

Guidance to Assist PHAs in Completing Standard Form 424 (SF-424), Application for Federal Assistance, for Operating Subsidy Submissions

This form is required as part of the government-wide *e-grants* management initiative. Each PHA shall submit only one form SF-424. PHAs are to send an email to the appropriate FO with the scanned document attached. However, with prior FO approval, the PHA may send it by fax.

PHAs must have a Dun and Bradstreet Universal Identifier Numbering System (DUNS) number as well as active registration in the System for Award Management (SAM; www.sam.gov) to receive funds from HUD's financial systems. Guidance for obtaining a DUNS number and SAM registration can be found on the same Operating Subsidy funding web page that this guidance is located.

HUD may suspend Operating Subsidy grants for PHAs that do not comply with the above requirements.

Instructions for completing the SF-424:

1. **Type of Submission:** Select "Application"
2. **Type of Application:** Select "New" or "Continuation" in accordance with the form instructions
3. **Date Received:** Leave blank
4. **Applicant Identifier:** Enter the PHA Code
5. **a. Federal Entity Identifier:** Enter the PHA Code
b. Federal Award Identifier: Enter the PHA Code
6. **Date Received by State:** Leave blank
7. **State Application Identifier:** Leave blank
8. **Applicant Information:** Complete a. through f. in accordance with form instructions
9. **Type of Applicant:** Enter "Public/Indian Housing Authority"
10. **Name of Federal Agency:** U.S. Department of Housing and Urban Development
11. **Catalog of Federal Domestic Assistance Number/Title:** Enter "14-850"
12. **Funding Opportunity Number/Title:** Enter "9999"
13. **Competition Identification Number/Title:** Enter "9999" or leave blank
14. **Areas Affected by Project:** Follow form instructions
15. **Descriptive Title of Applicant's Project:** Enter "Public housing project administration and maintenance under the Operating Fund program (24CFR990)"
16. **Congressional District Of:** Follow form instructions
17. **Proposed Project Start and End Dates:** Start date – enter the beginning date of the calendar year being funded (e.g., for CY 2012, enter January 1, 2012). End date – enter the ending date of the calendar year being funded (e.g., for CY 2012, enter December 31, 2012)
18. **Estimated Funding:** a. "Federal": Enter total amount of prior year Operating Fund obligations for the PHA. For lines b. through f., enter "0" or follow instructions as appropriate.
19. **Is Application Subject to Review by State Under Executive Order 12372 Process?** Select "c. Program is not covered by E.O 12372."
20. **Is the Applicant Delinquent on any Federal Debt?** Follow form instructions

21. Authorized Representative: Follow form instructions