

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 207 78 011
DATE RECEIVED	8 JUN 1978
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
WITHDRAWN	
Date	Archivist of the United States
	8/11/78

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Housing and Urban Development

2. MAJOR SUBDIVISION
Community Planning and Development

3. MINOR SUBDIVISION
Office of Management

4. NAME OF PERSON WITH WHOM TO CONFER
Rufus E. Point, Room 7151

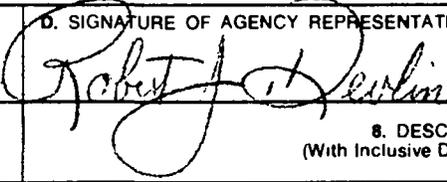
5. TEL. EXT
755-5983

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

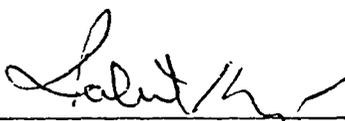
C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
3/9/78		Departmental Records Management Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>COMMUNITY PLANNING AND DEVELOPMENT GRANT RECORDS</p> <p>The Secretary of the Department of Housing and Urban Development is authorized to make grants to units of local government and States for the funding of local community development programs.</p> <p>Title I of the Housing and Community Development Act of 1974 (P.L. 93-383) and the Housing and Community Development Act of 1977 (P.L. 95-128) authorize Federal aid to promote sound community development. Public Law 93-383 established a program of Community Development Block Grants, and amended and extended laws relating to housing and urban development.</p> <p>The Community Development Block Grant (CDBG) program provides funds to cities, counties, towns and States for the primary purpose of developing viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.</p>		<i>18 items</i>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Metropolitan cities and urban counties are entitled to funding on the basis of a needs formula which takes into consideration poverty, population, overcrowded housing, growth lag, and the age of the housing stock. Metropolitan cities are central cities of Standard Metropolitan Statistical Areas (SMSAs) and other cities with a population of at least 200,000 in their unincorporated areas, or their incorporated areas where they have authority either under State law or through cooperation agreements with local governments, to carry out essential community development and housing assistance activities.</p> <p>Smaller communities as well as States may apply for discretionary grants. Grants may be made for either single-purpose projects or activities or for comprehensive programs.</p> <p>In addition, severely distressed cities and urban counties may receive urban development action grants to help alleviate physical and economic deterioration through reclamation of neighborhoods having excessive housing abandonment or deterioration, and through community revitalization in areas with population outmigration or a stagnating and declining tax base.</p> <p>Eligible activities under all of the above programs include: acquisition and disposition of land; construction of public works and facilities, such as water and sewer facilities, neighborhood facilities, senior centers, centers for the handicapped, and pedestrian malls; certain public services; rehabilitation of housing; and economic development activities. Communities may carry out activities directly with block grant funds or contract with nonprofit organizations or local development corporations.</p> <p>An application must include an assessment of the community's housing and community development needs, a strategy for meeting those needs, a three-year community development activity program, and a housing assistance plan for low- and moderate-income persons.</p> <p>HUD also assists State and local governments and metropolitan and nonmetropolitan areawide planning organizations by providing grant assistance for planning activities. Grants are made to develop an ongoing comprehensive planning process which will lead to the development of a locally determined comprehensive plan; develop a system of policy planning and evaluation as part of the planning</p>		

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>process; develop a management capability to implement the plan; and provide coordination among the various functional planning programs under way at all levels of government to prevent duplication of effort and provide a unified approach in addressing needs.</p> <p>Grants may be made to States for statewide planning and assistance to cities and other municipalities with less than 50,000 population; Indian tribes; counties and metropolitan and nonmetropolitan areawide planning organizations.</p> <p>This schedule provides disposition instructions for Headquarters and Field Office records relating to the following CPD grant programs:</p> <p style="padding-left: 40px;">Community Development Block Grants</p> <p style="padding-left: 40px;">Urban Development Action Grants</p> <p>The schedule will also cover records generated as a result of HUD's earlier categorical grant programs, including:</p> <p style="padding-left: 40px;">Comprehensive Planning Grants (Records Schedule 26, NARS Job No. II-NN-162-33 will be superseded).</p> <p style="padding-left: 40px;">Demonstration Grant Program (Records Schedule 23, NARS Job No. II-NN-3590, approved 2/8/62 will be superseded).</p> <p style="padding-left: 40px;">Model Cities Grants</p> <p style="padding-left: 40px;">Neighborhood Development Grants</p> <p style="padding-left: 40px;">Neighborhood Facilities Grants (Records Schedule 57, NARS Job No. NN-174-013 will be superseded).</p> <p style="padding-left: 40px;">Open Space, Urban Beautification, and Historic Preservation Grants (Records Schedule 58, NARS Job No. NN-174-016 will be superseded).</p> <p style="padding-left: 40px;">Urban Renewal Grants (Records Schedule 25, NARS Job No. NN-166-149 will be superseded).</p>		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Workable Programs for Community Improvement (Records Schedule 24, NARS Job No. NC-174-226 will be superseded).</p> <p>The key disposition language on this proposed schedule covers "Official Area, Regional, and/or Headquarters Grantee Application and Performance Documentation Files." These documentation packages encompass the following steps for all CPD grant programs: applicant eligibility determination; application preparation; application submission; review, negotiation, and application modification processes; award process; contract execution; amendments to applications; scheduling, performance, and reporting of grant project activities; and grant closeout procedures.</p> <p>The proposed disposition for all "Headquarters and Field Office approved grantee applications and performance files" (except for those Headquarters files specifically identified for transfer to the National Archives) is:</p> <p style="padding-left: 40px;">Maintain at official files station until grant closeout, then transfer to inactive file. Retire to Federal Records Center 1 year after grant closeout, or any time after grant closeout that volume warrants. Destroy 6 years after grant closeout.</p> <p>In the case of the Neighborhood Facilities Grant Program, there is a statutory prohibition on conversion of the facility, without the Secretary's approval, for a period of 20 years after the grant has been made (see Section 703(d) of the Housing and Urban Development Act of 1965, Attachment 1).</p> <p>In the case of the Open Space Land Program, a similar prohibition against conversion appears in the statute, but it has no term (section 704, Housing Act of 1961, as amended, Attachment 2).</p> <p>As part of a pending statute review, this Department's Office of General Counsel will suggest a statute revision lifting the limiting provisions listed above. Pending such revision, the records disposition schedule for CPD grant programs will incorporate the following provisions:</p> <p style="padding-left: 40px;">Approved Neighborhood Facilities application and performance files.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Destroy 26 years after grant closeout. Review status of files and statutory provision annually, until conversion provision has been deleted from statute. Then apply provisions of approved schedule.</p> <p>Approved Open Space, Urban Beautification, and Historic Preservation grantee application and performance files.</p> <p>Destruction cannot be authorized at this time because of statutory prohibition. Review files and statutory provisions annually, until conversion provisions have been deleted from statute. Then apply provisions of approved schedule.</p> <p>Public Facilities Loans (NARS Job No. NN-162-45, superseded by NARS Job No. NC-207-76-4); Rehabilitation Loans; and Water and Sewer Grant Records (NC1-207-76-10) are or will be scheduled separately.</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  <hr/> Program Concurrence 11 APR 1978 <hr/> Date </div> <div style="text-align: center;">  <hr/> Legal Concurrence 4/4/78 <hr/> Date </div> </div>		