

APPENDIX D
CHECKLIST AND SUBMISSION TABLE OF CONTENTS
HEALTHY HOMES AND LEAD TECHNICAL STUDIES GRANT PROGRAM

The following checklist is provided to ensure you have submitted all required items to receive consideration for funding. You must assemble the application in the order shown below and note the corresponding page number where the response is located. You must include this checklist and submission table of contents with your application.

<input type="checkbox"/>	Transmittal Letter (one-page limit)	Cover page
<input type="checkbox"/>	Applicant Abstract (limited to 2-pages; does not count towards 25-page limit)	_____
<input type="checkbox"/>	Checklist and Submission Table of Contents	_____
	Application Forms (to be included in Appendix 3)	_____
<input type="checkbox"/>	HUD Form 424	_____
<input type="checkbox"/>	Standard Form 424B (Assurances/Non-Construction Programs)	_____
<input type="checkbox"/>	HUD 424C (Budget Summary for Competitive Grant Programs)	_____
<input type="checkbox"/>	Budget Summary (Federal Share and Matching)	_____
<input type="checkbox"/>	HUD 2880 (Disclosure and Update Report)	_____
<input type="checkbox"/>	HUD 2990 (Certification of Consistency with the EZ/EC Strategic Plan)	_____
<input type="checkbox"/>	HUD 2992 (Certification regarding Debarment and Suspension)	_____
<input type="checkbox"/>	HUD 50070 (Certification for a Drug-Free Workplace)	_____
<input type="checkbox"/>	HUD 50071 (Certifications of Payments to Influence Federal Transactions)	_____
<input type="checkbox"/>	Form SF-LLL (Disclosure of Lobbying Activities) (Required)	_____
	<input type="checkbox"/> Form SF-LLL (Not required; see Appendix B of the General Section of the SuperNOFA)	_____
<input type="checkbox"/>	HUD Logic Model Form	_____
<input type="checkbox"/>	Race and Ethnicity Form	_____
	Rating Factor Response (25-page limit on entire narrative)	
<input type="checkbox"/>	1. Capacity of the Applicant and Relevant Organizational Experience	_____
<input type="checkbox"/>	2. Need/Extent of the Problem	_____
<input type="checkbox"/>	3. Soundness of Approach	_____
<input type="checkbox"/>	4. Leveraging Resources	_____
<input type="checkbox"/>	5. Achieving Results and Program Evaluation	_____
	Appendices	
<input type="checkbox"/>	Appendix 1 – Required materials in support of the Rating Factors (e.g., resumes of key personnel, organizational chart, letters of commitment) arranged in order by Rating Factor (three-page limit on resumes; these resumes do not count as part of the page limit)).	_____
<input type="checkbox"/>	Appendix 2 – Optional materials in support of the Rating Factors, arranged in order by Rating Factors (e.g., maps, letters of support, etc.) (20-page limit).	_____
<input type="checkbox"/>	Appendix 3 – Materials relating to the forms or budget materials (see Application Forms, above).	_____
<input type="checkbox"/>	HUD 2993 (Acknowledgment of Application Receipt)	_____
<input type="checkbox"/>	HUD 2994 (Client Comments and Suggestions) (Optional)	_____