

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR-5300-N-07]

Notice of Funding Availability (NOFA) for HUD's Fiscal Year (FY) 2009

Healthy Homes Technical Studies 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 Technical Studies Program.

SUMMARY: This NOFA announces the availability of funding for approximately \$4 million for HUD's Healthy Homes Technical Studies Program for FY 2009 to fund cooperative agreements to improve methods for the identification and control of multiple residential health and safety hazards. The funding of HUD's FY 2009 Healthy Homes Technical Studies Program is authorized by Omnibus Appropriations Act, 2009 (Pub. L. 111-8). HUD's FY2009 Notice of Funding Availability Policy Requirements and FY 2009 General Section published in the Federal Register (73 FR 79548); on December 29, 2008, along with subsequent FY 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 FY 2009 General Section prior to submitting an application. The application procedures previously requiring electronic submission to Grants.gov are no longer applicable or required for submitting an application for the programs in this NOFA. Applications shall be submitted directly to the Office of Healthy Homes and Lead Hazard Control in accordance with the procedures outlined in this NOFA. See Section IV of this NOFA for important information regarding application submission, in particular, section IV.F.4, *Delivery and Receipt Procedures*, on timely submission and timely

receipt of applications. 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 in HUD headquarters is 5:00 PM eastern time August 18, 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 FY 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 a.m. and 6:30 p.m. eastern time, Monday through Friday, except federal holidays.

OVERVIEW INFORMATION

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

B. Funding Opportunity Title: Healthy Homes Technical Studies.

C. Announcement Type: Initial announcement.

D. Funding Opportunity Number: FR-5200-N-07, OMB Paperwork Approval number is 2539-0015.

E. Catalog of Federal Domestic Assistance (CFDA) Numbers: 14.906, Healthy Homes Technical Studies Grant Program.

F. Application Receipt

1. **Deadline Date:** The deadline for receipt of the application is 5:00 PM eastern time August 18, 2009.
2. Only one application for a given project will be accepted from any given organization. If more than one application is received from an organization for a given project, the application that was received last by HUD before the deadline will be considered for funding.
3. Applicants are encouraged to submit their application early to HUD.

G. Additional Information:

1. Purpose: To fund technical studies to improve existing methods for detecting and controlling housing-related health and safety hazards, to develop new methods to detect and control these hazards, and to improve our knowledge of housing-related health and safety hazards.
2. Available funding: HUD anticipates that approximately \$4 million will be available for Healthy Homes Technical Studies under the Omnibus Appropriations Act, 2009 (Pub. L. 111-8).
3. Anticipated awards: Approximately 6 to 10 awards are anticipated under the FY 2009 Healthy Homes Technical Studies Program, ranging from approximately \$250,000 to a maximum of \$800,000 each for the entire period of performance, subject to available funding.
4. Type of awards: Cooperative agreements, with substantial involvement of the government will be awarded (see Paragraph II.C for a description of substantial involvement).
5. Eligible applicants: Academic, not-for-profit and for-profit institutions located in the U.S., state and units of general local government, and federally recognized Native American tribes are

eligible to apply. For-profit firms are not allowed to earn a fee (i.e., 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.3.d).

7. Limitations: There is no limit on the number of applications that each applicant may submit for a given project. If more than one application for the same project is received from an applicant, 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>.

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.

FULL TEXT OF ANNOUNCEMENT

I. Funding Opportunity Description

A. Purpose of the Program.

The overall purpose of the Healthy Homes Technical Studies program is to gain knowledge to improve the efficacy and cost-effectiveness of methods for evaluation and control of housing-related health and safety hazards.

B. Program Description.

HUD is funding studies to improve HUD’s and the public’s knowledge of housing-related health and safety hazards, and to improve or develop new hazard assessment and control methods, with a focus on key residential health and safety hazards. Key hazards are discussed in

Appendix A, Key Residential Health and Injury Hazards, of this NOFA. A list of references that serve as the basis for the information provided in this NOFA is provided as Appendix B, Relevant Publications and Guidelines, to this NOFA. A list of design and implementation resources is provided as Appendix C, Resources for Designing and Implementing Healthy Homes Demonstration Projects, of this NOFA. Appendices A, B and C of this NOFA can be found at: <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.

1. General Goals.

a. The overall goals and objectives of the Healthy Homes (HH) Program, which includes the FY 2009 Healthy Homes Technical Studies Grant Program, the FY 2009 Healthy Homes Demonstration Grant Program, and the FY 2009 Green and Healthy Housing Technical Studies Grant Program (see the FY 2009 Healthy Homes Demonstration Grant Program NOFA and the FY 2009 Green and Healthy Housing Technical Studies Grant Program NOFA, both published separately from this NOFA), are to:

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

(2) Build local capacity to operate sustainable programs that will continue to prevent, minimize, and control housing-related hazards in low- and very low-income residences when HUD funding is exhausted.

The HH Program departs from the more traditional approach of attempting to correct one hazard at a time. HUD is interested in promoting approaches that are cost-effective and efficient

and result in the reduction of health threats for the maximum number of residents and, in particular, low-income children.

In April 1999, HUD submitted a preliminary plan that described to Congress what was then referred to as the HH Initiative. The submission (Summary and Full Report), and a description of the HH Program are available on the HUD website at <http://www.hud.gov/offices/lead/hhi/index.cfm>. HUD is in the process of updating the strategic plan for the Healthy Homes Program; the draft of this document can be found on the HUD website at: <http://www.hud.gov/offices/lead/>.

In addition to deficiencies in basic housing conditions that may impact health, research has identified other more subtle health hazards in the residential environment (e.g., asthma triggers, pest and pet allergens, mold, mycotoxins, volatile organic compounds, pesticide residues). While such hazards are found disproportionately in housing that is substandard (e.g., structural problems, lack of adequate heating and cooling, moisture infiltration), housing-related environmental hazards may also exist in housing that is otherwise of good quality. Appendix A of this NOFA briefly describes the key housing-associated health and injury hazards HUD considers targets for intervention. HUD has also developed resource papers on a number of topics of importance under the Healthy Homes Program, including mold, environmental aspects of asthma, carbon monoxide, pesticides, and unintentional injuries. These resource papers can be downloaded from <http://www.hud.gov/offices/lead/hhi/hhiresources.cfm>.

Applications for additional work related to existing HUD-funded technical studies (i.e., for work outside of the scope of the original agreement) are eligible to compete with applications for awards on new subjects. Brief descriptions of current and recently completed Healthy

Homes Technical Studies projects and grantee contact information can be found on the HUD website at <http://www.hud.gov/offices/lead/hhi/hhigranteeinfo.cfm>.

2. Community Participation.

It is important for researchers to incorporate meaningful community participation in the development and implementation of studies that are conducted in communities and/or involve significant interaction with community residents. Community participation can improve study effectiveness in various ways, including the development of more appropriate research objectives, improving recruitment and retention of study participants, improving participants' involvement in and understanding of a study, improving ongoing communication between researchers and the affected community, and more effectively disseminating study findings. HUD encourages applicants to consider using a "community-based participatory research (CBPR)" approach, where applicable, in study design and implementation. (See, e.g., the report published by the National Institute of Environmental Health Sciences titled "Successful Models of Community-Based Participatory Research," located on HUD's website at: <http://www.hud.gov/offices/lead/researchers.cfm>). CBPR is characterized by substantial community input in all phases of a study (i.e., design, implementation, data interpretation, conclusions, and communication of results).

C. Authority

The Healthy Homes Technical Studies 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). Fiscal Year 2009 funds for this program are authorized under the Omnibus Appropriations Act, 2009 (Pub. L. 111-8); prior-year funds for this program are authorized under the respective appropriation acts.

II. Award Information

A. Funding Available

Approximately \$4 million in fiscal year 2009 and prior-year funds are available for Healthy Homes Technical Studies. Cooperative agreements will be awarded on a competitive basis following evaluation of all eligible proposals according to the rating factors described in Section V.A.3 of this NOFA. HUD anticipates that approximately 6 to 10 awards will be made for the Healthy Homes Technical Studies Program. Awards will range from approximately \$250,000 to no more than \$800,000. Applications for amounts larger than the applicable maximum amount or for a longer period of performance that allowed in section II.B will be deemed ineligible and will not be reviewed.

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

The start date for new cooperative agreement awards is expected to be not later than October 1, 2009. The period of performance cannot exceed 36 months from the date of award. The proposed performance period should include adequate time for such project components as the Institutional Review Board process, if required, the recruitment of new staff and/or study participants, and the development of new instrumentation or methods (e.g., analytical methods), all of which have been found to delay projects in the past. Period of performance extensions for delays due to exceptional conditions beyond the grantee's control will be considered for approval by HUD in accordance with 24 CFR 84.25(e)(2) or 85.30(d)(2), as applicable, and the Office of Healthy Homes and Lead Hazard Control (OHHLHC) Program Guide. If approved, grantees will be eligible to receive a single extension of up to 12 months in length. Applicants are encouraged to plan studies with shorter performance periods than 36 months; however, when developing your schedule, you should consider the possibility that issues may arise that could cause delays.

C. Type of Award Instrument

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

1. Review and suggest revisions to the study design, including: study objectives; field sampling plan; data collection methods; sample handling and preparation; and sample and data analysis.
2. Review and provide technical recommendations in response to quarterly progress reports (e.g., amendments to study design based on preliminary results).
3. Review and provide technical recommendations on the journal article(s) and final study report.

III. Eligibility Information

A. Eligible Applicants

Academic and non-profit institutions located in the United States, state and units of general local government, and federally recognized Native American tribes are eligible under all existing authorizations. For-profit firms also are eligible; however, they are not allowed to earn a profit from the project. Applications to supplement existing projects are eligible to compete with applications for new awards. Federal agencies are not eligible to submit applications. The FY 2009 **General Section** identifies threshold requirements that must be met for an organization to receive an award.

B. Cost Sharing or Matching

Cost sharing or matching is not required. In rating your application, however, you will receive a higher score under Rating Factor 4 if you provide evidence of significant resource leveraging.

C. Other

1. Eligible Activities.

a. HUD expects to advance the recognition and control of residential health and safety hazards and more closely examine the link between housing and health. The overall objectives of the Healthy Homes Technical Studies projects to be funded through this NOFA include, but are not limited to:

(1) Development and evaluation of low-cost test methods and protocols for the identification of housing-related hazards;

(2) Development and assessment of cost-effective methods for reducing or eliminating housing-related hazards;

(3) Evaluation of the effectiveness of housing interventions and public education campaigns, and barriers and incentives affecting future use of the most cost-effective strategies;

(4) Investigation of the epidemiology of housing-related hazards and illness and injuries associated with these hazards, with an emphasis on vulnerable populations (e.g., children, senior citizens);

(5) Analysis of existing data or generation of new data to improve knowledge regarding the prevalence and severity of specific hazards in various classes of housing, with a focus on low-income housing. Specific examples include:

(a) The prevalence of carbon monoxide and other indoor air quality hazards;

(b) The prevalence and patterns of moisture problems and biological contaminants associated with excess moisture (e.g., mold, bacteria, dust mites);

(c) The prevalence of specific injury hazards in housing; and

(d) Improved understanding of the relationship between a residential exposure and illness or injury of children or other vulnerable populations. Applicants that propose this type of study should discuss how the knowledge that is gained from the study could be used in a program to reduce these hazards in target communities.

(6) Low-cost analytical techniques and instruments for the rapid, on- and off-site determination of environmental contaminants of concern (e.g., bioaerosols, pesticides, allergens). HUD's primary interest is in the improvement of existing instruments or methods, and not in the development of new technologies or instruments. The OHHLHC has noted that these types of studies pose a high risk of experiencing significant delays. Applicants seeking to develop new technologies/instruments should discuss why, if funded, their proposed project would be unlikely to experience significant delays in its completion.

b. HUD is particularly interested in the following topics:

(1) Improving or assessing the efficacy of current methods for residential Integrated Pest Management (IPM). IPM focuses on approaches for managing pests which incorporate information on the life cycles of pests and their interaction with the environment, while minimizing hazards to people, property, and the environment. HUD is particularly interested in IPM methods for reducing cockroach and/or rodent populations in multifamily housing, with an emphasis on low-income housing;

(2) Developing easily replicable, cost-effective methods for preventing and controlling excess moisture in various types of residential buildings;

(3) Improving indoor air quality, such as through cost-effective approaches to upgrading residential ventilation or improving control/management of combustion appliances. Applicants should discuss how proposed approaches might affect residential energy consumption and/or

costs (e.g., increasing air exchange rates resulting in an increase in heating and cooling costs) and how significantly increased energy consumption and/or costs can be avoided or mitigated;

(4) Evaluating the effectiveness of education and outreach methods designed to provide at-risk families with the knowledge to adopt self-protective behaviors with respect to housing-related health hazards. If you propose a study in this focus area you should cite and discuss the theoretical basis for the education/outreach approach that you are proposing;

(5) Developing easily implemented home assessment tools and questionnaires that employ electronic data collection methods. If possible, the instruments should contain items that have been validated (i.e., shown to be predictive of the hazard or condition the item is identifying) and shown to have good inter-user reliability.

(6) Conducting definitive cost-benefit or cost-effectiveness studies on the health benefits of healthy homes interventions in high risk populations (e.g., reductions in the incidence of injuries among children or the elderly, reductions in asthma morbidity). Applicants are encouraged to team with existing projects or studies through which the housing interventions are being conducted.

(7) Other Focus Areas that are Consistent with the Overall Goals of HUD's Healthy Homes Technical Studies Program. HUD will consider funding applications for technical studies on other topics that are consistent with the overall goals and objectives of the Healthy Homes Technical Studies program, as described above. In such instances, for an applicant to receive an award, it is necessary that the applicant describe in sufficient detail how the proposed study is consistent with the overall program goals and objectives.

c. General Information. In proposing to conduct a study on a particular topic, applicants should consider:

(1) The “fit” of the proposed hazard assessment and/or control methods within the overall goal of addressing “priority” health and safety hazards in a cost-effective manner;

(2) The likely efficacy of the proposed methods for hazard control and risk reduction (e.g., how long is effective hazard reduction maintained);

(3) Where and how these methods would be applied and tested, and/or perform demonstration activities; and

(4) The degree to which the study will help develop practical, widely applicable methods and protocols or improve our understanding of a residential health hazard.

Applications for a study for which the sole or primary focus is on lead-based paint hazards are ineligible for funding under the Healthy Homes Technical Studies program.

Applicants that are interested in studying the potential health and/or indoor environmental benefits of “green” construction methods should apply to the Healthy Homes Program’s FY 2009 Green Housing Technical Studies NOFA being published separately.

Applicants should consider the efficiencies that might be gained by working cooperatively with one or more recipients of HUD’s Healthy Homes Demonstration and/or Lead Hazard Control or Lead Hazard Reduction Demonstration grants, which are widely distributed throughout the United States. Information on current grantees is available at

<http://www.hud.gov/offices/lead/>.

You may address one or more than one of the above technical studies topic areas within your proposal, or submit separate applications for different topic areas.

NOTE: A limited amount of hazard control activities, which involve construction rather than research, may be conducted as part of a Healthy Homes Technical Studies project (see Section IV.E.9 of this NOFA).

2. Threshold Requirements Applicable to all Applicants.

To receive an award of funds from HUD, you must meet all the threshold requirements in the FY 2009 **General Section**. (See Section III.C.2. of the FY 2009 **General Section**).

3. Program Requirements.

The Healthy Homes Technical Studies Program has the following requirements:

- a. Program Performance. Grantees shall take all reasonable steps to complete all activities within the approved period of performance. HUD reserves the right to terminate the cooperative agreement prior to the expiration of the period of performance if the grantee fails to make reasonable progress in implementing the approved program of activities or fails to comply with the terms of the cooperative agreement.
- b. Regulatory Compliance. Grantees must comply with all relevant federal, state, and local regulations regarding exposure to and proper disposal of hazardous materials.
- c. Blood Lead Testing. Any blood lead testing, blood lead level test results, medical referral, or follow-up for children under 6 years of age must be conducted according to the recommendations of the Centers for Disease Control and Prevention (CDC), Preventing Lead Poisoning in Young Children (see Appendix B of this NOFA).
- d. Restricted Use of Funds. HUD technical studies grant funds will not replace existing resources dedicated to any ongoing project.
- e. Laboratory Analysis for Lead. Laboratory analysis covered by the EPA's National Lead Laboratory Accreditation Program (NLLAP) must be conducted by a laboratory recognized under the program for analysis of lead in the medium being analyzed.

- f. Laboratory Analysis for Mold. Samples to be analyzed for mold (fungi) must be submitted to a laboratory accredited through the Environmental Microbiological Laboratory Accreditation Program (EMLAP), administered by the American Industrial Hygiene Association (AIHA).
- g. Human Research. Human research subjects will be protected from research risks in conformance with the Department of Health and Human Services (DHHS) Protection of Human Subjects regulation at 45 CFR part 46.
- h. OSHA Compliance. The requirements of the Occupational Safety and Health Administration (OSHA) (e.g., 29 CFR part 1910 and/or 1926, as applicable) or the state or local occupational safety and health regulations, whichever are most stringent, will be met.
- i. Civil Rights. The institutions administering the grant must comply with all civil rights laws set forth in the FY 2009 **General Section** (see Section III.C.4.a of the FY 2009 **General Section**.)
- j. Disclosure. All test results and other information in pre-1978 housing related to lead-based paint or lead-based paint hazards must be provided to the owner of the unit, together with a statement describing the owner's legal duty to disclose the knowledge of lead-based paint and its hazards to tenants (before initial leasing, or before lease renewal with changes) and buyers (before sale) (24 CFR Part 35, subpart A). Disclosure of other identified housing-related health or safety hazards to the owner of the unit, for purposes of remediation, is encouraged but not required.
- k. Privacy. Submission of any information to databases (whether website, computer, paper, or other format) of addresses of housing units identified, treated or cleared under these studies is subject to the protections of the Privacy Act of 1974, and shall not include any personal

information that could identify any child affected. You should also check to ensure you meet state and local privacy regulations.

l. Community involvement. Applicants must incorporate meaningful community involvement into any study that requires a significant level of interaction with a community during implementation (e.g., projects being conducted within occupied dwellings or which involve surveys of community residents). The term community refers to a variety of populations comprised of persons who have commonalities that can be identified (e.g., based on geographic location, ethnicity, health condition, common interests). Applicants should identify the community that is most relevant to their particular project. There are many different approaches to involving the community in the conception, design, and implementation of a study and the subsequent dissemination of findings. Examples include but are not limited to: establishing a structured approach to obtain community input and feedback (e.g., through a community advisory board); including one or more community-based organizations as study partners; employing community residents to recruit study participants and collect data; and enlisting the community in the dissemination of findings and translation of results into improved policies and/or practices. A discussion of community involvement in research involving housing-related health hazards can be found in Chapter 5 of the Institute of Medicine publication titled “Ethical Considerations for Research on Housing-Related Health Hazards Involving Children” (see Appendix B for more information on this report).

m. 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 II.C.4.c of the **General Section**, for additional information.

n. Standardized Dust Sampling Protocol and Quality Control Requirements. Grantees collecting samples of settled dust from participant homes for environmental allergen analyses (e.g., cockroach, dust mite) will be required to use a standard dust sampling protocol, unless there is a strong justification to use an alternate protocol (e.g., the study involves the development of an alternative sampling method). The HUD protocol can be found on the OHHLHC website under “Grantee Resources” at: <http://www.hud.gov/offices/lead/hhi/hhts.cfm>. Grantees conducting these analyses will also be required to include quality control dust samples, provided by OHHLHC at no cost to the grantee, with the samples that are submitted for laboratory analyses. For the purpose of budgeting laboratory costs, you should assume that 5 percent of your total allergen dust samples will consist of Quality Control samples.

o. Information quality. Requirements for peer review of scientific data in accordance with the Office of Management and Budget Information Quality Guidelines. All HUD-sponsored research is subject to the OMB Final Information Quality Bulletin for Peer Review (70 FR 2664-2677, January 14, 2005) prior to its public dissemination. In accordance with paragraph II.2 of the Bulletin, HUD will not require further peer review conducted on information that has already been subjected to adequate peer review.

p. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP). The institutions administering the grant must comply with Executive Order 13166 (see Section III.C.4.f of the FY 2009 **General Section**).

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>.

B. Content and Form of Application Submission

1. Applicant Data. Your application must contain the items listed in this section. These items include the standard forms contained in the FY 2009 **General Section** that are applicable to this funding announcement (collectively referred to as the "standard forms"). Copies of these forms are available on line at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>. The required items are:

a. Application Abstract. An abstract with the project title, the names and affiliations of all investigators, and a summary of the objectives, expected results, and study design (two-page maximum) must be included in the proposal. Information contained in the abstract will not be considered in the evaluation and scoring of your application. Any information you wish to be considered should be provided under the appropriate rating factor response.

b. All forms required by this NOFA are listed in Section IV.B.g Checklist below.

c. Materials Submitted. A project description/narrative statement addressing the rating factors for award under this program. The narrative statement must be identified in accordance with each factor for award (Rating Factors 1 through 5). Number the pages of your narrative statement. The project description or narrative must be included in the responses to the rating factors. The response to the rating factors should not exceed a total of 25 pages, single-sided, with a minimum 12-point font and a minimum margin width of 1-inch. **Any pages in excess of this limit will not be read.** The points you receive for each rating factor will be based on the portion of your narrative statement that you submit in response to that particular factor, supplemented by any appendices that are referenced in your narrative response to the rating factor. Supporting materials that are not referenced or discussed in your responses to the individual rating factors will not be considered. Additional materials (e.g., appendices) must be submitted with your application according to the directions in the FY 2009 **General Section**. The footer on the pages of these materials should identify the rating factor that they are supporting.

d. Supporting Materials. Include the resumes of the principal investigator and other key personnel and other materials that are needed in your response to the rating factors (e.g., organizational chart, letters of commitment, a list of references cited in your responses to the rating factors). Each resume shall not exceed three pages, and is limited to information that is relevant in assessing the qualifications and experience of key personnel to conduct and/or manage the proposed technical studies. This information will not be counted towards the Rating Factors narrative 25-page limit.

e. Additional Information. Submit other optional information provided in support of your application following the directions in the FY 2009 **General Section**. These additional optional

materials must not exceed 20 pages. Any pages in excess of this limit will not be read. Do not include additional narrative information that is an extension of or expands upon any of your rating factor responses. Such narrative will not be considered. HUD will not accept application addenda after the deadline unless HUD has specifically asked the applicant for a correction to a technical deficiency in the application. Responses to technical deficiencies must be received by HUD within the time allocated to cure the efficiency and must be submitted by facsimile or email as indicated in the letter notifying you about the technical deficiencies. The request for a technical cure will also contain instructions for when the cure must be received by the Department and other pertinent information.

f. Budget. Include a total budget with supporting cost justification (i.e., narrative) up to four pages, which will cover all budget categories of the federal grant request. This information will not be counted towards the Rating Factors narrative 25-page limit. Use the budget format discussed in Rating Factor 3, Section V.A.3.c, below. In completing the budget forms and justification, you should address the following elements:

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

(2) Allowance for one trip to HUD Headquarters in Washington, DC, for each year of your grant, planning each trip for two people. The first trip will occur shortly after grant award for a stay of two or three days, depending on your location, and the remaining trips will have a stay of one or two days, depending on your location;

(3) A separate budget proposal for each subrecipient receiving more than 10 percent of the total federal budget request;

(4) Supporting documentation for salaries and prices of materials and equipment, upon request; and

(5) Indirect Cost Rates. Organizations that have a federally negotiated indirect cost rate should use that rate and the appropriate base. The documentation will be verified during award negotiations. Organizations that do not have a federally negotiated rate schedule must obtain a rate from their cognizant federal agency; otherwise the organization will be required to obtain a negotiated rate through HUD.

g. Checklist for Applicants

(1) Applicant Abstract (limited to 2 pages)

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

(a) Capacity of the Applicant and Relevant Organizational Experience (21 points)

(b) Need/Extent of the Problem (15 points)

(c) Soundness of Approach (48 points)

(d) Leveraging Resources (6 points)

(e) Achieving Results and Program Evaluation (10 points)

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

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

(a) Resumes of Key Personnel (limited to 3 pages per resume- please do not include Social Security Numbers on Resumes)

(b) Organizational Chart

(c) 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. NOTE: 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.

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

w) Required Forms and Budget Material

(a) Form SF-424 (Application for Federal Assistance)

(b) Form HUD-424-CBW (Budget Worksheet)

(c) Budget narrative

(d) Form HUD-96010 (Program Outcome Logic Model Form)

(e) Form SF-424 Supplement (Survey on Ensuring Equal Opportunities for Applicants)

("Faith Based EEO Survey (SF-424 SUPP)") (to be completed by private nonprofit organizations only)

(f) Form SF LLL (Disclosure of Lobbying Activities, if applicable)

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

(h) Form HUD-2990 (Certification of Consistency with the RC/EZ/EC-II Strategic Plan, required only for applicants who are seeking these 2 bonus points)

(i) Form HUD-2994-A (You Are Our Client ! Grant Applicant Survey, Optional)

(j) Form HUD-96012 (Capacity of the Applicant and Relevant Organizational Experience)

(k) Form HUD-96015 (Leveraging Resources).

C. Submission Dates and Times

1. The application deadline is 5:00 PM eastern time August 18, 2009. The application must be received prior to the application due date and time.

2. Only one application for a given project will be accepted from any given organization. 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.

D. Intergovernmental Review

This NOFA is excluded from the requirement of an Intergovernmental Review.

E. Funding Restrictions

1. Administrative Costs. There is a 10 percent maximum allowance for administrative costs. Detailed explanations of indirect and 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, <http://www.whitehouse.gov/omb/circulars/index.html>.
2. Indirect Costs. Please see <http://www.hud.gov/offices/adm/grants/fundsavail.cfm> for reference to the Indirect Cost requirements.
3. Purchase of Real Property. The purchase of real property is not an allowable cost under this program.
4. Purchase or Lease of Equipment. The purchase or lease of equipment having a per unit cost in excess of \$5,000 is not an allowable cost, unless prior written approval is obtained from HUD.
5. Medical treatment. Medical treatment costs are not allowable under this program.
6. Profit. For profit institutions are not allowed to earn a profit.
7. You must comply with the Coastal Barrier Resources Act (16 U.S.C. 3501).
8. You may not conduct residential hazard control activities or related work that constitutes construction, reconstruction, repair or improvement (as referenced in Section 3(a)(4) of the Flood

Disaster Protection Act of 1973 (42 U.S.C. 4001-4128)) of a building or mobile home which is located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards unless:

- a. The community in which the area is situated is participating in the National Flood Insurance Program in accordance with the applicable regulations (44 CFR parts 59-79), or less than a year has passed since FEMA notification regarding these hazards; and
- b. Where the community is participating in the National Flood Insurance Program, flood insurance on the property is obtained in accordance with Section 102(a) of the Flood Disaster Protection Act (42 U.S.C. 4012a(a)). You are responsible for assuring that flood insurance is obtained and maintained for the appropriate amount and term.

9. Construction activities. The amount of HUD Healthy Homes Technical Studies grant funds used for construction activities may not exceed 30% of the total HUD funds awarded.

Furthermore, the majority of any funds dedicated to Healthy Homes construction activities shall be spent for interventions not intended for lead hazard control.

10. Securing liability insurance for housing-related environmental health and safety hazard evaluation and control activities. If the scope of the insurance is restricted to work under this grant, the insurance cost is a direct cost; otherwise, the insurance cost is 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.E.1 and IV.E.2 of this NOFA, regarding administrative costs and indirect costs, respectively.

F. Other Submission Requirements.

1. *Address for Submitting Applications*. Completed applications , as described below, must be submitted to Christine Freeman, HUD Office of Healthy Homes and Lead Hazard Control, 451

7th St. SW, Room 8236, Washington, DC 20410-3000, phone 202-402-3257. When submitting your application, please include your name, mailing address (including ZIP Code), telephone number, and fax number (including area code). In the event of any inconsistency among the paper signed original and the materials provided by e-mail, the paper signed original will take precedence.

2. *Application Materials.* The application shall be submitted with one paper signed original, which is the official copy, three complete paper copies, and one CD-ROM with electronic files of the SF 424, Applicant Abstract, and Forms HUD-424-CBW, 96010, 96012, and 96015, as identified in section IV.B.1.c(2), below. The files on the CD-ROM must be provided in their original format (i.e., word processing, spreadsheet, PDF format), and not converted to PDF format for submission purposes. In the event of any inconsistency between the paper signed original of a form and the electronic file, the paper signed original will take precedence. No other files on the CD-ROM will be read or reviewed, so none should be included.

3. *Email Notification.* In addition to the submission by mail, applicants may send an email to OHHLHCNOFAreview@hud.gov when your application is mailed. This notification serves for information purposes only and does not constitute receipt validation. Applicants should not include any attachments to the email. If attachments are sent, they will not be read. HUD will not be responsible for receipt or review of the email.

4. *Delivery and Receipt Procedures.* The following procedures apply to the delivery and receipt of applications in HUD Headquarters. Please read the following instructions carefully and completely, because failure to comply with these procedures may disqualify your application. HUD's delivery and receipt policies are:

a. Hand deliveries will not be permitted.

- b. HUD will not accept or consider any application sent by facsimile.
- c. Packages must be sent using the following delivery services, Federal Express (FedEx), United Parcel Services (UPS) and overnight Express Delivery from the United States Postal Service.
- d. All deliveries must be received by 5:00 p.m. eastern time on or before the deadline date. Packages received after 5:00 p.m. eastern time on the deadline date will be considered late and not reviewed.
- e. Packages must be submitted to the address in Section IV.F.1, above.
- f. To ensure adequate time for delivery, applicants must place their application with the delivery service at least 48 hours in advance of the deadline date.
- g. Timely submission shall be evidenced via a delivery service receipt indicating that the application was placed with a delivery service at least 48 hours prior to the application deadline. Applications not meeting the timely receipt requirements and not meeting the timely submission requirement will not be considered for funding.
- h. Applications mailed to a location or office not designated for receipt of the application, which results in the designated office 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 packages to the appropriate office.

V. Application Review Information

A. Criteria

1. Threshold Requirements. 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.3 of this NOFA. Your application must receive a total score of at least 75 points to be considered for funding.

2. Award Factors. Each of the five factors is weighted as indicated by the number of points that are assigned to it. The maximum score that can be attained is 102 points, including a possible 2 bonus points. Applicants should be certain that each of these factors is adequately addressed in the project description and accompanying materials. To the extent feasible, include all of the needed information within your response to each rating factor. 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 that the reviewer can easily locate it.

3. Rating Factors.

a. **Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience (21 Points)**. This factor addresses the extent to which you have the ability and organizational resources necessary to successfully implement your proposed activities in a timely manner. The rating of your application will include any sub-grantees, consultants, sub-recipients, and members of consortia that are firmly committed to the project (generally, "subordinate organizations"). In rating this factor, HUD will consider the extent to which your application demonstrates:

(1) The capability and qualifications of key and supporting personnel (14 points). HUD will assess the qualifications of key personnel to carry out the proposed study as evidenced by academic and professional background, publications, and recent (within the past 10 years) research experience. Publications and/or research experience are considered relevant if they required the acquisition and use of knowledge and skills that can be applied in the planning and execution of the technical study that is proposed under this NOFA. HUD will also evaluate the

qualifications of supporting personnel such as statisticians and research assistants. Partner organizations will also be evaluated with respect to their qualifications and capabilities to successfully implement their proposed project roles. In responding to this rating factor, you must complete and submit Form HUD-96012 (Capacity of the Applicant and Relevant Organizational Experience). Please **do not** include the Social Security Numbers (SSN) of any staff members.

(2) Past performance of the study team in managing similar projects (7 points). HUD will evaluate your demonstrated ability to successfully manage various aspects (e.g., personnel management, data management, quality control, reporting) of a complex technical study, as well as your overall success in completing projects on time and within budget. If applicable, provide the number and title of any past OHHLHC grants or cooperative agreements, and describe their outcomes and your organization's performance in their implementation (e.g., whether they were completed on time and within budget). Also, describe the past performance of the organization (applicant and/or partners) on other projects related to residential environmental health and safety research, or other relevant experience. Provide details about the nature of the project, the funding organization, and your performance (e.g., timely completion, achievement of desired outcomes). You should also discuss the degree to which the results from past research have been used to develop new or improved methods or tools for residential hazard assessment or control. If your organization has an active OHHLHC grant or cooperative agreement, provide a description of the progress and outcomes achieved under that award.

If you completed one or more HUD-funded Technical Studies grants, your performance will be evaluated in terms of achievements made under the previous grant(s). If you have completed a previous HUD-funded Technical Studies grant but have not published the study

results in a peer-reviewed scientific journal, explain why the results have not been published or submitted for publication.

b. Rating Factor 2: Need/Extent of the Problem (15 Points). This factor addresses the extent to which there is a need for your proposed technical study. In responding to this factor, you should document in detail how your project will make a significant contribution towards achieving some or all of HUD's stated goals and objectives in Section I.B.1. (develop the most promising and cost-effective methods for identifying and controlling housing-related hazards, and build local capacity to operate sustainable programs) or for one or more of the topic areas described in Section III.C. For example, you should demonstrate how your proposed study addresses a need with respect to the development of improved methods for the assessment and control or addresses a need associated with an important housing-related health hazard, with an emphasis on the health of children and other sensitive populations such as seniors. This is especially important for applicants that are proposing to study a healthy homes topic that is not a topic of particular interest as described in Section III.C.1.b. Specific topics to be addressed for this factor include (five points for each item):

(1) A concise review of the research need that is addressed in your study and why it is a high priority with respect to the program. Identify which goals and objectives are addressed by the proposed study. For applicants that are conducting research with households in targeted communities, include available documented rates of illness or injury associated with the hazard or hazards that you are addressing within that community. Data should be provided for the relevant geographic area(s) (e.g., local, regional, state level), depending upon availability.

(2) A discussion of how your proposed project would significantly advance the current state of knowledge for your focus area. You should make clear how your proposed study would effectively build upon the current body of knowledge, especially the peer-reviewed literature.

(3) A discussion on how you anticipate your study findings will be used to improve current methods for assessing or mitigating the hazards under study. Indicate why the method/protocol that would be improved through your study would likely be widely adopted (e.g., low cost, easily replicated, lack of other options).

c. Rating Factor 3: Soundness of Approach (48 Points). This factor addresses the quality of your proposed technical study plan. Specific components include:

(1) Soundness of the study design (29 points). Clearly and thoroughly describe the design of your proposed study and identify the major objectives. Your study should be designed to address at least one testable hypothesis that is clearly stated. The study should be presented as a logical sequence of steps or phases with individual tasks described for each phase. Include an organizational chart in the material supporting your response to this rating factor. Your narrative should reflect the relevant scientific literature, which should be thoroughly cited in your application. Your proposed study will be judged in part on the soundness of the underlying body of research upon which it is based (e.g., is it based upon well-understood or poorly-understood associations from previous epidemiological studies?) and the clarity and soundness of your interpretation and summarization of this research base. Describe the statistical basis for your study design and demonstrate that you would have adequate statistical power to test your stated hypotheses and achieve your study objectives. Discuss your plans for data management, analysis, and archiving. Identify any important “decision points” in your study plan. You should demonstrate that it is clearly feasible to complete the study within the proposed period of

performance and successfully achieve your objectives. HUD has observed that studies can miss targeted performance timelines because of delays in the Institutional Review Board (IRB) approval process or unexpected difficulties with recruiting study participants, and delays in developing new laboratory methods or instruments. If applicable, describe actions that you will take to minimize the possibility that your study would experience delays in these areas (e.g., understanding likely IRB requirements in advance, planning on additional avenues for recruitment of participants, initiating the development of new methods/instruments).

If you are proposing to conduct a study that includes a significant level of community interaction (e.g., studies involving participant recruitment, survey research, environmental sampling on private property), describe your plan for meaningful involvement of the affected community in your proposed study. You should define the community of interest with respect to your proposed study and discuss why and how your proposed approach to community involvement will make a meaningful contribution to your study and to the community.

A list of design and implementation resources you may want to use is provided as Appendix C, Resources for Designing and Implementing Healthy Homes Demonstration Projects, of this NOFA.

(2) Policy Priorities (2 points). Indicate if your proposed study will address any of the FY 2009 policy priorities that are applicable to this NOFA (see Section V.B.2. of the FY 2009 **General Section** for additional details regarding these policy priorities). You will receive one point under Rating Factor 3(2) for each of the applicable FY 2009 policy priorities that are found in the FY 2009 **General Section** and applicable to this NOFA that are adequately addressed in your application. Policy priorities that are applicable to this NOFA are: (1) Providing Full and

Equal Access to Grass-Roots Faith-based and other Community Organizations in HUD Program Implementation, and (2) Participation of Minority –Serving Institutions in HUD Programs.

(3) Quality assurance mechanisms (7 points). You must describe the quality assurance mechanisms that will be integrated into your project design to ensure the accuracy, validity and quality of the results. Applicants that receive awards will be required to submit a Quality Assurance Plan to HUD. You should plan for this and include Quality Assurance activities in your study work plan. The Office of Management and Budget has reviewed and approved the Quality Assurance Plan template for this program in accordance with the requirements of the Paperwork Reduction Act.

(a) Discuss the major quality assurance mechanisms that are relevant for your proposed study. Examples of quality assurance mechanisms include, but are not limited to: procedures for selection of samples/sample sites, sample handling, use of quality control samples, validating the accuracy of instrumentation, measures to ensure accuracy during data management, staff training, and final validation of your dataset. If applicable, documents (e.g., government reports, peer-reviewed academic literature) that provide the basis for your quality assurance mechanisms should be cited. Identify who will have primary responsibility for drafting and ensuring compliance with the Quality Assurance Plan (QAP) and describe how the QAP will be used during the implementation of your study. It is preferable that the person that ensures compliance with the QAP be separate and independent from the project. Your application will be rated on the thoroughness, clarity, and validity of your proposed quality assurance activities, and their appropriateness for ensuring the validity and quality of the data.

(b) For the collection of data using surveys or other observational tools, describe the procedures that you will follow to ensure accurate data capture and transfer (e.g., transfer of data

from the field to a database). Also, describe any research done (or planned) to validate the instrument.

(c) Institutional Review Boards. In conformance with the DHHS regulation at 45 CFR part 46, if your research involves human subjects (including the use of informed consent or other interaction with occupants), your organization must provide proof (e.g., a letter signed by an appropriate official) that the research has been reviewed and approved (or deemed not to be a covered activity) by an Institutional Review Board (IRB) before you can initiate activities that require IRB approval. Before initiating such activities you must also provide the number for your organization's assurance (i.e., an "institutional assurance") that has been approved by the DHHS's Office for Human Research Protections (OHRP).

You do not have to provide proof of IRB approval with your application. If you do not have IRB approval yet, you should address how you will obtain such approval. Describe how you will obtain informed consent (e.g., from the subjects, their parents or their guardians, as applicable) and discuss the steps you will take to help ensure participants' understanding of the elements of informed consent, such as the purposes, benefits and risks of the research. Describe how this information will be provided and how the consent will be collected. For example, describe your use of "plain language" forms, flyers and verbal scripts, and how you plan to work with families with limited English proficiency or primary languages other than English, and with families including persons with disabilities. For additional information on what constitutes human subject research or how to obtain an institutional assurance see the OHRP website at <http://www.hhs.gov/ohrp/>.

(4) Project management plan (5 points). The proposal should include a management plan that provides a schedule for the clear and expeditious completion of major tasks, with

associated benchmarks and major study milestones, and major deliverables. If your application includes multiple organizations, you should identify the organization/person that has primary responsibility for completion of each of the major study tasks. 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). You should include plans for preparation of one or more articles for publication in peer-reviewed academic journals and submission of the draft(s) to the journal(s) after HUD acceptance. The final deliverable can be submitted to HUD during the agreed upon period of performance or during the 90-day closeout period following award expiration.

(5) Budget Proposal (5 points).

(a) Your budget proposal should thoroughly estimate all applicable direct and indirect costs, and be presented in a clear and coherent format in accordance with the requirements listed in the FY 2009 **General Section**. HUD is not required to approve or fund all proposed activities. You must thoroughly document and justify all budget categories and costs (Form HUD-424-CBW) and all major tasks, for yourself, sub-recipients, major sub-contractors, joint venture participants, or others contributing resources to the project. A separate budget must be provided for partners who are proposed to receive more than 10 percent of the federal budget request. Your application will be evaluated on the extent to which your resources are appropriate for the scope of your proposed study.

(b) Your narrative justification associated with these budgeted costs should be submitted as part of the Total Budget (Federal Share and Matching), but is not included in the 25-page limit for this submission. Separate narrative justifications should be submitted for partners that are

submitting separate budgets. If incentive payments are proposed for participants, you should explain and justify the proposed payment amounts.

(c) The application will not be rated on the proposed cost; however, cost will be considered in terms of whether costs are reasonable, allowable, and allocable under budget cost categories in accordance with OMB requirements; and, in addition to the rated factors, to determine the proposal most advantageous to the Federal Government. Cost will be the deciding factor when proposals ranked under the listed factors are considered acceptable and are substantially equal.

d. Rating Factor 4: Leveraging Resources (6 Points)

This factor addresses your ability to obtain other resources that can be combined with HUD's project funding to increase the effectiveness of the proposed study. Your proposal should demonstrate that the effectiveness of HUD's Healthy Homes Technical Studies grant fund is being increased by securing other public and/or private resources or by structuring the project in a cost-effective manner, such as integrating the project into an existing study (either funded by HUD or another source) that will be concurrent with your proposed study. Contributed resources must be shown to be specifically dedicated to and integrated into supporting study activities. Resources may include funding or in-kind contributions (such as direct labor, specialized facilities) allocated to the purpose(s) of your project. Staff and in-kind contributions should be assigned a monetary value. In assigning points for this factor, HUD will consider the significance of the leveraging in the context of the amount of federal funds that you are requesting. Newly contributed resources, devoted to supporting proposed study activities will be fully credited. Resources included from previous work, previous data bases, or other concurrent work which would be completed regardless of this proposed study, will be valued at no more

than 25% of their documented cost. Applicants proposing to contribute resources valued at 10% or more of the federal funds requested will receive the most points. You must complete and submit Form HUD-96015 (Leveraging Resources) to receive points for this factor.

You should provide evidence of leveraging/partnerships by submitting: letters of firm commitment, memoranda of understanding, and/or agreements to participate from those entities identified as partners in the project efforts. Each document must include the organization's name, proposed level of commitment (with monetary value) and responsibilities as they relate to specific activities or tasks of your proposed program. The commitment must also be signed by an official of the organization legally able to make commitments on behalf of the organization. Simple letters that only indicate support of the proposed study are not sufficient.

e. Rating Factor 5: Achieving Results and Program Evaluation (10 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 performance goals are met. Achieving results requires that you have clearly identified the expected outcomes of your project and interim performance measures for measuring progress in achieving the desired outcomes. Outcomes are ultimate goals, and outputs are interim activities or products that lead to the ultimate achievement of your goals.

Project evaluation requires that you identify program outcomes, interim products or benchmarks, and indicators that will allow you to measure your performance. Performance indicators should be objectively quantifiable and measure actual achievements against identified goals. You should also identify important study milestones (e.g., the end of specific phases in a multiphase study, recruitment of study participants, developing a new analytical protocol), which should also be clearly indicated in your study timeline. If appropriate, you can refer to the

benchmarks and milestones identified in the management plan that you provide as part of your response to Rating Factor 3, providing additional explanation, as necessary. In your response you should also identify potential obstacles in meeting your study objectives and related performance measures and discuss steps you would take to respond to these obstacles.

This rating factor reflects HUD's goal to embrace high standards of ethics, management and accountability. In evaluating this factor, HUD will consider how you have described the procedures you will follow to have reliable outcome measures and performance, so that the project will be recognized as being of high quality that provides benefits to the public.

In your response to this Rating Factor, discuss the performance goals for your project and identify specific outcome measures. Describe how the outcome information will be obtained, documented, and reported. You must complete and return the eLogic Model™ Form HUD-96010 included with the download instructions found as part of the application at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>. You must show your proposed project short-term, intermediate-term, long-term and final results. Instructions on the Logic Model are contained in the FY 2009 **General Section** and in Tab 1 of the electronic form. The form features drop down menus from which to select and construct the Logic Model response relevant to your proposal. In FY 2009, HUD will use the Matrix in Attachment 1 of the FY 2009 **General Section** to rate the quality of the Logic Model. The matrix provides for a sliding scale of up to 10 points based upon the quality of the submission, and identifies how the Logic Model will be rated in a standardized way across program areas.

f. **Bonus Points (2 points)**. Applicants are eligible to receive up to two bonus points for projects located within federally designated Renewable Communities (RCs), Empowerment Zones (EZs), or Enterprise Communities (ECs) designated by USDA in round II (EC-IIIs)

(collectively referred to as RC/EZ/EC-IIs), and which will serve the residents of these communities (see the FY 2009 **General Section**). In order to be eligible for these bonus points, applicants must meet the requirements of the FY 2009 **General Section** and submit a completed Form HUD-2990, with descriptive language in the budget discussion describing the actual work that is to be done in these communities.

B. Review and Selection Process

1. Corrections To Deficient Applications. If your application is found to have curable technical deficiencies, you will be notified on the procedures to follow to cure the identified deficiencies.

2. Rating and Ranking. Awards will be made in rank order for the Healthy Homes Technical Studies Program applications, within the limits of funding availability.

a. Partial Funding. In the selection process, HUD reserves the right to offer partial funding to any or all applicants. If you are offered a reduced grant amount, you will have a maximum of 14 calendar days to accept such a reduced award. If you fail to respond within the 14-day limit, you shall be considered to have declined the award.

b. Remaining Funds. See the FY 2009 **General Section** for HUD's procedures if funds remain after all selections have been made.

VI. Award Administration Information

A. Award Notices

1. Notice of Award. Applicants who have been selected for award will be notified by letter from the Office of Healthy Homes and Lead Hazard Control Grant Officer. The letter will state the program for which the application has been selected, the amount the applicant is eligible to receive, and the name of the Government Technical Representative (GTR). This letter is not an

authorization to begin work or incur costs under the award. An executed cooperative agreement is the authorizing document.

HUD may require that all the selected applicants participate in negotiations to determine the specific terms of the cooperative agreement, budget, and Logic Model. 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 you accept the terms and conditions of the cooperative agreement, you must return your signed cooperative agreement by the date specified during negotiation. 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.

Awardees will receive additional instructions on how to have the grant account entered into HUD's Line of Credit Control System (LOCCS). Other forms and program requirements will also be provided.

In accordance with OMB Circular A-133 (Audits of States, Local Governments and Non-Profit Organizations), grantees expending \$500,000 in Federal funds within a program or fiscal year must submit their completed audit-reporting package along with the Data Collection Form

(SF-SAC) to the Single Audit Clearinghouse, the address can be obtained from their website.

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

2. Debriefing. The FY 2009 **General Section** provides the procedures applicants should follow for requesting a debriefing.

B. Administrative and National Policy Requirements

1. Environmental Requirements.

a. Eligible Construction and Rehabilitation Activities.

(1) A FY 2009 Healthy Homes Technical Studies award does not constitute approval of specific sites where activities that are subject to environmental review may be carried out.

Recipients conducting eligible construction and rehabilitation activities must comply with 24 CFR part 58, “Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities”. Recipients that are States, units of general local government or Indian tribes must carry out environmental review responsibilities as a responsible entity under part 58.

Where the recipient is not a State, unit of general local government or Indian tribe, a responsible entity, usually the unit of general local government or Indian tribe, must assume the environmental review responsibilities for construction or rehabilitation activities funded under this NOFA. Under 24 CFR 58.11, where the recipient is not a State, unit of general local government or Indian tribe, if a responsible entity objects to performing the environmental review, or the recipient objects to the responsible entity 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. When HUD performs the review itself, following grant award execution, HUD will be responsible for ensuring that any

necessary environmental reviews are completed. See paragraph (2) below for additional assistance.

(2) For all cooperative agreements under this NOFA, recipients and other participants in the project are prohibited from undertaking, or committing or expending HUD or non-HUD funds (including HUD leveraged funds) on, a project or activities under this NOFA (other than activities listed in 24 CFR 58.34, 58.35(b) or 58.22(f)) until the responsible entity completes an environmental review and the applicant submits and HUD approves a Request for the Release of Funds and the responsible entity's environmental certification (both on form HUD-7015.15) or, in the case where the recipient is not a State, unit of general local government or Indian tribe and HUD has determined to perform the environmental review under part 50, HUD has completed the review and notified the grantee of its approval. The results of the environmental reviews may require that proposed activities be modified or proposed sites rejected. For Part 58 procedures, see <http://www.hud.gov/offices/cpd/environment/index.cfm>. For assistance, contact Edward Thomas, the Office of Healthy Homes and Lead Hazard Control Environmental Officer at (215) 861-7670 (this is not a toll free-number) or the HUD Environmental Review Officer in the HUD Field Office serving your area. If you are a hearing- or speech-impaired person, you may reach the telephone number via TTY by calling 1-800-877-8339. Recipients of a grant under these funded programs will be given additional guidance in these environmental responsibilities.

b. All other activities not related to construction and rehabilitation activities are categorically excluded under 24 CFR 50.19 (b)(1), (3), (5) and (9) from the requirements of the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and are not subject to environmental review under the related laws and authorities.

2. Conducting Business in Accordance with HUD Core Values and Ethical Standards. If awarded assistance under this NOFA, prior to entering into a cooperative agreement with HUD, 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. See the FY 2009 **General Section** for information about conducting business in accordance with HUD's core values and ethical standards.

3. Participation in HUD-Sponsored Program Evaluation. See the FY 2009 **General Section**.

4. HUD Reform Act of 1989. The provisions of the HUD Reform Act of 1989 that apply to this NOFA are explained in the FY 2009 **General Section**.

5. Procurement of Recovered Materials. See the FY 2009 **General Section** for information concerning this requirement.

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

C. Reporting

1. Post Award Reporting Requirements. Final budget and work plans are due 60 days after the start date.

2. Progress reporting. Progress reporting is required on a quarterly basis. 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. Project benchmarks and milestones will be tracked using a benchmark spreadsheet that uses the benchmarks and milestones identified in the Logic Model form (HUD-96010) approved and

incorporated into your award agreement. For specific reporting requirements, see policy guidance at: <http://www.hud.gov/offices/lead/>.

3. Racial and Ethnic Beneficiary Data. HUD does not require grantees to collect racial and ethnic beneficiary data for this program. Grantees conducting studies that do not involve people, such as those confined to the laboratory or certain types of environmental sampling, will not be required to submit Form-27061 to HUD. If, however, racial and ethnic data are collected and reported as part of a study funded under this program NOFA, you must use the Office of Management and Budget's Standards for the Collection of Racial and Ethnic Data as presented on Form HUD-27061, Racial and Ethnic Data Reporting Form (and instructions for its use), found on <http://www.hud.gov/offices/adm/hudclips/forms/files/27061.pdf>.

4. Tangible Personal Property Report. Grant recipients who purchase X-ray fluorescence analyzers or other 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.

5. Section 3. 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. Final report. The cooperative agreement will specify the requirements for final reporting (e.g., final technical report and final project benchmarks and milestones achieved against the proposed

benchmarks and milestones in the Logic Model which was approved and incorporated into your cooperative agreement).

7. Draft scientific manuscript(s). Grantees will be required to complete a minimum of one draft manuscript for publication in a peer-reviewed journal.

VII. Agency Contact(s)

For programmatic questions on the Healthy Homes Technical Studies program, you may contact Dr. Peter Ashley, Office of Healthy Homes and Lead Hazard Control, at 202- 402-7595 or via email at Peter.J.Ashley@hud.gov. For grants administrative questions, you may contact Ms. Curtissa L. Coleman, Office of Healthy Homes and Lead Hazard Control, at telephone 202-402-7580 or via email at Curtissa.L.Coleman@hud.gov. If you are a hearing- or speech-impaired person, you may reach the above telephone numbers through TTY by calling the toll-free Federal Relay Service at 1-800-877-8339.

VIII. Other Information

A. Other Office of Healthy Homes and Lead Hazard Control Information. For additional general, technical, and grant 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 per respondent for the application and

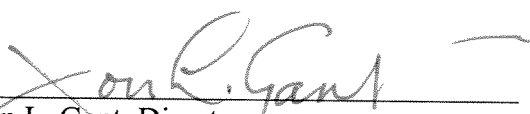
16 hours to finalize the cooperative agreement. This includes the time for collecting, reviewing, and reporting the data for the application. This information will be used for grantee selection.

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

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 a.m. and 5 p.m. 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).

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

Dated: MAY 29 2009



Jon L. Gant, Director
Office of Healthy Homes and Lead Hazard Control

[FR-5300-N-07]