
SuperNOFA 2003 Checklist for Completeness of Application

The use of this checklist is optional. However, it can be used to assist applicants in ensuring that all required documents are included in their application submission.

- ☐ Copy of HUD-424 (Place a copy of the HUD-424 on top of application package. See **General Section** for procedures on Consolidated Applications.
- ☐ Transmittal Letter
- ☐ Checklist for Completion of Applications
- ☐ Project Abstract Outlining Project Activities
- ☐ Factor No. 1 Narrative
- ☐ Factor No. 1 Attachments: Statement of Eligibility, Tester Experience, Letter of Determination from IRS on 501(c)(3), if applicable.
- ☐ Factor No. 2 Narrative
- ☐ Factor No. 3 Narrative
- ☐ Factor No. 3 Attachments: Statement of Work, Budget Form, Budget Narrative
- ☐ Factor No. 4 Narrative
- ☐ Factor No. 4 Attachments: Letter(s) of Firm Commitment
- ☐ Factor No. 5 Narrative
- ☐ Responses to Additional Requirements for Specific Initiative/Project

Application Forms and Certifications

- ☐ HUD-424 Application for Federal Assistance (General Section)*
- ☐ HUD-424B Applicant Assurances and Certifications (General Section)*
- ☐ HUD 424C Budget Summary for Competitive Grant Programs (General Section)*
- ☐ HUD-424CB Grant Application Detailed Budget (General Section) *
- ☐ HUD-424CBW Grant Application Detailed Budget Worksheet (General Section)*
- ☐ HUD-2880 (Applicant Recipient Disclosure Update Report (General Section)*
- ☐ OMB SF-LLL Disclosure of Lobbying Activities (General Section)*
- ☐ FHIP40076F All Current or Pending Grants/ Contracts/Other Financial Agreements
- ☐ HUD 2990 Certification of Consistency with the RC/EZ/EC Strategic Plan (General Section)*
- ☐ HUD 2991 Certification of Consistency with the Consolidated Plan (General Section)*
- ☐ HUD 2993 Acknowledgment of Application Receipt (General Section)*
- ☐ HUD-2994 Client Comments and Suggestions (General Section)*

***Forms that reflect an asterisk are in the General Section of the NOFA. This Checklist reflects all forms that must be included in your application submission.**