

**ROSS FY 2004 FUNDING  
HOMEOWNERSHIP SUPPORTIVE SERVICES**

**APPLICANT CHECKLIST AND SUBMISSION FORMAT**

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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.

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**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.**

<b>Applicant Use (please check boxes)</b>	<b>HUD Use</b>
<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**

<b>Applicant Use (please check boxes)</b>	<b>HUD Use</b>
<input type="checkbox"/> Letters from Partners attesting to match	_____
<input type="checkbox"/> Letter from Applicant's organization attesting to match	_____
<input type="checkbox"/> Letters of support from Resident Associations/PHAs indicating support of nonprofit applicants (required for nonprofit applicants)	_____
<input type="checkbox"/> Chart of Resident Associations Participating (required for nonprofit applicants)	_____
<input type="checkbox"/> IRS Determination Letter (required for nonprofit organizations)	_____
<input type="checkbox"/> Contract Administrator Partnership Agreement (required for nonprofit organizations, troubled PHAs, and troubled tribes/TDHEs)	_____
<input type="checkbox"/> 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**

<input type="checkbox"/> Narrative	_____
<input type="checkbox"/> Chart A: Program Staffing	_____
<input type="checkbox"/> Chart B: Applicant/Administrator Track Record	_____
<input type="checkbox"/> Resumes/Position Descriptions	_____

**Tab 4: Narrative for Rating Factor 2**

<input type="checkbox"/> Narrative	_____
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**Tab 5: Narrative for Rating Factor 3 and Non-Standard ROSS Program Form**

<input type="checkbox"/> Narrative	_____
<input type="checkbox"/> Work plan (see sample)	_____

**Tab 6: Narrative for Rating Factor 4**

<input type="checkbox"/> Narrative	_____
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**Tab 7: Narrative for Rating Factor 5 and Non-Standard ROSS Program Forms**

<input type="checkbox"/> Narrative	_____
<input type="checkbox"/> Logic Model	_____
<input type="checkbox"/> Performance measures/outcomes	_____