

**Appendix 3 - Application Checklists and Aids  
(Removing Negative Elements Rubric)**

**a. Application Forms:** (Not subject to the page limitations.)

\_\_\_\_\_ SF-424, Application for Federal Assistance (signed by the Authorized Organization Representative (AOR) who is legally authorized to submit the application on behalf of the applicant

\_\_\_\_\_ SF-424 Supplement, Survey on Ensuring Equal Opportunities for Applicant ("Faith Based EEO Survey (SF-424-SUPP)")

\_\_\_\_\_ NSP2 Non-profit Organization Qualification-- Narrative describing qualification as an eligible applicant and Evidence of Nonprofit or and Tax Exempt Status (in accordance with this NOFA).

\_\_\_\_\_ Consortium Agreement, if applicable.

\_\_\_\_\_ Program Summary

**b. Narrative Statements Addressing:** (Subject to the page limitations described above.)

\_\_\_\_\_ Factor 1 – Need and Market Conditions

\_\_\_\_\_ Factor 2 – Demonstrated Capacity

\_\_\_\_\_ Factor 3 - Soundness of Approach

\_\_\_\_\_ Factor 4 - Leveraging, integration, removal of negative effects

\_\_\_\_\_ Factor 5 - Energy efficiency

\_\_\_\_\_ Factor 6- Neighborhood transformation and economic opportunity

**c. Disclosures:** (Not subject to the page limitations.)

\_\_\_\_\_ SF-LLL, Disclosure of Lobbying Activities, as applicable.

\_\_\_\_\_ HUD-2880, Applicant/Recipient Disclosure/Update Report. ("HUD Applicant Recipient Disclosure Report")

**d. Appendices:** (Not subject to the page limitations.)

\_\_\_\_\_ A copy of your code of conduct.

\_\_\_\_\_ Leveraging documentation—firm commitment letters. (See factor 4.)

\_\_\_\_\_ Signed Certifications. (See Appendix IV for the relevant certifications.)

\_\_\_\_\_ Calculation of removal of negative effects using HUD provided rubric

\_\_\_\_\_ Summary of citizen comments including URL where plan is posted

\_\_\_\_\_ Documentation of firm commitment executed and dated by each for-profit partner

Other information should not be submitted and will not be considered in scoring the application.