

**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](http://www.sam.gov)) to receive funds from HUD's financial systems. Guidance for obtaining a DUNS number is posted at:

[http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_9234.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_9234.pdf)

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

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