

- 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**