

# New Project Checklist

**Note:** 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 August 3, 2023)

- Notice of Intent to Apply <[LINK](#)>

## Submit to Google Drive project folder (due by 4:00pm August 23, 2023)

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

### Main Project Folder

- Signed Project Applicant Assurances
- New Project Impact Statement, with attachments
- Preparation & Performance Narrative
- PDF of submitted project application in e-snaps, including attachments

For projects seeking DV Bonus funding or serving exclusively survivors of domestic violence:

- DV Narrative Supplement

### Threshold Review Folder (New applicant agencies only)

- Acknowledgement of Federal Requirements form
- SAM.gov screenshot or printout showing registration status and UEID
- Nonprofit status letter, if applicable
- Most recent audit or reviewed financial statements
- Code of Conduct or evidence of code on file with HUD
- Written explanations, if required

## Complete and submit in e-snaps (due by 4:00pm August 23, 2023)

E-Snaps <[LINK](#)>

- Applicant profile with attachments
  - o Nonprofit documentation
  - o Code of Conduct (if not listed [here](#))
  - o List of federal funds requested/received if exceeds space on Form 2880
- Project application for the correct funding source with attachments
  - o Nonprofit documentation of any subrecipients
  - o Match letter or MOU (samples [here](#), under “Reference Materials”)

### Reminders:

- **Name documents clearly: Document Name\_Project Name** (Example: Code of Conduct\_AwesomeAgency)
- **Create subfolders within your project folder to group items together for reviewers.** Example: Create a folder called “Impact Statement” if you have multiple files related to project impact.