Pre-Competition Checklist
for Recipients with Renewal Projects

Organizations that anticipate they will renew funds for existing Continuum of Care (CoC) Program funded projects in an upcoming competition should use this checklist to prepare, prior to the publication of the annual Notice of Funding Opportunity (NOFO). Please note, this is a general checklist and your local CoC may have a different process. You are encouraged to connect and partner directly with your local CoC to move through the application process.

☐ **Know who the Collaborative Applicant is for your CoC and who the point of contact is for the local competition.** Find CoC contact information on the HUD Exchange Grantee page.

☐ **Connect with the local CoC contact prior to the local competition.** Ask them to confirm your responsibilities for the local competition as well as the CoC Program annual competition and consider reviewing this checklist with them.

☐ **Sign up for your CoC's mailing lists**, including paper, email, and/or listserv.

☐ **Know who your local HUD Field Office representative is.** Visit the HUD Field Office Staff Directory.

☐ **Confirm you can access your organization's *e-snaps* account.** If you cannot, review the [*e-snaps* 101 Toolkit](e-snaps 101 Toolkit) – [Request Access to Your Organization's *e-snaps* Account](Request Access to Your Organization's e-snaps Account).

☐ **Ensure your Project Applicant Profile is up to date.** Consider whether there have been changes in staffing, addresses, phone numbers, etc. If needed, review Update the Applicant Profile in Edit-Mode.

☐ **Confirm you know the DUNS Number for your organization.** If you do not, go to Dun & Bradstreet. There is a D-U-N-S Number Lookup page.

☐ **Confirm SAM registration is up to date.** Visit [SAM.gov](SAM.gov) for assistance.

☐ **Run Homeless Management Information System (HMIS) reports and ensure the data are accurate.** If you need assistance, contact the HMIS Lead Agency for your community. Contact information is on your CoC's HUD Exchange Grantee page.

☐ **If you are a victim service provider using a comparable database,** coordinate with the HMIS Lead Agency for your community. Contact information is on your CoC's HUD Exchange Grantee page.

☐ **Review project design and population being served.** If you are considering making changes to the project, connect with the local CoC contact to discuss. If you are a PSH project, review your grant's requirement to be a Dedicated or DedicatedPLUS project. Applying for DedicatedPLUS Projects page.

☐ **Identify potential subrecipients,** if needed.

- ☐ **Determine whether your project is adhering to Housing First principles,** particularly if your project application the prior year stated you were. See HUD's Housing First Implementation Resources page.

- ☐ **Ensure Annual Performance Reports (APRs) are submitted on-time.** Submit questions about the Sage HMIS Reporting Repository (Sage) to the HUD Exchange Ask A Question (AAQ) portal. Select "Sage" under "Reporting Systems" on step 2 of the question submission process.

  - o **Review budget versus actual expenses for grant budget line items.** If budget changes are needed, connect with the CoC contact to discuss any possible options. Visit the HUD Exchange Grantee page.

  - o **Ensure you are meeting your match requirements.**

- ☐ **Review the previous year's ranking of projects submitted during the prior competition.** It will provide information about the types of projects the CoC is prioritizing in the community. The CoC is required to publicly post it during each competition. See if it is available. If not, contact the CoC Collaborative Applicant. Visit the HUD Exchange Grantee page.

- ☐ Sign up for HUD Exchange updates.

- ☐ Sign up for SNAPS Program Information through HUD.gov.

- ☐ Sign up for SNAPS Competition Information through HUD.gov.

- ☐ When the Grant Inventory Worksheet (GIW) reports are published**, work with your local CoC contact to review your CoC's GIW for accuracy in your projects.** Data include applicant information, project information (e.g., grantee agreement number), expiration year (i.e., the year of the operating end date), project component, unit configurations and whether the budget uses Fair Market Rent (FMR) or Actual Rent, and budget line items.

- ☐ **When the NOFO is published, connect with the CoC Collaborative Applicant.** In particular, you want to confirm with them that your project is eligible for renewal, especially if your grant received an extension at any time.

More information and resources are available on the HUD Exchange *e-snaps* page.