

1. Transmittal Letter from the PHA submitting the application

- a. On PHA Letterhead
- b. Executive summary/overview of grant request
- c. Signed by the Executive Director

2. Narrative:

- a. **The detailed narrative may be included as part of the Transmittal Letter or as a separate section within the application depending on size, complexity, and scope of the application request.**
- b. Narrative requirements for Emergency Grant Requests
 - i. Identify PHA name and IMS/PIC Development(s)/AMP(s) Name and Number impacted
 - ii. Identify the date of discovery/when the emergency condition began and the root cause of the emergency
 - iii. Describe how the emergency conditions impact the health and safety of residents
 - iv. Describe damages caused by the emergency
 - v. Describe the capital needs and activities/work items necessary to recover
 - vi. Describe the actions taken to address the emergency condition
 - vii. Identify total grant request amount (ensure consistency with HUD Form-50075.1)
 - viii. Statement indicating that all available Capital Funds have been obligated are not available to recover from this emergency – OR – Statement indicating the amount of Capital Funds and other funding sources the PHA is able to contribute toward the costs to recover from the emergency
- c. Narrative requirements for Natural Disaster Grant Requests
 - i. Statement certifying Natural Disaster is not part of a Presidentially Declared Disaster
 - ii. Identify PHA name and IMS/PIC Development(s)/AMP(s) Name and Number impacted Identify the name, date, and type of the natural disaster event (e.g., hurricane, tornado, etc.)
 - iii. Description of the impact of the natural disaster on Public Housing property
 - iv. Describe damages caused by the natural disaster
 - v. Describe the capital needs and activities/work items necessary to recover
 - vi. Identify total grant request amount (ensure consistency with HUD Form-50075.1)
 - vii. Statement indicating that all available Capital Funds have been obligated are not available to recover from this disaster – OR – Statement indicating the amount of Capital Funds and other funding sources the PHA is able to contribute toward the costs to recover from the disaster

3. Annual Statement/Budget HUD Form-50075.1 Parts I and II

4. Independent Cost Estimate (ICE):

- a. This document contains the PHA's estimate of the cost of goods and/or services. The level of detail of the ICE must be commensurate with the scope and magnitude of the activities necessary to address the emergency/disaster. The ICE is done independently

of any proposals received from vendors and serves as the means for gauging the reasonableness of the proposals received. The ICE should be broken out into major categories of cost (e.g., labor, materials, and other direct costs such as travel, overhead, and profit). The ICE must justify all costs included in the Form 50075.1. The ICE should conform to industry cost standards. Costs must be reasonable. Costs exceeding industry standards must be explained and justified. An inadequate ICE includes work items that do not match the Form 50075.1, does not break down costs, and is produced by a firm that will bid on the work. Actual bids from contractors do not constitute an ICE.

- b. The PHA may develop the Independent the ICE using its own employees, outside parties (e.g., consultant), or a combination of the two.

5. Assessment of Damage:

- a. This is a document demonstrating the physical state and condition of the emergency/disaster. The Damage Assessment is a separate document from the ICE. The Damage Assessment must clearly demonstrate the physical condition of the emergency/disaster and justify the proposed capital activities. The following are examples of Damage Assessments: Structural Engineer Report, Geotechnical Report, Architect Letter, and PHA maintenance work report demonstrating building systems are irreparable. The level of detail must be commensurate with the emergency/disaster. Photos of damage may be added to the Independent Damage Assessment to help demonstrate the emergency.
- b. The PHA may develop the Damage Assessment and the ICE using its own employees, outside parties (e.g., consultant), or a combination of the two.

6. Letter from Insurance Company

- a. Written statement/letter from the insurance company that they are not covering any of the damages. If they are covering a portion of the damage, a letter from the insurance company certifying the dollar amount and what it is being used for.
- b. In the event of significant delays with obtaining a letter from the Insurance company, and at HUD's discretion, a PHA may submit a letter from its General Counsel as a secondary alternative option.

7. Procurement

Please note that an Emergency/Disaster grant is subject to the requirements of 2 CFR part 200. Please note that any contractor that developed this grant application may not be procured for any work funded by this grant. Pursuant to 2 CFR 200.319 (a) and (b):

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section and section 200.320.

(b) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.