

Housing Renewal Project Checklist

This checklist is provided to assist project applicants only. It is not required to submit this checklist to the project review folder.

Submit via Google form (due by 4:00pm June 11, 2024)

- Updated [Project Contact form \(Microsoft Forms online\)](#)

Submit to Google Drive project folder (due by 4:00pm June 11, 2024)

Google Drive folder link will be sent by email to project contact(s) listed on Notice of Intent to Apply.

Reminders:

- All forms named below are available on the [Renewal Housing Project Applications page](#) of the website.
- **Name documents clearly: Document Title_Project Name** (Example: Code of Conduct_AwesomeAgency)
- **Create subfolders within your project folder to group items together for reviewers.** Example: Create a Training and Development Folder in the B-Scoring Elements Folder if you have multiple files related to Training and Development.

Main Project Folder

- Project Rating Tool
- Signed Project Applicant Assurances

If applicable:

- Notes of explanation for Monitoring Reports
- Notes of explanation for any review element
- Alternative Data Measure Request

A-Threshold Review Folder

- A-1. [SAM.gov](#) screenshot or printout showing registration status
- A-2. Current Code of Conduct filed with HUD (listed [here](#))
- A-3. Board membership policy (showing allocation of seats)
- A-4. Current Board roster (showing membership of an individual with lived experience of homelessness)
- A-5. Budget Review Form
- A-6. HUD Monitoring Report(s) received in 2023, if any

B-Scoring Elements Folder

- B-1. Performance data
 - HMIS or alternate database APR for Calendar Year 2023, OR
 - First Year Narrative (if no APR available)
- B-2. eLOCCS screenshots
- B-3. Training & Development report
- B-4. Equal Access Self-Assessment
- B-5. Housing First Assessment + denials narrative, if applicable
- B-6. Advancing Equity
- B-7. Promoting Self-Sufficiency
- B-8. Coordinated Entry Participation



STOP. If your project is approved and placed on the List of Eligible Renewals, you may collect/verify these documents and continue AFTER HUD opens *E-snaps* for CoC Applications (due by date TBD)

Submit in E-Snaps <[LINK](#)>

- Applicant profile with attachments
 - Nonprofit documentation
 - Code of Conduct (if not listed [here](#))
 - List of federal funds requested/received if exceeds space on Form 2880
- Project application for the correct funding source with attachments
 - Fully updated Applicant Performance screen
 - Nonprofit documentation of any subrecipients
 - Match letter or MOU for in-kind match