

Standard Application Forms, Certifications, and Other Attachments

This resource explains each of the standard forms listed in the Notice of Funding Opportunity (NOFO). The NOFO identifies which forms are required with your application submission.

1. Standard Form 424 (SF-424) Application for Federal Assistance

Your application must include the SF-424. This is the standard application form for all Federal financial assistance. The form captures important information about your organization and your funding request. Complete the form online via [Grants.gov](https://www.grants.gov), or, if applicable, in esnaps.hud.gov. You may print and complete the form if you have a HUD-approved waiver request.

- [SF-424 Family Form](#) (PDF) (posted on Grants.gov)
- [SF-424 Family Form Instructions](#) (PDF)

2. Applicant and Recipient Assurances and Certifications

Your application must include the HUD-424B. This form includes assurances and certifications regarding civil rights and other Federal requirements. Recipients must require each subrecipient to submit certifications and assurances of compliance in the form of the HUD 424B. This is a form required for recipients and subrecipients.

The NOFO may require you to submit the SF-424B form in addition to the HUD-424B. If your project involves construction, you must submit the SF-424D form in addition to the HUD-424B. Below is a link to the standard forms and related instructions.

- [HUD-424-B Form and Instructions](#) (PDF)
- [SF-424B Assurances for Non-Construction Programs](#) (PDF) (posted on Grants.gov)
- [SF-424B Assurances for Non-Construction Programs Instructions](#) (PDF)
- [SF-424D Assurances for Construction Programs](#) (PDF) (posted on Grants.gov)
- [SF-424D Assurances for Construction Programs Instructions](#) (PDF)

In addition to certifications and assurances provided with your application, all funding applicants must have an active and up-to-date registration in [SAM.gov](https://sam.gov). Your registration and renewal must include the Federal Assistance Representations and Certifications section.

3. Lobbying Activities

Your application must include the "Certification Regarding Lobbying" form, which confirms you're following lobbying rules and reporting necessary information. You must also use the SF-LLL form to disclose any lobbying activities paid for with non-Federal funds. Federally recognized Indian tribes and their Tribally-designated housing entities (TDHEs) are exempt from the requirements to submit a Certification Regarding Lobbying form or an SF-LLL. This exemption does not extend to state-recognized tribes or their designated TDHEs.

- [Certification Regarding Lobbying form](#) (PDF)
- [Certification Regarding Lobbying form instructions](#) (posted on Grants.gov)
- [SF-LLL](#) (PDF)
- [SF-LLL instructions](#) (posted on Grants.gov)

4. Applicant Disclosure Report Form (HUD-2880)

Your application must include the HUD-2880 form. Use the form to disclose all assistance sources. HUD may use the information to inform the feasibility of your project. The form is required for any project with assistance [within the jurisdiction of HUD](#) and subject to Section 102(d) of the HUD Reform Act. The form is applicable both at the time of application and after award.

- [HUD-2880 form and instructions](#) (PDF)

5. Code of Conduct

Your current code of conduct must be [on file with HUD](#) and your policy must comply with "[Conducting Business in Accordance with Ethical Standards](#)" requirements. If your policy is not current or not compliant, submit an updated policy with your application. Or you may submit your policy update to the agency point of contact in the [NOFO](#). A code of conduct remains "current" for seven years after submission. Subrecipients must also maintain a code of conduct policy and comply with "[Conducting Business in Accordance with Ethical Standards](#)" requirements.

6. Nonprofit Documentation

To be eligible for funding as a nonprofit, your organization must show it is a nonprofit. The NOFO might require specific documentation to demonstrate your nonprofit status. If it doesn't, HUD will accept the following as documentation of nonprofit status.

- A copy of a current tax exemption certificate from the IRS, or other proof that the Internal Revenue Service currently recognizes that contributions to your organization are tax deductible under section 501(c)(3) of the Internal Revenue Code.
- A letter from your state's tax department, attorney general, or another state official

saying that your group is a nonprofit and that none of your net earnings go to private shareholders or others.

- A certified copy of your certificate of incorporation. This document must show that your group is a nonprofit.
- Any of the above for a parent organization. Also, include a statement signed by an official of the parent organization that your organization is a nonprofit affiliate.

7. Budget

Submit with your application the budget required by the NOFO. The NOFO may require use of one of the standard budget forms below. Or your NOFO may require a program-specific budget.

Your budget must support your project activities. Your budget should specify annual allocations to each activity. And your budget should follow the cost principles of 2 CFR 200.

- [HUD-424CB form and instructions](#) (posted on hud.gov)
- [HUD-424CBW form and instructions](#) (posted on hud.gov)
- [HUD-424M form and instructions](#) (posted on hud.gov)
- [SF-424A form](#) (posted on Grants.gov)
- [SF-424A instructions](#) (posted on Grants.gov)
- SF 424A instructions for applicable HUD programs (see text below)

SF-424A – HUD-Specific Guidance

To fill out the budget information requested on the SF-424A, review the general instructions provided for the SF-424A and follow the instructions outlined below. The budget reported on SF-424A must include a yearly breakdown of costs for the entire project period. The budget must separate out funding that is administered directly by the applicant from any subaward.

Section A – Budget Summary

- Grant Program Function or Activity (column a) = grant activity means the type of financial assistance expected under this NOFO: 1) grant/cooperative agreement; 2) non-cash contribution or donation of property; 2) direct appropriation; 4) food commodity; 5) other assistance, including: loan, loan guarantee, interest subsidy, and insurance.
- New or Revised Budget, Federal (column e) = Enter the Total Federal Budget Requested by grant activity for the project period, in rows 1 through 4. In row 5, reflect the sum of the amount for the Federal Total.

- New or Revised Budget, Non-Federal (column f) = Enter Total Amount of any Non-Federal Funds Contributed (if applicable), by grant activity for the project period, in rows 1 through 4. In row 5, reflect the sum of the amount for the Non-Federal Total.
- New or Revised Budget, Total (column g) = Enter Total Budget Proposed by grant activity for the project period in rows 1 through 4. In row 5, reflect the sum of the amount for the Federal and Non-Federal Totals.

Section B – Budget Categories

- Enter the total costs requested for each Object Class Category (Section B, number 6) for all years of the total project period.
- If the class categories are not known at the time of application, include the expected budget under row h.

Section D – Forecasted Cash Needed

- Enter each quarter in the first year of the project period, enter the cash needs anticipated.

Section E – Budget Estimates of Federal Funds Needed for Balance of the Project

- Column (b)First = Enter the total Federal funds needed for the second year of the project period, for each grant activity. Reflect the sum of funds from all activities for the second year in row 20.
- Column (c)Second = Enter the total Federal funds needed for the third year of the project period, for each grant activity. Reflect the sum of funds from all activities for the third year in row 20.
- Column (d)Third = Enter the total Federal funds needed for the fourth year of the project period, for each grant activity. Reflect the sum of funds from all activities for the fourth year in row 20.
- Column (e)Fourth = Enter the total Federal funds needed for the fifth year of the project period, for each grant activity. Reflect the sum of funds from all activities for the second in row 20.
- If the NOFO is for a period longer than five years, complete a second SF-424A form and upload it as an attachment to the application (this specific attachment will not be counted towards the page limit). Year 6 information should be included in column (b)First of Section E. Then enter the total for years 1-5 (per the first SF-424A form) in column (c)Second of Section E. The second SF-424A form will compute columns (b) and (c), reflecting total costs for the entire project period. This total should be consistent with the total Federal costs requested on the SF-424, Application for Federal Assistance.
- [SF-424A](#) – form and instructions (posted on Grants.gov).

