

APPENDIX A

CHECKLIST AND SUBMISSION TABLE OF CONTENTS

RESEARCH STUDIES ON HOMEOWNERSHIP AND AFFORDABLE LENDING

The following checklist is provided to ensure you have submitted all required items to receive consideration for funding. You must assemble the application in the order shown below and note the corresponding page number where the response is located. **You must include this checklist and submission table of contents with the proposal.**

	page number
<input type="checkbox"/> Transmittal Letter (limited to one page)	<i>cover page</i>
<input type="checkbox"/> Checklist and submission table of contents (i.e., this page)	_____
<input type="checkbox"/> Name of primary applicant and any sub-recipients, with contact information for each	_____
<input type="checkbox"/> Abstract (limited to two pages)	_____
Project narrative (limited to 25 pages total)	
<input type="checkbox"/> 1. Applicant and organizational qualifications	_____
<input type="checkbox"/> 2. The problem to be addressed	_____
<input type="checkbox"/> 3. Technical study plan (study design, quality assurance mechanisms, and project management plan)	_____
<input type="checkbox"/> 4. Non-HUD resources to be applied (if any)	_____
<input type="checkbox"/> 5. Statement on coordination, self-sufficiency, and sustainability	_____
<input type="checkbox"/> Discussion of desired HUD resources, if applicable	_____
<input type="checkbox"/> Conflict of interest disclosure	_____
<input type="checkbox"/> Attachments, appendices, bibliography, or other relevant materials, if any (limited to 20 pages)	_____
<input type="checkbox"/> Resumes (limited to three pages per individual)	_____
<input type="checkbox"/> Indirect cost rate agreement, if available	_____
<input type="checkbox"/> Application for Federal Assistance (Form HUD-424)	_____
<input type="checkbox"/> Applicant Assurances and Certifications (Form HUD 424-B)	_____
<input type="checkbox"/> Detailed Budget (Form HUD-424-CB)	_____
<input type="checkbox"/> Detailed Budget Worksheet (Form HUD-424-CBW)	_____
<input type="checkbox"/> Disclosure of Lobbying Activities, if required (Standard Form LLL)	_____
<input type="checkbox"/> Disclosure/Update Report (Form HUD-2880)	_____
<input type="checkbox"/> Acknowledgment of Application Receipt (Form HUD-2993)	_____
<input type="checkbox"/> Client Comments and Suggestions (Form HUD-2994)	_____