

for the training, including classroom space and sleeping rooms for participants. Conference attendees will be responsible for their own travel, lodging and per diem costs. The grantee will be responsible for all costs associated with facilities, materials and training staff costs of travel, lodging and per diem at non-governmental rates.

#### TASK 7—Evaluation

The grantee will develop mechanisms for evaluating the effectiveness of each of the TA and training instruments. The draft instruments shall be provided to the GTR for review and approval before the grantee uses them for any purpose.

(f) *Eligibility.* Organizations that can demonstrate experience with conference planning and implementation, working with public and Indian housing authorities and resident groups, and in crime prevention programs in public and Indian housing are eligible to apply.

#### (g) *Application submission requirements.*

(1) Applicants must submit a completed Application for Federal Assistance (Standard Form 424). 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. 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. Each application must include the items listed in the following format:

- (i) Cover letter
- (ii) Tab 1—Standard Form 424, Application for Federal Assistance.
- (iii) 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. Applicant must demonstrate that they have the financial capability to effectively implement a project of this size and scope.

#### (iv) Tab 3—Organizational Qualifications:

Applicants must fully describe their organizational structure and staff size, and demonstrate that they are sufficient to implement effectively 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.

#### (v) 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 must include a staffing plan to fulfill the requirements of the statement of work, including staff titles, related educational background, experience, and skills of the director and the staff; and the time each will be required to contribute to the project.

#### (vi) Tab 5—Project Experience.

Applicants must fully describe prior experience in designing and delivering conference training programs. 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 have successful experience in working with persons with disabilities and with persons from diverse ethnic and racial backgrounds. Applicants should also 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.

#### (vii) Tab 6—Implementation Plan.

Applicants must submit a plan outlining the major activities of implementation 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 in Task 3.

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

#### (A) HUD Form 2880—Applicant Disclosure Report

#### (B) SF—LLL Disclosure of Lobbying Activities.

#### (C) Certification Regarding Drug-Free Workplace Requirements.

(h) *Selection criteria.* The Department will review and rate proposals according to the extent to which they meet the following criteria, and will make an award to the applicants that best meet all of the below criteria and receive the highest score, out of a possible 100 points, according to the criteria listed below:

#### (1) Corporate/Organizational Management Qualifications (20 points).

(i) Organizational Structure (10 points). Applicants must concisely describe how their organizational structure, staff size, financial reporting capacity and internal controls will maximize the successful implementation of the tasks described in this notice.

(ii) Administrative Experience (10 points). Applicants must demonstrate their experience in the successful administration of programs of a similar budget and staff size, and how that will contribute to successful completion of all tasks on-time and within budget.

#### (2) Staff Qualifications (20 points).

##### (i) Project Director (10 points).

Applicants should provide a project director with the experience and capacity to manage the budget and staff of the proposed grant. The project director should have experience in working with the public housing officials, architects, engineers, and law enforcement personnel and should also have experience in successfully completing proposed activities on-time and within budget.

##### (ii) Project Staff (10 points).

Applicants should provide staff with the experience and capacity to quickly and efficiently organize and implement the TA and training. Staff should have sufficient experience working with public housing staff and residents (including persons from diverse ethnic/racial backgrounds and persons with disabilities), especially on the issue of CPTED, and be able to demonstrate how that experience will maximize understanding of the issues specific to public housing CPTED and minimize any issues specific to implementing activities in public housing. This includes those issues listed in Task 3.

#### (3) Project Experience (20 points).