

US Department of Housing and Urban Development's Rural Housing & Economic Development Program

Checklist for Application Submission

- Abstract (include dollar amount requested, category under which you qualify for demographics of distress under Rating Factor 2, which of the five definitions of rural area the service area meets, and accompanying documentation as indicated on the SF-424 form)
- Table of Contents
- All Required Forms
 - Signed SF-424
 - SF-424 Supplement Survey on Equal Opportunity for Applications (optional)
 - Facsimile Transmittal (HUD-96011) – This must be used as the cover page to transmit third party documents as part of your electronic application
 - Disclosure of Lobbying Activities (SF-LLL)
 - Applicant/Recipient Disclosure/Update Report (HUD-2880)
 - 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)
 - Certification of Consistency with RC/EZ/EC-II Strategic Plan (HUD-2990), if applicable
 - Certification of Consistency with the Consolidated Plan (HUD-2991), if applicable
- Documentation, in the form of a “firm commitment,” of funds pledged in support of Rating Factor 4, “Leveraging Resources” (does not count toward page limit)
- If you are a private nonprofit organization, a copy of your organization's IRS ruling
- Narrative response to Factors for Award (not to exceed 15 pages, double spaced, with 12-point font, and on 8.5 x 11 inch paper) using the following format:
 - Factor 1 – Relevant Organizational Experience
 - Factor 2 – Need and Extent of the Problem
 - Factor 3 – Soundness of Approach
 - Factor 4 – Leveraging Resources
 - Factor 5 – Achieving Results and Program Evaluation
- Questionnaire for HUD's Initiative on Removal of Regulatory Barriers (HUD-27300) including documentation or references in order to receive points
- Per the General Section successful applicants engaged in housing or housing related activities are obliged to affirmatively further fair housing including:
 - Identify barriers (based on the applicable Consolidated plan and Analysis of Impediments or other source of information). For further information, see <http://www.hud.gov/offices/ftheo/promotingfh.cfm>.
 - Specify Activities to Affirmatively Further Fair Housing
 - Reporting



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