



**ELIGIBILITY CHECKLIST**

Please complete checklist. All documents must be typewritten in English. Please do not fold or staple documents.

- STATUS** – Applicant must be a high school senior and reside in a PHADA member agency owned or managed unit throughout his/her entire senior year. Public housing residents, Section 8 participants or other low-income housing residents are eligible, as long as the agency at which they reside is a PHADA member.
- MINIMUM GRADE POINT AVERAGE** – Student must have at least a "B" average (or 3.0 GPA) on his/her school's applicable scale during his/her high school career, cumulatively, to be considered for the scholarship. *Note: School counselor must complete the Grade Point Average Verification form on the verification page of this application.*

**VERIFICATION PAGE**

**GRADE POINT AVERAGE VERIFICATION**

(Must be completed by school counselor)

Counselor Name \_\_\_\_\_ Phone \_\_\_\_\_

Type of Grading Scale\* used by school (ex. 4 pt., 6 pt., 100 pt., etc.) \_\_\_\_\_

*\*Please convert GPA to 4.0 scale or 100 point system when completing the section below:*

9th Grade \_\_\_\_\_ 11th Grade \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

10th Grade \_\_\_\_\_ 12th Grade \_\_\_\_\_

**The student's official and original transcript must also be submitted with the application.**

**CERTIFICATION**

(Must be signed by student and Executive Director)

*EXECUTIVE DIRECTOR: Please verify all information is provided. Incomplete applications will be rejected.*

I certify that all information is true and correct to the best of my knowledge. I further certify the application is complete and contains all items from the "Requirement Checklist," including the Housing Authority's non-refundable \$25 application fee.

Signature \_\_\_\_\_ Signature \_\_\_\_\_  
*Student Executive Director*

Date \_\_\_\_\_ Date \_\_\_\_\_

PUBLIC HOUSING AUTHORITIES DIRECTORS ASSOCIATION



REQUIREMENT CHECKLIST

Submit the following documents to the Executive Director of your housing authority. All documents must be typewritten in English. Please do not fold or staple documents.

1. APPLICATION

Include the printed application (left panel) in the packet of materials that you submit to your Executive Director.

2. VERIFICATION PAGE

- **Grade Point Average Verification** (must be completed by your school counselor)
- **Certification** (sign this portion of the document before submitting it to your Executive Director)

3. SCHOOL TRANSCRIPT

You must provide an original and official copy of your high school transcript.

4. TWO LETTERS OF RECOMMENDATION

You must submit one teacher or guidance counselor recommendation and one personal, NON-Family, recommendation.

5. ESSAY

You must submit a typewritten essay in English addressing the following topic: How my public housing and high school experiences have influenced my life. (350–500 words)

**Additional Essay for the Freedom & Civil Rights Scholarship**

To be considered for the Freedom & Civil Rights Scholarship, include an additional personal essay (350–500 words) demonstrating your efforts and achievements in furthering the values of the civil rights movement. The full list of requirements are on page 1.

6. EXECUTIVE DIRECTOR RESPONSIBILITIES

- a. Student must be recommended by the Executive Director of the housing authority in a letter signed by the Executive Director for the application to be considered complete.
- b. The Executive Director is responsible for verifying all application requirements.
- c. Application Fee – A \$25 non-refundable application fee is required and must be paid by the sponsoring housing authority. All proceeds from the fee will be added to the scholarship award. Check should be made payable to PHADA.
- d. Deadline – All application materials must be received by PHADA no later than January 29, 2021. No Faxes will be accepted.
- e. Local promotion of the scholarship program is the responsibility of the housing authority. Each housing authority may submit up to two applications.

*Note: One scholarship awarded per student. Winner (and parent) will be required to sign a "Scholarship Agreement Contract" prior to receiving scholarship.*

**Applications must be completed in their entirety. Incomplete applications will not be considered.**

## 2021 PHADA SCHOLARSHIP PROGRAM

**Applications due to PHADA by January 29, 2021. NO EXCEPTIONS!**

All documents must be typewritten in English. No handwritten applications will be accepted.

Mail all required materials to: PHADA Scholarship Committee, 511 Capitol Court, NE, Washington, DC 20002–4937