

**U. S. Department of Housing and Urban Development
Office of Native American Programs (ONAP)**

Notice PIH 2000-40

(TDHEs)

Issued: August 29, 2000

Expires: August 31, 2001

Administrators,
Area Offices of Native
American Programs (AONAP), tribes/tribally
designated housing entities (TDHE)

**Subject: PROCESSING OF GRANT APPLICATIONS FOR FISCAL YEAR
(FY) 2000 - Indian Housing Drug Elimination Program
(IHDEP)**

1. PURPOSE

This notice provides instructions for processing grant applications submitted for funding under the Fiscal Year (FY) 2000 Indian Housing Drug Elimination Program (IHDEP) Notice of funding Availability (NOFA).

2. APPLICABILITY

This notice is applicable to those Tribes, or Tribally Designated Housing Entities (TDHEs) on behalf of Tribes eligible to submit grant applications for FY 2000 IHDEP funds.

3. BACKGROUND

On May 11, 2000, HUD announced the availability of \$22,000,000 in FY 1999 (\$11 million) and FY 2000 (\$11

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million) in IHDEP funding for use in reducing and/or eliminating drug-related crime in and around tribal housing communities. The NOFA was published in the Federal Register Vol.65, No.92.

4. ELIGIBLE AND INELIGIBLE ACTIVITIES

Eligible and ineligible activities under the FY IHDEP are described in Section III C of the IHDEP NOFA which is attached to this Notice.

5. HUD REFORM ACT PROVISIONS

A. The HUD Reform Act of 1989 prohibits any applicant from gaining an advantage in the competition as a result of receiving confidential information. The final rule, (24 CFR Part 4) "Prohibition of Advance Disclosure of Funding Decisions," which implements section 103 of the Reform Act, specifically prohibits advance disclosure of the following:

- (1) information regarding an applicant's relative standing;
- (2) amount of assistance requested by any other applicant;
- (3) identity of any other applicant;
- (4) number of applications; and
- (5) any other information contained in another application.

Please be advised that information related to items 1, 2 and 5 of this subparagraph is not to be released to any entity based on the prohibited actions stated in the HUD Reform Act.

- B. HUD employees who have HUD Reform Act questions, such as whether a particular subject matter may be discussed with persons outside the Department, should contact the Ethics Law Division at (202) 708-3815.

6. FUND ASSIGNMENTS, RESERVATIONS, AND OBLIGATIONS

Total funding amounts for all approved IHDEP awards in the jurisdiction of each AONAP will be entered directly into HUDCAPS by Headquarters Budget staff. Form HUD-185s, Regional Fund Assignments, will not be issued beyond the Headquarters level. The ONAP-National Review Center (ONAP-NRC) will provide the list of awards and notification letters to AONAPs. AONAPs will provide copies of the signed notification letters for fund reservation purposes and the executed grant awards for fund obligation purposes (form HUD-1044) to the Fort Worth Accounting Center.

7. DISTRIBUTION OF FUNDS

HUD will distribute funds under a national competition for IHDEP, in accordance with Section V. Application Selection Process of the IHDEP NOFA.

8. HQ, ONAP-GMC, AONAP RESPONSIBILITIES

- A. All Native American applications will be scored by the National ONAP-NRC, located in Denver, Colorado. The ONAP-NRC will convene a team and coordinate the review and scoring of Factors 2, 3, 4 and 5 for applications received from tribes/TDHEs for FY 2000 IHDEP funding. The Grant Administrator for ONAP is Tracy Outlaw, (303) 675-1600, ext. 3323.

- B. AONAPs will be the delivery points for receipt of applications. The Office which receives applications shall date stamp and log them in using the Master Application Logs in Appendix 1 in coordination with the National Program Office. AONAPs shall be the central coordination point for physical management, login, routing, and processing of IHDEP applications for review and scoring of

Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience (20) points. AONAPs shall also forward applications and review documentation to the ONAP-APC as instructed elsewhere in this Notice. AONAPs shall assign AONAP-Grant Administrators (GAs) to coordinate and manage processing, and provide ONAP-NRC Grant Administrator Tracy Outlaw (Tracy C. Outlaw/ONAP/DEN/HUD@HUD) with the names and phone numbers of the designated GAs no later than June 22.

- C. AONAP responsibilities begin with receipt of applications and continue through the grant life cycle for selected applicants. AONAPs will train GA reviewers, collect HUD Reform Act certifications, route applications to and collect score sheets from AONAP staff responsible for scoring Rating Factor 1, distribute, collect, and validate score sheets; package and ship applications (one original and one copy) and score sheets to the ONAP-NRC, and all other functions associated with local AONAP processing. AONAPs will retain one copy of applications for use in preparing grant agreements and monitoring. The ONAP Clearinghouse will retain applications with original signatures for archival purposes. Following grant award and execution, AONAPs will forward the executed grant documents with original signatures to the HUD Public and Indian Housing Information and Resource Clearinghouse (PIH IRC) to be archived with the original applications. Grant applications will be processed in accordance with this Notice, and applicable procedures outlined in PIH Grants Management Handbook 7490.01 issued April 7, 1993, for receipt, screening and threshold, review and scoring, selection, grant agreement execution, payment procedures, monitoring, review of reports, grant amendments, and final reports.

10. APPLICATION DUE DATES AND SUBMISSIONS

- A. The application due date for all IHDEP applications is **July 10, 2000**. Applications accepted as timely will vary depending on the method of delivery described below.
- B. **Hand Carried Applications:** Application packets submitted to HUD AONAPs must have an original and two identical copies of the original application. These applications will be accepted during normal business hours before the application due date. On the application due date, business hours will be extended to 6:00 p.m.
- C. **Mailed Applications:** If postmarked on or before 12:00 midnight July 10, 2000, they will be accepted as timely if received by **July 20, 2000**.
- D. **Applications sent by Overnight/Express Mail Delivery:** These applications must be received by no later than July 10, 2000, or upon submission of documentary evidence they were placed in transit with the overnight delivery service by no later than 12:00 midnight July 10, 2000.

11. FY 2000 AONAP PROCESSING

- A. **GENERAL.** AONAPs will receive and process FY 2000 IHDEP grant applications, and certify receipt of IHDEP Grant applications. AONAPs shall ensure that the FY 2000 IHDEP application process is conducted in accordance with the procedures set forth in the FY 2000 IHDEP NOFA, related HUD regulations, this Notice, PIH Grants Management Handbook 7490.01 issued April 7, 1993, relevant OMB Circulars

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(specifically OMB Circular A-87), handbooks, and any additional guidance as may be provided by GMC.

- (1) This Notice includes an appendix for use by AONAPs in processing of Factor 1 for IHDEP grant applications. Materials inclusive of Factors 2 through 5 are reference only. Additional instructions may be issued if necessary.
- (2) IHDEP NOFA events will be carried out in accordance with the timetable set forth in paragraph 17 (page 17) of this Notice and other instructions issued by ONAP-GMC.

B. APPLICATION RECEIPT, ACKNOWLEDGEMENT, AND SORTING

- (1) Applications will be submitted by the applicant to each designated AONAP in accordance with the FY 2000 IHDEP NOFA. Refer to the timetable in paragraph 17 (page 17) of this Notice.
- (2) AONAPs will date and time stamp applications as they are received and record on Master Application Logs. Retain all envelopes in which applications are received as verification of receipt date. Pull from the IHDEP applications the Acknowledgment of Application Receipt, complete and return to applicants.
- (3) Applications will be logged in on the Master Logs (Appendix 1).
- (4) When all applications have been logged in, the AONAPs will fax or email the Master Logs to the ONAP-NRC, Attention: Tracy Outlaw at Lotus Notes address Tracy Outlaw/ONAP/DEN/HUD@HUD or fax number (303) 675-1660. Typed logs via email transmission are preferred.
- (5) In order to verify and validate grant application information, the ONAP-NRC will request from each AONAP, via email, verification/confirmation of the Application

Master Log information. ONAP-NRC will verify number of applications by number of late or ineligible, and funding amounts requested.

(6) If an AONAP receives an application not in its jurisdiction by the application deadline date or intends to ship applications to another office staffed to process grant applications, the AONAP will ensure the following actions take place:

(a) Date and time stamp the application, but do not record on Master Log;

(b) Notify the appropriate AONAP by telephone that the applications are being forwarded. Send a message to the designated Grant Administrator (GA) at the receiving AONAP, via email, with a copy to ONAP-NRC Tracy Outlaw, indicating which applications are being forwarded.

(c) The application is to be forwarded within 24 hours of its receipt via overnight mail with a transmittal memo to the GA. The AONAP receiving the application will:

(1) Per instructions in this notice, log in the application on its Master Logs according to the prior AONAP receipt date and time; and

(2) Attach any AONAP transmittal documentation to the Master Log.

(3) Notify ONAP-NRC via email (Tracy Outlaw/ONAP/DEN/HUD@HUD) that the applications have been

C.
received.

C. **APPLICATION SCREENING**

- (1) Grant applications shall be screened using **Appendix 2 (Completeness Checklist)**, in accordance with Chapter 2 of PIH Handbook 7490.01 and other guidance as may be issued by the ONAP-NRC.
- (2) Screening - complete a Completeness Checklist for each application. The GA shall confirm during screening that tribes/TDHEs obtained **AONAP validation and confirmation** of the unit count in advance of submitting the application, and in accordance with procedures contained in the IHDEP NOFA.
- (3) All tribes/TDHEs shall validate/confirm the unit count with the AONAP GA. Unit counts must be counted as Current Assisted Stock under the Indian Housing Block Grant Program and in accordance with the IHDEP NOFA.
- (4) Complete Final Budget Data Input Sheet FY 2000 IHDEP form (Appendix 5) with budget line items.

D. **APPLICATION DEFICIENCIES**

AONAPs will record applications with deficiencies on **Appendix 2 (Part D, Correctable Deficiencies)** and immediately notify applicants in writing by facsimile transmission (retain fax transmittal confirmation sheets), and follow-up letter, Return-Receipt Requested, located in **Appendix 3**. Applicants have 14 calendar days from receipt of the HUD notification to submit corrections of technical deficiencies or clarifications. The following

technical deficiencies shall be considered correctable:

- (1) The tribe/TDHE could not obtain the required signatures for the Certification of Consistency with the Indian Housing Plan.
- (2) Tribe/TDHE applications shall not be considered ineligible if the AONAP provided an inaccurate unit count confirmation/validation. In such cases, the AONAP will provide the correct unit count during the curable deficiency period, and adjust the amount of funding accordingly if application is selected for funding. Once again, please use the FY 2000 FCAS list in Appendix 6 of this Notice.

E. ROUTING OF APPLICATIONS FOR AONAP SCORING

Grant applications with review and rating instructions, score sheets (**Appendix 5**), and reviewer Reform Act certifications (**Appendix 4**) are to be routed as follows:

(1) **IHDEP FY 2000 applications**

Original - retain in AONAP until scoring is completed.

- (2) Send two duplicate copies to the ONAP-NRC in Denver along with the Scoresheet used for rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience.

(3) **Reviewer Orientation**

GAS will discuss the requirements of this Notice, IHDEP overview and updates, NOFA

processing requirements, evaluation criteria and high/medium/low scores. GAs shall also collect HUD Reform Act/advance disclosure certification forms signed by reviewers.

F. APPLICANT DATA INPUT FORMS

(1) IHDEP

While applications are being scored, information from the Applicant Data Input Form, (in Appendix C of IHDEP Application Kit) will be entered in the Access data base Grants Management Module at the Denver office. Staff experiencing difficulties with Access inputs may contact **JBS-HUD Programs Group, Lynda Lantz**, at 1-800-865-0964.

- (a) The GA will validate the correctness of all information entered into each of the screens of the Access Grants Management Module. After validation the GA will copy the data onto a diskette for transmittal to the PIH IRC. The Diskette will contain the Access Grants Management database.
- (b) The database must include the project summary no more than 4 to 5 brief sentences describing the activities supported by the award. Please assure that this is in sentence format in upper and lower case letters--do not use all capital letters.
- (c) The project summary will be taken from the database and used in Congressional notification. The GA will ensure that the summary contains complete sentences.

- (d) If the databases are not complete, the GA will be required, in a timely manner, to make appropriate corrections and resubmit the database to the ONAP-NRC.

G. REVIEW AND SCORE OF APPLICATIONS

- (1) The scoring of IHDEP FY 2000 applications will involve a review of Factor 1: Capacity of the Applicant and Relevant Organizational Experience (20 points) by AONAP Office staff. AONAPs are authorized to use one reviewer to score Rating Factor 1. The review and rating of Factors 2, 3, 4 and 5 will be completed by AONAP processing team reviewers, at the Denver ONAP-NRC. Factors 2, 3, 4, and 5 will receive two reviews.

- (2) Applications will be scored in accordance with the Rating Factors described below:

Factor 1 - Capacity/Organizational Experience (20)
Factor 2 - Need/Extent of the Problem (30)
Factor 3 - Soundness of Approach/Quality of Plan (35)
Factor 4 - Leveraging Resources/Community
Factor 5 - Comprehensiveness/Coordination

Support (10)
(10)

- (3) Appendix 5 provides the score sheets for each factor and guidance for assigning high, medium, and low points. AONAP reviewers shall be instructed to make comments on the worksheet to support their scores and reference page numbers from the application, as will be done for rating Factors 2, 3, 4 and 5 the ONAP-NRC. Scores must be defensible and supported by comments reflective of the evaluation criteria set forth in the NOFA.

- (4) For IHDEP, the maximum number of points is **105 and applicants must score a minimum of 70 to be considered for funding.**
- (5) **TIE SCORES.** In the event of tie scores at the ONAP-NRC during the ranking process, applications will be selected in accordance with the Application Selection Process mandated in Section V. of the IHDEP NOFA.
- (6) **RECONCILIATION OF DISPARATE SCORES.** When (ONAP-NRC reviews only) reviewers have a 10 point but no more than 15 points difference in scores, they will first attempt to reconcile the gap. When changing their scores they must initial, date and provide sufficient explanations in writing to justify the changes and support the reconciliation.

In instances where two reviewers at the ONAP-NRC have more than a 15 point difference in their recommended total scores, applications will be scored by a third reviewer. Team leaders will review all recommendations and determine final scores.

- (7) **VALIDATION OF SCORES.** GAs will verify that Factor 1: Capacity of the Applicant and Relevant Organizational Experience has been scored, math computations are correct, score sheets are signed and dated by the reviewer, validate all data entered, and sign and date validated score sheets.
- (8) **DATA ENTRY OF SCORES.** Scores for Factors 1 through 5 will be entered in the database at the Denver ONAP-NRC site.

H. **TRANSFER OF APPLICATIONS FROM AONAPs TO DENVER
ONAP-NRC FOR REVIEW**

When AONAPs have completed scoring of Factor 1: Capacity of the Applicant and Relevant Organizational Experience, AONAPs will retain one copy of the application and send the original and extra copy of each application, with original and duplicate copies of score sheets attached, to the ONAP-NRC in Denver. AONAPs shall include the following items when shipping the applications to the ONAP-NRC:

- (1) Transmittal letter. The transmittal letter must identify the number of boxes, applications shipped, and listing of all ineligible applications with reason for rejection;
- (2) Master Application and Correctable Deficiency Log with any ineligible applications identified and reason listed for rejection;
- (3) Application screening checklists, and score and summary sheets. A completed score sheet must be attached to each application with Rating Factor 1, entered on each score sheet. Curable deficiency letters and required corrections, must be attached to the application;
- (4) Organize and pack applications. Organize by HA Code (and/or Tribal/TDHE name) with HA Code (and/or tribal/TDHE name) printed 2" high with permanent marker on outside upper right hand corner of each application.
- (5) For ONAP-NRC management purposes, number and label boxes and place transmittal letter, Master Application logs, Correctable Deficiency Log, in **BOX #1**. Applications must be controlled and accounted for at all times during this process.

All applications will be sent overnight mail to the ONAP-NRC.

- I. **SHIPPING INSTRUCTIONS.** AONAPs will ship IHDEP application boxes to:

ONAP-NRC
U.S. Department of HUD
1999 Broadway, Suite 3390
Denver, CO 80202
ATTN: **Tracy Outlaw**
Phone: **(303) 675-1600**

J. COORDINATION AND OVERSIGHT

- (1) AONAPs will monitor and track physical transfer of grant applications by sending an urgent email to the Tracy Outlaw at the ONAP-NRC that states "when" and "how" the applications were shipped and "expected arrival date"; and
- (2) Any violation in carrying out this Notice may result in funding delays or repeating the scoring and ranking procedures.
- (3) ONAP-NRC will conduct quality control procedures on a sample of AONAPs applications/scoresheets to validate the review process.

K. SUBMISSION OF SELECTION DATA

The ONAP-NRC Database Administrator and Grant Administrator in Denver will be responsible for ensuring applicant data, scores, and project summaries for all applications are entered. Data will be entered into the national database for the IHDEP and the ONAP-GMC will also conduct the ranking of applications by total score for all factors.

L. RANKING

In accordance with the FY 2000 NOFA, after all applications have been scored, ONAP-NRC will rank the applications on a national basis. Awards will be made in the order ranked until all funds are expended. HUD will select the highest ranking applications that can be fully funded first.

M. AWARD AMOUNTS

All awards will be made to fully fund an application, as stated in Section V. of the IHDEP NOFA.

12. AWARD RECOMMENDATIONS

After consultation with the National ONAP Program Office, the ONAP-NRC will prepare a memorandum to the Assistant Secretary, Public and Indian Housing, as requested, which includes a listing of the highest ranked applications recommended for award.

13. CONGRESSIONAL NOTIFICATION

- A. Congressional notifications for each award will be prepared by the Denver ONAP-NRC based on project summary information in the Grants Management Module.
- B. The ONAP-NRC will prepare packages for approval by the Assistant Secretary for Public and Indian Housing, and Housing, for signature of the Assistant Secretary for Congressional and Intergovernmental Relations (CIR). The package will contain a transmittal memorandum, Congressional Notification letters for each award, and a list of awards by location. CIR officially notifies Congress of the selected awards.
- C. After Congress has been notified, ONAP-NRC will notify AONAPs as to the Congressional notification release date, authorizing release of notification of selection and non-selection letters.

14. NOTIFICATIONS TO SELECTEES AND NON-SELECTEES

- A. ONAP-NRC will prepare and forward, via email, a list of award recipients. ONAP-NRC will forward award letters to AONAPs. Award letters will not be sent by AONAPs until Congressional and Intergovernmental

Relations has completed notifying Congress, ONAP-NRC has provided AONAPs with the Congressional notification release date, and the AONAPs have received the HUD-185 from Headquarters.

- B. AONAPs will provide written notification to all applicants whether or not they have been selected. GMC will generate notification letters.
- C. AONAPs will provide an original signature copy of each award letter to the Field Accounting Director (FAD) to reserve and obligate grant funds in accordance with the timetable in this Notice.
- D. AONAPs will provide the executed grant agreements to the local FAD in accordance with the timetable in this Notice.

15. GRANT AGREEMENT PREPARATION AND EXECUTION

A. Grant Document Preparation.

Simultaneous with issuance of award letters, AONAPs will prepare for bilateral signature and dispatch to awardees the grant award document, Form HUD-1044; with related grant agreement documents. Grant agreements and related forms will be prepared in accordance with Chapter 4 of the PIH Grants Management Handbook 7490.01, and other instructions or standardized grant agreement formats as may be issued by ONAP-NRC to assist in this process.

- B. AONAPs must verify award amount(s) and may place any special conditions, such as LOCCS edits, reductions in funding, or programmatic restrictions necessary for compliance or performance of the approved award.
- C. **Execution of Grant Agreement.** Grant agreements will be executed bilaterally, with both parties required

to sign, and Grant Officers providing final signature.

16. APPLICATION DEBRIEFINGS

- A. ONAP-NRC will provide AONAPs copies of score sheets and related documents to issue with notification letters. Please be advised that the privacy of the reviewers must be maintained by deleting their names from the scoresheet.
- B. The Public and Indian Housing Information and Resource Center will be available to provide feedback to those tribes/TDHEs whose applications were not approved for funding. For assistance or additional information contact **1-800-955-2232**.
- C. The Public and Indian Housing Information and Resource Center will maintain original and file copies of applications, score sheets and related documents.

17. FY 2000 IHDEP GRANT PROCESS TIMETABLE

The ONAP-NRC and AONAP staff shall execute this process in accordance with the below timetable, and any other instructions issued by the Department.

STEP	TASKS	TIMELINE(S)
____1	A video conference was broadcast from the National Program Office on the IHDEP.	completed May 18, 2000
____ 2	AONAP designate Grant Administrators	

(GAs) for IHDEP and provide ONAP-NRC,
via email, the GAS name, email address
and phone number to:

Tracy C. **Error! Reference source not found.**

completed

June 22, 2000

____ 3 ONAP-NRC provide HUD AONAP staff guidance
to screen and score Factor 1 of the FY 2000 **completed**
IHDEP Application June 22, 2000

____ 4 AONAP-GAs train appropriate staff
reviewers on the IHDEP NOFA, application **completed**
process and screening and scoring of
Factor 1. June 22, 2000

____ 5 **FY 2000 IHDEP NOFA APPLICATION
DEADLINE. July 10, 2000**

**10 day period for postmarked
applications July 20, 2000**

____ 6 GAs start processing applications
received July 10,2000
Factors 1.
(Monday, July 10 to July 19)
Note: steps 6-18 may be concurrent
activities

____ 7 AONAPs fax or email Master
Logs to ONAP-NRC, ATTN: Tracy Outlaw
Tracy C. Outlaw/ONAP/DEN/HUD@HUD
Fax: (303) 675-1660. July 11, 2000

____ 8 ONAP-NRC verifies AONAP
Application Master Logs July 12, 1998

____ 9 AONAPs send application

acknowledgments and,
if applicable, technical
curable deficiency
letters to applicants.

July 17, 2000

**NOTE: Deficiency letters
shall be faxed to applicants**

_____ 10 **The deadline
for the receipt of curable
deficiencies is** **July 31, 2000**

_____ 11 AONAPs complete Factor 1 scoring. August 1, 2000

NOTE: GAS must maintain
and document control of
movement of applications

_____ 12 ONAP-NRC provides additional
application shipping
instructions to AONAPs via email,
as necessary **August 1, 2000**

_____ 13 AONAPs organize, and pack
application boxes that
contain the following: **August 2, 2000**

_____ A. Transmittal Letter to ONAP-NRC

NOTE: The transmittal
letter must identify the
number of IHDEP FY 2000
boxes, applications shipped and
listing of all ineligible
applications with reason for
rejection on the log.

_____ B. Application Master Logs and Correctable Deficiency Log with any ineligible applications -- identified and reason listed for rejection.

_____ C. Application screening, and score sheets.

NOTE 1: A completed score sheet must be attached to each original AND duplicate application--with a score for Factor 1.

NOTE 2: Curable deficiency letters/corrections must be attached to each application.

_____ D. Organize and pack applications.

NOTE: Organize by HA Code sequence with HA Code printed 2" high with **PERMANENT MARKER** on outside upper right hand corner of each application.

_____ E. Number all boxes and place transmittal letter, Master Application Log, Correctable Deficiency Log and diskette in box # 1

_____ **14** AONAPS ship applications to August 2, 2000
the ONAP-NRC to arrive **8/9/2000**.
Boxes must be shipped and
tracked by overnight delivery.

Application boxes will be shipped to:

National Program Office, ONAP-NRC
Office of Native American Programs
U.S. Department of HUD
1999 Broadway, Suite 3390
Denver, CO 80202
ATTN: Tracy Outlaw
(303) 675-1600

- _____ 15 GAS transmit email to ONAP-NRC that states "when" applications were shipped, overnight carrier's name, phone number, tracking number and "expected arrival date."

August 2, 2000

- _____ 16 Applications with all related documentation must arrive at the ONAP-NRC by:

**Wednesday, August 9, 2000
3:00 p.m. MST time**

- _____ 17 ONAP-NRC staff administrative time:

A. Start organization and management of applications and data base for review process.

August 9, 2000

1. Organize applications
2. Computer database system set-up, which includes analysis, validation of reports and awards, etc.
3. Organize training and reviewer teams, materials, etc.

B. Complete process

August 16, 2000

- ____ 18 ONAP-NRC staff start scoring applications (10) days August 21- September 1, 2000
- ____ 19 ONAP-NRC completes application process September 1, 2000
- ____ 20 ONAP-NRC completes and validates data base entries into Grants Management Module, and develops/produces specific HQ analysis, reports and award package September 8, 2000
- ____ 21 ONAP-NRC transmits: award/disapproval letters, Congressional notifications, required reports, analysis and related documents and **ONAP NRC assigns IHDEP funds to all AONAPs** September 11-15, 2000
- ____ 22 ONAP-NRC ships applications, with transmittal letter, applications, scoring sheets and related documents to IHDE-IRC and AONAPs. September 22, 2000
- ____ 23 Assistant Secretary PIH, approves awards. September 29, 2000

- _____ 24 ONAP-NRC requests Office of
Budget to reserve approved
awards funds through the
Program Accounting
System (PAS) September, 29, 2000
- _____ 25 Assistant Secretary
approves and submits
Congressional notifications
to Assistant Secretary,
Congressional and
Intergovernmental Relations October 2, 2000
- _____ 26 HQs -- Congressional and
Intergovernmental Relations
makes appropriate
notifications October 2, 2000
- _____ 27 ONAP-NRC will provide list of
final grant awards to AONAPs October 3, 2000
- _____ 28 AONAPs transmit award letters
to grantees.
A copy must be provided to the AONAP
local FAD in order to reserve &
obligate funds. October 3, 2000

18. REPORTS

A. As in past years, to ensure that the program schedules are adhered to and that applicants are not adversely affected, the below listed monitoring/tracking report is required. AONAPs reports shall be, but not limited to, confirmation of the following:

1. executed approval/disapproval letters to applicants;
2. executed grant agreements (Form-HUD 1044);
3. transmitted award letter and grant agreements (Form HUD-1044 to FAD); and
4. input budget line items (BLIs) into LOCCS

B. AONAPs shall submit completion of the above status, via email, no later than October 31, 2000, to ONAP-NRC, Attention Tracy C. Outlaw **Error! Reference source not found.**

C. For further information on processing of Indian Housing Drug Elimination Program grant applications contact Debbie Lalancette, Director, Office of Grants Management.

/s/
Harold Lucas
Assistant Secretary
for Public and Indian

Housing

Attachments

- Appendix 1: FY 2000 IHDEP NOFA Grant Application Master Log
- Appendix 2: FY 2000 IHDEP NOFA Grant Application Completeness AONAP Checklist
- Appendix 3: FY 2000 IHDEP NOFA Grant Application Correctable Deficiency Letter
- Appendix 4: Environmental Requirements and Reviewer Certification (HUD Reform Act)
- Appendix 5: FY 2000 IHDEP Grant Application Score Sheets Budget Input Data Sheet, and Summary Sheet
- Appendix 6: Current Assisted Stock By Tribe
- Appendix 7: IHDEP Notice of Funding Availability (NOFA), May 11, 2000
- Appendix 8: Amendment to IHDEP NOFA, June 9, 2000