

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**[Docket No. FR-5300-N-17]**

**Notice of Funding Availability (NOFA) for HUD's Fiscal Year 2009 (FY2009)  
Healthy Homes Demonstration Program**

**AGENCY:** Office of the Secretary—Office of Healthy Homes and Lead Hazard Control, HUD.

**ACTION:** Notice of Funding Availability for HUD's Fiscal Year (FY) 2009 Healthy Homes Demonstration Program.

**SUMMARY:** This NOFA announces the availability of funding for approximately \$6 million for HUD's Healthy Homes Demonstration Program for FY2009 to fund cooperative agreements to improve methods for the identification and control of multiple residential health and safety hazards. The funding of HUD's Healthy Homes Demonstration Program is authorized by the Department of Housing and Urban Development Appropriations Act, 2009 (Pub. L. 111-8). The Healthy Homes Demonstration program is authorized under Sections 501 and 502 of the Housing and Urban Development Act of 1970 (12 U.S.C. 1701z-1 and 1701z-2). HUD's FY2009 Notice of Funding Availability Policy Requirements and **General Section** (2009 **General Section**) published in the Federal Register (73 FR 79548) on December 29, 2008, along with subsequent 2009 **General Section** technical corrections or supplementary information published in the Federal Register, establish threshold and other critical application submission requirements that affect this NOFA. Applicants for this assistance are, therefore, directed to review the 2009 **General Section** for information prior to submitting an application. See Section IV of this NOFA for important information regarding application submission. This replaces the requirement to submit applications electronically using Grants.gov as described in the FY 2009 **General Section**, published on December 29, 2008.

**DATES:** The deadline for receipt of the application by email is **5:00 PM eastern time, November 24, 2009**. Only one application will be accepted from any given organization for a given project under this grant program. If more than one application for a given project is received from an organization, the application that was received last by HUD before the deadline will be considered for funding.

**FOR FURTHER INFORMATION CONTACT:** Questions regarding specific program requirements should be directed to the agency contact identified in this program NOFA.

Questions regarding the 2009 **General Section** should be directed to the Office of Departmental Grants Management and Oversight at 202-708-0667 (this is not a toll-free number) or the NOFA Information Center at 1-800-HUD-8929 (toll-free). Persons with hearing or speech impairments may access these numbers via TTY by calling the Federal Relay Service at 1-800-877-8339. The NOFA Information Center is open between the hours of 10:00 AM and 6:30 PM eastern time, Monday through Friday, except federal holidays.

## **OVERVIEW INFORMATION**

**A. Federal Agency Name:** U.S. 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-5300-N-17, OMB Paperwork approval number 2539-0015.

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

- F. Dates:** 1. The deadline for receipt of the application by email is 5:00 PM eastern time, November 24, 2009. Only one application will be accepted from an organization for a project. If more than one application for the same project or essentially similar projects is received from an organization, the application that was received last by HUD before the deadline will be considered for funding. See Section IV for additional details.
2. Applicants are encouraged to submit their application early to HUD.

**G. Additional Information:**

1. Purpose: To develop, demonstrate, and evaluate cost-effective, preventive measures to correct multiple residential safety and health hazards that produce diseases and injuries in children and other sensitive subgroups such as the elderly, with a particular focus on low income households. The Healthy Homes Demonstration Program is committed to supporting the Departmental Strategic Goal of strengthening communities by addressing housing conditions that threaten health.
2. Available Funding: HUD anticipates that approximately \$6 million in FY2009 and prior year funds will be available.
3. Anticipated Awards: Approximately 7 to 10 awards are anticipated, ranging from approximately \$625,000 to a maximum of \$875,000 each for the entire period of performance.
4. Type of Awards: Cooperative agreements, with substantial involvement of the government, will be awarded (see Section II.C for a description of substantial involvement).
5. Eligible Applicants: Not-for-profit institutions and for-profit firms, state and local governments, housing authorities, 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. Individuals are not eligible to apply.

6. Match: Cost sharing or matching is not required, however, applicant leveraging contributions are encouraged (see Section V.A.2.d, “Leveraging Resources”).

7. Limitations: There is no limit on the number of applications that each applicant may submit, however, only one application will be accepted from an organization for a project. If more than one application for the same project or essentially similar projects is received from an organization, the application that was received last by HUD before the deadline will be considered for funding.

8. Information on Application. Copies of the published NOFA and application forms may be downloaded from the HUD website at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm> or <http://www.hud.gov/offices/lead>. Please carefully review the FY 2009 **General Section** before reading this NOFA. The requirements of the **General Section** shall be followed except in regard to the application submission process, for which the process described in this NOFA shall be followed.

a. *E-mail Address for Submitting Applications.* Completed applications, as described below, must be submitted to [OHHLHCNOFAREVIEW@HUD.gov](mailto:OHHLHCNOFAREVIEW@HUD.gov) (the capital letters are optional).

b. *Application Materials.* The application shall be submitted as one email (or more than one if necessary) with the narratives and forms attached as described in Appendix D, Procedures for Submitting Grant Applications by Email, of this NOFA.

c. *Submission Procedures.* The procedures that apply to the submission of applications under this NOFA are described in Appendix D, Procedures for Submitting Grant Applications by Email. Please read that appendix carefully and completely, because failure to comply with the procedures may disqualify your application.

## **FULL TEXT OF ANNOUNCEMENT:**

### **I. Funding Opportunity Description**

#### **A. Purpose of the Program**

The Healthy Homes Demonstration Program is part of HUD’s Healthy Homes Program initially launched in 1999. The program takes a comprehensive approach to addressing multiple childhood diseases and injuries in the home by focusing on housing-related hazards in a coordinated fashion, rather than addressing a single hazard at a time. The program builds upon HUD's successful Lead Hazard Control programs to expand HUD’s efforts to address a variety of high-priority environmental health and safety hazards including: mold, allergens, carbon monoxide, safety hazards, pest infestations, pesticide exposure, and radon.

In April 1999, HUD submitted to Congress a “Healthy Homes Initiative: Preliminary Plan” containing a full description of the Healthy Homes program. This description (Summary and Full Report) is available at <http://www.hud.gov/offices/lead/hhi/index.cfm>. On June 9, 2009, HUD announced its “Healthy Homes Strategic Plan” to focus the Department's efforts towards providing healthy homes for all Americans. The announcement was made in conjunction with the Surgeon General's “Call to Action to Promote Healthy Homes.” HUD, CDC, and the Surgeon General committed to advance efforts to address housing-related health hazards confronting families. The Plan is available at [http://www.hud.gov/offices/lead/library/hhi/hh\\_strategic\\_plan.pdf](http://www.hud.gov/offices/lead/library/hhi/hh_strategic_plan.pdf); both the Plan and the Call to Action are available at <http://www.hud.gov/offices/lead>.

The Healthy Homes Program targets the following home hazards and illnesses:

#### **Key Residential Health and Injury Hazards to be Targeted for Remediation**

<b>Hazard</b>	<b>Associated Illness or Injury</b>
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Allergens (dust mites, cockroaches, rodents, pet dander, fungal spores)	Asthma, exacerbation of asthma symptoms, allergies, other respiratory illness
Combustion Products of Heating and Cooking Appliances (carbon monoxide, oxides of nitrogen, polycyclic aromatic hydrocarbons (e.g., the carcinogen benzo[a]pyrene), and airborne particulate matter)	Death, respiratory irritation, increase in asthma symptoms, cancer
Insects and Rodent Pests	Exacerbation of asthma symptoms, transportation of pathogens, rat bites
Lead-Based Paint	Lead poisoning, impairment of cognitive functioning
Mold and Moisture	Interstitial lung disease, respiratory illness, increase in asthma symptoms, allergies
Pesticide Residues (dust and air)	Acute poisoning, damage to internal organs and central nervous system, cancer
Radon	Lung cancer
Take-home hazards from work/hobbies and work at home	Acute poisoning, asbestos-related diseases, lead poisoning
Unintentional injuries/fire	Death, burns, injury, acute poisoning, permanent disabilities
Environmental Tobacco Smoke	Asthma, exacerbation of asthma symptoms, respiratory illness,

	cardiovascular illness, lung cancer
Lack of Security, Recreational Opportunities, or “Green Space”	Poor mental health, stress/anxiety, obesity
Asbestos	Lung cancer, mesothelioma, asbestosis

In addition to deficiencies in basic housing facilities that may affect 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. See Appendix A, Key Residential Health and Injury Hazards, for a brief description of the housing-associated environmental health and injury hazards that HUD considers as key targets for remediation. Appendix B, Relevant Publications and Guidelines, has a list of regulations, hotlines, guidelines and reports. A list of resources related to the identification of these hazards, and the recommended control methods, can be found in Appendix C, Resources for Designing and Implementing Healthy Homes Demonstration Projects. The appendices can be downloaded with your application package at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm> and <http://www.hud.gov/offices/lead>. The website <http://www.hud.gov/offices/lead/hhi/index.cfm> lists some of the references that serve as the basis for information provided above.

HUD is especially interested in funding demonstration projects that demonstrate and evaluate novel aspects of a healthy homes program, and thus help to advance our knowledge of healthy homes practice. Applicants can include novel program components in one or more

program areas, including but not limited to: program design/partnering, identifying high risk communities, hazard assessment, hazard intervention, education and outreach, and program sustainability. This is a higher priority than projects that implement approaches and methods that are already understood as being effective (what are often called “production projects”).

HUD considers it 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 project effectiveness in various ways, including the development of more salient program objectives, recruitment and retention of project participants, improving participants’ understanding of the program, ensuring ongoing communication, and more effective dissemination of project findings.

If you are including the control of asthma triggers as a core component of your Healthy Homes Demonstration Program application, you are encouraged to review the findings of a systematic review of 223 community-based asthma intervention programs that was sponsored by the U.S. Environmental Protection Agency (EPA). This effort, titled the Asthma Health Outcomes Project (AHOP), resulted in the identification of components that were associated with the most effective intervention programs (see <http://www.epa.gov/asthma/ahop.html>). Many of these program components are likely to also be important for maximizing the effectiveness of programs that conduct other community health interventions as well. HUD also encourages applicants with an asthma intervention focus to join the EPA-sponsored online peer to peer learning network, “Communities in Action for Asthma Friendly Environments (CAAFE)”, accessible from: <http://www.asthmacommunitynetwork.org/>.



HUD's authority for making funding available under this NOFA is the Department of Housing and Urban Development Appropriations Act, 2009 (Pub. L. 111-8). The Healthy Homes Demonstration program is authorized under Sections 501 and 502 of the Housing and Urban Development Act of 1970 (12 U.S.C. 1701z-1 and 1701z-2).

### **B. Healthy Homes Program Goals:**

The overall goals and objectives of the Healthy Homes Program, which includes the Healthy Homes Technical Studies Program (see the Healthy Homes Technical Studies Program NOFA and the Green and Healthy Housing Technical Studies NOFA published separately from this NOFA) and the Healthy Homes Demonstration Grant Program NOFA, are to:

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 key housing-related environmental health and safety hazards;
  2. 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
  3. Affirmatively further fair housing and environmental justice. Applicants should review the FY2009 **General Section** at section III.C.4.b for information on what comprises the duty to affirmatively further fair housing. Successful applicants must comply with environmental justice requirements in 24 CFR 58.5(j) not to exclude persons (including populations) from participation in, deny persons (including populations) the benefits of, or subject persons (including populations) to discrimination under this grant because of their race, color, or national origin.
- HUD also encourages applicants to undertake specific activities that will assist the Department in

implementing its Policy Priorities. HUD's fiscal year 2009 Policy Priorities are discussed in the FY2009 **General Section**.

### **C. Healthy Homes Demonstration Program Objectives:**

The major objectives of the Healthy Homes Demonstration Program, in priority order, are to:

1. Identify and remediate priority health hazards in high risk target housing where environmental conditions may contribute to a child's illness or risk of injury;
2. Evaluate the efficacy of Healthy Homes program activities and facilitate the dissemination of findings, with a focus on the demonstration and evaluation of novel practices and the identification of evidence-based best practices;
3. Develop a professional workforce that is trained in healthy homes assessment and remediation principles;
4. Support public education and outreach that further the goal of protecting children and other vulnerable populations from environmentally induced illnesses; and
5. Further the principles of environmental justice and fair housing by increasing the availability of safe, low income housing.

## **II. Award Information:**

### **A. Funding Available:**

Approximately \$6 million in FY2009 and prior year funds are available for Healthy Homes Demonstration cooperative agreements. HUD anticipates awarding approximately 7 to 10 cooperative agreements, approximately \$625,000 to a maximum of \$875,000 each for the entire period of performance.

Applicants may wish to review currently funded Healthy Homes grants on the Healthy Homes website 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 February 1, 2010. The period of performance is not to exceed 36 months. Applicants are encouraged to plan projects with shorter implementation periods than 36 months, considering the possibility that issues may arise that could cause delays. For planning purposes, applicants need to include adequate time for start-up activities such as the Institutional Review Board (IRB) approval process, recruitment of project participants, fulfillment of environmental requirements, and development of new methods (e.g., survey forms, database, etc.) within this period of performance. Because delays have been associated with obtaining IRB approval, achieving participant recruitment targets, and coordinating the activities of project partners, HUD encourages applicants to consider these issues in particular and to involve all partners in pre-planning processes. Having multiple organizations collaborating on a proposed project and more than one IRB approval process can lead to significant delays. In such situations HUD strongly encourages grantees to work with their partners to investigate other options such as designating a primary IRB for the project. For further guidance on this topic, see the Office for Human Research Protections (OHRP) website at: <http://www.hhs.gov/ohrp>.

2. If approved, grantees are eligible to receive a single period of performance extension of up to 12 months in accordance with 24 CFR 85.24(e)(2) or 85.30(d)(2), as applicable, and the OHHLHC Program Guide, which will be posted online at <http://www.hud.gov/offices/lead> and/or provided upon grant award.

**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. Reviewing and suggesting amendments to the project design, including: project objectives; project implementation plan; data collection methods; and project evaluation;
2. Reviewing and providing technical recommendations in response to quarterly progress reports (e.g., amendments to project design based on preliminary results); and
3. Reviewing and providing technical recommendations on the final report, journal articles, or other project-related reports or publications.

### **III. Eligibility and Allowable Costs:**

#### **A. Eligible Applicants:**

Eligible applicants include not-for-profit institutions and for-profit firms, state and local governments, housing authorities, 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. Individuals are not eligible to apply.

#### **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 significant resource leveraging.

#### **C. Other:**

1. Threshold Requirements Applicable to all Applicants.

As an applicant, you must meet all the threshold requirements described in the FY2009 **General Section**. Applications that do not address the threshold items will not be reviewed. 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 102 points: 100 points for the narrative responses plus an additional 2 bonus points for any activities proposed to be located in a Renewal Communities/Empowerment Zone/Enterprise Community (RC/EZ/EC-II). In order to receive the bonus points, Form HUD-2990 must be completed and signed by the appropriate official of the RC/EZ/EC-II.

2. Allowable Costs and Activities. For each kind of organization, a set of Federal principles determines allowable costs. Allowable costs shall be in accordance with the cost principles applicable to the organization incurring the costs. Specifically, see OMB Circulars (A-21 - Cost Principles for Educational Institutions, A-87 - Cost Principles for State, Local, and Indian Tribal Governments, or A-122 - Cost Principles for Nonprofit Organizations) that can be accessed at the White House website, <http://www.whitehouse.gov/omb/circulars/index.html>. Awardees **must** expend at least 65 percent of grant funds on direct remediations and related activities in the home. The following kinds of activities can be included in the 65 percent expenditure:

- a. Development of appropriately scaled, flexible, cost-effective and efficient assessment and intervention strategies (with an emphasis on novel strategies) that take into account the range of unhealthy conditions encountered in housing and maximizes the number of housing units that receive remediations.
- b. 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 remediation impractical.
- c. Conducting sampling and analysis for lead, allergens, carbon monoxide and/or other housing-related environmental health and safety hazards as appropriate, following established protocols

and procedures when possible. Residential paint, soil or dust samples to be analyzed for lead must be analyzed by a laboratory recognized by the U.S. Environmental Protection Agency's (EPA's) National Lead Laboratory Accreditation Program (NLLAP)

(<http://www.epa.gov/lead/pubs/nllap.htm>) with the recognition under NLLAP applicable to the medium analyzed. Samples to be analyzed for mold must be submitted to a laboratory accredited in the Environmental Microbiological Laboratory Accreditation Program (EMLAP), administered by the American Industrial Hygiene Association (AIHA) Laboratory Accreditation Programs, LLC ([http://www.aiha.org/llc\\_labaccred/programs\\_em.htm](http://www.aiha.org/llc_labaccred/programs_em.htm)).

d. Remediating existing residential environmental health and safety hazards and addressing conditions that could cause these hazards to recur. Funds under this program used to control lead-based paint hazards may be used only to address hazards within HUD's *de minimis* amount (see 24 CFR 35.1350(d)), and lead hazard evaluation and/or control activities must not be a principal focus of evaluation or remediation. State or local governmental applicants interested in conducting residential lead hazard evaluation and/or control activities should consider applying under HUD's FY2009 Lead-Based Paint Hazard Control Grant Program and/or Lead Hazard Reduction Demonstration Grant Program, being published separately from this NOFA.

e. Undertaking rehabilitation activities to effectively control housing deficiencies that are required for remediating environmental health and safety hazards in the unit.

f. Carrying out necessary architectural, engineering and work specification development and other construction management services in support of the hazard assessment and intervention activities.

g. 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 Section

III.C.4.e, Real Property Acquisition and Relocation, of the FY2009 **General Section**, and Section VI.B.4 of this NOFA for a discussion of regulations that apply when relocating families.

h. Purchasing supplies to perform healthy housing remediations, to include environmentally-safe or low-toxicity cleaning supplies integrated pest management kits, or household safety items.

i. Providing reasonable incentives (financial or other incentives, including, but not limited to, coupons for video rentals, coupons for groceries, stipends for completion of surveys, child care, cleaning kits, etc.; of sizes small enough not to be unduly persuasive). Use of these incentives are subject to approval by HUD. Their purpose shall be to encourage recruitment and retention in the Healthy Homes program throughout the length of the housing assessment, remediation, and project evaluation, and to encourage participation in educational and training activities and other program-related functions.

j. 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.

k. Developing an evaluation protocol in order to document the environmental and/or health outcomes of your program. HUD strongly encourages grantees to have a protocol that will withstand peer review for publication of evaluation results in a scientific or professional journal.

### 3. Other Allowable Costs

a. Purchasing or leasing home assessment or remediation equipment that costs under \$5,000.

b. Conducting targeted outreach, affirmative marketing, education or outreach programs that help promote participation in the program and further the goal of protecting children from environmentally induced illnesses or injury in the home environment. This includes offering

educational materials in languages that are common in the community other than English. For assistance in, applicants should consult the Department's *Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, or "HUD's LEP Guidance"* (72 FR 2732, January 22, 2007). This guide is available along with more information at

<http://www.hud.gov/offices/fheo/promotingfh/lep.cfm>. Upon request, this also would include making materials available in alternate formats to persons with disabilities (e.g. Braille, audio, and large type).

c. Developing methodologies for evaluating the effectiveness of remediations on the health of residents. HUD believes health outcomes, particularly the reduction in asthmatic episodes or injuries, are important components of projects funded through this NOFA and wants to assess how healthy homes remediations affect the health of the population being served relative to the population at large.

d. Providing resources to build local capacity for healthy housing, such as delivery of training developed for HUD and the Centers for Disease Control and Prevention (CDC) at the Healthy Homes Training Center ([www.healthyhomestraining.org](http://www.healthyhomestraining.org)) and other state-of-the-art training programs, and promotion of the integration of this grant program with housing rehabilitation, property maintenance, and weatherization programs.

e. Securing liability insurance for housing-related environmental health and safety hazard evaluation and control activities. This is considered either an indirect cost or an administrative cost, depending on the relationship of the insurance applicable for this grant to the applicant's overall insurance policy portfolio. See sections IV.B.6.e and IV.E.2 of this NOFA, regarding indirect costs and administrative costs, respectively.



4. Program Requirements. In addition to the program requirements in the FY2009 **General Section**, applicants must also meet the following program requirements:

- a. Institutional Review Board (IRB) Approval. This requirement is discussed in detail in Section V, Rating Factor 3.
- b. Health Insurance Portability and Accountability Act of 1996 (HIPAA) Authorization. This requirement is discussed in detail in Section V, Rating Factor 3.
- c. Community Involvement. See Section V, Rating Factor 3.
- 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.
- 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, subparts B-R. 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.d regarding lead hazard control activity limitations.
- f. Compliance with the 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). 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 regulation.

g. Integrated Pest Management (IPM). All activities to reduce or control pest infestations shall be conducted in accordance with IPM practices and principles. IPM includes the use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage and with the least possible hazard to people, property, and the environment. A list of IPM resources is provided in Appendix C.

h. Dust Sampling Protocol. Collection of settled dust samples for environmental allergen analysis (e.g., cockroach, dust mite) must follow HUD's standard dust sampling protocol, which is posted on the OHHLHC website under "Grantee Resources" at:

<http://www.hud.gov/offices/lead/hhi/hhd.cfm>. If you choose to use a different protocol, you must provide a strong technical justification to HUD.

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 for the Evaluation and Control of Lead-Based Paint Hazards in Housing (<http://www.hud.gov/offices/lead/lbp/hudguidelines/index.cfm>) 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 develop 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 lead clearance testing. You and your subcontractors and 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 assessment 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. Evaluation. You must develop an evaluation protocol in order to document the environmental and/or health outcomes of your program. HUD strongly encourages grantees to publish evaluation results in a scientific or professional journal to facilitate the distribution of project findings.

n. Economic Opportunities for Low- and Very Low-Income Persons (Section 3). Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) applies directly to the grantee. The purpose of Section 3 is to ensure that new training, employment or contracting opportunities created during the grant will be directed to low- and very low-income persons residing in the target area and to the business concerns that employ these persons, to the greatest extent feasible. If the grantee plans to hire any new employees or award contracts to carry out the grant, it must comply with the Section 3 requirements found at 24 CFR 135.32. Any contractor, subcontractor or sub-grantee receiving contracts under the grant totaling \$100,000 or more must comply with the Section 3 requirements for any new hiring or contracting

opportunities under those contracts. Please refer to 24 CFR part 135, subparts B and E, and to Section III.C.4.c of the 2009 **General Section**, for additional information.

o. Requirements for peer review of scientific data in accordance 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 2664-2667, January, 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.

p. Improving Access to Services for Persons with Limited English Proficiency (LEP). The institutions administering the grant must take reasonable steps to ensure meaningful access to programs for persons who are limited in their English proficiency because of their national origin. Applicants should refer to Section III.C.4.f of the FY2009 **General Section** for further information.

q. Civil Rights. The institutions administering the grant must comply with all civil rights laws and Section 504 of the Rehabilitation Act of 1973 as described in Section III.C.4.a. of the 2009 **General Section**. As part of this, upon request, sponsored trainings should be provided in a manner that is effective for persons with hearing, visual, or other communication-related disabilities. Further, upon request, training facilities and services must be physically accessible to persons with disabilities. For more information, refer to the 2009 General Section.

4. DUNS Requirement. The DUNS number will be required before award to successful applicants, as discussed in Section VI.A.1.b of this NOFA. Prospective applicants that do not have an organizational DUNS number are encouraged to obtain one before applying, so that they can enter the number in block 8c of the Application for Federal Assistance, SF-424.

5. Central Contractor Registration (CCR) Requirement. Registering with the CCR, or performing the annual updating or renewing of the CCR registration, as discussed in Section IV.B.4.b(2) of the **General Section**, will be required before award to successful applicants. Prospective applicants that have not registered with the CCR are encouraged to do so before applying. (Prospective applicants which have not registered with the CCR and also do not have an organizational DUNS number should see Section IV.B.4.b(1) of the **General Section** for the minimum recommended period to wait after obtaining a DUNS number to register with the CCR.)

#### **IV. Application and Submission Information:**

If you are interested in applying for funding under this program, please review carefully the following information. This replaces the information on electronic submittal using Grants.gov that is in the FY 2009 **General Section**.

##### **A. Application Package Available on HUD's Internet Site**

Copies of the published NOFA and application forms may be downloaded from the HUD website at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm> or <http://www.hud.gov/offices/lead>.

##### **B. Content and Form of Application Submission:**

The following section provides instructions on the items to be submitted as part of the application. These items include the forms contained in the FY 2009 **General Section** that are applicable to this funding announcement. Copies of these forms are available on line at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm> or <http://www.hud.gov/offices/lead>. The application is to be submitted in one email (or more than one if necessary) with the narratives

and forms attached, as described in Appendix D, Procedures for Submitting Grant Applications by Email.

1. Application Abstract: 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 must include the title of your proposed project, amount of funding requested from HUD, amount of funding leveraged, period of performance, a short summary of the proposed project (including hazards to be assessed, health outcomes to be measured, and housing interventions to be performed), and the mailing address, e-mail address, telephone and fax numbers 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 must be provided under the appropriate rating factor. The abstract will not be included in the 25 page limit of the application.

2. All forms required by this NOFA are listed in the Checklist below.

3. **Rating Factor Response.** A narrative statement addressing the rating factors for award must be included. You must number the pages of your narrative statement, and 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 and order 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, with at least 1 inch margins). Any pages in excess of 25 pages for the Narrative Response will not be read. Application packages without a narrative statement addressing the rating factors will not be reviewed or considered for funding. Any attachments, materials, references, or other relevant information that directly supports the narrative may be included as an Appendix and

must not exceed 20 pages for your entire application. Any pages in the Appendix in excess of 20 pages will not be read. The footer of all pages in the Appendix should identify the rating factor they are supporting. 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, and the related forms.

4. Resumes and Position Descriptions. Include the resumes of your project director and project manager and up to three additional key personnel (in accordance with Rating Factor 1). Resumes shall not exceed 3 pages each (single-spaced, 12-point standard font, with at least 1 inch margins). If the position is not currently filled, provide a position description. These resumes or position descriptions will not be counted toward the 25-page limit.

5. Organization Chart. An organizational chart for the proposed Healthy Homes Demonstration Project team (not the sponsoring organization) that shows the relationship between the primary entity and partners, sub-contractors, etc. The chart will not be counted toward the 25-page limit.

6. Budget. Include a total budget (Form HUD-424-CBW) with supporting cost justification (budget narrative) of not more than 4 pages (single-spaced, 12-point standard font, with at least 1 inch margins). Use the budget format discussed in Rating Factor 3, Section V.A.2.c(4). The budget narrative will not be counted towards the 25-page limit of the application. In completing the budget forms and justification, you must 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 must budget for two trips 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 must be provided for any sub-recipients receiving more than 10 percent of the total federal budget request.
  - d. You must be prepared to provide supporting documentation for salaries and prices of materials and equipment, upon request.
  - e. Indirect Cost Rates. Organizations that have a federally negotiated indirect cost rate should use that rate and the appropriate base. Organizations that do not have a federally negotiated rate schedule must obtain a rate from their cognizant agency; otherwise the organization will be required to obtain a negotiated rate through HUD. Please see <http://www.hud.gov/offices/adm/grants/fundsavail.cfm> for reference to the Indirect Cost requirements.
  - 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. This documentation will be verified during award negotiations.
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**

- a. Applicant Abstract** (limited to 2 pages)
- b. Rating Factor Responses** (limited to 25 pages.)
  - (1) Capacity of the Applicant and Relevant Organizational Experience (15 points)
  - (2) Need/Extent of the Problem (14 points)
  - (3) Soundness of Approach (50 points)
  - (4) Leveraging Resources (8 points)



(5) Achieving Results and Program Evaluation (13 points)

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

(1) Resumes or Position Descriptions of Project Director, Project Manager and up to 3 Key Personnel (limited to 3 pages per resume or position description).

(2) Organizational Chart

(3) Letters of Commitment (if applicable). Letters of commitment should include language defining the activities to be performed, the contributions to be made, and the monetary value of each. HUD recommends against including letters of support that do not commit services, materials, or funds; they will not add to the consideration of your application.

**d. Required Forms and Budget Materials**

(1) Form SF 424, "Application for Federal Assistance"

(2) Form HUD-424-CBW, "Grant Application Detailed Budget Worksheet"

(3) Budget narrative (up to 4 pages)

(4) Form SF-424 Supplement (SF-424 SUPP), "Survey on Ensuring Equal Opportunities for Applicants," (to be completed by private nonprofit organizations only)

(5) Form SF-LLL, "Disclosure of Lobbying Activities" (if applicable)

(6) Form HUD-2880, "Applicant/Recipient Disclosure/Update Report"

(7) Form HUD-2990, "Certification of Consistency with the RC/EZ/EC-II Strategic Plan", signed by the authorized representative of the RC/EZ/EC-II (if applicable)

(8) Form HUD-96012, "Capacity of the Applicant and Relevant Organizational Experience"

(9) Form HUD 96015, "Leveraging Resources"

(10) Form HUD-96016, "Healthy Homes Demonstration Need/Extent of the Problem"

(11) Form HUD-96010, “Program Outcome Logic Model”

**e. Optional Materials**

(1) Additional material in support of the Rating Factors, or Appendix (20-page limit)

(2) Form HUD-2994A, – “You are Our Client! Grant Applicant Survey”

**C. Submission Dates and Times**

1. The deadline for receipt of the application by email is 5:00 PM eastern time, November 24, 2009.

2. Only one application for a given project will be accepted from any given organization. If more than one application a given project is received from an organization, the application that was received last by HUD before the deadline will be considered for funding.

**D. Intergovernmental Review:** Not required for this submission.

**E. Funding Restrictions**

1. Awardees must expend at least 65 percent of grant funds on direct remediations and related activities in the home. See Section III.C for additional information on this topic.

2. Administrative Costs. There is a 10 percent maximum allowance for administrative costs. Detailed explanations of administrative costs are provided in applicable OMB Circulars (A-21-Cost Principles for Educational Institutions, A-87-Cost Principles for State, Local and Indian Tribal Governments, or A-122-Cost Principles for Nonprofit Organizations) that can be accessed at the White House website, <https://www.whitehouse.gov/omb/circulars/index.html>.

3. Limitations on Use of Funds. For-profit organizations cannot receive a fee or profit. Further, grantees may not use grant funds for:

a. Purchase of Real Property.

- b. Purchase or lease of equipment having a cost in excess of \$5,000, unless prior written approval is obtained from HUD.
- c. Medical costs related to children with elevated blood-lead levels or other environmental diseases or injury.
- d. Duct cleaning, except if recommended by a qualified professional for the special circumstances described in EPA's guidance at <http://www.epa.gov/iaq/pubs/airduct.html>.
- e. Activities that do not comply with the Coastal Barrier Resources Act (16 U.S.C. 3501).
- f. Hazard control or remediation 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:

(1) 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

(2) 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.**

1. *Address for Submitting Applications.* Completed applications, as described below, must be emailed to [OHHLHCNOFAREVIEW@HUD.gov](mailto:OHHLHCNOFAREVIEW@HUD.gov)
2. *Application Materials.* The application shall be submitted as one email (or more than one if necessary) with the narratives and forms attached as described in Appendix D, Procedures for Submitting Grant Applications by Email, of this NOFA.

### *3. Submission Procedures.*

- a. The procedures that apply to the submission of applications under this NOFA are described in Appendix D, Procedures for Submitting Grant Applications by Email. Please read that appendix carefully and completely, because failure to comply with the procedures may disqualify your application.
- b. All emails must be received by 5:00 p.m. eastern time on or before the deadline date. Emails received after 5:00 p.m. eastern time on the deadline date will be considered late and not reviewed.
- c. As with any email system, your email server, the Internet, or HUD's email server may experience overloads and/or other problems that may cause your email and/or the HUD acknowledgment to be delayed, rejected or lost. Although HUD's e-mail system has adequate capacity to handle the anticipated volume of application submission emails, HUD encourages applicants to submit applications far enough in advance of deadlines to receive confirmation that the application has been received and to take the necessary steps to resubmit in the event that an application email is not being received by HUD. HUD is not responsible for emails that do not arrive at HUD's email server in accordance with the application deadline identified in the NOFA.
- d. Applications emailed to an address not designated for receipt of the application, which results in the application email box not receiving your application in accordance with the requirements for timely submission, will result in your application being considered late and not receiving funding consideration. HUD will not be responsible for directing emails to the application email box. Applications submitted by any means other than email to the application address (e.g., mail, shipping, personal delivery, or Internet posting (e.g., emailing to the application address a

message containing the Internet address where the application has been uploaded using a file transfer protocol (FTP) or another posting method with the intention that HUD staff access the Internet to download the application)) will not be accepted for review and will not receive funding consideration.

## **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.

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

2. Rating Factors. The factors for rating and ranking applicants, and maximum points for each factor, are provided below. The maximum score that can be obtained is 102 points, which includes 2 possible bonus points for activities carried out in a RC/EZ/EC-II. Applicants should be certain that these factors are adequately addressed in the narrative responses to the rating factors, required forms, and in the accompanying materials. If your response to a particular rating factor cites information provided in your response to another rating factor, clearly indicate where the information is located so the reviewer can easily locate it.

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

This factor addresses your organizational capacity, as well as that of your partner organizations, sub-grantees, sub-contractors, etc., to successfully implement your proposed activities in a timely manner. HUD strongly encourages the formation and development of consortia with health, environmental, and housing programs to increase the effectiveness of your Healthy Homes project. 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 FY2009 **General Section**. Applicants, and partner organizations, with experience in performing home assessments and/or remediation will receive more points than those that are experienced only in performing outreach or public education activities. Applicants must 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 Key and Supporting Personnel (6 points).**

Describe your recent, relevant, and successfully 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 activities. Include information on your project support staff, their experience with housing and/or health programs, percentage commitment to the project, and position titles. Describe how other principal components of your organization will participate in, or support, your project. The

day-to-day project manager's time commitment to the project must be at least 50 percent full-time equivalent; you must clearly indicate the project director's time commitment and describe why it is appropriate for the project. Resumes of up to 3 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 proposed 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, must be included for any key positions that are currently vacant or contingent upon an award. 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. Please **do not** include the Social Security Numbers (SSN) of any staff members.

**(2) Qualifications of Partner Organizations and Contractors (4 points).** Include names and descriptions of the experience and qualifications of partner organizations and contractors. If partners are grassroots community-based, non-profit organizations, including faith-based organizations, include documentation demonstrating their grassroots community-based 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 HUD Healthy Homes or Lead Hazard Control grant, another grant related to environmental health and safety issues, or other experience in a similar program. If your organization is an existing HUD Healthy Homes or Lead Hazard Control Program grantee, or if you received previous Healthy Homes or Lead Hazard Control Program funding, provide your grant number(s) and HUD will review the information it has regarding

your current and/or prior performance. If you received funding for a related grant from another agency or organization, provide details about the nature of the project, the funding agency, and your performance, relative to performance measures and the achievement of desired outcomes. You must complete and submit the Factor 1, Table 1, Form HUD-96012, which can be downloaded with your application at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>, to support narrative information.

**b. Rating Factor 2: Need/Extent of the Problem (14 Points)**

This factor addresses 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 on your targeted group(s), in order to demonstrate the need for your proposed project activities. This factor also addresses the need and importance of the proposed project with respect to gaining knowledge that will advance healthy homes practice. As part of this factor, you must complete and submit the Factor 2 Table, Form HUD-96016 (posted at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm> and <http://www.hud.gov/offices/lead>), for the proposed target area, city, or state (however data is available). In the narrative, you do not need to repeat information contained in the form, but should discuss any significant findings, trends, or data limitations.

**(1) Target Area for Proposed Activities (6 points).** Specifically identify a target area for your proposed activities. Select your target area in a manner that affirmatively furthers fair housing by not excluding from participation in, denying the benefits of, or subjecting to discrimination, persons (including populations) under this grant because of their race, color, religion, or national origin. Document the critical level of need for your proposed activities in this target area by providing relevant data identifying needs of area residents, especially those



who are members of groups that are traditionally underserved or have special needs. If data are not available for your specific target area, indicate this (describe your efforts in documenting that data are not available) and provide data for the most relevant geographic area for which they are available and explain their relevance for your target area. Points will be awarded under this subfactor based on the following data:

(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 area median income (AMI), 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](http://factfinder.census.gov/home/saff/main.html?_lang=en). Applicants should also consult local data sources, such as city governments, for target area data.

(b) The age and condition of housing (3 points). In responding, provide data available in your jurisdiction's currently approved Consolidated Plan, 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. Information of interest includes, for example, the age of housing, the frequency of code violations or other indicators of housing quality, results of visual surveys of home exteriors, and a description of recent events such as flooding or other disasters (if such data are relevant/available). Additional information regarding housing condition in metropolitan areas may be found in the American Housing Survey (<http://www.census.gov/hhes/www/housing/ahs/ahs.html>).

**(2) Link to Housing-related Health and Safety Hazards (4 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. Data that might be used to demonstrate need include statistics for your target area that present rates of childhood illnesses (including asthma, elevated blood-lead levels) or injuries (falls, burns) among children that could be caused or whose frequency or severity could be increased by exposure to conditions in the home environment.

**(3) Advancing Healthy Homes Practice (4 points).** You should describe how your proposed project is expected to advance knowledge of important aspects of the healthy homes concept and/or improve our ability to implement effective healthy homes programs. HUD is especially interested in funding demonstration projects that implement and evaluate novel methods for one or more healthy homes program components, such as program design/partnering, identifying high risk communities, hazard assessment, hazard intervention, education and outreach, and program sustainability. This is a higher priority to HUD than production projects that implement approaches and methods that are already understood as being effective. You should clearly describe the need for your project, and your expectation that you will improve the practice of healthy homes assessment and/or remediation. Further, describe how the knowledge that will be gained through your project is likely to be readily adopted and applied by other health or housing programs, including, the degree to which it will result in methods that are practical and effective.

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

**(1) Approach for Implementing the Project (33 points).** The Healthy Homes Program has funded over 100 grants and cooperative agreements since its development in 1999. Under this program, HUD grantees have developed best practices and documented improvement in environmental and health outcomes through healthy homes remediations. For FY2009, this program seeks to fund projects that will either expand or build upon knowledge gained to date,

find more cost-effective approaches to achieve health improvement, examine novel approaches, or otherwise improve our knowledge of effective healthy homes practices. For additional information on projects completed and assessment tools developed, see Appendix C, Resources for Designing and Implementing Healthy Homes Demonstration Projects.

(a) Project Plan (6 Points). Describe your approach to implementing your proposed project. In particular describe the methods 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 to be enrolled, units to be assessed, units to receive remediations, and individuals or groups that will be reached through education or outreach activities. If you are performing varying levels or types of remediations, provide an estimate of the number of units that will receive each level or type of intervention. HUD will not fund demonstration projects where the primary focus of the program is to change resident behavior through education and/or outreach. Further, applicants may not propose a level or type of remediation that includes providing residents healthy homes and safety supplies without performing an actual home remediation and/or installing the safety items. (Simply providing supplies, even with training residents in their use, is not considered a home remediation.) You are expected to document environmental outputs (e.g., reduction in allergen levels) and health outcome measures, such as reduction in frequency and severity of asthmatic episodes, pediatric asthma hospitalizations, emergency room visits for asthma, falls, burns, etc. To facilitate the comparability of data across programs (and within your own program), you are strongly urged to use standardized data collection instruments, such as those listed in Appendix C. You will receive the most points for this subfactor if you identify how your project will help improve our

current knowledge of effective healthy homes practices by incorporating and evaluating novel methods for one or more healthy homes program components, such as program design/partnering, identifying high risk communities, hazard assessment, hazard intervention, education and outreach, and program sustainability. You must develop an evaluation protocol in order to document the environmental and/or health outcomes of your program. HUD strongly encourages grantees to publish evaluation results in a scientific or professional journal to facilitate the distribution of project findings.

(b) Community Involvement, Education, and Training (4 points).

(i) If you are proposing to conduct a project that includes a significant level of community interaction (e.g., resident recruitment, home-based assessment and remediations, data collection, environmental sampling in residences) describe your plan for meaningful involvement of the target community in your proposed 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 from your target community as program partners, training and employing community residents to recruit program 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>. You should identify the community that is

most relevant to your particular project and discuss your proposed approach to community involvement and why it will make a meaningful contribution to your project and to the community.

(ii) Community Education, Outreach and Capacity Building/Training. 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 enrolling program participants and the community at large).

(iii) Discuss whether you will produce your own outreach materials or use materials already developed by HUD, EPA, CDC, other healthy homes grantees, or other organizations. HUD encourages the use of existing materials, recognizing that points of contact may need to be changed. Outreach materials should be available upon request in alternative formats for persons with disabilities including materials in Braille, audio, and large type. For assistance in providing materials in languages other than English that are common in the community, see Section III.C.4.f. of the 2009 General Section and HUD's LEP Guidance at <http://www.hud.gov/offices/fheo/promotingfh/lep.cfm>).

(iv) Discuss whether Healthy Homes training programs will be expanded to include organizations, such as public housing agencies, Tribally Designated Housing Entities, grassroots community-based or nonprofit organizations, including faith-based organizations that are not sub-grantees. If so, describe your plan for doing this.

(c) Institutional Review Boards and HIPAA (2 Points). In conformance with the Department of Health and Human Services (DHHS) regulation at 45 CFR Part 46, if your project involves human subjects, your organization must provide proof (e.g., a letter signed by an appropriate official) that the project has been reviewed and approved by an Institutional Review Board (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 DHHS' Office for Human Research Protections (OHRP). For additional information on what constitutes human subject research (please note that this is broadly defined) or how to obtain an institutional assurance see the OHRP website at <http://www.hhs.gov/ohrp/>.

Although you do not have to provide proof of IRB approval with your application, you should address how and when you will obtain such approval. If appropriate, describe how you will obtain informed consent (e.g., from the subjects, or 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 project. 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, if applicable, and how you plan to work with families with Limited English Proficiency (LEP), (as defined at <http://www.hud.gov/offices/fheo/promotingfh/lep.cfm>) or primary languages other than English, and with families, including persons with disabilities. You must also comply with the HIPAA, if applicable. The Privacy Rule of HIPAA defines covered entities as those that transmit health information electronically (health care providers, health plans, etc.). Only those entities are required to protect that information under HIPAA. (Other requirements for confidentiality of personal data may apply.) 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>.

Additional information is also available at:

<http://privacyruleandresearch.nih.gov/authorization.asp>.

(d) Staff and Partner Training and Capacity Building (2 points). Provide detailed information regarding how program staff and, as applicable, partnering organizations will be trained in the disciplines needed to successfully implement your project (e.g., resident education, assessments, remediations and project evaluation). Include an outline of training curricula, a description of qualifications of trainers, and describe how individuals or groups to be trained will be selected. In general, applicants should use or adapt training materials developed for HUD and CDC that are publicly available from the Healthy Homes Training Center (<http://www.healthyhomestraining.org>). If other materials will be used, the applicant should provide a reasonable technical justification for the development or use of alternate training materials.

(e) Economic Opportunity (2 points). Explain how you will provide appropriate economic opportunities to Section 3 residents and Section 3 businesses of the target area, in compliance 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 Section 3 requirements by identifying the number of individuals to receive such training per discipline, the schedule for delivering said training for low- and very low-income persons living within your jurisdiction, and how trained individuals will be linked to employment opportunities

with Section 3 businesses owned by and/or employing low- and very low-income persons living within your jurisdiction. Note that, while contractors, subcontractors or sub-grantees receiving contracts under the grant totaling less than \$100,000 need not meet the Section 3 requirements as a regulatory mandate (see section III.C.4.n of this NOFA), applications that include compliance as a contractual requirement for more or all such subsidiary entities will be rated more highly.

(f) Recruitment and Enrollment (6 Points).

(i) Applicants must follow the instructions regarding affirmatively furthering fair housing below, or must submit a statement of plans to affirmatively further fair housing under Section III.C.4.b of the General Section. Describe your proposed methods to reach high-risk groups and communities, as well as vulnerable populations, and to affirmatively further fair housing. An applicant must address:

(A) affirmatively furthering fair housing by marketing 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), and selecting units in a manner that effectively furthers fair housing;

(B) providing materials in alternative formats or providing other means of communication for persons with disabilities;

(C) providing materials in languages other than English for individuals with limited English proficiency and their families;

(D) assuring long-term residency by families currently living in the community; and

(E) assuring that priority for treated units go to those who need the features (treatment) of the unit.



In determining how to address affirmatively furthering fair housing, applicants are encouraged to refer to data from the Analysis of Impediments to Fair Housing Choice (AI) discussed in this NOFA at Section V.A.2.b.(1)(b).

(ii) Describe how you will monitor enrollment and recruitment status and implement measures identified to sustain enrollment and recruitment. Discuss possible recruitment problems, and the probability of dropouts, and describe measures you will perform to sustain recruitment and enrollment, including over-recruitment to account for drop-outs, and incentives for sustainability of participants throughout the period of performance of the cooperative agreement.

(g) Unit Assessments and Medical Referrals (4 Points).

(i) Describe how you will identify, prioritize, and enroll units of housing in which you will assess and perform housing-based environmental health and safety remediations, targeting low- and very low-income families with young children and other sensitive subgroups to the extent feasible.

(ii) Describe the assessment tools your project will employ to evaluate and establish baseline data for unit condition and the health of the occupant(s). These tools include questionnaires, visual assessment protocols, and protocols for environmental sampling and analysis. Sample home and health assessment tools are listed in Appendix C.

(iii) If you are planning to conduct dust sampling for allergen analyses as part of your unit assessment plans, you should judiciously select the allergens that you will test for to avoid unnecessary expenditures on data that could be of little value. For example, it is often not necessary to analyze samples for dog or cat allergens because their presence can be assumed based on the presence of a pet. If possible, the allergen(s) that are targeted should reflect your

knowledge of the housing stock (e.g., cockroach infestation is common in older, low income, multifamily housing) and if known, the sensitivities of the individual(s) in a specific household.

(iv) Describe the process to be followed for referring home occupants for medical case management, if necessary. Describe the organizations that will be involved in this process, their knowledge of related health issues, and their prior experience providing case management to the target population(s).

(h) Housing Interventions/Remediations (7 Points).

(i) Describe your intervention strategy including which hazards or conditions will be addressed, and which hazards or conditions, if any, will have higher priority, and the basis for the prioritization. Describe your process for developing work specifications for conducting the selected physical remediations; identify which individuals (or organizations) will develop the work specifications. You will receive the most points for this subfactor if you successfully demonstrate how your project will help improve our current knowledge of effective and practical interventions.

(ii) Describe why your interventions would be considered cost effective, i.e., similar or less costly than other commonly-used approaches to achieve improved health outcomes, preventing adverse health outcomes, or lessening the severity of existing illness. Describe how you will track the costs of remediations to allow for the calculation of an average cost per unit and for estimation of the cost of hazard-specific interventions (e.g., IPM).

(iii) Discuss your process to select and obtain contractors for conducting evaluation and/or remediations, and provide details about the competitive bidding process. Include what type of contractors you will target, and the training you will provide to them, if necessary.

(iv) Discuss how you will ensure that contractors will comply with all applicable Federal, state and local regulations. When lead hazard control is at a *de minimis* level, certification of contractors is not necessary, but it is recommended that all contractors and the workers be trained in lead safe work practices as described at <http://www.hud.gov/offices/lead/training/index.cfm>. This training is required for housing that receives HUD assistance.

(v) Describe your plan for the relocation of occupants of units selected for remediation, if temporary relocation is necessary. Address the use of safe houses, commercial lodging, and other housing arrangements, storage of household goods, stipends, incentives, etc., and the source of funding for relocation.

(vi) If relocation is necessary for occupants of rental units, describe your plan for ensuring right of return and/or first referral for occupants of these units. (For further information, see Section VI.B.4., below).

**(2) Approach for Managing the Project (6 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 major activities necessary to complete the proposed project, such as recruitment, unit assessment, enrollment, remediation, training, education and outreach, and project evaluation (including follow up visits), 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. The major tasks and

benchmarks/deliverables identified in the management plan should be consistent with those identified in the Logic Model (see description under Rating Factor 5).

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

**(3) Quality Assurance (QA) Activities (3 Points).** 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. The awardee is also required to submit quality control (QC) samples of allergens in residential household dust, provided by HUD to the grantee at no cost, as blind samples in the chain of samples submitted for laboratory analysis. For the purpose of budgeting for laboratory analyses of these samples, assume that 5 percent of your total allergen dust samples will consist of HUD-provided QC samples. You must also discuss the use of validated questionnaires and assessment tools (see Appendix C), data collection, data management (e.g., ensuring the accuracy of data entry), 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 funded, you will be asked to develop a brief Quality Assurance Plan that incorporates these elements.

**(4) Budget Justification (4 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 must be submitted using Form HUD-424-CBW. An electronic copy is available at: <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>. 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. Provide an estimate of the average cost of each remediation (material costs and labor costs associated with installation) and an estimate of total costs projected per unit. 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. Provide a justification that addresses the requirement that at least 65 percent of the budget will be expended for direct remediation (see Section III.C.2, Allowable Costs and Activities, for a discussion of activities which can be included in the 65 percent expenditures). Include a separate, detailed budget for any sub-grantee proposed to receive more than 10 percent of the total federal budget request.

**(5) HUD's Departmental Policy Priorities (4 Points).** Indicate if, and describe how, you will address any of HUD's Departmental policy priorities (see the FY2009 **General Section**). You will receive one or two points, as described below, for each of the applicable FY2009 policy priorities that are adequately addressed in your application and incorporated into work plan activities showing outputs and outcomes to a maximum of 4 points. Policy priorities that are applicable to the Healthy Homes Demonstration NOFA are: (a) Providing Full and Equal Access to Grassroots, Faith-Based and other Community Organizations in HUD Program Implementation; (b) Participation of Minority-Serving Institutions in HUD Programs; and (c) Promoting Energy Star (1 point) and Green Development (1 point). Minority serving institutions

are defined by the Department of Education and listed at

<http://www.ed.gov/about/inits/list/whhbcu/edlite-list.html>. Only institutions appearing on this list are eligible for a point under Policy Priority (b), above.

**d. Rating Factor 4: Leveraging Resources (8 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 outcomes. 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. Contributed resources must be shown to be specifically dedicated to and integrated into supporting program activities. 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. In assigning points for this factor, HUD will consider the significance of the leveraging in the context of the amount of federal funds you are requesting. Applicants proposing to contribute resources valued at 10 percent or more of the federal funds requested will receive the most points. 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 leveraging.

(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. You must provide an estimate of the monetary value of each of the leveraged resources, which you should be prepared to document.

(2) The signature of the authorized official on the Form SF-424 commits contributed resources of the applicant organization. The applicant must obtain a letter of commitment from each organization (other than itself) that is contributing resources, whether cash or in-kind. The letter must describe the contributed resource(s) that will be used in your project and assign a dollar value to 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:

(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 young children and other sensitive subgroups.

(c) 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.hud.gov/offices/adm/grants/fundsavail.cfm> and <http://www.hud.gov/offices/lead>.

**e. Rating Factor 5: Achieving Results and Program Evaluation (13 points)**

This factor is based on the Logic Model and how it reflects your project activities. It emphasizes HUD's commitment 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 efficacy and cost-effectiveness of remediations. Efficacy should be measured by improvements in environmental and health outcomes. You should also 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). Also identify benchmarks (e.g., number of units that receive assessments and interventions, number of trainings) that you will use to track the progress of your project, and identify project deliverables.

You should focus particular attention on providing details on the project outputs and outcomes that you will capture. While project outputs (e.g., homes assessed, individuals trained) are important for helping you and HUD to track the progress of your proposed project, the capture of environmental and health outcomes is of the greatest importance. Outcome measures should follow logically from your program goals and activities. HUD is especially interested in measures of residential health risk (e.g., sustained reduction in cockroach allergen loadings, reduction in injury hazards), health outcomes, and quality of life. You should provide a description of how these outputs and 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 standard questionnaires or other instruments (see Appendix C for examples of standardized instruments). Careful attention should be given to the relationship between the residential interventions implemented by the program (e.g., physical changes in the home environment) and the effect on resident health and quality of life. To help ensure the quality and utility of project evaluations, HUD encourages applicants to consider teaming with experienced evaluators when developing your project (e.g., faculty at local colleges/universities) and conducting your evaluation.

In addition, you should describe how you will collect the data necessary to estimate the monetary costs and benefits of your proposed Healthy Homes project. Examples of benefits include reduction in medical care utilization and improved quality of life. For interventions for which benefits cannot be directly measured (e.g., reduction in residential fire injuries and mortality) it may be possible to estimate benefits based on the “risk reduction” that is achieved through the intervention (e.g., fire deaths likely to be prevented through installation of smoke alarms with 10-yr batteries).

HUD believes that it is important to widely disseminate the findings of projects funded through Healthy Homes grants so that other programs can benefit from these findings. This can also help identify “best practices” for the design and implementation of Healthy Homes projects as well as ineffective approaches. Provide a discussion of your plan to disseminate the findings of your Healthy Homes program (e.g., posting information on the web, presentation at public meetings, publication in journals). Applicants that provide a credible plan for promptly publishing results in a peer-reviewed professional or scientific journal will receive the most points for this subfactor. In evaluating Rating Factor 5, HUD will consider how you have

described the benefits and outcome measures of your program. You must submit the Logic Model, 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 earlier discussion as well as the FY2009 **General Section** for detailed information on use of the Logic Model. Applicants must submit the Logic Model in the Microsoft Office Excel 2003 format provided. Do not convert the file to PDF format. HUD is requiring grantees to use program-specific questions to self-evaluate the management and performance of their program. Training on HUD's Logic Model will be provided via satellite broadcast. HUD will evaluate the Logic Model submitted based upon this rating factor and the Logic Model Assessment Matrix found in Attachment 1 of the 2009 General Section.

**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-IIs) (collectively referred to as RC/EZ/EC-IIs), and which will serve the residents of these communities (see the FY2009 **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 FY2009 **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.
- b. HUD may require that a selected applicant participate in negotiations to determine the specific terms of the cooperative agreement and budget. Having a DUNS number is a requirement for award; applicants selected for award negotiations will be asked for their DUNS number as part of negotiations. If the applicant accepts the terms and conditions of the cooperative agreement, a signed cooperative agreement must be returned by the date specified. 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. Applicants should note that, if they are selected for multiple OHHLHC awards, they must ensure that they have sufficient resources to provide the promised leveraging for the multiple awards. During negotiations, applicants selected for multiple awards will be required to provide alternative leveraged resources, if necessary, before the grant can be awarded. This is required in order to avoid committing duplicate leveraged resources to more than one OHHLHC grant. Refer to the FY2009 **General Section** for additional details on negotiation.

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 SF-SAC can be downloaded at: <http://harvester.census.gov/sac/>.

2. Debriefing. The FY2009 **General Section** provides the procedures for any applicant to request a debriefing. Applicants wanting to receive a debriefing must send an e-mail request to Christine.X.Freeman@hud.gov.

3. Adjustments to Funding. Refer to the FY2009 **General Section** for additional details.

#### **B. Administrative and National Policy Requirements:**

1. Environmental Requirements. Under the Department of Housing and Urban Development Appropriations Act, 2009 (Pub. L. 111-8), 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, including for-profit/not-for-profit organizations, must contract with a state or unit of general local government or Indian Tribe to act as the responsible entity. The expenses associated with this contractual work should be clearly shown in the budget and discussed in the budget narrative. 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 leveraged 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 Griego-West, the Office of Healthy Homes and Lead Hazard Control's Program Environmental Control Officer, at (213) 534-2548 (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. Procurement of Recovered Materials. See the FY2009 **General Section** for information concerning this requirement.

3. 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 2009 **General Section** for additional information about relocation.

4. 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 website at <http://www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm>, you do not have to resubmit the information unless: (1) there has been a change in the legal name, address or authorizing official for your organization or (2) there has been any change to the actual Code of Conduct since it was last submitted. See the FY2009 **General Section** for information about conducting business in accordance with HUD’s core values and ethical standards.

5. Davis-Bacon Wage Requirements. The Davis-Bacon wage requirements 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 Part 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; environmental outputs, health outcomes, 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 each reporting period, as part of the required report to HUD, a grant recipient must include a completed Logic Model (form HUD 96010), which identifies output and outcome achievements. For specific reporting requirements, see policy guidance at

<http://www.hud.gov/offices/lead/grants/index.cfm#reports>.

3. Grant recipients who purchase equipment in excess of \$5,000 apiece must complete the OMB's annual Tangible Personal Property Report. This report has three components: the Annual Report, the Final (Award Closeout) Report, and the Disposition Report/Request. Generally, the average estimated time to complete each of these components is 0.5 hours; it is likely to be less for this grant program.
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 (found on <http://www.hud.gov/offices/adm/hudclips/forms/files/27061.pdf>), along with instructions for its use.

5. All grant recipients must comply with reporting requirements of subpart E (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).
6. 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. Successful applicants are strongly encouraged to submit a draft of a publishable paper as a major component of the final report. Specific information on all reporting requirements will be provided to successful applicants.

## **VII. Agency Contacts:**

For questions related to the application download submission process, or to the e-mail application submission process, you may contact Christine Freeman at the 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 202-402-3257 (this is not a toll-free number), or by email at: [OHHLHCNOFAreview@hud.gov](mailto:OHHLHCNOFAreview@hud.gov). For



programmatic questions, you may contact Dr. Peter J. Ashley at the address above, or by telephone at 202- 402-7595 (this is not a toll-free number); or via email at:

[Peter.J.Ashley@hud.gov](mailto:Peter.J.Ashley@hud.gov). For administrative questions, you may contact Curtissa L. Coleman, Director, Grants Services Division, at the address above or by telephone at: 202- 402-7580 (this is not a toll-free number) or via email at: [Curtissa.L.Coleman@hud.gov](mailto:Curtissa.L.Coleman@hud.gov). If you are hearing or speech-impaired, you may reach the telephone numbers above via TTY by calling the toll-free Federal 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. The reporting burden for completion of the Quality Assurance Plan by applicants who are awarded a cooperative agreement 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.

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**C. Environmental.** A Finding of No Significant Impact (FONSI) with respect to the environment has been made for this NOFA in accordance with HUD regulations at 24 CFR part 50, which implement Section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)). The FONSI is available for public inspection between 8 AM and 5 PM weekdays in the Regulations Division, Office of General Counsel, Department of Housing and Urban Development, 451 Seventh Street, SW, Room 10276, Washington, DC 20410-0500. Due to security measures at the HUD Headquarters building, an advance appointment to review the FONSI must be scheduled by calling the Regulations Division at 202-708-3055 (this is not a toll-free number). Hearing- or speech-challenged individuals may access this number through TTY by calling the toll-free Federal Information Relay Service at 800-877-8339.

**D. Appendices.** Appendices A, B, C, and D to this NOFA are available for downloading with the application at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.

Dated: 3/26/2009



Matthew E. Ammon  
Acting Director, Office of Healthy Homes and  
Lead Hazard Control