the Healthy Homes Demonstration program, HUD will initiate projects to promote implementation of available risk reduction techniques for the control of key hazards described in Appendix B. Appendices B, C and D to this Healthy Homes Demonstration Program NOFA can be found on HUD's Web site at: <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>. Appendix A, which contains required forms, is attached to this NOFA.

2. *Available Funds.* HUD anticipates that approximately \$5 million in fiscal year 2005 funds will be available.

3. *Number of Awards.* Approximately four to six cooperative agreements or grants will be awarded, ranging from approximately \$250,000 to \$1,000,000. The average award in 2004 was \$958,625.

4. *Eligible Applicants.* Not-for-profit institutions and for-profit firms, located in the U.S. are eligible to apply. State and local governments, and federally recognized Indian Tribes are eligible to apply. For-profit firms are not allowed to propose a fee or profit in their cost proposal (*i.e.*, no profit can be made from the project).

5. *Type of award.* Cooperative Agreement or Grant.

6. *Match.* None required, but strongly encouraged.

7. *Limitations.* There are no limitations on the number of applications that each applicant can submit.

8. *Information on application.* The applications for this NOFA can be found at <http://www.grants.gov>. The application is an electronic application. You must register at <http://www.grants.gov> to be able to submit your application. The General Section contains information about submission requirements and procedures. Please carefully review the General Section before reading the program section so that you understand HUD's new electronic application process. Information and procedures for completing an application are provided below.

Full Text of Announcement

I. Funding Opportunity Description

A. Background

The Healthy Homes Demonstration Program is a part of HUD's Healthy Homes Initiative (HHI). In April 1999, HUD submitted to Congress a preliminary plan containing a full description of the HHI. This description (Summary and Full Report) is available on the HUD Web site at: <http://www.hud.gov>; this site also contains additional information on the HHI and a link to its Web site.

The HHI builds upon HUD's existing housing-related health and safety issues, including lead hazard control, building structural safety, electrical safety, and fire protection to address multiple childhood diseases and injuries, such as asthma, mold-induced illness, carbon monoxide poisoning, and other conditions related to housing in a coordinated fashion. The HHI departs from the more traditional approach of attempting to correct one hazard at a time (*e.g.*, asbestos, radon). A coordinated effort is feasible because a limited number of building deficiencies contribute to multiple hazards. Substantial savings are possible using this approach, because separate visits to a home by an inspector, public health nurse, or outreach worker can add significant costs to efforts to eliminate hazards.

In addition to deficiencies in basic housing facilities that may impact health, changes in the U.S. housing stock and more sophisticated epidemiological methods and biomedical research have led to the identification of new and often more subtle health hazards in the residential environment. While such health hazards will tend to be found disproportionately in housing that is substandard (*e.g.*,

structural problems, lack of adequate heat, etc.), such housing-related environmental health hazards may also exist in housing that is otherwise of good quality. Appendix B of this NOFA briefly describes the housing-associated health and injury hazards HUD considers key targets for intervention. Appendix C lists some of the references that serve as the basis for the information provided in the Healthy Homes Demonstration Program NOFA (appendices B-D to this NOFA are available at: <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>).

B. Healthy Homes Initiative Goals

1. Mobilize public and private resources, involving cooperation among all levels of government, the private sector, and grassroots community-based nonprofit organizations, including faith-based organizations to develop the most promising, cost-effective methods for identifying and controlling housing-based health hazards;

2. Build local capacity to operate sustainable programs that will prevent and control housing-based health hazards in low- and very low-income residences when HUD funding is exhausted; and

3. Affirmatively further fair housing and environmental justice.

HUD is interested in promoting approaches that are cost-effective and efficient and that result in the reduction of health threats for the maximum number of residents and, in particular, for children in low-income families. In addition, HUD encourages applicants to undertake specific activities that will assist the Department in implementing its Policy Priorities. HUD's fiscal year 2005 Policy Priorities are discussed in the General Section.

C. Healthy Homes Demonstration Objectives

HUD will support projects that implement housing assessment, maintenance, renovation and construction techniques to identify and correct housing-related illness and injury risk factors, disseminate healthy homes information and replicate successful interventions. The objectives of the Healthy Homes Demonstration Program include:

1. Identification of target areas and homes where assessment and interventions will occur;

2. Identification and evaluation of effective methods of health hazard abatement and risk reduction;

3. Development of appropriately scaled, flexible, cost-effective and efficient assessment and intervention strategies that take into account the

range of unhealthy conditions likely to be encountered in housing, and that maximize the number of housing units that receive interventions;

4. Development of methodologies for evaluating intervention effectiveness;

5. Development of local capacity in target areas and training programs for target groups to operate sustainable programs to prevent and control housing-based health hazards, especially in low- and very low-income residences;

6. Development of cost-effective protocols for identifying homes that are candidates for interventions, identifying health hazards in these homes, and screening out homes where structural or other factors (*e.g.*, cost) make interventions impractical;

7. Development and delivery of public outreach programs that provide information about effective methods for preventing housing-related childhood diseases and injuries and for promoting the use of these interventions;

8. Targeting, through education and outreach, specific high-risk communities and other identified audiences such as homeowners, landlords, health care deliverers, pregnant women, children, residential construction contractors, maintenance personnel, housing inspectors, real estate professionals, home buyers, and low-income minority families;

9. Implementation of media strategies to use print, radio and television to increase public awareness of housing-related health hazards that threaten children, including the use of minority media, grassroots community based nonprofit organizations, including faith-based organizations that work with persons with disabilities (including providing materials in alternative formats), advocates for racial and ethnic minorities (including providing materials in other languages for populations with Limited English Proficiency (LEP));

10. Dissemination of tools currently used by the applicant and/or tools available from other sources and, as needed, tools to be developed, to inform parents and caregivers about housing-related health hazards and enable them to take prompt corrective action; and

11. Development of training programs for Healthy Homes activities to emphasize assessment and intervention methods applicable to public and private housing in target areas.

Specific project activities applicable to these objectives can be found under Rating Factor 3.1.b.

D. Authority

The authority for this program is sections 501 and 502 of the Housing and Urban Development Act of 1970 and the Consolidated Appropriations Act, 2005 (Pub. L. 108-477; approved December 8, 2004).

II. Award Information

A. Funding Available

Approximately \$5 million in fiscal year 2005 funds are available for the Healthy Homes Demonstration Program cooperative agreements or grants. Cooperative agreements or grants will be awarded on a competitive basis. HUD anticipates that approximately four to six cooperative agreements or grants will be awarded, ranging from approximately \$250,000 to approximately \$1,000,000. In fiscal year 2004, the average award was \$958,625. The rating factors and selection process are discussed in Section V.

Abstracts of currently funded grants are available on the Healthy Homes Web site at: <http://www.hud.gov/healthyhomes>. Applicants may wish to review these for program content and may also contact Project Directors of currently funded projects for additional information.

B. Anticipated Start Date and Period of Performance for New Grants

The start date for new Cooperative Agreements or Grants is expected to be October 1, 2005, with a period of performance not to exceed 36 months. The proposed performance period should include adequate time for project components such as the Institutional Review Board process, the recruitment of study participants, and the development of new methods (*e.g.*, survey forms, data base, etc), all of which have been found to delay projects in the past. Period of performance extensions for delays due to exceptional conditions beyond the grantee's control will be considered for approval by HUD in accordance with 24 CFR 84.25(e)(2) or 85.30(d)(2), as applicable, and the Office of Healthy Homes and Lead Hazard Control (OHHLHC) Program Guide. Such extensions, when granted, are one time only, and for no longer than a period of one year. Applicants are encouraged to plan studies with shorter performance periods than 36 months. When developing your schedule you should consider the possibility that issues may arise that could cause delays.

C. Type of Award Instrument

Awards in response to this NOFA will be made as cooperative agreements or

grants. HUD will require quarterly reporting and will work closely with awardees to monitor projects.

III. Eligibility Information

A. Eligible Applicants

Not-for-profit institutions and for-profit firms, located in the U.S. are eligible to apply. State and local governments, and federally recognized Indian Tribes are eligible to apply. For-profit firms are not allowed to propose a fee or profit in their cost proposal (*i.e.*, no profit can be made from the project).

B. Cost Sharing or Matching

Cost sharing or matching is not required. In rating your application, however, HUD will award a higher score under Rating Factor 4 (see Section V.A.2.d) if you provide evidence of significant cost sharing.

C. Other

1. Threshold Requirements Applicable to all Applicants Under the SuperNOFA.

As an applicant, you must meet all the threshold requirements described in the General Section. These requirements include the requirement to affirmatively further fair housing (AFFH). Applications that do not address the threshold items will not be funded. Cooperative agreements or grants will be awarded on a competitive basis following evaluation of all proposals according to the rating factors described in this NOFA. A minimum score of 75 out of a possible 102, *which includes up to 2 bonus points for activities proposed to be located in RC/EZ/EC-II communities (see Section V.A.1, below)*, is required for award consideration.

2. Eligible Activities.

The following activities and support tasks are eligible under the Healthy Homes Demonstration Program.

a. Performing evaluations of housing to determine the presence of housing-based health hazards (*e.g.*, moisture intrusion, mold growth, pests and allergens, unvented appliances, exposed steam pipes or radiators, deteriorated lead-based paint) through the use of accepted assessment procedures.

b. Conducting housing interventions to remediate existing housing-based health hazards and address conditions that could result in their recurrence. Refer to the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing (Guidelines) for information about conducting such remediation for lead-based paint hazards. The Guidelines and/or applicable regulations may be downloaded from HUD's Web site at <http://www.hud.gov>.

c. Undertaking housing rehabilitation activities that are specifically required to carry out effective control of housing-based health hazards, and without which the intervention could not be completed and maintained. Funds under this program may also be used to control lead-based paint hazards; however, such controls may not be a principal focus of the cooperative agreement or grant. Lead hazard control activities are carried out under HUD's Lead-Based Paint Hazard Control Grant Program.

d. Carrying out temporary relocation of families and individuals, when necessary, during the period in which the intervention is conducted and until the time the affected unit receives clearance for re-occupancy. See Section VI.B.5 for discussion of regulations that apply when relocating families.

e. Conducting medical examinations, when such examinations of young children for conditions caused or exacerbated by exposure to residential hazards are demonstrated to be critical to the outcome of your project, and alternative sources to cover these costs are not available. If you budget for such costs, you must provide documentation to the effect that other resources, such as Medicaid, SCIP or neighborhood clinics are not available to conduct these examinations. See Section III C.3.b for information on Institutional Review Board approval and HIPAA authorization where applicable.

f. Environmental sampling and medical testing recommended by a physician or applicable occupational or public health agency to protect the health of the intervention workers, supervisors, and contractors, unless reimbursable from another source.

g. Conducting testing, analysis, and mitigation for lead, mold, carbon monoxide and/or other housing-related health hazards as appropriate, with respect to generally accepted standards or criteria, or if standards are unavailable, other appropriate levels justified in conjunction with the project. A laboratory recognized by the Environmental Protection Agency's (EPA's) National Lead Laboratory Accreditation Program (NLLAP) must analyze clearance dust samples related to lead-based paint. It is recommended that samples to be analyzed for fungi be submitted to a laboratory accredited in the Environmental Microbiological Laboratory Accreditation Program (EMLAP), administered by the American Industrial Hygiene Association (AIHA).

h. Carrying out architectural, engineering and work specification development and other construction

management services to control and remediate existing housing-based health hazards.

i. Providing training on Healthy Homes practices to homeowners, renters, painters, remodelers, and housing maintenance staff working in low- or very low- income housing.

j. Providing cleaning supplies for hazard intervention and hazard control to grassroots community-based nonprofit organizations, including faith-based organizations, for use by homeowners and tenants in low-income housing, or to such homeowners and tenants directly. (See the General Section for more information about grassroots community-based nonprofit organizations, including faith-based organizations.)

k. Providing modest incentives (financial or other, *i.e.* coupons for a video rental, coupons for groceries; stipends for completion of surveys, child care, cleaning kits, etc.) subject to approval by HUD, to encourage recruitment and retention in the interventions, participation in educational and training activities and other program-related functions.

l. Conducting general or targeted community education programs on environmental health and safety hazards. This activity would include, but not be restricted to, training on Healthy Homes maintenance and renovation practices. It would also include making materials available in alternative formats for persons with disabilities (*e.g.*, Braille, audio, large type) upon request, and providing materials in languages other than English that are common in the community, consistent with HUD's published "Limited English Proficiency (LEP) Recipient Guidance".

m. Securing liability insurance for housing-related health hazard evaluation and control activities to be performed. This is not considered an administrative cost.

n. Supporting data collection, analysis, and evaluation of project activities. (As a condition of the receipt of financial assistance under this NOFA, all successful applicants will be required to cooperate with all HUD staff and contractors performing HUD funded research and evaluation studies.)

3. Program Requirements.

a. Work Activities. All lead hazard control activities must be conducted in compliance with the applicable requirements of HUD's Lead-Safe Housing Rule, 24 CFR part 35, especially § 35.1325 for abatement and § 35.1330 for interim controls and as clarified in HUD's Interpretive Guidance about this rule. Grantees must also

comply with any additional requirements in effect under a state or Native American Tribal Lead-Based Paint Training and Certification Program that has been authorized by the EPA pursuant to 40 CFR 745.320.

b. Institutional Review Board (IRB) Approval. In conformance with the Common Rule (Federal Policy for the Protection of Human Subjects, codified by HUD at 24 CFR 60.101), if your grant activities include research involving human subjects, your organization must provide an assurance (*e.g.*, a letter signed by an appropriate official) that the research has been reviewed and approved by an IRB before you can initiate activities that require IRB approval. You must also provide the number for your organization's assurance (*i.e.*, an "institutional assurance") that has been approved by the Department of Health and Human Service's Office of Human Research Protections (OHRP). For additional information on what constitutes human subject research or how to obtain an institutional assurance see the OHRP Web site at: <http://www.hhs.gov/ohrp>.

c. HIPAA Authorization. The Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 requires covered entities that transmit health information electronically (health care providers, health plans, etc.) to protect that information. This may be accomplished by obtaining authorization from the patient or parent, obtaining a waiver of authorization from an IRB or HIPAA Privacy Board or de-identifying data. You should identify whether your proposal will fall under the HIPAA Privacy Rule and if so how you plan to address these requirements. Additional information on HIPAA and the Privacy Rule can be found at <http://www.hhs.gov/ocr/hipaa>.

d. Program Performance. Awardees shall take all reasonable steps to accomplish all healthy homes activities within the approved period of performance. HUD will closely monitor the awardee's performance with particular attention to completion of specified activities, deliverables and milestones, and number of units proposed to be assessed or to receive interventions within the approved period of performance. HUD reserves the right to terminate the cooperative agreement or grant prior to the expiration of the period of performance if the awardee fails to meet 25 percent of the milestones, including all deliverables, as scheduled in their work plan. Any previous requests for no cost extensions will be taken into account when evaluating the capacity of the

applicant to do the work under Rating Factor 1.

e. Certified and Trained Providers.

Lead hazard control activities must be conducted by persons qualified for these activities according to 24 CFR Part 35 (possessing certification as abatement contractors, risk assessors, inspectors, abatement workers, or sampling technicians, or others having been trained in a HUD-approved course in lead-safe work practices).

f. Clearance Testing for Lead Hazard Control Activities. Clearance dust testing must be conducted according to the EPA Lead Hazards Standards Rule (40 CFR part 745) for abatement projects and the Lead-Safe Housing Rule (24 CFR part 35) for lead hazard control activities other than abatement. These are available at: <http://www.epa.gov/lead> and <http://www.hud.gov>, respectively.

g. All test results related to lead-based paint or lead-based paint hazards must be provided to the owner of the unit, together with a statement describing the owner's legal duty to disclose the results to tenants (before initial leasing, or before lease renewal with changes) and buyers (before sale) if the housing was constructed before 1978 (24 CFR Part 35, subpart A). This information provided to owners may only be used for purposes of remediation of lead-based paint and other hazards in the unit. Disclosure of other identified housing-related health or safety hazards to the owner of the unit, for purposes of remediation, is encouraged but not required. Submission of any information on the properties to databases (whether Web site, computer, paper, or other format) of addresses of identified, treated or cleared housing units is subject to the protections of the Privacy Act of 1974, and shall not include any personal information that could identify any child affected.

h. All pest control activities shall incorporate the principles and methods of integrated pest management (IPM). In technical terms, IPM is the coordinated use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment. The IPM approach emphasizes a targeted use of pesticides that limits the possibility of human exposure (e.g., as opposed to wide-spread applications) and includes interventions based on the behavior of the target pest (e.g., preventing access to food or water). One source for information on IPM is Environmental Health Watch; you can download

information from its Web site: http://www.ehw.org/Asthma/ASTH_Cockroach_Control.htm.

i. Awardees collecting samples of settled dust from participant homes for environmental allergen analyses (e.g., cockroach, dust mite) will be required to use a standard dust sampling protocol, unless there is a strong justification to use an alternate protocol. The HUD protocol is posted on the OHHLHC Web site at: <http://www.hud.gov/offices/lead/hhi/hhiresources.cfm>. Awardees conducting these analyses will also be required to include quality control dust samples, provided by OHHLHC at no cost, with the samples that are submitted for laboratory analyses. For the purpose of budgeting laboratory costs, assume that 5% of your total allergen dust samples would consist of QC samples.

j. You must follow procedures for hazardous waste disposal as required by the Occupational Health and Safety Administration (OSHA) (e.g., 29 CFR part 1910 and/or 1926, as applicable), the EPA (e.g., 40 CFR parts 61, 260–282, 300–374, and/or 700–799, as applicable), the Department of Transportation (e.g., 49 CFR parts 171–177), and/or appropriate state or local regulatory agencies and applicable EPA, HUD, state, and local regulatory agency guidance. You must handle disposal of wastes from hazard control activities that contain lead-based paint, but are not classified as hazardous in accordance with state or local law or the Guidelines for the Evaluation and Control of Lead-Based Hazards in Housing (HUD Guidelines). The Guidelines may be downloaded from the HUD Web site at: <http://www.hud.gov>.

k. Worker Protection Procedures. You must comply with the procedures for worker protection established in the HUD Guidelines as well as the requirements of OSHA, e.g., 29 CFR part 1910 and/or 1926, as applicable, or the state or local occupational safety and health regulations, whichever are more stringent.

l. Written Policies and Procedures. You must have written policies and procedures for all phases of interventions, including evaluation, development of specifications, financing, occupant relocation, independent project inspection, and clearance testing (e.g., for mold, lead, carbon monoxide or other hazards, as applicable). You and all your subcontractors, sub-recipients, and their contractors must comply with these policies and procedures.

m. Data Collection and Provision. You must collect, maintain, and provide to

HUD the data necessary to document the various approaches used to evaluate and control housing-based health hazards, including evaluation and control methods, building conditions, medical and familial information (with confidentiality of individually-identifiable information ensured) in order to determine the effectiveness and relative cost of these methods.

n. Section 3 Employment Opportunities. Recipients of assistance in the Healthy Homes Demonstration Program must comply with Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u (Economic Opportunities for Low- and Very Low-Income Persons in Connection with Assisted Projects) and the HUD regulations at 24 CFR part 135, including the reporting requirements of subpart E. See Sec.V.c, Rating Factor 3.3, for recommendations for implementing Section 3 Employment Opportunities.

o. Certifications and Assurances. By signing the SF-424 you are agreeing to the certifications and assurances listed in the General Section and this NOFA. A Certification of Consistency with the Consolidated Plan is not required for the Healthy Homes Demonstration NOFA.

p. Conducting Business in Accordance with HUD Core Values and Ethical Standards. If awarded assistance under the Healthy Homes Demonstration NOFA, you will be required, prior to entering into a cooperative agreement or grant with HUD, to submit a copy of your code of conduct and describe the methods you will use to ensure that all officers, employees, and agents of your organization are aware of your code of conduct. If you previously submitted your Code of Conduct to HUD and it appears in the listing on HUD's Web site at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>, you do not have to resubmit the information unless there has been a change in the legal name, address or authorizing official for your organization. See the General Section for information about conducting business in accordance with HUD's core values and ethical standards.

4. DUNS Requirement.

Refer to the General Section for information regarding the DUNS requirement.

IV. Application and Submission Information

If you are interested in applying for funding under this program, please review carefully all sections in this Notice of Funding Availability.

A. Web Address To Access an Application Package

Copies of this published NOFA and application forms for this program may be downloaded from the Grants.gov Web site at <http://www.grants.gov>. If you have difficulty accessing the information you may call the Grants.gov helpline toll-free at (800) 518-GRANTS or e-mail Support@grants.gov. Helpline customer representatives will assist you in accessing the information.

B. Content and Form of Application Submission

The following provides instructions on the items to be submitted as part of the application. See the General Section for instructions for submitting third party documents and electronic files.

1. An abstract describing the goals and objectives of your proposed program (2-page limit, single-spaced, 12-point standard font, 3/4-inch margins) must be included in the proposal. The abstract should include the title of your proposed project, the name, mailing address and telephone number of the principal contact person for the primary entity and the same information for sub-contractors, partners, etc.

2. A narrative statement addressing the rating factors for award. Number the pages of your narrative statement and include a header and a footer that provides the name of the applicant and the name of the program to which you are applying. Narrative statements provided as part of the application should be individually labeled to identify the rating factor to which the narrative is responding (e.g. Factor 1, Capacity, etc.). The overall response to the rating factors must not exceed a total of 25 pages including all rating factors (single-sided, single-spaced, 12 point standard font, 3/4-inch margins). Any pages in excess of this limit will not be read.

3. The score for each rating factor will be based on the rating factor's numbered portion of your narrative statement, supplemented by materials referenced and discussed in that portion of your narrative statement; supplemental material that is not referenced and discussed within the narrative statements will not be rated.

4. The position descriptions and resumes, if available, of your project director and project manager and up to three additional key personnel (in accordance with Rating Factor 1), not to exceed 3 pages each (single-spaced, 12-point font with 3/4-inch margins). This information will not be counted toward the page limit.

5. Any attachments, materials, references, or other relevant information

that directly support the narrative must not exceed 20 pages for your entire application. Any pages in excess of this limit will not be read. See the General Section for instructions for submitting third party documents or material not readily available in electronic format.

6. A detailed budget with supporting justification for all budget categories of your funding request, in accordance with Rating Factor 3, (2)(b). This information will not be counted towards the page limits. In completing the budget forms and justification, you should address the following elements:

a. Direct Labor costs should include all full- and part-time staff required for the planning and implementation phases of the project. These costs should be based on full time equivalent (FTE) or hours per year (hours/year) (i.e., one FTE equals 2,080 hours/year).

b. You should budget for three trips to HUD Headquarters in Washington, DC, planning each trip for two people, assuming that the first trip will occur shortly after funding, for a stay of five or six days, depending on your location, and the remaining trips will have a stay of one or two days, depending on your location.

c. A separate budget proposal should be provided for any sub-recipients receiving more than 10 percent of the total Federal budget request.

d. You should be prepared to provide supporting documentation for salaries and prices of materials and equipment upon request.

e. Organizations that have a federally negotiated indirect cost rate should use that rate and the appropriate base. Other organizations should submit their proposal with their suggested indirect rate. If they are funded and HUD is the cognizant agency, it will set a rate; otherwise HUD will request the cognizant federal agency to set the rate.

f. You should submit a copy of the negotiated rate agreements for fringe benefits and indirect costs, if applicable, as an attachment to the budget sheets.

7. Applicants are encouraged to use the following checklist to ensure that all required materials have been prepared and submitted. You are not required to submit this checklist with your application.

Checklist for Healthy Homes Demonstration Program Applicants

- Applicant Abstract (limited to 2 pages).
- Rating Factor Responses (Total narrative response limited to 25 pages).

1. Capacity of the Applicant and Relevant Organizational Experience—Form HUD 96012.

2. Need/Extent of the Problem-Form HUD-96013.
3. Soundness of Approach—Form HUD-96014.
4. Leveraging Resources—Form HUD-96015.
5. Achieving Results and Program Evaluation—Form HUD-96010 Logic Model.

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

Form SF 424 Application for Federal Assistance.

Form HUD-424-CB Grant Application Detailed Budget.

Form HUD-CBW Budget Worksheet.

Form SF-424 Supplement Survey on Ensuring Equal Opportunity for Applicants (to be completed by private nonprofit organizations only).

Form SF-LLL Disclosure of Lobbying Activities.

Form HUD-2880 Applicant/Recipient Disclosure/Update Report.

Form HUD-2990 Certification of Consistency with the RC/EZ/EC-II Strategic Plan (if applicable).

Form HUD-96011, Facsimile Transmittal to be used for faxing third party letters and other documents for your electronic application in accordance with the instructions in the General Section.

HUD's Waiver from submitting electronically (if applicable).

Form HUD-2993 Acknowledgment of Application Receipt (only if waiver from electronic submission has been obtained).

Resumes of Key Personnel (limited to 3 pages per resume).

Organizational Chart.

Letters of Commitment (if applicable).

Form HUD-2994 Client Comments and Suggestions (Optional).

- Optional material in support of the Rating Factors (20 page limit).

C. Submission Dates and Times

Electronic applications must be submitted and received by Grants.gov on or before 11:59:59 p.m. eastern time on June 15, 2005. All narrative files and any scanned documents must be submitted as a zip file, single attachment to the electronic application. Refer to the General Section for additional submission requirements including acceptable submission dates, times, methods, acceptable proof of application submission and receipt procedures, and other information regarding application submission. Materials associated to your electronic application submitted by facsimile transmission must also be received by 11:59:59 p.m. eastern time on the application submission date.

Applicants receiving a waiver to the electronic submission process must submit the required number of copies of the application by the application submission date to the identified address in Appendix C of the General Section.

D. Intergovernmental Review

Not required for this submission.

E. Funding Restrictions

1. Administrative Costs. There is a 10 % maximum allowance for administrative costs. Additional information about allowable administrative costs is provided in Appendix D of this NOFA at: <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.

2. Purchase of Real Property is not permitted.

3. Purchase or lease of equipment having a per unit cost in excess of \$5,000 is not permitted, unless prior written approval is obtained from HUD.

4. Medical costs, except as specified above in Section III.C.2, are not permitted.

5. For-profit organizations cannot receive a fee or profit.

6. You must comply with the Coastal Barrier Resources Act (16 U.S.C. 3501).

7. Hazard control of a building or manufactured home that is located in an area identified by the Federal Emergency Management Agency (FEMA) under the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001–4128), as having special flood hazards unless:

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

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

F. Other Submission Requirements

Beginning in FY 2005, HUD requires applicants to submit applications electronically through <http://www.grants.gov>. Applicants interested in applying for funding must submit their application electronically via the Web site <http://www.grants.gov> unless you request and are granted a waiver to the electronic submission requirements.

This site has easy to follow step-by-step instructions that will enable you to apply for HUD assistance. The <http://www.grants.gov> feature includes a simple, unified application process to enable applicants to apply for grants online. Refer to the General Section for other application submission requirements including instructions on how to request a waiver to the electronic application submission requirement.

V. Application Review Information

A. Criteria

1. *Rating and Ranking.* Applications will be reviewed by an Application Review Panel (ARP) which will assign each application a numerical score based on the rating factors presented below. The ARP chairperson initially selects and provides at least one application to panel members to score during a calibration round to ensure that all panel members are consistent in their interpretation of the rating factors. When the calibration round is completed, each application is reviewed and scored by at least two panel members who will assign a score based on the rating factors presented in section V.A.2 below. Each factor is weighted as indicated by the number of points that are attainable for it. An average score is then computed for each application. The ARP chair may call upon an advisor to the ARP to review and comment on a proposal; however, the advisor does not score the application. Nonetheless, advisor comments will be documented and retained as a part of the record. The ARP holds a final meeting to identify the top-ranking applications to be recommended for funding. Awards will be made separately in rank order within the limits of funding availability. The maximum score that can be assigned to an application is 102 points. Applicants should be certain that these factors are adequately addressed in the project description and accompanying materials.

a. Five rating factors:

Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience (20 points);
 Rating Factor 2: Need/Extent of the Problem (15 points);
 Rating Factor 3: Soundness of Approach (40 points);
 Rating Factor 4: Leveraging Resources (10 points);
 Rating Factor 5: Achieving Results and Program Evaluation (15 points);
 RC/EZ/EC–II Bonus Points (2 points);
 TOTAL: 102 points.

Applicants are eligible to receive up to two bonus points for projects located

within federally designated Renewable Communities (RCs), Empowerment Zones (EZs), or Enterprise Communities (ECs) designated by USDA in round II (EC–IIs) (collectively referred to as RC/EZ/EC–IIs), and which will serve the residents of these communities (see the General Section). In order to be eligible for the bonus points, applicants must submit a completed Form HUD–2990.

2. *Rating Factors.* The factors for rating and ranking applicants, and maximum points for each factor, are provided below.

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

This factor addresses your organizational capacity necessary to successfully implement your proposed activities in a timely manner. The rating of you or your staff includes any grassroots community-based nonprofit organizations, including faith-based organizations, sub-contractors, consultants, sub-recipients, and members of consortia that are firmly committed to your project. HUD strongly encourages the formation and development of consortia in implementing your project goals. Applicants that either are or propose to partner, fund, or sub-contract with grassroots community-based nonprofit organizations, including faith-based organizations, in conducting their work programs will receive higher rating points as specified in the General Section. In rating this factor, HUD will consider the four items listed below.

(1) Capacity and Qualifications of Principal Investigator and Key Personnel. Describe your recent, relevant, and successful demonstrated experience in undertaking eligible program activities. You must describe the knowledge and experience of the proposed overall project director and day-to-day project manager in planning and managing large and complex interdisciplinary programs, especially those involving housing, public health, or environmental programs. In your narrative response for this factor, you should include information on your project staff, their experience with housing and health programs, percentage commitment to the project, and position titles. Resumes of up to three pages each and position descriptions for up to three key personnel in addition to the project director and project manager, and a clearly delineated organizational chart for the Healthy Homes project you propose, must be included in your application submission. Position descriptions and copies of job announcements (including salary range)

should be included for any key positions that are currently vacant or contingent upon an award. Indicate the name of the position, the percentage of time that proposed staff will devote to your project and any salary costs to be paid by funds from this program. Successful applicants must hire all key staff positions identified in the proposal as vacant or required in the award agreement within 120 days of award. Include descriptions of the experience and qualifications of subcontractors and consultants. You may find it useful to include a table indicating the name, position and percentage contribution of staff members, specifying organizational affiliation. This table may be incorporated into the text of your proposal or included with the supporting materials.

(2) Qualifications of Applicant and Partner Organizations. Discuss your qualifications to carry out the proposed activities as evidenced by experience, academic background, training, and/or relevant publications of project staff. Document whether you have sufficient personnel, or will be able to quickly retain qualified experts or professionals to begin your proposed project immediately, and to perform your proposed activities in a timely and effective fashion. Describe how principal components of your organization will participate in, or support, your project and how you propose to coordinate with your partners. You should thoroughly describe capacity, as demonstrated by experience in initiating and implementing related environmental, health, or housing projects.

(3) Past Performance of the Organization. This section refers to applicants who have any prior experience in another Healthy Homes or Lead Hazard Control grant, another grant related to environmental health and safety issues, or other experience in a similar program. Provide details about the nature of the project, the funding agency, and your performance, relative to performance measures and the achievement of desired housing- and health-related outcomes.

(4) Performance as a Healthy Homes Grantee. If your organization is an existing Healthy Homes grantee, provide a description of the progress and outcomes achieved in that grant. Current grantees that are on or ahead of target, may earn one point based on their demonstrated ability to date. If you received previous Healthy Homes Demonstration funding, you will be evaluated in terms of cumulative progress and achievements under the previous grant.

You must complete and submit the Factor 1, Table 1, Capacity of the Applicant and Relevant Organizational Experience, posted at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>, to support narrative information submitted. Include this table in supporting materials for your application. It will not be counted towards your page limit.

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

This factor addresses the extent to which there is a need for your proposed project activities to address documented problems related to healthy homes issues and housing-related hazards in your target area(s) and target group(s).

(1) Specifically identify a target area for your proposed activities. Document a critical level of need for your proposed activities in this target area. You should pay specific attention to documenting the need as it applies to your target area(s), and provide statistics for this area, if available, rather than general statistics or information pertinent to a larger geographic area. As noted above, if your target area comprises a Renewal Community, Enterprise Community or Empowerment Zone, indicate the location of this area in the narrative for this rating factor and submit Form HUD-2990, found in the General Section. (2) bonus points are awarded if your target area is located in a Renewal Zone/Empowerment Zone/Enterprise Community-II)

(2) Your documentation should summarize available data linking housing-based health hazards to disease or injuries to children in your target area(s), if available. Examples of data that might be used to demonstrate need include:

(a) Economic and demographic data relevant to your target area(s), including poverty and unemployment rates;

(b) Rates of childhood illnesses (e.g., asthma, elevated blood lead levels) or injuries (e.g., falls, burns) among children residing in your target areas that could be caused or exacerbated by exposure to conditions in the home environment; and

(3) For the areas targeted for your project activities, provide data available in your jurisdiction's currently approved Consolidated Plan and the Analysis of Impediments to Fair Housing Choice (AI) or Indian Housing Plan or derived from current census data or from other sources. Provide and reference data that address the following:

(a) The age and condition of housing;

(b) The number and percentage of low- and very low-income families with incomes less than 50 percent and 80

percent of the median income, respectively, as determined by HUD, for the area. Statistics that describe low- and very-low income families are available at: <http://www.census.gov/housing/saipe/estmod00/est00ALL.dat>. Additional census statistics are available at: <http://www.census.gov/hhes/www/income00.html>, <http://www.census.gov/hhes/income/income00/statemhi.html>, and <http://www.huduser.org/datasets/il/fmr00/index.html>. Applicants should also consult local data sources, such as city government Web sites, for target area data.

(c) To the extent that statistics and other data contained in your community's Consolidated Plan or AI support the extent of the problem, you should include references to the Consolidated Plan or AI in your response; and

(d) Data documenting targeted groups that are traditionally underserved or have special needs. For a maximum score in this rating factor, data provided should specifically represent the target area. If the data presented in your response do not specifically represent your target area, you should discuss why the target areas are being proposed.

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

This factor addresses the quality and cost-effectiveness of your proposed work plan. You should present detailed information on the proposed approach for addressing housing-based health hazards and describe how proposed activities would help HUD achieve its goals for this program area. For you to receive maximum points for this factor, there must be a direct relationship between the proposed activities, documented and demonstrated community needs, and the purpose of the project. Your application will be evaluated according to the comprehensiveness of addressing activities that are applicable to your project. The response to this factor should include details about your technical approach and project activities. HUD is looking for a clear statement of activities, timeline for completing the work and expected deliverables.

(1) Approach for Implementing the Project (25 points).

(a) Technical Approach. Describe your overall technical approach for strategizing and implementing your proposed project. Your narrative response to this sub-factor will be used to assess how well your proposed project will be executed. In this factor, describe the methods, schedule, milestones, and quality assurance

activities that will be carried out to identify and control housing-based health hazards and to achieve the desired project outcomes. Include summary information about the estimated numbers of clients to be contacted, clients enrolled, units to be assessed, units to receive interventions, individuals to be trained and individuals to be reached through education/outreach activities.

(b) Project Activities. Your project description must include a discussion of specific planned project activities that address one or more of the following activities.

(i) Describe in detail how you will identify, select, prioritize, and enroll units of housing in which you will undertake housing-based health hazard interventions, targeting low-income families with young children under six to the extent feasible, and how you will integrate safe work practices into housing maintenance, repair, and improvements. Describe impediments that you anticipate for recruitment, measures you will perform to sustain recruitment, including incentives, and the staff responsible for both monitoring recruitment status and implementing the measures identified to sustain recruitment. Discuss possible recruitment problems, probability of dropouts and plans to over-recruit to compensate for dropouts. If you anticipate the Health Insurance Portability and Accountability Act (HIPAA) to impact on your recruitment, discuss strategies to address these issues.

(ii) Describe any assessment tools you would employ to establish baseline data. These tools include questionnaires, visual assessment protocols and environmental sampling and analysis. Include a description of the process you intend to follow for obtaining IRB approval, if necessary. In particular, describe how you will provide informed consent (*e.g.*, from the subjects, and their parents and guardians, as applicable) to help ensure their understanding of, and consent to, the elements of informed consent, such as the purposes, benefits and risks of the research activities. Describe how this information will be provided and how the consent will be collected. For example, describe the use of "plain language" forms, flyers, and verbal scripts, and discuss your plans to work with persons with limited English proficiency and their families, and with families including persons with disabilities.

(iii) Describe your process for evaluating units of housing in which you will undertake housing-based

health hazard interventions. Provide the estimated total number of owner-occupied and/or rental units in which you will perform assessments and conduct interventions.

(iv) Describe any specialized testing, if applicable, or visual assessment that you will conduct during assessment of units and provide a reference to source(s) of the protocol(s). Provide a description of protocols or include protocols with the supporting materials for your application.

(v) Discuss efforts to incorporate cost-effective methods to address multiple environmental health and safety hazards, and describe the specific interventions you will employ to control housing-based health hazards before children are affected; and/or to control these hazards in units where children have already been treated for illnesses or injuries associated with housing-based health hazards (*e.g.*, burns, lead poisoning, asthma). Provide an estimate of the cost of each intervention (material costs and labor costs associated with installation) and an estimate of costs projected per unit. Describe your management processes to be used to ensure the cost-effectiveness of the housing interventions.

(vi) Describe the process to be followed for referring children for medical case management when needed, and indicate organizations that will be involved in this process.

(vii) Describe your process for the development of work specifications for the selected interventions.

(viii) Discuss your process to select and obtain contractors for conducting interventions in selected units and provide details about the competitive bidding process, if applicable.

(ix) Describe your plan for the relocation of occupants of units selected for intervention, if temporary relocation is necessary. Describe criteria that will determine the need for relocation and identify staff that will make relocation decisions. Address the use of safe houses and other housing arrangements, storage of household goods, stipends, incentives, etc., and the source of funding for relocation.

(x) Describe your plan for ensuring right of return and/or first referral for occupants of units selected for intervention who have had to move for intervention to occur.

(xi) Describe how you will affirmatively further fair housing, which would include, but not be limited to: Affirmative marketing of the program to those least likely to apply based on race, color, sex, familial status, national origin, religion, disability, especially when persons in these demographic

groups are generally not served by the grassroots community-based nonprofit organizations, including faith-based organizations or other partner organizations; providing materials in alternative formats for persons with disabilities; providing materials in languages other than English for individuals with limited English proficiency and their families; assuring long-term residency by families currently living in the community; and assuring that priority for treated units go to those who need the features (treatment) of the unit.

(xii) Describe the financing strategy, including eligibility requirements, terms, conditions, and amounts available, to be employed for conducting housing interventions. You must discuss the way funds will be administered (*e.g.*, use of grants, deferred loans, forgivable loans, other resources, private sector financing, etc.) as well as the agency that will administer the process.

(xiii) Describe your proposed methods for community and/or targeted education and training. These should include community awareness, education, training, and outreach programs that support your work plan and are culturally sensitive and targeted appropriately. Provide information about specific educational/outreach activities with quantitative data (number of individuals to be reached, etc.) and a description of the intended audience. Describe proposed activities to deliver culturally appropriate educational materials and methods to the target population and communities. Describe efforts to understand and incorporate culturally sensitive approaches to assessment and interventions.

(xiv) Provide detailed information about training staff or other organizations to provide the knowledge and skills required to address Healthy Homes issues that are essential for successfully implementing your project (*e.g.*, education, assessments and interventions). Include an outline of training curricula, a description of qualifications of trainers, and selection of individuals or groups who will receive the training. Discuss if Healthy Homes training programs will be expanded to include public housing agencies or Tribally Designated Housing Entities and other potential collaborators, such as grassroots community-based nonprofit organizations, including faith-based organizations, and if so, your plan for doing this.

(xv) Describe your proposed involvement of grassroots community-

based nonprofit organizations, including faith-based organizations, in the proposed activities including the development of consortia. These activities may include outreach, community education, marketing, inspection, and housing evaluations and interventions.

(xvi) Describe your proposed methods to reach high-risk groups and communities, vulnerable populations and persons traditionally underserved. Discuss how you will verify that participants reside in your target area, identified by socio-economic statistics, *i.e.* low or very low-income levels. Discuss your efforts to include families with children under six in your targeted interventions.

(xvii) Indicate if, and describe how, you will address any of HUD's departmental policy priorities (see General Section for a fuller explanation of HUD's policy priorities). You will receive points under Rating Factor 3 for each of the applicable FY 2005 policy priorities that are adequately addressed in your application to a maximum of six points (see the General Section). Policy priorities that are applicable to the Healthy Homes Demonstration NOFA are: (1) Improving our Nation's Communities (focus on distressed communities); (2) Providing Full and Equal Access to Grassroots Community-based Nonprofit Organizations, including Faith-based Organizations in HUD Program Implementation; (3) Participation of Minority-Serving Institutions in HUD Programs; (4) Removal of Regulatory Barriers to Affordable Housing and (5) Promoting Energy Efficiency and Energy Star. (For information on Energy Star Programs and Appliances, see http://oaspub.epa.gov/web/meta_first_new2.try_these_first. HUD expects the applicant to implement Energy Star building techniques and utilize Energy Star appliances whenever activities of the grant afford the opportunity.

Each policy priority is worth one point, except for policy priority (4), Removal of Regulatory Barriers to Affordable Housing, which is worth up to 2 points, provided the applicant responds to this policy priority as described in this NOFA and submits the required documentation as described in Form HUD 27300. Applicants may also provide a URL Web site address where the documentation can be readily found. Applicants that include work activities that specifically address one or more applicable policy priorities will receive higher rating scores than applicants that do not address these HUD priorities, up to a maximum of 6 points.

(2) *Approach for Managing the Project.* (12 points). Describe your project goals and objectives and the strategy you will use in managing and executing the project. You should provide information on the general approach and overall plan employed.

(a) *Project Management Plan* (10 points). Include a management plan that:

(i) Incorporates appropriate performance goals;

(ii) Lists the project objectives, major tasks and activities. All specific activities necessary to complete the proposed project must be included in the task.

(iii) Provides a schedule for the assignment, tracking and completion of major tasks and activities, and a timeframe for delivery;

(iv) Ensures that quality assurance activities and corrective actions are managed;

(v) Designates resources and identifies responsible entities (project staff/partner organizations);

(vi) Describes the strategy and methods for coordination and communication between partners; and

(vii) Describes the management processes to manage costs and ensure that cost-effective housing interventions will be implemented.

(b) *Budget Justification* (2 points). Your proposed budget will be evaluated for the extent to which it is reasonable, clearly justified, and consistent with the project management plan and intended use of program funds. HUD is not required to approve or fund all proposed activities. Your detailed budget should be submitted using Form "HUD-CBW". An electronic copy of this and other budgetary forms are available at: <http://www.grants.gov>. You must thoroughly document and justify all budget categories and costs (form HUD-424-CB) and all major tasks for yourself, sub-recipients, partners, major subcontractors, joint venture participants, or others contributing resources to the project. Include a 2-page narrative that describes clearly and in detail your budgeted costs for each required program element (major task) included in your overall plan. (You may include this narrative along with the budget forms; it will not count toward the 25-page limit of the narrative.) Include a separate, detailed budget for any sub-grantee who receives 10% or more of the grant funding. HUD-424-CB and HUD 424 CBW are available at <http://www.grants.gov> in the electronic submission process.

(3) *Economic Opportunity* (3 points). To the greatest extent feasible, your project should promote job training,

employment, and other economic opportunities for low-income and minority residents and businesses which are owned by, and/or employ, low-income and minority residents as defined in 24 CFR 135.5. You should:

(a) Describe how you or your partners will comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and HUD's implementing rules at 24 CFR part 135. Describe how you will accomplish this requirement by:

(i) providing training and employment opportunities for low- and very low-income persons living within the awardee's jurisdiction, and by

(ii) providing business opportunities to businesses owned by low- and very low-income persons living within the targeted jurisdiction; information about Section 3 requirements is available by searching HUD's Web site, <http://www.hud.gov>;

(b) Describe how your proposed project will provide opportunities for self-sufficiency, particularly for persons enrolled in welfare-to-work programs, or providing educational and job training opportunities; and

(c) Describe the extent to which your proposed activities will occur within a federally designated Renewable Community (RC), Empowerment Zone (EZ), or Enterprise Community designated by USDA in round II (EC-II) as defined in the General Section.

d. Rating Factor 4: Leveraging Resources (10 Points).

This factor addresses your ability to secure other community resources (*e.g.*, financing, supplies, or services) that can be combined with HUD's resources to achieve project purposes. These community resources may be contributions from organizations such as the applicant, partners, or other organizations not directly involved in the project.

(1) In evaluating this factor, HUD will consider the extent to which you have developed partnerships or consortia to secure additional resources to increase the effectiveness of your proposed project. Describe how other organizations will participate in or support your project. Resources may include funding or in-kind contributions (*e.g.*, labor, fringe benefits, services, supplies, or equipment) budgeted for your proposed project. Resources may be provided by state and local governmental entities, public or private organizations, or other partners.

(2) The signature of the authorized official on the Form SF-424 commits matching or other contributed resources of the applicant organization. A separate letter of commitment for the match from

the applicant organization is not required; however, the applicant must submit a letter of commitment from each organization other than itself that is providing a match, whether cash or in-kind. The letter must describe the contributed resource(s) that will be used in your project and the dollar value of each contribution. Staff and in-kind contributions should be given a market-based monetary value. If you fail to provide letters of commitment, from other organizations, with specific details, including the amount of the actual contributions, you will not get points for this factor. Each letter of commitment, memorandum of understanding, or agreement to participate shall include the organization's name and the proposed level of commitment and responsibilities as they relate to the proposed project. The commitment must be signed by an official legally able to make commitments on behalf of the organization. See the General Section for instructions on how to submit third party documents using the electronic submission process. Letters of support (letters that indicate support, but do not specify a monetary commitment to the project) will not be considered in the scoring of Rating Factor 4. Include information to address the following elements.

(a) The extent to which you have coordinated your activities with other known organizations that are not directly participating in your proposed work activities, but with which you share common goals and objectives.

(i) Describe your plan for integrating and coordinating housing-based health hazard interventions with other housing-related activities (e.g., rehabilitation, weatherization, correction of code violations, and other similar work).

(ii) Describe your plans to generate and use public subsidies or other resources, such as loan funds, to finance future interventions to prevent and control housing-based health hazards, particularly in families with children under six years of age living in low- and very low-income housing.

(b) The extent to which your project exhibits the potential to be financially self-sustaining by decreasing dependence on federal funding and relying more on state, local and private funding to continue healthy homes activities after the funding period is completed.

Applicants are to complete the Factor 4 table, Leveraging Resources that is posted at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.

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

This rating factor reflects HUD's goal to embrace high standards of ethics, management and accountability. HUD is committed to ensuring that applicants keep promises made in their applications and assess their performance to ensure that performance goals are met. Achieving results means you have clearly identified the benefits or outcomes of your program. Outcomes are ultimate goals. Benchmarks or outputs are interim activities or products that lead to the ultimate achievement of your goals.

Program evaluation requires that you identify program outcomes, interim benchmarks, and performance indicators that will allow you to measure your performance. Performance indicators should be objectively quantifiable and measure actual achievements against anticipated achievements. Your Evaluation Plan should identify what you are going to measure, how you are going to measure it, and the steps you have in place to make adjustments to your work plan if performance targets are not met within established time frames.

In your response to this rating factor, you are to discuss the performance goals for your project, and identify specific outcome measures. Identify and discuss the specific methods you will use to measure progress towards your goals, track and report results of assessments and interventions, and evaluate the effectiveness of interventions; identify important project milestones (e.g., the end of specific phases in a multi-phased project) and deliverables specific to your project timeline; and identify milestones that are critical to achieving project objectives (e.g., developing questionnaires or protocols, hiring staff, recruitment of participants, and IRB approval and/or HIPAA Authorization, if applicable); identify benchmarks such as number of units that received intervention, percent of interventions that occurred in high-risk communities, etc., that you will use to track the progress of your project.

You should also identify how your project will be held accountable for meeting project goals, objectives, and the actions undertaken in implementing the program. You should provide assurances that work plans and performance measures developed for your project will be achieved in a timely and cost-effective manner.

You must complete and return the Form HUD-96010, Logic Model, showing your proposed project long-term, mid-term, short-term, and final results, and how they support HUD's

departmental goals and objectives. The Logic Model and instructions for completing the form are located in the General Section. Information about developing a Logic Model is available at: <http://www.grants.gov>.

In evaluating Rating Factor 5, HUD will consider how you have described the benefits and outcome measures of your program. HUD will also consider the proposed objectives and performance objectives relative to cost and achieving the purpose of the program, as well as the evaluation plan, to ensure the project is on schedule and within budget.

B. Reviews and Selection Process

Information on the review and selection process is provided in the General Section. The General Section also provides the procedures for correcting deficient applications.

C. Anticipated Announcement and Award Dates

The anticipated award date for this NOFA is September 30, 2005.

VI. Award Administration Information

A. Award Notices

1. *Applicants Selected for Award.* Successful applicants will receive a letter from the Office of Healthy Homes and Lead Hazard Control Grant Officer. The letter will provide additional details regarding the effective start date of the cooperative agreement or grant and any additional data and information to be submitted to execute a cooperative agreement or grant. This letter is not an authorization to begin work or incur costs under the cooperative agreement or grant.

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

After receiving the letter, additional instructions on how to have the cooperative agreement or grant account entered into HUD's Line of Credit Control System (LOCCS) payment system will be provided. Other forms

and program requirements will also be provided.

In accordance with OMB Circular A-133 (Audits of States, Local Governments and Nonprofit Organizations), awardees will have to submit their completed audit-reporting package along with the Data Collection Form (SF-SAC) to the Single Audit Clearinghouse. The address can be obtained from their web site. The SF-SAC can be downloaded at: <http://harvester.census.gov/sac/>.

2. *Debriefing.* The General Section provides the procedures for unsuccessful applicants to request a debriefing.

B. Administrative and National Policy Requirements

Refer to the General Section for additional details regarding the Administrative and National Policy Requirements applicable to HUD Programs.

1. *Environmental Requirements.* Under the Consolidated Appropriations Act, 2005, the provisions of section 305(c) of the Multifamily Housing Property Disposition Reform Act of 1994, implemented by HUD regulations at 24 CFR part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," are applicable to properties assisted with Healthy Homes Demonstration Grant funds. In accordance with part 58, applicants under this NOFA that are States, units of general local governments or Indian Tribes must act as the responsible entity and assume the environmental review responsibilities for activities funded under this NOFA. Other applicants must arrange for the unit of general local government or Indian Tribe to act as the responsible entity. Under 24 CFR 58.11, if a non-recipient responsible entity objects to performing the environmental review, or if a recipient that is not a responsible entity objects to the local or tribal government performing the environmental review, HUD may designate another responsible entity to perform the review or may perform the environmental review itself under the provisions of 24 CFR part 50. Healthy Homes Demonstration grant applicants and other participants in activities under this NOFA may not undertake, or commit or expend Federal or non-Federal funds (including HUD-leveraged or match funds) for, housing interventions, related rehabilitation or other physical activities until the responsible entity completes an environmental review and the applicant submits and obtains HUD approval of a request for release of funds and the

responsible entity's environmental certification in accordance with part 58 (or until HUD has completed an environmental review under part 50). The results of environmental reviews on individual projects may require that proposed activities be modified or proposed sites rejected. For assistance, contact Karen Choi, the Office of Healthy Homes and Lead Hazard Control Environmental Officer at (213) 534-2458 (this is not a toll-free number) or the HUD Environmental Review Officer in the HUD Field Office serving your area. If you are a hearing-or speech-impaired person, you may reach the telephone number via TTY by calling the toll-free Federal Information Relay Service at 1-800-877-8339. Recipients of a cooperative agreement under this NOFA will be given guidance in these responsibilities.

2. *Executive Order 13202.* Compliance with HUD regulations at 24 CFR 5.108 that implement Executive Order 13202, "Preservation of Open Competition and Government Neutrality Towards Government Contractors' Labor Relations on Federal and Federally-Funded Construction Projects" is a condition of receipt of assistance under a HUD Program NOFA.

3. *Procurement of Recovered Materials.* See the General Section for information concerning this requirement.

4. *Relocation.* Any person (including individuals, partnerships, corporations, or associations) who moves from real property or moves personal property from real property directly (1) because of a written notice to acquire real property, in whole or in part, or (2) because of the acquisition of the real property, in whole or in part, for a HUD-assisted activity, is covered by federal relocation statutes and regulations. Specifically, this type of move is covered by the acquisition policies and procedures and the relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, and the implementing government wide regulation at 49 CFR part 24. The relocation requirements of the URA and the government wide regulations cover any person who moves permanently from real property or moves personal property from real property directly because of acquisition, rehabilitation or demolition for an activity undertaken with HUD assistance. While the Healthy Homes Demonstration Grant Program is not HUD assistance, the grantee must relocate families to decent, safe and sanitary housing, and should use the URA as guidance for doing so. If

families or individuals are temporarily relocated in a project which utilizes Community Development Block Grant funds, the guidance and requirements of 24 CFR 570.606(b)(2)(i)(D)(1)-(3) must be met. HUD recommends you review these regulations when preparing your proposal. (They can be downloaded from the Government Printing Office Web site at <http://www.gpoaccess.gov/cfr/> by entering "24CFR570.606" in quotes without any spaces in the Quick Search box.) See Section III.C of the General Section for additional information about relocation.

5. *Davis-Bacon Act.* The Davis-Bacon Act does not apply to this program. However, if program funds are used in conjunction with other federal programs in which Davis-Bacon prevailing wage rates apply, then Davis-Bacon provisions would apply to the extent required under the other federal programs.

6. *Audit Requirements.* Any grant recipient that spends \$500,000 or more in federal financial assistance in a single year must meet the audit requirements established in 24 CFR part 84 or 85, as applicable, in accordance with OMB Circular A-133.

C. Reporting

Successful applicants will be required to submit quarterly and final program and financial reports according to the requirements of the Office of Healthy Homes and Lead Hazard Control. Specific guidance and additional details will be provided to successful applicants. The following items are a part of OHHLHC reporting requirements.

1. Final Work Plan and Budget are due prior to the effective start of the cooperative agreement or grant.

2. *Quality Assurance Plan (QAP).* Successful Healthy Homes Demonstration applicants that will be collecting housing, demographic or environmental data in a formalized manner for use in assessing effectiveness of the approaches being demonstrated under the cooperative agreement or grant will be required to submit a Quality Assurance Plan (QAP) to HUD prior to initiating work under the cooperative agreement or grant. This is a streamlined version of the format used by some other Federal agencies, and is intended to help ensure the accuracy and validity of the data that you will collect under the cooperative agreement or grant. (See the HUD Office of Healthy Homes and Lead Hazard Control's Internet site, <http://www.hud.gov/offices/lead/>, for the QAP template). Your proposed project activities should include developing

this QAP. The QAP will be submitted to HUD as a part of your work plan.

3. Progress reports are due on a quarterly basis. Project benchmarks and milestones will be tracked using a benchmark spreadsheet that uses the benchmarks and milestones identified in the Logic Model form (HUD-96010) approved and incorporated into your award agreement. For specific reporting requirements, see policy guidance: <http://www.hud.gov/offices/lead>.

4. A final report is due at the end of the project period, which includes final project benchmarks and milestones achieved against the proposed benchmarks and milestones in the Logic Model (HUD-96010) approved and incorporated into your award agreement. Specific information on all reporting requirements will be provided to successful applicants.

5. Racial and Ethnic Beneficiary Data. HUD does not require Healthy Homes Demonstration Grantees to report ethnic and racial beneficiary data as part of their initial application package. However, such data must be reported on an annual basis, at a minimum, during the implementation of your grant. You must use the Office of Management and Budget's Standards for the Collection of

Racial and Ethnic Data to report these data, using Form HUD-27061, Racial and Ethnic Data Reporting Form, found on <http://www.grants.gov>, along with instructions for its use.

VII. Agency Contacts

For questions related to the application process, you may contact the Grants.gov helpline at 800-518-GRANTS. For programmatic questions, you may contact by writing: Emily Williams, Director; Healthy Homes Division; Department of Housing and Urban Development; Office of Healthy Homes and Lead Hazard Control; 451 Seventh Street, SW., Room P3206; Washington, DC 20410-3000; or by telephone by calling (336) 547-4002, extension 2067 (this is not a toll-free number); or via e-mail at: Emily_E._Williams@hud.gov. For administrative questions, you may contact Curtissa L. Coleman, Grants Officer, at the address above or by telephone at: (202) 755-1785, extension 119 (this is not a toll-free number) or via e-mail at: Curtissa_L._Coleman@hud.gov. If you are hearing or speech-impaired, you may reach the above telephone numbers via TTY by calling the toll-free Federal

Information Relay Service at 800-877-8339.

VIII. Other Information

A. HUD Reform Act

The provisions of the HUD Reform Act of 1989 that apply to this NOFA are discussed in the General Section. Refer to the General Section for details regarding other information on submitting a complete application that meets HUD requirements. For additional general, technical, and program information pertaining to the Office of Healthy Homes and Lead Hazard Control, visit: <http://www.hud.gov/healthyhomes>.

B. Appendices

Appendix A, which contains forms that are required to be completed and submitted as part of your response to the rating factors that are discussed in Section V, and Appendices B through D to this Healthy Homes Demonstration Program NOFA, can be found and downloaded from HUD's Web site at: <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.

BILLING CODE 4210-32-P

**Healthy Homes and
Lead Hazard Programs**

**U.S. Department of Housing
and Urban Development
Office of Lead Hazard Control**

OMB Approval No. 2539-001
(expires 4/30/2007)

Factor 1 Capacity Of The Applicant And Relevant Organizational Experience			
Public reporting burden for this collection of information is estimated to average 17 hours. This includes the time for collecting, reviewing, and reporting the data. This information collection is collected during the application process and is used to select grantees under a competitive selection process. Section 1011 of Title X of the Housing and Community Development Act of 1992 authorizes this collection. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.			
A. Key Personnel			
Name and Position Title (please include the organization position titles in addition to those shown). Resumes or position descriptions are to be included in appendix.	Percent of Time Proposed for this Grant (HUD Funded or In-Kind)	Percent of Time to be spent on other LHC HUD grants	Percent of Time to be spent on other Activities
	Note: These three columns should total 100%		
A.1 Overall Project Director			
Name:			
Organization Position Title:			
Phone Number:	Fax Number:		
Email:			
A.2 Day-to-Day Program Manager <input type="checkbox"/> To be hired <input type="checkbox"/> On staff			
Name:			
Organization Position Title:			
Phone Number:	Fax Number:		
Email:			
A.3 Other <input type="checkbox"/> To be hired <input type="checkbox"/> On staff			
Name:			
Organization Position Title:			
Phone Number:	Fax Number:		
Email:			
B. Partners			
Name of the organization or entity that partners or will partner with applicant and if partner will be subgrantee/subrecipient	Description of Commitment and Status	Proposed Activities To Be Conducted by Partner	Amount of HUD Grant Funds (If Subgrant)
B.1 Name:			
Type of Organization			
Subgrantee/Subrecipient: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Current Partner <input type="checkbox"/> Partnership to be developed			
B.2 Name:			
Type of Organization			
Subgrantee/Subrecipient: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Current Partner <input type="checkbox"/> Partnership to be developed			
B.3 Name:			
Type of Organization			
Subgrantee/Subrecipient: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Current Partner <input type="checkbox"/> Partnership to be developed			
B.4 Name:			
Type of Organization			
Subgrantee/Subrecipient: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Current Partner <input type="checkbox"/> Partnership to be developed			
B.5 Name:			
Type of Organization			
Subgrantee/Subrecipient: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Current Partner <input type="checkbox"/> Partnership to be developed			
B.6 Name:			
Type of Organization			
Subgrantee/Subrecipient: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Current Partner <input type="checkbox"/> Partnership to be developed			
B.7 Name:			
Type of Organization			
Subgrantee/Subrecipient: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Current Partner <input type="checkbox"/> Partnership to be developed			
Definitions: Partner Name: Name of organization or entity that will partner with applicant in conducting program activities. Type of Organization or Program: Health, Housing, Environmental, Community Development Department, Planning Department, Grassroots Faith-Based or Community-Based Organization, Childhood Lead Poisoning Prevention Program, Financial Institution, Job Training and Economic Opportunity Organization, etc. Description of Commitment: Memorandum of Understanding/Agreement, Contract, Subgrantees, Letter, etc. Proposed Activities to be Conducted by Partner: The type of activities that will be conducted by the grant partner in support of program efforts (i.e. rehabilitation, testing, training, education and outreach, specification writing, relocation, etc.) Amount of HUD Grant Funds if Subgrantee/Subrecipient: The dollar amount subgrantee/subrecipient will be receiving for the services they will provide.			

Healthy Homes and Lead Hazard Programs

**U.S. Department of Housing and Urban Development
Office of Lead Hazard Control**

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Factor 2		Need/Extent Of The Problem			
Public reporting burden for this collection of information is estimated to average 17 hours. This includes the time for collecting, reviewing, and reporting the data. This information collection is collected during the application process and is used to select grantees under a competitive selection process. Section 1011 of Title X of the Housing and Community Development Act of 1992 authorizes this collection. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.					
Name of Jurisdiction			Name of Target Area (s)		
A. Documented Blood Lead Level (BLL)					
A.1 Total Number of Children <6 Years (72 months) of Age in Jurisdiction: % of Total Population:			A.2 Total Number of Children <6 Years (72 months) of Age in Target Area: % of Total Population:		
Blood Lead Level	Number of Children Under 6 Years	% Of Total	Blood Lead Level	Number of Children Under 6 Years	% Of Total
< 10 µg/dL			< 10 µg/dL		
≥10 µg/dL and ≤19 µg/dL			≥10 µg/dL and ≤19 µg/dL		
≥ 20 µg/dL			≥ 20 µg/dL		
Total Tested		100%	Total Tested		100%
Source and Date Documented (Indicate Period Covered)*			Source and Date Documented (Indicate Period Covered)*		
*Attach documentation in appendix - State or local health department may be a good source for this information					
B. Housing Age and Tenure					
B.1 Jurisdiction				B.2 Target Area (s)	
Year Built	Number	% of Total	Owner	Renter	
Pre-1940					
1940-1949					
1950-1959					
1960-1969					
1970-1977					
1979 or newer					
Total					
Source: 2000 Census - http://factfinder.census.gov/servlet/DatasetMainPageServlet?_ds_name=DEC_2000_SF3_U&program=DEC&lang=en					
Instructions:					
<ol style="list-style-type: none"> 1. Select "Census 2000 Summary File 3 (SF3) – Sample Data" 2. Click on "Detailed Tables" on the side menu 3. On the next page, select "Place" from the pull-down menu next to "Select a geographic type" 4. Select the "State" from the pull-down menu next to "Select a State" 5. Select one or more "cities" of interest from the selected state and click "Add" 6. Click the button that says "Next" 7. On the next page, select "H36. Tenure by Year Structure Built" from the pull-down menu, then "Select one or more tables" and click "Add" 8. Click "Show Tables" 					
*Attach copy of the downloaded information in appendix.					
C. Very Low and Low-Income Population – As Determined by HUD					
C.1 Jurisdiction				C.2 Target Area (s)	
Number of Families ≤50% of AMI	%	Total Number of Families <80% of AMI*	%	Number of Families ≤50% of AMI	%
Source: Income Limits As Determined by HUD- http://www.huduser.org/datasets/il.html					
Instructions:					
<ol style="list-style-type: none"> 1. Select the appropriate State 2. Click on the link that says "Open PDF file" 3. Search for appropriate location 					
*Attach copy of the downloaded information in appendix					

