

their progress after implementing CPTED elements.

(6) Successfully complete all tasks within a 24 month period within budget.

(e) *Scope of work.*

(1) General Requirements.

(i) The grantee shall furnish all necessary personnel, materials, services, and equipment and shall otherwise do all things necessary for, or incidental to the performance of the tasks set forth in this Statement of Work.

(ii) The work to be performed under this grant includes, but is not limited to: taking the issues and needs identified by public and Indian housing participants during the 1994 PIH/CPTED grant and developing TA, training, TA instruments and materials to address them; preparation of CPTED TA and training instruments which address issues and strategies peculiar to public housing; delivery of CPTED TA and training instruments to housing authority staff, residents, Resident Councils, Resident Management Corporations, housing authority security directors, local law enforcement officials, local government officials, architects, and other community leaders, and provision of TA to HA staff and residents. In addition, the grantee shall attend one or more meetings at HUD Headquarters for the purpose of discussing HUD's comments pertaining to the grantee's products.

(2) Specific Requirements. The grantee shall perform the following tasks in accordance with the objectives and general scope of the grant.

#### TASK 1—Orientation

Within the first week after the effective date of the grant Agreement, the Project Director and other key personnel shall attend a meeting at HUD Headquarters in Washington, DC, for the purpose of establishing a common understanding and strategy with respect to the grant objectives, and the scope of work necessary to achieve the objectives, the time frame, methodology, and deliverables.

#### TASK 2—Management and Work Plan

The grantee shall develop a draft management and work plan that addresses all of the requirements contained in the approved grant strategy and provide an updated and detailed work plan for the entire project. This draft plan shall be submitted to the HUD Government Technical Representative (GTR) for review and comment by the end of the second week of the grant, setting forth the timing of all stages of the project. The plan shall include a detailed allocation of grant resources

and a schedule for the accomplishment of the grant work. HUD shall submit its comments and suggestions to the grantee within one week from receipt of the draft plan. A Final Management and Work Plan incorporating HUD's comments and suggestions shall be submitted by the end of the 5th week of the grant.

#### TASK 3—Review of CPTED Elements Currently Used by or Under Consideration by Housing Authorities

The grantee shall use the bibliography and resources developed under HUD's CPTED TA and training grant in 1994, and update them. This includes but is not limited to:

(1) The evaluations of the 1994 TA and training.

(2) Published and unpublished pieces on CPTED activities and programs, especially in multi-family, high-density, urban, low-income environments.

(3) A bibliography of printed resources on the development and implementation of a CPTED program.

(4) Conversations with HA staff and residents, law enforcement officers, architects, engineers, membership organizations and other parties interested in the issue.

The grantee shall work with these organizations, including resident councils, resident organizations, Resident Management Corporations, and city government to identify key and current issues that the HAs, resident groups and member organizations consider essential for implementing elements of CPTED in public and Indian housing. The grantee shall develop a short written report summarizing the needs assessment and provide the assessment in writing to the GTR for review.

In the past, HUD has found the following elements to be of interest to HA staff and residents:

(1) Innovative TA and training which moves beyond commonly known and accepted practices of design and construction.

(2) Information on how to develop, fund, and implement CPTED in public housing, addressing issues peculiar to public and Indian housing.

(3) TA instruments to assist participants in identifying certain types of public housing designs and environments which support criminal activity, and those which can stem criminal activity. These instruments should span the spectrum from general, inexpensive, and easily replicable to those of a more complex, technical and specific nature.

(4) Information on successful CPTED initiatives in public and Indian housing,

the benefits housing authorities and residents have gained as a result of implementation of CPTED elements.

(5) Information on and case studies illustrating the successful combination of CPTED elements and other crime-prevention activities in low-income neighborhoods such as resident patrols, community policing, etc.

(6) Opportunities for TA recipients to meet one-on-one with expert advisors to review and discuss specific plans and to obtain technical assistance on specific design and implementation plans.

(7) Impact/process evaluation instruments to assist housing authorities in tracking outcome measures for their CPTED strategies.

#### TASK 4—Revision of TA and Training Plan

After review of the results of Task 3, the grantee and GTR will confer before the grantee develops a revised plan for producing technical assistance and TA instruments based on the results of Task 3. The proposed TA and training plan must include any elements proposed by the GTR, and the plan must be submitted to the GTR for review and approval before it can be implemented. The revision could require revision of the budget and timetable. The grantee must submit any revised budget, plan and timetable by Week 12 of the Grant. The GTR will work with the grantee to approve a revised budget, plan and timetable no later than Week 14 of the Grant.

#### TASK 5—Choosing HAs for Targeted TA and Training

The grantee will be responsible for identifying and contacting HAs and resident groups which have substantial funds set aside for or plans for implementing elements of CPTED in their developments. This includes HAs with substantial plans and funding from the Comprehensive Grant program, HOPE VI program, Public Housing Drug Elimination Program and others. From that list, the grantee will confer with the GTR regarding developing a targeted TA and training strategy for some of the identified HAs. Before providing TA, the grantee will submit the final list of HAs for targeted TA and training to the GTR for review and approval.

#### TASK 6—Develop and Administer CPTED Workshops, TA and Training Instruments

The grantee will begin and complete implementation of the plan as revised in Task 4 of this plan.

For any off-site training, the grantee, in consultation with HUD, will be responsible for making all arrangements