

# **HUD Sustainable Communities Regional Planning Grant: What Goes Where?**

## **Designated Areas for Attachments in Grants.gov and Recommended Information**

### **Mandatory Documents for Submission**

#### **1) Application for Federal Assistance (SF-424 Form)**

- 14. Areas Affected by Project (Cities, Counties, States, etc.): The add attachment link allows you to attach a document to the form: A Word document (.doc) that identifies additional cities, counties, states, districts, etc. where funding will affect.
- 15. Descriptive Title of Applicant's Project: Add Attachment = the 25 page Narrative Project Response to Rating Factors (12-point font minimum with not less than ¾ margins on all sides). If attaching your Responses as one Word document(s) (.doc) these document(s) are still limited to the 25 page limit.
- 16. Congressional Districts Of:  
Add Attachment = If funding for proposed project will cross Congressional Districts, create a Word document (.doc) that identifies the additional Program/Project Congressional Districts.
- 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation in attachment.)  
Add Attachment = ONLY IF THE RESPONSE IS "YES" provide information explaining that the issue has been resolved or provide the steps being taken to resolve the issue.

#### **2) HUD Facsimile Transmittal**

- Name of Document Transmitting:
  - ✓ If there is no fax being sent, please type: "NO FAX" in the box asking to identify document being transmitted.
  - ✓ If there is a fax being sent, please type the name of the document.
  - ✓ If you are or aren't submitting a fax the yellow mandatory fields need to be completed.
- 7. How many pages (including cover) are being faxed?
  - ✓ If there is NO FAX being sent, click "Other" and in the box, type: 01 –the coversheet counts as one page even if you are not transmitting a document.
  - ✓ If there is a document(s) being sent, click the type of document or "Other" and in the box, type the amount of pages (including cover page). Use fax if documents cannot be attached to your application. **Faxed documents will be included in the 15 page Appendix.**

## Optional Forms

### 1) Faith Based EEO Survey

- If this form is applicable to you, you must complete.

### 2) Disclosure of Lobbying Activities (SF-LLL)

- If this form is applicable to you, you must complete.

### 3) HUD Applicant-Recipient Disclosure Form (HUD-2880)

- This form was not included in the original posting. As of August 11, 2010, the application package has been modified to include this form. If you previously downloaded the application and this form IS NOT applicable to you then you DO NOT have to re-download the application package. If the form is applicable to you, then you MUST download a new application package to complete the form.

### 4) Attachments (Allows 15 individual files within the form)

- For example: the NOFA requires an Abstract.) Attachment 1: Applicant Abstract file (limited to a max of 2 pages). This Word document (.doc) is not included in the 25 page limit neither the 15 page Appendix.
- Attachment 2: Attach your completed Rating Factor Form ([www.hud.gov/sustainability](http://www.hud.gov/sustainability)). This is not included in the 25 page limit neither the 15 page Appendix.
- Attachment 3: Attach your completed HUD 424 CBW Grant Application Detailed Budget Worksheet ([www.grants.gov](http://www.grants.gov) Grant Application Instructions). This is not included in the 25 page limit neither the 15 page Appendix.
- All other attachments are part of the 15 page Appendix, which include:
  - ✓ Letters: Leverage Resource Commitments, Proof of Partnerships, etc.
  - ✓ Supporting Documents: Maps/Geospatial Data, etc.

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### \*Recommendations:

- When naming files, avoid long titles because grants.gov may read the file as a virus.
- Because maps range in file size, compress maps into Zip files to avoid technical issues when trying to upload the application from your computer.