CHAPTER  4.  INDIAN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

4-1 Annual Competition

A.    Ensure that annual pre-competition consultations are held at an easily accessible location and that the tribes are notified at least one month in advance of the scheduled consultation.

B.    Review the applicant screening process for the following:

1.    All applications accepted for processing are from applicants on the BIA list of eligible tribes.

2.    Questions regarding the eligibility of activities have been reviewed by the Regional/Field Office Counsel.

3.    Applications are logged in to show a postmark and/or receipt date and that the postmarks are saved for verification.

4.    There is a definition of the term "substantially complete" included in the application package. This definition should be applied consistently in the review of all applications.

5.    Applications which fail the screening and threshold requirements are returned and a letter promptly sent to the applicant explaining why the application failed to meet the program requirements.

6.    Applicants are notified in advance of potential threshold problems, so that problems can be resolved before application submission.

C.    Annual Funding Competition

1.    Ensure that threshold determinations are made, and applications are rated according to impact and quality and reviewed by the appropriate technical staff (e.g. legal and EMAD staff), and all the reviews are made available to the rating panel.

2.    Ensure that threshold determinations are concurred in by the rating panel prior to being signed by the Director of the Office of Indian Programs (OIP).  Check whether decisions of the rating panel on scoring are documented along with

the grant amount recommended.

3. Application Reviews:

    a. Determine whether the rating system has been approved by Headquarters.

    b. Ensure that there are provisions for resolution of conflicts within the panel.

    c. Check that the panel's membership is in conformance with the Internal Processing Guide.

    d. Check that the panel is large enough to allow fair and impartial review of the applications.

    e. Determine whether the rating system has been uniformly applied to all applications.

## 4-2 Inter-Divisional Relations

A. Determine whether OIP/CPD coordinators travel with OIP Housing so that staff can provide assistance to each other during on-site visits.

B. Determine whether an inter-divisional method for sharing information between Housing and CPD has been developed. CPD should be notified when Housing identifies housing management problems caused by Tribal governments.

C. Determine whether the Housing staff is aware of CPD policy on Housing thresholds. The Housing staff should receive training on CPD policies regarding Housing thresholds.

D. Determine if the OIP/CPD Information Exchange includes the following:

1. OIP Director and OIP/CPD staff participation in CPD staff meetings and training.

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2. OIP/CPD providing Regional CPD copies of all correspondence relating to Regional CPD's oversight responsibilities.

3. OIP consultation with Regional CPD on general CPD policy questions.

E. Determine OIP/CPD's relations with Regional Counsel, EMAD, Environment, and Labor Relations.

F.     Check if OIP responds to CPD's annual training needs survey.

G.     Determine if OIP/CPD staff is awarded necessary training slots.