

APPENDIX E. CHECKLIST AND SUBMISSION TABLE OF CONTENTS**CHECKLIST AND SUBMISSION TABLE OF CONTENTS
HEALTHY HOMES DEMONSTRATION 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 the proposal.

<input type="checkbox"/>	Transmittal Letter (limited to one page)	Cover page
<input type="checkbox"/>	Applicant Abstract (limited to a 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"/>	Form HUD 424 (Application for Federal Assistance)	_____
<input type="checkbox"/>	Form HUD 424B (Assurances/Non-Construction Programs)	_____
<input type="checkbox"/>	Form HUD 424-C (Budget Summary for Competitive Grant Programs)	_____
<input type="checkbox"/>	Form HUD CBW (Budget Worksheet)	_____
<input type="checkbox"/>	Form HUD Logic Model Form	_____
<input type="checkbox"/>	Form Ethnicity and Race Data	_____
	Rating Factor Response (Total narrative response limited to 25 pages.)	
<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 material in support of the Rating Factors (e.g., resumes of key personnel, organizational chart, letters of commitment) arranged in order of Rating Factor. Does not count towards the 25-page limit; resumes limited to 3 pages each.	_____
<input type="checkbox"/>	Appendix 2 – Optional material in support of the Rating Factors, arranged in order of Rating Factors, e.g., maps, letters of support. The 20-page limit applies to this Appendix.	_____
<input type="checkbox"/>	Appendix 3 – Material relating to the forms, or budget material. (See Application Forms, above.)	_____
<input type="checkbox"/>	Form HUD 2993 Acknowledgment of Application Receipt	_____
<input type="checkbox"/>	Form HUD 2994 Client Comments and Suggestions (Optional)	_____