

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)