

**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

**HEALTHY HOMES LEAD HAZARD
CONTROL PROGRAMS**

TECHNICAL STUDIES NOFA

**HEALTHY HOMES DEMONSTRATION
PROGRAM**

Healthy Homes Demonstration Program*Overview Information*

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

B. Funding Opportunity Title: Healthy Homes Demonstration Program.

C. Announcement Type: Initial announcement.

D. Funding Opportunity Number: FR-5100-N-19, OMB Paperwork approval number 2539-0015.

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

F. Dates: The application deadline date is May 18, 2007. Applications must be received and validated by Grants.gov no later than 11:59:59 pm eastern time on the application deadline date. See the General Section IV, regarding application submission procedures and timely filing requirements.

G. Additional 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 in low- and very low-income families. The Healthy Homes Demonstration program is committed to supporting the Departmental Strategic Goal of strengthening communities by addressing housing conditions that threaten health. As a part of this commitment, the Healthy Homes Initiative strives to reduce allergen levels in 5,000 units by 2011, and correspondingly, reduce asthmatic episodes for 3,000 children living in those units.

2. Available Funds. HUD anticipates that approximately \$5,000,000 in fiscal year 2007 and prior year funds will be available.

3. Anticipated Awards. Approximately five to seven cooperative agreements will be awarded for a maximum of \$1,000,000 each for the entire period of performance.

4. Eligible Applicants. Not-for-profit institutions and for-profit firms state and local governments, federally recognized Indian Tribes, and colleges and universities located in the United States. For-profit firms are not allowed to make a profit from the project.

5. Type of award. Cooperative Agreements, with substantial involvement of the Government, will be awarded (see Paragraph II.C for a description of substantial involvement).

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

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

8. Information on application. The applications for this NOFA can be found at http://www.grants.gov/applicants/apply_for_grants.jsp. The General Section contains information about Grants.gov registration, submission requirements, and submission procedures.

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 Healthy Homes Initiative: 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/offices/lead/hhi/index.cfm>. This site also contains additional information on the HHI.

HUD believes that it is important for grantees to incorporate meaningful community participation, to the greatest extent possible, in the development and implementation of programs that are conducted in communities and/or involve significant interaction with community residents. Community participation can improve program effectiveness in various ways, including the development of more salient program objectives, recruitment and retention of study participants, participants' understanding of the program, ongoing communication, and more effectively disseminating study findings.

HUD encourages applicants to consider using a "community-based participatory research (CBPR)" approach, where applicable, in study design and implementation. For example, see the report published by the National Institute of Environmental Health Sciences titled "Successful Models of Community-Based Participatory Research" at: <http://www.niehs.nih.gov/translat/pubs.htm>. CBPR is characterized by substantial community input in all phases of a study, including the design, implementation, data interpretation, conclusions, and communication of results. The HHI seeks proposals that provide a coordinated approach to address multiple hazards caused by a limited number of building deficiencies. The HHI approach is anticipated to reduce labor and travel costs and

provide substantial savings, since separate visits to a home by an inspector, public health nurse, or outreach worker can add significant costs to project activities. OHHLHC is in the process of evaluating the effectiveness of the Healthy Homes Initiative, and, as a result of this evaluation, will be examining the efficiencies (as measured by per-unit costs and benefits) of a coordinated approach to assess and remediate multiple housing-related hazards.

In addition to deficiencies in basic housing facilities that may impact health and safety, 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 and safety hazards in the residential environment. While such health hazards will tend to be found disproportionately in housing that is substandard, these environmental health and safety hazards also exist in housing that is otherwise of good quality. "Housing-Related Health and Injury Hazards," Appendix A, a brief description of the housing-associated health and injury hazards HUD considers key targets for remediation, can be downloaded with your application package at http://www.grants.gov/applicants/apply_for_grants.jsp. The Web site <http://www.hud.gov/offices/lead/hhi/index.cfm> also lists some of the references that serve as the basis for information provided in the Healthy Homes Demonstration Program NOFA.

HUD's authority for making funding available under this NOFA is the Revised Continuing Appropriations Resolution, 2007 (Pub. L. 110-5, approved February 15, 2007).

B. Healthy Homes Initiative Goals

1. Develop and implement demonstration projects that address multiple housing-related problems affecting the health of children;

2. Achieve the Healthy Homes Initiative's Departmental Strategic Goal objective of reducing allergen levels in 5,000 units by 2011, and correspondingly, reducing asthmatic episodes for 3,000 children living in those units;

3. 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-related environmental health and safety hazards;

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

5. Affirmatively further fair housing and environmental justice.

HUD also encourages applicants to undertake specific activities that will assist the Department in implementing its Policy Priorities. HUD's fiscal year 2007 Policy Priorities are discussed in the General Section.

C. Healthy Homes Demonstration Program Objectives

The objectives of the Healthy Homes Demonstration Program include direct remediations, including assessment of housing-related hazards, education and outreach and capacity building. HUD recognizes that, in many cases, activities may meet multiple objectives. Because the development and evaluation of effective methods for assessing and remediating housing-related hazards is the principal focus of the Healthy Homes Demonstration Program, awardees must expend at least 65 percent of grant funds on direct remediations in the home. Additional expenditures may include capacity building (training) and information dissemination.

1. Direct remediations in homes of children where environmental triggers may contribute to a child's illness, including the following kinds of activities:

a. Development of cost-effective protocols for identifying homes that are candidates for remediations, identifying environmental health and safety hazards in these homes, and screening out homes where structural or other factors, including cost issues, make remediations impractical;

b. Development of appropriately scaled, flexible, cost-effective and efficient assessment and intervention strategies that take into account the range of unhealthy conditions encountered in housing, that maximize the number of housing units that receive remediations and the number of positive or negative health outcomes as a result. HUD believes health outcomes, particularly the reduction in asthmatic episodes or injuries, are an important component of this NOFA and wants to assess how Healthy Homes remediations affect the health of the population being served relative to the population at large. Therefore, any health outcome should be documented.

c. Development of methodologies for evaluating the effectiveness of remediations and assessing the effect of

the remediation on the health of the resident or program participant.

2. Education and outreach that furthers the goal of protecting children from environmentally induced illnesses, including:

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

b. Developing and delivering public outreach programs that provide information about effective methods for preventing housing-related childhood diseases and injuries, and promoting the use of these methods, especially in low- and very low-income residences; and

c. Increasing public awareness of housing-related environmental health and safety hazards that threaten the health of children, through the use of media strategies using print, radio and television, including the use of minority media and provision of materials in alternative formats and materials for populations with Limited English Proficiency (LEP).

3. Building capacity in the target community to assure that Healthy Homes programs are sustained beyond the life of the award period, including the development of local capacity in target areas for target groups to operate sustainable programs to prevent and control housing-related environmental health and safety hazards.

II. Award Information

A. Funding Available

Approximately \$5,000,000 in fiscal year 2007 and prior year funds are available for Healthy Homes Demonstration cooperative agreements. HUD anticipates that approximately five to seven cooperative agreements will be awarded, for a maximum of \$1,000,000 each for the entire period of performance.

Applicants may wish to review currently funded grants on the Healthy Homes Web site at: <http://www.hud.gov/offices/lead/hhi/index.cfm>.

B. Anticipated Start Date and Period of Performance for New Cooperative Agreements

1. The start date for new cooperative agreements is expected to be no later than October 1, 2007, with a period of performance not to exceed 36 months. For planning purposes, applicants need

to include adequate time for start up activities such as the Institutional Review Board approval process, recruitment of study participants, fulfillment of environmental requirements, and development of new methods (e.g., survey forms, database, etc.) within this period of performance.

2. 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 85.24(e)(2) or 85.30(d)(2), as applicable, and the OHHLHC Program Guide. Because delays have been associated with recruitment and Institutional Review Board approval issues, HUD encourages applicants to involve all partners in pre-planning processes. If approved, grantees will be eligible to receive a single extension of up to 12 months in length. Although applicants are encouraged to plan projects with shorter performance periods than 36 months, you should consider the possibility that issues may arise that could cause delays when developing your schedule.

C. Type of Award Instrument

Awards will be made as cooperative agreements. Anticipated substantial involvement by HUD staff for cooperative agreements may include, but will not be limited to:

1. Review and suggestion of amendments to the study design, including: study objectives; field sampling plan; data collection methods; sample handling and preparation; and sample and data analysis.

2. Review and provision of technical recommendations in response to quarterly progress reports (e.g., amendments to study design based on preliminary results).

3. Review and provision of technical recommendations on journal article(s) and the final report for the project.

4. Collaboration on peer review of scientific data in accord with the Office of Management and Budget (OMB) Information Quality Guidelines. All HUD-sponsored research is subject to the OMB Final Information Quality Bulletin for Peer Review (70 FR 2664-2677, published on January 14, 2005) prior to its public dissemination. In accordance with paragraph II.2 of the Bulletin, HUD will not need further peer review conducted on information that has already been subjected to adequate peer review. Therefore, grantees must provide enough information on their peer review process for HUD to determine whether additional review is needed.

III. Eligibility Information

A. Eligible Applicants

Eligible applicants include not-for-profit institutions and for-profit firms, state and local governments, federally recognized Indian Tribes, and colleges and universities located in the United States. For-profit firms are not allowed to make a profit 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 if you provide documentation of commitments for significant leveraging.

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. Applications that do not address the threshold items will not be funded. Cooperative agreements 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 points is required for consideration for award. The maximum score that can be attained is 100 points for the narrative responses and an additional 2 bonus points for activities proposed to be located in RC/EZ/EC-II communities.

2. Eligible Activities

The following activities and support tasks are eligible under the Healthy Homes Demonstration Program. a. Assessing (evaluating) housing to determine the presence of environmental health and safety 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. Remediating existing housing-based environmental health and safety hazards and addressing conditions that could recur.

c. Undertaking rehabilitation activities to effectively control housing deficiencies that are required for remediating environmental health and safety hazards in the unit. Funds under this program may only be used to address lead-based hazards at the de minimis level (see 24 CFR 35.1350(d)). These lead hazard evaluation and/or control activities may not be a principal focus of the cooperative agreement. (Lead hazard evaluation and control activities are carried out under HUD's

Lead-Based Paint Hazard Control Grant Program, Lead Hazard Reduction Demonstration Grant Program, and Operation Lead Elimination Action Program.) For information about conducting remediation of de minimis amounts of lead-based paint hazards, refer to the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing (HUD Guidelines). The HUD Guidelines and/or applicable regulations may be downloaded from HUD's Web site at <http://www.hud.gov/offices/lead/guidelines/index.cfm>.

d. Carrying out temporary relocation of families and individuals while the remediation is conducted and until the time the affected unit receives clearance for re-occupancy. See III.C.4.e, Real Property Acquisition and Relocation, of the General Section, and Section VI.B.4 of this NOFA for a discussion of regulations that apply when relocating families.

e. Environmental sampling and medical testing to protect the health of the remediation workers, supervisors, and contractors, unless reimbursable from another source.

f. Conducting testing, analysis, and mitigation for lead, mold, carbon monoxide and/or other housing-related environmental health and safety hazards as appropriate, following generally accepted standards or criteria. A laboratory recognized by the U.S. Environmental Protection Agency's (EPA's) National Lead Laboratory Accreditation Program (NLLAP) must analyze paint, soil or dust samples related to lead-based paint. Samples to be analyzed for fungi should be submitted to a laboratory accredited in the Environmental Microbiological Laboratory Accreditation Program (EMLAP), administered by the American Industrial Hygiene Association (AIHA).

g. Carrying out necessary architectural, engineering and work specification development and other construction management services.

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

i. Providing cleaning supplies for hazard remediation to grassroots community-based nonprofit organizations, including faith-based organizations, for use by homeowners and tenants in low-income housing, or providing these supplies to homeowners and tenants directly. (See the General Section for more information about grassroots community-based nonprofit

organizations, including faith-based organizations.)

j. Providing incentives (financial or other incentives, including coupons for a video rental, coupons for groceries, stipends for completion of surveys, child care, cleaning kits, etc.) with a value up to \$10 for recruitment, through up to \$250 for the most significant or lengthy participation. These incentives are subject to approval by HUD. Their purpose is to encourage recruitment and retention in the healthy homes program, and participation in educational and training activities and other program-related functions.

k. Conducting community education programs on housing-related environmental health and safety hazards. Materials should be available in alternative formats for persons with disabilities including Braille, audio, large type), upon request, and in languages other than English that are common in the community, consistent with HUD's published "Limited English Proficiency (LEP) Recipient Guidance" (see <http://www.hud.gov/offices/fheo/library/lepFRguidance.html>).

l. Securing liability insurance for housing-related environmental health and safety hazard evaluation and control activities. This is not considered an administrative cost.

m. 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 HUD staff and contractors who are performing HUD-funded research and evaluation studies.)

3. Program Requirements. In addition to the program requirements in the General Section, applicants must also meet the following program requirements.

a. Institutional Review Board (IRB) Approval. In conformance with the Common Rule (Federal Policy for the Protection of Human Subjects, 45 CFR 46, 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 (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 elements of human subject research or obtaining

an institutional assurance, see the OHRP Web site at: <http://www.hhs.gov/ohrp>.

b. 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 is subject to requirements of 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> and <http://privacyruleandresearch.nih.gov/authorization.asp>.

c. Community Involvement. Applicants must incorporate meaningful community involvement in any programmatic study that requires a significant level of interaction with a community (including, projects being conducted within occupied dwellings or which involve surveys of community residents). A community is made up of various groups of persons who have commonalities that can be identified on the basis of geographic location, ethnicity, health condition, and common interests. Applicants should identify the community that is most relevant to their particular project. There are many different approaches for involving the community in the conception, design, and implementation of a project and the subsequent dissemination of findings. Examples include, but are not limited to: establishing a structured approach to obtain community input and feedback (such as involving a community advisory board); including one or more community-based organizations as study partners; employing community residents to recruit study participants and collect data; and enlisting the community in the dissemination of findings and translation of results into improved policies and/or practices. A discussion of community involvement in research involving housing-related health hazards can be found in Chapter 5 of the Institute of Medicine publication titled "Ethical Considerations for Research on Housing-Related Health Hazards Involving Children," at <http://www.iom.edu/cms/12552/26004/29871.aspx>.

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 remediation. Any previous requests for no-cost extensions will be considered in the evaluation of the capacity of the applicant under Rating Factor 1.

e. Lead Hazard Control Activities. All lead hazard control activities must be conducted in compliance with HUD's Lead-Safe Housing Rule, 24 CFR Part 35. 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. See Section III.C.2.c regarding lead activity limitations.

f. Compliance with Lead Disclosure Rule. All lead-based paint and lead-based paint hazard test and hazard reduction results must be provided to the owner of the unit, 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 may only be used for purposes of remediation of hazards in the unit and not for retribution/eviction. Disclosure of other identified housing-related environmental health and safety hazards to the owner of the unit, for purposes of remediation, is encouraged but not required unless disclosure is required by Federal, state or local regulations.

g. Integrated Pest Management. 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.

h. Dust Sampling Protocol. Collection of settled dust samples for

environmental allergen analysis (e.g., cockroach, dust mite) must follow a standard dust sampling protocol, such as the protocol posted on the OHHLHC website, <http://www.hud.gov/offices/lead/hhi/hhiresources.cfm>. If an applicant chooses to use a different protocol, such as a protocol from the Occupational Safety and Health Administration (OSHA), the U.S. Environmental Protection Agency (EPA), the National Institute of Environmental Health Sciences (NIEHS) or the American Society of Testing and Materials (ASTM), the applicant must provide a justification to HUD. The awardee is also required to submit quality control (QC) samples of allergens in household dust, provided at no cost, as blind samples in the train of samples submitted for laboratory analysis. For the purpose of budgeting laboratory costs, assume that 5 percent of your total allergen dust samples will consist of HUD-provided QC samples.

i. Hazardous Waste Disposal. Awardees must follow procedures for hazardous waste disposal as required by 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.

j. Worker Protection Procedures. Awardees 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.

k. Written Policies and Procedures. You must have written policies and procedures for all phases of interventions, including recruitment, enrollment, participant prioritization, unit assessment, development of specifications, remediations, training, 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.

l. 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-related environmental health and safety hazards, including evaluation and remediation 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.

m. 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 Section V, Rating Factor 3, for recommendations for implementing Section 3 Employment Opportunities.

n. Conducting Business in Accordance with HUD Core Values and Ethical Standards. If selected for an award under the Healthy Homes Demonstration Program NOFA, you will be required 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/codeofconduct/cconduct.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

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/applicants/apply_for_grants.jsp. 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 section 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, at least 3/4-inch margins) must be included in the proposal. The abstract should include the title of your proposed project, amount of funding requested from HUD, amount of funding leveraged or matched, period of performance, a short summary of the proposed project and the name, mailing address, e-mail address and telephone number of the principal contact person for the primary entity. Information contained in the abstract will not be considered in the evaluation and scoring of your application. Any information you wish considered should be provided under the appropriate rating factor. The 2-page abstract will not be included in the 25 page limit of the application.

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 (for example, Factor 1, Capacity of the Applicant, etc.). You are strongly advised to use the format of the NOFA as an outline for discussion of your rating factors. 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, at least 3/4-inch margins). Any pages in excess of this limit will not be read. Application packages without narrative statements addressing the rating factors will not be reviewed or considered for funding. Applicants should carefully review each narrative attached to the electronic application to make sure that you have attached the correct file and not an incomplete one, as this is not a curable deficiency.

3. The score for each rating factor will be based on the content of the narrative submitted for each rating factor, supplemented by materials referenced and discussed in that portion of your narrative statement. Information relative to a given rating factor must be contained in the narrative for that rating factor. If it is found in another rating factor, it will not be considered. In addition, 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 2 pages each (single-spaced, 12-point font, with at least 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 narrative (maximum 4 pages) with supporting justification for all budget categories of your funding request, in accordance with Rating Factor 3, Section V.A.2.c(3). This budget narrative will not be counted towards the 25-page limit of the application. 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). (One FTE equals 2,080 hours/year.)

b. You should budget for one trip annually for two people for meetings at HUD Headquarters in Washington, DC, assuming a 2-3 day stay per trip depending upon 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. Rating Factor tables (Forms HUD-96012, 96016, 96015 and 96010) do not count toward the 25-page limit.)

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

2. Need/Extent of the Problem—Form HUD-96016.

3. Soundness of Approach.

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" (HUD Detailed Budget Form on Grants.gov).

Form SF-424 Supplement, "Survey on Ensuring Equal Opportunities for Applicants" (Faith-Based EEO Survey on Grants.gov).

Faith-Based EEO Survey (to be completed by private nonprofit organizations only).

Form SF-LLL, Disclosure of Lobbying Activities

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

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

Form HUD-27300, "Questionnaire for HUD's Removal of Regulatory Barriers" (HUD Communities Initiative Form on Grants.gov).

Form HUD-96011, "Third Party Documentation Facsimile Transmittal" (Facsimile Transmittal Form on Grants.gov). This is to be used as the cover page for faxing third party information for electronic applications only. See the General Section.

Resumes of Project Director, Project Manager and up to 3 Key Personnel (limited to 2 pages per resume).

Position Descriptions for Key Personnel to be hired (limited to 2 pages per description).

Organizational Chart.

Letters of Commitment (if applicable).

Form HUD-2994A—You are Our Client! Grant Applicant Survey (Optional).

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

C. Submission Dates and Times.

Electronic applications must be received

and validated by Grants.gov on or before 11:59:59 p.m. eastern time on the application submission date. Refer to the General Section for submission requirements. 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. See sections IV.B and IV.F of the General Section for additional information on the electronic process and how to request a waiver from this requirement, if necessary.

D. Intergovernmental Review. Not required for this submission.

E. Funding Restrictions

1. Administrative Costs. There is a 10 percent maximum allowance for administrative costs. Additional information about allowable administrative costs is provided in Appendix B and can be downloaded with this application at http://www.grants.gov/applicants/apply_for_grants.jsp.

2. Indirect Costs. You must comply with Indirect Cost requirements.

Guidelines for indirect cost requirements, presented in Appendix C, may be downloaded as part of your application package at http://www.grants.gov/applicants/apply_for_grants.jsp.

3. Purchase of Real Property is not permitted.

4. 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.

5. Medical costs are not permitted (except for medical testing to protect the health of the intervention workers, supervisors, and contractors, unless reimbursable from another source).

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

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

8. You may not use grant funds for 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. HUD requires applicants to submit applications electronically through <http://www.grants.gov> unless you request and are granted a waiver to the electronic submission requirements. See the General Section. Applicants should submit their waiver requests in writing by e-mail. Waiver requests must be submitted no later than 15 days prior to the application deadline date and should be submitted to Jonnette Hawkins, Director, Program Management and Assurance Division, Office of Healthy Homes and Lead Hazard Control, Jonnette_G._Hawkins@hud.gov.

V. Application Review Information

A. Criteria

1. Rating and Ranking. Applications that meet all of the threshold requirements will be eligible to be scored and ranked, based on the total number of points allocated for each of the rating factors described in Section V.A.2 of this NOFA. Your application must receive a total score of at least 75 points to be considered for funding.

Each of the five factors is weighted as indicated by the number of points that are assigned to it. The maximum score that can be attained is 100 points for the narrative responses, and 2 bonus points for activities carried out in a RC/EZ/EC-II. Applicants should be certain that each of these factors is clearly and comprehensively addressed in the project description and accompanying materials.

HUD will not review any applications with a request for federal funding that exceeds the maximum amount specified in this NOFA.

2. Rating Factors. The factors for rating and ranking applicants, and maximum points for each factor, are provided below. Applicants should be certain that these factors are adequately addressed in the narrative relevant to the rating factors and the accompanying materials.

a. Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience (15 Points)

This factor addresses your organizational capacity (including the capacity of your own organization, as

well as partner organizations) necessary to successfully implement your proposed activities in a timely manner. The rating of your program includes any grassroots community-based nonprofit organizations firmly committed to your project, including faith-based organizations, sub-contractors, consultants, sub-recipients, and members of consortia. HUD strongly encourages the formation and development of consortia in implementing your project goals. Applicants are encouraged to partner, fund, or sub-contract with grassroots, community-based nonprofit organizations, including faith-based organizations to carry out program activities. If these partnerships are proposed, applicants will receive higher rating points as specified in the General Section. Applicants should note in their Rating Factor 1 narrative whether they are submitting multiple applications to OHHLHC, and, if so, the percentage commitment of staff for each application.

In rating this factor, HUD will consider the three items listed below.

(1) Capacity and Qualifications of Principal Investigator and Key Personnel. (6 points). Describe your recent, relevant, and successful demonstrated experience in undertaking eligible program activities. 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. Include information on your project staff, their experience with housing and health programs, percentage commitment to the project, and position titles. Project directors should commit at least 20 percent and the project manager's time commitment should be at least 50 percent. Resumes of up to 2 pages each 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 (including all partner organizations), must be included in your application submission. Position descriptions or job announcements (including salary range, percent of time commitment, percentage of time covered by cooperative agreement funds) for unfilled positions should be included for any key positions that are currently vacant or contingent upon an award.

Document that you have sufficient personnel, or will be able to quickly retain qualified personnel to begin your project immediately, and to perform

activities in a timely and effective fashion. 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. Describe how principal components of your organization will participate in, or support, your project.

(2) Qualifications of Applicant and Partner Organizations (4 points). Include names, descriptions of the experience and qualifications of subcontractors. Document how you propose to coordinate with and monitor sub-contractors, including frequency of meetings, on-site inspections and submission of formal monthly or quarterly reports. Discuss your communication and coordination with partners, including partner responsibilities, meeting frequency, etc. If partners are community-based grassroots, non-profit organizations, including faith-based organizations, include documentation demonstrating their community-based grassroots status, such as organizational profile, 501(c)(3) status or Social Services budget. (Lengthy documents are not required; face pages or extracted relevant text is adequate.)

(3) Past Performance of the Organization (5 points). 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. 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 their benchmarks, may earn one point based on their demonstrated ability to date. If you received previous Healthy Homes Demonstration Program funding, you will be evaluated in terms of your performance and timeliness under the previous grant.

You must complete and submit the Factor 1, Table 1, Form HUD-96012, which can be downloaded with your application at http://www.grants.gov/applicants/apply_for_grants.jsp to support narrative information.

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

This factor addresses the extent for your proposed activities to document housing-related environmental health and safety hazards (including, but not limited to, mold, allergens, lead-based

paint hazards, carbon monoxide, pesticides, home safety hazards) in your target area(s) that impact your targeted group(s).

(1) Target Area for Proposed Activities (5 points). Specifically identify a target area for your proposed activities.

Document the critical level of need for your proposed activities in this target area by providing data documenting targeted groups that are traditionally underserved or have special needs. For a maximum score, data provided should represent the target area, rather than general statistics or information pertinent to a larger geographic area. If specific statistics are not available, discuss why this is the case.

(2) Link to Housing-related Health and Safety Hazards (10 points). Your documentation should summarize available data linking housing-based environmental health and safety hazards to disease or injuries to children, especially in low- and very low-income families, in your target area. Examples of data that might be used to demonstrate need include:

(a) Economic and demographic data (3 points), including poverty and unemployment rates and 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://factfinder.census.gov/home/saff/main.html?_lang=en. Applicants should also consult local data sources, such as city government Web sites, for target area data.

(b) Statistics for your target area that present rates of childhood illnesses (4 points) (including asthma, elevated blood lead levels) or injuries (falls, burns) among children residing in your target areas that could be caused or exacerbated by exposure to conditions in the home environment; and

(c) The age and condition of housing (3 points). In responding, 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 of comparable quality.

You must complete and submit the Factor 2 Table, Form HUD-96016, posted at http://www.grants.gov/applicants/apply_for_grants.jsp.

c. Rating Factor 3: Soundness of Approach (50 Points)

(1) Approach for Implementing the Project (36 points). HUD is interested in

comparability among the Healthy Homes Demonstration Programs, in order to further standardize outcomes and performance measures. Therefore, applicants are encouraged to be explicit in describing proposed project activities and provide details about designing and implementing their work plan.

(a) Project Approach (5 points) Describe your approach to implement your proposed project. In particular describe the methods, schedule and milestones that will be used to identify and control housing-related environmental health and safety hazards and to achieve the desired improvements in the health of the families you serve. Include summary information about the estimated numbers of clients to be contacted, clients enrolled, units to be assessed, units to receive remediations, individuals to be trained, and individuals or groups that will be reached through education or outreach activities. You are expected to document environmental outputs (reduction in allergen levels) and health outcome measures, such as reduction in asthmatic episodes, pediatric asthma hospitalizations, emergency room visits for asthma, falls, burns, etc. These outputs and outcomes are critical to achieving the Healthy Homes Initiative Departmental Goal of reducing allergen levels in 5,000 units, and correspondingly reducing asthmatic episodes for 3,000 children living in these units by 2011. The use of tables to describe schedule, milestones and summary data is encouraged.

(b) Start up (3 Points)

(i) Institutional Review Boards. In conformance with the Common Rule (Federal Policy for the Protection of Human Subjects, codified by HUD at 24 CFR 60.101, which incorporates the DHHS regulation at 45 CFR part 46), if your research involves human subjects, your organization must provide proof (e.g., a letter signed by an appropriate official) that the research has been reviewed and approved by an Institutional Review Board (IRB) before you can initiate activities that require IRB approval. Before initiating such activities 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 for Human Research Protections (OHRP).

Although you do not have to provide proof of IRB approval with your application, you should address how you will obtain such approval. Describe how you will obtain informed consent

(e.g., from the subjects, their parents or their guardians, as applicable) and discuss the steps you will take to help ensure participants' understanding of the elements of informed consent, such as the purposes, benefits and risks of the research. Describe how this information will be provided and how the consent will be collected. For example, describe your use of "plain language" forms, flyers and verbal scripts, and how you plan to work with families with limited English proficiency or primary languages other than English, and with families including persons with disabilities. 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/>.

(ii) Staff and Partner Training and Capacity Building. Provide detailed information regarding how program staff and, where applicable, partnering organizations will be trained in the disciplines needed to successfully implement your project (e.g., resident education, assessments and remediations). Include an outline of training curricula, a description of qualifications of trainers, and describe how individuals or groups to be trained will be selected.

(iii) Quality Assurance (QA) Activities. Successful Healthy Homes Demonstration Program applicants that are collecting housing, demographic, medical or environmental data must ensure the quality and integrity of the data. Describe the elements of your project that will integrate QA activities into the project design and applicable activities such as visual assessments, environmental assessments and questionnaires. Elements you may want to describe include the use of quality control samples, validated questionnaires and assessment tools, data collection, data management, statistical analysis, staff training and monitoring. Your description will be evaluated relative to its thoroughness, level of detail, and appropriateness for ensuring the validity and quality of the data. If awarded, you will be asked to develop a Quality Assurance Plan that describes these elements.

(iv) If you are proposing to conduct a project that includes a significant level of community interaction (e.g., resident recruitment, home-based remediations, data collection, environmental sampling in residences) describe your plan for meaningful involvement of the affected community in your proposed project. You should define the community of interest with respect to your proposed project and discuss why your proposed approach to community involvement

will make a meaningful contribution to your project and to the community.

(v) Describe any 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 remediations.

(c) Recruitment and Enrollment (6 Points)

(i) Describe how you will identify, select, prioritize, and enroll units of housing in which you will undertake housing-based health hazard and safety remediations, targeting low- and very low-income families with young children under the age of six (72 months) to the extent feasible.

(ii) Discuss possible recruitment problems, and the probability of dropouts, and describe measures you will perform to sustain recruitment and enrollment, including over-recruitment and incentives for sustainability of participants throughout the period of performance of the cooperative agreement.

(iii) Describe how you will monitor enrollment and recruitment status and implement measures identified to sustain enrollment and recruitment.

(iv) Discuss how you will comply with the Health Insurance Portability and Accountability Act (HIPAA). See Section III.C.3 for more information about HIPAA requirements.

(v) Along with HIPAA compliance, describe how you will provide appropriate program information and gain informed consent from the subjects, their parents and guardians, as applicable. Describe how you will ensure that participants understand and consent to the elements of the program such as the purposes, benefits and risks of the research activities.

(vi) Describe your proposed methods to reach high-risk groups and communities, vulnerable populations and traditionally underserved populations.

(vii) Describe how you will affirmatively further fair housing, which would include, but not be limited to: (1) Affirmative marketing of the program to those least likely to apply based on race, color, sex, familial status, national origin, religion, or 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); (2) 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; (3) assuring long-term residency by families currently living in the community; and (4) assuring that priority for treated units go to those who need the features (treatment) of the unit.

(d) Unit Assessments, Occupant Surveys and Medical Referrals (3 Points)

(i) Describe the assessment tools your project will employ to establish baseline data for unit condition, knowledge of program participant and/or the health of the occupant(s). These tools include questionnaires, visual assessment protocols and environmental sampling and analysis.

(ii) Describe your process for evaluating units of housing in which you will undertake housing-related environmental health and safety hazard remediations. Provide an estimate of the total number of owner-occupied and/or rental units in which you will perform assessments and conduct remediations.

(iii) Describe the process to be followed for referring children for medical case management, if applicable. Describe the organizations that will be involved in this process and their prior experience providing case management to the target population(s).

(e) Remediations (7 Points)

(i) Describe your process for the development of work specifications for the selected physical remediations and identify individuals (or organizations) who will develop the work specifications. Include specifics about the individual's position or the organizational role in your project.

(ii) Discuss your process to select and obtain contractors for conducting remediations in selected units and provide details about the competitive bidding process.

(iii) Discuss efforts to incorporate cost-effective methods to address multiple housing-related environmental health and safety hazards, and describe the specific remediations you will employ to control these 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 these hazards (e.g., burns, lead poisoning, asthma). Although program partners have shown that low-cost housing remediations can be effective in reducing illness and hazardous conditions, HUD is interested in data that evaluate the cost-effectiveness over time of carrying out assessments and remediations for

multiple hazards compared to the conventional approach of identifying and remediating one hazard at a time. The data should be stratified by the type, size and other housing characteristics, and the type and extent of assessment and remediation, in order to provide meaningful and comparable unit costs. Therefore, in your budget submission, provide an estimate of the cost of each remediation (material costs and labor costs associated with installation) and an estimate of costs projected per unit. Describe how you will track the costs of remediations and provide information about the efficiency of these remediations. For example, provide information about the cost-effectiveness, technical effectiveness and sustainability of the remediations. Include any remediation plans to achieve the Healthy Homes Initiative's Departmental Strategic Goal of reducing allergen levels in 5,000 units by 2011, and correspondingly, reducing asthmatic episodes in 3,000 children.

(iv) Discuss how you will assure that the contractor will comply with all applicable Federal, state and local regulations.

(v) Describe the financing strategy, including eligibility requirements, terms, conditions, and amounts available, to be employed for conducting housing remediations. 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.

(vi) Describe your plan for the relocation of occupants of units selected for remediation, if temporary relocation is necessary (see Section VI B.4, below). If temporary relocation is necessary, address the use of safe houses and other housing arrangements, storage of household goods, stipends, incentives, etc., and the source of funding for relocation.

(vii) If relocation is necessary for occupants of rental units, describe your plan for ensuring right of return and/or first referral for occupants of units selected for remediation who have had to move for the remediations to be performed. (see Section VI B.4, below).

(f) Community Education, Outreach and Capacity Building/Training (3 Points)

(i) 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 (include plans for both program participants and the community at large).

(ii) Discuss whether Healthy Homes training programs will be expanded to include non sub-grantee organizations, such as public housing agencies, Tribally Designated Housing Entities, grassroots community-based or nonprofit organizations, including faith-based organizations. If so, describe your plan for doing this.

(g) HUD's Departmental Policy Priorities (6 Points). Indicate if, and describe how, you will address any of HUD's Departmental policy priorities (see General Section). You will receive points for each of the applicable FY 2007 policy priorities that are adequately addressed in your application and incorporated into work plan activities showing outputs and outcomes to a maximum of six points. 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. HUD expects the applicant to implement Energy Star building techniques and utilize Energy Star appliances whenever activities of the grant afford the opportunity. For information on Energy Star programs and appliances, see <http://www.energystar.gov>.

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 includes an appropriate narrative response demonstrating what they have accomplished to date and submits the required documentation as described in Form HUD 27300. Applicants may instead provide a Web site address where the documentation can be readily found.

(h) *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 that are owned by, and/or employ, low-income and minority residents as

defined in 24 CFR 135.5. 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 by:

- Providing training and employment opportunities for low- and very low-income persons living within the awardee's jurisdiction;
- Purchasing goods and supplies, or contracting for services from businesses that are owned by, and/or employ, low- and very low-income persons living within the targeted jurisdiction; information about Section 3 requirements is available at: <http://www.hud.gov/offices/fheo/section3/section3.cfm>; and
- Describing how your proposed project will provide opportunities for self-sufficiency, particularly for persons enrolled in welfare-to-work programs, or provide educational and job training opportunities.

(2) Approach for Managing the Project (9 points). Considering your project goals and objectives, describe how you will manage the project. Provide information on the general management approach including a management plan that:

(a) Incorporates appropriate project objectives, major tasks/activities, responsible entities, performance goals, and the process that you will utilize to assign, track and monitor the performance of major tasks and activities. All specific activities necessary to complete the proposed project, such as recruitment, enrollment, training, education and outreach, unit identification, assessment and remediation, must be included.

(b) Provides a schedule of milestones and deliverables for the completion of major tasks and activities, and the delivery of interim and final products.

(c) Discusses coordination with sub-recipients, partners and staff.

(d) Describes quality assurance activities, including the collection of data (questionnaires and environmental sampling and analysis), case management, data entry and report preparation, and associated corrective actions.

(3) Budget Justification (5 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-424-CBW. An electronic copy is available at: http://www.grants.gov/applicants/apply_for_grants.jsp. You

must thoroughly document and justify all budget categories and costs and all major tasks for yourself, sub-recipients, partners, major subcontractors, joint venture participants, or others contributing resources to the project. Include a 4-page (maximum) narrative that describes clearly and in detail your budgeted costs for each required program element (major task) included in your overall plan (at least 65 percent of the budget must be expended for direct remediation). Include a separate, detailed budget for any sub-grantee proposed to receive more than 10 percent of the total federal budget request.

d. Rating Factor 4: Leveraging Resources (5 Points)

This factor addresses your ability to secure other community resources (*e.g.*, financing, supplies, and/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. Resources may also be provided by state and local governmental entities. While cost sharing or matching is not required, HUD will award a higher score under this rating factor if you provide documentation of commitments for significant leveraging. HUD's Matching and Leveraging Contribution Guidance, Appendix D, may be downloaded with your application at http://www.grants.gov/applicants/apply_for_grants.jsp. Applicants should note that, if they are submitting multiple proposals to OHHLHC and are selected for multiple awards, they may not use the same resources for match and/or leveraging. During cooperative agreement negotiations, awardees will be required to provide alternative match and/or leveraged resources than were proposed in the original applications. In other words, awardees may not commit duplicate matching and/or leveraged resources to multiple OHHLHC programs.

(1) 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. Include in the narrative the details of the commitment, the amount being leveraged, or if the commitment is in-kind, the specific names, percent of

time, supplies and other resources, and value of each commitment.

(2) The signature of the authorized official on the Form SF-424 commits matching or other contributed resources of the applicant organization. The applicant must obtain 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. Each letter of commitment, memorandum of understanding, or agreement to participate shall include the organization's name and the proposed level of commitment and roles and responsibilities as they relate to the proposed project. The commitment must be on official letterhead and signed by an official legally able to make commitments on behalf of the organization and dated. Letters must be submitted with your application.

(3) Include information to address the following elements.

(i) The extent to which you have coordinated your activities with other known organizations that are not directly participating in your proposed work activities (organizations other than sub-grantees and program partners), but with which you share common goals and objectives.

(A) Describe your plan for integrating and coordinating housing-related environmental health and safety hazard remediations with other housing-related activities (*e.g.*, rehabilitation, weatherization, correction of code violations, and other similar work).

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

(ii) 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, Form HUD-96015, Leveraging Resources that is posted at http://www.grants.gov/applicants/apply_for_grants.jsp.

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. In your response to this rating factor, you are to discuss the performance goals for your project and specific outcome measure results. Discuss the specific methods you will use to measure progress towards your goals, track and report results of assessments and remediations, and evaluate the effectiveness and cost-effectiveness of remediations [see requirements discussed in V.A.2.c(1)(e)(iii)]; identify important project milestones (e.g., the end of specific phases in a multi-phased project) and deliverables specific to your project timeline; 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); and identify benchmarks such as number of units that received intervention, percent of remediations that occurred in high-risk communities, etc., that you will use to track the progress of your project.

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

Your project should focus particular attention on identifying specific resident, or program participant, health outcomes and describe how these outcomes will be measured. Resident health outcomes do not necessarily require medical testing, such as spirometry or documenting blood lead levels, and may be assessed using questionnaires or other tools. Careful attention should be given to the relationship between the program's remediations (e.g., physical changes in the environment, changes to cleaning protocols, in-home training or provision of educational materials) and the effect on resident health, particularly the reduction in asthmatic episodes for children. As part of your health outcomes, include a discussion of how your program will support the Healthy Homes Initiative's Departmental Strategic Goal of reducing allergen levels in 5,000 units by 2011, and correspondingly, reducing asthmatic episodes in 3,000 children living in these units.

In addition, you should describe how you will evaluate the benefits of your proposed remediations relative to their costs or alternative approaches to achieving these same outcomes. For example, you could compare the costs and benefits of the healthy homes approach in which multiple housing-related environmental health and safety hazards are assessed and remediated by a comprehensive method, to costs and benefits associated with adopting a "single hazard" model in which separate assessments and remediations are carried out by several different programs. You could also estimate the monetary benefits of remediations that prevent illness (e.g., reducing asthma symptoms) or reducing injuries.

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 measures 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.

You must submit Form HUD-96010. HUD is using an electronic Logic Model with drop down menus from which you can select needs, activities, and outcomes appropriate to your program. See the General Section for detailed information on use of the Logic Model. HUD is requiring grantees to use program-specific questions to self-evaluate the management and performance of their program. For FY 2007, HUD is considering a new concept for the Logic Model. The new concept is a Return on Investment statement. HUD will be publishing a separate notice on the ROI concept. Training on HUD's logic model will be provided via satellite broadcast.

f. Bonus Points: RC/EZ/EC-II (2 points)

Applicants are eligible to receive 2 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-IIIs) (collectively referred to as RC/EZ/EC-IIIs), 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 signed by the appropriate official of the RC/EZ/EC-II.

B. Reviews and Selection Process. The review and selection process is provided in the General Section. The General Section also provides the procedures for correcting deficient applications.

VI. Award Administration Information

A. Award Notices

1. Applicants Selected for Award.

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

(b) HUD may require that a selected applicant participate in negotiations to determine the specific terms of the cooperative agreement and budget. Should HUD not be able to successfully conclude negotiations with a selected applicant, an award will not be made. If the applicant accepts the terms and conditions of the cooperative agreement, a signed cooperative agreement must be returned by the date specified.

Instructions on how to have the cooperative agreement account entered into HUD's Line of Credit Control System (LOCCS) payment system will be provided. Other forms and program requirements will 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 applicants to request a debriefing.

3. *Negotiation*. Refer to the General Section for additional details.

4. *Adjustments to Funding*. Refer to the General Section for additional details.

B. Administrative and National Policy Requirements

1. *Environmental Requirements*. Under the Revised Continuing Appropriations Resolution, 2007 (Pub. L. 110-5, approved February 15, 2007), 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 funds. In accordance with part 58, applicants under this NOFA that are States, units of general local government 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 Program 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 Edward Thomas, the Office of Healthy Homes and Lead Hazard Control Environmental Officer at (215) 861-7670 (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.*

"Preservation of Open Competition and Government Neutrality Towards Government Contractors' Labor Relations on Federal and Federally-Funded Construction Projects." See General Section for information concerning this requirement. <http://www.hud.gov/>.

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

4. *Relocation.* 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, that cover any person (including individuals, businesses, and farms) displaced as a direct result of the acquisition, rehabilitation, or demolition of real property apply to this grant program. If such persons are required to temporarily relocate for a project, the requirements of the URA regulations at 49 CFR 24.2(a)(9) must be met. HUD recommends you review these regulations when preparing your proposal. (They can be downloaded from the Government Printing Office website at <http://www.gpoaccess.gov/cfr/index.html> by entering the regulatory citation in quotes without any spaces (e.g., "49CFR24.2") in the Quick Search box.). See Section III.C.4.e of the General Section for additional information about relocation.

5. *Davis-Bacon Wage Rates.* The Davis-Bacon wage rates are not applicable to this program. However, if you use grant funds in conjunction with other federal programs, Davis-Bacon requirements will 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.

2. Progress reports are due on a quarterly basis. In quarterly reports, grantees provide information about accomplishments in the areas of program management and capacity building; assessment and intervention activities; community education, outreach, training and capacity building; data collection and analysis; as well as a listing of completed units and financial report. 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 at <http://www.hud.gov/offices/lead>.

3. 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. The final report shall also respond to the management questions found in the Logic Model and approved for your program. Specific information on all reporting requirements will be provided to successful applicants.

4. *Racial and Ethnic Beneficiary Data.* HUD does not require Healthy Homes Demonstration Program awardees 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 cooperative agreement. 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, "Race and Ethnic Data Reporting Form," if applicable (HUD Race Ethnic Form on Grants.gov) found on http://www.hudclips.org/sub_nonhud/html/forms.htm, along with instructions for its use.

VII. *Agency Contacts*

For questions related to the application download submission process, you may contact the Grants.gov helpline at 800-518-GRANTS. For programmatic questions, you may contact by writing: Emily E. Williams, Director; Healthy Homes Division; Department of Housing and Urban Development; Office of Healthy Homes and Lead Hazard Control; 451 Seventh Street, SW., Room 8236; Washington, DC 20410-3000; or by telephone at (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) 402-7580 (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. General. For additional general, technical, and program information pertaining to the Office of Healthy Homes and Lead Hazard Control, visit: <http://www.hud.gov/offices/lead>.

B. Paperwork Reduction Act. The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501–3520) and assigned OMB control number 2539–0015. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is

not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. Public reporting burden for the collection of information is estimated to average 80 hours to prepare the application and 16 hours to finalize the cooperative agreement. This includes the time for collecting, reviewing, and reporting the data for the application.

This information will be used for grantee selection. The reporting burden for completion of the Quality Assurance Plan by applicants who are awarded a grant is estimated at 24 hours per grantee (OMB approval is pending). Response to this request for information is required in order to receive the benefits to be derived.