



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Washington, DC 20410-6000

OFFICE OF POLICY DEVELOPMENT
AND RESEARCH

OMB Control Number: 2501-0044
Exp. Date: 2/28/2027

[DATE]

[CONTACT NAME FROM SF-424 FIELD 8(F)]

[ADDRESS FROM SF-424]

Dear [CONTACT NAME FROM SF-424 FIELD 8(F)],

To complete the scoring process for your institution's application for the Notice of Funding Opportunity titled [NOFO TITLE], it is required that you submit the following items that were missing from your application:

- _____ Application for Federal Assistance (SF-424)
- _____ Applicant and Recipient Assurances and Certifications (HUD 424-B)
- _____ Applicant/Recipient Disclosure/Update Report (HUD 2880)
- _____ Certification Regarding Lobbying Activities
- _____ Disclosure of Lobbying Activities (SF-LLL)
- _____ Certification for a Drug-Free Workplace (HUD-50070)
- _____ Assurances for Non-Construction Programs (SF-424B)
- _____ Other (*explain*)

To enable HUD to complete the scoring process for your institution's application, please submit the items that were missing from your initial application in accordance with the directions included in this letter. For additional information, see Section VI.C.2, *Technical Application Errors* of the NOFO.

To fix an error in response to a HUD notice, you must email the corrections to HUD at applicationsupport@hud.gov and Michael.J.Stewart@hud.gov within five (5) calendar days of receipt of this letter.

The subject line of the email that you send to applicationsupport@hud.gov and Michael.J.Stewart@hud.gov must state "Technical Fix" and include the [Grants.gov](https://www.grants.gov) application tracking number (e.g., Subject: Technical Fix - GRANT123456). Enter in the subject line "Technical Cure" and the Application Number: [APPLICATION NUMBER]. If this information is not included, HUD may not be able to match the response to the application under review and the application may be rejected.

For further questions, contact Michael Stewart at Michael.J.Stewart@hud.gov.

Sincerely,

Stephanie Stone, Deputy Assistant Secretary
Office of Technical Assistance