

**Appendix C: Preparing Your Application****Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience**

In this rating factor, you should provide details about the following:

1. The skills and experience of the staff and the applicant organization;
2. A description of the participating organization, its roles and experience;
3. The past performance of the organization (applicant or partners) in another Healthy Homes or Lead Hazard Control grant, another grant related to environmental health and safety issues, or other experience in a similar program; include the name of the project, funding organization, amount funded and desired outcomes and results achieved in these projects;
4. The percentage of time each staff person or subcontractor will devote to the project. A staffing table or roster may be helpful to address this element. You may want to use the template provided as Worksheet 1 of Appendix B;
5. Level of involvement of the applicant organization in general oversight of the project and oversight of the partnering organizations;

**Rating Factor 2: Need/Extent of the Problem**

In this rating factor, you should provide details about the following:

1. The location of the target area(s) and the rationale for selecting these area(s); include backup documentation;
2. The number of children at risk of environmental illnesses or injuries, and the sources of this information;
3. The age and condition of the housing to receive interventions, and the sources of this information;
4. The number of low- and very low-income families and the demographic composition of families served by race, ethnicity, disability, size of family and ages of children, number of single-parent households in the target area(s);
5. Other socio-economic or environmental factors relating to need in the target area(s);
6. The relationship of the Consolidated Plan, Indian Housing Plan or the Analysis of Impediments to Fair Housing Choice (AI) to the request for assistance.

**Rating Factor 3: Soundness of Approach**

In this rating factor, you should provide details about the following:

1. A project work plan that identifies tasks, deliverables, and quality assurance activities and describes how the applicant will organize and perform Healthy Homes activities;
2. A schedule of deliverables and project milestones;
3. The target population for the project and the selection criteria involved, and the relationship of the activities to "Need/Extent of the Problem" as established in Rating Factor 2;
4. The number of families or individuals to be enrolled and/or units to receive assessment and interventions;
5. The rationale for selecting hazards of concern and intervention methods;
6. The mechanism for funding assessments and interventions;

7. The costs/unit for intervention;
8. The medical case management process, if applicable;
9. The process used to develop work specifications;
10. The temporary relocation plan, if appropriate, that includes who will decide on the need for relocation and the source of funding for relocation. Indicate how you will distinguish between temporary and permanent relocation and the benefits to be provided;
11. Awareness, outreach and education activities;
12. A discussion of project evaluation, data collection, and outcome analysis;
13. The proposed budget, with justification of costs by task;
14. Actions to affirmatively further fair housing;
15. Provisions for employment and economic development opportunities for low- and very low-income individuals;
16. Mechanisms for communication between the applicant organization and partners; and
17. The coordination of activities in this project with other similar projects being performed by the applicant or partnering organizations;

**Rating Factor 4: Leveraging Resources**

In this rating factor, you should provide details about the following:

1. Identify participating faith-based and community-based organizations and other private sector organizations that will contribute time and resources to the project;
2. Include (in Appendix 1 of your application) letters of commitment or memoranda of understanding from organizations. These letters must provide details about resources to be contributed and a dollar amount for the contributed (in-kind or matching) resources. (Letters of support that do not provide a dollar amount of contributed funding should be included in Appendix 2 of your application.);
3. Applicants should provide a discussion of their plans to enhance or expand partnership efforts under this application;
4. Describe how the effectiveness of grant funds will be increased as a result of leveraged efforts; and
5. Describe any existing or potential Community Reinvestment Act funding mechanisms.

**Rating Factor 5: Achieving Results and Program Evaluation**

In this rating factor, you should provide details about the following:

1. Desired outcomes for your project;
2. Mechanisms for collecting and archiving data to develop the outcome analysis; and
3. Include a Logic Model in this Rating Factor. (Information about developing a Logic Model is available at <http://www.hud.gov/>), and in the General Section of this SuperNOFA.

A tabular summary of the Rating Factors and Bonus Points is provided below.

Rating factor	Points
1. Capacity of the Applicant and Relevant Organizational Experience .....	20
2. Need/Extent of the Problem .....	15
3. Soundness of Approach .....	40
4. Leveraging Resources .....	10
5. Achieving Results and Program Evaluation .....	15
Empowerment Zone and Enterprise Community Bonus Points	2
Total .....	102

**Appendix D: References**

To secure any of the documents listed, call the telephone number provided. A number of these references are provided on HUD's CD, "Residential Lead Desktop Reference, 3rd Edition." This CD can be obtained at no charge by calling the National Lead Information Clearinghouse, 1-800-424-LEAD.

**Regulations**

1. *Worker Protection*: The two Occupational Safety and Health Administration (OSHA) publications listed below can be purchased by calling either OSHA Regulations at 202-693-1888 or the Government Printing Office (GPO) at 202-512-1800 (these are not toll-free numbers).

(a) General Industry Lead Standard, 29 CFR 1910.1025 (Document Number 869022001124). This document can be downloaded without charge from the OSHA Web site at [http://www.osha-slc.gov/OshStd\\_data/1910\\_1025.html](http://www.osha-slc.gov/OshStd_data/1910_1025.html);

(b) Lead Exposure in Construction, 29 CFR 1926.62, and appendices A, B, C, and D (Document Number 869022001141). This document can be downloaded without charge from the OSHA Web site at [http://www.osha-slc.gov/OshStd\\_data/1926\\_0062.html](http://www.osha-slc.gov/OshStd_data/1926_0062.html).

2. *Waste Disposal*. A copy of the EPA regulations at 40 CFR parts 260-268 can be purchased by calling 1-800-424-9346 (this is a toll-free number) or downloaded without charge from the EPA Web site at <http://www.epa.gov/docs/epacfr40/chapt-1.info/subch-1.htm>.

**3. Lead.**

(a) Requirements for Lead-Based Paint Activities in Target Housing and Child-Occupied Facilities; Final Rule: 40 CFR Part 745, (EPA) (Lead Hazard Standards, Work Practice Standards, EDP and State Certification and Accreditation programs for those engaged in lead-based paint activities). Can be purchased by calling the Toxic Substances Control Act Hotline at 202-554-1404 (this is not a toll-free number) or downloaded without charge from the EPA Web site at <http://www.epa.gov/lead>.

**Guidelines**

1. Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing; HUD, June 1995, and amended September 1997. These guidelines can be purchased by calling 1-800-245-2691 toll free or downloaded without charge from the HUD Web site at <http://www.hud.gov/offices/lead>.