


Section III: Sample Application Documents

**SAMPLE APPLICATION DOCUMENTS
APPLICABLE TO ALL PROGRAMS**

The following SAMPLE FORMS have been provided for your assistance.

- Sample Standard Form-424, Application for Federal Assistance.
- Congressional Notification.
- Sample Standard Form-424A, Budget Information (non-construction programs), with activity budget narrative/and supporting documentation, as applicable, attachment.
- Sample Executive Summary and Implementation Schedule.
- Sample Standard Form-424B, Assurances, (non-construction programs).
- Sample Standard Form-2880, Applicant/Recipient Disclosure/Update Report.
- Sample Application Cover Letter (DEPs and New Approach Anti Drug Program)

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION Application <input type="checkbox"/> Construction <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Non-Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED May 30, 1997	Applicant Identifier T3009
		3. DATE RECEIVED BY STATE State Application Identifier	
		4. DATE RECEIVED BY FEDERAL AGENCY Federal Identifier	
5. APPLICANT INFORMATION			
Legal Name: Housing Authority of the City of Winston		Organizational Unit: Resident Services Division	
Address (give city, county, state, and zip code): 999 East West Avenue Rolling County Winston, IA 99999		Name and telephone number of the person to be contacted on matters involving the application (give area code): Julie S. Davis (909) 999-9999	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 7 9 - 8 8 9 9 0 6 5		7. TYPE OF APPLICANT: (enter appropriate letter in box) N A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify): <u>Public Housing Agency</u>	
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in bracket: <input type="checkbox"/> A <input type="checkbox"/> B A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify):		9. NAME OF FEDERAL AGENCY: U.S. Department of Housing and Urban Development	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 1 4 - 8 5 4 TITLE: <u>Public and Indian Housing Drug Elimination Program</u>		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Project HEALTH: <u>Helping Educate and Love This Housing's Youth</u> An aggressive progra incorporating agency and resident initiated goals to strengthen and protect public housing neighborhoods. A combination of law enforcement and drug prevention services will be employed	
12. AREAS AFFECTED BY PROJECT (local, counties, states, etc.): City of Winston Rolling County, State of Iowa			
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:	
Start Date 10/1/97	Ending Date 10/1/99	a. Applicant 5th	b. Project 5th, 6th
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 312,500 .00	a. YES THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE <u>May 30, 1997</u> b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
b. Applicant	\$ 0 .00		
c. State	\$ 2,000 .00		
d. Local	\$ 6,400 .00		
e. Other	\$ 0 .00		
f. Program Income	\$ 0 .00		
g. TOTAL	\$ 320,900 .00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input checked="" type="checkbox"/> No	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED			
a. Typed Name of Authorized Representative Irwin L. Director		b. Title Executive Director	c. Telephone number (909) 999-9998
d. Signature of Authorized Representative 		e. Date Signed May 30, 1997	

Previous Editions Not Usable

Standard Form 224 - PLV 7-81
 Prescribed by GMS Circular A-108

SAMPLE CONGRESSIONAL NOTIFICATION INFORMATION SHEET

Sample Summary of Programs Proposed in the Housing Authority's Application.

This narrative (one Paragraph Only--no more than 10 lines) must be completed by the applicant. HUD will use it for congressional notification.

The program of the HA of the City of Winston will use a comprehensive security and preventive-based approach to reduce/eliminate drug-related crime. Resident patrols as well as community police patrols will be used to combat the problem of open drug trafficking in our developments. In addition, "Jersey" barriers will be installed in parking lots to control traffic and increase the safety of the units by installing dead-bolt locks. A landscaping business will be started to offer youth an opportunity to learn business skills.

[NOTE: Please ensure that the information contained in this one paragraph summary is complete, and that sentence structure and spelling are accurate. In doing this, you will save the Department time in processing and scoring your application]

SAMPLE SF-424A, BUDGET INFORMATION

The SF-424A includes all information pertaining to your PHDEP program. Please make sure that you properly distinguish between the Federal and non-Federal funds which will be needed to support your program.

Sample Budget Narrative With Attached Supporting Documentation

Your budget narrative must follow, but not be limited to the format of the sample provided in each program specific section of this Application Kit. The SF-424A, with attached budget narrative, must be completed and the applicant must describe each major activity proposed for funding, e.g. Employment of Security Personnel (contracted security personnel services), Reimbursement of Local Law Enforcement Agencies Over and Above Baseline Services (housing authority police departments and reimbursement of a municipal public housing police division/bureau), Physical Improvements, Employment of Investigators, Voluntary Tenant (Resident) Patrols, Program to Reduce the Use of **ILLEGAL** Drugs, e.g. Drug Prevention, Intervention, and Treatment Programs. The following narrative budget is provided on how to present each activity narrative. **Please see Your individual program sample forms in this Section for an example of an attached narrative.**

BUDGET INFORMATION — Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1 Law Enf.	14,854	\$	\$	\$ 251,200	\$ 6,400	\$ 257,600
2 Secur. Guards	14,854			63,552	7,400	70,952
3 Investigators	14,854			67,925	2,350	70,275
4 Tenant Patrols	14,854			17,500	2,000	19,500
5 TOTALS		\$	\$	\$ 400,177	\$ 18,150	\$ 418,327
SECTION B - BUDGET CATEGORIES						
6 Object Class Categories	GRANT PROGRAM FUNCTION OR ACTIVITY				Total (5)	
	(1) Law Enf.	(2) Secur. Guards	(3) Investigators	(4) Tenant Patrols		
a. Personnel	\$ 0	\$ 0	\$ 54,800	\$ 0	\$ 54,800	
b. Fringe Benefits	0	0	6,000	0	6,000	
c. Travel	0	0	0	1,000	1,000	
d. Equipment	10,500	1,500	5,625	9,000	26,625	
e. Supplies	6,500	900	500	1,500	6,500	
f. Contractual	244,606	61,152	0	2,000	307,758	
g. Construction	0	0	0	0	0	
h. Other	0	0	1,000	4,000	5,000	
i. Total Direct Charges (sum of 6a - 6h)	258,700	63,552	67,925	17,500	407,677	
j. Indirect Charges	0	0	0	0	0	
k. TOTALS (sum of 6i and 6j)	\$ 258,700	\$ 63,552	\$ 67,925	\$ 17,500	\$ 407,677	
7. Program Income	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	

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Standard Form 424A (4-88)
Prescribed by OMB Circular A-102

BUDGET INFORMATION — Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Prevention	14.854	\$	\$	\$302,600	\$ 0	\$ 302,600
2. Intervention	14.854			89,500	1,000	90,500
3. Improvements	14.854			27,500	27,500	32,500
4. Total page 1				400,177	18,150	418,327
5. TOTALS		\$	\$	\$ 819,777	\$ 26,150	\$ 843,927
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM FUNCTION OR ACTIVITY				Total (5)	
	(1) Prevention	(2) Intervention	(3) Improvements	(4) Tot. PG 1		
a. Personnel	\$ 226,000	\$ 0	\$ 0	\$ 54,800	\$ 280,800	
b. Fringe Benefits	43,000	0	0	6,000	49,000	
c. Travel	0	0	0	1,000	1,000	
d. Equipment	19,600	0	15,500	21,125	56,225	
e. Supplies	2,000	5,500	0	4,500	12,000	
f. Contractual	4,000	80,000	12,000	307,758	403,725	
g. Construction	0	0	0	0	0	
h. Other	0	4,000	0	5,000	9,000	
i. Total Direct Charges (sum of 6a - 6h)	302,600	89,500	27,500	400,177	820,077	
j. Indirect Charges	0	0	0	0	0	
k. TOTALS (sum of 6i and 6j)	\$ 302,600	\$ 89,500	\$ 27,500	\$ 400,177	\$ 820,077	
7. Program Income	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	

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Standard Form 424A (4-88)
Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8 Law Enforcement	\$ 0	\$ 0	\$ 6,400	\$ 6,400	
9 Security Guards	0	0	7,400	7,400	
10 Employment of Investigators	0	0	2,350	2,350	
11 Tenant Patrols	0	2,000	0	2,000	
12 TOTALS (sum of lines 8 and 11)	\$ 0	\$ 2,000	\$ 9,150	\$ 11,150	
SECTION D - FORECASTED CASH NEEDS					
13 Federal	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$	\$	\$	\$	\$
14 Nonfederal					
15 TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Year)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16 Law Enforcement	\$ 118,496	\$	\$	\$	
17 Security Guards	31,218				
18 Employment of Investigators	30,921				
19 Tenant Patrols	8,750				
20 TOTALS (sum of lines 16 - 19)	\$ 189,385	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION (Attach additional Sheets if Necessary)					
21. Direct Charges: Please See Attached Narrative Budget		22. Indirect Charges: **None Authorized**			
23. Remarks					

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8 Prevention	\$ 0	\$ 0	\$ 0	\$ 0
9 Intervention	0	1,000	0	1,000
10 Physical Improvements	0	5,000	0	5,000
11 Total Page 1	0	2,000	9,150	11,150
12 TOTALS (sum of lines 8 and 11)	\$ 0	\$ 8,000	\$ 9,150	\$ 17,150

SECTION D - FORECASTED CASH NEEDS					
13. Federal	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
		\$ 409,889	\$ 204,944	\$ 68,315	\$ 68,315
14. NonFederal	12,075	6,037	2,012	2,012	2,013
15 TOTAL (sum of lines 13 and 14)	\$ 421,964	\$ 210,981	\$ 70,327	\$ 70,327	\$ 70,327

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Year)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16 Prevention	\$ 151,300	\$	\$	\$
17 Intervention	45,250			
18 Physical Improvements	13,650			
19 Total Page 1	189,385			- -
20 TOTALS (sum of lines 16-19)	\$ 399,585	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION	
(Attach additional Sheets if Necessary)	
21. Direct Charges: Please See Attached Narrative Budget	22. Indirect Charges: **None Authorized**
23. Remarks	

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SP 424A 14 86: Page 2
Prescribed by OMB Circular A 102

Instructions Regarding Executive Summary AND IMPLEMENTATION SCHEDULE

The following Executive Summary is in support of the activity timetable. The Executive Summary should provide an overall grant structure. It should serve to demonstrate the organizational structure of your program and its components.

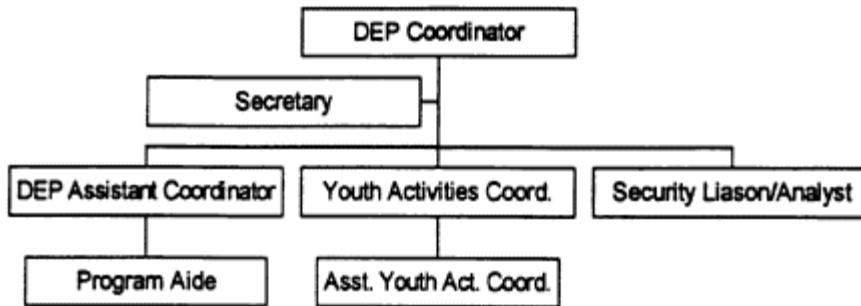
An implementation timetable that includes tasks, deadlines, cost and persons responsible for implementing (beginning, achieving identified milestones, and completing) each activity in the plan should be submitted.

[REMEMBER: Your ability to draw-down funds from the LOCCS-VRS system will coincide with your implementation schedule and timeline.]

SAMPLE

Housing Authority of the NAME OF HOUSING AUTHORITY

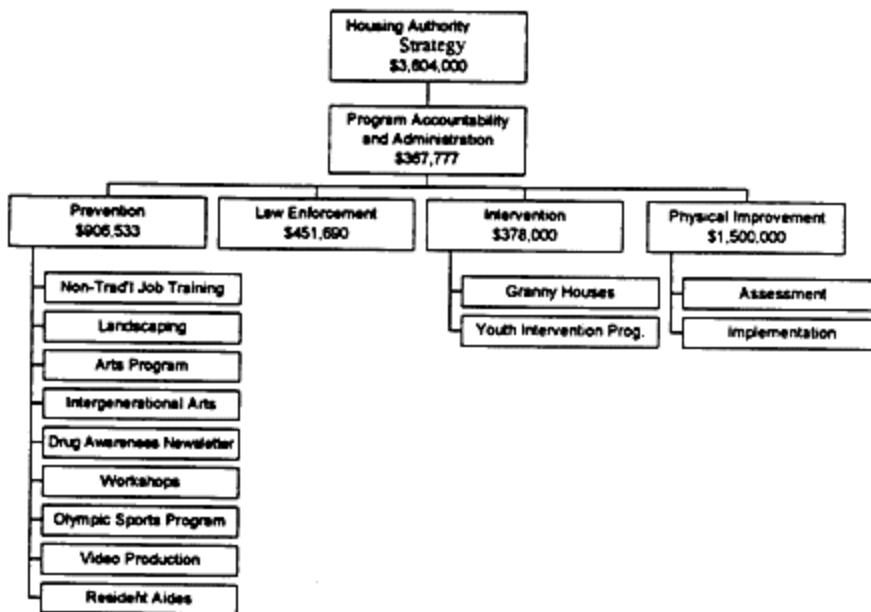
Drug Elimination Program Organizational Chart



SAMPLE

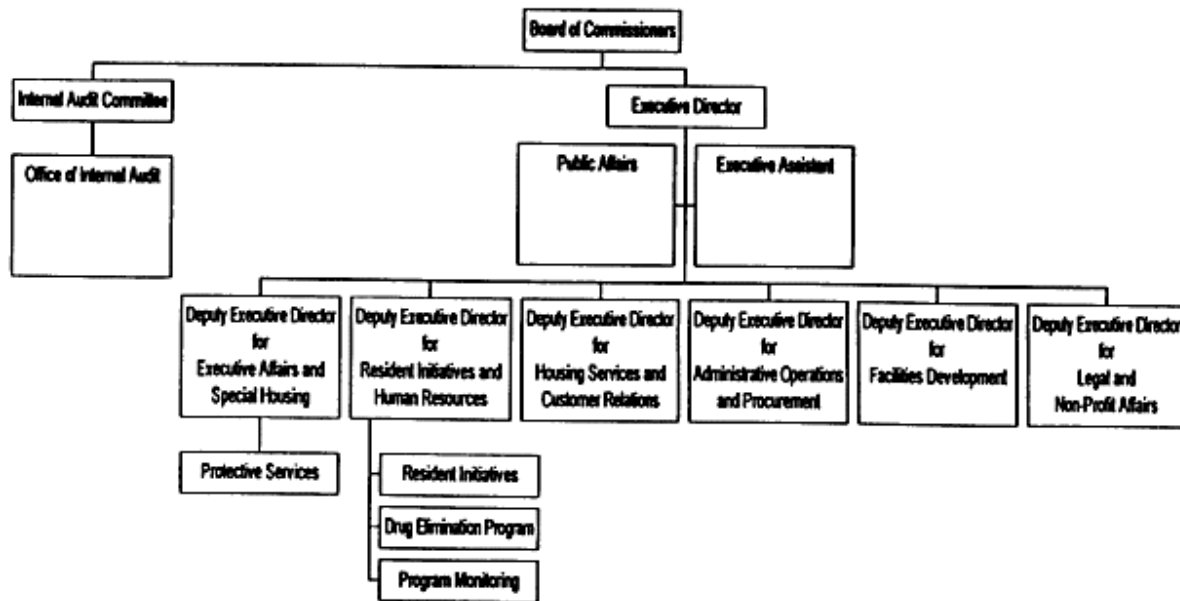
Housing Authority of the NAME OF HOUSING AUTHORITY

Executive Summary



SAMPLE

Housing Authority of the NAME OF HOUSING AUTHORITY Organizational Chart










PHDEP 1997														
ID	Task Name	Duration	Start	Finish	Cost	10/97	11/97	12/97	1/98	2/98	3/98	4/98	5/98	6/98
1	PHDEP 1997	588d	10/2/97	12/31/99	\$3,804,000.00									
2	9190 OTHER PROGRAM COSTS	522d	10/2/97	9/30/99	\$347,777.00									
3	STAFFING	522d	10/2/97	9/30/99	\$309,777.00									
4	DHP Coordinator	522d	10/2/97	9/30/99	\$10,000.00									
5	DHP Assistant Coordinator	522d	10/2/97	9/30/99	\$7,000.00									
6	Youth Activities Coordinator	522d	10/2/97	9/30/99	\$28,566.00									
7	Asst. Youth Activities Coordinator	522d	10/2/97	9/30/99	\$4,758.00									
8	Program Aide	522d	10/2/97	9/30/99	\$45,000.00									
9	Security Liaison/Analyst	522d	10/2/97	9/30/99	\$130,000.00									
10	Secretary	522d	10/2/97	9/30/99	\$12,966.00									
11	Fringe Benefits for Staff	522d	10/2/97	9/30/99	\$71,487.00									
12	EQUIPMENT	522d	10/2/97	9/30/99	\$50,000.00									
13	4 Computers	23d	10/2/97	11/1/97	\$8,000.00									
14	1 Printer	23d	10/2/97	11/1/97	\$2,000.00									
15	Vans	522d	10/2/97	9/30/99	\$40,000.00									
16	Lease of 2 vans	522d	10/2/97	9/30/99	\$30,000.00									
17	Maintenance for two vans	522d	10/2/97	9/30/99	\$10,000.00									
18	Travel	522d	10/2/97	9/30/99	\$5,000.00									
19	Office Supplies	522d	10/2/97	9/30/99	\$3,000.00									
20														
21	PHDEP REPORTS	523d	1/1/98	12/31/99	\$0.00									
22	SEMI-ANNUAL	414d	1/1/98	7/31/99	\$0.00									

Project Date 4/13/97

Task Milestone Rolled Up Task Rolled Up Progress

Progress Summary Rolled Up Milestone



PIIDEP 1997														
ID	Task Name	Duration	Start	Finish	Cost	10/97	11/97	12/97	1/98	2/98	3/98	4/98	5/98	6/98
23	Performance	23d	1/1/98	1/31/98	\$0.00									
24	Financial	23d	1/1/98	1/31/98	\$0.00									
25	Performance	23d	7/1/98	7/31/98	\$0.00									
26	Financial	23d	7/1/98	7/31/98	\$0.00									
27	Performance	23d	1/1/98	1/31/98	\$0.00									
28	Financial	23d	1/1/98	1/31/98	\$0.00									
29	Performance	23d	7/1/98	7/31/99	\$0.00									
30	Financial	23d	7/1/98	7/31/99	\$0.00									
31	FINAL	66d	10/1/98	12/31/99	\$0.00									
32	Performance	66d	10/1/98	12/31/99	\$0.00									
33	Financial	66d	10/1/98	12/31/99	\$0.00									
34														
35	AUDITS	480d	10/2/97	8/1/99	\$0.00									
36	Internal Housing Authority Audits	457d	10/2/97	7/1/99	\$0.00									
45	External Audits	1d	10/2/97	8/31/98	\$0.00									
46	External Audits	1d	10/2/97	8/1/99	\$0.00									
47														
48	9110 LAW ENFORCEMENT	622d	10/2/97	9/30/99	\$451,690.00									
49	CITY POLICE CONTRACT	499d	10/2/97	8/28/99	\$0.00									
50	1 Lieutenant	499d	10/2/97	8/28/99	\$0.00									
51	2 Sergeants	499d	1/1/98	8/28/99	\$0.00									
52	3 Police investigators	499d	1/1/98	8/28/99	\$0.00									

Project Date 4/13/97	Task 	Milestone 	Rolled Up Task 	Rolled Up Progress 
	Progress 	Summary 	Rolled Up Milestone 	

PHIDEP 1997

ID	Task Name	Duration	Start	Finish	Cost	10/97	11/97	12/97	1/98	2/98	3/98	4/98	5/98	6/98
53	36 Officers	499d	10/2/97	8/28/99	\$0.00									
54	3 Narcotics Investigators	499d	10/2/97	8/28/99	\$0.00									
55														
56	CITY POLICE CONTRACT	522d	10/2/97	9/30/99	\$451,690.00									
57	Contract Amount	22d	9/1/99	9/30/99	\$160,000.00									
58	1 Lieutenant	22d	9/1/99	9/30/99	\$0.00									
59	4 Sergeants	22d	9/1/99	9/30/99	\$0.00									
60	3 Police Investigators	22d	9/1/99	9/30/99	\$0.00									
61	36 Officers	22d	9/1/99	9/30/99	\$0.00									
62	3 Narcotics Investigators	522d	10/2/97	9/30/99	\$291,690.00									
63	Community Meetings	749d	11/1/97	9/1/99	\$0.00									
87														
88	9160 DRUG PREVENTION	542d	10/2/97	10/28/99	\$906,533.00									
89	Arts Program	542d	10/2/97	10/28/99	\$110,000.00									
90	Issue RFP	33d	10/2/97	11/15/98	\$0.00									
91	Review Proposals	11d	11/16/97	11/30/98	\$0.00									
92	Operate Program	498d	12/1/97	10/28/99										
93	International Arts Program	522d	10/2/97	9/30/99	\$17,000.00									
94	Travel	522d	10/2/97	9/20/99	\$6,000.00									
95	Quilting Equipment	22d	10/2/97	10/31/98	\$1,000.00									
96	Quilting Tools	22d	10/2/97	10/30/98	\$6,000.00									
97	Knitting Tools	22d	10/2/97	10/31/98	\$4,000.00									

Project Date 4/13/97

Task  Milestone  Rolled Up Task  Rolled Up Progress 
 Progress  Summary  Rolled Up Milestone 

PHDEP 1997														
ID	Task Name	Duration	Start	Finish	Cost	10/97	11/97	12/97	1/98	2/98	3/98	4/98	5/98	6/98
98	Operate Program	500d	11/1/97	9/30/99	\$0.00									
99	Drug Awareness Newsletter	542d	10/2/97	10/28/99	\$30,130.00									
100	Travel	522d	10/2/97	9/30/99	\$500.00									
101	Purchase Equipment	22d	10/2/97	10/31/97	\$2,630.00									
102	Computers	22d	10/2/97	10/31/97	\$0.00									
103	5 Cameras	22d	10/2/97	10/31/97	\$1,000.00									
104	Supplies	22d	10/2/97	10/31/97	\$1,630.00									
105	Training Classes (3)	542d	10/2/97	10/28/99	\$3,000.00									
106	RFP for Class Provider	33d	10/2/97	11/15/97	\$0.00									
107	Review Proposals	11d	11/16/97	11/30/97	\$0.00									
108	Operate Program	498d	12/1/97	10/28/99	\$3,000.00									
109	Printing Costs (8 newsletters)	522d	10/2/97	9/30/99	\$24,000.00									
110	RFQ	22d	10/2/97	10/31/97	\$0.00									
111	Review Quotes	11d	11/1/97	11/15/97	\$0.00									
112	Issue Contract	478d	12/1/97	9/30/99	\$24,000.00									
113	Workshops	478d	12/1/97	9/30/99	\$39,305.00									
114	Travel	478d	12/1/97	9/30/99	\$4,500.00									
115	Videos and Curriculum	478d	12/1/97	9/30/99	\$5,000.00									
116	Youth Workshops	478d	12/1/97	9/30/99	\$10,000.00									
117	Community Workshops	478d	12/1/97	9/30/99	\$19,805.00									
118	OLYMPIC SPORTS PROGRAM	522d	10/2/97	9/30/99	\$30,000.00									
119	Travel	522d	10/2/97	9/30/99	\$5,000.00									








Project: Date 4/13/97

Task  Milestone  Rolled Up Task  Rolled Up Progress 
 Progress  Summary  Rolled Up Milestone 

PHDEP 1997




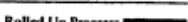



ID	Task Name	Duration	Start	Finish	Cost	10/97	11/97	12/97	1/98	2/98	3/98	4/98	5/98	6/98
120	To competitions	522d	10/2/97	9/30/99	\$4,000.00									
121	To Field Trips and Events	522d	10/2/97	9/30/99	\$1,000.00									
122	Housing Express Track Team	522d	10/2/97	9/30/99	\$5,000.00									
123	Sports Equipment	522d	10/2/97	9/30/99	\$20,000.00									
124	Operate Program	477d	12/4/97	9/30/99	\$0.00									
125	VIDEO PRODUCTION	522d	10/2/97	9/30/99	\$25,500.00									
126	Travel	522d	10/2/97	9/30/99	\$500.00									
127	Video Consultant	22d	10/2/97	9/30/99	\$20,000.00									
128	Issue RFP	11d	10/2/97	10/31/97	\$0.00									
129	Review proposals	477d	12/4/97	11/15/97	\$0.00									
130	Issue contract	45d	10/2/97	9/30/99	\$20,000.00									
131	Editing Equipment	542d	10/2/97	12/1/97	\$5,000.00									
132	Resident Aides	542d	10/2/97	10/28/99	\$292,200.00									
133	Personnel	542d	10/2/97	10/31/99	\$292,200.00									
134	6 Resident Aides	542d	10/2/97	10/28/99	\$180,000.00									
135	Advertise	22d	10/2/97	10/30/97	\$0.00									
136	Panel	22d	11/1/97	11/30/97	\$0.00									
137	Hire	498d	12/1/97	10/28/99	\$0.00									
138	1 Resident Aide Supervisor	542d	10/2/97	10/28/99	\$38,000.00									
139	Advertise	22d	10/2/97	10/31/97	\$0.00									
140	Panel	22d	11/1/97	11/30/97	\$0.00									
141	Hire	498d	12/1/97	10/28/99	\$0.00									

Project: Date 4/13/97

Task  Milestone  Rolled Up Task  Rolled Up Progress 
 Progress  Summary  Rolled Up Milestone 

PHDEP 1997														
ID	Task Name	Duration	Start	Finish	Cost	10/97	11/97	12/97	1/98	2/98	3/98	4/98	5/98	6/98
164	McDaniel-Glenn	305d	10/31/97	12/30/98	\$2,000.00									
165	University	261d	1/1/98	12/30/98	\$2,000.00									
166	Contract for 7 Instructors	326d	10/2/97	12/30/98	\$35,000.00									
167	RFP	22d	10/2/97	10/31/97	\$0.00									
168	Review Proposals	11d	11/1/97	11/15/97	\$0.00									
169	Issue Contract	261d	1/1/98	12/30/98	\$35,000.00									
170	Non-Traditional Career Training	304d	11/2/97	12/31/98	\$166,398.00									
171	RFP	21d	11/2/97	11/30/97	\$0.00									
172	Review Proposals	11d	12/1/97	12/15/97	\$0.00									
173	Issue Contract	262d	1/1/98	12/31/98	\$166,398.00									
174														
175	9170 DRUG INTERVENTION	522d	10/2/97	9/30/99	\$378,000.00									
176	Youth Intervention Program	522d	10/2/97	9/30/99	\$238,000.00									
177	Granny Houses	522d	10/2/97	9/30/99	\$140,000.00									
178	Staffing	522d	10/2/97	9/30/99	\$125,000.00									
179	Equipment	522d	10/2/97	9/30/99	\$15,000.00									
180														
181	9150 PHYSICAL IMPROVEMENTS	520d	10/2/97	9/26/99	\$1,500,000.00									
182	Assessment	108d	10/2/97	2/28/98	\$250,000.00									
183	RFP	22d	10/2/97	10/31/97	\$0.00									
184	Review Proposals	22d	11/1/97	11/30/97	\$0.00									
185	Issue Contract	64d	12/1/97	2/28/98	\$250,000.00									

Project: Date 4/13/97

Task  Milestone  Rolled Up Task  Rolled Up Progress 
 Progress  Summary  Rolled Up Milestone 

PHIDEP 1997														
ID	Task Name	Duration	Start	Finish	Cost	10/97	11/97	12/97	1/98	2/98	3/98	4/98	5/98	6/98
186	Implementation	411d	3/1/98	9/26/99	\$1,250,000.00									
187	Implementation RFPs	21d	3/1/98	3/29/98	\$0.00									
188	Review Proposals	22d	4/1/98	4/30/98	\$0.00									
189	Issue Contracts	368d	5/1/98	9/26/99	\$1,250,000.00									
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 25%;">Project Date 4/13/97</div> <div style="width: 20%;"> Task Milestone </div> <div style="width: 20%;"> Rolled Up Task Rolled Up Progress </div> <div style="width: 20%;"> Progress Summary </div> <div style="width: 20%;"> Rolled Up Milestone </div> </div>														

Assurances—Non-Construction Programs

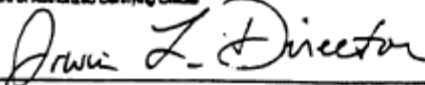
OMB Approval No. 0348-0042

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicap; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.O. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 36701 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a and 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (e) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the national Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animal held for research, teaching, or other activities supported by the award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of resident structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Signature of Authorized Certifying Officer 	Title Executive Director
Agency Organization Housing Authority of the City of Winston	Date Submitted May 30, 1997

SAMPLE

**Applicant/Recipient
Disclosure/Update Report**

U.S. Department of Housing
and Urban Development
Office of Ethics

OMB Approval No. 2535-0101 (exp. 12/31/94)

Instructions: (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 4.)

Part I Applicant/Recipient Information Indicate whether this is an Initial Report or an Update Report

1. Applicant/Recipient Name, Address, and Phone (include area code)		Social Security Number or Employer ID Number
Housing Authority of the City of Winston 999 East West Avenue Winston, IA 99999 (909) 999-9999		79-8899065
2. Project Assisted/ to be Assisted (Project/Activity name and/or number and its location by Street address, City, and State)		
Winston Drug Elimination Program 999 East West Avenue Winston, IA 99999		
3. Assistance Requested/Received	4. HUD Program	5. Amount Requested/Received
Grant to eliminate drug-related crime in public housing developments	Public Housing Drug Elimination	\$ 312,500

Part II. Threshold Determinations -- Applicants Only

- Are you requesting HUD assistance for a specific project or activity, as provided by 24 CFR Part 12, Subpart C, and have you received, or can you reasonably expect to receive, an aggregate amount of all forms of covered assistance from HUD, States, and units of general local government, in excess of \$200,000 during the Federal fiscal year (October 1 through September 30) in which the application is submitted? Yes No
If Yes, you must complete the remainder of this report.
If No, you must sign the certification below and answer the next question.
I hereby certify that this information is true. (Signature) _____ Date 5/30/97
 - Is this application for a specific housing project that involves other government assistance? Yes No
If Yes, you must complete the remainder of this report.
If No, you must sign this certification.
I hereby certify that this information is true. (Signature) _____ Date 5/30/97
- If your answers to both questions are No, you do not need to complete Parts III, IV, or V, but you must sign the certification at the end of the report.

Part III. Other Government Assistance Provided/Requested

Department/State/Local Agency Name and Address	Program	Type of Assistance	Amount Requested/Provided
1. State of Iowa Resident Patrol Training Fund 320 Main Street Des Moines, IA 55551	Discretionary Fund	grant	\$2,000
2. City of Winston 1 North Main Street Winston, IA 55006	Discretionary Fund	grant	\$6,400

Is there other government assistance that is reportable in this Part and in Part V, but that is reported only in Part V? Yes No

If there is no other government assistance, you must certify that this information is true.

I hereby certify that this information is true. (Signature) _____ Date _____

Part IV. Interested Parties

Alphabetical list of all persons with a reportable financial interest in the project or activity (for individuals, give the last name first)

Alphabetical list of all persons with a reportable financial interest in the project or activity (for individuals, give the last name first)	Social Security Number or Employee ID Number	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)
Iowa, State of Resident Patrol Training Fund 320 Main Street Des Moines, IA 55551	54-6624931	Contract	\$2,000 1% of total request
Smith, Diane Diane's Martial Arts/ Dance Emporium 5 North Main Street Winston, IA 55006	000-55-0000	Contract	\$10,000 3% of total request
Winston, City of Police Department Tom Johnson, Chief 1 North Main Street Winston, IA 55006	21-4454443	Contract	\$122,300 39% of total request

If there are no persons with a reportable financial interest, you must certify that this information is true.

I hereby certify that this information is true. (Signature) _____

Date _____

Part V. Report on Expected Sources and Uses of Funds

Source

\$312,500 -- Public Housing Drug Elimination (CFDA --14,854)
U.S. Department of Housing and Urban Development
451 Seventh Street, S.W., Room 4116
Washington, DC 20410

\$2,000 -- State of Iowa Resident Patrol Training Fund
320 Main Street
Des Moines, IA 55551

\$6,400 -- City of Winston
1 North Main Street
Winston, IA 55006

If there are no sources of funds, you must certify that this information is true.

I hereby certify that this information is true. (Signature) _____ Date _____

Use

\$128,900 -- To acquire additional security and protective services
from the local law enforcement agency.

\$166,100 -- To operate drug prevention programs.

\$17,500 -- To operate a tenant patrol program.

If there are no uses of funds, you must certify that this information is true.

I hereby certify that this information is true. (Signature) _____ Date _____

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosure of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature _____ Date May 30, 1997

SAMPLE APPLICANT COVER LETTER FORMAT

SAMPLE

Date

Public Housing Director's Name
Office of Public Housing
HUD Field Office or HUB Name
HUD Field Office or HUB Address

Dear Colleague:

The Winston Housing Authority (WHA) is pleased to submit an original and three copies of its comprehensive drug elimination proposal for the FY 1998 Public and Indian Housing Drug Elimination Program (PHDEP).

Winston Housing Authority is a medium-sized agency located in the heart of the Midwest. The City of Winston has a current population of 250,000, and our public housing community consists of 15,000 residents. WHA's public housing communities are located in highly accessible areas of the city. Drug dealers and other criminals have easy access in and out of WHA properties. Winston police officials indicate that drug-related activity and "calls for service" on WHA properties increased by 11 percent during 1996. In particular, the community witnessed an increase in domestic disturbances and violent crimes.

The goals of our comprehensive drug elimination strategy are to reduce/eliminate drug-related crime and other Part I and Part II crimes; establish ongoing working relationships with Federal, State, and local law enforcement agencies; empower residents; and increase the quality of life for residents in our community and the surrounding neighborhoods. Funding from the 1998 PHDEP program will assist WHA achieve these goals. As you will note from our proposal, we are requesting to continue two programs and establish five new ones. The grant funds will be used for six major activities: development of a dedicated law enforcement force, employment of HA investigators, the establishment of a voluntary tenant patrol, physical improvements, a drug prevention program, and a drug intervention program. These activities have been designed together by housing authority staff, residents, and other community partners.

Crime prevention strategies require a holistic approach that involves the active participation of numerous local, county, and state agencies. Housing authority staff and residents have embraced this concept of "partnerships." In previous PHDEP grants the housing authority and several WHA resident councils have worked closely with the police department, human service agencies, non-profit organizations, and educational institutions to develop partnerships which lead to the development of programs and policies that best meet the needs of WHA residents.

The programs described throughout this proposal represent the best strategy to reduce/eliminate drug-related crime and other Part I and Part II crimes in our community. It is with great enthusiasm that I present this 1998 Public and Indian Housing Drug Elimination application to the Department.

Sincerely,

Executive Director or Program Coordinator's name

**PUBLIC AND INDIAN HOUSING DRUG ELIMINATION PROGRAMS (PHDEPs)
SAMPLE APPLICATION DOCUMENTS**

The following **SAMPLE FORMS** have been provided for your assistance.

- Sample Budget Information (non-construction programs), with activity budget narrative and supporting documentation, as applicable, attachment.

SAMPLE FORMAT

**REIMBURSEMENT OF LOCAL LAW ENFORCEMENT AGENCIES
OVER AND ABOVE BASELINE SERVICES**

BUDGET NARRATIVE

BRIEF PROGRAM DESCRIPTION: The WHA will execute a contract with the Winston Police Department to provide services over and above current baseline services. The Winston Police Department will also establish a mini-station on the site of the targeted development. The proposed contract between the Winston Police Department and the HA of the City of Winston for these services is attached to this application as Appendix A.

Funds Requested For Activity: \$304,450

Amplified Budget Items by Object Class Category (From SF-424A, Section B # 6)

	PHDEP Funding	Other local in-kind Sources of Funding
a. Personnel		
None	\$ -0-	\$ -0-
Total	\$ -0-	\$ -0-
b. Fringe Benefits		
None	\$ -0-	\$ -0-
Total	\$ -0-	\$ -0-
c. Travel		
None	\$ -0-	\$ -0-
Total	\$ -0-	\$ -0-
d. Equipment		
Purchase and install closed Circuit Television system (see attached supporting documentation)	\$ 17,500	\$ -0-

	Purchase and install Telephone Equipment (see attached supporting documentation)	\$ 850	\$ -0-
	Cameras	\$ 3,000	\$ -0-
	Facsimile Machine	\$ 600	\$ -0-
	Bicycles (2)	\$ 2,500	\$ -0-
	Portable 2-way Radios (4)	\$ 12,000	\$ -0-
	Computers (2)	\$ 6,000	\$ -0-
	Software (See attached cost analysis)	\$ 4,700	\$ -0-
	Total	\$ 47,150	\$ -0-
e.	Supplies		
	Telephones	\$ 2,500	\$ -0-
	Office Supplies	\$ 4,600	\$ -0-
	Maintenance (See attached cost analysis)	\$ 5,600	\$ -0-
	Total	\$ 12,700	\$ -0-
f.	Contractual/details		
	Direct labor and benefit contract with Winston Police Department For Four (4) Officers at 12 hrs/day for 104 weeks. Rate of \$20/hr. (you must document rates per hour) (See attached supporting documentation)	\$244,600	\$ -0-
	Total	\$244,600	\$ -0-
h.	Other		
	None (See attached cost analysis)	\$ -0-	\$ -0-
	Total	\$ -0-	\$ -0-
I.	Total Direct Charges (sum of a - h)	\$304,450	\$ -0-

Attach cost analysis/supporting documentation to support specific costs.

SAMPLE FORMAT

**PROGRAMS TO REDUCE THE USE OF DRUGS
DRUG PREVENTION/ INTERVENTION/ TREATMENT PROGRAM**

BUDGET NARRATIVE

BRIEF PROGRAM DESCRIPTION: The WHA will establish a comprehensive drug prevention/ intervention/treatment program designed to reduce drug-related crime and other Part I and Part II crimes in or around the premises of the housing authority, including substance abuse prevention, intervention, referral programs, and faith communities and/or other ministerial/ organizations that provide services (substance abuse treatment, and structured aftercare/support system programs). Winston Housing Authority will contract youth prevention programs to the local Boys and Girls Club of America. In conjunction with WHAs Communities of Learners programs, adult prevention services and youth sports activities will be offered at the HA's community learning center. WHA will contract with Winston County Psychiatric Services for treatment and aftercare services. The proposed contracts between the Winston Boys and Girls Club, the Winston County Psychiatric Services and the HA of the City of Winston for services mentioned is attached to this application as Appendix A.

Funds Requested For Activity: \$427,600

Amplified Budget Items by Object Class Category (From SF-424A, Section B # 6)

	PHDEP Funding	Other local in-kind Sources of Funding
a. Personnel		
Project Director (2 yrs)	\$ 80,000	\$ -0-
Project Coordinator (2 yrs)	\$ 56,500	\$ -0-
Drug Prevention Specialist (2 yrs)	\$ 56,500	\$ -0-
Administrative Assistance (2 yrs)	\$ 33,000	\$ -0-
Total	\$226,000	\$ -0-
b. Fringe Benefits		
FICA/Medical Benefits	\$ 20,000	\$ -0-
Vacation	\$ 23,000	\$ -0-
Total	\$ 43,000	\$ -0-
c. Travel		
None	\$ -0-	\$ -0-
Total	\$ -0-	\$ -0-

d. Equipment		
Van	\$ 25,000	\$ -0-
Computers, Software & Maintenance	\$ 12,500	\$ -0-
Printer	\$ 2,000	\$ -0-
Fax Machine	\$ 500	\$ -0-
Slide projector and screen	\$ 1,500	\$ -0-
Overhead projector	\$ 1,500	\$ -0-
Camera	\$ 600	\$ -0-
Xerox machine	\$ 1,000	\$ -0-
(See attached supporting documentation)		
Total	\$ 44,600	\$ -0-
e. Supplies		
Telephones	\$ 1,000	\$ -0-
Office Supplies	\$ 700	\$ -0-
Maintenance	\$ 300	\$ -0-
(See attached supporting documentation)		
Total	\$ 2,000	\$ -0-
f. Contractual/details		
Winston Boys and Girls Club (you must document rates per hour) (See attached supporting documentation)	\$ 4,000	\$ -0-
Winston County Psychiatric Services (you must document rates per hour) (See attached supporting documentation)	\$ 100,000	\$ -0-
Total	\$104,000	\$ -0-
g. Other		
Educational Scholarships	\$ 25,000	\$ -0-
Total	\$ 25,000	\$ -0-
h. Total Direct Charges (sum of a - h)	\$427,600	\$ -0-

Attach supporting documentation to support specific costs.

Please make sure that you follow the sample form provided in the previous page when preparing a budget for any funding category.

HOUSING AUTHORITY EMPLOYMENT OF SECURITY PERSONNEL

SAMPLE BUDGET NARRATIVE

BRIEF PROGRAM DESCRIPTION: The WHA will directly employ qualified residents as security guard personnel to provide services in addition to those, or not usually performed by, local law enforcement agencies on a routine basis, such as, patrolling inside buildings, providing personnel services at building entrances to check for proper identification or patrolling and checking car parking lots for appropriate parking decals.

CONTRACTED SECURITY PERSONNEL SERVICES

SAMPLE BUDGET NARRATIVE

BRIEF PROGRAM DESCRIPTION: The WHA will execute a contract for security personnel services to provide services in addition to those, or not usually performed by, local law enforcement agencies on a routine basis, such as, patrolling inside buildings, providing personnel services at building entrances to check for proper identification or patrolling and checking car parking lots for appropriate parking decals.

EMPLOYMENT OF INVESTIGATOR(S)

SAMPLE BUDGET NARRATIVE

BRIEF PROGRAM DESCRIPTION: The WHA will hire one investigator who will investigate drug-related crime, other criminal activities and/or problems associated with crime "in or around" the real property comprising the HA developments and provide evidence relating to any such crime in any administrative or judicial proceedings.

ESTABLISHMENT OF VOLUNTARY TENANT PATROLS

SAMPLE BUDGET NARRATIVE

BRIEF PROGRAM DESCRIPTION: The HA will execute a contract with the Winston Resident Council to coordinate the establishment of a volunteer tenant patrol. The proposed contract between the Winston Resident Council and the HA of the City of Winston for these services is attached to this application as Appendix A.

PHYSICAL IMPROVEMENTS TO ENHANCE SECURITY

SAMPLE BUDGET NARRATIVE

BRIEF PROGRAM DESCRIPTION: The WHA will install fences, closed circuit surveillance cameras, speed bumps, monitors, security alarms, electronic entry locks with access card readers, exterior lights, and will reconfigure the landscape of several of the targeted developments common areas for the security of the HA's community center. Equipment is needed at the community center where resident anti-crime prevention programming and recreational activities will be offered for all developments. In addition, WHA will contract with the Resident Management Corporation to provide landscaping tasks that have been proven successful in preventing crime through environmental design.

DRUG ELIMINATION TECHNICAL ASSISTANCE PROGRAM (DETAP)

RELATED SAMPLE DOCUMENTS

The following **SAMPLE FORMS** have been provided for your assistance.

- NO sample forms necessary or provided

NEW APPROACH ANTI-DRUG PROGRAM

RELATED SAMPLE DOCUMENTS

The following SAMPLE FORMS have been provided for your assistance.

The following SAMPLE FORMS have been provided for your assistance.

- Sample Budget Information (non-construction programs), with activity budget narrative/and supporting documentation, as applicable, attachment.

SAMPLE FORM

**REIMBURSEMENT OF LOCAL LAW ENFORCEMENT AGENCIES
OVER AND ABOVE BASELINE SERVICES**

BUDGET NARRATIVE

BRIEF PROGRAM DESCRIPTION: The WHA will execute a contract with the Winston Police Department to provide services over and above current baseline services. The Winston Police Department will also establish a mini-station on the site of the targeted development. The proposed contract between the Winston Police Department and the HA of the City of Winston for these services is attached to this application as Appendix A.

Funds Requested For Activity: \$304,450

Amplified Budget Items by Object Class Category (From SF-424A, Section B # 6)

	NAADP Funding	Other local in-kind Sources of Funding
a. Personnel		
None	\$ -0-	\$ -0-
Total	\$ -0-	\$ -0-
b. Fringe Benefits		
None	\$ -0-	\$ -0-
Total	\$ -0-	\$ -0-
c. Travel		
None	\$ -0-	\$ -0-
Total	\$ -0-	\$ -0-
d. Equipment		
Purchase and install closed Circuit Television system (see attached supporting documentation)	\$ 17,500	\$ -0-

	Purchase and install Telephone Equipment (see attached supporting documentation)	\$ 850	\$ -0-
	Cameras	\$ 3,000	\$ -0-
	Facsimile Machine	\$ 600	\$ -0-
	Bicycles (2)	\$ 2,500	\$ -0-
	Portable 2-way Radios (4)	\$ 12,000	\$ -0-
	Computers (2)	\$ 6,000	\$ -0-
	Software (See attached cost analysis)	\$ 4,700	\$ -0-
	Total	\$ 47,150	\$ -0-
e.	Supplies		
	Telephones	\$ 2,500	\$ -0-
	Office Supplies	\$ 4,600	\$ -0-
	Maintenance (See attached cost analysis)	\$ 5,600	\$ -0-
	Total	\$ 12,700	\$ -0-
f.	Contractual/details		
	Direct labor and benefit contract with Winston Police Department For Four (4) Officers at 12 hrs/day for 104 weeks. Rate of \$20/hr. (you must document rates per hour) (See attached supporting documentation)	\$244,600	\$ -0-
	Total	\$244,600	\$ -0-
h.	Other		
	None (See attached cost analysis)	\$ -0-	\$ -0-
	Total	\$ -0-	\$ -0-
I.	Total Direct Charges (sum of a - h)	\$304,450	\$ -0-

Attach cost analysis/supporting documentation to support specific costs.

