RENEWAL Project Submission Checklist

AGENCY:	
PROJECT NAME:	
CONTACT PERSON'S NAME:	
PHONE:	
E-MAIL:	
FAX:	

SUBMIT BY 11:59 PM on September 25, 2024
Please email each of the documents listed below to: cocdirector@msbos.org

LOCAL DOCUMENTS

☐	This Submission Checklist and Local Application Materials for Renewal Projects form
☐ If no findings, check here: ☐	**Only if unresolved HUD monitoring findings and/or any history of sanctions imposed by HUD**: Written communication between HUD and the project

HUD DOCUMENTS

☐	HUD Project Application submitted in e-snaps
☐	Applicant Profile submitted in e-snaps
☐ If already submitted to HUD check here: ☐	Applicant Code of Conduct (if not already on HUD's website)
☐ If submitted in esnaps check here: ☐	Non-profit documentation showing applicant and subrecipient eligibility
☐ If not applicable, check here: ☐	**Only if requesting indirect costs and agency has negotiated an approved indirect cost rate**: Approved Indirect Cost Rate Proposal

Local Application Materials for <u>Renewal</u> Projects

Threshold Requirements

Please check each box to confirm that the following statements are true:

☐ The project applicant's performance meets the plans and goals established in the initial application (as amended).

☐ The project applicant demonstrated all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met.

☐ The project applicant's performance assists program participants in achieving and maintaining independent living and records of success.

☐ The project applicant has been willing to accept technical assistance, has not had a history of inadequate financial accounting practices, has no indications of project mismanagement, has not had a drastic reduction in the population served, has not made program changes without prior HUD approval, and has not lost a project site.

☐ Project meets HUD threshold requirements for renewal projects, including that the project has **none** of the following:
- Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- Audit finding(s) for which a response is overdue or unsatisfactory;
- History of inadequate financial management accounting practices;
- Evidence of untimely expenditures on prior awards;
- History of other major capacity issues that have significantly impacted the operation of the project and its performance;
- History of not reimbursing sub-recipients for eligible costs in a timely manner, or at least quarterly; or
- History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

☐ Applicant's past performance in managing funds reflects:
- The ability to account for funds in compliance with applicable reporting and recordkeeping requirements
- Timely use of funds received from HUD
- Timely submission and quality of reports submitted to HUD
- That projects meet program requirements

- That projects meet performance targets as established in the grant agreement
- Strong organizational capacity, including staffing structures and capabilities
- That timelines for completion of activities and receipt of promised matching or leveraged funds are met
- That the correct number of persons to be served or targeted for assistance is served
- That the project is promoting self-sufficiency and economic independence
- That the project is producing positive outcomes and results; and
- That the project is encouraging participation with traditional and non-traditional partners in the community.

☐ The project has policies regarding termination of assistance, client grievances, equal access, and fair housing requirements, VAWA protection, and confidentiality that are compliant with HUD CoC Program requirements.

THRESHOLD EXPLANATION: If you are unable to check one of the boxes above, please provide an explanation (one-page limit).