

For any training, the grantee will provide printed materials, or if required, curriculum, instructor manual, participant manual, student materials, and state-of-the-art videos and other supporting student aids for each of the elements addressed above.

As part of each training or TA, the attendees shall have developed a specific plan of action for using the TA, training or TA instrument in their public housing community.

TASK 7—Analysis, Evaluation and Reporting

The grantee will develop an evaluation instrument for each of the TA and training instruments developed. This will be used to assess the effectiveness of each of the instruments. The draft evaluation form for each instrument shall be provided to the GTR for review and comments. The GTR's comments will be provided to the grantee and incorporated into the final product(s).

(f) *Eligibility.* Organizations that can demonstrate experience with successful implementation and continuation of resident patrols, working with public and Indian housing authorities and resident groups, and in resident training programs are eligible to apply.

(g) *Application submission requirements.* (1) Applicants must submit a completed Application for Federal Assistance (Standard Form 424). The SF-424 is the face sheet for the application. Applicants must also submit a Standard Form 424A (Budget Information), including a program narrative, a detailed budget with budget narrative with supporting cost analysis and legal and accounting services.

(2) *Application format requirements.* The application must be no longer than 25 pages, excluding attachments (e.g. resumes, certifications, etc.). All materials must be typewritten, single-spaced, with type no smaller than 10 cpi, on 8.5" by 11" paper, with at least 1" margins on all sides and printed on one side only. Each application must include the items listed in the following format:

- (a) Cover letter.
- (b) Tab 1—Standard Form 424, Application for Federal Assistance.
- (c) Tab 2—Standard Form 424A, Budget Information with attached program narrative. Applicants must provide a budget with detailed justification for all costs, including the basis for computation of these costs. The program budget must be complete, reasonable, and cost-effective in relation to the proposed program. This explanation must include the applicant's financial capability, i.e., the

fiscal controls and accounting procedures which assure that Federal funds will be accounted for properly. Applicants must demonstrate that they have the financial capability to effectively implement a project of this size and scope.

(d) *Tab 3—Organizational Qualifications.* Applicants must fully describe their organizational structure and staff size, and demonstrate that they are sufficient to effectively implement a project of this size and scope. Applicants should outline a list of housing authorities where similar activities were conducted, the dates and numbers of persons involved, any current points of contact, and the results of any evaluations of the work.

(e) *Tab 4—Staff Qualifications.* Applicants must fully describe the capabilities and work experience of the proposed director, and all key staff. Applicants must fully describe their knowledge and experience with the proposed activities, preferably in public housing. Applicants should have successful experience in working with persons with disabilities and with persons from diverse ethnic and racial backgrounds. Applicants must include a staffing plan to fulfill the requirements of the statement of work, including staff titles, related work and educational background, experience, and skills of the director and the staff; and the time each will be required to contribute to the project. Applicants must provide a short list of names and current phone numbers of individuals or firms for which the proposed project director has previously accomplished work.

(f) *Tab 5—Project Experience.* Applicants must fully describe prior experience in designing and delivering TA, training and TA instruments. Applicants must demonstrate that their organization, staff size, and prior experience is sufficient to effectively implement a project of this size and scope. Applicants should outline a list of housing authorities or other sites where similar training was offered, the dates of the training, numbers of persons trained, any current points of contact, and the results of any evaluations of the training and TA.

(g) *Tab 6—Implementation Plan.* Applicants must submit a plan outlining the major activities of each task and describe how available resources will be allocated. The plan must include an annotated organizational chart depicting the roles and responsibilities of key organizational and functional components and a list of key personnel responsible for managing and implementing the major elements of the program. There must be a time-task plan

which clearly identifies the major milestones and products, organizational responsibility, and schedule for the completion of activities and products. The plan must discuss how the proposed activities reflect a knowledge of the subject and the target populations (including persons from diverse ethnic/racial backgrounds and persons with disabilities), and how the applicant plans to take into account any minor or major changes in the timetable that might result from the review of the issues outlined in Task 3 above.

(h) *Tab 7—Representations, certifications, and other statements of offerors or quoters.*

(i) HUD Form 2880—Applicant Disclosure Report.

(ii) SF-LLL Disclosure of Lobbying Activities.

(iii) Certification Regarding Drug-Free Workplace Requirements.

(iv) Prior to award execution, a successful applicant must submit a certification that it will comply with:

(A) Section 3 of the Housing and Community Development Act of 1968, Economic Opportunities for Low and Very-Low Income Persons (12 U.S.C. 1701u), and with implementing regulations at 24 CFR part 135. Section 3 requires, that to the greatest extent feasible, opportunities for training and employment arising in connection with housing rehabilitation, construction or other public construction projects be given to lower income residents within the metropolitan area (or nonmetropolitan county) and for contracts for work to be performed in connection with the housing rehabilitation, construction or other public construction project be awarded to eligible businesses that provide economic opportunities for low and very-low income persons residing within the metropolitan area (or nonmetropolitan county) in which the assistance is expended;

(B) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d–2000d–4) (Nondiscrimination in Federally Assisted Programs) and implementing regulations issued at 24 CFR part 1; and

(C) The prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101–07) and implementing regulations at 24 CFR part 146, and the prohibitions against discrimination against persons with disabilities under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8.

(h) *Selection criteria.* The Department will review and rate proposals according to the extent to which they meet the following criteria, and will