River Valleys Continuum of Care (MN-502)

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 Google form (due by 4:00pm April 25, 2023)

☐ Updated Project Contact form ([Google Form](#))

Submit to Google Drive project folder (due by 4:00pm April 25, 2023)

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

- **Name documents clearly: Document Title_Project Name** (Example: Code of Conduct_AwesomeAgencyHMIS)
- **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

☐ HUD Monitoring Report(s) received in 2022, if any

Optional:

☐ *Comments on Project Profile/Project Summary*

☐ *Document with notes of explanation for Monitoring Reports*

☐ *Alternative Data Measure Request*

A-Threshold Review Folder

☐ SAM.gov screenshot or printout showing registration status

☐ Board membership policy (showing allocation of seats)

☐ Current Board roster (showing membership of an individual with lived experience of homelessness)

Optional:

☐ *Document with notes of explanation for APR completion, CoC meeting participation, or CE policy compliance*

B-Scoring Elements Folder

☐ Performance data
  o Most recent APR submitted in Sage
  o SPM support narrative on outcomes/improvements
  o HMIS only: Board letter

☐ eLOCCS screenshots

☐ Training & Development report

☐ Advancing Equity Review

☐ SSO-CE Only: Promoting Self-Sufficiency Review

⚠ **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 <u>with attachments</u>
  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 <u>with attachments</u>
  o Nonprofit documentation of any subrecipients
  o Match letter or MOU