

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.