

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR-5300-N-22]

Notice of Funding Availability (NOFA) for Fiscal Year (FY) 2009 Service Coordinators in Multifamily Housing

AGENCY: Office of the Assistant Secretary for Housing – Federal Housing Commissioner, HUD.

ACTION: Notice of Funding Availability (NOFA) for Fiscal Year (FY) 2009 Service Coordinators in Multifamily Housing.

SUMMARY: This NOFA announces the availability of approximately \$90 million for the Service Coordinator program. Of these funds, approximately \$20 million are available for funding new Service Coordinator programs. The Service Coordinators in Multifamily Housing program is governed by the information and instructions found in HUD's Fiscal Year 2009 Notice of Funding Availability (NOFA) Policy Requirements and General Section that HUD published on December 29, 2008 (73 FR 79548), as amended April 16, 2009 (74 FR 17685) and the FY 2009 Opportunity to Register Early and Other Important Information for Electronic Application Submission Via Grants.gov (FY 2009 Early Registration Notice) that was published on December 5, 2008 (73 FR 74179), and this NOFA.

APPLICATION DEADLINE DATE: The application deadline date is November 5, 2009.

Applications submitted through <http://www.grants.gov> must be received by Grants.gov no later than 11:59:59 pm eastern time on the application deadline date.

OVERVIEW INFORMATION

A. Federal Agency Name: Department of Housing and Urban Development, Office of the Assistant Secretary for Housing-Federal Housing Commissioner.

B. Funding Opportunity Title: Service Coordinators In Multifamily Housing

C. Announcement Type: Initial announcement.

D. Funding Opportunity Number: The Federal Register number is 5300-N-22. The OMB approval number is 2502-0447.

E. Catalog of Federal Domestic Assistance (CFDA) Number: 14.191, Multifamily Housing Service Coordinators.

F. Dates: The application deadline date is **November 5, 2009**.

Applications submitted through <http://www.grants.gov> must be received by Grants.gov no later than 11:59:59 pm eastern time on the application deadline date. All information required to complete the application is in the General Section and this NOFA. Applicants may download the application and instructions from the Grants.gov website at http://www07.grants.gov/applicants/apply_for_grants.jsp

G. Optional, Additional Overview Information:

1. Purpose of the program. The Service Coordinator program allows multifamily housing owners to assist elderly individuals and nonelderly people with disabilities living in HUD-assisted housing and in the surrounding area to obtain needed supportive services from the community, to enable them to continue living as independently as possible in their homes.
2. Available Funds. \$90 million in fiscal year 2009 funds are available for the Service Coordinator program. Of these funds, approximately \$20 million are available in this NOFA for funding new Service Coordinator programs.
3. Eligible Applicants. Only owners of eligible multifamily assisted developments may apply.

FULL TEXT OF ANNOUNCEMENT

I. Funding Opportunity Description

A. The Service Coordinator Program. 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 or nonelderly 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 website at <http://www.hud.gov/offices/adm/hudclips/>. 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. 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).

C. 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, 42 USC. § 423;

- b. Have a physical, mental, or emotional impairment expected to be of long, continued, and indefinite duration that substantially impedes the individual's ability to live independently; or
- c. Have a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000, (42 USC Section 15002).

5. “Reasonable costs” mean that costs are consistent with salaries and administrative costs of similar programs in your Field office's jurisdiction.

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/or 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/or 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 should have appropriate education or 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.

II. Award Information

A. Available Funding. The Department of Housing and Urban Development Appropriations Act, 2009 (Pub. L. 111-8, approved March 11, 2009) provides \$90 million to fund Service Coordinators and the continuation of existing Congregate Housing Services Program (CHSP) grants. Approximately \$20 million of the available \$90 million will be used to fund new Service Coordinator programs. The remaining amount of \$70 million will be used to fund one-year extensions to expiring Service Coordinator and 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 or at-risk elderly 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. HUD Field staff can provide you with contacts at local program sites.

C. HUD provides funding in the form of three-year grants. HUD may renew grants subject to the availability of funds and the grantee's acceptable performance and compliance with program

requirements. HUD will determine performance based on the information given in the grantee's semi-annual performance reports, financial status reports, and Logic Model forms.

III. Eligibility Information

A. Eligible Applicants.

1. You must meet all of the applicable threshold requirements of Section III.C of the **General Section**.

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 III.A.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 nonelderly persons with disabilities, for all units in that development.

- c. If FHA insured or financed with a Section 202 Direct Loan, 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 any other outstanding HUD grant or contract document.
 - f. Have no available project funds (i.e., Section 8 operating funds, residual receipts, or excess income) that could pay for a Service Coordinator program. (“Available funds” are those that require HUD approval for their use and are not needed to meet critical project needs.) Field office staff will make this determination based on financial records maintained by the Department and information provided by the applicant in the grant application.
 - g. You may use funds to continue a Service Coordinator program that has previously been funded through other sources. To be deemed eligible, you must provide evidence that these resources have 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.)
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.

5. Ineligible Applicants and Developments.

- a. Property management companies, area agencies on aging, and other like organizations are not eligible applicants for Service Coordinator funds.
- b. Developments not designed for the elderly, nonelderly people with disabilities, or those no longer operating as such.
- c. Section 221(d)(4) and Section 515 developments without project-based Section 8 assistance.
- d. Section 202 and 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 Handbook 4381.5 REVISION-2, CHANGE-2, Chapter 8.

- e. Conventional public housing, as such term is defined in section 3(b) of the United States Housing Act of 1937), and units assisted by project-based Housing Choice Vouchers, as set forth in 24 CFR Part 983.
- f. Renewals of existing Section 8 Service Coordinator subsidy awards or grants. HUD currently provides one-year extensions to these subsidy awards and grants through a separate funding action.

B. Cost Sharing or Matching Requirement. None required.

C. Other

1. Eligible Activities. **The functions of a Service Coordinator position are considered the program's eligible activities.** The major functions of the Service Coordinator include the following:

- a. 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.

- b. Educate residents on service availability, application procedures, client rights, etc.
- 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. Provide advocacy as appropriate.
- d. 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 Congregate Housing Services Program (CHSP) regulations at 24 CFR 700.135 (or 7 CFR 1944.258 for Rural Housing developments)).
- e. 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.
- f. Help the residents build informal support networks with other residents, family and friends.
- g. 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.
- h. Create a directory of providers for use by both development staff and residents.
- i. 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.

j. Provide service coordination to low-income elderly individuals or nonelderly 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, but you must make reasonable accommodations for those individuals unable to travel to the housing site.

2. Eligible Program Costs.

a. Service Coordinator Program grant funds may be used to pay for the salary, fringe benefits, and related support costs of employing a service coordinator. Support costs may include quality assurance, training, travel, creation of office space; purchase of office furniture, equipment, supplies, computer hardware, software, and Internet service, and indirect administrative costs.

b. You may use grant funds to pay for Quality Assurance (QA) in an amount that does not exceed ten percent of the Service Coordinator's salary. Eligible QA activities are those that evaluate your program to assure that the position and program are effectively implemented. A qualified, objective third party must perform the program evaluation work and must have work experience and education in social or health care services. Your QA activities 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.

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 start-up costs. Such costs may involve acquisition, leasing, rehabilitation, or conversion of space. The office space must be accessible to people with disabilities and meet the Uniform Federal Accessibility Standards (UFAS) requirements of accessibility. 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. Please refer to the United States Access Board website, <http://www.access-board.gov/ufas/ufas-html/ufas.htm>, for more information.

d. Only Assisted Living Conversion Program (ALCP) applicants 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. The additional hours and/or staff must work only with ALCP residents.

3. Threshold Requirements.

a. Grant applications must contain the materials in Section IV.B.3.b(3)(a) and (c) of this NOFA in order to be considered for funding. If any of these items are missing, HUD will immediately reject your application.

b. In cases where field office staff request information in response to technical deficiencies in applications, applicants must submit the response by the designated deadline date. If requested responses are not received by this date, HUD will reject the application.

c. Dun and Bradstreet Data Universal Numbering System (DUNS) Number Requirement. Refer to the **General Section** for information regarding the DUNS requirement. You will need to obtain a DUNS number to receive an award from HUD.

d. Central Contractor Registration Requirement. You will need to register or update a current registration in the Central Contractor Registration to receive funding from HUD. Information on obtaining a DUNS number is available at <http://www.hud.gov/grants/index.cfm>. Information on CCR registration is available at <http://www.ccr.gov/Renew.aspx> and <http://www.ccr.gov/Help.aspx>.

4. Program Requirements. In managing your Service Coordinator grant, you must meet the requirements of this Section. 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 to meet with residents, 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, consistent with statutory and HUD administrative requirements. 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. Grantees are responsible for any budget shortfalls during the three-year grant term.
 - e. As a condition of receiving a grant, Section 202 developments without a dedicated residual receipts account must amend their regulatory agreement and open such an account, separate from their Reserve for Replacement account.
 - f. Subgrants and Subcontracts. You may directly hire a Service Coordinator or you may contract with a qualified third party to provide this service.
 - g. Environmental Requirements. It is anticipated that most activities under this program are categorically excluded from the National Environmental Policy Act (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 exempt from environmental review requirements - such as acquisition, leasing, construction, or building rehabilitation, HUD must perform an environmental review to the extent required by 24 CFR part 50, prior to grant award. HUD Field office staff will determine the need for an environmental assessment, based on the proposed program activities.

h. **Affirmatively Furthering Fair Housing.** All applicants must comply with these requirements as set forth in the General Section, Section III.C.4(b). Refer to this section for details.

i. **Limited English Proficiency (LEP).** Applicants must take reasonable steps to ensure meaningful access to their services by LEP persons, in accordance with Title VI of the Civil Rights Act of 1964. This may mean providing language assistance services for persons with LEP on the basis of their nationality. The Department published Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (72 Fed. Reg. 2732; January 22, 2007) to assist recipients in identifying language assistance needs and developing language assistance strategies.

IV. Application and Receipt Instructions

A. Electronic Receipt. Applications under this NOFA must be received electronically through the Federal website Grants.gov, unless a waiver of this requirement is granted in accordance with the instructions below. The procedures for electronic submission of applications published in HUD's General Section on December 29, 2008 (73 FR 79548), including the provisions at Section IV.C., entitled "Receipt Dates and Times," removed by HUD's Amendment to the General Section published on April 16, 2009 (74 FR 17685), are reinstated and apply to this NOFA. Applicants must follow the instructions on the December 29, 2008 General Section, unless a waiver for cause in accordance with HUD's waiver policy of 24 CFR 5.1005, to the

electronic application requirements is approved by HUD. Applicants requesting a waiver should submit their waiver requests in writing via hard copy letter or fax. Waiver requests must be submitted no later than 15 days prior to the application deadline date and must be submitted to:

Assistant Secretary for Housing-Federal Housing Commissioner

Department of Housing and Urban Development

451 7th Street, S.W., Room 9100

Washington, DC 20410

Fax Number: 202-708-3104

Paper applications will not be accepted from applicants that have not been granted a waiver. If an applicant is granted a waiver, approval notice will provide instructions for submission. **All applications in paper format must have received a waiver to the electronic application requirement and the application must be received by HUD on or before the application deadline date.**

All materials needed to apply via Grants.gov can be found at

http://www07.grants.gov/applicants/apply_for_grants.jsp . If you have difficulty accessing the information, you may call the Grants.gov Support Desk toll free at 800-518-GRANTS Monday to Friday, except Federal holidays, between the hours of 7:00 am to 9:00 pm; or emailing

Support@grants.gov.

1. The application deadline for receipt of HUD applications via Grants.gov is 11:59:59 p.m. on November 5, 2009. Applications must be received by Grants.gov by the deadline in order to meet the program deadline. Received means that the application has been successfully uploaded to the Grants.gov server and the applicant has received confirmation of successful submission to Grants.gov. Applicants should be aware that hitting the “sign and submit” button to transmit the

application does not mean the application has been successfully uploaded to Grants.gov. Only when the upload is complete is the application date and time stamped by the Grants.gov system. An application that has been rejected by Grants.gov is not deemed to have been received by Grants.gov. (Please see Section D.1. of the General Section for a detailed explanation of Timely Receipt Requirements and Proof of Timely Receipt.) As in the past, HUD encourages applicants to submit their applications early and with sufficient time to address any issues that might affect the applicant's ability to have an application successfully uploaded and received by Grants.gov.

In FY 2009, HUD is establishing a one-day grace period from the date of notification of a rejection from Grants.gov, to allow applicants that successfully upload an application to Grants.gov prior to the deadline date and time, but receive a rejection notice after the deadline date and time, to cure the reason for rejection and re-upload the application to Grants.gov. The paragraphs below describe HUD's Grace Period Policy for FY2009.

a. Applicants that have successfully uploaded their application to Grants.gov prior to the deadline, and subsequently receive a rejection notice from Grants.gov after the deadline date and time, will have a one-day grace period from the date stamp on the first Grants.gov rejection notice after the deadline, to cure the basis for the rejection and upload an application that corrects the problems cited in the rejection notice. Applicants can upload the application as many times as needed to cure noted deficiencies within the one-day grace period. The Grants.gov rejection notice identifies the reasons why the application was rejected. Applicants that do not understand the error messages received in the rejection notice should immediately contact the Grants.gov Help Desk so they can get assistance in clearing the problem. Generally, Grants.gov will reject an application because it contains an incorrect DUNS number or a DUNS number that does not match the AOR's registration, the application was submitted by an individual without proper

authorization as the AOR, and/or the application contains file names that trigger a “VirusDetect” message. The grace period ends one day after the date stamp on the first rejection notice received after the deadline date.

WARNING: Applications that contain file names which are longer than 50 characters (HUD recommends using file names with 32 characters or less), or contain spaces or special characters, will result in the file being detected as a virus by the Grants.gov system and the application will be rejected with a “VirusDetect” message. In FY2008, the use of spaces and special characters in file names, and the use of file names which were longer than fifty characters, resulted in the most instances of an applicant receiving a “VirusDetect” rejection. Applicants should also scan files for viruses because the Grants.gov system will also reject files with viruses.

Applications received by Grants.gov, including those received during the grace period, must be validated by Grants.gov to be rated or ranked or receive funding consideration by HUD. HUD will use the date and time stamp on the Grants.gov system to determine dates when the grace period begins and ends.

b. Applications uploaded to Grants.gov after the deadline date under the following circumstances do not qualify for the grace period and will not be considered for funding:

(1) Applications uploaded and received by Grants.gov after the deadline date and time for which there is no prior rejection notice in the Grants.gov system logs will be considered late and will not be rated and ranked or receive funding consideration. Failure to successfully upload the application to Grants.gov by the deadline date and time does not qualify for the grace period as described above.

(2) Applications receiving a rejection notice due to the funding opportunity being closed will not be provided the one day grace period to correct the “opportunity closed” deficiency or

any other basis for rejection because the applicant missed the deadline date and time and therefore does not qualify for the grace period as described above.

(3) If an application is uploaded during the grace period and is subsequently rejected after the grace period ends, the applicant will not be afforded additional time to correct the deficiency(ies) noted in the rejection notice.

c. The grace period ends at 11:59:59 p.m. one day from the date stamp on the first rejection notice issued by the Grants.gov system after the deadline date to the email address provided in the Grants.gov registration. Applicants must ensure that their email notification address contained in the Grants.gov registration is up-to-date. Neither HUD nor Grants.gov will be responsible if email messages are not received at the address listed in the registration process. Applicants must also ensure that their email systems will accept messages from Grants.gov. Applicants are responsible for monitoring their email messages. Messages from Grants.gov come from Support@grants.gov.

d. The only exceptions to HUD's grace period policy are:

(1) The Grants.gov system is down and not available to applicants for at least 24 hours prior to the deadline date, or the system is down for 24 hours or longer, impacting the ability of applicants to cure a submission deficiency within the grace period; and/or

(2) There is a presidentially declared disaster in the applicant's area. In the event of either or both of these events, HUD will publish a notice extending the deadline or cure period, for applicants affected, as appropriate.

e. Busy servers or slow processing are not the basis for HUD to extend the deadline dates or the grace period.

Applicants are advised to monitor the Grants.gov system using the Grants.gov blog at <http://grants-gov.blogspot.com/>. The Grants.gov blog provides information on server capacity, traffic on the Grants.gov site, and other federal grant closings each day. Applicants should monitor the site and take into account the amount of traffic on the site when applying.

2. An applicant will not be provided additional opportunities to correct rejection errors if an application is rejected after the one-day grace period has expired.

As with any electronic system, applicants may experience issues when attempting to submit their application which does not permit the uploading of the application to Grants.gov. Such issues can be due to firewall and virus protection software that the applicant has placed on their system or network; proxy and cache settings; Internet traffic; limitation on the size of the files attempting to be transmitted established at the applicant's site or by the applicant's Internet provider; Grants.gov servers experiencing busy traffic; or any number of issues. Therefore, HUD strongly advises applicants to submit their applications at least 48 hours prior to the deadline and when the Grants.gov Help Desk is open so that assistance can be provided.

Assistance may require diagnosing an applicant's particular issues. An applicant that does not follow HUD's advice increases the applicant's risk of not being able to meet the timely receipt requirements. A submission attempt less than the recommended 48 hours before the deadline does not allow the time needed to research the reason for the problem or to work with the applicant in overcoming the uploading difficulty. Similarly, attempting to submit within 24 hours of the deadline or when the Grants.gov Help Desk is closed does not allow the time needed for Grants.gov or HUD to provide the needed assistance. In addition, HUD staff cannot provide assistance or contact Grants.gov on your behalf after the Help Desk is closed. HUD strongly encourages applicants to carefully read the December 29, 2008 General Section for additional

information regarding the Grants.gov registration process, submitting an application through Grants.gov, and timely receipt instructions. HUD also encourages applicants to submit their applications early with sufficient time to address issues that might prevent their applications from being received by Grants.gov.

Applicants should also note that Adobe has put out a new version of Adobe Reader compatible with Grants.gov. These versions are 8.1.6 and 9.1.2. Applicants must use the latest versions of the Adobe Reader compatible with Grants.gov, which are Adobe Reader 8.1.6 or 9.1.2 or the latest version of Adobe Reader available on the Grants.gov website.

B. Application Content.

1. Applicants' attachment files must meet the instructions in the General Section. Files submitted in a format other than specified cannot be read. Excel files must not be scanned.
 - a. Documents Requiring Signatures. If your application requires the submission of third party letters or certifications requiring signatures, you may scan the documents and attach these as PDF electronic files or you can fax them.
 - b. Scanning Documents. While you can scan documents and attach them to your electronic application, Scanned documents may be very large in size. The larger the file size the longer it will take to upload and the more processing capability your computer will need. Your grant application in total, including all required and optional documents, cannot exceed 150 megabytes (MB). Applicants should also ensure that their internet service provider does not have a limit on the size of files it will carry. If you are using your organization's network, you should confirm that there is no file size limit for the network.
- Faxing Documents

- c. Faxing Documents. If you send via fax, you must use the Transmittal Cover Page, form HUD-96011, that you download as part of your application. You must fax them to the fax number stated in the General Section. If you fail to use the correct fax number or the cover page, your faxed submission will not be associated with your electronic application. Carefully read the instructions in the General Section before faxing documents. You should fax only when electronic files are too large to upload as part of your electronic application package or if you cannot scan the documents.
- d. Embedded ID Number. Please note that when you download the application from Grants.gov it carries an embedded ID number. The embedded ID number on the Facsimile Transmittal form allows HUD to match an incoming fax to the application received via Grants.gov. If you are requesting other parties to fax in material pertinent to your application, be sure to make a copy of the facsimile transmittal cover page and provide that copy to any third parties that may send a fax on your behalf.
- e. Opening and Submitting Files in the Grants.gov Application. To open and complete forms in the Grants.gov application, you must move a form to the right side of the Grants.gov application. Forms on the right side of the application will be uploaded as part of your application submission with the forms getting embedded ID numbers. The embedded ID numbers allow HUD to match your faxes to your application submission. If you are not faxing any documents, you must still complete the facsimile transmittal form. In the section of the form titled “Name of Document Transmitting”, enter the words “Nothing Faxed with this Application”. Complete the remaining highlighted fields and enter the number “1” in the section of the form titled “How many pages (including cover) are being faxed”.

NOTE: HUD will not accept entire applications sent by fax. If you submit the application entirely by fax, it will be disqualified. (see paragraph IV.B.7.d(3)(b) of the General Section for further details.)

- f. Naming Attachment Files. When submitting files using the Attachment form, the naming convention for each file must indicate the applicable part and/or the exhibit. Do not exceed 32 characters; do not use spaces, and do not use any special characters. Failure to follow these instructions will result in the application receiving a VIRUSDETECT error message. See the General Section for the file name requirements.

2. Service Coordinator Application Content and Form of Application Submission.

Your application must contain the items listed in paragraphs “a” and “b”, below. These items include the standard forms listed in Section IV.B.6.c. of the **General Section** that are applicable to this funding Notice, (collectively referred to as the "standard forms"). The standard forms and other required forms are part of the electronic application downloaded from http://www07.grants.gov/applicants/apply_for_grants.jsp. The items are as follows:

a. Standard Forms.

- (1) Application for Federal Assistance (SF-424). The DUNS number used on the SF-424 must be for the organizational entity receiving the funding.
- (2) Faith Based EEO Survey (SF-424 SUPP).
- (3) If engaged in lobbying, the Disclosure of Lobbying Activities Form (SF-LLL)
- (4) Applicant/Recipient Disclosure/Update Report (HUD-2880)
- (5) Logic Model, (HUD-96010). The Logic Model for the Service Coordinator NOFA is contained in the application instructions download. Applicants must carefully read the

instructions in the logic model under the Instructions Tab. Be sure to enable the macros when opening the eLogic Model™ Excel workbook.

(6) Acknowledgment of Application Receipt (HUD-2993), for applicants submitting paper applications only.

(7) You Are Our Client Grant Applicant Survey (HUD 2994-A), optional.

b. Other Application Items. All applications for funding under the Service Coordinator Program must include the following documents and information:

(1) Service Coordinator First-Time Funding Request, form HUD-91186.

(2) Evidence of comparable salaries in your local area.

(3) Narrative Statements Describing Your Program.

(i) 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 percent 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.)

(ii) Explain how you will provide on-site private office space for the Service Coordinator, to allow for confidential meetings with residents. If construction is planned, also include a plan and a cost-estimate.

(iii) Describe your quality assurance program evaluation activities and itemized list of estimated expenses for this activity if included in your request for funding. Indicate the type of professional or entity that will perform the work if known at this time or the criteria you will use to select the provider.

(iv) Describe your plan to address community resident needs, if applicable to your program.

(v) If you are applying for an ALCP grant in conjunction with your Service Coordinator application, describe how the new or additional Service Coordinator hours will support your proposed assisted living program.

Indicate if you want your Service Coordinator application entered into the national lottery if your ALCP application is not selected to receive an award. In this instance, your Service Coordinator application will be eligible only if the concerned housing development currently does not have a Service Coordinator program.

(4) Evidence that no project funds are available to fund a Service Coordinator program. You must include a copy of your development's most recent bank statement (or the equivalent thereof), showing the project's current residual receipts or excess income balance (if any). It is incumbent upon the applicant to demonstrate that no such project funds are available.

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

4. Single and Joint Applications.

a. Single Applications.

(1) You may submit one application that contains one or more developments that your corporation owns. Submitting one application for each project you own will increase your chances of selection in the national lottery. You may also submit one application that contains multiple projects you own, to reduce preparation time and resources.

Each application must propose a stand-alone program at separate developments. The developments must all be located in the same field office jurisdiction.

(2) 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. Small developments often join together to hire and share a part or full-time Service Coordinator and submit a joint application. If more than one owner is proposing to share a Service Coordinator, one agency must designate itself the “lead”. When the legal signatory for the owner corporation signs the application, the owner agrees to administer grant funds for all the housing developments listed in the application.

5. Application Requirements for ALCP Applicants.

a. If you are an ALCP applicant and you request new or additional Service Coordinator funds specifically for your proposed Assisted Living Program, your Service Coordinator application must contain all required documents listed in Section IV.B.3 of this NOFA. You may include a copy of all standard forms submitted as part of your ALCP application.

b. 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 only. 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. If you request Service Coordinator funding to serve all residents of your development,

indicate whether or not your request should be entered into the national lottery if your ALCP application is not selected to receive an award. Provide this information in your related narrative, pursuant to paragraph IV.B.3.b(3)(v) of this NOFA.

6. Agents may prepare applications and sign application documents if they provide 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. The DUNS number, CCR Registration information, and Tax ID number used in the application must be that of the funding recipient and not the agent.

a. If an agent is preparing an electronic application for an owner, the owner must authorize the agent as the Authorized Organization Representative (AOR) in the Grants.gov Registration process. See the General Section for specific instructions.

b. If you are applying in paper copy format, you must provide a letter from the owner authorizing the submission by the agent on their behalf.

C. Intergovernmental Review. Not applicable to this program.

D. Funding Restrictions

1. Alternative Funding for Service Coordinators. If your development has available Section 8 operating funds, residual receipts, or excess income (i.e. “project funds”), not needed for critical project expenses, you must use these project funds prior to receiving grant monies. Owners may submit requests to use Section 8 operating funds, residual receipts, or excess income pursuant to instructions in Housing's Management Agent Handbook 4381.5, REVISION-2, CHANGE-2, Chapter 8 and Housing Notice H 02-14. HUD field staff may approve use of these project funds at any time, consistent with current policy. You should discuss the use of project funds with your field office staff prior to submitting a grant application.

2. Ineligible Activities and Program Costs.

- a. 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.
- b. Owners with existing service coordinator subsidy awards or grants may not apply for renewal or extension of those programs under this NOFA. HUD will provide extension funds through a separate funding process.
- c. Non-ALCP applicants may not 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. HUD will award grants only to eligible projects that do not currently have (or are served by) an SC program, regardless of the funding source used to operate that program.
- d. Grant recipients may not use grant funds to pay for supervision performed by property management staff. (Management fees already pay for such supervision.)
- e. Cost overruns associated with creating private office space and usual audit and legal fees are not eligible uses of grant funds.
- f. The cost of application preparation is not eligible for reimbursement.
- g. Grant funds cannot be used to increase a project's management fee.
- h. Grant funds may not cover the cost of Service Coordinator-related training courses for members of a development's management staff who do not directly provide Service Coordination. Owners must use their management fees to pay this expense.
- i. Owners/managers cannot use Reserve for Replacement funds to pay costs associated with a Service Coordinator program.

j. 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.

k. Grantees cannot use grant funds to pay PAC members for their services.

l. The grant amount allowed for QA may not exceed ten percent of the Service Coordinator's salary.

3. Prohibited Service Coordinator Functions. Service Coordinators may not perform the following activities:

a. Act as a recreational or activities director;

b. Provide supportive services directly;

c. Act as a Neighborhood Networks program director or coordinator; and

d. Perform property management work, regardless of the funding source used to pay for these activities.

4. Expiration of Service Coordinator Funds. The Consolidated Appropriations Act, 2009 requires HUD to obligate all Service Coordinator funds appropriated for FY 2009 by September 30, 2012. Under 31 USC § 1552, no funds can be disbursed from the account after September 30, 2017.

The obligation of Service Coordinator funds occurs upon execution of the grant agreement by the respective HUD Multifamily Housing Hub or Program Center Director. If all funds are not disbursed by HUD and expended by the project Owner by September 30, 2017, the funds, even though obligated, will expire and no further disbursements can be made from this account.

V. Application Review Information

A. Criteria

1. 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 applications determined to be eligible by Multifamily field office staff.
2. 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. HUD staff will deem an application eligible if the electronic application was received by www.grants.gov in accordance with this NOFA for Application Receipt. The time of receipt, including the allowable grace period will be identified using the Grants.gov system date and time stamps. Paper applications are eligible if received by the field office on or before the deadline date. Paper applications not received by the deadline date will not be considered. To be eligible for the national lottery, in addition to meeting the timely submission requirements, an applicant must meet all eligibility criteria; propose reasonable costs for eligible activities, and, if technical corrections are requested during the review process, provide the technical correction(s) by the timeframe stated in the request.

B. Review and Selection Process

1. Funding Priorities
 - a. Prior to the national lottery, HUD will fund Service Coordinator applications submitted by FY2009 ALCP applicants, whose ALCP applications are selected for funding under that program's NOFA. HUD estimates that approximately \$500,000 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.
 - b. After setting aside funds for ALCP applicants, and prior to the national lottery, HUD will next fund all applications submitted by owners who are applying for grant funds to continue a

currently operating program previously funded through project funds. As stated in paragraph III.A.3.f of this NOFA, such applications are eligible only if project funds are no longer available to continue the program.

2. Selection Process.

- a. HUD will use a computerized random-selection national lottery process to award remaining grant funds to eligible applicants.
- b. HUD will fully fund as many applications as possible with the given amount of funds available. After all fully fundable applications have been selected through the lottery process, 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 next application on the national lottery list. HUD will continue this process until an applicant accepts the partial funding offer.

3. Reduction in Requested Grant Amount. 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;
- c. HUD determines that reduced grant amount would prevent duplicative federal funding.

4. Corrections to Deficient Applications. Section V.B.4 of the **General Section** provides the procedures for corrections to deficient applications.

VI. Award Administration Information

A. Award Notices. HUD field staff will send, by postal or overnight mail, selection letters and grant agreements to the award recipient organization. The grant agreement is the obligating document and funds are obligated once the HUD Multifamily Housing Hub or Program Center

Director signs the agreement. Field staff will send non-selection letters during this same period of time. If your application is ineligible for funding, field staff may notify you by letter any time during the application review process.

B. Administrative and National Policy Requirements. None.

C. Reporting. All award recipients must submit the following reports each year:

1. Two Semi-Annual Financial Status Reports (SF-425), for each half-year period of the federal fiscal year;
2. Two Semi-Annual Service Coordinator Performance Reports, (HUD-92456), for each half-year period of the federal fiscal year;
3. Two completed Logic Model forms, HUD-96010, submitted as an attachment to each Semi-Annual Performance Report. The Logic Model must present performance information corresponding to each six-month reporting period and for the entire grant term. The reports should reflect achievements related to program outputs and outcomes as specified in your approved Logic Model incorporated into your grant agreement. The objectives of the Service Coordinator program are to enhance a resident's quality of life and ability to live independently and to age in place. The data that HUD collects on the performance report and Logic Model measure, in a quantitative form, the grantee's success in meeting these intended program outcomes.
4. Periodic reimbursement requests (i.e., Payment Voucher, form HUD-50080-SCMF), providing program expenses for the associated time period, and submitted in accordance with the due dates stated in the grant agreement. Grantees must request grant payments directly following the end of each agreed-upon time period and the funds must reimburse those program costs already incurred.

5. If your grant includes Quality Assurance activities, you must provide a copy of at least one annual report that your QA provider submits to you each year. You must submit this copy along with the semi-annual reports that are due on October 30 of each year. The QA provider's report that you submit to HUD must include the following information: who performed the QA work, when the review(s) was conducted, and the results of the evaluation. The results should include such information as how many residents were served, the types of services they receive, the training sessions attended by the Service Coordinator, and the extent of resident satisfaction with the program. HUD will use this report, in tandem with other reports and performance data, to determine a grantee's acceptable program performance.

VII. Agency Contacts

You may contact your local HUD field office staff for questions you have regarding this NOFA and your application. Please contact the Multifamily Housing 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 Program Manager; Office of Housing Assistance and Grant Administration; Department of Housing and Urban Development; 451 Seventh Street, SW, Room 6152; Washington, DC 20410-8000; 202-402-2487. (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 800-877-8339.

VIII. Other Information

A. Satellite Broadcast. HUD will hold an information program for potential applicants via satellite broadcast 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 website at <http://www.hud.gov>.

B. Paperwork Reduction Act. The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 USC 3501-3520) and assigned OMB control number 2502-0477. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. Public reporting burden for the collection of information is estimated to average 50.25 hours per annum per respondent for the application and grant administration. This includes the time for collecting, reviewing, and reporting the data for the application, semi-annual reports and final report. The information will be used for grantee selection and monitoring the administration of funds. Response to this request for information is required in order to receive the benefits to be derived.

C. Environmental Impact. A Finding of No Significant Impact (FONSI) with respect to the environment has been made for this NOFA in accordance with HUD regulations at 24 CFR part 50 that implement section 102(2)(C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332(2)(C)). The FONSI is available for public inspection between 8 a.m. and 5 p.m.

weekdays in the Regulations Division, Office of General Counsel, Department of Housing and Urban Development, 451 Seventh Street, SW, Room 10276, Washington, DC 20410-0500. Due to security measures at the HUD Headquarters building, an advance appointment to review the FONSI must be scheduled by calling the Regulations Division at 202-708-3055 (this is not a toll-free number).

Dated: AUG 20 2009



David H. Stevens
Assistant Secretary for Housing—
Federal Housing Commissioner

[FR-5300-N-22]