

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. 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.