Public Housing Portal

Public Housing Agency User Guide for Operating Fund
SF-424 and Related Forms Module

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Financial Management Division

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Public Housing Portal

The Public Housing Portal (portal) is an online platform for Public Housing Authorities (PHAs) and the Office of Public and Indian Housing (PIH). This guide provides PHAs the steps to create, complete, and submit the online Application for Federal Assistance (SF-424) and, if necessary, the Certification of Payments to Influence Federal Transactions (Form HUD-50071) and Standard Form-LLL Disclosure of Lobbying Activities (SF-LLL). It is important to note that HUD-50071 and SF-LLL may be shared with other programs. PHAs can review current and historical SF-424 submissions data and print the final forms SF-424.

Required for Operating Fund Grants

HUD requires PHAs to complete the SF-424 and, if necessary, the form HUD-50071 and SF-LLL in the Portal before HUD distributes Operating Fund (OpFund) Grants to the PHAs. The PHA's Executive Director is the only Authorized Representative that can sign and submit these forms. Definition of the forms:

- **SF-424 Application for Federal Assistance**: PHAs certify the estimated amount of funding, period of funding, and regulations surrounding the funding.
- **HUD-50071 Certification of Payments to Influence Federal Transactions**: PHAs certify that they did not use any federal funds to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the award (required for PHAs receiving $100,000 or more in Federal funds in the calendar year).
- **SF-LLL Disclosure of Lobbying Activities**: PHAs disclose if they used any funds other than federally appropriated funds on lobbying activities to or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the award of OpFund grant.

Requesting Access to the Public Housing Portal

PHA staff must request access to the Portal through their local Web Access Security Subsystem (WASS) security coordinator.

User Roles

WASS security coordinators must assign each user only one user role. WASS security coordinators must assign users the appropriate user roles. PHA user roles are described below:

| User Role	Description
OPD	**This user role is for the PHA's Executive Director only.** This user can create, edit, delete, upload supporting documents, and manually or electronically sign and submit applications, certifications, plans, forms, and other types of submissions.
OPE	This user can create, edit, delete, and upload supporting documents for the submission. This user cannot sign or submit applications, certifications, plans, forms, and other types of submissions.
OPI	This user can only read completed submissions. This user cannot create, edit, delete, upload supporting documents, sign or submit applications, certifications, plans, forms, and other types of submissions.
OPL	**This user role is for the PHA's Board Chair only.** This user can create, edit, delete, manually or electronically sign required Board certifications. This user cannot sign or submit plans, forms, or other types of submissions.

WASS security coordinator can find a user guide to assign user roles from this web page: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/am/webportal.

Navigating to Portal through Secure Systems

Using the Google Chrome web browser only, go to the portal through the Secure Systems URL: https://hudapps.hud.gov/HUD_Systems/, log in, and click the **Public Housing Portal (PIH Operating Fund)** hyperlink.
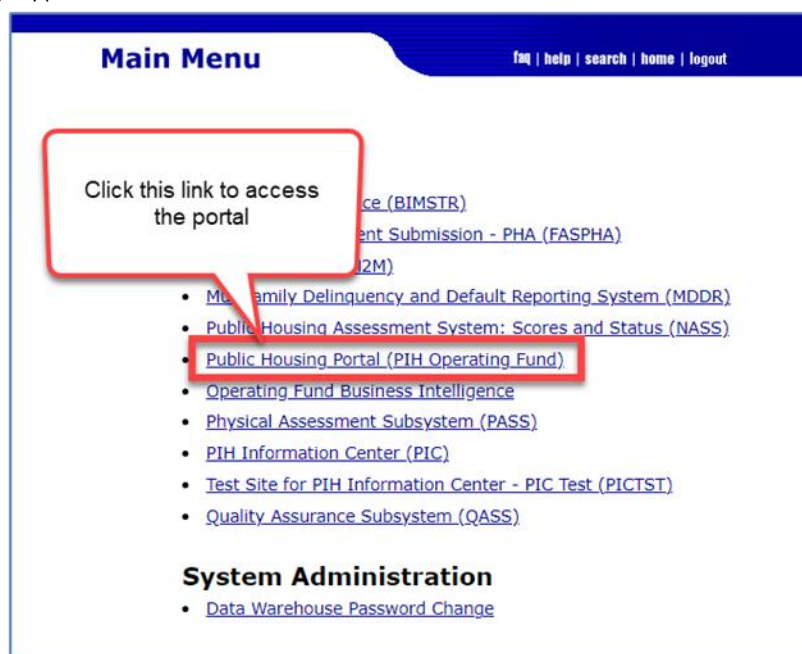
The system displays the portal home page as shown below.
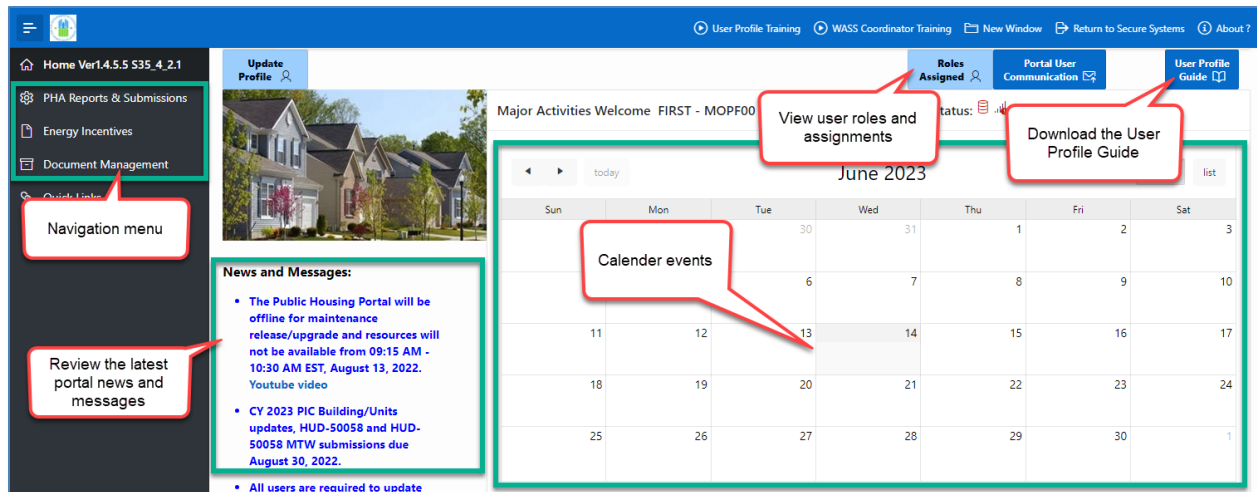
From the home page, PHA users can review upcoming portal submission dates, events, read the latest Portal News and Messages, download the User Profile Guide, update their User Profiles, and navigate to many of the portal's modules.

📌 IMPORTANT:

Please use the Google Chrome browser to access the portal.

User Profile

The portal requires all users to have a user profile. Users cannot navigate the portal or access portal resources until they create their user profiles. If the user has not created a User Profile, the home page will display the following message: User profile is missing, please update user profile to continue.
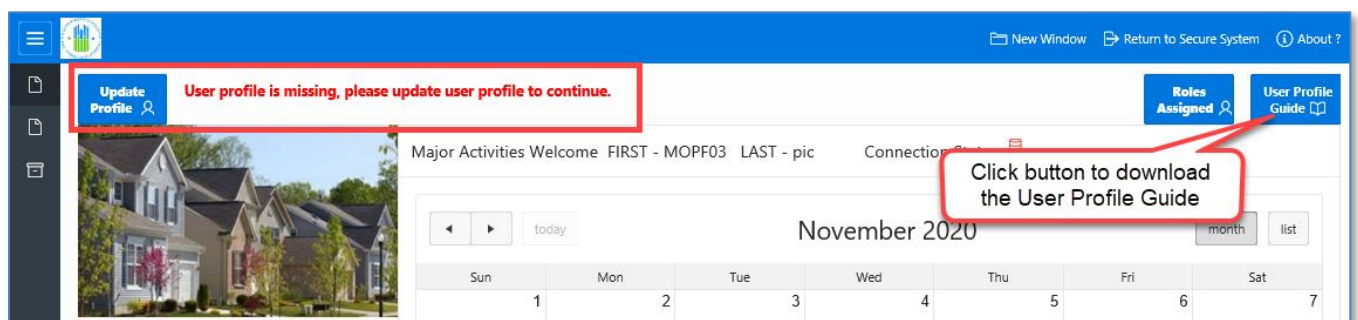
Consult the User Profile user guide to complete your User Profile. The "User Profile Guide" is available to download at the portal Home page.

Missing PHA Assignment Warning

a. Click "**PHA Reports & Submissions**" in the left side navigation menu.

If the system displays the "**Missing PHA Assignment**" warning in the upper right corner of the "PHA Reports & Submissions" page, the PHA user must contact their WASS security coordinator to correct their user role for the portal.
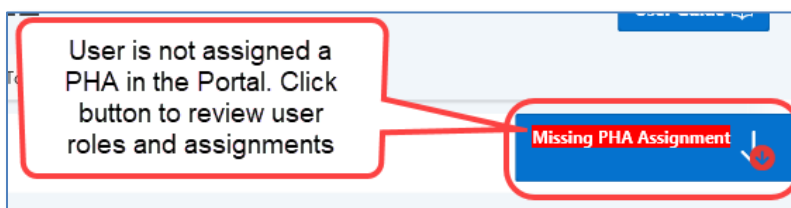
b. Click the "**Missing PHA Assignment**" button to review assignments of PHAs to user roles. The pop-up window displays the user's Portal roles and associated PHAs.
c. Contact your WASS security coordinator if you need to update your user role and/or PHA assignment(s).

The PHA assignment pop-up window is divided into two (2) areas:

Area 1: Displays Portal role(s) assigned to the user that has associated PHA(s).

Area 2: Displays Portal role(s) assigned to the user that do not have associated PHA(s).

The user should contact the PHA's WASS security coordinator to assign a PHA.

Note: Changes to the user's roles and assignments may take up to two (2) business days. Until then, the user will not be able to access the portal.

News and Messages

The portal provides users with the current News and Messages related to the Public Housing Portal and OpFund Grant processing. The News and Messages feed can be found on the home page:
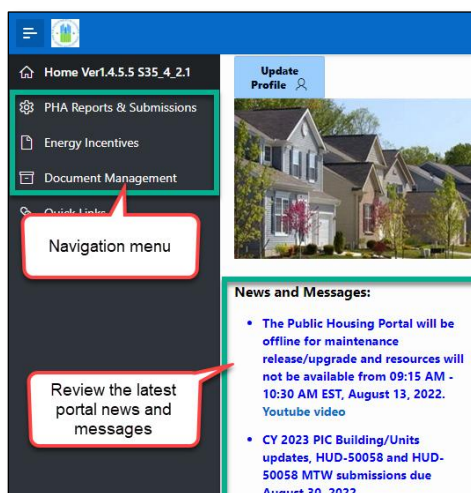
Communication Module

The portal provides a communication module that allows users to view historical listserv and email communications containing Public and Indian Housing (PIH) guidance and instructions. This includes viewing the type of correspondence, date of correspondence, as well as the subject, and the content. The user can sort through different reports ranging from previous years' reports to sub-reports within the current calendar year.

To open this module, select the "**Portal User Communication**" button in the upper right corner of the portal home page.

The "**View/Download Portal User Communications**" page displays the following:

Click the "**Actions**" drop-down menu to perform the following:

1. Filter the full list of portal user communications by Column and Expression.
2. Download the full list of portal user communications.
3. Aggregate, group, and display the data in the chart format.

This module may help users to search, filter, sort and quickly locate correspondences from a PHA with a specific piece of information (e.g., correspondence regarding SR-FRB for a specific PHA).

Users can view details from each correspondence and content from the email or download the email and file attachments, as necessary.

Session Time-Out

Due to HUD-issued security requirements, if a user is inactive for ten (10) continuous minutes, the portal displays a pop-up message asking the user if the session needs to be extended or not. If the user doesn't extend the session the system will end the session in five (5) minutes after the pop-up message is displayed.
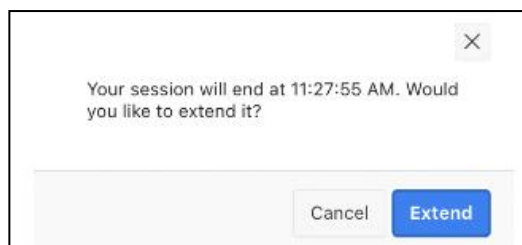
The user can continue extending the inactive session up to five (5) times (sixty (60) minutes). The portal terminates the user's session after sixty (60) minutes. The system starts persistently displaying the following warning message five (5) minutes before the end of the session:
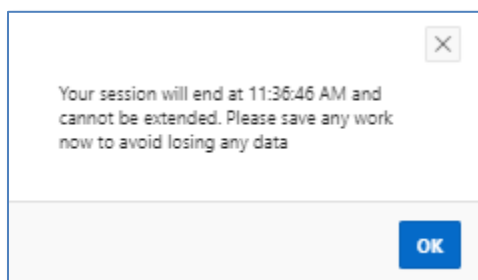
Click the "**OK**" button and use the remaining five (5) minutes to save any updates to forms. Once the session is terminated the portal displays the following warning message:
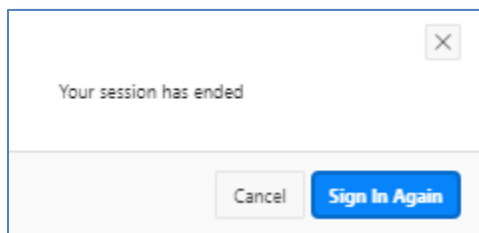
Click the "**Sign In Again**" button to return to the Secure Systems log-in page or click the "**Cancel**" button to close the pop-up window.

System Maintenance and Software Updates

Users may be locked out of the portal during system maintenance and software updates. Users are notified when the system is offline with a warning message displayed on the home page as shown below.
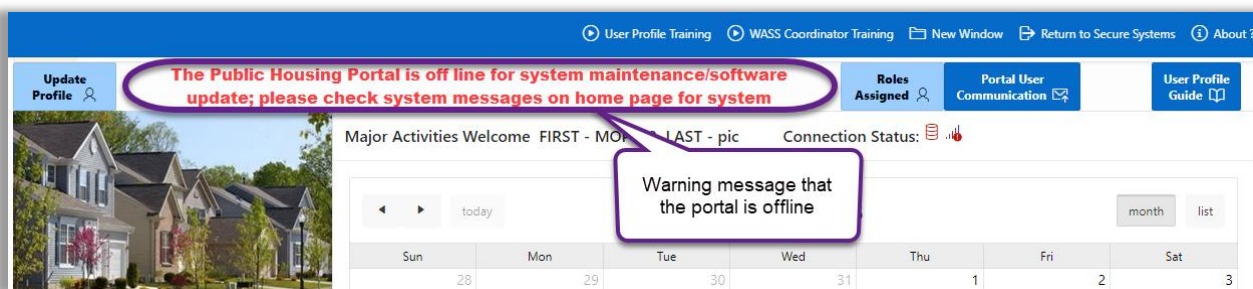
The portal will be available once the system maintenance or software updates are completed.

Navigation Shortcuts and Tips

The image below provides basic top navigation shortcuts located near the top of the portal.

Users can click on the HUD logo to return to the portal's home page or click the "**Return to Secure Systems**" shortcut to return to Secure Systems. The portal provides breadcrumbs which are hyperlinks, indicating user's location on the website and helping to navigate the user to the previous web page. The shortcut "**New Window**" 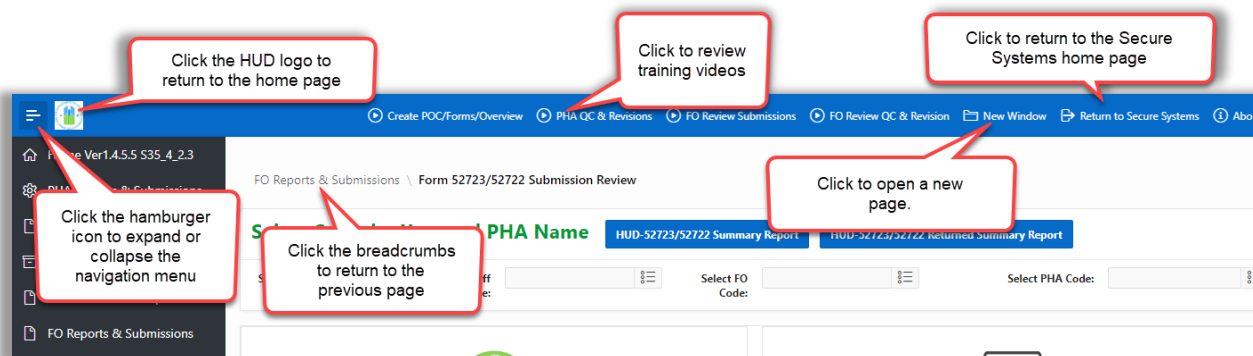opens the current page in a new web browser window. Clicking the "**PHA User Guide (OP)**" button downloads this "**2025 PHA SF-424 & Related Forms User Guide.**"
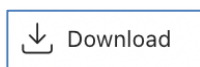
Below is the list of icons the user may encounter while using the portal. These icons provide users with additional functions that include downloading, filtering the reports and tables, and reviewing the definitions of data elements.

☰	Click this icon to expand or minimize the navigation menu
✕	Click this icon to minimize the navigation menu
⤓ Download	Click this icon to download the displayed data in CSV/Excel format
⤢	Click this icon to expand or minimize the tables
⊙	Click this icon to read the definition of the data element
🔍⌄	Click this icon before the search bar to select a column heading to filter tables
Actions ⌄	Click this button to reveal additional features to manipulate reports and tables, such as download the report or filter the data
PHA User Guide (OP)	Click this button to view and download the module's user guide.
▶	Click this button to open the module's training video (videos include options to select subtitles/closed captions and auto-translate to over fifty languages including Spanish)
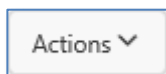
Navigate to the SF-424 and Related Forms Module

Follow these steps from any page in the Portal to find the SF-424 and related forms. The SF-424 submissions are done at a PHA level, not a development or AMP level.
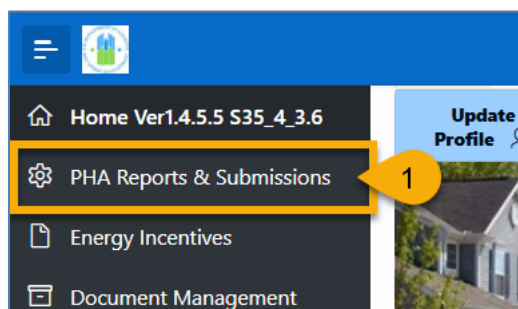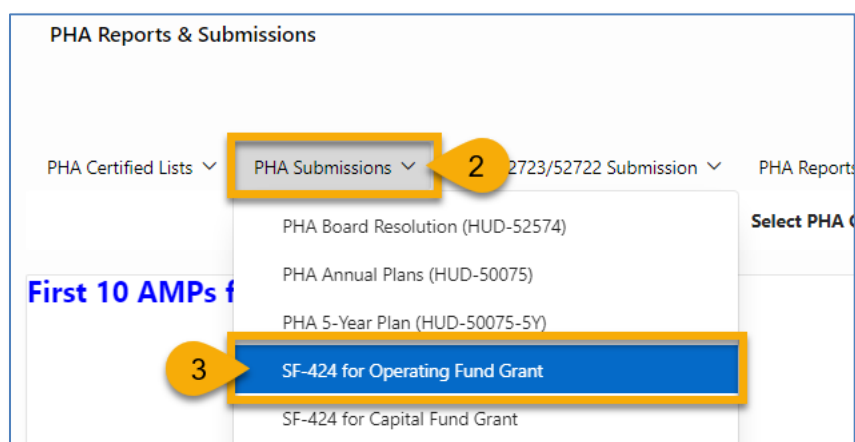

1. Click "**PHA Reports & Submissions**" in the left side navigation menu.

2. Click the "**PHA Submissions**" drop-down menu.
3. Select "**SF-424 for Operating Fund Grant**" from the drop-down menu.
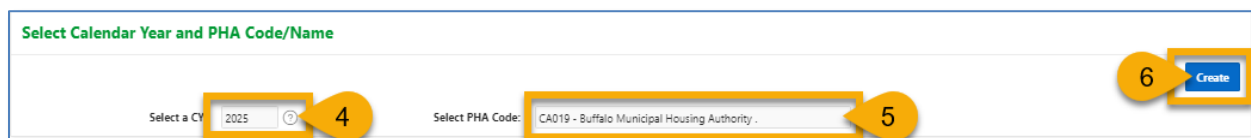
4. **Select a CY**: Select appropriate calendar year.
5. **Select PHA Code**: Select the appropriate PHA.
6. Click the "**Create**" button.

Once the **"Create"** button is clicked, the user must continue on with the next section in order to have the SF-424 record created and saved in **Created** status. If the user stops here, the changes will not be saved, and the SF-424 application will not be created.

Complete the SF-424
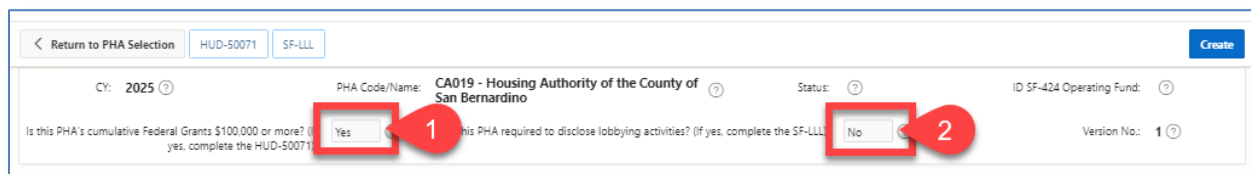
Many fields in the online SF-424 form are prepopulated, however, the PHA must complete the following fields in order to proceed with the submission of the form.

Make the appropriate selections providing the "Yes/No" answers to the following question fields:

a. Is this PHA's cumulative Federal Grants $100,000 or more? (If yes, complete the form HUD-50071)
b. Is this PHA required to disclose lobbying activities? (If yes, complete the SF-LLL)
c. 20. Is this Applicant Delinquent on Any Federal Debt? (If "Yes," provide explanation in attachment.)

As an authorized representative, the **Executive Director must click the checkbox "I AGREE"** at the bottom of field 21 to agree to the statements and certifications listed in the form.

These required fields are noted in red in the following instructions on how to complete the form.

1. **Is this PHA's cumulative Federal Grants $100,000 or more?** (If yes, complete the form HUD-50071): If selected "**Yes**," the PHA must sign and submit the form HUD-50071 along with the SF-424 application.

   Note: Go to the **Complete HUD-50071** section to follow steps to complete, sign, and submit the form HUD-50071.

2. **Is this PHA required to disclose lobbying activities? (If yes, complete the SF-LLL)**: If selecting "**Yes**," the PHA must sign and submit the SF-LLL along with the SF-424 application.

   Note: Go to the Complete SF-LLL section to follow steps to complete, sign, and submit the form SF-LLL.

Application for Federal Assistance SF-424 - Operating Fund Grant

*1. Type of Submission: **3**

☐ Preapplication

☑ Application

☐ Changed/Corrected Application

*3. Date Received:
ⓘ

4. Applicant Identifier:
CA004 ⓘ

5a. Federal Entity Identifier:
CA004 ⓘ

4 *2. Type of Application:

☑ New

☐ Continuation

☐ Revision

5b. Federal Award Identifier:
ⓘ

3. **Type of Submission**: The system auto selects the "**Application**" type if it is an initial/Version 1 submission of SF-424 for the current submission calendar year. The "**Changed/Corrected Application**" **type** is auto selected when the PHA is resubmitting the SF-424 to HUD for the same calendar year to modify the originally accepted submission (version 2 and above will always have "Changed/Corrected Application" submission type).

Note: The "Pre-application" submission type is not applicable to SF-424 submissions to HUD.

4. **Type of Application**: The system auto selects the "**New**" type if it is an initial/Version 1 submission of SF-424 for the current submission calendar year. The "**Revision**" type is auto selected when the PHA is resubmitting the SF-424 to HUD for the same calendar year to modify the originally accepted submission (version 2 and above will always have "Changed/Corrected Application" submission type). Revisions include any change in the federal government's financial obligation or contingent liability from an existing obligation. Select this option for all resubmissions of SF-424 and select the appropriate letter in "*If Revision, select appropriate letter(s):" field.

Note: The "Continuation" Application Type is not applicable to SF-424 submissions to HUD.

Click the "**Create**" button. The fields below are auto populated. Click the "**Apply Changes**" button to save any updates.

Date Received: The system auto-populates this field with the date when the form is submitted for HUD review.

Applicant Identifier: The system auto-populates this field with the Public Housing Agency code.

5a. Federal Entity Identifier: The system auto-populates this field with the Public Housing Agency code.

5b. Federal Award Identifier: This field is always blank.

Date Received by State: This field is always blank.

5. **State Application Identifier:** The identifier assigned by the state, enter if applicable.

Legal Name: Full Public Housing Agency name.

6. **Employer/Taxpayer Identification Number (EIN/TIN):** This field value is prepopulated with data from HUD CFO systems used for making PHA payments. If the information is incorrect, the PHA must update the field with the correct EIN or TIN and notify local HUD staff by email.

7. **UEI:** This field value is prepopulated with data from HUD CFO systems used for making PHA payments. If the information is incorrect, the PHA must update the field with the correct UEI and notify local HUD staff by email.

8. **Address** fields (Street1, Street2, City, County/Parish, State, Province, Country, Zip / Postal Code): These fields are prepopulated with data from IMS/PIC. PHAs must correct these data fields in IMS/PIC. It takes the Portal one business day to make these changes. Click the "**Refresh ED Info**" button to update the form data one business day after making corrections in IMS/PIC.

9. **Department Name**: Enter the name of the PHA's primary organizational department or equivalent level within the organization which will undertake the assistance activity.
10. **Division Name**: Enter the name of the PHA's primary organizational division, office or major subdivision which will undertake the assistance activity.

Please click "**Apply Changes**" to save the updates.

11. **Prefix**: Select the prefix of the person to be contacted regarding this form.
12. **First Name**: The First Name is prepopulated with the information from the User Profile information of the user that created this form. If necessary, update with the correct first name of the person to be contacted on matters regarding this form.
13. **Middle Name**: This Middle Name is prepopulated with the information from the User Profile information of the user that created this form. If necessary, update with the correct middle name or initial of the person to be contacted on matters regarding this form.
14. **Last Name**: The Last Name is prepopulated with the information from the User Profile of the e user that created this form. If necessary, update with the correct last name of the person to be contacted on matters regarding this form.
15. **Title**: The Title is prepopulated with the information from the User Profile information of the user who created this form. If necessary, update with the correct position title of the person to be contacted on matters regarding this form.

The Portal prepopulates the point of contact information in the fields described in steps 17 through 25 with the contact information of the user that created the form. HUD contacts the point of contact with follow-up questions related to the PHA's SF-424 and related forms. Users may update any of these fields. Please click "**Apply Changes**" to save the updates.

16. **Organizational Affiliation**: Enter the organization if different from the PHA for the person to be contacted regarding this form.
17. **Telephone Number**: The Telephone Number is prepopulated with the information from the User Profile information of the user who created this form. If necessary, **update with the correct phone number of the person to be contacted on matters regarding this form.**
18. **Fax Number**: Enter the fax number for the person to be contacted on matters regarding this form.
19. **Email**: The Email is prepopulated with the information from the User Profile information of the user that created this form. If necessary, **update with the correct email address of the person to be contacted on matters regarding this form.**

20. Type of Applicant 1: The selection is prepopulated with the "L. Public/Indian Housing" option. This is the only correct selection for the Operating Fund Grant form.

   Type of Applicant 2: Not applicable to Operating Fund Grant.

   Type of Applicant 3: Not applicable to Operating Fund Grant.

   Other (specify): Specify Other type of applicant.

21. **Name of Federal Agency:** This field is prepopulated with "U.S. Department of Housing and Urban Development" – the name of the federal agency from which assistance is being requested with this application.
   Catalog of Federal Domestic Assistance Number: The Catalog of Federal Domestic Assistance number of the program under which assistance is requested. This field is prepopulated with CFDA # "14.850".

   CFDA Title: The Catalog of Federal Domestic Assistance number of the program under which assistance is requested. This field is prepopulated with CFDA title "14.850 Public and Indian Housing, Operating Fund".

22. Funding Opportunity Number: The Funding Opportunity Number of the opportunity under which assistance is requested as found in the program announcement. The Operating Fund Grant is a formula grant. This field defaults to "9999".

   Title: The Funding Opportunity Title of the opportunity for which assistance is requested as found in the program announcement. The title is always blank since the Operating Fund Grant is a formula program.

23. **Competition Identification Number:** If applicable, enter the competition identification number of the competition under which assistance is requested. Otherwise, this field is not applicable to the Operating Fund Grant.
Title: If applicable, enter the competition identification title of the competition under which assistance is requested. Otherwise, this field is not applicable to the Operating Fund Grant.

24. **Areas Affected by the Project (Cities, counties, States, etc.):** This field is intended for use only by program for which the area(s) affected are likely to be different from the place(s) of the performance reported on the SF-424 Project/Performance Site Location(s) Form. Enter the areas or entities affected by the project. Add attachment to enter additional areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Attach supporting documents if needed.

25. **Descriptive Title of Applicant's Project:** This is a brief descriptive title of the project. It is prepopulated with "Public housing project administration and maintenance under the Operating Fund program (24CFR990)". Attach supporting documents if needed.

16. Congressional Districts Of:

* a. Applicant: AL-03 **26**   b. Program/Project **27**

Attach an additional list of Program/Project Congressional Districts if needed.   **Add/Delete/View Attachment 0** 🔗 **28**

26. **Applicant**: The applicant's Congressional District is prepopulated by the system. If the information is incorrect, update the value in the following format: 2-character State Abbreviation, hyphen (-), followed by 2-character District Number (XX-00).

27. **Program/Project**: Enter the primary Congressional District affected by the program or project in the following format: 2-character State Abbreviation, hyphen (-), followed by 2-character District Number (XX-00).

28. **Attach an additional list of Program/Project Congressional District, if needed:** After creating the SF-424, if the PHA's projects cover more than one Congressional District, attach a file containing a list of the Congressional Districts.

29. **Start Date and End Date:** The beginning date and the ending date of the project being funded (auto-default to the beginning/ending date of the calendar year being funded).

30. **Federal**: The total amount of prior year Operating Fund obligations for the PHA. This field is prepopulated with the PHA's final OpFund Grant eligibility (before proration) from the previous funding year. If necessary, update with an estimated eligible amount that better represents the funding that the PHA expects in the funding year. Use only positive whole numbers.

31. Complete the fields 18.b. through 18.f. with the expected estimated funding from the specified sources. *DO NOT include any rental income in this form.* Use only positive whole numbers.

32. **TOTAL:** Automatically calculated Total Estimated Funding from items 18a to 18f.

33. **Is Application Subject to Review by State Under Executive Order 12372 Process?**: The system automatically selects option "**c. Program is not covered by E.O. 12372.**". This is the correct selection for the OpFund Grant.

34. **Is the Applicant Delinquent on Any Federal Debt?**: Select "Yes" if the PHA is delinquent on any federal debt and attach necessary explanation/documentation, otherwise, select "No". Categories of federal debt include, but may not be limited to delinquent audit disallowances, loans, and taxes.

35. **If "Yes," provide explanation and attach.** Attach supporting documents when the response to **Is the Applicant Delinquent on Any Federal Debt?** is "Yes".

36. **Electronic Signature:** Select "True" if the form is going to be automatically signed, otherwise, select "False" to manually sign and attach the form.

    Please consent to the creation of this form by checking the box "I AGREE" at the end of field 21 in order to proceed.

Note: The Electronic Signature certification defaults to "True." It means that the Executive Director can electronically sign the SF-424 during submission of SF-424. If the Electronic Signature is set to "False," then the Wet Signature certification must be used. Follow "Submit SF-424 with Wet Signature (Option 2)" section to upload a form with a wet signature.

37. Click the "**Create**" button to create the SF-424.

Users may continue editing the SF-424. Click the "**Apply Changes**" button to save any updates.

The contact information for the Authorized Representative is prepopulated with the Executive Director's contact information contained in IMS/PIC. Update IMS/PIC to correct the Executive Director's contact information. It takes the Portal one business day to receive these changes from IMS/PIC.

Click the "**Refresh ED Info**" button to update the form with the latest Executive Director's contact information contained in IMS/PIC.

If required, the PHA must complete the related to SF-424 form HUD-50071 and follow the steps in the section **Submit the SF-424 and Related Forms**.

Complete HUD-50071

PHAs that expected to receive $100,000 or more in cumulative Federal Grants in a calendar year must submit the form HUD-50071. Click the "**HUD-50071**" button to start the form.

Follow the steps below to create and complete the form HUD-50071.

1. Click the "**Create**" button to create the form HUD-50071. Note: the red message "**Message: Form HUD-50071 yet to be created by the PHA user.**" disappears once the form is created.

Review the certifications in the form. By signing this form, the Executive Director agrees to these certifications.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connec¬tion with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions .

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Review to ensure that the Executive Director's name is correct in the signature section at the bottom of the form.

The contact information is prepopulated with the Executive Director's contact information contained in IMS/PIC. Update IMS/PIC to correct the Executive Director's contact information. It takes the Portal one business day to receive these changes from IMS/PIC.

Click the "**Refresh ED Info**" button to update the form with the latest Executive Director's contact information contained in IMS/PIC.

HUD-50071 (Certification of Payments to Influence Federal Transactions)

2. As the Executive Director, click the "**Sign Document**" button, if you agree to the certifications in the form.

3. **Signature Text:** As the Executive Director, enter your name in the text box. Signature text must have a minimum of six characters.
4. Click the "**Sign Document**" button.

5. If the Executive Director agrees with the certifications in the form HUD-50071, then the Executive Director must click the "**OK**" button to electronically sign the form.

6. Click the "**OK**" button to continue.

The Signature Text field shows the Executive Director's electronic signature, and the date and time it was signed.

The user may view and print the form HUD-50071.

Click the **View/Print HUD-50071** to view a printable version of the form.

Click the "**Return**" button to return to the SF-424.

If required, the PHA must complete the SF-LLL and follow the steps in the section **Submit the SF-424 and Related Forms**.

Complete SF-LLL

PHAs that used funds other than the federally appropriated funds to influence a member of Congress in connection with the OpFund Grant must submit the SF-LLL. Click the "**SF-LLL**" button to start this form.

Follow the steps below to create and complete the SF-LLL form.

1. **Name and Address of Lobbying Registrant** *(if individual, last name, first name, MI)*: Enter full name, address, city, state, and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in field 4 to influence the covered Federal Action.

2. **Name of Individual(s) Performing Services (last name, first name, MI, including address if different from field. 10.a.)**: Enter the full name of the individual(s) performing services and include full address if different from the address in field 10.a. Enter Last Name, First Name, and Middle Initial (MI).

3. Click the "**Create**" button to create and fill out the form. Note: the red message "**Message: SF-LLL yet to be created by the PHA user.**" disappears once the form is created.

Users may continue to edit the SF-LLL. Click the "**Apply Changes**" button to save any updates.

4. **Type of Federal Action**: The type of covered Federal Action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal Action. This field automatically defaults to "**b. grant**" option upon SF-LLL form creation. This is a correct selection for the HUD Public Housing Formula Grant Programs.

5. **Status of Federal Action**: The status of the covered Federal Action. This field automatically defaults to "**b. initial award**," option upon SF-LLL form creation. This is a correct selection for the HUD Public Housing Formula Grant Programs.

6. **Report Type**: The classification of this report. This field automatically defaults to "**a. initial filing**" option upon SF-LLL form creation.

7. **Reporting Entity Type**: Select the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Subawards include but are not limited to the subcontract, subgrants and contract awards under grants.

8. **Tier if Known**: Identify the tier of the Subawardee, if known – e.g., the first Subawardee of the prime is the 1st tier.

9. **Name and Address of Reporting Entity**: The full name, address, city, state, and zip code of the reporting entity. This field is prepopulated with data from IMS/PIC. Update IMS/PIC information if the name or address needs to be corrected.

10. **Congressional District, if known**: The Congressional District of reporting entity is automatically prepopulated by the system. If the information is incorrect, update the value using the following format: 2-character State Abbreviation, hyphen(-), followed by 2-character District Number (XX-00).

11. **If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:** If the organization filing the report selected "Subawardee" in field 4, then enter the full name, address, city, state, and zip code of the Prime Federal recipient.
Congressional District, if known: If the organization filing the report selected "Subawardee" in field 4, then enter the Congressional District of the Prime recipient in the following forma: 2-character State Abbreviation, hyphen (-), followed by 2-character

District Number (XX-00).

6. Federal Department/Agency:	U.S. Department of Housing & Urban Development / Public and Indian Housing	7. Federal Program Name/Description:	Operating Fund Grant Program
		CFDA Number, if applicable:	14.850 - Public and Indian Housing
8. Federal Action Number, if known:		9. Award Amount, if known:	66475964

12. **Federal Department/Agency:** The Federal department and program office making the award or loan commitment. This field is prepopulated with "U.S. Department of Housing & Urban Development / Public and Indian Housing".
Federal Program Name/Description: The Federal Program Name or description for the covered Federal Action indicated in field 1. This field is prepopulated with the respective HUD Public Housing Formula Grant Program name.
CFA Number, if applicable.: This field is prepopulated with the Catalog of Federal Domestic Assistance (CFDA) number and title for the covered Federal Action in field 1.

13. **Federal Action Number, if known**: Enter the most appropriate Federal identification number available for the Federal Action identified in field 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal Agency). Includes prefixes, e.g., "RFP-DE-90-001".

14. **Award Amount, if known**: This field is prepopulated with the previous year's Federal funding amount for the Prime Entity identified in field 4 or 5. If necessary, update with an estimated amount that better represents the funding PHA expects in the funding year. Use only positive numbers.

Click the "**Apply Changes**" button to save any updates.

Review the details of the certifications in the form. By signing this form, the Executive Director agrees to the certifications. The contact information is prepopulated with the Executive Director's contact information in IMS/PIC. Correct the Executive Director's contact information in IMS/PIC, if needed.

Click the "**Refresh ED Info**" button to update the form with the latest Executive Director's contact information contained in IMS/PIC.

15. As the Executive Director, click the "**Sign Document**" button, if you agree to the certifications in the form.

16. **Signature Text**: As the Executive Director, enter your name in the text box. Signature text must have a minimum of six characters.
17. Click the "**Sign Document**" button.

18. If the Executive Director agrees with the certifications in the SF-LLL, then the Executive Director must click the "**OK**" button to electronically sign the form.

19. Click the "**OK**" button to continue.

After the Executive Director clicks the "**Sign Document**" button, the Signature Text field shows the Executive Director's electronic signature, and the date and time it was signed. The user may

view and print the SF-LLL form.

Click the **View/Print SF-LLL** button to view a printable version of the form.

Click the "**Return**" button to return to the SF-424.

Delete the HUD-50071 or SF-LLL Forms

To delete either the HUD-50071 or the SF-LLL forms follow the directions below.

Select the appropriate **dropdown** menu.

1. Click the dropdown menu and select **No**.
2. Click the **Apply Changes** button to save the changes. The system deletes the HUD-50071 and/or SF-LLL form.

Note: If you need to recreate the form HUD-50071 or SF-LLL, select Yes and click Apply Changes and then follow the Complete HUD-50071 and Complete SF-LLL instructions described above.
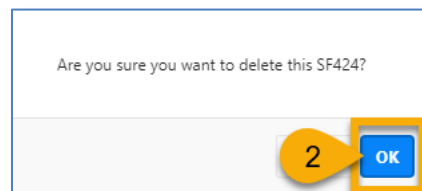
Note: If HUD-50071 or SF-LLL is created in the OpFund SF-424 module after the same form is created and submitted in the SF-424 for Capital Fund Grant module for the same PHA, the system links the forms and displays the form from the SF-424 CapFund module.

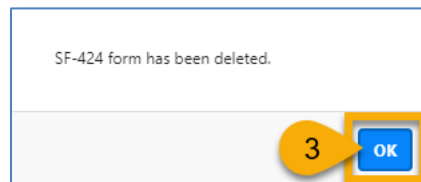## Delete SF-424

To delete the SF-424 submission, follow the steps below.
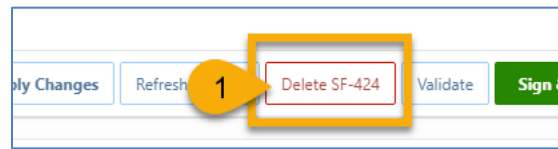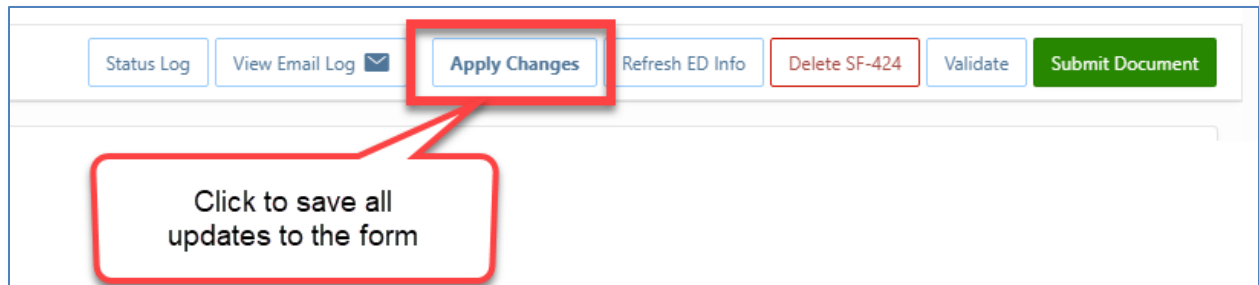

1. Click the **Delete SF-424** button.

2. Click the **OK** button to continue.
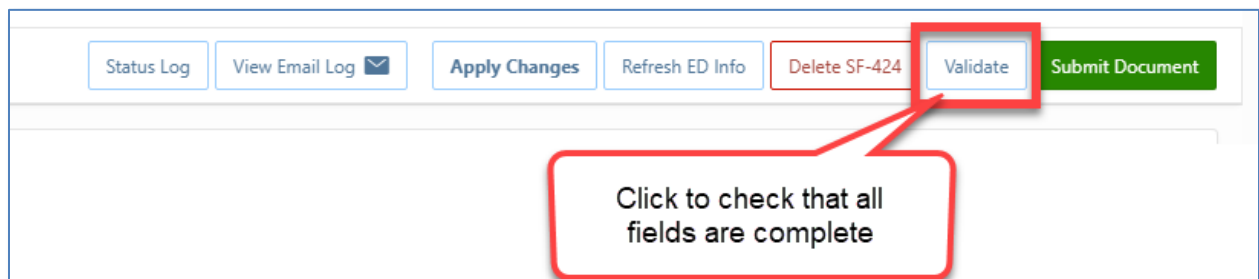

3. Click the **OK** button again to finish.

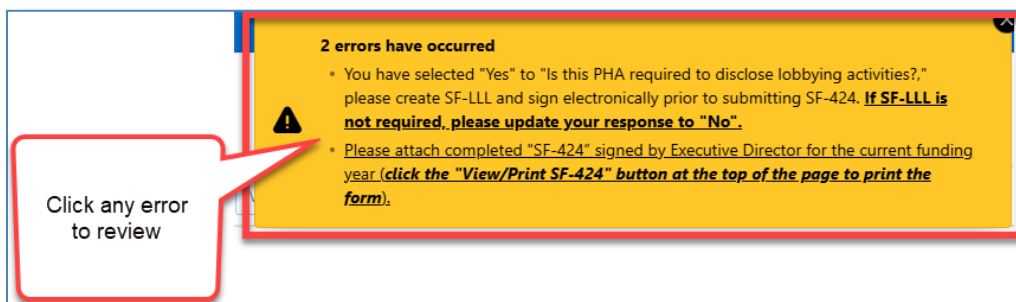## Submit the SF-424 and Related Forms

With the completed SF-424 form, and, if required, completed/signed forms HUD-50071 and SF-LLL, the PHA may proceed with the submission of the forms to HUD.

Click the "**Apply Changes**" button to update the SF-424 with any edits made to the fields.

Click the "**Validate**" button to review the SF-424 for any errors or omissions.

A pop-up window provides a list of errors and omissions. Click any of the items to correct and then click "**Apply Changes**" to update the SF-424 with the corrections.

Submit SF-424 with Electronic Signature (Option 1)

HUD requires PHAs to submit the SF-424 with the Executive Director's signature. Prior to submitting the SF-424, the Executive Director must electronically sign the SF-424 submission.

Note: It is preferable that the Executive Director electronically signs the SF-424 and follows the steps outlined in this section. If for some reason a Wet Signature is desired instead, please follow directions outlined in section "Submit SF-424 with Wet Signature (Option 2)".

The default is Electronic Signature. To confirm scroll down and ensure the dropdown is marked True for Question 21.

Scroll to the top of the page.

1. Click the "**Sign & Submit Document**" button once all required sections are complete.

2. **Signature Text**: As the Executive Director, enter your name in the text box. Signature text must have a minimum of six characters.
3. Click the "**Sign Document**" button.

4. If the Executive Director agrees with the certifications, then the Executive Director may click the "**OK**" button to electronically sign the form.

5. Click the "**OK**" button to continue.
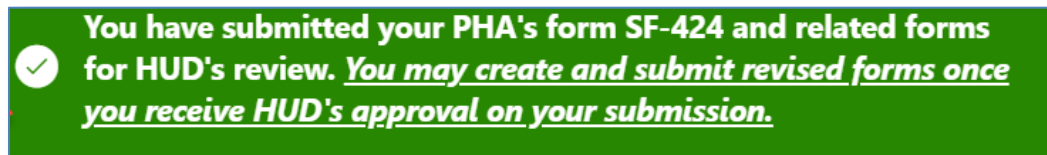
![note icon] Note: In some cases, SF-424 form submission is auto accepted by the system when all submission requirements are satisfied.

Submit SF-424 with Wet Signature (Option 2)

HUD requires PHAs to submit the SF-424 with the Executive Director's signature. To manually sign the form the PHA must print the form, obtain the Executive Director's wet signature, and upload a scanned version of the signed form.

![note icon] Note: It is preferable that the Executive Director electronically signs the SF-424 and does not manually sign the form. To electronically sign SF-424 go to section, "Sign & Submit the SF-424 (Option 1)" section.

The default is Electronic Signature. To change, scroll down and ensure the dropdown is marked False for Question 21 then follow the prompts.

Scroll up to the top of the page.

1. Click the "**View/Print SF-424**" button to open a pop-up window containing the completed SF-424.

2. Select the "**Destination**" you want to print to.
3. Click the "**More settings**" option.
4. Select "**Headers and Footers**" checkbox.
5. Click the "**Print**" button to print the form.
6. The Executive Director is the Authorized Representative and must sign the printed SF-424 form.

PHAs must ensure that the SF-424 Application ID number in the scanned and signed attachment matches the SF-424 ID in the Portal (see image below).

I. Unless excepted by PRWORA, I agree that MOBILE HOUSING AUTHORITY must use SAVE, or an equivalent verification system approved by the Federal government, to prevent any Federal public benefit from being provided to an ineligible alien who entered the United States illegally or is otherwise unlawfully present in the United States.

Electronic Signature: False ⌄ ⓘ

Signed form SF-424 Add/Delete/View Attachment 1 📎 — 5

☑ * I AGREE

❌ Note: The Executive Director must manually sign (with wet signature) and date a printed "hard" copy of the completed SF-424. PHA must scan the completed, signed and dated SF-424, and upload as a file attachment to signature attachment above.

7. Click the "**Signed SF-424 Add/Delete/View Attachment**" button to open a pop-up window to upload the form.

view/edit/delete/add File Attach

Document Type: SF-424 Signed Form — 6   * Document View: PHA and HUD View ⌄ — 7

Comment: _____ — 8

File browse:
🔍
Drag and Drop
Select a file or drop one here.
Choose File — 9

⚠️ If you selected "False" for "Electronic Signature", **you must complete/print the form from the Public Housing Portal, physically sign it, and then upload the signed form here. The Form ID on the printed/signed form must match the Form ID in the online Portal.** Do not use forms from other sources including HUD.gov.

Upload File ⬆ — 10   **Close & Return** ⬅

8. **Document Type**: Select "**SF-424 Signed Form**."
9. **Document View**: "**PHA and HUD View**" is selected.
10. **Comment**: Include any comments.
11. **File browse**: Click "**Choose File**" to open a pop-up window to search for the file with scanned SF-424. Follow your PC's prompts to complete.
12. After selecting the appropriate file, click the "**Upload File**" button.
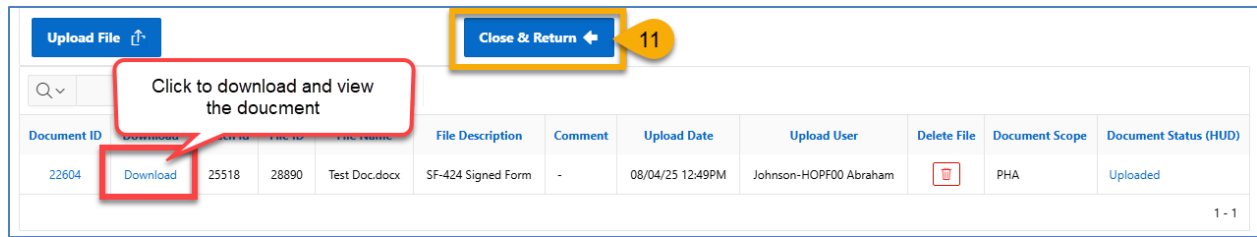
Click the "**Download**" hyperlink to download and view the file.

13. Click the "**Close & Return**" button to return to the SF-424 and continue the submission of the forms.
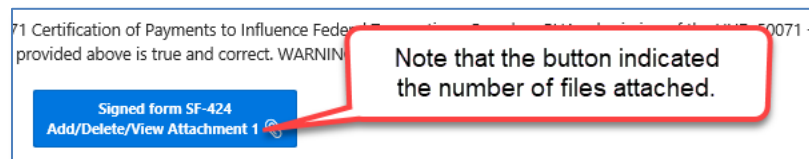
The "**Signed SF-424 Add/Delete/View Attachment**" button now displays the number of files attached.

The PHA must submit the SF-424 and, if required, the forms HUD-50071 and SF-LLL when all forms are completed and then signed.
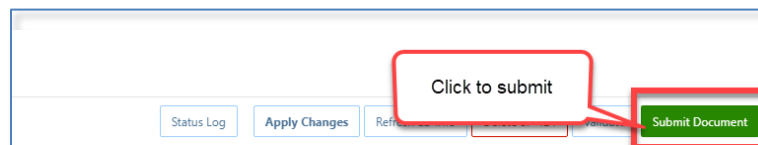
Click the "**Submit**" button to submit the forms to HUD. The Portal provides an error message if any form contains any errors or omissions. A successful submission receives the following message:
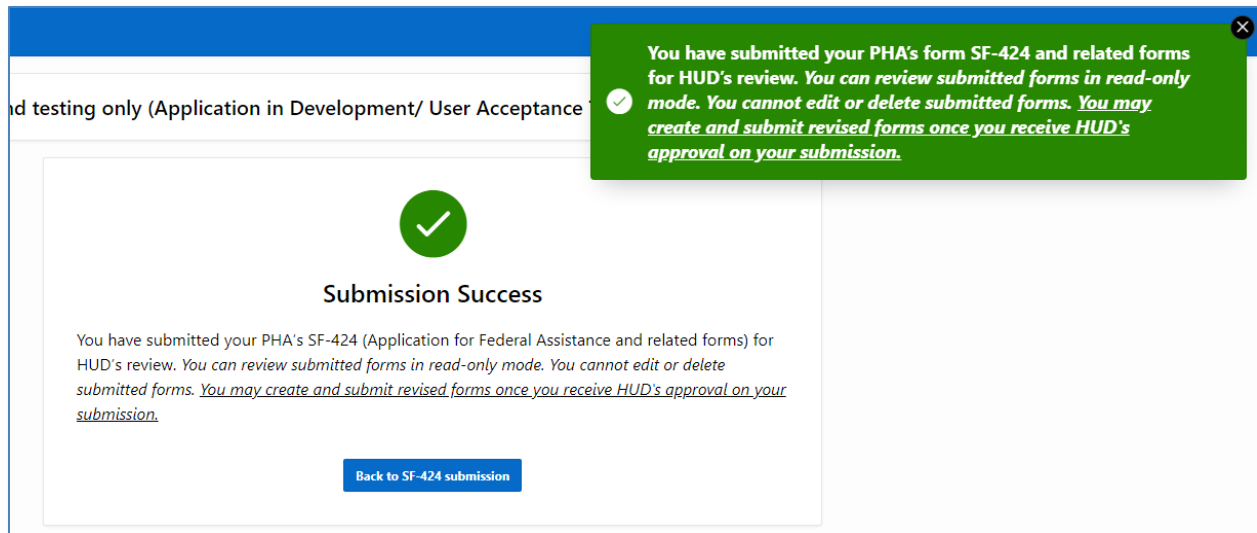
Click the "**Back to SF-424 submission**" button to return to the SF-424.
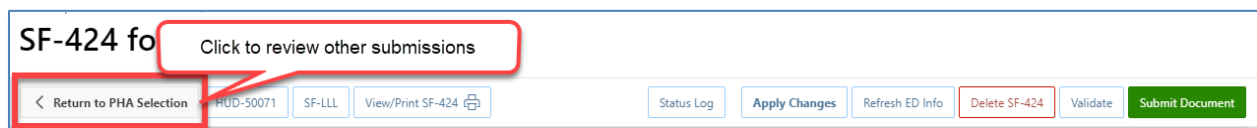
The PHA may review previous submitted forms or edit created forms by clicking the edit (✏️) icon.
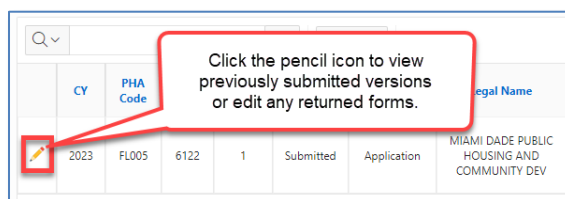
View Status Log

Once the SF-424 application is submitted to HUD, or auto-accepted, PHA can view the Status Log, following the directions below.

1. Click the **Status Log** button.

Current Submission Status

Module ID	Calendar Year	Module Ref. No.	Development No.	User Name	Update Date /Time	Old Status	New Status	FO Submission Comments	HUD Comments	Return /Withdrawn /Denied Comments	PHA Comments	Last Update User	Last Update Date
331	2025			Abraham, Johnson- HOPF00	08/08/25 04:30PM	Accepted	Submitted					Abraham, Johnson- HOPF00	08/08/25 04:30PM
331	2025			Admin User, Public Housing Portal	08/08/25 04:14PM	Submitted	Accepted					Admin User, Public Housing Portal	08/08/25 04:14PM
331	2025			Abraham, Johnson- HOPF00	08/08/25 04:14PM	Created	Submitted					Abraham, Johnson- HOPF00	08/08/25 04:14PM
331	2025			Abraham, Johnson- HOPF00	08/08/25 03:07PM		Created					Abraham, Johnson- HOPF00	08/08/25 03:07PM

The status log displays the changes in status through the lifecycle of the current form, from **Created** to **Accepted**.

View Email Log

Once the SF-424 application is submitted to HUD, PHA can view the Email Log, following the directions below.

1. Click the **View Email Log** button to open the popup window.

The email log displays the details of the email(s) FO sent to PHA during the current submission as well as previous submissions.

Click the **Close & Return** button to return to SF-424.

Resubmit the SF-424 and Related Forms

PHAs may submit a revised SF-424 with/without the forms HUD-50071 and SF-LLL after HUD accepts their latest submitted version.
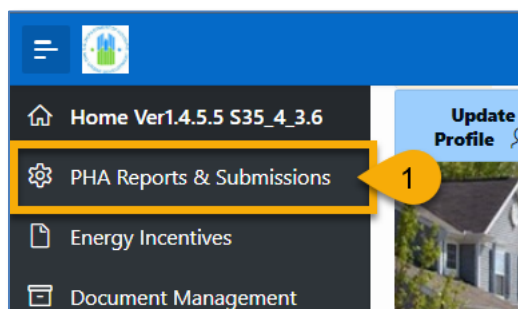
1. Click "**PHA Reports & Submissions**" in the left side navigation menu.
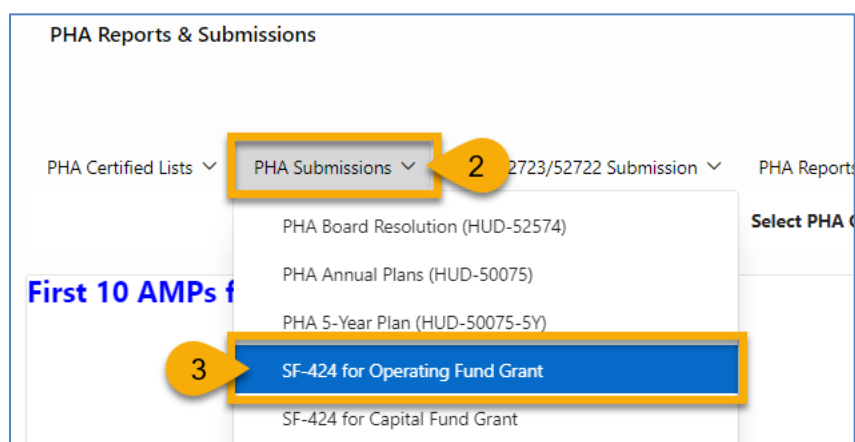
2. Click the "**PHA Submissions**" drop-down menu.
3. Select "**SF-424 for Operating Fund Grant**" from the drop-down menu.
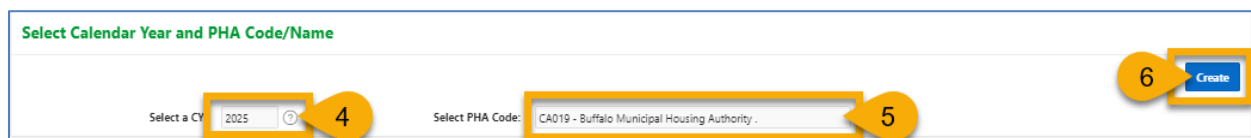
4. **Select a CY**: Select appropriate calendar year.
5. **Select PHA Code**: Select the appropriate PHA.
6. Click the "**Create**" button.

Once the **"Create"** button is clicked, the user must continue on with the next section in order to have the SF-424 record created and saved in **Created** status. If the user stops here, the changes will not be saved, and the SF-424 application will not be created.

Accepted Submissions

The Portal notifies the PHA's Executive Director when the HUD Field Office (FO) accepts their SF-424 submission along with the forms HUD-50071 and SF-LLL (if required) by email.

HUD reviewed and accepted your form SF-424 submission. You may review further and resubmit a new form SF-424 with any additional updates as required. Your current submission can be viewed by selecting the following from the main navigation:

PHA Reports & Submissions → PHA Submissions → SF-424 for Operating Fund Grant

If you have any questions, please contact your local Field Office staff.

Sincerely,

Office of Public and Indian Housing

U.S. Department of Housing and Urban Development

Returned Submissions

The FOs may return the PHA's SF-424, and if provided, the forms HUD-50071 and SF-LLL, submissions if the submissions contain errors, omissions, missing or incorrect documentation, or any other reason. The Portal notifies the PHA's executive director when the FO returns their forms by email. When the HUD returns the form, the status of the form goes back to 'Created'.

HUD reviewed and returned your form SF-424 submission. You may review further and resubmit your form SF-424 with appropriate corrections as requested. It is important that you submit your form SF-424 timely in order to receive Operating Fund Grant funds. Your current submission can be viewed by selecting the following from the main navigation:

PHA Reports & Submissions → PHA Submissions;→ SF-424 for Operating Fund Grant

Return comment: *Return comments ....*

If you have any questions, please contact your local Field Office staff.

Sincerely,

Office of Public and Indian Housing

U.S. Department of Housing and Urban Development

The "**Return comment**" provides the reason the FO returned the submission. PHAs should navigate the SF-424 and Related Forms module to correct and resubmit the forms.

1. Click "**PHA Reports & Submissions**" in the left side navigation menu.

2. Click the "**PHA Submissions**" drop-down menu.
3. Select "**SF-424 for Operating Fund Grant**" from the drop-down menu.

4. **Select a CY**: Select appropriate calendar year.
5. **Select PHA Code**: Select the appropriate PHA.

Click the edit (✎) icon to review and update the returned submission.

The Public Housing Portal Statuses

The Portal tracks four (4) different SF-424 submission statuses.

Created: The PHA created the SF-424 submission and may have started reviewing and updating the form. The PHA must review, update, and submit the form and, if required, supporting forms HUD-50071 and SF-LLL. **Note:** When HUD returns the form to PHA due to incompleteness, inconsistency, or noncompliance, the status goes back to **Created.**

Submitted: The PHA submitted the SF-424 to HUD. PHA cannot edit the form in **Submitted** status, cannot delete existing file attachments, and cannot upload new documentation.

In Review Status: The HUD field office has started to review the SF-424 submission. PHA cannot edit the form in **In Review** status, cannot delete existing file attachments, but can upload new file attachments if needed.

Accepted: The Field Office has accepted the form. PHA cannot edit the form in **Accepted** status. PHA cannot delete existing file attachments and cannot upload new documentation.

Questions

If you have comments, questions, or need help finding information in the Portal, we are here to help!

1. If you have questions about Operating Fund Grants, calculating or understanding Operating Fund eligibility, PIH regulations or notices, contact your local FO.
1. If you have questions or technical issues regarding your access to the Portal, Contact the Real Estate Assessment Center – Technical Assistance Center (REAC-TAC) by calling 1-888-245-4860 Option #4 or send an email REAC_TAC@hud.gov.
2. For questions regarding technical issues with using the Public Housing Portal, contact publichousingportal@hud.gov.