

MODEL LETTER

Explain Why Residents Need a Social Service Coordinator

Here's an example of a cover letter like the one you might submit to HUD as part of your social service coordinator funding request. With your letter, submit documentation supporting the information in it and any forms required by your local HUD office. Consult your site's attorney before writing your own explanation.

Dear HUD Funds Management Director:

1. In accordance with the requirements of Handbook 4381.5, Rev-2, CHG-2, Chapter 8, ABC Management Co. hereby requests permission to withdraw \$23,000 from ABC Apartment's residual receipts account for the purpose of paying the salary of a social service coordinator for the next 12 months.
2. Almost all of the 250 households living at ABC have unmet social needs. The current site staff does not have the training necessary to effectively address these needs. These unresolved social problems have a devastating impact on individual families and, in turn, directly affect the staff's ability to manage the site.
 - a. Thirty-five percent of household include at least one person who has a drug- or alcohol- related problem.
 - b. Only 20 percent of households include a person who is employed, and most resident at the site have never had a full-time job. Inadequate access to child care is the main reason why household members do not seek a job.
 - c. Only 10 percent of households include a person who has received preventive health screening over the past year.
3. I have also enclosed a petition signed by members of 212 households. It expresses the residents' desire to have a social service coordinator.
4. Hiring a social service coordinator is also a sound business decision for ABC apartments. Included herewith are expense records indicating that ABC has spent nearly \$27,000 over the past year to improve security, repair property damage, and clean up after vandals. Also included are police reports that show that the vast majority of these extra costs are linked to gang activity and domestic violence at the site.
5. In light of these problems, I hope you will agree that adding a social service coordinator to our management team will improve the quality of residents' lives. Please feel free to call me with any questions or comments about this request. I can be reached at 222-222-2222. Thank you for your consideration.

Sincerely,
Jennifer Manager