

APPENDIX 1

APPENDIX 1. Reference Materials

LIST OF PIH NOTICES FOR FY 1992 GRANTS

1. PIH Notice 92-4 (HUD), Processing of Grant Applications for FY 1991/1992 Public and Indian Housing Youth Sports Program Funds, January 17, 1992
2. PIH Notice 92-12 (HUD), Processing HOPE 1 Planning Grant FY 1992 Applications, April 14, 1992
3. PIH Notice 92-17, Processing HOPE 1 Implementation Grant FY 1992 Applications, May 15, 1992
4. PIH Notice 92-19 (HUD), Processing of Applications for Funds for FY 1992 Resident Management Technical Assistance Program, June 3, 1992
5. PIH Notice 92-21 (HUD), Processing of Applications for Funds for FY 1992 Public and Indian Housing Drug Elimination Program (PHDEP), June 8, 1992
6. PIH Notice 92-22 (HUD), Grant Agreement Execution for FY 1991/92 Youth Sports Program, June 10, 1992
7. PIH Notice 92-36 (HUD), Grant Execution and Monitoring Notice for the Public and Indian Housing Youth Sports Program for Federal Fiscal Years 1991 and 1992, September 1, 1992
8. PIH Notice 92-39 (HUD), Public and Indian Housing Drug Elimination Grant Program, Grant Execution and Monitoring Instructions, September 16, 1992
9. PIH Notice 92-60 (HUD), Grant Agreement Execution and Payment Procedures for FY 1992 HOPE 1 Planning Grants, November 12, 1992
10. PIH Notice 92-66 (HUD), Grant Execution and Monitoring Notice for the Resident Management Technical Assistance Program for Federal Fiscal Year 1992, December 15, 1992
11. PIH Notice 93-7 (HUD), Grant Agreement Execution and Payment Procedures for HOPE 1 Implementation Grants, February 24, 1993

SAMPLE AWARD NOTIFICATION LETTER

Name of designated contact
Name/Address of lead applicant

Dear Name of designated contact

The Department of Housing and Urban Development is pleased to inform you that your organization has been selected for a {program name} grant in the amount of \$ {amount}.

The local HUD Office with jurisdiction for administering the grant award is:

{Name, address, and phone number of HUD Office}

The Department will make the funds awarded to your organization available upon execution of a grant agreement. You will be contacted by the HUD Office identified above in the near future with specific details regarding the grant agreement.

The Department congratulates you on being selected to participate in this worthwhile program. If you have questions pertaining to the award, please feel free to contact your local HUD Office.

Very sincerely yours,

Regional Administrator
Regional Housing Commissioner

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APPENDIX 2

7490.01

SAMPLE REJECTION LETTER

Name of designated contact
Name/Address of Organization

Dear Name of designated contact

Thank you for the application your organization submitted for the Fiscal Year (FY) 199{year} {name of} Program.

Regrettably, your organization was not among those selected for funding. The applications submitted were of very high quality, and due to the limitation of available funding, it was simply not possible to fund

every application received. Although your application was not approved for funding this year, the Department anticipates that funding will be made available for this program next year. We encourage you to participate in the next competition.

You may request a debriefing with respect to the reason(s) why you were not selected for funding from your local HUD Office, which would be provided within a few weeks from receipt of your request {for Drug Elimination and Youth Sports Programs, debriefings may be conducted by the Resident Initiatives Clearinghouse}.

Again, the Department wants to thank you for your participation in this program.

Very sincerely yours,

Regional Administrator
Regional Housing Commissioner

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APPENDIX 2

SAMPLE DEBRIEFING RECORD

GRANT PROGRAM:

APPLICANT NAME:

DEBRIEFING REQUESTED BY:

DATE:

DEBRIEFING GIVEN TO:

Name of Representative(s)

Title

DEBRIEFING SUMMARY: (Provide a summary of the issues discussed. Was the applicant feedback satisfactory or unsatisfactory?)

DATE OF DEBRIEFING:

DEBRIEFING GIVEN BY:

Signature of Debriefeer

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REMAINDER OF APPENDIX 1 CONTAINS FORMS WHICH CANNOT BE
REPRODUCED IN DAS.
