

**ROSS FY 2004 FUNDING
RESIDENT SERVICE DELIVERY MODELS - FAMILY
APPLICANT CHECKLIST AND SUBMISSION FORMAT**

Public reporting burden for the collection of information is estimated to average fifteen minutes per response. This includes the time for collecting, reviewing, and reporting the data. The information will be used for the ROSS grant. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Instructions for completing this form: The following checklist is provided to ensure you have submitted all required items to receive consideration for funding. You **must** assemble the application according to the order shown below and include this checklist with your application.

Tab 1: Required forms from the General Section of the SuperNOFA and other ROSS forms.

| Applicant Use (please check boxes) | HUD Use |
|--|----------------|
| <input type="checkbox"/> Applicant Checklist | _____ |
| <input type="checkbox"/> Fact Sheet | _____ |
| <input type="checkbox"/> Application for Federal Assistance (HUD-424) | _____ |
| <input type="checkbox"/> Budget Summary for Competitive Grant Programs (HUD-424C) | _____ |
| <input type="checkbox"/> Applicant Assurances and Certifications (HUD-424B) | _____ |
| <input type="checkbox"/> Grant Application Detailed Budget (HUD-424-CB) | _____ |
| <input type="checkbox"/> Grant Application Detailed Budget Worksheet (HUD-424-CBW) | _____ |
| <input type="checkbox"/> Applicant/Recipient Disclosure/Update Report (HUD-2880) | _____ |
| <input type="checkbox"/> Certification of Consistency with RC/EZ/EC Strategic Plan (HUD-2990) if applicable | _____ |
| <input type="checkbox"/> Certification of Consistency with the Consolidated Plan (HUD-2991) if applicable | _____ |
| <input type="checkbox"/> Certification of Consistency with the Indian Housing Plan (if applicable) | _____ |
| <input type="checkbox"/> Certification of Resident Council Board of Election - (required for resident organization applicants) | _____ |
| <input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL)-if applicable | _____ |
| <input type="checkbox"/> Disclosure of Lobbying Activities Continuation Sheet (SF-LLL-A)-if applicable | _____ |
| <input type="checkbox"/> Acknowledgement of Application Receipt (HUD-2993) | _____ |
| <input type="checkbox"/> Client Comments and Suggestions (HUD-2994)-Optional | _____ |

Tab 2: Threshold Requirements

Applicant Use (please check boxes)

HUD Use

- Letters from Partners attesting to match _____
- Letter from Applicant's organization attesting to match _____
- Letters of support from Resident Associations/PHAs indicating support of nonprofit applicants (required for nonprofit applicants) _____
- Chart of Resident Associations Participating (required for nonprofit applicants) _____
- IRS Determination Letter (required for nonprofit organizations) _____
- Contract Administrator Partnership Agreement (required for nonprofit organizations, resident associations, troubled PHAs, and troubled tribes/TDHEs) _____
- Past Performance evaluation (submitted separately by HUD Field office to HUD's Grants Management Center) _____

Tab 3: Narrative for Rating Factor 1 and Non-Standard ROSS Program Forms

- Narrative _____
- Chart A: Program Staffing _____
- Chart B: Applicant/Administrator Track Record _____
- Resumes/Position Descriptions _____

Tab 4: Narrative for Rating Factor 2

- Narrative _____

Tab 5: Narrative for Rating Factor 3 and Non-Standard ROSS Program Form

- Narrative _____
- Work plan (see sample) _____

Tab 6: Narrative for Rating Factor 4

- Narrative _____

Tab 7: Narrative for Rating Factor 5 and Non-Standard ROSS Program Forms

- Narrative _____
- Logic Model _____
- Performance measures/outcomes _____