

HUD HEALTHY HOMES TRIBAL NOFA Q&A WEBINAR TRANSCRIPT
June 20, 2018

PHIL JALBERT: Welcome, everyone, to this webinar to present and discuss HUD's NOFA on Tribal Healthy Homes. My name is Phil Jalbert. I'm the Center Director for the Center for Outreach here at EPA's Indoor Environments Division, and I will be your moderator for today. Before we go any further, though, I'm going to turn over the webinar to our technical support contractor, Erin, who's going to walk you through how to use the webinar Q&A pane. Erin?

ERIN BROWN: Thank you, Phil. I'd first like to draw everyone's attention to the audio box here. There are two ways to use your audio. You can use your computer's audio, following the directions in the box; or use your telephone by dialing a phone number, providing the access code and entering an audio PIN shown on your screen after joining the webinar. We do have technical support available via the chat pane, which I'll show you now. For new questions for our presenters, please use the question feature on the side of your screen. You can also use this feature, like I said, to connect with EPA's contractor support for technical troubleshooting during the webinar. Phil, I'll send it back to you.

PHIL JALBERT: Thank you, Erin. So, I'm going to spend a minute or two here outlining for you the way the afternoon is going to roll out. The first thing I want to repeat is that all participant lines are muted. There will be no live interaction between participants and the presenters. As Erin pointed out a moment ago, all of your questions will be posed through the webinar pane and answered verbally by the HUD staff. We'll begin answering questions that you have posed through the webinar pane at the end of the HUD presentation. HUD may be able to answer some of today's unanswered questions after the webinar is over, and if so, we will make you aware of those being available through an email update about this webinar. The webinar is being recorded. A link to the audio file will be provided and then followed up with a GovDelivery message. I'd like to point out that if you are not a subscriber to our GovDelivery email update system, it's very easy to do so and is the best way to stay in touch with us and stay connected with not only this webinar, but its outcomes. You can find the subscription option on our landing page, and Erin, if you could go to the next slide? At the very bottom of the page there you see our

Web address for our IAQ landing page. If you visit that page, in the upper right-hand corner you'll see an option to opt into an email update. Once you're there, you will have the opportunity of subscribing to any one of 20 topics; one of those 20 topics is Tribal Healthy Homes. So, I would encourage you to do that if you haven't already become a subscriber. That is the mechanism we will be using to communicate with folks following this webinar. The other thing I want to point out is that on that very same webpage, on the lower right-hand section, is an update about this webinar that gives you a link to a second page which contains the table of contents for this NOFA as well as the slide deck that HUD will be using today. So, if you're having trouble seeing the slides that HUD is presenting via the webinar, you can always look at the slides or download the slides from our website. Erin, would you please put up the first of the HUD slides?

ERIN BROWN: Sure. One moment, please.

PHIL JALBERT: Very good. Thank you. Please welcome our two presenters today: Michelle Miller and Jerry Freese of HUD's Office of Lead Hazard Control and Healthy Homes. Michelle? Jerry? The presentation is yours.

MICHELLE MILLER: Thanks. This is Michelle Miller. I'm the Deputy Director for the Office of Lead Hazard Control and Healthy Homes.

JERRY FREESE: And this is Jerry Freese. I'm a government technical representative in the Office. So welcome, everybody. We're glad you could make it today.

MICHELLE MILLER: And we're very excited to be able to provide this webinar on the funding that we have available. This is the first Healthy Homes Production NOFA that we've made available specifically for tribal housing, so we're really excited about not only the opportunity, but to be able to possibly work with you all. Next slide? The purpose of the presentation today is to provide an overview of the 2017 Health Homes Production NOFA for tribal housing, also to increase the awareness of the funding opportunities available, and provide general information on the application process to potential applicants.

JERRY FREESE: Next slide? We wanted to inform you: there are some restrictions about what we can talk about today. Under the HUD Reform Act, in order to avoid providing an unfair advantage to

any prospective applicants, there will be limitations on what we can present about the NOFA and what we can answer about it. Webinar participants should avoid questions designed to obtain information that would benefit their individual applications. HUD staff will not be permitted to answer such questions neither during this webinar nor any other time. We will answer everything we can but if we don't answer your question, please understand that we have to adhere to this policy.

MICHELLE MILLER: Next slide? The items that we're going to cover today is a general program overview of the NOFA and the funding available, the program's purpose, applicant eligibility criteria for review, description of match funding requirements, and grant award amounts. Next slide? We'll also be covering the rating factors that will be used in this application; application submission requirements; and like they mentioned earlier, we will have time for questions at the end.

JERRY FREESE: Next slide? So, a general overview. Participants that we would want you to recruit for this program in your target areas and neighborhoods would any families with an income at or below 80 percent average median income. This is established by HUD on a yearly basis and should be available to you through your HUD representatives. We tried to make this requirement as broad as possible; some of our other programs actually go to a lower income, but we wanted to make sure this reaches as many people as possible. This program specifically targets health and safety in residential housing. Inspections will be required to show the need for the interventions that you propose to do under the grants. Standard federal procurement requirements will apply as detailed in 2CFR200, which I'm sure at this point everybody knows about, unfortunately.

MICHELLE MILLER: The purpose of the program is to protect vulnerable residents from housing-related health and safety hazards, specifically looking at children and the elderly; also, to identify and remediate priority housing-related health and safety hazards—as Jerry mentioned, there does need to be an inspection or assessment of the properties to be able to identify and remediate the hazards that are necessary; also, promote cost-effective and efficient Health Homes methods; to provide public education and outreach to the community in the target area that you're working in; to build local capacity—that's not only possible staff but also could be building local contractor pools and folks that may be able to do

the Health Homes remediation work that you're looking for; also, to promote the integration with other housing and health programs such as weatherization, community development block grant funding, or...

JERRY FREESE: Indian development.

MICHELLE MILLER: ...ICDBG funding, and also to build partnerships. You may have current partnerships, but also the purpose of the grant funding and the program is to help build and enhance partnerships that you have locally.

JERRY FREESE: Next slide, please? So, eligibility criteria. The NOFA details this in quite a bit of detail but we wanted to go over the basic requirements here. Organizations that are eligible to apply are Native American tribal governments as recognized by the federal government; other tribal organizations other than the federally recognized ones. So basically, eligible applicants will be any tribe, band, group, or nation, including Alaska Indians, Aleuts, and Eskimos; any Alaska native village of the United States which is considered an eligible recipient under Title I—and I'm not going to read all of that, but you know what I mean...if you know what I mean. So, any of these organizations, any of the tribes, any of the bands are eligible for application under this program.

MICHELLE MILLER: And one thing I want to note in addition to the information that Jerry had mentioned, that on page 7 of the NOFA under the definition section, there is a specific definition of tribally designated housing entities or Native American tribal organizations. I would refer you to that, as well as what we mentioned in the NOFA, Section III.A has additional information.

JERRY FREESE: There will be two conditions that would be basically ineligible: one, if you put in duplicate applications. How we do this here in our program is: we understand that at times you may have submitted an application and then after you've submitted it you realize you made a mistake or you wanted to update it and then you submit another application. In that case, what we would do is we would throw out the first one and we would review the last one that has been submitted.

MICHELLE MILLER: Just to clarify that, if you submit multiple applications, we will take the last eligible application that's submitted before the due date...

JERRY FREESE: The due date.

MICHELLE MILLER: ...or the due date and time of when the NOFA closes. So if you submit multiple applications, we will take the last submitted application that is submitted before 11:59:59 on July 18.

JERRY FREESE: Yeah. Also, only the groups that we've mentioned above and that are detailed in the NOFA are eligible to apply. Individuals are not eligible to apply under this program. This is not an individual grant program. Next slide, please?

MICHELLE MILLER: This just talks a little bit about the match requirements. This program does have a match requirement. It is similar to what we have as a match requirement for our lead hazard control grant programs. It is a 10 percent match requirement. You must use non-federal sources of funding to provide that match. The exception of that non-federal description is ICDBG for CDBG, which is not considered to be designated as federal funding; it's considered to be designated as local funding, so that funding would be eligible. You do have to provide documentation of match sources. It is outlined in Section III.B, the type of documentation that is necessary and should be included. I'm sorry, next slide.

JERRY FREESE: So, how much money do we have available? For this round we have a total of \$12 million available to give out. The maximum award that you can request is \$1 million, the minimum amount would be \$500,000. We're expecting to award anywhere from 12 to 14 grants under this program, and you will have 36 months to spend the money and to perform under the program.

MICHELLE MILLER: Successfully. [laughs]

JERRY FREESE: Successfully perform, yes. Next slide, please?

MICHELLE MILLER: Just some general, basic program information. In addition to the 10 percent match requirement, there is a 10 percent administrative cost cap that's allowed on the grant funding, so no more than 10 percent of your federal award can be spent on administrative costs. There's also a 65 percent...65 percent of the federal funds must be spent on Healthy Homes activities; those activities and costs are outlined in Sections III.E.b. It's very specific about the types of activities that are included as direct Healthy Homes activities, and also you must ensure that units and applicants are

eligible. So as Jerry mentioned, as far as applicant eligibility, you must ensure that residents or property owners are at or below 80 percent of the area median income, and they must also meet unit eligibility.

JERRY FREESE: Next slide, please. So, we're going to just over the high points of the main part of the application and the rating factors.

MICHELLE MILLER: But in it, just to jump in real quick.

JERRY FREESE: Okay.

MICHELLE MILLER: One thing to note is that within this NOFA, it does differ significantly from the typical NOFAs you may have seen from our Office. We typically have five rating factors that we have required in applications; for this particular NOFA we have three. So, Jerry will go into the first one, but I did want to make note that this quite a bit different than what we've had available in the past. And so, just to make people aware of that.

JERRY FREESE: You beat me to it. I was going to go over that. [laughs]

MICHELLE MILLER: Right. Sorry!

JERRY FREESE: Because I wanted to brag about the fact that we simplified our process.

MICHELLE MILLER: I know.

JERRY FREESE: We're pretty proud of this, and it should make you applying to this grant much easier. So in Rating Factor 1, this is where you're going to tell us about you: who you are, who your partners are, what your experience is in the past, who your personnel are, who your staff is. Basically: who's going to run the grant, who's going to help you run the grant, and what have you done in the past that is relevant? I mean, I could through all of these bullet points, but what I just said covers it. You are going to tell us a story, and that story is going to be who you are and tell us your experience as to how you're going to be able to run this program. This is going to be the meat...the main...well, there's three rating factors, but this is the one that's really going to tell us who you are and help us judge that you're going to be able to run this program successfully. So, if I were to say which of these rating factors you need to spend the most time on, this would be the one because we don't know who you are. We're only going to know who you are by reading what you put into this section, so pay attention to Rating Factor 1

very closely, answer the questions in order, and give us the best possible explanation of your organization, your staff, and your experience that you can do. We're also very interested in who your partners are, so we want you to do the same thing about your partners. Tell us who your partners are, tell us...next slide, please...I'm sorry. I'm getting ahead of myself. Tell us who your partners are. Tell us what experience they have. Go ahead.

MICHELLE MILLER: One of the things that we do know with both our lead hazard control and Healthy Homes programs is that you can't do this work on your own, so having effective partnerships is critical to the success of your program. So, that is why...that is one of the factors that we do want to look at very closely as part of the application. What is your partner's capacity? Do you have relationships with tribal epidemiology centers? Do you work with an urban health center and an urban tribal health center in your area? All of those types of things are very important, and we will utilize that in part of the rating. Also, other relevant organization experience: what other grant programs like this or what other health and housing programs has your organization implemented, worked on, been a part of? Tell us about that. What was the success? What was it that you were doing? So, all of those things will be very important. As you see, Rating Factor 1 is worth a total of 40 points overall. It is broken down into three sub-factors: those sub-factors being the capacity of the applicant being worth 20 points, the partner capacity being worth 10 points, and then the relevant organizations experience being worth 10 points. Next slide?

JERRY FREESE: So, Rating Factor 2 gets into the need of the organization and the neighborhood and the target area that you're going to be working in. You're going to provide us demographic data, some housing data, and some other data on some various data points that we'd like to see that are health and safety issues and other things, and by giving us the most complete data in this section we're going to be able to judge in comparison and rank your organization against another organization about who has the highest need for this money. So as you're going through this—and this is worth 30 points, so this is a significant amount of points—give us all of the data points that we ask for, please. This will give us the best and most complete picture of your target area, your target population, and the extent of the need in your area. Everybody, of course, thinks that their need is the highest, which is why we ask for this kind of

information so that we can compare and contrast all the different applicants to see who...we know everybody has need and if it was up to us and we had an unlimited amount of money we would award a grant to everybody, but we only have a limited amount of money, so we have to go to the people who have the most need to begin with. So if you're going through this...

MICHELLE MILLER: You need to make the case for what the need is for your area and document that.

JERRY FREESE: Next slide, please?

MICHELLE MILLER: The last rating factor is about the financial management. How is your program going to be fiscally responsible for your grant funds? How are you going to spend this funding in the most reasonable and appropriate way for the type of projects that you are proposing? Rating Factor 3 is worth 30 points. You do need to submit a HUD form 424 CBW. It is available within the application packet...

JERRY FREESE: Yes.

MICHELLE MILLER: ...on grants.gov. On that form you're able to really provide a detailed estimate of the cost that you believe your program will have. Next slide. In addition to the 424 CBW, you also need to discuss your financing strategy. What types of assistance will you provide to homeowners or renters? How will you ensure that they meet eligibility requirements? And how will you prioritize the different remediation in the units that you're working in? Next slide?

JERRY FREESE: We also want to see a bit of a discussion on how you're going to ensure to us your financial accountability. In other words, explain how you do your accounting. How does the funding flow? In other words, how are you going to, once the contracts are let, once the work is being done, how is that money going to get from your accounts to the contractor accounts? How are they going to get paid? How are you going to document that the contractors get paid? What kind of records are you going to keep so that when you apply to us for a reimbursement of that money, that if any time we want to come out and examine your accounts we'll be able to see all of the source documentation. We also want to know who's going to be doing this for your organization. Who's going to be the financial person, whether it be a staff

accountant or just a bookkeeper, whoever—whoever’s going to be responsible for it—because this person is also going to be responsible to be registered in our lock system, which is a system we use for draw-downs, so they will be the one responsible for submitting these applications for reimbursement. And we want to see a plan. While we’re giving you this money and we don’t want any of it back once you’ve spent it correctly, if in fact you have a project where the person does not meet your requirements after you’ve done the...go ahead.

MICHELLE MILLER: Or if they don’t comply with the program requirements that you’ve set, how are you going to provide oversight and accountability of that funding to ensure that your program continues to be eligible and utilizes the funding for eligible activities?

JERRY FREESE: Next slide.

MICHELLE MILLER: Some of the basic highlights of the application submission requirements. As we mentioned before, the applications are due on or before July 18 at 11:59:59; we like to be very precise in that. You do need to be registered on grants.gov, so if you are not registered on grants.gov, please make sure to do that early; that way you can make sure to get all of that taken care of. If you need to request a waiver of the electronic submission, if you need to submit a hard copy, you need to submit a request to do that. You would need to make that request 15 days prior to the due date of the application, so I would suggest submitting that around the 1st of July. Just a couple of things to note. The CFDA number for this particular notice of funding availability is 14.913; you will have to note that on the application document within grants.gov. There is a 15-page maximum for the application. It does need to be 12-point font, double-spaced, with 1-inch margins.

JERRY FREESE: Times New Roman.

MICHELLE MILLER: It has to be Times New Roman font. Applicants have to be registered in SAM, which stands for...

JERRY FREESE: I don’t know. It’s the registration system at grants.gov. We don’t know what that acronym is, and we’re government workers; we should know that.

MICHELLE MILLER: We can find that. You also need to have a DUNS number, so make sure that you are registered in grants.gov, that you have your SAM registration and a DUNS number for your agency. Next slide?

JERRY FREESE: And we're up to questions.

MICHELLE MILLER: Oh, good timing. Alright, so we will open it up for questions.

Q&A

PHIL JALBERT: And we are getting a list of these questions as we've talking. As an aside here, we may not be able to get to all of these today or some of these may require longer answers than what we'll be able to give over the webinar, so we are going to work on all of the answers in written format after the webinar so that we can get as many of these answered as possible. So, if your question doesn't get answered during the webinar, we will do everything we can to do it in writing afterwards.

MICHELLE MILLER: I do want to say "thank you" to someone who provided the full name for the SAM—it's the Systems Award Management system—so thank you for providing that information for us. Okay, so the first question that we have is: *We have a letter from the Bureau of Indian Affairs dating our tribal organization as eligible under Title I of the Indian Self-Determination and Education Assistance Act. This letter is signed and dated June 3, 2016. Can we submit this letter, or do we need to submit one with a new date?* I believe that you can submit that one. Let me double-check one thing. We didn't specify a specific date that needed to be on the letter, so as long as it's the most current letter that you have, provide that.

JERRY FREESE: Next question, and I'm going to paraphrase this: *Somebody is bringing up the fact that smaller tribes may not be able to come up with a 10 percent match because that might be a lot of money to them.* What I would suggest in this case, then, is if at all possible get a group together or...

MICHELLE MILLER: Well, I think one thing that's important and one thing that's outlined a little bit more in the NOFA than what we talked about is ways to provide that 10 percent match requirement. It doesn't always have to be hard cash funding. It can be in-kind, it can be material discounts

or complete discounts of items or services by suppliers or individuals. So, there are different ways to provide that match funding, and it's specifically outlined in Section III.B. But I wanted to, on page 11 under Permissible Match Contributions, there's three things outlined that are eligible. You can have contributions from property owners, donations like we had mentioned about in-kind or donated supplies, and also third party in-kind contributions.

JERRY FREESE: And even the discounts the suppliers will give the contractors for supplies can be used as match. So in other words, if the retail value of a window is \$200 but they will sell it to the program for \$150, if you document that fact, that \$50 is an eligible match; and there's a lot of suppliers that will do that, depending on the program, especially on the volume of the amount of materials.

MICHELLE MILLER: There's also times in which staff time will be provided as in-kind, so if staff are funded under a different source of funding that can be utilized for this grant program, sometimes that can be utilized as a match source as well.

JERRY FREESE: The next question is: *Can match funds be used to cover administrative costs?* Short answer.

MICHELLE MILLER: One thing to mention, though. Anything that's considered a match amount would be something that would be an eligible cost under the grant program. So, make sure that you really pay attention to the information on cost categories within the NOFA, and it outlines what are eligible costs and activities of the grant programs. As long as it's an eligible cost that would be under the grant program, it would be an eligible match source. Of course, again, it can't be other federal funding, so it has to be an eligible source of funding and an eligible use of funding to be counted as your 10 percent match. Somebody had asked a question about the due date. Because the funding was 2017 funding we really wanted to make sure that we got this funding out as quickly as possible to the tribes, so we apologize for the short turnaround time, but we do want to get this funding out as quickly as possible so that you can begin using it.

JERRY FREESE: Our next question: *Do we need both a program director and a program manager?* Not really, we just have that general requirement in there for our lead programs because

they're much bigger and somebody generally has to supervise the manager, especially if they're only on it 75 percent of the time. That's why we have that in there. But if you can give a good reason why you don't need a director, whether it's shortage of staff or your program manager is very capable, we don't see any reason for that. Sorry, I'm just reading through some of these.

JERRY FREESE: *Rating Factor 2 asks for data responses in table format: Do you also expect a narrative of need?*

MICHELLE MILLER: The narrative is really for your benefit so that you can provide justification or additional information as to what the need might be in your area. Maybe your need might not seem high or maybe you don't have a lot of data for a particular point of data. Why don't you have that information? What can you share about the need in your area regarding both housing the people that you serve and the health and safety hazard?

JERRY FREESE: Or if there's something that the data doesn't cover that we should know about, put that in the narrative. It doesn't have to be a long narrative, just something to explain to help us out.

JERRY FREESE: *Do you need to provide a budget narrative separate from the CBW?* Yes. We'd like you to provide a budget narrative to explain each of the line items in the budget. In other words, who are the staff? What are each of the staff doing? What are the organizations doing, if you have other partners on the budget? What exactly is each line item in the budget for? That's why we want to see a budget narrative.

MICHELLE MILLER: I do want to clarify one question on the requirements of the program manager and program director. A program manager and a program director are key staff that are required, but again, they may not completely be...maybe the program director isn't completely paid out of the grant. Maybe that's an in-kind match that comes from another source of funding, but it is somebody to oversee the program and to help ensure that the program is being implemented eligibly.

JERRY FREESE: The next question is: *Are TDHEs eligible to apply directly with a tribal resolution authorizing them to do so?*

MICHELLE MILLER: You would again need to provide that documentation designating you as a tribal organization and provide that documentation with your application.

JERRY FREESE: *The NOFA doesn't define housing-related health and safety hazards, although it seems like the NOFA moves beyond lead-based paint. Do you think it can be used for the identification and remediation of mold?* Yes. Absolutely

MICHELLE MILLER: All of the housing-related health hazards—health and safety hazards—have to be tied to housing, so any hazard that is tied to housing would be eligible under the grant program. And again, we had mentioned earlier that you do have to do an inspection/assessment of the property in order to help identify what the hazards are, so that will be a critical component of your program.

JERRY FREESE: *Is remediation of mold or other contaminants only supposed to be on houses built before '78, or does that date only apply to lead-based paint?* The restriction applies to lead-paint. I believe we would allow mold or other contaminations for houses built after '78 to be an allowable cost. If we said something different, I don't think we meant to do that.

JERRY FREESE: *Is the grant applicable to radon testing or for affordable housing units that test high for radon?* Yes. *What is the difference between a subcontractor and a subrecipient?* Somebody's paying attention today. [laughs] Yeah, they know 2CFR200. This can vary from situation to situation, but generally a subcontractor is somebody who you are procuring goods or services from. A subrecipient would be or could be generally either another governmental agency, another tribal agency, a non-profit, or somebody like that who would be partnering with you.

MICHELLE MILLER: To carry out the activities of the grant program.

JERRY FREESE: So in other words, the subrecipient would also be making programmatic decisions, whereas a subcontractor would be merely doing work for money. That's the simplest way we can say that.

MICHELLE MILLER: *Can the funds be used for future housing development?* It has to be existing housing that you can do an inspection on to be able to determine what the hazards might be. So no, it is for existing housing.

JERRY FREESE: *What would be some safety and health issues that this grant would cover?* We've already mentioned mold.

MICHELLE MILLER: I would refer folks to our website and resources that we have available on the Healthy Homes rating system. That might be the best possible resource for you, because it is an issue that has often happened: Healthy Homes is quite a broad topic area. So, it could be a wide variety of things, and it's best to refer to the resources that we have available on our website.

MICHELLE MILLER: *Will the PowerPoint presentation be available?* Yes. It will be available, as Phil mentioned, on EPA's website: www.epa.gov/indoor-air-quality-iaq.

MICHELLE MILLER: *On page 9, the NOFA states two different project start and end dates. Which one is correct?* I have to apologize because I'm not sure what happened on there, but you can anticipate the funding to be awarded by the end of the fiscal year which is September 30, so the programs would start slightly after that. The main point for you all to utilize is that you have a 36-month period of performance, and you should use that as your guide for determining your project.

JERRY FREESE: *Can a subcontractor or a subrecipient be in charge of the financial management portion of the grant on behalf of the tribe?* Short answer is no. If the tribe is acting as a pass-through for the grant and hiring somebody to run the grant for them, that is very acceptable; we have a number of grantees that do that. But the primary grantee is still the responsible entity, and we would expect at minimum the finances need to come through the tribe or the organization.

JERRY FREESE: *Is the 15-page limit only for the narrative?* Yes.

MICHELLE MILLER: *On page 38 of the NOFA it states one FTE equals 2,087 hours per year. Is this correct or should it be 2,080?* It should be 2,080 for a full-time employee.

JERRY FREESE: We only had about three dozen people proofread this thing and we all missed that. Sorry.

MICHELLE MILLER: *Is the 15 pages meant only for the narrative?* Yes, it is. It does not include your attachments or appendices, but note that what will be used for rating and review is the 15-page narrative. If information or responses to the NOFA are provided past the 15-page limit or as your appendices and other documents, that will not be used as your rating.

MICHELLE MILLER: *Can you use these funds to clean a tribal housing unit that was recently occupied and you don't yet have a tenant?* Yes, it could be on unoccupied units, it can be rental units, they can be currently occupied or they can be vacant.

MICHELLE MILLER: *In Rating Factor 1 for describing your partner or partners, the NOFA asks to provide an example of completed comparable housing development projects in which the housing implementation entity has primary responsibility for implementing day-to-day development. What if that has never been a role?* Then you would explain that. Maybe you have a partner that you want to be working with or you want to start a relationship with. You would document that and explain that as part of your narrative.

MICHELLE MILLER: *There's a question about allowable tasks or costs for older housing built in the '60s or '70s and they are concerned about lead in pipe beams and lead in pipes in remediation... would it be allowable?* Like with our lead hazard control grant program, we provide Healthy Homes supplemental funding to those grantees. The Healthy Homes funding identifying and addressing lead in pipes or plumbing would be an allowable cost, but again you would be documenting it and you would be doing an inspection/assessment and be documenting what the hazard is to be able to utilize your funding to address that. So, the Healthy Homes funding is different from our lead hazard control funding in that you can address lead hazards other than just lead-based paint.

JERRY FREESE: And to document that you would probably need to do water tests using the EPA standards. That would be the best test to do.

MICHELLE MILLER: *Can households that are over income still benefit for some parts of the grant such as community-wide educational activities or community-wide outreach?* Of course. A lot of times you might be doing an outreach event. People there may not...you may not get income-eligibility

information on the attendees at an event that you may have, so you could reach a wide range of people with your outreach and education for the grant program.

MICHELLE MILLER: Somebody noted that their session is being recorded. *Will there be a link to persistent?* Yes. Again, that will be available on the EPA Indoor Air Quality website.

JERRY FREESE: *Does an allowable cost include replacement and update of HVAC systems?*

MICHELLE MILLER: That would be a housing-related health hazard.

JERRY FREESE: Yes, and if you can show it thus, yeah.

MICHELLE MILLER: *Does the 10 percent match need to be hard dollars or can it be in-kind?* It can be in-kind, it can be a combination of hard dollars and in-kind, so there are many ways that you can come up with the 10 percent match. We've talked quite a bit about the different types of remediation activities that are allowable and made reference to visiting our hud.gov/healthyhomes website and there are resources available on that website that document housing-related health hazards.

JERRY FREESE: Somebody asked a question about...we talked about what happens if we get more than one application from an organization. I'm not going to read the whole question, but the basic part of the question is: *What if one or more tribal departments or subdepartments of a tribe both submit an application? Is there a restriction that requires only one application from the tribe or the tribal organization?* The answer to that would be yes. We will only accept one application from a tribe.

MICHELLE MILLER: From a tribal entity. So, the prime recipient can only be one application; it would only be one application that the prime entity could submit. And again, we would take the last application that was submitted by that entity on or before July 18 at 11:59:59.

MICHELLE MILLER: There's a question about a match source, and the question is: *Can previous home surveys count as match?* No, it would have to be match funding that happens during your period of performance. It can't be funding or work that was done prior to your grant being awarded to you.

MICHELLE MILLER: There's another question that we think might be referring to new development of properties. Again, this is for existing housing, so it would not be used for development of housing structures. It's for the identification and remediation of current housing.

JERRY FREESE: What I think that example is referring to might be a commercial property that's going to be converted, and the answer to that would be no, for sure.

MICHELLE MILLER: The question is: *If match is a material discount, how do you indicate that in the application? Is the letter from the manufacturer or seller or product provider?* Yes. You do need to provide documentation of that match and it can be from the manufacturer or the company or the seller documenting what the original would be or the normal price would be to non-grant program participants, and then what that cost is specifically for the grant program. The difference of that would be what is eligible for match.

JERRY FREESE: *Can labor count as match? For instance, if a household member works as part of the crew on the home retrofit.*

MICHELLE MILLER: More than likely not. That's a tricky one.

JERRY FREESE: That's a tricky one.

MICHELLE MILLER: I'm going to say it's really going to be dependent on the situation, so it's not really something that we can answer.

JERRY FREESE: We have to do that on a case-by-case, I think. I don't know.

MICHELLE MILLER: Again, the 15 pages does not include attachments.

MICHELLE MILLER: *Is there a cap on project duration?* Typically within our lead hazard control program we say no more than 10 days is allowable for the work to be done. You're trying to provide, as we mentioned, the program goals, the general requirements. The program is to provide health and safe housing for low-income families, so you want to be able to provide that as quickly as possible. You just can't have an unending project duration.

JERRY FREESE: *Does work have to be lead-related?*

MICHELLE MILLER: It doesn't have to be lead-related, but lead is part of Healthy Homes, so it could be related or included.

JERRY FREESE: *When will the funds be awarded?*

MICHELLE MILLER: As soon as possible. We're hoping that...we're planning for the funds to be obligated by September 30 of 2018.

MICHELLE MILLER: *Does the program manager or program director have to be a tribal member or could they be a subrecipient subcontractor?* Yes, they could be. They do not have to be a tribal member.

MICHELLE MILLER: *Can you re-emphasize that 11:59:59 on July 18 is Eastern time?* And it is. The due date and time is July 18, 2018, at 11:59:59 Eastern time.

JERRY FREESE: We encourage people to apply earlier than that.

MICHELLE MILLER: And the NOFA is very specific on that. They do encourage you to try to submit your...we do encourage you to try to submit your application through grants.gov at least 3 days prior to the due date just in case there's any submittal problems or issues that you may have that is specifically outlined in the NOFA.

MICHELLE MILLER: Somebody asked if you could apply for less than \$500,000. No, \$500,000 is the minimum award that we will make.

JERRY FREESE: *What are the reporting requirements? Are reports due quarterly every 6 months or annually?* We require quarterly reports, and we have an online reporting system that you will be given access to. We try to make that as easy as possible for you.

MICHELLE MILLER: Our grant program is cost-reimbursable, so you do need to incur the costs in order to make a request for reimbursement. So no, you do not get the funding all up front; it is on a cost-reimbursable basis.

JERRY FREESE: *Can HUD-funded maintenance workers perform the repairs on their homes?* I need more information on that question. I don't know what you mean by HUD-funded. Are these people already funded out of a different program? We need more information on that.

MICHELLE MILLER: The budget narrative...somebody asked a question: *Does the budget narrative count as the 15-page limit?* No, it does not; it would be considered as part of the appendices.

MICHELLE MILLER: *Can you elaborate on eligible activities?* Let me find the exact the exact page number and I'll refer you to that. In Section III E—it's page 17. Program Specific Requirements...it includes eligible activities. Eligible activities include the 10 percent administrative cost, which could include salaries. It includes travel costs, transportation supplies, equipment—these are all direct administrative costs that are eligible. Indirect costs are also ineligible costs under the grant program. Under lower case "b" Healthy Homes direct costs on page 19 it identifies what the 65 percent direct Healthy Homes costs include. It includes things like education, outreach, and training; the identification or remediation of the housing-related health and safety hazards to identify and correct the hazardous conditions that pose harm to the occupants; conducting sampling and analysis for housing-related hazards such as lead, allergens, carbon monoxide; and also re-evaluation or clearance of the property. Other allowable activities include purchasing or leasing equipment—sometimes you might need equipment to do the testing of the unit to determine what the hazards are that would be eligible; supporting data collection and analysis; providing the resources to build capacity for Healthy Homes interventions, including training courses, conducting outreach, marketing, education; evaluating the effectiveness of your grant program and the work that you're doing; securing liability insurance for the work being done. Sometimes some of the interventions might include purchasing supplies, which on page 20 outlines some different supplies that might be included like low-toxicity cleaning supplies, integrated pest management kits, or Healthy Homes safety items. Hopefully, that's helpful.

JERRY FREESE: *Does funding apply or is it eligible into HIP homes?* And I believe the answer is yes, because those are not government-owned homes.

JERRY FREESE: *Is carbon monoxide considered a hazard?* Yes.

MICHELLE MILLER: And I think some folks may have come on late. *When will the recording be available?* Yes, the recording will be available. We may have to have Philip jump in or Erin as far as

when those things will be available. And somebody asked a question about the Healthy Homes rating system.

PHIL JALBERT: Hey Michelle, this is Phil.

MICHELLE MILLER: We are referring folks. Go ahead.

PHIL JALBERT: Thank you, Michelle. For everybody who's on the call, the recording of this webinar will be made available as soon as possible after the webinar. As concluded, I can't tell you exactly when, but the best way to find it is to be a subscriber to our email update system through GovDelivery and/or we'll post it to the page we mentioned at the top of the call that currently has the table of contents for the NOFA and the slides for this presentation. But we'll send out a message about it being available.

MICHELLE MILLER: There is a question about: *How recent does the assessment need to be?* Again, the activities that are used or eligible under the grant would have to happen during the period of performance. So, you may have an assessment that was done previous to your grant being awarded. As long as you're not billing for that assessment, you could certainly utilize the information and not bill for the assessment.

MICHELLE MILLER: *Is hiring new staff applicable under the grant?* Yes, of course. Within Rating Factor 1 it does talk about, as part of your application, you include information on whether it's staff or existing staff or if you're hiring new staff or making positions or creating new positions, you would need to provide information and a copy of what that job description would look like.

MICHELLE MILLER: The question is: *Does the applicant need to be a housing entity? Does the tribal entity need to be a housing agency or a health agency?* It could be either. There's no recommendations or no requirements that you have to be one or the other. It could be either one.

JERRY FREESE: *How much documentation is required for in-kind match?* It depends on what you're talking about.

MICHELLE MILLER: Enough to be able to document what you're doing.

JERRY FREESE: If it's staff, we would want to see payroll records.

MICHELLE MILLER: You have to provide the source they used for the funding. As it's outlined in the section on matching funds, there is an example.

JERRY FREESE: The documentation would be a little different for the application versus for the program once you're into it, but that's just a commitment letter. So for the application purposes, for the in-kind match, we would want to see a commitment letter by the organization committing to that in-kind match amount and then detailing what it is. What are you committing for in-kind match amount and what kind of money is being used to fund that? That's what we want to see.

MICHELLE MILLER: The question is: *Can the funding be into demolish properties?* No. It would not be eligible for the use of demolition.

MICHELLE MILLER: There's a question: *If an assessment is required as part of the application submission, why could that not be used as match?* It could be used as match as long as the assessment is completed during the period of performance.

JERRY FREESE: *If it matches IHBG funds can it allocated for multiple years?*

MICHELLE MILLER: If you're using IHBG funding for your match requirement, you would just need to be able to provide documentation that you have that funding available each year of the grant program or whichever time period you're claiming it to be used as match.

MICHELLE MILLER: Somebody asked the question about: *Does the 15-page limit include data that shows need?* Yes. Rating Factor 2 is the rating factor that you need to document need, and that information does need to be provided within the 15-limit if you want it to be used for the rating.

MICHELLE MILLER: Somebody asked a question: *If the tribe and the Tribal Designated Housing Entity applies separately...if the tribe is a 501(c)(3)?* We'll need to get back on that question. So, I did mention at the beginning that if some of the questions aren't answered during the webinar or we aren't able to answer them during the webinar, we will be answering the questions as a follow-up to the webinar, and they will be making them available on the website, as well as, I think he might have said emailing them out.

MICHELLE MILLER: There's a question about part of the reporting system. I'm not sure that I quite understand that, but all the awardees, all the grant programs, will be monitored by our Office. That could be in-person or it could be remote monitoring, so there's various ways that we do monitor the grant program.

JERRY FREESE: *Is there certification requirements for housing maintenance workers to work on homes?* It depends on the kind of work you're talking about. If you're doing a lot of abatement, yes, they would have to be lead-worker-certified and there would have to be certified supervisor, and a contractor would have to be a lead-certified contractor. Other than that, it would be up to local requirements. Everybody has to have an EPA RRP...

MICHELLE MILLER: ...to do lead work. But if it's other housing-related lead work it's going to be dependent on if there's any local requirements around maintenance or code work that's being done; that would be something that would be determined as part of your work plan.

MICHELLE MILLER: *Can the 10 percent match come from IHBG staff who will perform eligible work under the grant program?* Yes, that would be an eligible match source. You would need to be able document that those people are eligible to perform work for this grant program with that funding.

JERRY FREESE: *Should we make an assumption of tribal costs for required training mentioned under NOFA?* Yes.

MICHELLE MILLER: *Do you anticipate this funding being next fiscal year as well?* We hope so. It just depends on what our funding appropriations are.

MICHELLE MILLER: There's a question about: *Are multi-family units eligible under the grant program?* Yes, as long as they're privately owned. Units would be eligible under the grants program.

MICHELLE MILLER: There's a question: *Do the tribal organizations need to provide both a tribal resolution and a BIA [Bureau of Indian Affairs] service letter, or either one or the other?* I would say in order to provide documentation and provide anything that you have, but NOFA does specify that we need a letter from the Bureau of Indian Affairs or Indian Health Services designating the organization as a tribal organization.

MICHELLE MILLER: There's a question: *Is the JX map required in order to determine tribal boundaries?* No. As part of Rating Factor 2 you will need to determine what your target area is and how you decide what your tribal area is. It's up to you. If you do have a map, I would include it, and it's not a requirement.

MICHELLE MILLER: It looks like we're at the end of the questions. There are a few things that we will follow up with and provide answers after the presentations. We appreciate everybody participating today. We look forward to the funding being available and working with all of the folks that are awarded. It's an exciting opportunity, and we really want to thank EPA for coordinating the time for the webinar for us today. And again, as I stated in the notes, if you have any additional questions, you can feel free to email me. Erin, if we go back to the slide deck, there is a slide that has my and Jerry's contact information if folks have additional questions that they want to send in. So, I just want to make sure that folks have this information. You can feel free to follow up with Jerry or I, and within the NOFA, it does have my contact information as well if you're not able write it down real quick. I do want to point out that the notes that include July 18 11:59:59 Eastern time...as early as possible to ensure that your application is submitted. We are expecting between 12 and 14 awards. Any last minute things you want to say here?

JEERY FREESE: We appreciate everybody's interest. We're really encouraged by the level of interest that everybody is showing in this, and so thank you.

PHIL JALBERT: This is Phil Jalbert of EPA. Michelle and Jerry, thank you very much for participating today, and thank you to all of the participants who joined us today and your very good questions. I will simply repeat some of the information we had at the top of the call about what happens next, and that is, as Michelle pointed out, HUD will make an effort to answer some of the remaining questions, and we'll make those available also. We'll be making the audio file for this webinar as soon as possible after the webinar is concluded—hopefully within the next few days or less. I would again remind people that you can find information about the HUD NOFA on our website as well as on HUD's website, and if you go to the EPA IAQ homepage, there you will find two pieces of information that you will need to follow up with us on about this webinar. One is I encourage you to subscribe to our GovDelivery email

updates in the upper right-hand corner, and in the lower right-hand corner is a webinar notice with a link to the NOFA table of contents, and this is where the audio file will be added as soon as it's available.

Erin, is there anything that you would like to add before we conclude?

ERIN BROWN: No, I think that's it, and please hold while I close out the webinar. Thank you.

PHIL JALBERT: Thank you all for joining us.