

US Department of Housing and Urban Development's  
Housing Counseling Program

Checklist for Application Submission  
For Local Housing Counseling Agencies (LCHA)

- Application for Federal Assistance (SF-424)
- SF-424 Supplement Survey on Equal Opportunity for Applications (*Optional*)
- Grant Application Detailed Budget (HUD 424 CB)
- Disclosure of Lobbying Activities (SF-LLL)
- Questionnaire for HUD's Initiative on Removal of Regulatory Barriers (HUD-27300)
- Applicant/Recipient Disclosure/Update Report (HUD-2880)
- Certification of Consistency with RC/EZ/EC-II Strategic Plan (HUD-2990), if applicable
- Certification of Consistency with the Consolidated Plan (HUD-2991), (*Optional*)
- You Are Our Client Grant Application Survey (HUD 2994-A) (*Optional*)
- Program Outcome Logic Model (HUD-96010)
- A budget for all funds (federal and non-federal including HUD-424CB and HUD-424CBW)
- Facsimile Transmittal Form (HUD-96011) – This must be used as the cover page to transmit third party documents as part of your electronic application
- Housing Counseling Agency Fiscal year Activity Report for October 1, 2005 – September 30, 2006 (HUD-9902), (required only if the applicant did not previously submit it to HUD electronically)
- Organization description, as the applicant would like it to appear in a press release
- Narrative response to Factors for Award (not to exceed 50 single-sided pages, double spaced and with 12-point font) clearly identifying the subfactor to which the applicant is responding.

*Please note this checklist is only intended to assist you in completing your Housing Counseling application. Please make sure you read the NOFA carefully to ensure no important information is omitted.*