

# Non-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 online form (due by 4:00pm June 11, 2024)

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

## 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
  - Most recent APR submitted in Sage
  - HMIS only: Board letter
- B-2. eLOCCS screenshots
- B-3. Training & Development report
- B-6. Advancing Equity Review
- B-9. SPM support narrative on outcomes/improvements



**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
  - Nonprofit documentation of any subrecipients
  - Match letter or MOU