

**DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT**

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**SERVICE COORDINATORS IN  
MULTIFAMILY HOUSING**

Billing Code 4210-32-C



## Funding Availability for Service Coordinators in Multifamily Housing

### Program Overview

*Purpose of the Program.* The purpose of this Service Coordinator program is to allow multifamily housing owners to assist elderly individuals and people with disabilities living in HUD-assisted housing and in the surrounding area to obtain needed supportive services from the community, in order to enable them to continue living as independently as possible in their own homes.

*Available Funds.* Approximately \$25 million, Fiscal Year 2003 funds.

*Eligible Applicants.* Only owners of eligible developments may apply for and become the recipient of grant funds. Property management companies may administer grant programs but are not eligible applicants. See Section III for more detailed eligibility criteria.

### Additional Information

If you are interested in applying for funding under this program, please review carefully the General Section of this SuperNOFA and the following additional information.

#### I. Application Due Date, Application, Further Information, and Technical Assistance

*Application Due Date.* Your completed application (an original and two copies) is due on or before 3:30 p.m., local time, on July 10, 2003 at the address given below.

*Application Delivery.* You may not hand deliver applications. HUD will reject any hand-delivered applications.

You must submit your application to the Field Office that has jurisdiction for the housing developments included in your application.

You may send your application via any mail delivery service. However, HUD recommends that you send your application through the United States Postal Service, as access to HUD offices by other delivery services is not guaranteed.

If you mail your application to the wrong Field Office and it is not received by the Office designated for receipt by the due date and time, it will be deemed late and will not be considered for funding. HUD is not responsible for directing it to the appropriate Office. Also, see the General Section of this SuperNOFA for further discussion concerning the form of application submission.

*Addresses for Submitting Applications.* Appendix A to this program section contains a list of HUD Field Offices where you must send your application by the deadline. Please

address your application to the Director, Multifamily Housing Hub or Program Center in your local HUD Field Office. You should not submit any copies of your application to HUD Headquarters.

*For Applications.* Please note that all information needed for the preparation and submission of your application is included in this program NOFA and in the General Section of the SUPERNOFA. However, for your convenience and ease of submission, an application is being provided as Appendix B to this NOFA. To obtain a printed application, please call the SuperNOFA Information Center at 1-800-HUD-8929. If you have a hearing or speech impairment, please call the Center's TTY number at 1-800-HUD-2209. When requesting an application, please refer to the Multifamily Housing Service Coordinator Program and provide your name, address (including zip code) and telephone number (including area code). An application also will be available on the Internet at <http://www.hud.gov>.

*For Further Information and Technical Assistance.* You may contact your local HUD Field Office staff for questions you have regarding this program section of the SuperNOFA and your application. Please contact the Multifamily Housing Resident Initiatives Specialist or Service Coordinator contact person in your local Office. If you are an owner of a Section 515 development, contact the HUD Field Office that monitors your Section 8 contract. If you have a question that the Field staff is unable to answer, please call Carissa Janis, Housing Project Manager, Office of Housing Assistance and Grants Administration, Department of Housing and Urban Development, 451 Seventh Street, SW., Room 6146, Washington, DC 20410; (202) 708-2866, extension 2487 (this is not a toll free number). If you are hearing or speech impaired, you may access this number via TTY by calling the Federal Information Relay Service at 1-800-877-8339.

*Satellite Broadcast.* HUD will hold an information broadcast via satellite for potential applicants to learn more about the program and preparation of the application. For more information about the date and time of the broadcast, you should contact your local Field office staff or consult the HUD web site at <http://www.hud.gov>.

#### II. Amount Allocated

(A) *Available Funding.* Of the estimated \$50 million appropriated in the FY 2003 Consolidated Appropriations, approximately \$25 million will be used to fund Service Coordinator Programs through this

SuperNOFA. Additionally, approximately \$25 million will be used to fund one-year extensions to expiring Service Coordinator and Congregate Housing Services Program (CHSP) grants.

(B) *Maximum Grant Award.* There is no maximum grant amount. The grant amount you request will be based on the Service Coordinator's salary and the number of hours worked each week by that Service Coordinator (and/or aide). You should base your determination of the appropriate number of weekly work hours on the number of people in the development who are frail, at-risk, or non-elderly people with disabilities. Under normal circumstances, a full-time Service Coordinator should be able to serve about 50-60 frail or at-risk elderly or non-elderly people with disabilities on a continuing basis. Your proposed salary must also be supported by evidence of comparable salaries in your area. Gather data from programs near you to compare your estimates with the salaries and administrative costs of currently operating programs. Field staff can provide you with contacts at local program sites.

(C) *Funding Process.* Prior to the selection process, HUD will first fund the FY 2002 Service Coordinator application submitted by Prentis Jewish Federation Apartments, Oak Park, Michigan, in the amount of \$207,350. This application was not funded in FY 2002 due to HUD error. HUD will then fund Service Coordinator applications submitted by FY 2003 Assisted Living Conversion Program (ALCP) applicants, whose ALCP applications are selected for funding under that program's NOFA. HUD estimates that approximately \$1 million will be used to fund ALCP Service Coordinator applications. Any funds not used by the ALCP program to fund service coordinators will be added to the funds available for the National Lottery.

HUD will use remaining funds to make grant awards through the use of a national lottery. A computer program performs the lottery by randomly selecting eligible applications. HUD will fully fund as many applications as possible with the given amount of funds available. After all fully fundable applications have been selected by lottery, HUD may make an offer to partially fund the next application on the lottery's list, in order to use the entire amount of funds allocated. If the applicant selected for partial funding turns down the offer, HUD will make an offer to partially fund the following application. HUD will continue this process until an applicant accepts the partial funding offer.

(D) *Reduction in Requested Grant Amount.* HUD may make an award in an amount less than requested, if:

(1) HUD determines that some elements of your proposed program are ineligible for funding;

(2) There are insufficient funds available to make an offer to fully fund the application; or

(3) HUD determines that a reduced grant amount would prevent duplicative federal funding.

(E) *Alternative Funding for Service Coordinators.* If your development has available residual receipts or excess income, you must use these funds prior to receiving grant monies, as long as they are not already allocated for other critical development expenses. Owners may submit requests to use residual receipts, or Section 8 or Project Rental Assistance Contract (PRAC) operating funds following instructions in Housing's Management Agent Handbook 4381.5, REVISION-2, CHANGE-2, Chapter 8. Refer to Housing Notice H 02-14 for information on using Section 236 excess income to fund a Service Coordinator. HUD Field staff may approve use of these project funds at any time, consistent with current policy. You should discuss these alternative funding options with your Field Office staff prior to submitting a grant application.

### III. Program Description; Eligible Applicants; Eligible Activities

(A) *Program Description.* The Service Coordinator Program provides funding for the employment and support of Service Coordinators in insured and assisted housing developments that were designed for the elderly and persons with disabilities and continue to operate as such. Service Coordinators help residents obtain supportive services from the community that are needed to enable independent living and aging in place.

A Service Coordinator is a social service staff person hired or contracted by the development's owner or management company. The Service Coordinator is responsible for assuring that elderly residents, especially those who are frail or at risk, and those non-elderly residents with disabilities are linked to the supportive services they need to continue living independently in their current homes. All services should meet the specific desires and needs of the residents themselves. The Service Coordinator may not require any elderly individual or person with a disability to accept any specific supportive service(s).

You may want to review the Management Agent Handbook 4381.5

REVISION-2, CHANGE-2, Chapter 8 for further guidance on service coordinators. This Handbook is accessible through HUDCLIPS on HUD's Web site at <http://www.hudclips.org>.

The Handbook is in the Handbooks and Notices—Housing Notices database. Enter the Handbook number in the "Document Number" field to retrieve the Handbook.

(B) *Definition of Terms Used in this Program NOFA.*

(1) "*Activities of daily living (ADLs)*" means eating, dressing, bathing, grooming, and household management activities, as further described below:

(a) *Eating*—May need assistance with cooking, preparing, or serving food, but must be able to feed self;

(b) *Bathing*—May need assistance in getting in and out of the shower or tub, but must be able to wash self;

(c) *Grooming*—May need assistance in washing hair, but must be able to take care of personal appearance;

(d) *Dressing*—Must be able to dress self, but may need occasional assistance; and

(e) *Home management activities*—May need assistance in doing housework, grocery shopping, laundry, or getting to and from activities such as going to the doctor and shopping, but must be mobile. The mobility requirement does not exclude persons in wheelchairs or those requiring mobility devices.

(2) "*At-risk elderly person*" is an individual 62 years of age or older who is unable to perform one or two ADLs, as defined in the above paragraph.

(3) "*Frail elderly person*" means an individual 62 years of age or older who is unable to perform at least three ADLs as defined in the above paragraph.

(4) "*People with disabilities*" means those individuals who:

(a) Have a disability as defined in Section 223 of the Social Security Act;

(b) Have a physical, mental, or emotional impairment expected to be of long, continued, and indefinite duration that impedes the individual's ability to live independently; or

(c) Have a developmental disability.

(5) "*Reasonable costs*" mean that costs are consistent with salaries and administrative costs of similar programs in your Field office's jurisdiction.

(C) *Functions of a Service Coordinator.* The major functions of the Service Coordinator include the following:

(1) Refer and link the residents of the development to supportive services provided by the general community. Such services may include case management, personal assistance, homemaker, meals-on-wheels,

transportation, counseling, occasional visiting nurse, preventive health screening/wellness, and legal advocacy.

(2) Educate residents on service availability, application procedures, client rights, etc.

(3) Establish linkages with agencies and service providers in the community. Shop around to determine/develop the best "deals" in service pricing, to assure individualized, flexible, and creative services for the involved resident. Provide advocacy as appropriate.

(4) Provide case management when such service is not available through the general community. This might include evaluation of health, psychological and social needs, development of an individually tailored case plan for services, and periodic reassessment of the resident's situation and needs. Service Coordinators can also set up a Professional Assessment Committee (PAC) to assist in performing initial resident assessments. (See the guidance in the CHSP regulations at 24 CFR 700.135 (or 1944.258 for Rural Housing developments). Grantees cannot use grant funds to pay PAC members for their services.

(5) Monitor the ongoing provision of services from community agencies and keep the case management and provider agency current with the progress of the individual. Manage the provision of supportive services where appropriate.

(6) Help the residents build informal support networks with other residents, family and friends.

(7) Work and consult with tenant organizations and resident management corporations. Provide training to the development's residents in the obligations of tenancy or coordinate such training.

(8) Create a directory of providers for use by both development staff and residents.

(9) Educate other staff of the management team on issues related to aging in place and Service Coordination, to help them to better work with and assist the residents.

During work hours paid for by this grant, Service Coordinators may not perform the following activities:

(i) Act as a recreational or activities director;

(ii) Provide supportive services directly;

(iii) Assist with property management work; or

(iv) Act as a Neighborhood Networks program director or coordinator.

(D) *Basic Qualifications of Service Coordinators and Aides.*

(1) Service Coordinator Qualifications include the following:

(a) A Bachelor of Social Work or degree in Gerontology, Psychology or

Counseling is preferable; a college degree is fully acceptable. *You may also consider individuals who do not have a college degree, but who have appropriate work experience.*

(b) Knowledge of the aging process, elder services, disability services, eligibility for and procedures of federal and applicable state entitlement programs, legal liability issues relating to providing Service Coordination, drug and alcohol use and abuse by the elderly, and mental health issues.

(c) Two to three years experience in social service delivery with senior citizens and people with disabilities. Some supervisory or management experience may be desirable if the Service Coordinator will work with aides.

(d) Demonstrated working knowledge of supportive services and other resources for senior citizens and non-elderly people with disabilities available in the local area.

(e) Demonstrated ability to advocate, organize, problem-solve, and provide results for the elderly and people with disabilities.

(2) *Aides Working with a Service Coordinator.* Aides should either have a college degree or appropriate experience in working with the elderly and/or people with disabilities. An example of an aide position could be an internship or work-study program with local colleges and universities to assist in carrying out some of the Service Coordinator's functions.

(E) *Eligible Applicants and Developments.* To be eligible for funding:

(1) You must meet all of the applicable threshold requirements of Sections V (B) and (D) of the General Section of the SuperNOFA.

(2) You must be an owner of a development assisted under one of the following programs:

(a) Section 202 Direct Loan;

(b) Project-based Section 8 (including Section 8 Moderate Rehabilitation); or

(c) Section 221(d)(3) below-market interest rate, and 236 developments that are insured or assisted.

(3) Additionally, developments listed in paragraph (2), above, are eligible only if they meet the following criteria:

(a) Have frail or at-risk elderly residents and/or non-elderly residents with disabilities who together total at least 25 percent of the building's residents. (For example, in a 52-unit development, at least 13 residents must be frail, at-risk, or non-elderly people with disabilities.)

(b) Were designed for the elderly or persons with disabilities and continue to operate as such. This includes any

building within a mixed-use development that was designed for occupancy by elderly persons or persons with disabilities at its inception and continues to operate as such, or consistent with title VI, subtitle D of the Housing and Community Development Act of 1992 (Pub. L. 102-550). If not so designed, a development in which the owner gives preferences in tenant selection (with HUD approval) to eligible elderly persons or persons with disabilities, for all units in that development.

(c) Are current in mortgage payments or are current under a workout agreement.

(d) Meet HUD's Uniform Physical Conditions Standards (codified in 24 CFR part 5, subpart G), based on the most recent physical inspection report and responses thereto, as evidenced by a score of 60 or better on the last physical inspection or by an approved plan for developments scoring less than 60.

(e) Are in compliance with their regulatory agreement, Housing Assistance Payment (HAP) Contract, and other outstanding directives.

(f) Have insufficient surplus cash available at the time of application that otherwise could be used to hire a Service Coordinator. HUD Field staff will make this determination based on the surplus cash statement of the development's last Annual Financial Statement.

(4) If your eligibility status changes during the course of the grant term, making you ineligible to receive a grant (e.g. due to prepayment of mortgage, sale of property, or opting out of a Section 8 HAP contract), HUD has the right to terminate your grant.

(F) *Ineligible Applicants and Developments.*

(1) Property management companies, area agencies on aging, and other like organizations are *not* eligible applicants for Service Coordinator funds. Such agents may prepare applications and sign application documents if they provide written authorization from the owner corporation as part of the application. In such cases, the owner corporation must be indicated on all forms and documents as the funding recipient.

(2) Developments not designed for the elderly or people with disabilities or those no longer operating as such.

(3) Section 221(d)(4) developments without project-based Section 8 assistance.

(4) Section 202 and 811 developments with a PRAC. Owners of Section 202 PRAC developments may obtain funding by requesting an increase in

their PRAC payment consistent with Handbook 4381.5 REVISION-2, CHANGE-2, Chapter 8.

(G) *Eligible Activities.*

(1) Service Coordinator Program grant funds may be used to pay for the salary, fringe benefits, and related support costs of employing a service coordinator.

(2) You may use grant funds to pay for Quality Assurance (QA) in an amount that does not exceed five (5) percent of the Service Coordinator's salary. Eligible QA activities are those that evaluate your program, to assure that the position is effectively implemented. A qualified, objective third party must perform the program evaluation work and must have supervisory work experience and education in social or health care services. Your QA activities must include two program evaluation reviews during the first year of program operation and one review each successive year. The program evaluations must identify short and long term program outcomes and performance indicators that will help you measure your performance.

On-site housing management staff cannot perform QA and you may not augment current salaries of in-house staff for this purpose.

(3) You may propose reasonable costs associated with setting up a confidential office space for the Service Coordinator. Such expenses must be one-time only administrative start-up costs. Such costs may involve acquisition, leasing, rehabilitation, or conversion of space. HUD Field Office staff must approve both the proposed costs and activity and must perform an environmental assessment on such proposed work prior to grant award.

(4) You may use funds to augment a current Service Coordinator program, by increasing the hours of a currently employed Service Coordinator, or hiring an additional Service Coordinator or aide on a part- or full-time basis. Likewise, ALCP applicants may apply for new or augmented Service Coordinator costs to serve Assisted Living residents and/or all residents of the development.

(5) You may use funds to continue a Service Coordinator program that has previously been funded through other sources. In your application, you must provide evidence that this funding source has already ended or will discontinue within six months following the application deadline date and that no other funding mechanism is available to continue the program. This applies only to funding sources other than the subsidy awards and grants provided by the Department through program Notices beginning in FY 1992.

HUD currently provides one-year extensions to these subsidy awards and grants through a separate funding action.

(6) You may provide service coordination to low-income elderly individuals or people with disabilities living in the vicinity of an eligible development. Community residents should come to your housing development to meet with and receive service from the Service Coordinator. However, you must make reasonable accommodations for those individuals unable to travel to the housing site.

(H) *Ineligible Activities.*

(1) You may not use funds available through this NOFA to replace currently available funding from other sources for a Service Coordinator or for some other staff person who performs service coordinator functions.

(2) Owners with existing service coordinator subsidy awards or grants may not apply for renewal or extension of those programs under this NOFA.

(3) Congregate Housing Services Program (CHSP) grantees may not use these funds to meet statutory program match requirements and may not use these funds to replace current CHSP program funds to continue the employment of a service coordinator.

(4) The cost of application preparation is not eligible for reimbursement.

(5) Grant funds cannot be used to increase a project's management fee.

(6) You cannot hire an additional part or full-time Service Coordinator for the sole purpose of serving community residents.

#### IV. Program Requirements

To receive and administer a Service Coordinator grant, you must meet the requirements in Section IV of this program section of the SuperNOFA. These requirements apply to all activities, programs, and functions used to plan, budget, and evaluate the work funded under your program.

In addition to the requirements listed below, you must also meet the requirements of Section V of the General Section of this SuperNOFA. (Please note that paragraphs E, G, and M of Section V do not apply to the Service Coordinator program.)

(A) You must make sufficient separate and private office space available for the Service Coordinator and/or aides, without adversely affecting normal activities.

(B) The Service Coordinator must maintain resident files in a secured location. Files must be accessible ONLY to the Service Coordinator, unless residents provide signed consent otherwise. These policies must be

consistent with maintaining confidentiality of information related to any individual per the Privacy Act of 1974.

(C) Grantees must ensure that the Service Coordinator receives appropriate supervision, training, and ongoing continuing education requirements, consistent with statutory and HUD administrative policies. This includes 36 hours of training in age-related and disability issues during the first year of employment, if the Service Coordinator has not received recent training in these areas, and 12 hours of continuing education each year thereafter.

(D) *Administrative Costs.* The administrative costs of your program cannot exceed 10% of the program's cost.

(E) *Reports.* Grantees must submit semi-annual financial status and program performance reports. They must also provide information supporting program expenses at the time of receipt of grant funds for cost reimbursement. The objectives of the Service Coordinator program are to enhance a resident's quality of life and ability to live independently and age in place. The data that HUD collects on the performance report measures the grantee's success in meeting these intended program outcomes. The data reported include the numbers of residents served, their ages, frailty levels, and the range of services provided to them. In addition, the performance report assesses the Service Coordinator's efficiency in providing coordination, by reporting the number of hours worked, the amount of time spent doing administrative tasks, the types of professional training attended, and examples of problems encountered throughout the course of their work.

(F) As a condition of receiving a grant, Section 202 developments with project-based Section 8 must open a Residual Receipts account separate from the Reserve for Replacement account, if they do not already have such a separate account.

(G) *Term of Funded Activities.* The grant term is three years. HUD will renew grants subject to the availability of funds and acceptable program performance.

(H) *Subgrants and Subcontracts.* You may directly hire a Service Coordinator or you may contract with a qualified third party to provide this service.

#### V. Application Selection Process

(A) *General.* HUD will not award Service Coordinator Program grant funds through a rating and ranking process. Instead, the Department will

hold one national lottery for all eligible applications forwarded from Multifamily HUB and Multifamily Program Centers (a list of these offices is found in Appendix A to this notice).

(B) *Threshold Eligibility Review.* HUD Multifamily Field Office staff will review applications for completeness and compliance with the eligibility criteria set forth in Section III of this NOFA. Field Office staff will forward application information to Headquarters for entry into the lottery if the application was received by the deadline date, meets all eligibility criteria, proposes reasonable costs for eligible activities, and includes all technical corrections by the designated deadline date.

#### VI. Application Submission Requirements

(A) *Single Applications.*

(1) You may submit one application for one or more developments that your corporation owns.

(2) You may submit more than one application to a single Field Office, if you wish to increase your chances of selection in the lottery. Each application must propose a separate, stand-alone program and the development(s) must all be located in the same Field Office jurisdiction.

(3) If you wish to apply on behalf of developments located in different Field Office jurisdictions, you must submit a separate application to each Field Office.

(B) *Joint Applications.* You may join with one or more other eligible owners to share a Service Coordinator and submit a joint application. In the past, joint applications have been used by small developments that joined together to hire and share a part or full-time Service Coordinator.

(C) *Application Submission Requirements for ALCP Applicants.* If you are an ALCP applicant and you request new or additional Service Coordinator costs specifically for your proposed Assisted Living Program, you must submit an application containing all required documents and information listed in this NOFA. Be sure to indicate the amount of grant funds you are requesting for both programs on your HUD-424 forms. HUD Field Office staff will review both applications simultaneously.

ALCP applicants must submit all the required items in the Service Coordinator application listed in Section VI.(E) of this NOFA. You may provide a copy of all standard forms in your Service Coordinator application. If you do not provide either an original or copy of these forms, your Service

Coordinator application will be incomplete.

If you currently do not have a Service Coordinator working at the development proposed in your ALCP application and your ALCP application is selected to receive an award, HUD will fund a Service Coordinator to serve either ALCP residents only or all residents of the development dependent upon your request. If your development currently has a Service Coordinator, you may request additional hours for the Service Coordinator to serve the Assisted Living residents. If you request additional hours, you must specify the number of additional hours per week and provide an explanation based on the anticipated needs of the Assisted Living residents. Provide this explanation in your ALCP application as instructed in the ALCP NOFA.

If you request Service Coordinator funding to serve all residents of your development, your request can be entered into the national lottery if your ALCP application is not selected to receive an award.

Owners applying for ALCP grants may also submit separate Service Coordinator applications for entry into the lottery for other eligible developments they own and that are not included in their ALCP application.

(D) *Your application must contain the items listed in this Section VI(D).* These items include the standard forms, certifications, and assurances listed in the General Section of the SuperNOFA that are applicable to this funding (collectively, referred to as the "standard forms"). The standard forms and other required forms can be found in the Application found in Appendix B to this NOFA. The items are as follows:

#### *Standard Forms*

- (1) Application for Federal Assistance (HUD-424)
- (2) Applicant Assurances and Certifications (HUD-424B)
- (3) If engaged in lobbying, the Disclosure Form Regarding Lobbying (SF-LLL)
- (4) Applicant/Recipient Disclosure/Update Report Form (HUD-2880)
- (5) Acknowledgment of Application Receipt (HUD-2993)
- (6) Client Comments and Suggestions (HUD-2994)

#### *Other Application Items:*

All applications for funding under the Service Coordinator Program must contain the following documents and information:

- (1) Service Coordinator Funding Request, forms HUD-91186 and HUD-91186-i.

- (2) If more than one owner is proposing to share a Service Coordinator, one agency must designate itself the "lead". This lead agency must submit a letter along with the completed application materials from each owner. The letter must be on organization letterhead and contain the number of developments, their names and addresses, and the dollar amount requested for each site. The legal signatory for the owner corporation must sign the letter, indicating agreement to administer grant funds for the housing developments listed in the letter.

- (3) Evidence of comparable salaries in your local area.

- (4) *Narratives.* (a) Explain your method of estimating how many residents of your development are frail or at-risk elderly or non-elderly people with disabilities. Please document that individuals meeting these criteria make up at least 25% of your resident population. (Do not include elderly individuals or people with disabilities who do not live in the eligible developments included in your application.)

- (b) Explain how you will provide on-site private office space for the Service Coordinator, to allow for confidential meetings with residents.

- (c) If you include quality assurance in your proposed budget, provide a justification and explanation of who will perform this work, what responsibilities are involved, and how often the work will be done.

- (d) If you propose to serve community residents, present a description of your plan.

- (e) If you are applying for an ALCP grant: (i) Describe how the new or additional Service Coordinator hours will support your proposed assisted living program, by following the instruction provided in the ALCP NOFA; and (ii) indicate if you want your Service Coordinator application entered into the lottery if your ALCP application is not selected to receive an award.

- (5) If applicable, evidence that prior funding sources for your development's Service Coordinator program are no longer available or will expire within six months following the application deadline date.

- (6) A bank statement showing the current residual receipts or excess income balance in the development's account.

- (7) Applicant checklist.

## **VII. Corrections to Deficient Applications**

The General Section of the SuperNOFA provides the procedures for corrections to deficient applications.

## **VIII. Environmental Requirements**

It is anticipated that most activities under this program are categorically excluded from NEPA and related environmental authorities under 24 CFR 50.19(b)(3), (4), (12), or (13). If grant funds will be used to cover the cost of any activities which are not exempted from environmental review requirements—such as acquisition, leasing, construction, or building rehabilitation, HUD will perform an environmental review to the extent required by 24 CFR part 50, prior to grant award.

## **IX. Authority**

Section 808 of the Cranston-Gonzalez National Affordable Housing Act (Pub. L. 101-625, approved November 28, 1990), as amended by sections 671, 674, 676, and 677 of the Housing and Community Development Act of 1992 (Pub. L. 102-550, approved October 28, 1992), and section 851 of the American Homeownership and Economic Opportunity Act of 2000 (Pub. L. 106-569, approved December 27, 2000).

## **Appendix A**

### **HUD Field Office List for Mailing Service Coordinator Applications**

- Alabama—Multifamily Housing Program Center, HUD—Birmingham Office, 600 Beacon Parkway West, Rm. 300, Birmingham, AL 35209-3144, OFC Phone: (205) 290-7611, FAX: (205) 290-7632, TTY Number: (205) 731-2624
- Alaska—Multifamily Housing Hub, HUD Seattle Office, 909 First Avenue, Suite 190, MS-0AHM, Seattle, WA 98104-1000, OFC Phone: (206) 220-5228 ext. 3250, FAX: (206) 220-5206, TTY Number: (206) 220-5254
- Arizona—Multifamily Housing Program Center, HUD Phoenix Office, 400 North Fifth Street, Suite 1600, Phoenix, AZ 85004-2361, OFC Phone: (602) 379-4434, FAX: (602) 379-3985 TTY Number: (602) 379-4557
- Arkansas—Multifamily Housing Program Center, HUD Little Rock Office, 425 West Capitol Avenue #900, Little Rock, AR 72201-3488, OFC Phone: (501) 324-5401, FAX: (501) 324-6142, TTY Number: (501) 324-5931
- California—Multifamily Housing Hub, HUD—San Francisco Office, 450 Golden Gate Avenue, PO Box 36003, San Francisco, CA 94102-3448, OFC Phone: (415) 436-6505, FAX: (415) 436-8996, TTY Number: (415) 436-6594
- Los Angeles Multifamily Hub, 611 West Sixth Street, Suite 800, Los Angeles, CA 90017, OFC Phone: (213) 894-8000 x3634,

- Fax: (213) 894-8255, TTY Number: (213) 894-8133
- Colorado—Multifamily Housing Hub, HUD Denver Office, 633 17th Street, 11th Floor, Denver, CO 80202-3607, OFC Phone: (303) 672-5343, FAX: (303) 672-5153, TTY Number: (303) 672-5113
- Connecticut—Multifamily Housing Program Center, HUD—Hartford Office, One Corporate Center, 19th floor, Hartford, CT 06103-3220, OFC Phone: (860) 240-4800 Ext. 3068, FAX: (860) 240-4850, TTY Number: (860) 240-4665
- Delaware—Multifamily Housing Hub, HUD Philadelphia Office, The Wanamaker Building, 100 Penn Square, East, Philadelphia, PA 19107-3380, OFC Phone: (215) 656-0609 Ext. 3533, FAX: (215) 656-3427, TTY Number: (215) 656-3452
- District of Columbia—Multifamily Housing Program Center, HUD Washington, DC Office, Suite 300, 820 First Street, N.E., Washington, DC 20032-4205, OFC Phone: (202) 275-9200, FAX: (202) 275-9212, TTY Number: (202) 275-0772
- Florida—Multifamily Housing Hub, HUD—Jacksonville Office, 301 West Bay Street, Suite 2200, Jacksonville, FL 32202-5121, OFC Phone: (904) 232-1777 x2144, FAX: (904) 232-2731, TTY Number: (904) 232-2631
- Georgia—Multifamily Housing Hub, HUD—Atlanta Office, Five Points Plaza Building, 40 Marietta Street, S.W., Atlanta, Georgia 30303-2806, OFC Phone: (404) 331-4976, FAX: (404) 331-4028, TTY Number: (404) 730-2654
- Hawaii—Multifamily Housing Program Center, HUD Honolulu Office, 7 Waterfront Plaza, 500 Ala Moana Blvd. #500, Honolulu, HI 96813-4918, OFC Phone: (808) 522-8185 Ext. 244, FAX: (808) 522-8194, TTY Number: (808) 522-8193
- Idaho—Multifamily Housing Hub, HUD Seattle Office, 909 First Avenue, Suite 190, MS-0AHM, Seattle, WA 98104-1000, OFC Phone: (206) 220-5228 ext. 3250, FAX: (206) 220-5206, TTY Number: (206) 220-5254
- Illinois—Multifamily Housing Hub, HUD—Chicago Office, Ralph Metcalfe Federal Building, 77 West Jackson Boulevard, Chicago, IL 60604-3507, OFC Phone: (312) 353-6236 Ext. 2202, FAX: (312) 886-2729, TTY Number: (312) 353-5944
- Indiana—Multifamily Housing Program Center, HUD Indianapolis Office, 151 North Delaware Street, Suite 1200, Indianapolis, IN 46204-2526, OFC Phone: (317) 226-6303, FAX: (317) 226-7308, TTY Number: (317) 226-7081
- Iowa—Multifamily Housing Program Center, HUD Des Moines Office, 210 Walnut Street, Room 239, Des Moines, IA 50309-2155, OFC Phone: (515) 284-4736, FAX: (515) 284-4743, TTY Number: (515) 284-4728
- Kansas—Multifamily Housing Hub, HUD Kansas City Office, 400 State Avenue, Room 200, Kansas City, KS 66101-2406, OFC Phone: (913) 551-6844, FAX: (913) 551-5469, TTY Number: (913) 551-6972
- Kentucky—Multifamily Housing Program Center, HUD—Louisville Office, 601 West Broadway, PO Box 1044, Louisville, KY 40201-1044, OFC Phone: (502) 582-6124, FAX: (502) 582-6547, TTY Number: (800) 648-6056
- Louisiana—Multifamily Housing Program Center, HUD New Orleans Office, Hale Boggs Bldg.—501 Magazine Street, 9th Floor, New Orleans, LA 70130-3099, OFC Phone: (504) 589-7236, FAX: (504) 589-6834, TTY Number: (504) 589-7279
- Maine—Multifamily Housing Program Center, HUD—Manchester Office, Norris Cotton Federal Bldg., 275 Chestnut Street, Manchester, NH 03101-2487, OFC Phone: (603) 666-7684, FAX: (603) 666-7697, TTY Number: (603) 666-7518
- Maryland—Multifamily Housing Hub, HUD Baltimore Office, 5th Floor, 10 South Howard Street, Baltimore, MD 21201-2505, OFC Phone: (410) 962-2520 Ext. 3474, FAX: (410) 962-1849, TTY Number: (410) 962-0106
- Massachusetts—Multifamily Housing Hub, HUD—Boston Office, O'Neil Federal Building, 10 Causeway Street, Rm.375, Boston, MA 02222-1092, OFC Phone: (617) 565-5162, FAX: (617) 565-6557, TTY Number: (617) 565-5453
- Michigan—Multifamily Housing Hub, HUD Detroit Office, 477 Michigan Avenue, Detroit, MI 48226-2592, OFC Phone: (313) 226-7900, FAX: (313) 226-5611, TTY Number: (313) 226-6899
- Multifamily Housing Program Center, HUD Grand Rapids, Trade Center Building, 50 Louis Street, N.W., Grand Rapids, MI 49503-2648, OFC Phone: (616) 456-2100, FAX: (616) 456-2191, TTY Number: (616) 456-2159
- Minnesota—Multifamily Housing Hub, HUD Minneapolis Office, 220 Second Street, South, Minneapolis, MN 55401-2195, OFC Phone: (612) 370-3051, FAX: (612) 370-3090, TTY Number: (612) 370-3186
- Mississippi—Multifamily Housing Program Center, HUD Jackson Office—McCoy Federal Building, 100 W. Capitol Street, Room 910, Jackson, MS 39269-1096, OFC Phone: (601) 965-4738, FAX: (601) 965-4773, TTY Number: (601) 965-4171
- Missouri—Multifamily Housing Hub, HUD Kansas City Office, 400 State Avenue, Room 200, Kansas City, KS 66101-2406, OFC Phone: (913) 551-6844, FAX: (913) 551-5469, TTY Number: (913) 551-6972
- Multifamily Housing Program Center—HUD St. Louis Office, Robert A. Young Federal Building, 1222 Spruce Street, Third Floor, St. Louis, MO 63103-2836, OFC Phone: (314) 539-6382, FAX: (314) 539-6356, TTY Number: (314) 539-6331
- Montana—Multifamily Housing Hub, HUD Denver Office, 633 17th Street, 14th Floor, Denver, CO 80202-3607, OFC Phone: (303) 672-5343, FAX: (303) 672-5153, TTY Number: (303) 672-5248
- Nebraska—Multifamily Housing Program Center, HUD Omaha Office, 10909 Mill Valley Road, Suite 100, Omaha, NE 68154-3955, OFC Phone: (402) 492-3113, FAX: (402) 492-3184, TTY Number: (402) 492-3183
- Nevada—Multifamily Housing Program Center, HUD Las Vegas Office, 333 N. Rancho Drive—Atrium Bldg, Suite 700, Las Vegas, NV 89106-3714, OFC Phone: (702) 388-6525, FAX: (702) 388-6244, TTY Number: (702) 388-6246
- New Hampshire—Multifamily Housing Program Center, HUD—Manchester Office, Norris Cotton Federal Bldg., 275 Chestnut Street, Manchester, NH 03101-2487, OFC Phone: (603) 666-7684, FAX: (603) 666-7697, TTY Number: (603) 666-7518
- New Jersey—Multifamily Housing Program Center, HUD—Newark Office—13th Floor, One Newark Center, Newark, NJ 07102-5260, OFC Phone: (973) 622-7900 Ext. 3400, FAX: (973) 645-2271, TTY Number: (973) 645-3298
- New Mexico—Multifamily Housing Hub, HUD Ft. Worth Office, 801 Cherry Street, PO Box 2905, Ft. Worth, TX 76102-2905, OFC Phone: (817) 978-5764, FAX: (817) 978-5520, TTY Number: (817) 978-9278
- New York—Multifamily Housing Hub, HUD—New York Office, 26 Federal Plaza—Room 3214, New York, NY 10278-0068, OFC Phone: (212) 264-0777 Ext. 3713, FAX: (212) 264-1277, TTY Number: (212) 264-0927
- Multifamily Housing Hub, HUD—Buffalo Office, Lafayette Court, 5th Floor, 465 Main Street, Buffalo, NY 14203-1780, OFC Phone: (716) 551-5755 Ext. 5509, FAX: (716) 551-3252, TTY Number: (716) 551-5787
- North Carolina—Multifamily Housing Hub, HUD Greensboro Office—Koger Building, 2306 West Meadowview Road, Greensboro, NC 27407, OFC Phone: (336) 547-4034, FAX: (336) 547-4121, TTY Number: (336) 547-4020
- North Dakota—Multifamily Housing Hub, HUD Denver Office, 633 17th Street, 14th Floor, Denver, CO 80202-3607, OFC Phone: (303) 672-5343, FAX: (303) 672-5153, TTY Number: (303) 672-5248
- Ohio—Multifamily Housing Hub, HUD Columbus Office, 200 North High Street, Columbus, OH 43215-2499, OFC Phone: (614) 469-5737, Ext. 8111, FAX: (614) 469-2432, TTY Number: (614) 469-6694
- Multifamily Housing Program Center, HUD Cincinnati Office, 525 Vine Street, Suite 700, Cincinnati, OH 45202-3188, OFC Phone: (513) 684-2350, FAX: (513) 684-6224, TTY Number: (513) 684-6180
- Multifamily Housing Program Center, HUD Cleveland Office, 1350 Euclid Avenue, Suite 500, Cleveland, OH 44115-1815, OFC Phone: (216) 522-4058 Ext. 7000, FAX: (216) 522-4067, TTY Number: (216) 522-2261
- Oklahoma—Multifamily Housing Program Center, HUD Oklahoma City Office, 500 W. Main Street, Suite 400, Oklahoma City, OK 73102-2233, OFC Phone: (405) 553-7410, FAX: (405) 553-7406, TTY Number: (1) 800-877-8339
- Oregon—Multifamily Housing Hub, HUD Seattle Office, 909 First Avenue, Suite 190, MS-0AHM, Seattle, WA 98104-1000, OFC Phone: (206) 220-5228 ext. 3250, FAX: (206) 220-5206, TTY Number: (206) 220-5254
- Pennsylvania—Multifamily Housing Hub, HUD Philadelphia Office, The Wanamaker Building, 100 Penn Square, East, Philadelphia, PA 19107-3380, OFC Phone: (215) 656-0609 Ext. 3533, FAX: (215) 656-3427, TTY Number: (215) 656-3452
- Multifamily Housing Program Center, HUD Pittsburgh Office, 339 Sixth Avenue—Sixth

- Floor, Pittsburgh, PA 15222-2515, OFC Phone: (412) 644-6639, FAX: (412) 644-5872, TTY Number: (412) 644-5747
- Puerto Rico—Multifamily Housing Program Center, HUD Caribbean Office, 171 Carlos E. Chardon Avenue, San Juan, PR 00918-0903, OFC Phone: (787) 766-5401, FAX: (787) 766-5522, TTY Number: (787) 766-5909
- Rhode Island—Multifamily Housing Program Center, HUD—Providence Office, 10 Weybosset Street, Sixth Floor, Providence, RI 02903-2808, OFC Phone: (401) 528-5230, FAX: (401) 528-5097, TTY Number: (401) 528-5403
- South Carolina—Multifamily Housing Program Center, HUD Columbia Office, 1835 Assembly Street, Columbia, SC 29201-2480, OFC Phone: (803) 765-5162, FAX: (803) 253-3043, TTY Number: (803) 253-3209
- South Dakota—Multifamily Housing Hub, HUD Denver Office, 633 17th Street, 14th Floor, Denver, CO 80202-3607, OFC Phone: (303) 672-5343, FAX: (303) 672-5153, TTY Number: (303) 672-5248
- Tennessee—Multifamily Housing Program Center, HUD—Knoxville Office, 710 Locust Street, SW, Knoxville, TN 37902-2526, OFC Phone: (423) 545-4411, FAX: (423) 545-4578, TTY Number: (423) 545-4559
- Multifamily Housing Program Center HUD—Nashville Office, 251 Cumberland Bend Drive, Suite 200, Nashville, TN 37228-1803, OFC Phone: (615) 736-5748, FAX: (615) 736-2018, TTY Number: (615) 736-2886
- Texas—Multifamily Housing Hub, HUD Ft. Worth Office, 801 Cherry Street, PO Box 2905, Ft. Worth, TX 76102-2905, OFC Phone: (817) 978-5764, FAX: (817) 978-5520, TTY Number: (817) 978-5965
- Multifamily Housing Program Center, HUD Houston Office, 2211 Norfolk, #200, Houston, TX 77098-4096, OFC Phone: (713) 313-2274 Ext. 7015, FAX: (713) 313-2319, TTY Number: (713) 834-3274
- Multifamily Housing Program Center, HUD San Antonio Office, 800 Dolorosa, San Antonio, TX 78207-4563, OFC Phone: (210) 475-6831, FAX: (210) 472-6897, TTY Number: (210) 475-6885
- Utah—Multifamily Housing Hub, HUD Denver Office, 633 17th Street, 14th Floor, Denver, CO 80202-3607, OFC Phone: (303) 672-5343, FAX: (303) 672-5153, TTY Number: (303) 672-5248
- Vermont—Multifamily Housing Program Center, HUD—Manchester Office, Norris Cotton Federal Bldg., 275 Chestnut Street, Manchester, NH 03101-2487, OFC Phone: (603) 666-7684, FAX: (603) 666-7697, TTY Number: (603) 666-7518
- Virginia—Multifamily HUD Richmond Office, 3600 West Broad Street, Richmond, VA 23230-4920, OFC Phone: (804) 278-4500 Ext. 3146, FAX: (804) 278-4613, TTY Number: (804) 771-2038
- Washington—Multifamily HUD Seattle Office, 909 First Avenue, Suite 190, MS-0AHM, Seattle, WA 98104-1000, OFC Phone: (206) 220-5228 ext. 3250, FAX: (206) 220-5206, TTY Number: (206) 220-5254
- West Virginia—Multifamily HUD—Charleston Office, 405 Capitol Street, Suite 708, Charleston, WV 25301-1795, OFC Phone: (304) 347-7000 Ext. 103, FAX: (304) 347-7050, TTY Number: (304) 347-5332
- Wisconsin—Multifamily, HUD Milwaukee Office, 310 West Wisconsin Avenue, Room 1380, Milwaukee, WI 53203-2289, OFC Phone: (414) 297-3214 Ext. 8662, FAX: (414) 297-3204, TTY Number: (414) 297-1423
- Wyoming—Multifamily Housing Hub, HUD Denver Office, 633 17th Street, 14th Floor, Denver, CO 80202-3607, OFC Phone: (303) 672-5343, FAX: (303) 672-5153, TTY Number: (303) 672-5248

## APPENDIX B

# MULTIFAMILY HOUSING

## Service Coordinator Program

### Grant Application 2003

**Application Due Date:  
July 10, 2003**

U.S. Department of Housing and Urban Development  
Office of Housing  
Office of Multifamily Housing Programs

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## Attachments

1. Applicant Checklist
2. Service Coordinator Funding Request (forms HUD-91186 and HUD-91186-i)
3. Transmittal Letter Format for Designated Lead Agency
4. Application for Federal Assistance (HUD-424)
5. Applicant Assurances and Certifications (HUD-424B)
6. Disclosure Form Regarding Lobbying (SF-LLL)
7. Applicant/Recipient Disclosure/Update Report Form (HUD-2880)
8. Acknowledgment of Application Receipt (HUD-2993)
9. Client Comments and Suggestions (HUD-2994)
10. Fiscal Year 2003 Service Coordinator Notice of Funding Availability with Field Office List

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## 👏 HELPFUL HINTS 👏

- Be sure to read the application materials carefully and thoroughly.
- If you have any questions about any part of this application, do not make assumptions or guesses. Contact HUD Field staff for assistance.
- The owner corporation is the only eligible applicant and recipient of Service Coordinator funds. Property management companies and other agents may prepare applications, but may not receive funds (Section 3.1).
- Section 202 with Project Rental Assistance Contracts (PRAC) and Section 811 developments are not eligible for funding (Section 3.2.2).
- Only developments designed for the elderly or people with disabilities and continuing to operate as such are eligible for funding. Developments designed for primary residence by families are not eligible (Section 3.2).
- There is no minimum unit number to be eligible for funding (Section 3.2.1(G)).
- You may request funds to augment the time of a current Service Coordinator or hire an additional Service Coordinator or aide (Section 3.3.1(D)).
- You may request funding to continue a Service Coordinator program paid through other resources, if those resources are no longer available or will discontinue within six months following the application due date (Section 3.3.1(E)).
- As part of your program, you may provide service coordination to low-income elderly or disabled families living in the vicinity of an eligible development (Section 3.3.1(F)).
- When preparing your application, please number all pages and clearly identify all components of your application package.
- The Standard Form 424 requests the Catalogue of Federal Domestic Assistance (CFDA) number for this program. The number is 14.191.

## **1. Introduction**

This application package contains instructions and materials for Service Coordinator grants for multifamily assisted housing developments for the elderly and people with disabilities. Applicants will submit requests to their local Field Office. Field staff will review applications and will forward to HUD Headquarters funding request information for those applications that meet threshold eligibility criteria. HUD Headquarters staff will place all eligible applications in a national lottery. HUD will make three-year grants through this process and will award approximately \$25 million. All grants are renewable in the future, subject to the availability of funds and acceptable program performance.

## **2. APPLICATION REQUIREMENTS**

**2.1 Deadline Date: The Application deadline date is July 10, 2003.** Applicants must submit applications to their local Field office as directed in the Service Coordinator Notice of Funding Availability (NOFA) and in this application package.

**2.2 Number of Copies.** You must submit **one original application and two copies** to the appropriate Field Office.

### **2.3 Number of Applications**

A. You may submit one application for one or more developments that your corporation owns.

OR

B. You may submit more than one application to a single Field Office, if you wish to increase your chances of selection in the lottery. Each application must propose a stand-alone program at separate sites and the development(s) must all be located in the same Field Office jurisdiction.

C. If you wish to apply on behalf of developments located in different Field Office jurisdictions, you must submit a separate application to each Field Office.

## 2.4 Applications With Multiple Developments and Joint Applications

### 2.4.1 Multiple Development Applications

You may propose to hire a Service Coordinator who will be shared among eligible developments that your corporation owns. You need submit only one transmittal letter and set of other required attachments. In your letter, be sure to list all developments that will share the coordinator and provide all pertinent development information.

### 2.4.2 Joint Applications

You may join with one or more owners to share a Service Coordinator and so submit a joint application. In the past, owners of small developments have joined together to submit one application for one Service Coordinator who will serve all sites.

One entity must act as the "lead applicant" and submit a transmittal letter covering all requests, (see sample letter format, Attachment 3). Send all owners' applications together, with the transmittal letter as the cover letter for the group of applications. This insures that all multiple requests are reviewed together.

The applicants must show the grant amount, and residual receipts/excess income, if appropriate, for **EACH** development. HUD will not award funds to one owner or a third party organization (e.g., a management agent) to be parceled out to the other owners.

## 2.5 Grant Amount

There is no maximum grant amount. The grant amount you request will be based on the Service Coordinator's salary and the number of hours worked each week by that Service Coordinator (and/or aide). You should base your determination of the appropriate number of weekly work hours on the number of people in the development who are frail, at-risk, or non-elderly people with disabilities. Under normal circumstances, a full-time Service Coordinator should be able to serve about 50-60 frail or at-risk elderly or non-elderly people with disabilities on a continuing basis. Your proposed salary must also be supported by evidence of comparable salaries in your area. Gather data from programs near you to compare your estimates with the salaries and administrative costs of currently operating programs. Field staff can provide you with contacts at local program sites.

## 2.6 Applicant Checklist

Make sure that you have included all required components and information in your application. Use the Applicant Checklist (Attachment 1) to help you keep track of these items. Check off each item as you put your application together and include the checklist as part of your application package. Your application must include the below items:

- A. Service Coordinator Funding Request (forms HUD-91186 and HUD-91186-i)
- B. If more than one owner is proposing to share a Service Coordinator, one agency must designate itself the "lead". This lead agency must submit a letter along with the completed application materials from each owner. The letter must be on organization letterhead and contain the number of developments, their names and addresses, and the dollar amount requested for each site. The legal signatory for the owner corporation must sign the letter, indicating agreement to administer grant funds for the housing developments listed in the letter.
- C. Evidence of comparable salaries in your local area.
- D. Narratives
  - 1) Explain your method of estimating how many residents of your development are frail or at-risk elderly or non-elderly people with disabilities. Please document that individuals meeting these criteria make up at least 25% of your resident population. (Do not include elderly individuals or people with disabilities who do not live in the eligible developments included in your application.)
  - 2) Explain how you will provide on-site private office space for the Service Coordinator, to allow for confidential meetings with residents.
  - 3) If you include quality assurance in your proposed budget, provide a justification and explanation of who will perform this work, what responsibilities are involved, and how often the work will be done.
  - 4) If you propose to serve community residents, present a description of your plan.
  - 5) If you are applying for an ALCP grant, (a) describe how the new or additional Service Coordinator hours will support your proposed assisted living program, by following the instruction provided in the ALCP NOFA and (b) indicate if you want your Service Coordinator application entered into the lottery if your ALCP application is not selected to receive an award.

- E. If applicable, Evidence that prior funding sources for your development's Service Coordinator program are no longer available or will expire within six months following the application deadline date.
- F. A bank statement showing the current residual receipts or excess income balance in the development's account.
- G. Applicant checklist
- H. Standard Forms:
  - 1) Application for Federal Assistance (HUD-424)
  - 2) Applicant Assurances and Certifications (HUD-424B)
  - 3) If engaged in lobbying, the Disclosure Form Regarding Lobbying (SF-LLL)
  - 4) Applicant/Recipient Disclosure/Update Report Form (HUD-2880)
  - 5) Acknowledgment of Application Receipt (HUD-2993)
  - 6) Client Comments and Suggestions (HUD-2994)

## 2.7 Application Submission

### 2.7.1 Submission Address

Send your application to the local HUD Field Office that serves the jurisdiction in which the development proposed for funding is located. Address your application to the Director, Multifamily Housing Hub or Program Center. See list of Field Offices in Appendix A to the NOFA. Do not send any copies of applications to HUD Headquarters.

### 2.7.2 Delivery Options

- A. You may not hand deliver applications. HUD will reject any hand-delivered applications.
- B. You may send your application via any mail delivery service. However, HUD recommends that you send your application through the United States Postal Service, as access to HUD offices by other delivery services is not guaranteed and access may be denied for security reasons.
- C. To be considered for funding, HUD must receive your mailed application no later than 3:30 PM *local time* on the application due date.

If you mail your application to the wrong Field Office and it is not received by the Office designated for receipt by the due date and time, it will be considered late and disqualified from funding. HUD is not responsible for directing it to the appropriate Office. **Proof of timely submission to HUD field offices will be the Certificate of**

**Mailing (USPS Form 3817).** Please remember that mail to Federal facilities is screened prior to delivery, so please allow time for your package to be delivered. If an application does not meet the filing requirements it will not receive funding consideration. Also, see the **General Section** of the SuperNOFA for further discussion concerning the form of application submission.

### **2.8 Technical Assistance**

Field Office staff may provide limited technical assistance to owners to assist them in completing their applications. Technical Assistance includes such activities as explaining and responding to questions about program regulations, defining terms in an application package, and providing other forms of technical guidance that may be described in a NOFA. It does not include advising the applicant how to make substantive improvements to an application. See Appendix A to the NOFA for a list of Field Offices.

You also may email questions to [Carissa\\_L.\\_Janis@hud.gov](mailto:Carissa_L._Janis@hud.gov). Your message may be forwarded to your local HUD Field Office contact person, so be sure to include your city and state in your message so we can respond promptly.

### **2.9 To Obtain Copies of this Application and NOFAs**

You may obtain additional copies of this grant application by calling the SuperNOFA Information Center at 1-800-HUD-8929. If you have a hearing or speech impairment, please call the Center's TTY number at 1-800-HUD-2209. When requesting an application, please refer to the Multifamily Housing Service Coordinator Program and provide your name, address (including zip code) and telephone number (including area code). Application materials also will be available on the Internet at <http://www.hud.gov>.

### **2.10 Other Funding Sources**

Some owners may have available residual receipts, excess income, or Section 8 funds (through their Housing Assistance Payment [HAP] contract). If these excess funds are sufficient to cover the costs of employing a Service Coordinator, you should use these resources first, whenever financially feasible, before applying for a grant. You will find procedures for applying for and using these funds in Housing's *Management Agent Handbook* 4381.5, Revision-2, Change-2, Chapter 8, and Notice 99-28 "Calculating and Retaining Section 236 Excess Income", Section II.C(3). Field Office staff will approve such requests consistent with current Section 8 and housing management policy. To the extent possible, HUD wants Service Coordinators to become permanent members of the management team and so this budget-based mechanism is a preferable long-term approach.

### **3. ELIGIBILITY CRITERIA**

#### **3.1 Eligible and Ineligible Applicants**

Only owners of eligible multifamily assisted housing developments listed in Section 3.1, below, may request Service Coordinator funding. The owner entity must be the official applicant.

Property management companies, area agencies on aging, and other like organizations are not eligible applicants for Service Coordinator funds. However, such agents may prepare applications and sign application documents. To do so, **the application must include evidence that the owner has given authority for the agent to apply for the funds and to sign the application documents on behalf of the owner corporation.** A letter from the owner corporation stating this authority is acceptable evidence. In such cases, the owner corporation **must** be indicated on all forms and documents as the official funding recipient.

To be eligible for funding, you must meet all of the applicable threshold requirements of Section V(B) and (D) of the **General Section** of the SuperNOFA and must be owners of developments assisted under the following programs:

- A. Section 202 Direct loan;
- B. Project-based Section 8 (including Section 8 Moderate Rehabilitation), or
- C. Section 221(d)(3) below-market interest rate, and 236 developments that are insured or assisted.

If your eligibility status changes during the course of the grant term making you ineligible to receive a grant (e.g. due to prepayment of mortgage, sale of property, or opting out of a Section 8 Housing Assistance Payment (HAP) contract), HUD has the right to terminate your grant.

#### **3.2 Eligible and Ineligible Developments**

##### **3.2.1 Eligible Developments**

Developments listed in section 3.1, above, are eligible only if they meet the following criteria:

- A. Have frail or at-risk elderly residents and/or non-elderly residents with disabilities who together total at least 25 percent of the building's residents.

- B. Are designed for the elderly or persons with disabilities and continue to operate as such. This includes any building within a mixed-use development that was designed for occupancy by elderly persons or persons with disabilities at its inception and continues to operate as such, or consistent with title VI, subtitle D of the Housing and Community Development Act of 1992. If not so designed, a development in which the owner gives preferences in tenant selection (with HUD approval) to eligible elderly persons or persons with disabilities, for all units in that development.
- C. Are current in mortgage payments or are current under a workout agreement.
- D. Meet HUD's Uniform Physical Conditions Standards (codified in 24 CFR part 5, subpart G), based on the most recent physical inspection report and responses thereto, as evidenced by a score of 60 or better or an approved plan for developments scoring less than 60.
- E. Are in compliance with their regulatory agreement, HAP Contract, and other outstanding directives.
- F. Have insufficient surplus cash available at the time of application that otherwise could be used to hire a Service Coordinator. HUD Field staff will make this determination based on the surplus cash statement of the development's last Annual Financial Statement.
- G. Please note that there is no minimum unit number eligibility criterion. This means, for example, an owner of a 20-unit development may submit an application for a Service Coordinator to serve only those 20 units. However, this development still must meet all eligibility criteria and the owner must carefully conform to the hiring guidelines presented in Section 5.3, below, in proposing salary and number of work hours.

### **3.2.2 Ineligible Developments**

Ineligible developments include those that are:

- A. For primary residence by families (i.e. not designed for the elderly or disabled or no longer operating as such).
- B. Financed through Section 221(d)(4) **and without project-based Section 8.**

- C. Section 202 or 811 developments with a Project Rental Assistance Contract (PRAC). Owners of Section 202 PRAC developments may obtain funding by requesting an increase in their PRAC payment consistent with the *Management Agent Handbook* 4381.5 Revision-2, Change-2, Chapter 8. There is no statutory authority for Service Coordinators in Section 811 developments.
- D. Developments with project-based Section 8 vouchers are not eligible to receive Service Coordinator grants.

### **3.3 Eligible and Ineligible Activities**

#### **3.3.1 Eligible Activities**

- A. Service Coordinator Program grant funds may be used to pay for the salary, fringe benefits, and related support costs for employing a Service Coordinator.
- B. You may use grant funds to pay for Quality Assurance (QA) in an amount that does not exceed five (5) percent of the Service Coordinator's salary. Eligible QA activities are those that evaluate your program, to assure that the position is effectively implemented. A qualified third party must perform the program evaluation work and must have supervisory work experience and education in social or health care services. Your QA activities must include two program evaluation reviews during the first year of program operation and one review each successive year. On-site housing management staff cannot perform QA and you may not augment current salaries of in-house staff for this purpose.
- C. You may propose reasonable costs associated with setting up a confidential office space for the Service Coordinator. Such expenses must be one-time only administrative start-up costs. Such costs may involve acquisition, leasing, rehabilitation, or conversion of space. HUD Field Office staff must approve both the proposed costs and activity and must perform an environmental assessment on such proposed work prior to grant award.
- D. You may use funds to augment a current Service Coordinator program, by increasing the hours of a currently employed Service Coordinator, or hiring an additional Service Coordinator or aide on a part- or full-time basis.
- E. You may use funds to continue a Service Coordinator program that has previously been funded through other sources. In your application, you must provide evidence that this funding source has already ended or will discontinue within six months following the application due date and that no other funding mechanism is available to continue the program.

This does not apply to the Service Coordinator grants previously awarded between 1992 and 1999. HUD will provide one-year extensions to these expiring grants through a separate funding action.

- F. You may provide service coordination to low-income elderly or disabled families living in the vicinity of an eligible development. Community residents should come to your housing development to meet with and receive service from the Service Coordinator. However, you must make reasonable accommodations for those individuals unable to travel to the housing site.

### **3.3.2 Ineligible Activities**

- A. You may not use funds available through the Service Coordinator NOFA to replace currently available funding from other sources for a Service Coordinator or for some other staff person who performs Service Coordinator functions.
- B. Owners with existing Service Coordinator subsidy awards or grants may not apply for renewal or extension of those programs.
- C. Congregate Housing Services Program (CHSP) grantees may not use these funds to meet statutory program match requirements and may not use these funds to replace current CHSP program funds to continue the employment of a Service Coordinator.
- D. The cost of application preparation is not eligible.
- E. Grant funds cannot be used to increase a project's management fee.
- F. You cannot hire an additional part or full-time Service Coordinator for the sole purpose of serving low-income elderly or disabled families who live in the vicinity of your development.

## **4. SERVICE COORDINATION**

### **4.1 General**

A Service Coordinator is a social service staff person hired by the development owner or Management Company. The coordinator is responsible for linking elderly residents, especially those who are frail or at-risk, or non-elderly residents with disabilities to the supportive services they need to continue living independently.

Service coordination means the activity of linking a resident to needed supportive services or medical services which may be provided by private practitioners or agencies in the general community. Additionally, the term may cover case management, both formal and informal, in which the Service Coordinator assesses service needs; determines eligibility for public services, and makes resource allocation decisions.

#### **4.2 Who Does Service Coordination?**

Service coordination may be performed by:

- An on-site or off-site staff person hired by the development owner or management agent, or shared among these employers;
- An on-site or off-site staff person hired by a third party agency, and contracted to the development owner or management agent, or
- A staff person hired by a third party agency, who provides case management and service coordination for a development resident in concert with the distribution of that agency or another agency's funding.

#### **4.3 Indications of Existing Service Coordination**

If Service Coordination is currently in-place and paid for by HUD or resources other than HUD's, the costs may not be shifted to these grant funds. These services may often be performed by staff with job titles other than "Service Coordinator" or be performed on a part-time basis by other members of the management team. No part of this activity's cost, regardless of who performs the service, may be transferred to this grant program.

The following may be indicators of existing coordination arrangements:

- Supplemental Security Income (SSI) and/or Medicaid payments going directly to the development's management for rent and service costs;
- The management of the development coordinates the services (and possibly their payment);
- Third party staff persons are placed on the premises without charge to the current HUD budget for the development, and
- Any combination of the above.

Case managers, social workers, or Service Coordinators may provide these services. These staff may be employed by a development owner or Management Company, or a state/local government agency. Not all developments for people with disabilities have a Service Coordinator in place or can provide this service for their residents. Therefore, HUD will individually evaluate each application to determine whether it may qualify for funding under this program, regardless of the population served.

#### **4.4 Functions of a Service Coordinator**

The major functions of the Service Coordinator include the following:

- A. Provide general case management (including intake) and referral services to all residents needing such assistance.
- B. Provide formal case management (i.e., evaluation of health, psychological and social needs, development of an individually tailored case plan for services and periodic reassessment of the resident's situation and needs) for a resident when such service is not available through the general community.

There may be times when there will be difficulty in linking up residents with a community assessment agency in a timely manner. Therefore, the Service Coordinator may want to consider setting up a Professional Assessment Committee (PAC) to work with the Service Coordinator to perform initial assessments. (See the guidance in the CHSP regulations at 24 CFR 700.135 (or 1944.258 for Rural Housing developments). A PAC member shall NOT be paid for his/her services with grant funds.

- C. Establish linkages with agencies and service providers in the community; shop around to determine/develop the best "deals" in service pricing, to assure individualized, flexible, and creative services for the involved resident(s).
- D. Create a directory of providers for use by both development staff and residents.
- E. Refer and link the residents of the development to service providers in the general community. Examples are: Case management, personal assistance, homemaker, meals-on-wheels, transportation, counseling, occasional visiting nurse, preventive health screening/wellness and legal advocacy.
- F. Educate residents on service availability, application procedures, client rights, etc. Provide advocacy as appropriate.

- G. Monitor the ongoing provision of services from community agencies and keep the case manager and provider agency current with the progress of the individual. Manage the provision of supportive services where appropriate.
- H. Help the residents build informal support networks with other residents, family and friends.
- I. Set up volunteer support programs with service organizations in the community.
- J. Provide training to the development's residents in the obligations of tenancy or coordinate such training.
- K. Educate other staff of the management team on issues related to aging in place and Service Coordination, to help them to better work with and assist the residents.
- L. Develop case plans in coordination with community assessment services or with a PAC.
- M. Work and consult with tenant organizations and resident management corporations.

#### **4.5 Ineligible Work Responsibilities**

During work hours paid for by this grant, Service Coordinators may not perform the following activities:

- A. Act as a recreational or activities director;
- B. Provide supportive services directly;
- C. Assist with property management work, and
- D. Act as a Neighborhood Networks director or coordinator.

#### **4.6 Basic Qualification Guidelines for Service Coordinators and Aides**

##### **4.6.1 Service Coordinator Qualifications**

Qualifications include the following:

- A. A Bachelor of Social Work or degree in Gerontology, Psychology or Counseling is preferable; a college degree is fully acceptable. However, individuals without a degree, but with appropriate work experience, may be hired. Such situations must not be rejected out of hand.

- B. Training in the aging process, elder services, disability services, eligibility for and procedures of Federal and applicable State entitlement programs, legal liability issues relating to providing Service Coordination, drug and alcohol use and abuse by the elderly, and mental health issues.

This requirement is not a prerequisite for hiring. The owner must certify and put in the project files, that the training requirements, if not met at the point of hiring, will be satisfied within one year. See Housing's *Management Agent Handbook* 4381.5 Revision-2, Change-2, Chapter 8.

- C. Two to three years experience in social service delivery with senior citizens and people with disabilities. Some supervisory or management experience may be desirable.
- D. Demonstrated working knowledge of supportive services and other resources for senior citizens and non-elderly people with disabilities in the area served by the development.
- E. Demonstrated ability to advocate, organize, problem-solve, and provide results for the elderly and disabled served.

#### **4.6.2 Aides Working with a Service Coordinator**

- A. It is desirable, but not required, that aides have a college degree. They should, however, have appropriate experience in working with the elderly and/or people with disabilities.
- B. Options for structuring an "aide" situation:
- Set up an internship or work study program with local colleges and universities to assist in carrying out some of the functions noted under Section 4.4, above.
  - Use local college and university programs to provide planning guidance to development staff or provide program evaluation/assessment functions.

## **5. STAFFING CONSIDERATIONS**

### **5.1 Contracting Out**

The Service Coordinator functions may be contracted out by the owner if the contract is with a single individual or with a third party agency that commits the time of a single individual to do the necessary work. Such individual should meet the qualification guidelines stated previously in section 4.6.

### **5.2 Sharing a Coordinator**

Owners of eligible developments may combine efforts to hire a part-time or full-time Service Coordinator. Sharing is especially encouraged for smaller buildings. Owners may join together to share a Service Coordinator and may submit a combined application as described below.

### **5.3 Guidelines for Work Time**

Under normal circumstances, a full-time Service Coordinator should be able to serve about 50-60 frail or at-risk elderly or non-elderly people with disabilities. However, the population of most developments will contain a significant number of residents who are not frail, at-risk, or disabled. Thus, the determination of whether or not a Service Coordinator is full time should be related to the number of people in the development who are frail, at-risk, or disabled, with less consideration given to the other residents of the development.

The requirement that 25 percent of the residents must be frail or at-risk elderly, and/or non-elderly people with disabilities means, for example, that in a 50-unit development, at least 13 residents must be frail, at-risk, or disabled.

*Example 1:* In a 50-unit development, 13 residents are frail and 15-20 others are at-risk. The development could justify a 1/2 time coordinator.

*Example 2:* In a 75-unit development, 20 residents are frail and 15-20 others are at-risk. This development could justify at least a 3/4 time Service Coordinator.

*Example 3:* In a 110-unit development, 40 residents are frail and 40 others are at-risk. This development could justify a full-time coordinator and possibly a part-time aide.

*Example 4:* Three developments of 20, 20 and 51 units (91 units, total) join forces. Among them, they have 10 frail residents and 15 others that are at-risk. These developments could justify at least a 3/4 time coordinator (after making allowances for travel time between sites).

*Example 5:* In a 80-unit development there are no frail individuals, but about 40 who are at-risk. This development could justify a 3/4 to full-time coordinator.

*Example 6:* In a 150 unit development, 45 residents are frail and another 60 are at-risk. This development could justify at least one full-time and an additional part-time Service Coordinator.

All above examples are guidelines that you should adapt to local situations. Non-elderly people with disabilities would factor the same in the above examples as either frail or at-risk elderly.

#### **5.4 Quality Assurance**

Management must assure that the Service Coordinator function is effectively implemented. Therefore, quality assurance (i.e. program evaluation) is an allowable program expense and HUD strongly encourages you to include this practice in your program. You may propose a cost of up to five (5) percent of the Service Coordinator salary to pay for on going program evaluation activities. Your QA activities must include two program evaluation reviews during the first year of program operation and one review each successive year.

In your application, provide a narrative description of your proposed QA activities and indicate the qualifications of potential consultants who you would use to evaluate your program. A qualified third party must perform the program evaluation work. Basic qualifications include supervisory experience and education in social or health care services. If you receive a Service Coordinator grant, you will be required to provide evidence of your consultant's qualifications and to maintain copies of your program evaluation reports in your grant files.

In-house and management staff may NOT perform this function and their salaries may not be augmented for this purpose.

#### **6. FRAILTY CONSIDERATIONS**

While a Service Coordinator may serve any resident of a development who needs assistance, priority must be given to frail or at-risk elderly or non-elderly people with disabilities.

Frailty is defined as being deficient in at least three Activities of Daily Living (ADL) (see below). An at-risk person will be deficient in 1-2 ADLs. The **MINIMUM** requirements necessary to qualify for an ADL deficiency are as follows:

- A. *EATING*: May need assistance with cooking, preparing or serving food, but must be able to feed self;
- B. *DRESSING*: Must be able to dress self, but may need occasional assistance.
- C. *BATHING*: May need assistance in getting in and out of the shower or tub, but must be able to wash self;
- D. *GROOMING*: May need assistance in washing hair, but must be able to take care of personal appearance;
- E. *TRANSFERRING*: May need assistance in getting in and out of bed and chairs, walking, going outdoors, using the toilet; and,
- F. *HOME MANAGEMENT ACTIVITIES*: May need assistance in doing housework or laundry or getting to and from one location to another, for activities such as going to the doctor or shopping, but must be mobile. The mobility requirement does not exclude persons in wheelchairs or those requiring mobility devices.

Each of the ADLs noted above includes a requirement that a person must be able to perform at a specified minimum level (e.g., to satisfy the eating ADL, the person must be able to feed him/herself). The determination of whether a person meets this minimal level of performance must include consideration of those services being performed by a spouse, relatives or other attendants to be provided by the individual. Take for example, a person who requires assistance with cooking, preparing, or serving food plus needs assistance in feeding him/herself. That individual meets the minimum performance level and thus satisfies the eating ADL if a spouse, relative or attendant provides assistance with feeding the person. Should such assistance become unavailable at any time, the owner is not obligated to provide individualized services beyond those offered to the resident population in general.

The ADL analysis is NOT used for a determination of eligibility for occupancy, or for determination of whom the Service Coordinator will assist. Rather, the owner must estimate the number of frail or at-risk elderly and/or non-elderly people with disabilities in the development and certify that this number is at least 25 percent of the total number of residents.

## **7. DETERMINING PROGRAM COSTS**

### **7.1 Determining Program Costs**

Be sure to carefully review the instructions to the Service Coordinator Funding Request (forms HUD-91186 and HUD-91186-i). It lists the eligible cost categories and indicates how costs should be presented on the budget part of the form. Please fill out all of the detailed information requested; if you do not, HUD may not clearly understand or approve your request. As with other application components, do not guess if you are unsure how to respond to the information requested. Please call your local HUD field Office staff for assistance.

HUD will approve your proposed program expenses if they are reasonable. Reasonable costs are generally those that are consistent with salaries and administrative costs of similar programs in your Field office's jurisdiction. Use the staffing guidelines in Section 5, above, to determine the appropriate number of work hours for your proposed program. Gather data from programs near you to compare your estimates with the salaries and administrative costs of currently operating programs. Field staff can provide you with contacts at local program sites.

Please note that you may base your estimated program costs for years two and three on an annual inflation factor of up to five percent. Any one-time, first-year start-up costs must be subtracted from the year 1 total before calculating the years two and three estimates.

### **7.2 Use of Residual Receipts or Excess Income**

If your development has available residual receipts or excess income, you are strongly encouraged to use these funds prior to receiving grant monies. You should use these excess amounts as long as they are not already allocated for other critical development expenses. If you propose to use residual receipts to supplement grant funds, you must submit a copy of the residual receipts account statement to the Field office for verification. If your development does not have a residual receipts account or has insufficient funds to use for this program, so state.

Do not forget that your budget worksheet should reflect your estimated total program costs. If you will be using residual receipts or excess income in combination with grant funds, be sure to subtract this amount from the total cost, to determine the three-year grant amount to request.

Section 202/8 developments may use any residual receipts amount that exceeds \$500 per unit.

## **8. Selection and Funding Process**

### **8.1 Selection Process**

HUD will not award Service Coordinator Program grant funds through a rating and ranking process. Instead, the Department will hold one national lottery for all eligible applications forwarded from Multifamily Hub and Multifamily Program Centers. (A list of these offices is an appendix to the NOFA.)

**8.1.1 Threshold Eligibility Review.** HUD Multifamily Field Office staff will review applications for completeness and compliance with the eligibility criteria set forth in Section III of the Service Coordinator NOFA and Section 3 of this application. Field Office staff will forward application information to Headquarters for entry into the lottery if the application was received by the deadline date; meets all eligibility criteria; proposes reasonable costs for eligible activities, and includes all technical corrections by the designated deadline date.

### **8.2 Funding Process**

HUD will first fund Service Coordinator Costs in FY 2003 Assisted Living Conversion Program applications selected for funding under that program NOFA. HUD estimates that approximately \$1 million will be used to fund ALCP Service Coordinator applications. Any funds not used by the ALCP program to fund service coordinators will be added to the funds available for the National Lottery.

HUD will use remaining funds to make grant awards through the use of a national lottery. A computer program performs the lottery by randomly selecting eligible applications. HUD will fully fund as many applications as possible with the given amount of funds available. After all fully fundable applications have been selected by lottery, HUD may make an offer to partially fund the next application on the lottery's list, in order to use the entire amount of funds allocated. HUD may make an award in an amount less than requested, if:

- A. HUD determines that some elements of your proposed program are ineligible for funding;
- B. There are insufficient funds available to make an offer to fully fund the application, or
- C. HUD determines that a reduced grant amount would prevent duplicative Federal funding.

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## **9. Assisted Living Conversion Program Applicant's Information**

### **9.1 General**

Owners applying for an ALCP grant may also apply for Service Coordinator funding through the Service Coordinator NOFA. Owners may apply if they meet the following conditions:

- A. Do not currently have a Service Coordinator program. If your development does not have a program, you can apply for funds to serve ALCP residents and/or the other non-assisted living residents in the development.
- B. Have a Service Coordinator program, but need additional hours or staff to serve the assisted living residents.
- C. In either case described above, you do not have available residual receipts, excess income, or Section 8 funds to cover the cost of a new or augmented Service Coordinator program.

Describe in your Service Coordinator and ALCP applications how the new or additional Service Coordinator hours will support your proposed assisted living program. To do this, follow the instruction provided in the ALCP NOFA.

### **9.2 Application Requirements**

You must submit all required components of this Service Coordinator application package. However, you will also submit the following forms as part of your ALCP application. Therefore, you may submit copies of these forms in your Service Coordinator application. HUD only needs one form with an original signature, but we do need a copy of the form to make each application complete:

- Application for Federal Assistance (HUD-424)
- Disclosure Form Regarding Lobbying (SF-LLL)
- Applicant/Recipient Disclosure/Update Report Form (HUD-2880)

Also, be sure to complete all relevant ALCP questions on the Request for Service Coordinator Funding (form HUD-91186).

## **10. Program Requirements**

To receive and administer a Service Coordinator grant, you must meet the requirements of this Section and of Section V of the **General Section** of the SuperNOFA. (Please note that paragraphs E, G, and M of Section V do not apply to the Service Coordinator program.) These requirements apply to all activities, programs, and functions used to plan, budget, and evaluate the work funded under your program.

- A. You must make sufficient separate and private office space available for the Service Coordinator and/or aides, without adversely affecting normal activities.
- B. The Service Coordinator must maintain resident files in a secured location. Files must be accessible **ONLY** to the Service Coordinator, unless residents provide signed consent otherwise. These policies must be consistent with maintaining confidentiality of information related to any individual per the Privacy Act of 1974.
- C. Grantees must ensure that the Service Coordinator receives appropriate supervision, training, and ongoing continuing education requirements, consistent with statutory and HUD administrative policies. This includes 36 hours of training in age-related and disability issues during the first year of employment, if the Service Coordinator has not received recent training in these areas, and 12 hours of continuing education each year thereafter.
- D. **Administrative Costs.** The administrative costs of your program cannot exceed 10% of the program's cost.
- E. **Reports.** Grantees must submit semi-annual financial status and program performance reports. They must also provide information supporting program expenses at the time of receipt of grant funds for cost reimbursement. The objectives of the Service Coordinator program are to enhance a resident's quality of life and ability to live independently and age in place. The data that HUD collects on the Performance Report measures the grantee's success in meeting these intended program outcomes. The data reported include the numbers of residents served, their ages, frailty levels, and the range of services provided to them. In addition, the Performance Report assesses the Service Coordinator's efficiency in providing coordination, by reporting the number of hours worked, the amount of time spent doing administrative tasks, the types of professional training attended, and examples of problems encountered throughout the course of their work.
- F. As a condition of receiving a grant, Section 202 developments with project-based Section 8 must open a Residual Receipts account separate from the Reserve for Replacement account, if they do not already have such a separate account.

- G. Term of Funded Activities. The grant term is three years. HUD will renew grants subject to the availability of funds and acceptable program performance.
  
- H. Subgrants and Subcontracts. You may directly hire a Service Coordinator or you may contract with a qualified third party to provide this service.

## APPLICANT CHECKLIST

Use this checklist to review your package and insure that all materials are properly completed and included. Submit a copy of this form with your request to HUD.

- 1. Service Coordinator Funding Request (forms HUD-91186 and HUD-91186-i)
- 2. Lead agency letter (*if applicable*)
- 3. Evidence of comparable salaries in local area
- 4. Narratives of proposed program components:
  - a. Method of estimating numbers of frail and at-risk elderly individuals and people with disabilities
  - b. Providing private office space for the Service Coordinator
  - c. Providing Quality assurance
  - d. Serving community residents
  - e. If your application requests additional hours or staff for an existing program, describe your program's needs. ALCP applicants should also explain why they will need additional time or staff for their proposed assisted living program.
- 5. (*If applicable*) Evidence that prior funding sources for your development's Service Coordinator program are no longer available or will expire within six months following the application deadline date.
- 6. A bank statement showing the development's current residual receipts or excess income balance.
- 7. ALCP applicant's Statement of whether or not your Service Coordinator application should be entered into the lottery, if not selected for an ALCP award.
- 8. Applicant Checklist
- 9. Application for Federal Assistance (HUD-424)
- 10. Applicant Assurances and Certifications (HUD-424B)

- 11. If engaged in lobbying, the Disclosure Form Regarding Lobbying (SF-LLL)
- 12. Applicant/Recipient Disclosure/Update Report Form (HUD-2880)
- 13. Acknowledgment of Application Receipt (HUD-2993)
- 14. Client Comments and Suggestions (HUD-2994, *optional*)

OMB Approval Number 2502-044  
(exp. 06/30/2003)

## Instructions for Completing the Service Coordinator Funding Request

Item	Discussion
<b>Section 1: Project Information</b>	
Items are self-explanatory. Please remember to submit a full set of information for EACH housing development included in your application.	
<b>Section 2: Budget Information **</b>	
(Please note: You may increase costs from year to year by no more than five percent (5%)).	
a. Personnel (Direct Labor)	<p>This section should show the labor costs for The Service Coordinators and/or aides.</p> <p>Use the hourly labor cost for salaried employees (use 2080 hours per year or the value your organization uses to perform this calculation).</p> <p>Indicate if an individual is employed by a contractor or sub-grantee.</p> <p>Do not show fringe or other indirect costs in this section.</p>
b. Fringe Benefits	Use the standard fringe rates used by your organization. You may use a single fringe rate (a percentage of the total direct labor) or list each of the individual fringe charges. Use the Total Direct Labor Cost as the base for the fringe calculation. If your organization calculates fringe benefits differently, use a different base and discuss how you calculate fringe as a comment.
c. Quality Assurance	Indicate the individuals you will use. Give the professional's title (e.g. MSW), the number of hours over the year you expect to use them, and their hourly rate. Remember that Quality Assurance is limited to program evaluation activities.
d. Construction of office space	List expenses associated with setting up a private office for the Service Coordinator. List each anticipated cost. You may incur These costs only during the first year of your program.
e. Office furniture and equipment	List start-up expenses related to furniture, computers, printers, and other office equipment. List the quantity and unit cost. These should be items you anticipate purchasing only in the first year of your program.
f. Administrative Costs (1) Direct Costs	
a. Training	Give fees and rates for appropriate training programs, to the extent known. Otherwise estimate and provide basis for the anticipated cost.
b. Travel	Provide mileage and cost estimates for use of private vehicles or public transportation; show the estimated cost of airfare required to attend training programs, and list necessary per diem rates in accordance with your organization's policies. Give travel destinations if known.
c. Supplies and Materials	List the supplies you propose to purchase. You can use an anticipated consumption rate to estimate the cost of office or other common supplies, (e. g. 1 box paper clips every 3 months). Include

	replacement of office equipment. List items individually along with the quantity and their anticipated cost.
d. Other Direct Costs	<ul style="list-style-type: none"> <li>• Include costs such as telephone and Internet Service, printing, postage, and maintenance of office equipment. When such costs are incurred solely for Service Coordinator program activities.</li> </ul>
F(2) Indirect Costs	OMB Circular A87 defines indirect costs as those that have been incurred by multiple programs for common or joint purposes. Indirect costs are associated with the centralized services distributed throughout your agency and cannot be readily identified with one particular program. Additionally, the costs should not be otherwise treated as direct costs. If your organization already has an established indirect cost rate, use this rate and explain how it is calculated.
Total Administrative Costs	Sum costs in items f(1)(a through d) and f(2) to get the total administrative cost. This cost cannot exceed ten percent (10%) of the sum of lines "a" through "e".
g. Grand Total	Sum lines "a" through "f" for each year. Then add the annual totals together to get to the total 3-year amount.
h. Contracts (Sub-Grantees)	If you will contract with a public or private agency to provide the Service Coordinator or Quality Assurance, list the activities and costs included in the contract in this section.
i. Quality Assurance percent of Direct Labor Cost (line "a")	Quality Assurance costs cannot exceed five percent (5%) of your total direct labor cost. Calculate your percentage and include on this line, to ensure you are within the 5% cap.
j. Administrative costs percent of program costs (line "f" divided by sum of lines "a" through "e").	Administrative costs included in line f cannot exceed ten percent (10%) of the total amount of all other program costs. Figure the sum of lines "a" through "e". Divide this sum into the total amount of costs included in line "f". Make sure the result is no greater than 10%.
<b>Section 3: Funding Sources and Time Periods</b>	
<p>Housing owners can use any of the four funding sources to pay the costs of a Service Coordinator program. You may use these resources individually or in combination with each other. Indicate which funding sources you propose to use, by giving the dollar amount, the number of years and months during which you will use the funds, and the exact time period, (e.g. from May 1, 2003 to April 30, 2006).</p> <p>If you are applying for a grant, the dollar amount you give in the "Grant" line will be the application amount entered into the lottery.</p>	

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### Service Coordinator Funding Request Form

The public reporting burden for this collection of information for the Multifamily Housing Service Coordinator Programs is estimated to average 40 hours per response for applicants, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information and preparing the application package for submission to HUD. When providing comments, please refer to OMB Approval No. 2502-0477. HUD may not conduct, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

The information submitted in response to the Notice of Funding Availability for the Service Coordinator Program is subject to the disclosure requirements of the Department of Housing and Urban Development Reform Act of 1989 (Public Law 101-235, approved December 15, 1989, 42 U.S.C. 3545)

**Name and Address of Applicant/Owner:**

**1. Project Information:** please provide the information for every project included in your request; add more pages if needed.

a. Project Name:

b. FHA or Project Number:

c. Section 8 Number: \_\_\_\_\_

d. Indicate type of project:

Section 202     Section 221d(3)BMIR     Section 8     Section 236

e. Total Number of Rental Units:

f. Project uses which method:

Budget-Based Rent Increases  
 AAF Increases

g. Resident Info:

Number

% of Total

Estimate the Number of residents to be serviced by ALSCP (if applicable) \_\_\_\_\_

Total # of Residents:

Estimate # of Frail Elderly: \_\_\_\_\_

XX

Estimate # of at Risk Elderly: \_\_\_\_\_

h. If you plan to share the Service Coordinator with other HUD eligible developments, give proportionate amount of time Service Coordinator will serve each site:

Project Name(s)	# of Hours per week					
i. Do you currently have a Service Coordinator working at this site? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If yes, -						
1) How many hours per week does the Service Coordinator currently work?						
2) How many hours per week do you want to add to your program?						
3) Will you extend current employees hours or hire additional staff?						
4) Provide a narrative explanation of why the extra time/staff is needed.						
<b>2. Budget Information **</b>						
a. Personnel (Direct Labor)	Estimated Hours	Rate per hour	Estimated Cost	Year 1	Year 2	Year 3
Identify Service Coordinator or Aide						

Total Direct Labor Cost				Total 3 Year Amount		
				Year 1	Year 2	Year 3
b. Fringe Benefits	Rate (%)	Base	Estimated Cost			
Total Fringe Benefits Cost				Total 3 Year Amount		

c. Quality Assurance (Maximum is 5% of "a")	Hours	Rate Per Hour	Estimated Cost	Year 1	Year 2	Year 3

Total Quality Assurance		Total 3 Year Amount		
	Quantity	Unit Cost	Estimated Cost	Year 1
d. Construction of Private Office Space				XXXXXX
				XXXXXX
Total Construction			Total 3 Year Amount	
e. Office Furniture/Equipment (Start-up Costs)	Quantity	Unit Cost	Estimated Cost	Year 1
				XXXXXX
Total Cost of Furniture/Equipment			Total 3 Year Amount	
f. Admin Costs				
1) Direct Costs				
Training	Quantity	Unit Cost	Estimated Cost	Year 1
				Year 2
				Year 3
Travel	Mileage	Rate per mile	Estimated Cost	Year 1
				Year 2
				Year 3
Supplies/Equipment	Quantity	Unit Cost	Estimated Cost	Year 1
				Year 2
				Year 3

Other									
2). Indirect Admin Costs									
Total Admin Cost									
g. Grand Total									
h. Contracts. If you plan to contract out for a Service Coordinator or for Quality Assurance, list related cost. Give item and related cost									
i. Quality Assurance is what percent of total direct labor costs ("a")? _____ % (Can't exceed 5%)									
j. Line f can't exceed 10% of sum of lines a-e.									
Sum of lines a-e \$ _____ Line f is _____ % of this total program cost.									
*** Please note: You may increase costs from year to year by no more than 5%.									
3. Funding Sources and Time Periods (Indicate all that apply.)									
Grant	\$		Years	Months	From Date	to Date			
Residual Receipts	\$		Years	Months	From Date	to Date			
Excess Income	\$		Years	Months	From Date	to Date			

**Application for Federal Assistance**

**U.S. Department of Housing and Urban Development**

OMB Approval No.2501-0017 (exp. 03/31/2005)

1. Type of Submission <input type="checkbox"/> Application <input type="checkbox"/> Preapplication		2. Date Submitted	4. HUD Application Number
3. Date and Time Received by HUD		5. Existing Grant Number	
[Redacted]		6. Applicant Identification Number	
7. Applicant's Legal Name		8. Organizational Unit	
9. Address (give city, county, State, and zip code) A. Address: B. City: C. County: D. State: E. Zip Code:		10. Name, title, telephone number, fax number, and e-mail of the person to be contacted on matters involving this application (including area codes) A. Name: B. Title: C. Phone: D. Fax: E. E-mail:	
11. Employer Identification Number (EIN) or SSN		12. Type of Applicant (enter appropriate letter in box)	
13. Type of Application <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Renewal <input type="checkbox"/> Revision  If Revision, enter appropriate letters in box(es) <input type="checkbox"/> <input type="checkbox"/> A. Increase Amount   B. Decrease Amount   C. Increase Duration D. Decrease Duration   E. Other (Specify)		I. University or College J. Indian Tribe K. Tribally Designated Housing Entity (TDHE) L. Individual M. Profit Organization N. Non-profit O. Public Housing Authority P. Other (Specify)	
14. Name of Federal Agency <b>U.S. Department of Housing and Urban Development</b>		15. Catalog of Federal Domestic Assistance (CFDA) Number <div style="border: 1px solid black; padding: 2px; display: inline-block;">14 ---</div> Title: Component Title:	
16. Descriptive Title of Applicant's Program		17. Areas affected by Program (boroughs, cities, counties, States, Indian Reservation, etc.)	
18a. Proposed Program start date	18b. Proposed Program end date	19a. Congressional Districts of Applicant	19b. Congressional Districts of Program
20. Estimated Funding: <b>Applicant must complete the Funding Matrix on Page 2.</b>			
21. Is Application subject to review by State Executive Order 12372 Process? A. Yes <input type="checkbox"/> This preapplication/application was made available to the State Executive Order 12372 Process for review on: Date _____ B. No <input type="checkbox"/> Program is not covered by E.O. 12372 <input type="checkbox"/> Program has not been selected by State for review.			
22. Is the Applicant delinquent on any Federal debt? <input type="checkbox"/> No <input type="checkbox"/> Yes   If "Yes," explain below or attach an explanation.			

<b>Funding Matrix</b>									
The applicant must provide the funding matrix shown below, listing each program for which HUD funding is being requested, and complete the certifications.									
Grant Program*	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income	Total
<b>Grand Totals</b>									
* For FHIPs, show both initiative and component									
<b>Certifications</b>									
<p>I certify, to the best of my knowledge and belief, that no Federal appropriated funds have been paid, or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of this Federal grant or its extension, renewal, amendment or modification. If funds other than Federal appropriated funds have or will be paid for influencing or attempting to influence the persons listed above, I shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying. I certify that I shall require all sub awards at all tiers (including sub-grants and contracts) to similarly certify and disclose accordingly.</p> <p>Federally recognized Indian Tribes and tribally designated housing entities (TDHEs) established by Federally-recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage of the Byrd Amendment, but State-recognized Indian tribes and TDHEs established under State law are not excluded from the statute's coverage.</p> <p>This application incorporates the Assurances and Certifications (HUD-424B) attached to this application or renews and incorporates for the funding you are seeking the Assurances and Certifications currently on file with HUD. To the best of my knowledge and belief, all information in this application is true and correct and constitutes material representation of fact upon which HUD may rely in awarding the agreement.</p>									
23. Signature of Authorized Official					Name (printed)				
Title						Date (mm/dd/yyyy)			

## Instructions for the HUD-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This form must be used by applicants requesting funding from the Department of Housing and Urban Development. This application form HUD-424 incorporates the Assurances and Certifications (HUD-424-B). You may either (1) attach the Assurances and Certifications to the application or (2) renew the certifications that you previously made on behalf of your organization and submitted to HUD if the legal name of your organization has not changed and you were the authorized representative who signed the Assurances and Certifications.

### Item Number Instructions

1. Please indicate whether your application is for a formal application submission or a preliminary application (pre-application). HUD does not accept pre-applications for programs funded through the SuperNOFA.
2. Enter the date you are submitting your application to HUD.
3. This box will be completed by HUD. When received by HUD, your application will be stamped:
  - (a) with a date; and
  - (b) with the time received.
4. Leave Blank. This will be completed by the HUD program office receiving your application. When HUD accepts electronic applications for the grant program you are applying for, this number will be computer generated.
5. If your application is to renew or continue an existing grant, provide the existing grant number. If a new award, please leave blank.
6. Leave blank if you have not been provided a HUD ID number or user number. If you are a Public Housing Authority, enter your HUD issued Public Housing Authority ID number.
7. Enter the legal name of your organization applying for HUD funding.
8. Enter the name of the primary unit in your organization, if applicable, which will be responsible for the program.
9. Enter the complete address of your organization.
10. Enter the name, title, telephone number, fax number, and E-mail of the person to contact on matters related to your application.
11. Enter your organization's Employer Identification Number (EIN) as assigned by the Internal Revenue Service or if you are applying as an individual, your Social Security Number.

12. Choose from the list and enter the appropriate letter in the space provided. You must be an eligible applicant to apply for assistance. You must read the program information requirements to determine if you are a type of applicant that is eligible to apply for assistance under the program.

13. Enter the type of application you are submitting for funding consideration.

Check the appropriate box.

"New" means you are applying for a new grant award.

"Continuation" means you are requesting an extension of an existing award.

"Renewal" means you are requesting funding for renewal of an existing grant. e.g. Supportive Housing Program (SHP) or Shelter + Care grant.

"Revision" means you are submitting a revision prior to the application due date in response to HUD's request for clarification or modification to your initial submission.

14. Pre-filled.

15. Enter the Catalog of Federal Domestic Assistance (CFDA) number and title and, if applicable, component title of the program.

16. Enter a brief description of your program and key activities.

17. Identify the location(s) where your activities will take place. If this is the entire state, enter "Entire State".

18a. Enter the proposed start date.

18b. Enter the proposed end date.

19a. List the Congressional District(s) where your organization is located.

19b. List any Congressional District(s) where your program of activities or project sites will be located.

20. You must complete the funding matrix on page 2 of this form.

Enter the following information:

**Grant Program:** The HUD funding program under which you are applying.

**HUD Share:** Please check the program requirements. Enter the amount of HUD funds you are requesting in your application.

**Applicant Match:** Enter the amount of funds or cash equivalent of in-kind contributions you are contributing to your project or program of activities.

**Other Federal Share:** Enter the amount of other Federal funds for your program of activities.

<b>Applicant Assurances and Certifications</b>	<b>U.S. Department of Housing and Urban Development</b>	OMB Approval No. 2501-0017 (exp. 03/31/2005)
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**Instructions for the HUD-424-B Assurances and Certifications**

As part of your application for HUD funding, you, as the official authorized to sign on behalf of your organization or an individual must provide the following assurances and certifications. By signing this form, you are stating that to the best of your knowledge and belief, all assertions are true and correct.

As the duly authorized representative of the applicant, I certify that the applicant [Insert below the Name and title of the Authorized Representative, name of Organization and the date of signature]:

Name: \_\_\_\_\_, Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_, Date: \_\_\_\_\_

1. Has the legal authority to apply for Federal assistance, has the institutional, managerial and financial capability (including funds to pay the non-Federal share of program costs) to plan, manage and complete the program as described in the application and the governing body has duly authorized the submission of the application, including these assurances and certifications, and authorized me as the official representative of the applicant to act in connection with the application and to provide any additional information as may be required.
2. Will administer the grant in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and implementing regulations (24 CFR Part 1), which provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance **OR** if the applicant is a Federally recognized Indian tribe or its tribally designated housing entity, is subject to the Indian Civil Rights Act (25 U.S.C. 1301-1303).
3. Will administer the grant in compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and implementing regulations at 24 CFR Part 8, and the Age Discrimination Act of 1975 (42 U.S.C. 6101-07), as amended, and implementing regulations at 24 CFR Part 146 which together provide that no person in the United States shall, on the grounds of disability or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance; except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.
4. Will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and the implementing regulations at 24 CFR Part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status, or national origin; except an applicant which is an Indian tribe or its instrumentality which is excluded by statute from coverage does not make this certification; and further except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

5. Will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601) and implementing regulations at 49 CFR Part 24 and 24 CFR 42, Subpart A.
6. Will comply with the environmental requirements of the National Environmental Policy Act (42 U.S.C. 4321 *et seq.*) and related Federal authorities prior to the commitment or expenditure of funds for property acquisition and physical development activities subject to implementing regulations at 24 CFR parts 50 or 58.
7. Will or will continue to provide a drug-free workplace by:
  - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an on-going drug-free awareness program to inform employees about --
    - (1) The dangers of drug abuse in the workplace;
    - (2) The applicant's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required in Paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

<b>Applicant Assurances and Certifications (Continued)</b>	<b>U.S. Department of Housing and Urban Development</b>	OMB Approval No. 2501-0017 (exp. 03/31/2005)
<p>(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee has worked, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;</p> <p>(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted--</p> <p>(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or</p> <p>(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency;</p> <p>(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).</p> <p>(h). The applicant may insert in the space provided below the site(s) for the performance of work or may provide this information in connection with each application.</p> <p>(i). Place of Performance (street address, city, county, state, zip code)</p> <p>8. In accordance with 24 CFR Part 24, and its principals:</p> <p>(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;</p> <p>(b) Have not within a three year period preceding this proposal, been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;</p> <p>(c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in the preceding paragraph of this certification; and</p> <p>(d) Where the applicant is unable to certify to any of the statements in this certification, an explanation shall be attached.</p>	<p>(e) Will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the HUD without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.</p> <p>These certifications and assurances are material representations of the fact upon which HUD can rely when awarding a grant. If it is later determined that I, the applicant, knowingly made an erroneous certification or assurance, I may be subject to criminal prosecution. HUD may also terminate the grant and take other available remedies.</p>	

