

# Section II:

## **Application Tab Order**

## DRUG ELIMINATION PROGRAMS

### TAB ORDER AND TIPS INFORMATION

[Remember that the application and supporting documents described below should not exceed 500 pages]

TAB 1	Application Cover Letter
TAB 2	Applicant Data Input Form
TAB 3	Standard Form-424, Application for Federal Assistance
TAB 4	Standard Form-424A, Budget Information, with budget Narrative(s)/and Supporting Documentation
TAB 5	Standard Form-424B, Assurances, (non-construction programs)
TAB 6	Form HUD-2880 Applicant/Recipient Disclosure/Update Report.
TAB 7	<b>Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience.</b>
TAB 8	<b>Rating Factor 2: Need/Extent of the Problem</b>
TAB 9	<b>Rating Factor 3: Soundness of Approach (Quality of Plan)</b>
TAB 9A	Implementation schedule (activity timetable).
TAB 9B	Personnel position descriptions (if applicable).
TAB 10	<b>Rating Factor 4: Leveraging Resources.</b>
TAB 11	<b>Rating Factor 5: Comprehensiveness and Coordination</b>
TAB 12A	Summary of written resident comments.
TAB 12B	Letters of commitment.
TAB 13	Certifications.
TAB 13A	Certification of Resident Management Corporations, Resident Councils, Resident Organizations and Residents.

<b>TAB 13B</b>	Drug Treatment Program Certification (if applicable).
<b>TAB 13C</b>	Law Enforcement Certification (if applicable).
<b>TAB 13D</b>	Form HUD-50070 Drug-Free Workplace Certification.
<b>TAB 13E</b>	Chief Executive Officer (CEO) Certification.
<b>TAB 13F</b>	Form HUD-50071 Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions.
<b>TAB 13G</b>	SF-LLL Disclosure of Lobbying Activities Certification.
<b>TAB 13H</b>	Debarment and Suspension Certification.
<b>TAB 13I</b>	Law Enforcement Records and Medical/Disability Information Certification.
<b>TAB 13J</b>	Certification of Consistency with the Consolidated Plan
<b>TAB 13K</b>	Certification of Consistency with the EZ/EC Strategic Plan
<b>TAB 14</b>	Program Plan Evaluation <b>(Threshold Criteria for PHDEP)</b>
<b>TAB 15</b>	Congressional Notification Information
<b>TAB 16</b>	Acknowledgement of Application Receipt

**DRUG ELIMINATION TECHNICAL ASSISTANCE PROGRAM (DETAP)  
TAB ORDER AND TIPS**

**Remember that the application and supporting documents describe below should not exceed 25 pages]**

<b>TAB 1</b>	Application Contact Form
<b>TAB 2</b>	Threshold Criteria
<b>TAB 3</b>	Forms and Certifications to include:
<b>TAB 3A</b>	Certification by Resident Management Corporations, Resident Councils, Resident Organizations and Residents.
<b>TAB 3B</b>	HUD Field Office/AONAP Confirmation Form
<b>TAB 3C</b>	Certification of Consistency with the Consolidated Plan
<b>TAB 3D</b>	Form HUD-2880 Applicant/Recipient Disclosure/Update Report
<b>TAB 3E</b>	Form SF-424 Application for Federal Assistance
<b>TAB 3F</b>	Standard Form-424B, Assurances, (non-construction programs)
<b>TAB 3G</b>	Debarment and Suspension Certification.
<b>TAB 3H</b>	Form HUD-50070 Drug-Free Workplace Certification.
<b>TAB 3I</b>	Form HUD-50071 Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions.
<b>TAB 3J</b>	SF-LLL Disclosure of Lobbying Activities Certification.
<b>TAB 3K</b>	Debarment and Suspension Certification.
<b>TAB 4</b>	Acknowledgement of Application Receipt and HUD Field Office AONAP Confirmation Form

## NEW APPROACH ANTI-DRUG PROGRAM

### TAB ORDER AND TIPS

Remember that the application and supporting documents described below should not exceed 500 pages]

TAB 1	Lead Applicant Data Input Form
TAB 2	Standard Form-424, Application for Federal Assistance
TAB 3	Standard Form-424A, Budget Information, with budget Narrative(s)/and Supporting Documentation
TAB 4	Standard Form-424B, Assurances, (non-construction programs)
TAB 5	Form HUD-2880 Applicant/Recipient Disclosure/Update Report.
TAB 6	<b>Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience.</b>
TAB 7	<b>Rating Factor 2: Need/Extent of the Problem.</b>
TAB 8	<b>Rating Factor 3: Soundness of Approach - (Quality of the Plan)</b>
TAB 8A	Implementation schedule (activity timetable).
TAB 8B	Personnel position descriptions (if applicable).
TAB 9	<b>Rating Factor 4: Leveraging Resources - (Support of Residents, the local government and the community in planning and Implementing the Proposed Activities)</b>
TAB 10	<b>Rating Factor 5: Comprehensiveness and Coordination</b>
TAB 11	Certifications.
TAB 11A	Debarment and Suspension Certification.
TAB 11B	Form HUD-50070 Drug-Free Workplace Certification.
TAB 11C	Form HUD-50071 Lobbying Certification.

<b>TAB 11D</b>	SF-LLL Disclosure of Lobbying Activities Certification.
<b>TAB 11F</b>	Certification of Consistency with the Consolidated Plan
<b>TAB 11G</b>	EZ/EC Compliance
<b>TAB 11H</b>	Certification by Resident Management Corporations, Resident Councils, Resident Organizations and Residents.
<b>TAB 12</b>	Congressional Notification Information
<b>TAB 13</b>	Acknowledgement of Application Receipt