

Section I:

General Application Information

GENERAL APPLICATION INFORMATION

APPLICATION SUBMISSION

- A. An applicant shall submit only one application, per housing authority, for each program.
- B. Joint applications are not permitted under these program with the following **EXCEPTION**: HA under a single administration (such as HAs managing another HA under contract or HAs sharing a common executive director) **SHALL SUBMIT A SINGLE APPLICATION**, even though each housing authority has its own operating budget.
- C. Applications (**ORIGINAL AND TWO IDENTICAL COPIES OF THE ORIGINAL APPLICATION**) must be received by the deadline at the local HUD Field Office or HUB. Applications for the DEPs and the New Approach Program must be submitted to the local HUD Field Office or HUB, Attention: Director, Office of Public Housing or Assisted Housing. In the case of the Native American population, to the local HUD Administrator Area Office of Native American Programs (AONAP). Technical Assistance program applicants must submit their application to: Public Housing Drug Elimination Technical Assistance Program, Office of Community Safety and Conservation (OCSC), Room 4112, 451 7th Street SW, Washington, D.C. 20410-0050.

APPLICATION STRUCTURE

In order to facilitate the review and scoring process, it is required that you follow the order outlined in **Section II** of this application kit. In addition, sample forms have been included in **Section III** of this application kit for your reference.

NOTIFICATION

HUD will provide written notification to all applicants of whether or not they have been selected.

GRANT AGREEMENT

After an application has been approved, HUD and the applicant shall enter into a grant agreement (Form HUD-1044) setting forth the amount of the grant and its applicable terms, conditions, financial controls, payment mechanism, schedule, measurements/outcomes, monitoring schedule and special conditions, including sanctions for violation of the agreement. A grant agreement is not used in the Drug Elimination Technical Assistance Program. For further information please refer to the program for which you are seeking funding.

APPLICATION ASSISTANCE

This kit contains information and instructions for several programs funded by the OCSC. For information on these programs, you may contact the Public Housing Drug Elimination Program Support Center at 1-800-578-

3472, the Drug Information and Strategy Clearinghouse at 1-800-955-2232, or the Super NOFA Clearinghouse at 1-800-HUD-8929. You may also request assistance on the PHDEP Listserv by following the directions below:

The PHDEP Listserv is an electronic mailing list which provides forums for Internet users to participate in Drug Elimination Program topics and discussions as they relate to public housing and the PHDEP, TA or New Approach Anti-Drug program application process. The latest announcements in public housing drug elimination efforts are also posted in bulletin-board style. To subscribe to OCSC's Listserv, send an e-mail message to listproc@aspensys.com. Leave the subject line blank, and type the following information in the body of the message: Subscribe PHDEP First Name Last Name. It should look like the following example.

SUBSCRIBE PHDEP ANDREW CUOMO

By subscribing to the Listserv, you may find helpful information from other housing authority applicants with questions and comments on the enclosed Drug Elimination Program Application Kits.

GENERAL APPLICATION TIPS

Follow the **REQUIRED OUTLINE** for organizing your application (follow tabs, include all required information and forms, number each page, etc.). The application and supporting documents describe below **should not exceed 500 pages. The application must be written in the English language.**

- Ensure** that all tabs in the application are in the required order.

Submit a cover letter with your application that serves to explain the application structure. It should include the name of a contact person and a number where he/ she can be reached. The cover letter should also outline the basic structure of your application and provide any other information you feel would assist HUD in reviewing your application.
- Prepare** a concise application using simple English language that addresses the problems you have identified in your assessment.
- When** applicable, make sure all computations (SF-424A and budget narratives) are complete and correct. Review the plan, SF-424A, budget narrative and timetable to ensure information and numbers are consistent and there are no duplication of funds with other HUD grant programs.
- Arrange** with city officials and HUD Field staff in the case of the Technical Assistance Program to have the forms signed in ample time to meet the application deadline.
- Determine** if an environmental review is required, to the extent required by HUD's environmental regulations at 24 CFR part 50, including the applicable related authorities at 24 CFR part 50.4.
- Ask** more than one person to read over your application to check that all required information and forms are included in the application and copies being submitted. Double check to make sure you

have addressed every requirement for funding and the application checklist has all items checked.

THE FOLLOWING REGULATIONS WILL ASSIST IN PUTTING YOUR APPLICATION TOGETHER:

To obtain copies of the Title 24-Code of Federal Regulations contact the Superintendent of Documents, Government Printing Office, Washington, DC 20402 (202) 512-1803. (This is not a toll-free telephone number) or the World Wide Web Site at WWW.GPO.gov.

- 24 CFR part 24, Government debarment and suspension and government wide requirements for drug-free workplace (grants).
- 24 CFR part 44, Non-Federal Governmental audit requirements.
- 24 CFR part 50, Environmental review of Department of HUD programs and activities.
- 24 CFR part 85, Administrative requirements for grants and cooperation agreements to State, local and Federally Recognized Indian tribal governments.
- 24 CFR part 761 Consolidated Drug Elimination Program for Assisted Housing and Public Housing. Published March 28, 1996.
- The Public Housing Drug Elimination Program FY-1998 NOFA. (Attached to application kit.)
- OMB Circular A-87, Cost Principles for State, and Local Governments and other related regulations. (Section VI of this application kit.)

Additional Resources

- To obtain a copy of the application kit, call the SuperNOFA Clearinghouse at 1-800-HUD-8929 or the PHDEP Support Center at 1-800-578-3472, or write to P.O. Box 6424, Rockville, MD 20850, or visit the World Wide Web site at www.hud.gov.
- To obtain crime statistics data, call the Bureau of Justice Statistics Clearinghouse on 1-800-732-3277 or fax to (301) 251-5212 or write to, Box 6000, Rockville, MD 20850 or visit the World Wide Web site at <http://www.ncjrs.org/statprdt.htm>.
- To obtain drug and crime data call the Drugs and Crime Clearinghouse on 1-800-666-3332 or fax to (301) 519-5212 or write to, 2277 Research Boulevard, Rockville, MD 20850 or visit the World Wide Web site at <http://ncjrs.org.71/1/drugs>.
- To obtain drug information and data call the National Clearinghouse for Alcohol and Drug Information on 1-800-729-6686 or fax to (301) 468-6433 or write to, P.O. Box 2345, Rockville, MD

20852 or visit the World Wide Web site at <http://www.health.org>.

- To obtain information concerning successful anti-drug and crime strategies in public housing communities, including information on the "One Strike and You're Out" initiative, contact the Drug Information & Strategy Clearinghouse on 800-578-3472 or fax to (301) 738-6655 or write to, P.O. Box 6424, Rockville, MD 20850.
- To obtain information concerning successful Neighborhood Watch and resident patrol programs contact the National Association of Town Watch on 610-649-7055 or fax to (610) 649-5456 or write to, P.O. Box 303, Wynnewood, PA 19096. Or call the National Crime Prevention Council on 202-466-6272 or fax to (202) 296-1356 or write to 1700 K Street NW., Second Floor, Washington, DC 20005 or visit the World Wide Web site at <http://www.web.apc.org/~ncpc>.
- To obtain a copy of the Diagnostic and Statistical Manual (DSM) of Mental Disorders, or the Psychiatric Association, contact the American Psychiatric Press, Inc. on 800-368-5777 or fax to (202) 789-2648 or write to 1400 K Street NW., Suite 1101, Washington, DC 20005 or visit the World Wide Web site at <http://www.appi.org>.
- To obtain information concerning insurance for tenant patrols contact the Housing Authority Insurance Group on (203) 272-8220 Ext. 208, or fax to (203) 250-8377, or write to 180 Commerce Court, P.O. Box 189, Cheshire, CT 06410-0189.
- To obtain information concerning law enforcement strategies and programs contact the U.S. Department of Justice's Law Enforcement Administration (DEA) at Public Affairs Section, 700 Army Navy Drive, Arlington, VA 22202 or visit the World Wide Web site at <http://www.usdoj.gov/dea>.
- To obtain information concerning juvenile justice/delinquency prevention resources contact the Office of Juvenile Justice and Delinquency Prevention Clearinghouse on 800-638-8736, or fax to (301) 251-5212, or write at P.O. Box 6000, Rockville, MD 20850.
- To obtain information concerning crime law and/or justice programs contact the Department of Justice Response Center on 800-421-6770 or write to, 1100 Vermont Avenue NW., Washington, DC 20530.
- To obtain information concerning victims of crime contact the National Victims Resource Center on (301) 251-5525, or fax to (301) 251-5212, or write at P.O. Box 6000, Rockville, MD 20850.
- To obtain information concerning community policing services and grant programs contact the U.S. Department of Justice's Office of Community Policing Services (COPS) on (202) 514-5058, or write to 1100 Vermont Avenue NW., Washington, DC 20530, or visit the World Wide Web site a WWW.USDOJ.GOV/cops.

DRUG ELIMINATION PROGRAMS

APPLICATION INFORMATION

INTRODUCTION

The U.S. Department of Housing and Urban Development is pleased to announce funding under the Fiscal Year 1998 Drug Elimination Programs (DEPs) for use in reducing/eliminating drug-related crime and other Part I and Part II crimes "in or around" low-income, public and Indian housing developments.

The purpose of the Drug Elimination Programs is to:

- Encourage housing authorities to use DEP resources, to establish collaborative relationships and increase, over and above what might ordinarily be provided to housing agency residents.
- Effectively coordinate with Federal, Tribal, State and local agencies to increase employment and training opportunities for low-income residents, and thereby reduce/eliminate drug-related crime.
- Increase the use of housing community facilities, and bring back a community focus to housing authority properties. Community policing; police mini-stations; and resident training, substance abuse prevention, intervention, treatment (dependency/remission), structured aftercare, and other human resources programs.

Housing authorities (HAs) and TDHEs may apply for funding for employment of security personnel (contracted security guard(s)/HA police department); reimbursement of local law enforcement agencies for additional security and protective services (reimbursement of a municipal public housing police division and/or bureau); physical improvements designed to enhance security; employment of investigator(s); voluntary tenant patrols; and programs to reduce/eliminate drug-related crime "in or around" the premises of the housing authority/development(s), including substance abuse prevention, intervention, treatment, and other referral programs.

Low-Income Drug Elimination Program Applicants may apply for funds for physical improvements to enhance security, programs to reduce the use of drugs to include prevention, intervention and treatment programs and funds to provide to resident councils to develop security and drug abuse programs.

Programs must be part of a comprehensive plan addressing the reduction/elimination of drug-related crime "in or around" low-income, public and Indian housing developments. Applicants are encouraged to

discuss DEP initiatives and how the DEP efforts may be coordinated with anti-crime related activities across local, State, Federal, and Tribal levels to maximize their effectiveness. In the body of the attached Notice of Funding Availability's (NOF's) for Fiscal Year (FY) 1998 is information concerning the purpose of the NOFA, applicant eligibility, available amounts, selection criteria, financial requirements, management, and application processing. Information is also included on how to apply, how selections will be made, and how applicants will be notified of results.

FY 1997 PHDEP FUNDS

HUD has approximately \$44.9 million in FY 1997 PHDEP funds available **only** for HAs and TDHEs that have not already received an award of FY 1997 PHDEP funds. The maximum grant award amounts are computed on a sliding scale, using an overall maximum cap, depending upon the number of housing authority units. (See *Section 1.(C)(2)* of the NOFA.) **NOTE:** Applicants must submit a separate proposal and budget in order to be considered for funding. Any housing authorities that have already received a FY 1997 PHDEP award is not eligible to apply for the FY 1997 carry-over funds.

UNIT COUNT REQUIREMENTS

HUD is distributing grant funds under the 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 authority or Indian housing authority units. **APPLICANTS ARE REQUIRED TO VALIDATE AND CONFIRM THEIR UNIT COUNT WITH THE LOCAL HUD FIELD OFFICE OR HUB/AONAP PRIOR TO SUBMITTING THE APPLICATION.** For further information on the unit count requirements please refer to *Section I. (C)(3)* of the NOFA.

In an effort to assist HAs and TDHES to develop and administer relevant, fair, and productive contracts with local law enforcement agencies for the delivery of effective services to HAs and residents, a sample contract for law enforcement services is available by contacting the Drug Information & Strategy Clearinghouse (DISC) at 1-800-578-3472.

NOTE: Housing authority police departments funded under this program need to obtain and maintain accreditation with the Commission on Accreditation for Law Enforcement Agencies (CALEA). Future funding may depend on certification of the police department by CALEA.

This application kit includes general information, instructions, exhibits, and blank forms for preparing the application. Should you have any questions regarding the PHDEP or completing the application kit, please contact the PHDEP Support Center at 1-800-578-3472.

APPLICATION TIPS

- Confirm** your housing authority unit count with your local HUD Field Office or HUB to make sure you get the most accurate count available. If you did not the application may not be accepted! Discrepancies in unit count will be handled on a case by case basis.

- **Review** the “Unit Count Requirements” segment located in Section 1 of this application kit, and Sections I.(C)(3) of the NOFA. Check to ensure you have computed the maximum grant award amount of which you are eligible (eligible dollar amount per unit multiplied by the number of units listed in the low-rent operating budget) and compare it with the dollar amount requested in the application to make certain the amount requested does not exceed the maximum grant award.

REMEMBER

Threshold Requirements. Housing authorities and TDHEs applying for PHDEP funds are required to submit the following threshold information or include it as part of their rating factor information where appropriate:

Applicants must submit a program plan/evaluation specifically demonstrating how the activities under this program will be evaluated. This is an eligible expense.

A description of how PHDEP resources will be used to establish collaborative relationships with, and increase over and above existing levels, the efforts of local municipal police departments and/or other law enforcement agencies, local social and/or religious organizations, and other public and private nonprofit organizations who provide community-wide services to offer substance abuse prevention, intervention, treatment, aftercare, education, assessment, and referral programs and services.

A discussion, in their comprehensive anti-crime strategies, of how the proposed PHDEP drug and crime prevention activities will be coordinated with larger Empowerment and Enterprise Zone strategies and Welfare Reform efforts, especially in the areas of training and employment of PHA residents. The PHDEP application may include specific opportunities for resident employment and training with such activities as contracting or hiring of residents as security guard personnel, housing authority police officers, and for referrals to employment and training opportunities. The applicant must demonstrate how the employment and training qualifies as an eligible activity. PHDEP applicants should coordinate with Federal, Tribal, State and local agencies to increase employment and training opportunities for low-income residents, and thereby decrease drug-related crime. Many communities are already developing and providing such services, and housing authorities are strongly encouraged to provide community facility space to allow the provision of these services for residents living “in and around” housing authorities.

A description of how the applicant plans to increase the use of housing authority community facilities, and bring back a community focus to housing authority properties. Expenses related to community policing; police mini-stations; and resident training, substance abuse prevention, intervention, treatment, structured aftercare, and other human resources programs that comply with the requirements of this program are eligible program expenses. HUD encourages applicants to use housing authority community facilities in all eligible PHDEP activities. Community policing, resident training, substance abuse prevention, intervention and treatment (dependency, structured aftercare, and support systems) are all activities most effectively implemented in housing authority community facilities. While all PHDEP activities must be carried out “in and around” housing authorities, often the use of the community facilities is taken for granted, and not considered when planning effective implementation of PHDEP activities. HUD encourages applicants to consider current and future use of their community facilities for eligible activities, and to incorporate a

strategy regarding facilities for on-site service delivery.

As applicable, incorporate "One Strike and You're Out" elements in applications to ensure PHAs have available the broadest range of tools for making and maintaining a safe residential community. "One Strike and You're Out" activities in applications may be eligible program expenses but to qualify as eligible activities, they must be included in the plan to address the crime problem in public and Indian housing developments required by this NOFA. Factors related to the One Strike initiative, such as screening applicants and lease enforcement, are addressed in this NOFA. As a part of the Public Housing Management Assessment Program (PHMAP), PHA performance will be measured, in part, by PHMAP indicator #8, "Security", which was included in the revised PHMAP rule published on December 30, 1996, (61 FR 68894). Any successful, comprehensive anti-crime strategy in public housing only (PHMAP does not apply to Indian housing) should address the elements of the PHMAP security indicator: tracking and reporting crime-related problems, screening applicants, enforcing lease requirements, and stating and achieving anti-crime strategies/goals in appropriate HUD grant programs.

PUBLIC HOUSING DRUG ELIMINATION TECHNICAL ASSISTANCE PROGRAM

APPLICATION INFORMATION

INTRODUCTION

This section of the application kit is for use with the Public Housing Drug Elimination Technical Assistance Program to assist applicants seeking professional consulting assistance in response to drugs and drug-related crime in their public housing developments.

BACKGROUND AND PROGRAM INFORMATION

The funds for the Drug Elimination Technical Assistance (TA) program are strictly used to hire HUD-registered consultants, whose fields of expertise address the strategies requested to eliminate drugs and drug-related crimes in public housing authorities (PHA), tribally-designated housing entities (TDHE), tribes, resident councils (RCs) or resident organizations (ROs) nationwide.

The TA program funds efforts in:

- Assessing, quantifying and establishing performance measurement systems (including gathering baseline statistics) relating to drug and drug-related crime problems in public or Tribal housing development(s) and surrounding communities.
- Designing and identifying appropriate anti-crime and anti-drug-related practices and programs in the following areas:
 1. Law enforcement strategies, including negotiating with the local police, working with Federal law enforcement, Operation Safe Home, Weed and Seed, and other Federal anti-crime efforts;
 2. Crime data collection for establishing baseline performance measurements;
 3. Youth leadership development; youth anti-gang, anti-violence, anti-drug initiatives; youth peer mediation and conflict resolution to deal directly with anger/violence to prevent future violent episodes;
 4. Resident patrols; and
 5. Security and physical design.
- Training for housing authority staff and residents in anti-crime and anti-drug prevention practices and programs;
- Evaluating current anti-crime and anti-drug-related crime programs.

The program pays for the services of a consultant to travel to the HA or development and to provide on-site

assistance. HUD pays the consultant. Successful **applicants do not receive funds**, instead they receive the expert services of a consultant, trained to address and resolve the problem(s) described by the applicant.

The program does not fund speakers or conferences, and will not pay for any consultant activities deemed ineligible in the PHDEP, such as proposal writing, purchasing hardware or equipment, upgrading computers, or program implementation activity. For a complete list of eligible and ineligible activities please refer to Section I, subsections (G) and (H) (Eligible Activities and Ineligible Activities) of the Consolidated NOFA.

After the work is completed, evaluations are submitted from the housing authorities on the consultants' work performance. The evaluations are carefully reviewed to make sure the applicant is satisfied with the services provided through HUD. Afterwards, the consultants are reimbursed by HUD, which completes the TA.

THE TA PROCESS

1. All eligible applications are reviewed by OCSC. Funding will be provided on a first come, first serve basis. Approved applications will then be assessed to determine which consultants, on the OCSC-approved consultant database, possess the requisite skills and knowledge to assist the requesting agency. The information is computer-generated. This means the computer-generated program will list all consultants possessing the skills needed to perform the requested TA, within a reasonable distance from the applicant as determined by HUD or its agent.
2. The applicant will then interview at least three of the consultants recommended to them. If none of the consultants on the list appear to be qualified to perform the TA, the applicant may request a list of additional consultants. However along with the request the applicant must provide justification as to why the original consultants were not qualified. Applicants may not recommend a consultant(s) as part of their TA application; designated staff will make recommendations based on published program guidelines. After the TA applicant makes their consultant selection and forwards their recommendation to OCSC, designated staff will review the selection and make final approval of the consultant choice. The information provided to HUD will help insure that the most desired and appropriate consulting services are provided to the applicant.
3. TA staff will then contact the selected consultant to request a Statement of Work (SOW) which supports the applicant's TA request. After TA staff and the selected consultant have negotiated the SOW, it will be submitted to the applicant for final approval. After final approval is given by the applicant, designated staff will negotiate a contract with the consultant and work may commence after the consultant receives an approved purchase order. Work completed prior to the consultant receiving a purchase order will not be reimbursed. The information provided to HUD will assist in assuring that HUD and the applicant receives the best and most appropriate services at the best possible cost.
4. Upon completion of the TA, the consultant is required to submit a final report and invoice to OCSC

for approval. OCSC staff will then contact the applicant to complete a short evaluation of the consultant's performance. After determining that the applicant is satisfied with the assistance provided, and the consultant's final report meets OCSC standards, the contract is considered complete and payment is issued to the consultant. The information provided to HUD and the applicant will document the services provided, and provide the justification for payment.

5. Six months following the completion of the TA the applicant will be asked to complete a six-month evaluation. This evaluation is designed to gather information on the effectiveness of the TA with regard to the applicant's drug elimination efforts.

APPLICATION SUBMISSION

Original application must be submitted to HUD Headquarters and a copy of the application to the HUD Field Office. As part of the original application you must include a confirmation form indicating that the field office has received a copy of your application. Applications must be submitted to: Drug Elimination Technical Assistance Program, U.S. Department of Housing and Urban Development, Office of Community Safety & Conservation (OCSC), 451 Seventh Street SW, Room 4112, Washington, DC 20401.

The *Confirmation Form* must be signed by a representative from the field office. That form must be included in your application upon submission. All Indian Tribes and TDHEs must submit a copy of their applications to the Area Office of Native American Programs with delegated responsibility for their area.

Before Submitting Your Application, Remember

- An applicant already receiving TA under this program is only eligible to receive further technical assistance if HUD determines that the request creates no conflict with any other current TA request;
- Any consultant who assists an applicant in preparing a TA application, or writes a TA application can not provide TA for that same application; and
- Applicants are not allowed to request specific consultants as part of their TA application. HUD will choose appropriate consultants from the consultant database.

MAXIMUM AWARD AND PERIOD OF ASSISTANCE

As outlined in Section II, subsection (A) of the Consolidated NOFA, technical assistance are limited \$15,000 per request. Consultants will be reimbursed for up to a maximum of 30 days of work, which must be completed within a 90-day period from the date of the approved contract. Contracts that are not completed within the 90-day time period will be reallocated.

If you have any questions about the TA program in general please contact the Drug Elimination Technical

Assistance Program at (800) 578-3472-option #3 or (301) 519-5400. For further information, public housing authority staff and residents can contact Mary P. Barry of OCSC at (202) 708-1197 ext. 5616.

Staff and residents of Indian tribes and Tribally Designated Entities can call Tracy Outlaw at the National Office of Native American Programs (NONAP) by phone at (303) 675-1600 ext. 3323. You may visit the web site for NONAP at <http://www.codetalk.fed.us>, or write to them at the National Office of Native American Programs (NONAP), 1999 Broadway Suite 3690, Denver, CO 80202.

REMEMBER

The following threshold requirements must be included in your application to be considered for funding:

- (A) The applicant must meet the requirements outlined in Section I. (G) of the PHDEP TA NOFA.
- (B) The applicant must not request an ineligible activity.
- (C) The applicant must include a form "HUD Field Office/AONAP Confirmation Form.
- (D) The applicant must answer the following questions.
 - (1) What is the nature of the drug-related crime in your community in terms of the extent of such crime, the types of crime, and the types of drugs being used? This should include quantifiable or qualitative data on problems or criminal activity.
 - (2) What is the nature of the housing authority's working relationships with law enforcement agencies, particularly local agencies? Will TA be used to improve those relationships?
 - (3) Are housing authority residents selling or using drugs, or committing the crimes?
 - (4) What about non-residents?
 - (5) What are the problem(s) you need technical assistance to address and how will you know that the technical assistance provided was successful in addressing the problem?
 - (6) Describe the type of technical assistance you need and how you will know it has been successful?
 - (7) What specific output, outcome, results, or deliverables do you expect from the consultants?
 - (8) Describe the steps you and your organization are currently taking to measure, understand or address the drug-related crime problem in your development or housing authority.
 - (9) Describe how the proposed assistance will allow you to develop an anti-drug, anti-crime strategy; or describe how the proposed assistance fits into your current strategy.

(10) Describe and provide documentation evidencing commitment to providing continued support of anti-drug and anti-crime activities. This must include the community's recommendations in developing and implementing the grant application and in working cooperatively in ensuring success occurs. Applications must include a description of how the community was involved in developing the application and resolution of support from law enforcement officials and community service providers. The application must include a memorandum of understanding or written agreement between the parties involved (e.g. housing authority, applicant, law enforcement officials and community service providers).

NEW APPROACH ANTI-DRUG PROGRAM

APPLICATION INFORMATION

INTRODUCTION

The New Approach Anti-Drug Program (formerly known as the Safe Neighborhood Grant Program) is a competitive grant. The objectives of this program are to use a comprehensive, coordinated neighborhood/community-based approach to eliminate drug and other crime problems on the premises and in the vicinity of low-income housing, which may be privately or publicly owned and is financially supported or assisted by public or nonprofit private entities. To emphasize and facilitate the partnership of owners/operators of eligible housing with Federal and local law enforcement, other units of general local government and other stakeholders to address crime in an assisted project or in an entire neighborhood which may have more than one assisted housing project.

ELIGIBLE ACTIVITIES

The purpose of these competitive grants is to assist owners or managers of certain housing developments to: (1) Augment security; (2) Assist in the investigation and prosecution of drug-related criminal activity in and around the housing developments; and (3) Provide for the development of capital improvements directly relating to the security of the developments.

Ineligible Activities

Funding is not permitted for activities listed in *Section I.(E)* and/or other specified areas of the NOFA. NOTE if the applicant is not clear about eligible or ineligible activities they may contact the Resident Involvement Specialist or their designee at the local HUD Field Office or HUB with jurisdiction for clarification prior to submission of the application.

APPLICATION TIPS

- Follow the recommended outline for organizing your application.
- Highlight the importance of the program in terms of the identified needs, how the program will meet the needs, and the number and characteristics of the target neighborhoods who will be served.
- Make sure you form partnerships with the unit of general local government (city or county preferably with the local police department and the local district attorney or prosecutor's office) and other community stakeholders to address crime in an entire neighborhood.
- Prepare a concise application using simple English language.

REMEMBER

Each New Approach Anti-Drug application must conform to the requirements of the applicable application kit, both in format and content. Each New Approach Anti-Drug application must provide the following items in addition to the requirements listed under the rating factors of this NOFA:

(A) A Description of the Neighborhood and the Assisted Housing Developments in the Neighborhood:

(1) The neighborhood description must include a basic description (e.g., boundaries and size), population, number of housing units in the neighborhood, a map, a population profile (e.g., relevant census data on the socio-economic, ethnic and family makeup of neighborhood residents), and the basis on which the area meets the definition of "neighborhood" as described in this notice (i.e., describe and include a copy of the comprehensive plan, ordinance or other official local document which defines the area as a neighborhood, village, or similar geographical designation). If the entire jurisdiction is defined as a neighborhood by virtue of having a population at less than 25,000, indicate the jurisdiction's population under the 1990 census and describe/include more recent information which gives the best indication as to the current population.

(2) The description of the Assisted Housing development(s) in the neighborhood. This must include the name of the project; the name of the project owner; the nature, sources, and program titles of all project based subsidies or other assistance provided to the project by units of government or private nonprofit entities (any names of public or nonprofit programs other than programs sponsored by HUD should be accompanied by a description of the program and the name and business phone number of a contact person responsible for administering the program for the subsidy provider); the number of housing units in the project; and the number of housing units in the project that meet the definition of "assisted housing units" in this notice, and a description of the restrictions on rents and resident incomes that, in combination with the subsidy provided to the project, qualify the units as assisted/affordable in accordance with the definition in this NOFA; and the number, geographic proximity (adjoining, adjacent, or scattered site, and if scattered site, the distance between the two buildings which are furthest apart), and type (single family detached, townhouse, garden, elevator) of buildings in the project.

(B) Threshold Criteria for Funding Consideration.

To qualify for a grant under the New Approach Anti-Drug Program applications must contain the following:

(1) Application for Federal Assistance form (Standard Form SF-424). The applicant, and the applicant information in the form must be information about the lead applicant.

(2) A description of the subgrantees and Standard Form SF-424A). The form must be signed by the chief executive officer of the partnership that has been formed to implement this grant. The description must include the names of the subgrantees' relative roles and contributions of each subgrantee in implementing grant activities; structures for partnership coordination and joint decision making, e.g., form of partnership interaction (task force, advisory group or corporate entity), lines of accountability, degree of grant decision making power conferred by the applicant/grantee to its partners, frequency of meetings, etc.; the roles, if any, of subgrantees, especially project tenants) in designing the Action Plan; which subgrantees (if any) will be designated to receive and dispense grant funds for grant activities; and how the applicant (grantee) proposes to direct and monitor its partners to account for funds received or expended and to ensure that commitments are met; and a profile of each subgrantee including governmental or nonprofit status (copies of official up-to-date IRS verification of status must be provided for all nonprofit institutions), a detailed description of their experience and success in similar or related anti-crime initiatives, roles in and financial or in-kind contributions to the partnership, and the approximate value of any in-kind contributions.

(a) Accompanying the description must be letters from each subgrantee signed by their respective chief executive officers, describing their role if any in designing the application and, especially, the Action Plan; detailing the amounts and types of financial and other contributions to be made by the subgrantee firmly committing the subgrantee to such contributions; affirming the specific role(s) that the subgrantee will undertake in implementing Plan activities, including its agreement to act as subgrantee, and summarizing the subgrantee's experience in undertaking similar or related activities.

(b) With respect to co-applicant owners of Assisted Housing development(s), the application should include external assessment or evidence of the quality of the development's ownership or management (e.g., available management reviews by governing public entities) that relates to the capacity of the ownership and management to undertake their share of responsibilities in the partnership; and such related concerns as whether project management carefully screens applicants for units and takes appropriate steps to deal with known or suspected tenants known to exhibit or suspected of exhibiting criminal behavior) and cooperates with law enforcement actions by other partners on their project premises.

(c) Overall budget and timetable that includes separate budgets, goals, milestones, and timetables for each activity and addresses milestones towards achieving the goals described above; and indicates the contributions and implementation responsibilities of each partner for each activity, goal, and milestone.

(d) Staffing. The number of staff years, the titles and professional qualifications, and respective roles of staff assigned full or part-time to grant implementation by the applicant/grantee.

(e) Coordination. The applicant/grantee's plan and lines of accountability (including an organization chart) for implementing the grant activity, coordinating the partnership, and assuring that the applicant's and subgrantees' commitments will be met. There must be a discussion of the various agencies of the unit of government that will participate in grant implementation (which must include the prosecutor's office and at least one, but preferably both, of the following: the police department and an agency dealing with community development), their respective roles (i.e., which has the lead), and their lines of communication.

(f) Application Cover Letter.

(g) Congressional Summary. Summary of the proposed program activities in five (5) sentences or less.