

NOTICE PIH 96-51 (HUD)

ISSUED: July 22, 1996

EXPIRES: July 31, 1997

Directors, Office of Public Housing,
Administrators, Area Offices Native
American Programs

Subject: AMENDMENT AND REOPENING OF APPLICATION PERIOD AND
PROCESSING OF GRANT APPLICATIONS FOR FISCAL YEAR (FY)
1996 PUBLIC HOUSING DRUG ELIMINATION PROGRAM (PHDEP)

1. **PURPOSE.** This notice supersedes Notice PIH 96-31 (HUD) dated May 22, 1996. This notice provides additional instructions for processing grant applications submitted for funding under the FY 1996 PHDEP NOFA, published in the Federal register July 10, 1996, Amendment and Reopening of Application Period for PHDEP (Docket No. FR-4003-N-02).
2. **APPLICABILITY.**
 - A. This notice is applicable **ONLY** to those public housing authorities (PHAs) and Indian housing authorities (IHAs) submitting grant applications for FY 96 PHDEP grant program.
 - B. The term housing authority (HA) **SHALL** include PHAs and IHAs. The term Field Office (FO) shall refer to local HUD Field Offices or Area Office of Native American Programs (AONAPs).
3. **BACKGROUND.**
 - A. On April 8, 1996 (61 FR 15674), HUD published a Notice of Funding Availability (NOFA) announcing the availability of FY 1996 funding for the Public and Indian Housing Drug Elimination Program. The NOFA, Amendment and Reopening of Application Period, published in the Federal Register, July 10, 1996, (Docket No. FR 4003-N-02) makes two amendments to the

April 8, 1996 NOFA, and **REOPENS** the application period for a period of 30 days.

- (1) The NOFA amends the April 8, 1996 NOFA to provide for the **final** FY 1996 funding amount; and
 - (2) **revises** the grant award limit for the largest category of housing authorities (50,000 units or more).
 - (3) For convenience of the reader, the **entire** FY 96 PHDEP NOFA was republished.
- B. Housing authorities whose applications were submitted by the application deadline (June 14, 1996) under the April 8, 1996 NOFA **ARE NOT REQUIRED** to resubmit applications under the NOFA.
- C. A housing authority whose application **WAS TIMELY FILED UNDER THE APRIL 8, 1996 NOFA, MAY SUBMIT** an amended application or a replacement application during the 30-day application period. If submitting an amended or replacement application, the housing authority **MUST** clearly identify that its previous application filed under the April 8, 1996 NOFA is being amended, or replaced in its entirety.
- D. Housing authorities who submitted applications but **WERE NOT FILED** by the June 14, 1996 deadline under the April 8, 1996 NOFA are now considered timely filed under the NOFA need not re-apply.
- E. Housing authorities whose applications **WERE TIMELY FILED** under the April 8, 1996 **BUT REJECTED** will be notified by local field offices and may re-apply under the NOFA published in the Federal register July 10, 1996.
- F. All eligible public and Indian housing authorities are eligible to apply under the NOFA.
4. **FUND ASSIGNMENT PLAN.** The fund assignment plan for distributing grant funds to be awarded under the FY 96 PHDEP will be in accordance with Handbook 1830.4, REV-2, dated July 31, 1986.
5. **DEFINITIONS.** The definitions for the PHDEP program are

contained in 24 CFR 761 of the "Streamlined" Consolidated Public and Assisted Housing Drug Elimination Program final rule dated March 28, 1996.

6. GRANT APPLICATION ELIGIBLE AND INELIGIBLE ACTIVITIES.

Eligible and ineligible activities under the FY 96 PHDEP are described in Section I of the NOFA. Funding is available only for public housing agencies and Indian housing authorities.

7. GRANT APPLICATION REQUIREMENTS.

- A. To receive funding, housing authorities **MUST** submit a grant application to HUD using a FY 96 PHDEP application kit as described in Section II (Application Process) of the NOFA.
- B. The NOFA provides information concerning the purpose, applicant eligibility, available amounts, selection criteria, financial requirements, management, and application processing, including how to apply, how selections will be made, and how applicants will be notified of results.
- C. The application kit contains information on all exhibits and certifications required under the NOFA. Applications were provided to all Field Offices and housing authorities. For additional applications contact (The DISC has about 300 applications in stock):

Aspen Systems
Drug Information and Strategy Clearinghouse (DISC)
Attn: Gary Ballinger
1600 Research Boulevard, STOP 3k
Rockville, MD 20850
Telephone Number (301) 251-5123

(For informational purposes: Gary Ballinger may be contacted on HUD cc:mail address ASPENPOST and/or INTERNET E-MAIL ADDRESS: GBallinger @ ASPENSY.COM)

8. GRANT APPLICATION SELECTIVE RATING CRITERIA.

- A. The number of points that an applicant receives will

depend on the extent to which the grant application is responsive to the information requested in the selection criteria. An applicant must receive a score of 70 points or more out of the maximum of 100 points awarded under this NOFA competition to be eligible for funding.

- B. After applications have been scored, Headquarters rank the applications on a national basis. Awards be made in ranked order until all funds are expended. **WILL WILL**

9. GRANT DISTRIBUTION OF FUNDS.

- A. HUD is distributing grant funds under the FY 96 PHDEP NOFA on a national competition basis. Maximum grant award amounts are computed on a sliding scale, using an overall maximum cap, depending upon the number of public housing agency (PHA) or Indian housing authority (IHA) units. For specific guidance refer to Section I(b)(2) of the NOFA.

- B. The unit count includes rental, Turnkey III Homeownership, Mutual Help Homeownership and Section 23 leased housing bond-financed projects. Units in the Turnkey III Homeownership, Mutual Help Homeownership and Section 23 bond-financed programs are counted **IF** they have not been conveyed.

- C. Eligible projects must be covered by an annual contributions contract (ACC) or annual operating agreement (AOA) during the period of the grant award.

- (1) Public housing agencies.

- (a) PHA-Owned Rental Housing Program. In accordance with Notice 94-66 (PHA), Low Rent Public Housing Program - Streamlined Operating Budget and Financial Reporting Procedures, PHAs with fiscal years beginning January 1, 1995 and after, **ARE NOT REQUIRED** to submit an Operating Budget (Form HUD-52564) **IF** they have been determined, by

HUD, to be High or Standard performers under Public Housing Management Assessment Program (PHMAP) and **HAVE NOT FAILED** the PHMAP financial indicators.

- (b) Those requesting subsidy must, however, submit Form HUD-52723, Calculation of Performance Funding System (PFS) Operating Subsidy and units are in the header.
 - (c) PHAs (rental program) that are **NOT REQUIRED** to submit a budget under the PHMAP criteria in Section I(b)(2)(ii)(A) above **AND** not requesting operating subsidy **ARE NOT REQUIRED** to submit Form HUD-52723.
 - (d) Unit counts **MUST** be confirmed with the local Field Office prior to submission of the FY 96 PHDEP application.
 - (e) For PHA-Owned Turnkey III Homeownership Program and Section 23 Leased Housing Programs, PHAs **ARE REQUIRED** to submit Form HUD-52564, in accordance with Notice PIH 94-66 (PHA), and units in the header (Top of the form).
 - (f) For purposes of the FY 96 PHDEP NOFA, PHAs **ARE REQUIRED** to validate their unit counts with the local Field Office as of April 1, 1996. Units identified after this date will not be accepted.
- (2) Indian housing authorities.
- (a) As of January 1, 1995 Indian housing authorities **ARE NOT REQUIRED** to submit Form HUD-52564, **UNLESS** a corrective action order has been issued in accordance with Notice PIH 94-72 (IHA) extended by Notice PIH 95-65.
 - (b) For purposes of this NOFA Indian housing authorities **ARE REQUIRED** to validate their unit counts with the local AONAP, prior to submission of the PHDEP application, to ensure the unit count matches the data in the Management Information Retrieval System

(MIRS) for units in management as of April 1, 1996. Units identified after this date will not be accepted.

- D. The amount computed above **MUST** be compared with the dollar amount requested in the PHA/IHA application to make certain the amount requested does not exceed the maximum grant award.
- E. **BASED UPON THE REQUIREMENTS OF SECTION I(b)(2)(i) THROUGH (iii) OF THE FY 96 PHDEP NOFA, APPLICANTS THAT REQUEST FUNDING THAT EXCEED THE ESTIMATED MAXIMUM GRANT AWARD AMOUNT PERMITTED WILL BE REJECTED AND WILL NOT BE ELIGIBLE FOR ANY FUNDING.**

10. HUD REFORM ACT PROVISIONS.

- A. The HUD Reform Act of 1989 prohibits any applicant from gaining an advantage in the competition as a result of receiving confidential information. The final rule, (24 CFR part 4) "Prohibition of Advance Disclosure of Funding Decisions," which implements section 103 of the Reform Act, specifically prohibits advance disclosure of the following:

- (1) Information regarding an applicant's relative standing;
- (2) The amount of assistance requested by any other applicant;
- (3) The identity of any other applicant;
- (4) The number of applications; and
- (5) Any other information contained in another application.

- B. HUD employees who have **SPECIFIC** program questions, such as whether particular subject matter can be discussed with persons outside the Department, should contact Field Office counsel, or Headquarters counsel for the program to which the question pertains.

11. FY 96 PHDEP GRANT APPLICATION OPTIONAL REVIEW PROCESS, AS AMENDED.

- A. The Office of Resident Initiatives (ORI) Grants

Management Handbook 7490.01 allows in situations where the Field Office workload exceeds the resources available for a manageable and efficient review process, an optional review process may be used.

- B. Headquarters **HAS DETERMINED** that an optional review process will be used for processing FY 96 PHDEP grant applications.
 - (1) Public housing authorities FY 96 PHDEP applications **WILL** be reviewed and scored by panel members located at the grant application center processing site, Office of Public Housing, New York City, NY.
 - (2) Indian housing authorities (IHA) FY 96 PHDEP applications **WILL** be reviewed and scored by panel members located at the grant application center processing site, AONAPs, Denver, CO.
- C. Screening and scoring the PHDEP grant application's Selection Criteria 3.
 - (1) Prior to transmitting applications to the processing center sites Field Offices/AONAPs **WILL** screen and score each PHDEP grant application's Selection Criteria 3. This **INCLUDES** any late applications.
 - (2) Due to workload requirements and staffing Field Office, Directors, Office of Public Housing and Administrators, AONAPs **ARE AUTHORIZED** to conduct one review per application. The information will be duplicated for each application.
- D. Training materials **WERE** provided by the Office of the Deputy Assistant Secretary for the Community Relations and Involvement, Office of Crime Prevention and Security Division, to local Field Offices/AONAPs.
- E. Grant applications **WILL** be forwarded to the appropriate grant application processing site.
- F. Selection Criteria 1, 2 and 4 of the grant applications **WILL** be scored at the designated grant application processing site.
- G. Grant applications **WILL** be shipped to the processing

sites, to include applications that are late/rejected, and applications that were determined to be ineligible **FOR WHAT EVER REASON**.

- H. All tasks in this notice **MUST** be executed in accordance with the schedule set forth in paragraph 22 of this notice.

12. HEADQUARTERS RESPONSIBILITIES.

- A. In order to complete the screening and scoring (Selective Criterion 3) the Office of the Deputy Assistant Secretary for the Community Relations and Involvement, Office of Crime Prevention and Security Division, **PROVIDED** PHDEP application screening/scoring instructions and other related documents to Field Offices/AONAPs.
- B. Training for the reviewers at the grant application processing center site **WILL** be conducted, as appropriate, by the Office of the Deputy Assistant Secretary for the Community Relations and Involvement, Office of Crime Prevention and Security Division and ONAPs staff.
- C. The Office of the Deputy Assistant Secretary for the Community Relations and Involvement, Office of Crime Prevention and Security Division, and the Office of the Deputy Assistant Secretary for Native Americans Programs **WILL PROVIDE** technical assistance and guidance to the Grant Administrators (GA) at grant application processing center sites. These sites are located at the Office of Public Housing, New York City, NY, and AONAPs, Denver, CO. Refer to paragraph 22 of this notice for additional guidance.

13. FY 96 PHDEP GRANT APPLICATION PROCESSING REQUIREMENTS.

- A. The Office of the Deputy Assistant Secretary for the Community Relations and Involvement, Office of Crime Prevention and Security Division, Office of the Deputy Assistant Secretary for Native American Programs, local Field Office, Directors, Office of Public Housing and Administrators, AONAPs, **WILL ASSURE** that the FY 96 PHDEP grant application process is conducted in accordance with the procedures set forth in this processing notice, the ORI Grants Management Handbook 7490.01, and related HUD regulations, such as the PHDEP

Final Rule (24 CFR 761), FY 1996 NOFA, notices, OMB Circular, handbooks, and additional written guidance.

- B. Chapter 2 of ORI Grants Management Handbook 7490.01 describes the actions required in processing PHDEP grant applications by the receiving Field Office and AONAPs.
- (1) The handbook contains instructions for the administration of grants awarded by the Assistant Secretary, Office of Public and Indian Housing.
 - (2) The handbook provides specific instructions on the grant application processing, grant agreement execution process, payment procedures, required reporting, monitoring, grant extensions, grant closeout procedures, etc.
- C. Grant applications **MUST** be received at each designated Field Office, ATTN: Director, Office of Public Housing and/or Administrator, AONAPs, in accordance with the NOFA and Chapter 2 of ORI Resident Initiatives Grants Management Handbook 7490.01 with the following **EXCEPTIONS AND ADDITIONAL GUIDANCE.**
- (1) Following receipt of grant applications and completing the Application Master Log (Appendix A) the Director, Office of Public Housing and Administrator, AONAPs will fax the FY 1996 PHDEP Application Master Log to Headquarters as follows:
 - (a) **PHA APPLICATIONS:** Office of Public Housing fax the log to Headquarters, CPSD, Room 4112, fax number (202) 401-7965, ATTN: Malcolm E. Main, telephone (202) 708-1197, ext 4232 (CC:mail address for Malcolm E. Main is PIHPOST2).
 - (b) **IHA APPLICATIONS:** AONAPs fax the log to Headquarters, East L'Enfant Plaza, Suite 8204, fax number (202) 755-0182, ATTN: Tracy Outlaw. The CC:mail address for Tracy C. Outlaw is PIHPOST2. ONAPs must:
 - (1) Review and verify that the FY 96 PHDEP Application Log information is correct prior to submission to Headquarters CPSD; and

- (2) Fax the final FY 1996 PHDEP Application Log to Headquarters, CPSD, ATTN: Malcolm E. Main, Room 4112, fax number (202) 401-7965, telephone (202) 708-1197, ext 4232.
- (c) FY 96 PHDEP grant application validation process.
 - (1) In order to validate grant application information the Office of the Deputy Assistant Secretary for the Community Relations and Involvement, Office of Crime Prevention and Security Division, will request, via cc:mail, verification of the Application Master Log information (Appendix A of this notice, with instructions) from each Director, Office of Public Housing and Administrator, AONAPs.
 - (2) Field Offices/AONAPs should refer to paragraph 22 of this notice for guidance regarding this process.
- (2) **IF** a Field Office/AONAPs receives an application not in their jurisdiction by the application deadline date as amended, the Field Office/AONAPs **WILL** ensure the following actions take place:
 - (a) Log the date and time of receipt in the master log;
 - (b) Transfer the application to the appropriate Field Office/AONAPs within 24 hours of receipt of the application; and
 - (c) Notify the Field Office/AONAPs by telephone that the application is being forwarded. Send designated Field Office(s), via cc:mail, "what actions were taken" with a copy to the appropriated personnel as follows:
 - (1) CC:mail point of contact for Office of Public Housing New York City, NY, is Jed

Abrams (CC:mail address for Jed Abrams is NYCPOST1); and/or

(2) CC:mail point of contact for AONAPs, Denver, CO, is Robert Harris (CC:mail address for Robert Harris is DENPOST2).

(3) In all cases provide a copy of all communication to Headquarters PHDEP Coordinator Malcolm E. Main (CC:mail address for Malcolm E. Main is PIHPOST2).

(d) The application is to be forwarded via **OVERNIGHT MAIL WITH A TRANSMITTAL MEMO** to the Director, Office of Public Housing and/or Administrator, AONAPs as appropriate, ATTN: PHDEP Grants Administrator.

(e) The Field Office/AONAPs receiving the application **WILL:**

(1) Per instructions in this notice log in the application according to the prior Field Office/AONAPs receipt date and time.

(2) The Field Office/AONAPs shall attach any appropriate documentation to the log.

D. In accordance with the NOFA published July 10, 1996, Amendment and Reopening of Application Period, (Docket No. FR-4003-N-02) applicants that deliver applications to Field Offices/AONAPs after the deadline date and hour, **August 9, 1996 AT 3:00 PM, LOCAL TIME** are **INELIGIBLE APPLICANTS AND WILL BE IMMEDIATELY NOTIFIED THAT THEIR APPLICATIONS WILL NOT BE PROCESSED**.

(1) Housing authorities whose applications were submitted by the application deadline (June 14, 1996) under the April 8, 1996 NOFA **ARE NOT REQUIRED** to resubmit applications under the NOFA.

(2) A housing authority whose application **WAS TIMELY FILED UNDER THE APRIL 8, 1996 NOFA, MAY SUBMIT** an amended or a replacement application during the

30-day application period (July 10 - August 9, 1996). If submitting an amended or replacement application, the housing authority **MUST** clearly identify that its previous application filed under the April 8, 1996 NOFA is being amended, or replaced in its entirety.

- (3) Housing authorities whose applications **WERE NOT** filed by the June 14, 1996 deadline under the April 8, 1996 NOFA **ARE NOW CONSIDERED TIMELY FILED** under the NOFA need not re-apply.
- (4) Housing authorities whose applications **WERE TIMELY FILED** under the April 8, 1996 **BUT REJECTED** will be notified by local Field Offices/and AONAPs and may re-apply under the NOFA published in the Federal register July 10, 1996.

E. Grant applications **SHALL** be screened in accordance with Chapter 2 of ORI Resident Initiatives Grants Management Handbook 7490.01 for curable deficiencies and eligibility with the following additional guidance.

- (1) The basic procedures require the receiving Field Office/AONAPs to screen, using Appendix B of this notice, each application. The Office of the Deputy Assistant Secretary for the Community Relations and Involvement, Office of Crime Prevention and Security Division **PROVIDED** a FOGA application checklist and reviewer instructions to each Field Office/AONAPs to accomplish this task.
- (2) Selection Criteria 3 of the PHDEP application **SHALL BE** scored, using Appendix E of this notice, by the Field Office/AONAPs having jurisdiction over the HA. The screening and scoring (Selection Criteria 3 of the PHDEP application) **WILL** be supervised and validated by each Field Office and AONAPs FOGA.
- (3) Due to workload and staffing requirements Field Office, Directors, Office of Public Housing and Administrators, AONAPs **ARE AUTHORIZED** to conduct one review per application for Selection Criteria 3.
- (4) Field Office/AONAPs staff validating any of the screening process **SHALL NOT** be the same person who scores a grant application. Scoring information

MUST be posted on both scoring sheets.

- (5) Field Offices/AONAPs **WILL** acknowledge receipt of all grant applications received with a letter to the applicant as outlined in ORI Resident Initiatives Grants Management Handbook 7490.01, Chapter 2-4. This letter must also include a required response date.

F. In connection with the NOFA and ORI Resident Initiatives Grants Management Handbook 7490.01, the SMIRPH/MIRS Grants Management Module will be used in the FY 96 PHDEP grant cycle/process. The FOGA receiving the grant application **WILL** be responsible for:

- (1) Assuring initial grant application information (See Tab 1 of PHDEP application kit) on all applications is entered into the computer system; and
- (2) Information is entered for screens 1, 2, and 7 in the Grants Management Module.

NOTE: FOR PURPOSES OF THIS PROCESS DO NOT DELETE ANY INELIGIBLE APPLICATIONS FROM THE DATABASE AS INSTRUCTED IN THE ORI GRANTS MANAGEMENT HANDBOOK AT CHAPTER 2, 2-5.

G. The FOGA **WILL** validate the correctness of all information entered into each of the required screens of the Grants Management Module.

- (1) If the databases **ARE NOT** complete the FOGA **WILL** be required, in a timely manner, to make appropriate corrections and resubmit the database to the processing panel.
- (2) The database **MUST** include the project summary on screen 7 at F3 and be no more than 4 to 5 brief sentences describing the activities supported by the award.
- (3) The summary **WILL** be taken from the DRUG****.DBF and used in Congressional notification. The FOGA will ensure that the summary contains complete sentences.

H. For administrative purposes Field Offices/AONAPs **WILL** retain one original FY 96 PHDEP grant application and send **2 (TWO) IDENTICAL COPIES OF THE ORIGINAL APPLICATION** with one score sheet attached to each copy and related documents to the appropriate processing site. An identical Selection Criteria Score should be entered on each score sheet for each application.

(1) The box being shipped **WILL** (but not limited to) contain the following items:

(a) Transmittal letter. The transmittal letter shall include a list of grant applications:

(1) Prepared for scoring; and

(2) Those not to be scored for whatever reason.

NOTE: EACH FIELD OFFICE/AONAPs MUST STATE AND JUSTIFIED WHY THE GRANT APPLICATION(S) WERE NOT SCORED AND PROVIDE ALL DOCUMENTATION RELATED TO THE APPLICATION(S).

(b) Grant application master log.

(c) Grant applications (Organized by HA Code).

(d) Copies of the grant application acknowledgment and curable deficiency letters (Attached to each application).

(e) Grant application screening checklist and Score Sheets with Selection Criteria 3 score entered on score sheets. (Attached to each application)

(f) Grant application correctable deficiency master log.

(g) Diskette with the SMIRPH/MIRS Grants Management databases (DRUG****.DBF and DRUG****.DBT (**** = Field Office Code) with the application information for screens 1, 2, and 7 in the ORI, Grants Management Module completed.

(h) Contact the Field Office/AONAPs Data Base Administrator (DBA) for additional guidance.

I. Grant applications **WILL** be sent to the below processing center sites for processing. Addresses and point of contacts are as follows:

(1) Public housing authority FY 96 PHDEP grant applications **WILL** be sent to:

HUD - New York State Office
Director, Office of Public Housing
ATTN: Grants Administrator: Jed Abrams
26 Federal Plaza, Suite 3237
New York, NY 10278-0068

Jed Abrams and Julie Fagan can be reached on Telephone Number (212) 264-0903, ext 3768, 3719 or 3605. Office hours: 8:30am - 5:00pm local time

(2) Indian housing authority FY 96 PHDEP grant applications **WILL** be sent to:

HUD - Northern Plains Office of Native American Programs
Administrator, AONAPs, ATTN: Grants Administrator:
Tracy Outlaw
First Interstate Tower North, 633 17th Street
Denver, CO 80202-3607
Telephone Number (303) 672-5457
Office hours: 8:15am - 4:45pm local time

NOTE:

(1) **GRANT APPLICATIONS MUST BE CONTROLLED AND ACCOUNTED FOR AT ALL TIMES DURING THIS PROCESS.**

(2) **ALL APPLICATIONS WILL BE SENT "OVERNIGHT MAIL" TO THE APPLICATION PROCESS SITE. FIELD OFFICES/AONAPs MUST CHECK WITH THEIR ADMINISTRATIVE OFFICER AND MAIL ROOM SUPERVISOR FOR GUIDANCE REGARDING THIS MATTER.**

J. Field Offices/AONAPs **WILL** monitor and track all applications and amendments by sending a urgent cc:mail

to the appropriate grant application processing site that states "when" and "how" the applications were shipped and "expected arrival date." The following personnel are points of contact regarding this matter:

- (1) Jed Abrams, Office of Public Housing, NYC, NY (CC:mail address for Jed Abrams is NYCPOST1); and/or
- (2) Robert Harris, AONAPs, Denver, CO (CC:mail address for Robert Harris is DENPOST2).

K. Coordination and oversight of the PHDEP grant application process:

- (1) Field Offices and AONAPs **SHALL** send a copy of all cc:mails regarding this process to MALCOLM E. MAIN (CC:mail address for Malcolm E. Main is PIHPOST2).
- (2) **Any violation** in carrying out this notice may result in funding delays or repeating the scoring and ranking procedures.
- (3) HUD Headquarters, in conjunction with the Office of public and Indian housing comptroller, **WILL AUDIT** a sample of Field Offices to validate the review process.

14. SCORING OF FY 96 PHDEP GRANT APPLICATIONS.

A. Assignment of the Grant Administrator. Grant application processing center site grant administrators (GAs) **WERE** assigned to oversee the review process. One GA **WAS** assigned to each selected site. The GAs **WILL**:

- (1) Receive all grant applications and validate receipt based on the application print-out from the Grants Management Module reports and the hard copy of the PHDEP Application Log.
- (2) Coordinate and manage the FY 96 PHDEP grant application review process.
- (3) Identify reviewers for applications. Reviewers **WILL** be selected from HUD staff from local and other Field Offices/AONAPs.
- (4) Work with data entry person at the processing

panel entering data in the Grants Management Module. Validate data entry.

- (5) The work load **WILL** be divided among panels of reviewers with one or more grant panel leader(s) (GPL) assisting the GA in overseeing the process.
- (6) All reviewers **WILL** be trained in one training session by the Office of the Deputy Assistant Secretary for the Community Relations and Involvement, Office of Crime Prevention and Security Division and ONAPs staff at the beginning of the review process to assure consistency.
- (7) Each grant application **WILL** be independently scored by two individuals.
- (8) Scores **WILL** be posted on the FY 96 PHDEP Scoring Sheets. The GA or the GPL(s) **WILL** verify that all factors are scored, math computations are correct, scoring sheets reflect appropriate comments for score and are signed by reviewer, and validate all data entry with the score sheets.
- (9) Scores **WILL** be entered into the Grants Management Module at the grant application processing site.

15. RANKING OF FY 96 GRANT APPLICATIONS.

- A. After grant applications have been processed and scored, the GA, Office of Public Housing, NYC, NY **WILL** provide a ranking of the applications on a national basis to the Office of the Deputy Assistant Secretary for the Community Relations and Involvement, ATTN: Director, Office of Crime Prevention and Security Division.
- B. The awards **WILL** be made in ranked order until all funds are awarded. In the event that two eligible applications receive the same score, and both cannot be funded because of insufficient funds, the application with the highest score in selection criterion 3 "The capability of the applicant to carry out the plan" will be selected.
- C. If Selection Criterion 3, of the grant application, is scored identically for both applications:

- (1) The scores in Selection Criteria 1, 2, and 4 **WILL** be compared in this order, one at a time, until one grant application scores higher in one of the factors and is selected.
 - (2) **If**, the grant application score is identically in all factors, the grant application that requests less funding will be selected.
- D. All awards **WILL** be made to fund fully a grant application, except as provided in section I.(b)(4) (Reduction of Requested Grant Amounts and Special Conditions) under the NOFA.
 - E. The GA, Office of Public Housing, NYC, NY **WILL PROVIDE** to the Office of the Deputy Assistant Secretary for the Community Relations and Involvement, ATTN: Director, Office of Crime Prevention and Security Division, all completed database files with all grant application and scoring information for the FY 96 PHDEP grant applications award process.
 - F. A grant application **MUST** receive a score of **70 OR MORE POINTS OUT OF THE MAXIMUM OF 100 POINTS AWARDED** under this competition to be eligible for funding.

16. ACTIONS REQUIRED FOR SUBMISSION OF FY 96 PHDEP GRANT APPLICATION SELECTION DATA.

- A. The FY 96 PHDEP Grants Management Module databases DRUG****.DBF and DRUG****.DBT with all grant application and scoring information completed **MUST BE** submitted to Headquarters through standard procedures and guidance in this notice for transmission of SMIRPH/MIRS databases.
- B. The GA, Office of Public Housing, NYC, NY **WILL ASSURE** that data entry on screens 1 through 7 of the module are validated to be correct and complete before the database is sent to Headquarters, OCRI, CPSD.
- C. Grant application processing site GA, AONAPs, Denver, CO:
 - (1) The FY 96 PHDEP Grants Management Module databases DRUG****.DBF and DRUG****.DBT with all grant application and scoring information **MUST** be submitted to the GA Office of Public Housing, NYC,

NY.

- (2) The GA, AONAPs **WILL** assure that data entry on screens 1 through 7 of the module are validated to be correct and complete before the database is transmitted. Refer to paragraph 11.C. of this notice for guidance.

D. Application completion Process.

- (1) After completion of the application review process, the GA, Office of Public Housing, NYC, NY/application processing site supervisor **WILL** through standard procedures **TRANSMITS** all SMIRPH/MIRS databases to the Office of the Deputy Assistant Secretary for the Community Relations and Involvement, Attn: Director, Office of Crime Prevention and Security Division.
- (2) After validation by the Director, Office of Crime Prevention and Security Division, will submit the completed database to Office for the Deputy Assistant Secretary for the Community Relations and Involvement for final review and further process.
- (3) The Office for the Deputy Assistant Secretary for the Community Relations and Involvement will process the award database to the Assistant Secretary for the Office of Public and Indian Housing for review/awards.

17. CONGRESSIONAL NOTIFICATIONS.

- A. Based on information in the Grants Management Module Congressional notifications for the Office of Public Housing and ONAPs **WILL** be prepared by the GA, Office of Public Housing, New York City, NY and submitted to the Office of the Deputy Assistant Secretary for the Community Relations and Involvement, ATTN: Director, Office of Crime Prevention and Security Division, for further process.
- B. After review by the Office of the Deputy Assistant Secretary for the Community Relations and Involvement, a memorandum will be submitted by the Assistant

Secretary, Office of Public and Indian Housing that includes a listing of the grant awards to the Assistant Secretary, Congressional and Intergovernmental Relations, who will officially notify Congress.

- C. After Congress has been notified the Office of the Deputy Assistant Secretary for the Community Relations and Involvement, Office of Crime Prevention and Security Division, **WILL** notify Field Offices/ONAPs as to Congressional notification release date.

18. NOTIFICATIONS TO SELECTEES AND NON-SELECTEES.

- A. The NYC processing site **WILL** prepare and forward a list, via cc:mail, of selectee awards to the Office of the Deputy Assistant Secretary for Native Americans Programs. The Director, Office Crime Prevention and Security Division **WILL** be responsible to distribute awards to each Director, Office of Public Housing and Administrator, AONAP. **THE AWARD LETTERS WILL NOT BE SENT UNTIL:**
 - (1) Field Offices/AONAPs receive the HUD-185 from Headquarters; and
 - (2) Congressional and Intergovernmental Relations completes the notification of Congress.

- B. The NYC processing site **WILL** prepare and forward a list, via cc:mail, of non-selected applicants who were not funded. Non-selectees **WILL** be notified in writing at the same time as funded grant applications. The Office of the Deputy Assistant Secretary for the Community Relations and Involvement, Director, Office of Crime Prevention and Security Division, **WILL PROVIDE**, via cc:mail, all disapproval letters from the Grants Management Module. The letters will be forward to each Director, Office of Public Housing and Administrators, AONAP for distribution.

- C. An original signature copy of each award letter **WILL** be provided to the Field Accounting Director (FAD) to reserve grant funds.

19. FY 96 PHDEP GRANT AGREEMENT PREPARATION AND PROCESS.

- A. Form HUD-1044 with attached grant agreement and related forms will be prepared in accordance with Chapter 4 of the ORI, Grants Management Handbook 7490.01. Refer to timelines in paragraph 22 of this notice.
- B. Grant Agreement.
 - (1) A standardized grant agreement **WILL** be provided by The Office of the Deputy Assistant Secretary for the Community Relations and Involvement, Director, Office of Crime Prevention and Security Division, to Field Offices/AONAPs to assist in this process. This agreement is provided to Field Offices as a **GUIDE ONLY**.
 - (2) Field Offices/AONAPs **MUST** verify award amount and **MAY** place any special conditions, such as LOCCS edits, funding or programmatic restrictions necessary for compliance or performance of the approved grant in accordance with the NOFA.
- C. The FY 96 PHDEP grant agreement **MUST** be executed in accordance with the schedule set forth in paragraph 22 of this notice, as amended. The Office of the Deputy Assistant Secretary for the Community Relations and Involvement, Director, Office of Crime Prevention and Security Division, **WILL PROVIDE** a recommended grant agreement to Field Offices.

20. APPLICATION DEBRIEFINGS.

- A. After the completion of the scoring process the GA, Office of Public Housing, New York City, NY, and AONAPs, Denver, CO., **WILL** provide via transmittal letter; a copy of scoring sheets to each Field Office/AONAPs.
- B. The GA, Office of Public Housing, New York City, NY and AONAPs, Denver, CO **MUST** ensure, via transmittal letter, two copies of the grant applications and scoring sheets, and any related documents, per applicant, are sent (**OVERNIGHT MAIL**) to HUD's DISC. The DISC will maintain a file copy of all grant applications and score sheets and related documents. The materials will be sent to the following address:

Aspen Systems
 Drug Information and Strategy Clearinghouse (DISC)

ATTN: Gary Ballinger
1600 Research Boulevard, STOP 3k
Rockville, MD 20850
Telephone Number (301) 251-5123

(For informational purposes: Gary Ballinger may be contacted on HUD cc:mail address ASPENPOST and/or INTERNET E-MAIL ADDRESS: GBallinger @ ASPENSYS.COM)

- C. HUD's DISC will be available to provide feedback to those HAs whose applications were not approved for funding.
- D. This process **MUST** be executed in accordance with the schedule set forth in paragraph 22 of this Notice.

21. HUD FY 96 PHDEP GRANT APPLICATION REPORTS REQUIRED.

- A. As in past years, to ensure that the program schedules are adhered to and that applicants are not adversely affected, the below listed monitoring and tracking report **IS REQUIRED**.
- B. Field Offices and AONAPs **SHALL PROVIDE** the below specific report to the Office of the Deputy Assistant Secretary for the Community Relations and Involvement, ATTN: Director, Office of Crime Prevention and Security Division, in the following specific format for the FY 96 PHDEP:
 - (1) Date Office of Public Housing/AONAPs approval letters were transmitted to applicants;
 - (2) Date the Office of Public Housing/AONAPs transmitted executed grant agreements to FAD;
 - (3) Date funds were obligated by the FAD;
 - (4) Date Office of Public Housing/AONAPs entered FY 96 PHDEP budget line items (BLIs) into LOCCS; and
 - (5) Any grantee that does not have access to LOCCS-VRS for the FY 96 PHDEP as of the date of the report and what actions were taken.
- B. Each Director, Office of Public Housing and Administrator, AONAPs, as appropriate, **WILL SUBMIT** this report, via cc:mail, to The Office of the Deputy

Assistant Secretary for the Community Relations and Involvement, ATTN: Malcolm E. Main (CC:mail Address PIHPOST2). Refer to paragraph 22 of this notice regarding timeline.

22. FY 1996 PHDEP GRANT PROCESS TIMETABLE. The Office of the Deputy Assistant Secretary for the Community Relations and Involvement, Director, Office of Crime Prevention and Security Division, Office of the Deputy Assistant Secretary for Native American Programs, Field Offices and AONAPs **MUST** executed this process in accordance with the below schedule. All required forms are attached as appendixes.

NOTE: All tasks regarding the first phase (Steps 1- 15) between June 07 - July 12, 1996 were completed.

ACTION - 1ST PHASE OF APPLICATION PROCESS AS AMENDED	DEADLINE COMPLETION DATE(S)
Headquarters staff and GA grant application processing center site administrative time:	
A. GA begins organization of grant applications for review process	(WEDNESDAY) July 17, 1996
B. GA completes organization of grant applications for review process. Weekend staff workload July 20-21, 1996.	(SUNDAY) July 21, 1996
Headquarters, staff train reviewers	July 22, 1996
Review and scoring of applications	July 22, 1996
ACTION - SECOND PHASE OF APPLICATION PROCESS	
AMENDED APPLICATION DEADLINE DATE	AUGUST 09, 1996
FOGAs fax final or corrected Application Master Log to Malcolm E. Main, (fax number	

(202) 401-7965, CC:mail address
PIHPOST2) to Headquarters, CPSD
and/or ONAPs, as appropriate August 12, 1996

Headquarters, verifies
via cc:mail Application Master Logs August 12, 1996
(COB-based upon
local time)

FOGAs complete data entry of
applications in SMIRPH/MIRS Grants
Management Module August 12, 1996

FOGAs screen for technical
deficiencies and provide application
acknowledgement and, if applicable,
curable deficiencies letter to HAS August 12, 1996

FOs score selective criterion 3 August 12, 1996

**IF APPLICABLE, END OF FIELD OFFICE
CURABLE PERIOD AUGUST 23, 1996**

Final shipment of any ammendments,
replacement or new applications.
FOGAs ships boxes to processing
sites containing the
following items:

- o Transmittal Letter
- o Application Master Log
- o Applications (Organized by HA
Code)
- o Application Screening
and Score Sheets must be
attached to each
application with selection
criteria 3 score entered
on each score sheet

- o Correctable Deficiency
Log with any curable
letters attached
to applications
- o Diskette of application
information from the
SMIRPH/MIRS Grants

Management Module	August 13, 1996
FOs send cc:mails to processing site that states "when" and "how" the applications were shipped and "expected arrival date".	August 13, 1996
Review and score applications by processing sites	August 15, 1996
ACTION - FINAL COMPLETION OF PHDEP APPLICATION PROCESS, AS AMENDED	
Post any corrections to the Data entry in Grants Management Module by data entry staff and validated by GA	August 16, 1996
Data entry completed in grants Management Module and validated by GA	August 16, 1996
Data base/award documents transmitted to OCRI	August 16, 1996
Prepare a decision memo regarding award funding for the Assistant Secretary	August 19, 1996
Decision memo regarding award funding submitted to Budget Division	August 19, 1996
Headquarters, Assistant Secretary, PIH makes final approval of grant selections	August 20, 1996
HEADQUARTERS--CONGRESSIONAL NOTIFICATIONS	AUGUST 20, 1996
Headquarters sends Funds Obligation document to FOs	August 22, 1996
FY 96 PHDEP awards. FOs ensures award letters (copy of award letter to FAD to reserve funds),	

disapproval letters and grant agreements are transmitted to HAS	August 23, 1996
GA ships boxes, with transmittal letter and related documents to include applications to DISC	August 30, 1996
FAD completes reservation of FY 96 PHDEP grant funds	August 30, 1996
FY 96 PHDEP grant agreements executed between HUD and HAS	September 06, 1996
FOs enter activity budget line items into LOCCS	September 24, 1996
DISC prepares FY 96 PHDEP analysis for CPSD, OCRI	September 30, 1996
FY 96 PHDEP funds available for grantees to draw down	October 25, 1996
FOs submits FY 96 PHDEP Grant Status Report to Headquarters	October 31, 1996

For further information on the Public Housing Drug Elimination Grant Program contact the Office of the Deputy Assistant Secretary for the Community Relation and Involvement, Director, Office of Crime Prevention and Security Division, (ATTN: PHDEP Desk Officer: Malcolm E. Main) Office of Public and Indian Housing, Department of Housing and Urban Development, 451 Seventh Street, S.W., Room 4112, Washington, D.C. 20410 on (202) 708-1197, ext 4232 and/or the Drug Information and Strategy Clearinghouse on 1-800-578-3472.

/s/ Michael B. Janis for

Kevin Emanuel Marchman
Acting Assistant Secretary for
Public and Indian Housing

Attachments:

Appendix A:	FY 1996 PHDEP	Grant Application Master Log
Appendix B:	FY 1996 PHDEP	Grant Application Screening Field Office Checklist
Appendix C:	FY 1996 PHDEP	Grant Application Correctable

Appendix D:	FY 1996 PHDEP	Deficiency Master Log
Appendix E:	FY 1996 PHDEP	Grant Application Deficiency Letter
		Grant Application Instructions and
		Score Sheet

APPENDIX A: APPLICATION MASTER LOG INSTRUCTIONS

All master logs must be accompanied with a copy of a calculator paper tape, showing the total of all applications submitted.

The tape must have been cleared before the tabulations are imputed and the tape must show the cleared symbol after the tabulations are totaled. A copy of the tape must be copied on a blank page and attached to the log.

The FOGA must be entered by entering the symbol zero (0) and then totaling that symbol. It will appear on most calculator tapes as zero period plus sign (0.+).

All master logs with incorrect tabulations totals will be returned.

Amendments must be logged on the master log.

APPENDIX A: FY 1996 PHDEP GRANT APPLICATION MASTER LOG

	HA CODE	PHA/IHA NAME	DATE	TIME	LOGGED IN BY:
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

TOTAL FUNDS REQUESTED \$ _____

HUD FIELD OFFICE _____

DATE SUBMITTED TO HEADQUARTERS: _____

SUBMITTED BY: _____

NOTE: LOG MUST BE TYPED

APPENDIX B: FY 1996 PHDEP GRANT APPLICATION FIELD OFFICE SCREENING CHECKLIST

SECTION 1. FIELD OFFICE GRANT APPLICATION SCREENING CHECKLIST

HA Name: _____

HA Code: _____

Field Office: _____

Requested Grant Term in Months: _____

SECTION 2. FIELD OFFICE GRANT APPLICATION CHECKLIST

	TABS COMPLETE		ACTION
	YES	NO	
1	_____	_____	Applicant Cover Letter
2	_____	_____	Applicant Data Input Form
3	_____	_____	SF-424, Application for Federal Assistance
4	_____	_____	SF-424A Budget Information with budget narrative(s) attached
5	_____	_____	SF-424B Assurances
6	_____	_____	First Selection Criteria
7	_____	_____	Second Selection Criteria
7A	_____	_____	- Implementation Schedule/Activity timetable

- 7B _____ - Personnel Position Descriptions (if applicable)

- 8 _____ Third Selection Criteria
- 9 _____ Fourth Selection Criteria

- 9A _____ - Summary of Written Resident Comments
- 9B _____ - Letters of Commitment (if applicable)

- 10 _____ Certifications

- 10A _____ - RMC, RC and RO certification
- 10B _____ - Drug treatment program certification (Applicable only if applying
for drug treatment activities NOT prevention activities)
- 10C _____ - Law enforcement certification (Applicable only if applying for
law enforcement activities)
- 10D _____ - Form HUD-50070 drug-free work place certification
- 10E _____ - Chief Executive Officer (CEO) certification
- 10F _____ - HUD-50071 lobbying certification
- 10G _____ - SL-LLL disclosure of lobbying activities certification
- 10H _____ - Debarment and Suspension Certification
- 10I _____ - Form HUD-2880, Applicant Disclosures

SECTION 3. REVIEW OF FY 96 PHDEP GRANT APPLICATION

COMPLETE
YES NO ACTION

1. ___ ___ A. Are all computations in the SF-424A (budget) and budget narrative complete and correct?
- ___ ___ B. Did the FO review the SF-424A and narrative to check for duplication of funds with other HUD programs? **ANSWER YES OR NO.**
- ___ ___ C. If yes, were any duplication of funds found? **ANSWER YES OR NO.** If Yes, explain what actions were taken. (Review SF-424A and Tab 1)
2. ___ ___ Did the FO verify the unit count? (Review Tab 1)
3. ___ ___ Does the amount requested **EXCEED THE MAXIMUM GRANT AMOUNT PERMITTED?** In accordance with section I.(b)(2) of the NOFA. If an error was identified, please explain actions taken in specific comment section below.
4. ___ ___ Did the applicant request funding for the activities described in section I.(c)(1) through (6) of the NOFA, to eliminate drug-related crime in housing owned by public housing agencies that is not public housing assisted under the United States Housing Act of 1937 and is not otherwise federally assisted:
- A. ___ ___ Did the applicant demonstrate that the housing is located in a high intensity drug trafficking area designated pursuant to section 1005 of the

Anti-Drug Abuse Act of 1988; and

- B. ___ ___ Did the applicant demonstrate that on the basis of information submitted in accordance with the requirements of section I.(c)(9) of the NOFA, that drug-related activity, and the problems associated with it, at the housing has a detrimental affect on or about the real property comprising any public or other federally assisted low-income housing.

SECTION 4. FIELD OFFICE SUMMARY OF ACTIONS

Were technical deficiencies noted:

Yes ___ No ___

Were curable technical deficiencies corrected:

Yes ___ **No _____ (Explain below)

Application fully acceptable:

Yes _____ **No _____ (Explain)

Application screened by (print): _____

Signature: _____ Date of screening: _____

Verification:

_____ Date: _____
(FOGA Signature)

Specific comments: (Use additional paper if necessary)

APPENDIX C: FY 1996 PHDEP CORRECTABLE DEFICIENCIES MASTER LOG

	DATE OF FO LTR	PHA/IHA NAME	DATE	TIME	CORRECTIONS RECD. LOGGED IN BY:	COMMENTS
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

HUD FIELD OFFICE _____
 DATE SUBMITTED TO HEADQUARTERS: _____

SUBMITTED BY: _____

**APPENDIX D: SAMPLE FY 1996 PHDEP FIELD OFFICE GRANT
APPLICATION DEFICIENCY LETTER**

SAMPLE - ONLY

Applicant
Address

Dear Executive Director (Name):

Thank you for your recent application submission for the FY 1996 Public Housing Drug Elimination Program (PHDEP). The (Name of Local HUD Field Office) has conducted the initial screening of your application. Your submission was found technically deficient in the following areas:

(SAMPLE)

- 1.
- 2.
- 3.

Please provide the additional information and/or corrected certification(s) for the identified deficiencies within 14 days from the date of this letter. Please submit your corrections to:

Name of Local Field Office
Address
Name of contact person
Phone Number
Fax Number

If you have any questions, please contact (Insert contact name and phone number).

Thank you for your interest in the Department's programs.

Sincerely,

**APPENDIX E: FY 1996 PHDEP GRANT APPLICATION SCORE SHEET
INSTRUCTIONS AND AUTHORIZED SCORE SHEET**

Each reviewer will receive a number of assigned Public Housing Drug Elimination Program (PHDEP) grant applications to review and score. These applications will be listed on the assignment sheet accompanying the applications. Please check to verify the receipt of all applications listed and sign the sheet as confirmation. The reviewer is responsible for the applications in your possession at all times. Return each application to the grant administrator or panel leader as you complete the review and scoring of each application. Please review the applications in the order listed on your assignment sheet.

The applications are to be reviewed and scored according to the FY 96 NOFA, as amended, FY 96 application Processing Notice, as amended, and any additional training instructions provided.

You must remember that all of the documents used during the process are official documents and are subject to review. Therefore, all documents must be legible and scorers must document decisions completely and accurately.

STEP 1 REVIEW AND SCORE THE APPLICATION:

- A. The number of points that an application receives **MUST** depend on the extent to which the application is responsive to the information requested in the selection criteria.
- B. As the reviewer scores each selective criterion they **MUST** post the scores in Section 1 of the score sheet and initial the entry.
- C. All scores issued by the reviewer must be justified in writing. The written justification **MUST** indicate "WHY" the applicant "DID NOT" receive the maximum allowable points for the particular selection criteria factor. Appropriate entries/comments **MUST** be made on any factor requiring a score.
- D. The reviewer can use additional paper if necessary. All scores **MUST** be justified and verified by a supervisor.
- E. Each application submitted for a grant **WILL** be evaluated on the basis of the following selection criteria set forth in the NOFA, as amended.

STEP 2 REVIEW APPLICATION FOR INELIGIBLE ACTIVITIES AND COMMENTS

After you have finished reviewing and scoring all elements of each factor, assure the following:

- o All scoring and comment blocks are filled out. The comments serve as the source for feedback to the applicants not funded, as well as review by OIG audits.
- o Comment on the following issues, **if appropriate**, and mark with the appropriate letter in the upper right hand corner of the score sheet:

JOINT APPLICANTS - "J" An applicant may submit only one application under the NOFA. If a joint application has been made note "J" on the first page of the score sheet.

EXCEPTION - "J1." Housing authorities under a single administration (such as one housing authority managing another housing authority under contract or housing authorities sharing a common executive director) **may submit a single application**, even though each housing authority has its own operating budget. If the applicant is applying under this exemption, place a "J1" on the first page of the score sheet.

INELIGIBLE ACTIVITIES - "I" If you identify any ineligible activities listed in the grant, circle the item in the text. List the activity and page number under "Ineligible Activities" on the score sheet. Deduct the amount of the funding required for the ineligible item from the total requested budget to reflect total approved budget. The Panel Leader will reconcile the amount to be deducted with the second reviewer prior to data entry.

ALCOHOL/PRESCRIPTION DRUGS - "A" OR "P" If the applicant describes its primary substance abuse problem as alcohol or prescription drug abuse, you

are to note this on the first page of the application. These activities will be identified as ineligible and deducted as referenced above.

- o Enter grant amount requested **minus**, if applicable, the amount of any ineligible activities to show a revised recommended grant funding. If there are any activities that are not clear, note them and request clarification prior to recommending funding.
- o Verify all scores with a hand calculator.
- o All score sheets **must** be signed by the reviewer. The signature certifies completion of the review and scoring process. It also certifies the reviewer **did not** provide any technical assistance to the applicant, **did not** discuss the application with anyone who did, and **did not** have a relationship with the applicant that could be considered a conflict of interest.
- o Give the application package and the completed score sheet to the grant administrator or panel leader. The grant administrator or panel leader will initial the assignment sheet next to the appropriate application to signify the review is complete and the application has been returned to them.

APPENDIX E: FY 1996 PHDEP GRANT APPLICATION SCORE SHEET

SECTION 1: FY 1996 PHDEP GRANT APPLICATION SCORE SHEET
(COMPLETED BY FIELD OFFICE)

FIELD OFFICE/AONAPs ENTRY:

HA NAME: _____

HA CODE: _____

FIELD OFFICE/AONAPs: _____

**SECTION 2: FY 1996 PHDEP FINAL SCORING INFORMATION
(SELECTIVE CRITERION 1, 2 AND 4 COMPLETED BY
APPLICATION CENTER PROCESSING SITE. SCORING
OF SELECTIVE CRITERION 3 COMPLETED BY FO/AONAPs)**

	MAX PTS.	POINTS AWARDED	SCORERS INITIALS	PANEL LEADER INITIALS
SELECTIVE CRITERION 1:	40			
SELECTIVE CRITERION 2:	35			
SELECTIVE CRITERION 3:	15			
SELECTIVE CRITERION 4:	10			
TOTAL :	100			

FUNDS REQUESTED: \$ +))))))))))))))))))))), * *
.))))))))))))))))))))))-

RECOMMENDED FUNDING: \$ +))))))))))))))))))))), * *
.))))))))))))))))))))))-

PROCESSING PANEL SCORER NAME: (print) _____
PROCESSING PANEL SCORER SIGNATURE: _____

PROCESSING PANEL LEADER SCORE & FUNDING VERIFICATION:

(panel leader signature) (date)

SECTION 3. FINAL BUDGET DATA INPUT SHEET
(COMPLETED BY GRANT APPLICATION CENTER PROCESSING
SCORER AND/OR FIELD OFFICE/AONAPs, AS APPROPRIATE)

LINE ITEM NO.	HOUSING AUTHORITY REQUESTED ACTIVITIES	FIELD OFFICE/ AONAPs ENTRY: REQUESTED AMOUNTS	PROCESSING PANEL SCORER ENTRY: FINAL ADJUSTMENT BY HUD REVIEWER (IF APPLICABLE)
9110	Reimbursement of Law Enforcement	\$ _____	\$ _____
9120	Employment of Security Personnel		
	A. Contracted Security Guards	\$ _____	\$ _____
	B. HA Police Departments	\$ _____	\$ _____
	(TOTAL 9120 BLI FUNDING)	\$ _____	\$ _____
9130	Employment of Investigators	\$ _____	\$ _____
9140	Voluntary Tenant Patrols	\$ _____	\$ _____
9150	Physical Improvements	\$ _____	\$ _____
PROGRAMS TO REDUCE ILLEGAL DRUGS			
9160	Drug Prevention	\$ _____	\$ _____
9170	Drug Intervention	\$ _____	\$ _____
9180	Drug Treatment	\$ _____	\$ _____
GRANT ADMINISTRATIVE COSTS			
9190	Other Program Costs	\$ _____	\$ _____
TOTAL FUNDS REQUESTED		\$ _____	
If applicable, processing panel scorer			

total funding after adjustments

\$_____

**SECTION 4. FY 1996 PHDEP GRANT APPLICATION INELIGIBLE ACTIVITIES
(APPLICATION CENTER PROCESSING SCORER ENTRY, AS
APPROPRIATE)**

The reviewer MUST list any ineligible items by activity and cost objective from budget and deduct from the requested funding amount. All deductions MUST be justified with comment by the scorer and verified by a panel leader.

INELIGIBLE ACTIVITY	AMOUNT DEDUCTED	TAB # PAGE #	REVIEWER JUSTIFICATION FOR DEDUCTION
=====			

**SECTION 4A. IF APPLICABLE, SPECIAL CONDITIONS TO GRANT
AGREEMENT. (GRANT APPLICATION CENTER
PROCESSING
SCORER ENTRY)**

1st SELECTIVE CRITERION - THE EXTENT OF THE DRUG-RELATED CRIME PROBLEM IN THE APPLICANT'S DEVELOPMENT OR DEVELOPMENTS PROPOSED FOR ASSISTANCE.

MAX 40

SUBFACTOR 1-A EXTENT TO WHICH DATA SHOWS FREQUENCY & NATURE OVER ONE YEAR

HIGH (10-15)	MED (5-9)	LOW (0-4)
Provides best objective data	Provides best objective data	LIMITED or NO evidence of objective data
CLEARLY outlined	BASIC Outline	
COMPLETE DETAILED description with analysis of nature & frequency of crime	Outlines description with analysis with SOME types of crime	
Documents crime stats & problems associated		LIMITED or NO evidence of crime stats
CLEARLY defines drug activity Where, who, how & when	SOME information on where, who, how & when	DID NOT define drug activity
Compares to community	Compares to community	LIMITED or INCOMPLETE comparison
CLEARLY documents & provides additional info and Demonstrates LINKAGES to problems associated with crime	SOME additional info Demonstrates LIMITED linkages	LIMITED or NO additional info

REVIEWER'S COMMENTS:

POINTS AWARDED: _____

SUBFACTOR 1-B EXTENT OF ANALYSIS & CLEARLY ARTICULATED NEED & STRATEGY

HIGH (4-5)	MED (1-3)	LOW (0)
-------------------	------------------	----------------

CLEARLY analyzed data	Analyzes data	LIMITED or NO evidence of analysis
Draws conclusions on what needs are to be addressed	SOME conclusions on what is needed	NO conclusions on what is needed

REVIEWER'S COMMENTS:

POINTS AWARDED: _____

SUBFACTOR 1-C PER CAPITA INCIDENCE OF ROBBERY & HOMICIDE IN COMMUNITY

POINTS AWARDED: _____

SUBFACTOR 1-D PER CAPITA INCIDENCE OF DRUG ARRESTS IN COMMUNITY

POINTS AWARDED: _____

POINTS AWARDED FOR SELECTIVE CRITERION 1:

1-A _____

1-B _____

1-C _____

1-D _____

TOTAL: _____

2nd SELECTIVE CRITERION - THE QUALITY OF THE PLAN TO ADDRESS THE CRIME PROBLEM IN THE PUBLIC HOUSING DEVELOPMENTS PROPOSED FOR ASSISTANCE, INCLUDING THE EXTENT TO WHICH THE PLAN INCLUDES INITIATIVES THAT CAN BE SUSTAINED OVER A PERIOD OF SEVERAL YEARS.

MAX 35

SUBFACTOR 2-A PLAN CLEARLY DESCRIBES ACTIVITIES, COMPREHENSIVE APPROACH?

HIGH (8-10)	MED (4-7)	LOW (0-3)
CLEARLY demonstrates DISTINCT RELATIONSHIP between crime/problems & strategy	SOME relationship	LIMITED or NO evidence of relationship
COMPREHENSIVE approach of MULTIPLE activities	Strategy provides approach with SOME combination of programs	Strategy focuses on SINGULAR programs

REVIEWER'S COMMENTS

POINTS AWARDED: _____

SUBFACTOR 2-B BUDGET NARRATIVE & SUPPORTING DOCUMENTATION PER ACTIVITY

HIGH (4-5)	MED (2-3)	LOW (0-1)
------------	-----------	-----------

DETAILED budget narrative with SUPPORTING DOCUMENTATION for each activity	Basic budget narrative for each activity	NO clear budget narrative for each activity
---	--	---

REVIEWER'S COMMENTS:

POINTS AWARDED: _____

SUBFACTOR 2-C REALISTIC IN TIME, PERSONNEL & OTHER RESOURCES

HIGH (2)	MED (1)	LOW (0)
CLEARLY demonstrates realistic plan for EACH component	Provides a plan for each component	NO realistic plan Each component not documented

REVIEWER'S COMMENTS:

POINTS AWARDED: _____

SUBFACTOR 2-D OTHER ENTITIES INVOLVED IN PLANNING & IMPLEMENTING PLAN

HIGH (2)	MED (1)	LOW (0)
CLEARLY documents involvement of local community in DESIGN & IMPLEMENTATION of plan	SOME evidence of involvement in design & implementation	NO evidence of involvement in design & implementation

REVIEWER'S COMMENTS:

POINTS AWARDED: _____

SUBFACTOR 2-E ACTIVITIES SUSTAINED, IDENTIFIES RESOURCES FOR CONTINUATION

HIGH (2)	MED (1)	LOW (0)
-----------------	----------------	----------------

CLEARLY DEMONSTRATES & includes activities that can be sustained over the years	Includes activities that may be sustained over the years	DOES NOT include activities that can be sustained
IDENTIFIES resources for continuation	Identifies potential resources	NO resources identified

REVIEWER'S COMMENTS:

POINTS AWARDED: _____

SUBFACTOR 2-F PROVIDE TRAINING/JOBS/BUSINESS OPPORTUNITIES FOR LOW-INCOME PERSONS

HIGH (2)	MED (1)	LOW (0)
CLEARLY DEMONSTRATES it will provide training & jobs OR business opportunities for lower income persons & businesses	SOME training & jobs OR business opportunities	DOES NOT CLEARLY state it will provide training & jobs OR business opportunities

REVIEWER'S COMMENTS:

POINTS AWARDED: _____

SUBFACTOR 2-G DEVELOPED PROCESS TO COLLECT & ANALYZE CRIME & WORKLOAD

HIGH (4-5)	MED (1-3)	LOW (0)
CLEARLY DEMONSTRATES a description of process to collect maintain & analyze crime and workload data for calls for service at proposed sites.	DESCRIBES process	DOES NOT CLEARLY state description of process

REVIEWER'S COMMENTS:

POINTS AWARDED: _____

SUBFACTOR 2-H DEVELOPED EVALUATION PROCESS

HIGH (5-7)	MED (2-4)	LOW (0-1)
CLEARLY OUTLINES methodology to measure success based on specific indicators	LIMITED evaluation methodology	NO evidence of evaluation process
Application discusses types of info & methods for analysis of crime problems at proposed sites	Info generally collected relates to crime problems at proposed sites	Failed to relate evaluation process to assessment of crime problems at proposed sites

REVIEWER'S COMMENTS:

POINTS AWARDED: _____

POINTS AWARDED FOR SELECTIVE CRITERION 2:

- 2-A _____
- 2-B _____
- 2-C _____
- 2-D _____
- 2-E _____
- 2-F _____
- 2-G _____
- 2-H _____

TOTAL: _____

3rd SELECTIVE CRITERION: THE CAPABILITY OF THE APPLICANT TO CARRY OUT THE PLAN

MAX 15

SUBFACTOR 3-A HA'S ADMINISTRATIVE CAPABILITY - PHMAP

HIGH (2)	MED (1)	LOW (0)
PHMAP indicators of "A" or "B"	PHMAP indicators of at least "C"	PHMAP indicators of "D" or lower

CLEARLY demonstrates thru HUD reviews or audits effective, efficient management	Demonstrates fair ability to manage HA	Demonstrates lack of ability. Reviews and audits with unresolved findings
CANNOT be designated a troubled HA	For troubled HA, must be achieving MOA goals	Troubled HA, meeting only some or none of MOA goals

REVIEWER'S COMMENTS:

POINTS AWARDED: _____

SUBFACTOR 3-B LAW ENFORCEMENT, SCREENING & LEASE ENFORCEMENT

HIGH (2)	MED (1)	LOW (0)
IMPLEMENTED THOROUGH practices and policies to effectively screen, reduce vacancies, & evict residents involved in illegal drug activities	IMPLEMENTED SOME practices & policies	NONE IMPLEMENTED
DEMONSTRATED significant reduction in crime or maintained low level of crime	DEMONSTRATED some reduction in crime	NO impact on reduction in crime in HA properties

REVIEWER'S COMMENTS:

POINTS AWARDED: _____

SUBFACTOR 3-C PAST THREE YEARS ADMINISTRATION OF GRANT PROGRAMS

HIGH (7-11)	MED (4-6)	LOW (0-3)
-------------	-----------	-----------

3RD SELECTIVE CRITERION VERIFICATION BY LOCAL FIELD OFFICE/AONAP FOGAS:

1. Selective criterion 3 of the application was scored by one reviewer.
2. Score was posted in Section 2 of scoring sheet for Selective Criterion 3.
3. Score sheet is complete. All scores issued by the reviewer was justified in writing. The written justification indicates "WHY" the applicant "DID NOT" receive the maximum allowable points for the particular selection criteria factor. Appropriate entries/comments WERE made on any subfactor requiring a score.
4. An additional copy of the score sheet was produced and attached to second application.

(Field Office/AONAPs Scorer - Print Name)

(Field Office Scorer/AONAPs Signature)

(Field Office/AONAPs FOGA Certification)

(Date)

FIELD OFFICE/AONAPs FOGA COMMENTS:

4th SELECTIVE CRITERION - THE EXTENT TO WHICH TENANTS, THE LOCAL GOVERNMENT AND THE LOCAL COMMUNITY SUPPORT AND PARTICIPATE IN THE DESIGN AND IMPLEMENTATION OF THE ACTIVITIES PROPOSED TO BE FUNDED UNDER THE APPLICATION.

MAX 10

SUBFACTOR 4-A PARTIES ACTIVELY INVOLVED IN DESIGN/IMPLEMENTATION OF PLAN

HIGH (2-3)	MED (1)	LOW (0)
CLEARLY DOCUMENTS extent community & government were ACTIVELY involved in design & implementation of plan (eg. minutes of mtgs., ltrs. of commitment, in-kind resources)	SOME documentation in design & implementation	LIMITED or NO documented evidence

REVIEWER'S COMMENTS:

POINTS AWARDED: _____

SUBFACTOR 4-B EXTENT RELEVANT GOV'T MET OBLIGATION OF COOP. AGREEMENT

HIGH (2-3)	MED (1)	LOW (0)
Provided Law Enforcement Certification by Chief of Police	Provides Certification by Chief of Police	Provides Certification by Chief of Police
CLEARLY DOCUMENTED activities & obligations	LIMITED documentation	NO documentation
CLEARLY DESCRIBES current level of law enforcement	DID NOT CLEARLY describe current level	NOT described

REVIEWER'S COMMENTS:

POINTS AWARDED: _____

SUBFACTOR 4-C RC INVOLVEMENT IN PLANNING/DEV/IMPLEM OF STRATEGY & DESIGN

HIGH (2)	MED (1)	LOW (0)
CLEARLY demonstrates & documents ACTIVE involvement in planning & development of application & strategy	Provides SOME evidence	DID NOT demonstrate or document
Provides CLEAR SUMMARY of each written comment and HA's RESPONSE to & action on each comment		

REVIEWER'S COMMENTS:

POINTS AWARDED: _____

SUBFACTOR 4-D PARTICIPATION IN LOCAL/ST/FED ANTI-DRUG EFFORTS

HIGH (2)	MED (1)	LOW (0)
DEMONSTRATED participation in local/st/fed anti-drug efforts eg. weed & seed, operation safe home, etc.	DEMONSTRATED HA is undertaking or has participated	FAILED to demonstrate
OR	OR	OR
Successfully coordinating with local/st or fed law enforcement	Successfully coordinating	Successfully coordinating

REVIEWER'S COMMENTS:

POINTS AWARDED: _____

POINTS AWARDED FOR SELECTIVE CRITERION 4:

4-A _____

4-B _____

4-C _____

4-D _____

TOTAL: _____