

## FY 24/25 RENEWAL PROJECT CHECKLIST (FOR PROJECTS RENEWING UNDER THE REOPENED FY24–25 COC NOFO, FR-6800-N-25)

This checklist applies to all renewal projects being submitted pursuant to the Court-ordered reopening of the FY24–25 CoC NOFO. All renewals must remain fully compliant with HUD regulations at 24 CFR Part 578, 2 CFR Part 200, and all requirements of the FY24–25 NOFO.

Under this competition, renewal projects may also request Permanent Housing – Rental/Leasing Subsidy Expansion using reallocated funds, consistent with HUD’s Expansion Project provisions. These requests are limited to existing Permanent Housing projects and may only increase rental assistance and/or leasing subsidies. The project component type must remain Permanent Housing, and no changes to program design or target population are permitted.

Unless your project is being reallocated, replaced, or expanded through an approved Rental/Leasing Subsidy Expansion, your project must renew as-is, with no change in:

- Component type
- Scope of services
- Housing model
- Target population
- Program design

Strategic planning discussions related to future HUD policy changes, including potential Permanent Housing caps or the authorization of Transitional Housing, do not apply to this competition and do not alter renewal requirements under the FY24–25 NOFO.

- **File naming format:**
  - **“Document Title – Agency Name – Project Name”**

### A. ORGANIZATIONAL DOCUMENTS

- ☐ Evidence of Active SAM Registration & UEI (Please put on a word document)
- ☐ The Way Home Partnership Agreement (current, signed)
- ☐ Most Recent Single Audit Report (if applicable; include resolution to findings)
- ☐ Most Recent HUD Monitoring Report (if applicable)
- ☐ Copy of this Checklist

### B. PROJECT HISTORY & PERFORMANCE DOCUMENTATION

- ☐ Confirmation of Award Amount from Your Most Recently Completed HUD Operating Year
  - For most agencies: **FY 2023 completed year**
  - Must include:
    - Total funds awarded

- Total funds spent
- Any funds returned to HUD

### C. REQUIRED ATTESTATIONS

- ☐ Housing + Services + Accountability Questionnaire
- ☐ Attestation that project scope remains unchanged unless the project is being voluntarily reallocated, replaced, or submitted for a HUD-permitted Permanent Housing Rental/Leasing Subsidy Expansion (submitted in Word)
- ☐ If submitting a Permanent Housing Rental/Leasing Subsidy Expansion request, we acknowledge that this expansion will remain within the Permanent Housing component and will only increase rental assistance and/or leasing capacity, with no changes to component type, target population, or core program design.

### D. ITEMS VERIFIED IN ESNAPS (COMPLETED BY THE WAY HOME)

- ☐ Applicant Profile
- ☐ SF-424
- ☐ Renewal Project Application
- ☐ Budget
- ☐ Match Forms
- ☐ Required uploads
- ☐ Submission to TX-700 Lead Agency complete

#### Important Note on Renewals:

Projects that were awarded one year of funding during the FY 2024 competition and are not being reduced, reallocated, or transitioned do not need to submit a FY 2025 renewal application in e-snaps. HUD will process those renewals using the FY 2024 application (NOFO I.B.2.c).

### IMPORTANT REMINDER:

- Incomplete or inconsistent renewal submissions may delay HUD processing under the FY24–25 NOFO or lead to reallocations.
- Renewals Due (10 business days): **Monday, January 26, 2026**