

**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

**PUBLIC HOUSING DRUG
ELIMINATION - TECHNICAL
ASSISTANCE (DETAP)**

FUNDING AVAILABILITY FOR PUBLIC AND INDIAN HOUSING DRUG ELIMINATION TECHNICAL ASSISTANCE PROGRAM (DETAP)

Program Overview

Purpose of the Program. The purpose of the Public and Indian Housing Drug Elimination Technical Assistance Program (DETAP) is to provide no more than thirty (30) billable days of technical assistance (TA) consultant services to assist public housing agencies (PHAs), Indian tribes and Tribally Designated Housing Entities (TDHEs), Resident Management Corporations (RMCs), incorporated Resident Councils (RCs), and Resident Organizations (ROs) to improve the management and effectiveness of the Public Housing Drug Elimination Program. The TA services may be conducted over a period of not more than 90 days.

Available Funds. Approximately \$900,000.

Eligible Applicants. Public Housing Authorities (PHAs), Indian tribes and Tribally Designated Housing Entities (TDHEs); incorporated Resident Management Corporations (RMCs), incorporated Resident Councils (RCs), and Resident Organizations (ROs).

Application Deadline. July 27, 2001.
Match. None.

Additional Information

If you are interested in applying for Public Housing Drug Elimination Technical Assistance funding, please review carefully the **General Section** of this SuperNOFA and the following additional information.

I. Application Due Date, Application Kits, Further Information, and Technical Assistance

Application Due Date. Your completed application (an original and one copy) is due on or before 12:00 midnight, Eastern time, on July 27, 2001 at the address shown below. The only exception to this deadline is for HUD-Initiated Public Housing Drug Elimination Technical Assistance, for which there is no application deadline.

See the **General Section** of this SuperNOFA for specific procedures governing the form of application submission (e.g., mail applications, express mail, overnight delivery, or hand-carried).

Address for Submitting Applications. Your application consists of one original signed application and two copies. Submit one original application and one copy to the Community Safety and Conservation Division (CSCD), Room 4206 at the HUD Headquarters Building

located at 451 Seventh Street, SW, Washington, DC, 20410.

Submit the second copy of your application to the appropriate HUD Field Office or HUB with delegated public housing responsibilities for your organization. See Appendix A for a list of HUD offices with delegated responsibilities. You may also call the SuperNOFA Information Center at 1-800-HUD-8929 if you have a question regarding where you should submit your application (persons with hearing or speech impairments may call the Center's TTY number at 1-800-HUD-2209).

You must submit with your application(s) to CSCD, a Confirmation Form documenting that the appropriate HUD Field Office or Hub (AONAP) received your TA application (this form is a threshold requirement). Tribes/TDHEs should submit a second copy of the DETAP application to the appropriate Area Office of Native American Programs (AONAP).

HUD will review and accept DETAP applications on a first come first serve basis until July 27, 2001 or until funds available under this program are expended.

For Application Kits. For an application kit and any supplemental information, please call the SuperNOFA Information Center at 1-800-HUD-8929. Persons with hearing or speech impairments may call the Center's TTY number at 1-800-HUD-2209. When requesting an application kit, please refer to the Public Housing Drug Elimination Technical Assistance Program, and provide your name, address (including zip code) and telephone number (including area code). An application kit is also available on the Internet through the HUD web site at <http://www.hud.gov/pih/programs/ph/de/cscd.html>.

For Further Information and Technical Assistance. You may contact the local HUD Field Office or Hub (AONAP) where you will be submitting your application or you may call the Drug Information Strategy Clearinghouse (DISC) at 1-800-955-2232. For further information on how to initiate an application for technical assistance, please contact Bertha Jones of the Community Safety and Conservation Division on (202) 708-1197, extension 4237. If you are a tribe/TDHE submitting an application and need technical assistance, please contact Tracy Outlaw of the Denver National Program Office at (303) 675-1600 or your local AONAP.

Satellite Broadcast. HUD will hold an information broadcast via satellite for potential applicants to learn more about

the program and preparation of the application. For more information about the date and time of the broadcast, you should consult the HUD web site at <http://www.hud.gov>.

II. Amount Allocated

For FY 2001 approximately \$900,000 (with an amount adjusted for carryover when actual carryover is known) is available for Public Housing Drug Elimination Technical Assistance.

III. Program Description; Eligible Applicants; Eligible Activities

(A) *Program Description.* (1) The purpose of this program is to provide not more than thirty (30) billable days of technical assistance (TA) consultant services to assist public housing agencies (PHAs), Indian tribes and Tribally Designated Housing Entities (TDHEs), Resident Management Corporations (RMCs), incorporated Resident Councils (RCs) and Resident Organizations (ROs) to improve the administration and effectiveness of the Public Housing Drug Elimination Program (PHDEP) grants. The TA services may be conducted over a period not to exceed 90 days. Housing Authorities, tribes and TDHEs are encouraged to use this program as a tool to evaluate, monitor and administer the Public Housing Drug Elimination Program grants.

(2) HUD may also initiate TA under this program to identify areas of high risk among HAs and to improve administration of PHDEP grants nationally. HUD initiated TA requires an application and accompanying standard forms found in Appendix B of this program NOFA with a letter of support from the HUD Field Office (AONAP). HUD initiated TA is also short-term assistance.

(3) The program will fund the use of consultants having demonstrated knowledge of or specialized experience in providing the following services:

- (a) Crisis Intervention/Mediation;
- (b) Defensible Space/Crime Prevention through Environmental Design;
- (c) Guidance on the development of Five-year PHA Plans;
- (d) Assistance in the development or evaluation of PHDEP performance indicators for each PHDEP activity;
- (e) Tools and techniques for gathering crime statistics; crime mapping techniques;
- (f) Technology Assessments: Determination of how computer software and hardware may be used to improve grant administration (e.g. establishment of a crime statistics database);

(g) Training on Best Practices (e.g. Peacemakers/Building Tolerance and Youth Violence Prevention, Wellness Training, Development and Implementation of Kobans, Development of Gun-Buyback programs);

(h) Establishment of Partnerships with Law enforcement agencies;

(i) Drafting memoranda of understanding with partners;

(j) Translation of the strategic plan components into measurable and attainable goals for the PHDEP Semi-Annual Performance Reporting System;

(k) Plan versus Performance Assessments;

(l) Internet-based computer training as it specifically relates to the administration of the PHDEP.

(B) *Eligible Applicants.* PHAs, Indian tribes and TDHEs, RCs, ROs in the case of Indian tribes and TDHEs, and RMCs that meet all of the applicable threshold requirements found in Section II(B) of the **General Section** of the SuperNofa, are eligible to receive short-term technical assistance services under DETAP. Specific eligibility requirements are:

(1) If you are an RC or RO, you must be an incorporated nonprofit organization or association that meets all seven of the following requirements:

(a) You must be representative of the residents you purport to represent.

(b) You may represent residents in more than one development or in all of the developments of a PHA but only the Former 1937 Housing Act Units for Indian tribes or TDHEs, but you must fairly represent residents from each development that you represent.

(c) You must adopt written procedures providing for the election of specific officers on a regular basis, but at least once every 3 years.

(d) You must have a democratically elected governing board. The voting membership of your board must consist of residents of the development or developments that you represent.

(e) You must be supported in your application by a PHA or an Indian tribe or TDHE.

(f) You must provide evidence of incorporation.

(g) You must provide evidence of adopted written procedures for electing officers.

(2) If you are an RMC, you must be an entity that proposes to enter into, or that enters into, a management contract with a PHA under 24 CFR part 964, or a management contract with an Indian tribe or TDHE. You must have all seven of the following characteristics:

(a) You must be a nonprofit organization incorporated under the

laws of the State or Indian tribe where you are located.

(b) You may be established by more than one RO or RC, so long as each: approves the establishment of your corporation; and has representation on the Board of Directors of your corporation.

(c) You must have an elected Board of Directors.

(d) Your by-laws must require the Board of Directors to include representatives of each RO or RC involved in establishing the corporation.

(e) Your voting members must be residents of the development or developments you manage.

(f) You must be approved by the RC. If there is no organized resident organization, a majority of the households of the development must approve the establishment of your organization to determine the feasibility of establishing a corporation to manage the development.

(g) You may serve as either an RMC or RC, so long as your corporation meets the requirements of 24 CFR part 964 for a RC. (In the case of a RMC for an Indian tribe or TDHE, you may serve as both the RMC and the RO, so long as your corporation meets the requirements of this program for a RO.)

(3) You can only submit one application per award period. A PHA and its eligible resident groups, and an Indian tribe and its TDHE may apply during the same award period as long as there is no conflict or overlap in your proposed activities. You are eligible to apply to receive technical assistance even if you are already receiving technical assistance under this program, as long as your request creates no scheduling conflict with other DETAP requests. If HUD initiates TA with your organization, you may not receive more than one type of technical assistance concurrently unless HUD, in consultation with your organization, determines that the TA will not negatively affect the quality of the DETAP.

(4) You are eligible to apply to receive technical assistance whether or not you are already receiving drug elimination funds under the Public and Indian Housing Drug Elimination Program.

(5) You must comply with the laws, regulations, and Executive Orders applicable to the Drug Elimination TA Program, including applicable civil rights laws.

(C) *Eligible Activities.*

(1) *Eligible activities under this funding.* Funding is limited to technical assistance for carrying out activities authorized under Chapter 2, Subtitle C, Title V of the Anti-Drug Abuse Act of

1988 (42 U.S.C. 11901 *et. seq.*), as amended by section 581 of the National Affordable Housing Act of 1990 (Pub.L. 101-625, approved November 28, 1990), and section 161 of the Housing and Community Development Act of 1992 (Pub.L. 102-550, approved October 28, 1992). The following circumstances are eligible for HUD-Initiated Technical Assistance under the Public and Indian Housing Drug Elimination Technical Assistance Program. HUD-Initiated technical assistance may be requested by HUD staff for one or more of the following circumstances:

(a) Housing authorities, Indian tribes, TDHEs, RCs, ROs, and RMCs that are unable to document their drug and/or crime problems through crime statistics;

(b) Housing authorities, Indian tribes, TDHEs, RCs, ROs, and RMCs that do not have the expertise to develop effective drug and crime prevention programs;

(c) Housing authorities that need assistance in using the PHDEP Semi-Annual Performance Reporting System to evaluate their program.

(d) Housing Authorities that need assistance in developing performance indicators; Housing authorities, Indian tribes, TDHEs, RCs, ROs, and RMCs that need assistance in developing evaluation mechanisms for drug elimination programs and strategies.

(e) Housing authorities, Indian tribes, TDHEs, RCs, ROs, and RMCs with special circumstances whose needs fit under the scope of this program section of the SuperNOFA.

(2) *Ineligible Activities.* Funding is not permitted for:

(a) Any type of monetary compensation for residents.

(b) Any activity that is funded under any other HUD program, including TA and training for the incorporation of RCs or RMCs, and other management activities;

(c) Any type of resident or PHA staff member training and technical assistance that does not relate to crime, drug reduction/elimination, risk management or technical assistance to improve the overall administration and management of PHDEP grants and performance goals;

(d) Salary or fees to your staff, or your former staff within a year of their employment;

(e) Underwriting conferences;

(f) Grant Writing Training and Funding Research/Development;

(g) Graffiti Removal/Prevention;

(h) Resident Patrols;

(i) Peer Support;

(j) Alternative Programs;

(k) Leadership Training for Resident Organizations;

(l) Conference speakers;

(m) Program implementation, proposal writing, financial support for existing programs, or efforts requiring more than 30 billable days of technical assistance over a 90 day period or assistance that will require more than 90 days to complete; the purchase of hardware or equipment, or any activities deemed ineligible in the Drug Elimination Program, excluding consultant's fees.

IV. Program Requirements

Except as stated below in this section, you must meet the requirements listed in Section II of the **General Section** of this SuperNOFA. You must also meet these additional requirements:

(A) *Individual Award Amounts.* You may not submit an application for more than \$15,000.

(1) Applications for short-term technical assistance may be funded up to \$15,000, with HUD providing payment directly to your authorized consultant for the consultant's fee, travel, room and board, and other approved costs at the government rate approved by HUD.

(2) Technical assistance initiated by HUD may be for any amount up to \$25,000 when HUD staff determine that more than 30 billable days of technical assistance over a 90-day period is justified.

(B) *Receipt of More than One Application.* If HUD receives more than one application from a HA, or a group of RCs, ROs, or RMCs, or an Indian tribe and a TDHE, in proximity to one another, HUD and its agent may exercise discretion to consider any two or more applications as one, recommending one or more consultants and executing contracts for any combination of applications.

(C) *Affirmatively Furthering Fair Housing.* Section II(D) of the **General Section** does not apply to this NOFA because its purpose is to address specific and targeted problems faced by Public Housing Authorities, Indian tribes, Tribally Designated Housing Entities, Resident Management Corporations, Resident Councils, or Resident Organizations in their management of the Public Housing Drug Elimination Program and to assist the applicants in the improvement of the effectiveness of that program.

(D) *Eligible Consultants.* HUD is seeking individuals or entities who have experience working with public or Tribal housing or other low-income populations to provide short-term technical assistance under this DETAP section of the SuperNOFA. Consultants who have previously been deemed eligible and are part of HUD's TA

Consultant Database need not reapply, but must update their file with more recent experience and rate justification on an annual basis. HUD reserves the right to consider a consultant name inactive in the database if the consultant has not provided updated information for the database within the last two years. The updated skills should list strengths in priority order.

(1) To qualify as an eligible consultant, you should have demonstrated knowledge and specialized experience in one or more of the following general areas:

(a) PHA/Indian tribe or TDHE-related experience with:

(i) Agency organization and management;

(ii) Facility operations;

(iii) Strategic plan development, and

(iv) Prevention and intervention programs;

(b) Experience as an independent consultant, or as a consultant working with a firm with related experience and understanding of on-site work requirements, contractual, reporting and billing requirements;

(c) Crisis Intervention/Mediation;

(d) Defensible Space/Crime Prevention through Environmental Design Guidance on the development of Five-year PHA Plans;

(e) Assistance in the development or evaluation of PHDEP performance indicators for each PHDEP activity;

(f) Tools and techniques for gathering crime statistics; Crime mapping;

(g) Technology Assessments: Determination of how computer software and hardware may be used to improve grant administration (e.g. establishment of a crime statistics database; Training on Best Practices (e.g. Peacemakers/Building Tolerance and Youth Violence Prevention, Wellness Training, Development and Implementation of Kobans, Development of Gun-Buyback programs);

(h) Establishment of Partnerships with Law enforcement partnerships;

(i) Drafting memoranda of understanding with partners;

(j) Translation of the strategic plan components into measurable and attainable goals for the PHDEP Semi-Annual Performance Reporting System;

(k) Plan versus Performance Assessments;

(l) Internet-based computer training as it specifically relates to the administration of the PHDEP.

(2) Additional requirements for consultants include the following:

(a) In addition to the conflict of interest requirements in 24 CFR part 85, no person who is an employee, agent,

officer, or appointed official of an eligible applicant may be funded as a consultant to that organization by this Drug Elimination Technical Assistance Program.

(b) If you are a consultant who wishes to provide drug elimination technical assistance services through this program, you must not have had any involvement in the preparation or submission of any DETAP proposal. Your involvement will be considered a conflict of interest, making you ineligible for providing consulting services to the eligible applicant and will disqualify you from future consideration. This prohibition shall also be invoked for preparing and distributing prepared generic or sample applications to entities eligible to apply for funding under this program. If HUD determines that any application submitted by a PHA, Indian tribe or TDHE, RC, RO or RMC duplicates a sufficient amount of any prepared sample to raise issues of possible conflict of interest, and HUD determines you provided and distributed the sample, you will be disqualified from receiving HUD funds.

(c) Consultants accepted into the DETAP are prohibited from soliciting their services to eligible applicants.

(d) HUD-registered consultants are eligible to receive funds to be reimbursed for up to \$15,000 for conducting short-term technical assistance. HUD or its agent will carefully review the approved Statement of Work to ensure that resources allocated are appropriate and reasonable for the work to be performed (e.g. resources devoted to pre-on site preparation and on-site work). Long-term results are expected from each job. After your work is completed, evaluations from recipients of the technical assistance services will be submitted to HUD on your work performance. The evaluations will be carefully reviewed to make sure the recipients of TA are satisfied with your services. If your performance receives a satisfactory rating, you will be reimbursed by HUD. If the housing authority is not satisfied with the report that is provided by the consultant, HUD will require the consultant to correct the report or address and/or resolve any issues raised by the housing authority without additional costs. If these issues can not be resolved, HUD will not be under obligation to reimburse the consultant for any incurred costs except for transportation and per diem costs. In extreme cases of technical assistance needs, staff members of HUD Headquarters and field offices may recommend specialized technical

assistance for which you can receive up to \$25,000 in funds.

You may not be the lead consultant on any more than two active contracts or purchase orders at one time nor be involved with more than one company at a time that has active technical assistance contracts. You may not have any more than four contracts or purchase orders and enter into a purchase order agreement as a lead consultant within the calendar year. The lead consultant may enter into a collaborative agreement with other TA consultants listed in the database. In the case of collaborative agreements, only one purchase order will be issued to the lead consultant. The Department will have no obligation to reimburse or issue a separate purchase order agreement with collaborating consultants. Reimbursement to collaborating consultants will be the responsibility of the lead consultant. If you are working as a member of a multi-person firm, the key individual for the specific contract must be listed on each contract as the point of contact. The point of contact must be on-site more hours than any other contracted staff billing to the purchase order, and that individual may have no more than two purchase orders active at the same time. Consulting firms may bill the authorized daily rate only once per 24-hour period. Consultants shall *not* bill more than once for a single day's work; for example, if a firm consists of three consultants and the certified daily rate is \$470, they may not bill HUD \$1,410 per day for their services. Each individual consultant may not bill at his or her daily rate. The aggregate number of hours billed by one or all consultants on project must not exceed 8 hours per day.

(E) *Ineligible Consultants.* Consultants and/or companies currently debarred or suspended by HUD are not eligible to perform services under this program. Also, consultants that are not in the official Consultant database are considered ineligible for this program.

(F) *Application Process for Consultants.* (1) If you are an individual or entity interested in being listed in the DETAP Consultant Database, you must prepare your application and send it to the address specified in the application kit. Before you can be entered into the Consultant Database, you must submit an application that includes the following information:

(a) The Consultant Resource Inventory Questionnaire, including at least three written references, all related to the general areas listed in this DETAP section of the SuperNOFA. One or two of the written references must relate to

work for a PHA, Indian tribe or TDHE, RC, RO or RMC;

(b) A resume;

(c) Documented evidence (*e.g.*, w-2 Wage Statement, payment statement etc.) of the standard daily fee previously paid to you for technical assistance services similar to eligible activities under this DETAP. In light of the recent drastic reduction in Drug Elimination Technical Assistance funding, the standard daily fee will not exceed the Equivalent Rate for Level IV of the Executive Schedule.

(2) HUD will determine your specific fee based upon the evidence you submitted under this DETAP.

(3) If you are an employee of a housing agency (HA), Indian tribe, or TDHE, you may not serve as a consultant to your employer. If you serve as a consultant to other than your employer, you must be on annual leave to receive the consultant fee.

(i) Applicants are prohibited from selecting consultants by name from HUD's consultant database.

(ii) Consultants will be recommended to an organization seeking TA, based on factors including capacity to perform the technical assistance, their strengths identified in the consultant skill codes in the database, previous experience in the specified areas of technical assistance, previous performance evaluation for performing technical assistance, reasonableness of the fee, and geographic proximity to the site where TA will be provided. If no consultants in the database are within the geographical proximity, consultants will be selected from the closest region to the site where TA will be provided. The technical assistance to be provided will be based upon an assessment of a maximum of three priority areas of concern to the applicant. All of the skills that the consultants possess are not eligible for providing technical assistance under DETAP. If the priority areas of concern are not identified in the application, the applicant will be contacted by HUD or its agent to identify a maximum of three priority areas of concern to target the technical assistance.

V. Application Selection Process

(A) *General.* HUD will review applications on a first-come, first-served basis, until funds under this DETAP section of the SuperNOFA are no longer available. Eligible applications will be funded in the order in which negotiations for a statement of work are completed. HUD-Initiated applications will be received throughout the year with no deadline or until funds are expended.

(B) Threshold Submission Requirements for Funding Consideration.

In addition to required forms, certifications and assurances, found in the **General Section** of the SuperNOFA, the following requirements must be included in your application to be considered and approved for funding:

If you are requesting TA services, you must meet the following requirements:

(1) The applicant must answer the following questions: Note: You cannot request technical assistance under DETAP by answering "to conduct a needs assessment or survey." You must be able to discuss what prevents you from identifying, describing, and/or measuring the problems for which you are requesting technical assistance. You must list your needs for TA in order of priority:

(a) Describe in detail the problem, issue or weakness that hinders the proper administration or effectiveness of PHDEP.

(b) Identify what technical assistance you would like to receive.

(c) Explain how the technical assistance sought will improve the administration of the grant or the effectiveness of the PHDEP grant program.

(d) Describe how the technical assistance will be used in assisting you in strategic planning. You may wish to address any or all of the following:

(i) Establishment of a framework for annual program evaluation of PHDEP activities;

(ii) Scheduling data collection for evaluation;

(iii) Identification of appropriate performance indicators, interpretation of results of data collection;

(iv) Improving data collection and data elements;

(v) Guidance on the development of your 5-year plan;

(vi) Preparation assistance meeting your PHDEP semiannual performance reporting requirements; or

(vii) Crime mapping and identification of appropriate hardware and software.

(e) Specify what outcome you expect to achieve and how it will benefit PHDEP over the next five years.

(f) How will the proposed assistance allow you to develop an anti-drug, anti-crime strategy; or how will the proposed assistance fit into your current strategy?

(g) The application must include the form, "HUD Field Office/AONAP Confirmation Form."

(h) If your application does not meet the requirements described above it will not be considered for funding.

(C) *Application Awards.* (1) If your application is deemed eligible for

funding and sufficient funds are available, you will be contacted by HUD or its agent to confirm the work requirements. Only one application will be accepted from a HA, Indian tribe or TDHE; or group of RCs, ROs or RMCs in proximity to one another. HUD may exercise its discretion to consider any two or more applications as one, assuming that the applications are received at the same time, or before approval by the Chief Financial Officer and the Office of Procurement and Contracts, executing the contract, and providing notification to the consultant to proceed to work. If two or more applications from HAs or resident groups are combined, the consultant to provide the combined technical assistance should have the capability to administer both or all types of technical assistance being requested by each applicant.

(3) Once your application for TA has been reviewed and found acceptable by HUD, the TA Consultant Database will be searched for consultants who have:

(a) A principal place of business or residence located within the same geographic area as the applicant. For purposes of this program section of the SuperNOFA, the term "geographic area" refers to, in order of priority: city, state, region, and country;

(b) The requisite knowledge, skills, and abilities to respond to the request; and

(c) The most reasonable (least expensive) fees.

(4) HUD will then forward to you a list of suggested consultants from the consultant database. From this list, you must select a consultant to provide your requested TA.

(5)(a) From the list provided by HUD, you must contact and interview a minimum of three TA consultants. HUD may request confirmation from each contacted consultant that they were contacted. To obtain the three consultants, you must continue to call as many consultants as necessary from the list to complete the three interviews. If HUD determines that any consultant was not contacted, HUD (Headquarters) may consider your selection by the applicant void.

(b) After contacting each consultant, you must send a written justification for your recommended selection in order preference. If any are unacceptable, you must also indicate the consultant and the reasons you find them unacceptable.

(c) If you find that all referred consultants lack the requisite expertise, you must provide written detailed documentation justifying this decision. If HUD determines that your justification is adequate, you will be

provided with a second list of potential consultants.

(d) If you do not provide HUD the written justification of consultant choice within 30 calendar days, HUD reserves the right to cancel your TA request.

(6)(a) HUD or its agent will work with your selected consultant and you to develop a "statement of work." The statement of work should include:

(i) A time line and estimated budget;

(ii) A discussion of the kind of technical assistance and skills needed to address the problem, and how the technical assistance requested will address these needs; and

(iii) A description of the current crime and drug elimination strategy, and how the requested technical assistance will assist in improving the management and oversight of the PHDEP Grant Program.

(b)(i) When HUD has completed the authorization to begin work, your selected consultant will be contacted to start work. Your consultant must receive written authorization from HUD or its authorized agent before beginning to provide technical assistance. The requesting organization and the relevant Field Office or Area Office of Office of Native American Programs will also be notified that authorization to begin work has been given.

(ii) Work begun before the authorized date will be considered unauthorized and will not be compensated by HUD.

(iii) Consultants will only be reimbursed for a maximum of 30 days of work, which must be completed in fewer than 90 days from the date of the approved statement of work. The exception to this will be for HUD-Initiated technical assistance.

VI. Application Submission Requirements

(A) *General*. In addition to the program requirements listed in the **General Section** of this SuperNOFA, each DETAP application must include both the descriptive letter and certification statement to be eligible for funding.

(B) *Forms, Certifications and Assurances*. Your application must contain the items listed in this Section VI(B). These items include the standard forms, certifications, and assurances listed in Section II(G) of the **General Section** of the SuperNOFA that are applicable to this funding (collectively, referred to as the "standard forms"). The standard forms can be found in Appendix B to the **General Section** of the SuperNOFA. The remaining application items that are forms (*i.e.*, excluding such items as narratives, letters), referred to as the "non-standard forms" can be found as Appendix B to

this program section of the SuperNOFA. The items are as follows:

(1) Applications must be signed and certified by both the Executive Director or Tribal Council or authorized TDHE official and a resident leader.

(2) The certification must indicate that:

(a) A copy of the application was sent to the local HUD Field Office, Public Housing Directors, or Administrator, Office of Native American Programs;

(b) The application was reviewed by both the housing authority Executive Director or Tribal Council or authorized TDHE official, and a resident leader of your organization; and

(c) Any technical assistance received will be used in compliance with all requirements in the SuperNOFA.

(3) The application must contain a four page (or fewer) application letter responding to each of the requirements listed in Section V(B) of the DETAP section of the SuperNOFA.

VII. Corrections to Deficient Applications

The **General Section** of the SuperNOFA provides the procedures for corrections to deficient applications.

VIII. Environmental Requirements

In accordance with 24 CFR 50.19(b)(9), the assistance provided under this program relates only to the provision of technical assistance and therefore is categorically excluded from the requirements of the National Environmental Policy Act and is not subject to environmental review under the related laws and authorities. This determination is based on the ineligibility of real property acquisition, construction, rehabilitation, conversion, leasing, or repair for HUD assistance under this program.

IX. Authority

The FY 2001 HUD Appropriations Act under the heading, "Drug Elimination Grants for Low-Income Housing."

Appendix A—Hud's Public Housing Area Offices

New England Region

Boston

Donna Ayala, Office of Public Housing,
DHUD—Massachusetts State Office,
Thomas P. O'Neill, Jr. Federal Building, 10
Causeway Street, Room 553, Boston, MA
02222-1092, (617) 565-5197 fax (617) 565-
5257

Hartford

Raymond Jordan, Office of Public Housing,
DHUD—Connecticut State Office, 19th
Floor, One Corporate Center, Hartford, CT
06103-3220, (860) 240-4800 or (860) 240-
4850

- Manchester
DC 20002-4205, (202) 275-7965 ext 3175
fax (202) 275-0779
- Robin Gagnon, Office of Public Housing,
DHUD—New Hampshire State Office,
Norris Cotton Federal Building, 275
Chestnut Street, Manchester, NH 03101-
2487, (603) 666-7674 or fax (603) 666-
7714
- Providence
Marlene Piekarsky, Office of Public Housing,
DHUD—Rhode Island State Office, 10
Weybosset Street, 6th Floor, Providence, RI
02903-3234, (401) 528-5366 or (401) 528-
5370
- New York/New Jersey Region*
- New York
Mirza Del Rosario, Office of Public Housing,
DHUD—New York State Office, 26 Federal
Plaza, Suite 32-116, New York, New York
10278-0068, (212) 264-8931 fax (212) 264-
9834
- Buffalo
Joan Dpilman, Office of Public Housing,
DHUD—Buffalo State Office, Lafayette
Court, 465 Main Street, Fifth Floor,
Buffalo, New York 14203-5755, (716) 551-
5755 ext. 5050 fax (716) 551-4789
- New Jersey
Carmen Valenti, Office of Public Housing,
DHUD—New Jersey State Office, One
Newark Center, 13th Floor, Newark, NJ
07102-5260, (973) 622-7900 ext. 3600 fax
(973) 645-6239
- Mid-Atlantic Region*
- Philadelphia
Malinda Roberts, Office of Public Housing,
DHUD—Pennsylvania State Office, The
Wanamaker Building, 100 Penn Square
East, Philadelphia, PA 19107-3390, (215)
656-0576 or 0579, ext. 3308 fax (215) 656-
3433
- Baltimore
Dana Johnson, Office of Public Housing,
DHUD—Maryland State Office, City
Crescent Building, 10 South Howard
Street, 5th Floor, Baltimore, Maryland
21201-2505, (410) 962-2520 ext. 3102 fax
(410) 962-0668
- West Virginia
Henry Miller, Office of Public Housing,
DHUD—West Virginia State Office,
Kanawha Valley Building, 405 Capitol
Street, Suite 708, Charleston, WV 25301-
1795, (304) 347-7057 fax (304) 347-7045
- Pittsburgh
Office of Public Housing, DHUD—Pittsburgh
Area Office, 339 Sixth Avenue, 6th Floor,
Pittsburgh, PA 15222-2515, (412) 644-
6571 fax (412) 644-6499
- Virginia
Pat Anderson, Office of Public Housing,
DHUD—Virginia State Office, The 3600
Centre, 3600 West Broad Street, P.O. Box
90331, Richmond, VA 23230-0331, (804)
278-4500 ext. 3217 fax (804) 278-4603
- District of Columbia
Lee Palman, Office of Public Housing,
DHUD—District of Columbia Office, 820
First Street, NE., Suite 450, Washington,
- DC 20002-4205, (202) 275-7965 ext 3175
fax (202) 275-0779
- Southeast Region*
- Atlanta
Boyce Norris, Office of Public Housing,
DHUD—Georgia State Office, Richard B.
Russell Federal Building, 40 Marietta
Street, Atlanta, GA 30303, (404) 331-4766
fax (404) 730-2365
- Alabama
Debra Pippen, Office of Public Housing,
DHUD—Alabama State Office, Beacon
Ridge Tower, 600 Beacon Parkway West,
#300, Birmingham, AL 35209-4144, (205)
290-7601 ext 1101 fax (205) 290-7593
- Columbia
Larry Knightner, Office of Public Housing,
DHUD—South Carolina State Office, Strom
Thurmond Federal Building, 1835
Assembly Street, Columbia, SC 29201-
2480, (803) 765-5831 or (806) 765-5515
- Greensboro
Ledford Austin, Office of Public Housing,
DHUD—North Carolina State Office, Koger
Building, 2306 West Meadowview Road,
Greensboro, NC 27407-3707, (336) 547-
4038 fax (336) 547-4015
- Mississippi
George Smith, Office of Public Housing,
DHUD—Mississippi State Office, Doctor A.
H. McCoy Federal Building, 100 West
Capitol Street, Room 910, Jackson, MS
39269-1016, (601) 965-4761 fax (601) 965-
4773
- Miami
Karen Cato-Turner, Office of Public Housing,
DHUD—Florida State Office, 909 SE First
Avenue, Suite 500, Miami, FL 33131, (305)
536-4443 fax (305) 536-5663
- Jacksonville
John Niesz, Office of Public Housing,
DHUD—Jacksonville Area Office, Southern
Bell Tower, 301 West Bay Street, Suite
2200, Jacksonville, FL 32202-5121, (904)
232-1777 ext. 2142 fax (904) 232-3759
- Kentucky
Arthur Wasson, Office of Public Housing,
DHUD—Kentucky State Office, 601 West
Broadway, Post Office Box 1044,
Louisville, KY 40201-1044, (502) 582-
6163 ext. 370 fax (502) 582-6558
- Knoxville, TN
Shelley Day, Office of Public Housing,
DHUD—Knoxville Area Office, John J.
Duncan Federal Building, 710 Locust
Street, Third Floor, Knoxville, TN 37902-
2526, (423) 545-4402 ext. 4 fax (423) 545-
4569
- Nashville, TN
Michael Farley, Office of Public Housing,
DHUD—Tennessee State Office, 235
Cumberland Bend Drive, Suite 200,
Nashville, TN 37228-1803, (615) 736-5063
ext. 6132 fax (615) 736-2886
- San Juan, PR
Hildamar Ortiz, Office of Public Housing,
DHUD—Caribbean Office, Administracion
de Terrenos Building, 171 Carlos E.
- Chardon Avenue, Suite 301, San Juan, PR
00918-0903, (787) 766-5400 ext. 2031 fax
(787) 766-6504
- Mid-West Region*
- Chicago
Office of Public Housing, DHUD—Illinois
State Office, Ralph H. Metcalfe Federal
Building, 77 West Jackson Boulevard,
Chicago, IL 60604-3507, (312) 353-1915 or
(312) 353-6236 ext. 2302 fax (312) 353-
0121
- Cincinnati
Larry Dempsey, Office of Public Housing,
DHUD—Cincinnati Area Office, 525 Vine
Street, Suite 700, Cincinnati, OH 45202-
3188, (513) 684-2654 fax (513) 684-6224
- Cleveland
Tom Marshall, Office of Public Housing,
DHUD—Cleveland Area Office,
Renaissance Building, 1350 Euclid
Avenue, Suite 500, Cleveland, OH 44115-
1815, (216) 522-2700 fax (216) 522-2975
- Columbus
David Kellner, Office of Public Housing,
DHUD—Ohio State Office, 200 North High
Street, Columbus, OH 43215-2499, (614)
469-5787, ext. 8224 or (614) 469-2949 fax
(614) 469-2432
- Detroit
Joann Adams, Office of Public Housing,
DHUD—Michigan State Office, Patrick V.
McNamara Federal Building, 477 Michigan
Avenue, Detroit, MI 48226-2592, (313)
226-6880, ext. 8111 fax (313) 226-5611
- Grand Rapids
Joann Adams, Office of Public Housing,
DHUD—Grand Rapids Area Office, 50
Louis Street, NW, 3rd Floor, Grand Rapids,
Michigan 49503, (616) 456-2100 fax (616)
456-2187
- Indianapolis
Forrest Jones, Office of Public Housing,
DHUD—Indiana State Office, 151 North
Delaware Street, Suite 1200, Indianapolis,
IN 46204-2556, (317) 226-6557 fax (317)
226-5594
- Milwaukee
John Finger, Office of Public Housing,
DHUD—Wisconsin State Office, Henry S.
Reuss Federal Plaza, 310 West Wisconsin
Avenue, Suite 600, Milwaukee, WI 53203-
2289, (414) 297-3214 ext. 8200 fax (414)
297-1180
- Minneapolis
Diane Cmiel, Office of Public Housing,
DHUD—Minnesota State Office, 220 South
Second Street, Minneapolis, Minnesota
55401-2195, (612) 370-3135 fax (612) 370-
3003
- Southwest Region*
- Fort Worth
Roman Palamores, Office of Public Housing,
DHUD—Texas State Office, 1600
Throckmorton, Post Office Box 2905, Fort
Worth, TX 76113-2905, (817) 978-5700,
ext. 3332 fax (817) 978-9289

<p>Albuquerque Carmella Herrera, Office of Public Housing, DHUD—New Mexico State Office, 625 Silver Avenue, S.W., Suite 100, Albuquerque, N.M. 87102-3185, (505) 346-7355 fax (505) 346-6604</p> <p>Houston Debbie Alexander, Office of Public Housing, DHUD—Houston Area Office, Norfolk Tower, 2211 Norfolk, Suite 200, Houston, TX 77098-4096, (713) 313-2274 (alt. 2280) fax (713) 313-2319</p> <p>Little Rock Janie Allen, Office of Public Housing, DHUD—Arkansas State Office, TCBY Tower, 425 West Capitol Avenue, Suite 900, Little Rock, AR 72201-3488, 324-5933 fax (501) 324-5900</p> <p>New Orleans Jed Drozdowski, Office of Public Housing, DHUD—Louisiana State Office, 501 Magazine Street, Ninth Floor, New Orleans, LA 70130, (504) 589-7235 fax (504) 589-6619</p> <p>Oklahoma City Office of Public Housing, DHUD—Oklahoma State Office, 500 West Main Street, Oklahoma City, OK 73102, (405) 553-7454 fax (405) 553-7588</p> <p>San Antonio Diana Armstrong, Office of Public Housing, DHUD—San Antonio Area Office, Washington Square, 800 Dolorosa Street, San Antonio, TX 78207-4563, (210) 475-6865 fax (210) 472-6816</p>	<p><i>Great Plains Region</i> Kansas City Andrew Boeddeker, Office of Public Housing, DHUD—Kansas/Missouri State Office, Gateway Tower II, 400 State Avenue, Kansas City, KS 66101-2406, (913) 551-5582 or (913) 551-6916 fax (913) 551-5416</p> <p>Des Moines Kathy Winter, Office of Public Housing, DHUD—Iowa State Office, Federal Building, 210 Walnut Street, Room 29, Des Moines, IA 50309-2155, (515) 284-4315 fax (515) 284-4895</p> <p>Omaha Charlie Hill, Office of Public Housing, DHUD—Nebraska State Office, Executive Tower Centre, 10909 Mill Valley Road, Omaha, NE 68154-3955, (402) 492-3137 fax (402) 492-3163</p> <p>St. Louis Patricia Straussner, Office of Public Housing, DHUD—St. Louis Area Office, Robert A. Young Federal Building, 1222 Spruce Street, St. Louis, MO 63103-2836, (314) 539-6505 fax (314) 539-6508</p> <p><i>Rocky Mountain Region</i> Denver John DiBella, Office of Public Housing, DHUD—Colorado State Office, First Interstate Tower North, 633—17th Street, 12th Floor, Denver, CO 80202-3607, (405) 672-5380 fax (405) 672-5065</p> <p><i>Pacific Hawaii Region</i> San Francisco Joyce Lee, Office of Public Housing, DHUD—California State Office, Phillip Burton</p>	<p>Federal Building/Courthouse, 450 Golden Gate Avenue, 9th Floor, San Francisco, CA 94102-3448, (415) 436-8375 fax (415) 436-6440</p> <p>Phoenix (Denver Office handles resident initiatives), Office of Public Housing, DHUD—Arizona State Office, Two Arizona Center, 400 North 5th Street, Suite 1600, Phoenix, AZ 85004-2361, (602) 379-3045 fax (602) 379-3985</p> <p>Los Angeles Bob Cook, Office of Public Housing, DHUD—Los Angeles Area Office, AT&T Center, 611 West 6th Street, Suite 800, Los Angeles, CA 90017-3127, (213) 894-8000 ext 3500 fax (213) 894-8096</p> <p>Sacramento Bill Armstead, Office of Public Housing, DHUD—Sacramento Area Office, 925 “L” Street, Sacramento, CA 95814, (916) 498-5220 ext. 421 fax (916) 498-5247</p> <p><i>NW/Alaska Region</i> Seattle Lynn Martin, Office of Public Housing, DHUD—Washington State Office, Seattle Federal Office Building, 909 1st Avenue, Suite 360, Seattle, WA 98104-1000, (206) 220-5290 Ext 3694 fax (206) 220-5133</p> <p>Portland Elizabeth Santone, Office of Public Housing, DHUD—Oregon State Office, 400 Southwest Sixth Avenue, Suite 700, Portland, OR 97204-1596, (503) 326-2619 fax (503) 326-2568</p>
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AREA OFFICES OF NATIVE AMERICAN PROGRAMS

If you are applying from this geographic location * * *	Send your application to “ONAP Administrator” of this Area ONAP
All States east of the Mississippi River, Plus Iowa and Minnesota.	Eastern/Woodlands Office of Native American Programs, Grants Management Division, 77 West Jackson Blvd., Room 2400, Chicago, IL 60604-3507, Telephone: (312) 886-4532, Ext. 2815.
Louisiana, Kansas, Oklahoma, and Texas, except West Texas.	Southern Plains Office of Native American Programs, Grants Management Division, 500 W. Main Street, Suite 400, Oklahoma City, OK 73102-3202, Telephone: (405) 553-7525.
Colorado, Montana, Nebraska, North Dakota, South Dakota, Utah, and Wyoming.	Northern Plains Office of Native American Programs, Grants Management Division, First Wells Fargo Tower North, 633 17th Street, Denver, CO 80202-3607, Telephone: (303) 672-5465.
Arizona, California, and Nevada	Southwest Office of Native American Programs, Grants Management Division, Two Arizona Center, 400 N. Fifth Street, Suite 1650, Phoenix, AZ 85004-2361, Telephone: (602) 379-3865.
New Mexico and West Texas	Southwest Office of Native American Programs, Grants Management Division, Albuquerque Plaza, 201 3rd Street N.W., Suite 1830, Albuquerque, NM 87102-3368, Telephone: (505) 346-6923
Idaho, Oregon, Washington	Northwest Office of Native American Programs, Grants Management Division, Federal Office Building, 909 First Avenue, Suite 300, Seattle, WA 98104-1000, Telephone: (206) 220-5271.
Alaska	Alaska Office of Native American Programs, Grants Management Division, 949 E. 36th Avenue, Suite 401, Anchorage, AK 99508-4399, (907) 271-4603.

APPENDIX B

The non-standard forms, which follow, are required for your DETAP application.

BILLING CODE 4210-32-P

CERTIFICATION OF CONSISTENCY AND COMPLIANCE WITH GENERAL SUPERNOFA THRESHOLD REQUIREMENTS

I CERTIFY that the proposed activities will be consistent with the following and comply with all statutes, regulations, and U.S. Department of Housing and Urban Development guidance related to the following:

1. **Economic Opportunities for Low and Very Low-Income Persons.** Section 3 of the *Housing and Urban Development Act of 1968*, 12 U.S.C. sec. 1791u, Economic Opportunities for Low and Very Low-Income Persons; HUD regulations at 24 CFR part 135, including but not limited to subpart E and G reporting requirements; and any Section 3 employment, housing opportunity, or other plan adopted by the Housing Agency.
2. **Affirmatively Furthering Fair Housing.** Affirmative duty to further fair housing, including elimination of impediments to fair housing; the local jurisdiction or regional Analysis of Impediments to Fair Housing Choice; and the affirmative duty to carry out activities proposed specifically in the RMBD application to address the furtherance of fair housing.
3. **Uniform Relocation.** *Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, as amended (URA) and **implementing** regulations at 49 CFR part 24.
4. **Nondiscrimination.** The *Americans with Disabilities Act*, Title IX of the *Education Amendments Act of 1972*, *Fair Housing Act*, Title VI of the *Civil Rights Act of 1964*, section 504 of the *Rehabilitation Act of 1973*, and the *Age Discrimination Act of 1975*.
5. **Cost Principles.** OMB Circular No. A-122 (Cost Principles for Nonprofit Organizations) or OMB Circular No. A-87 (Cost Principles for Local Units of Government), as appropriate.

Signed this _____ day of _____, 2001.

By: _____
Applicant Chief Executive Officer or Other Authorized Representative

For: _____
Applicant

**HUD Field Office/AONAP
Confirmation Form
DETAP****U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

The appropriate HUD Field Office or the Area Office of Native American Programs (AONAP) must confirm receipt of a copy of this application. **The Field Office or AONAP must fax or mail this copy back to the applicant in time for the application to meet the deadline.**

This form confirms receipt of a copy of the applicant's Fiscal Year 2001 Drug Elimination Technical Assistance Application in the HUD Field Office.

This immediately follows the 2001 Drug Elimination Technical Assistance Application.

There should be an original and three copies of this application.

The Original and Copy 1 should be sent to the Drug Elimination Technical Assistance Program, U.S. Department of Housing and Urban Development, Community Safety and Conservation Division, 451 Seventh Street, SW, Room 4206, Washington, DC 20401.

Copy 2 should be kept on file at the local HUD Field Office (Appendix A) or the Area Office of Native American Programs (AONAP). All applicants must mail a copy of the application to the Field Office. **This Confirmation Form must be completed and sent back to the applicant in time to include it as the last page of the TA application letter.** This means preparation should be made ahead of time to make sure that the Field Office has confirmed receipt of your application.

Copy 3 should be kept on file in the applicant's office. (If the applicant is any form of a resident organization, another copy should be filed with the executive director of the housing authority.)

Person Completing TA Application:

Name: _____

Title: _____

Phone No.: _____

Date Mailed/Faxed to HUD Field Office/AONAP: _____

To Be Completed by HUD Field Office or AONAP By signing below, you certify that you received a copy of the applicant's Fiscal Year 2001 Drug Elimination Technical Assistance Application to be sent by the applicant to HUD headquarters in Washington, DC.

The Field Office or AONAP must fax or mail this copy back to the applicant in time for the application to meet the March 30, 2001 deadline.

HUD Field Office/AONAP Representative:

Name: _____

Title: _____

Phone No.: _____

Date Received: _____

FY 2001 Request for Technical Assistance**U.S. Department of Housing and Urban Development****Office of Public and Indian Housing****Community Safety and Conservation Division****Public Housing Drug Elimination Technical Assistance (DETAP) Program****Application Letter**

Applicants for Public Housing Drug Elimination Technical Assistance are required to complete this application by addressing each of the questions listed below. Please use this application and attach up to four additional sheets if necessary.

Date: _____

Contact Person and Title: _____

Name of Organization: _____

Mgmt. Contact Person:

(For Resident Councils Only)

Management Office Contact and Phone & Fax Numbers:

Street or P.O. Box Address: _____

City, State and Zip Code: _____

Phone Number: () _____ Fax Number: () _____

E-mail Address (if applicable): _____

Drug Elimination Technical Assistance Submission Requirements

1. Describe in detail the problem, issue or weakness that hinders the proper administration or effectiveness of PHDEP.
2. Identify what technical assistance you would like to receive.
3. Explain how the technical assistance sought will improve the administration of the grant or the effectiveness of the PHDEP grant program.
4. Describe how the technical assistance will be used in assisting you in strategic planning. You may wish to address any or all of the following: (1) establishment of a framework for annual program evaluation of PHDEP activities; (2) scheduling data collection for evaluation; (3) identification of appropriate performance indicators, interpretation of results of data collection; (4) improving data collection and data elements; (5) guidance on the development of your 5-year plan; (6) preparation assistance meeting your PHDEP semiannual performance reporting requirements; (7) crime mapping and identification of appropriate hardware and software.
5. Specify what outcome you expect to achieve and how it will benefit PHDEP over the next 5 years.
6. How will the proposed assistance allow you to develop an anti-drug, anti-crime strategy; or how will the proposed assistance fit into your current strategy?

**CERTIFICATION STATEMENT
DETAP****U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

I certify that this application has been reviewed by both the Executive Director or Tribal Council or authorized TDHE official *and* the resident leader. I certify that the application letter responds to each of the requirements **listed in Section V (B)** of the DETAP section of the SuperNOFA and that any technical assistance received will be used in compliance with all requirements in the Super NOFA. I also certify that a copy of this application was sent to the local HUD Field Office or Office of Native American Programs.

Executive Director/Tribal Council/TDHE official (Print Name and Title)

Name

Title

Signature: _____

Signed this _____ day of _____ 2001

Authorized Representative of the RMC/RC/RO (Print Name and Title)

Name

Title

Signature: _____

Signed this _____ day of _____ 2001