2018 HUD Renewal Applicant Profile Checklist

**Please use as resource before submitting in e-snaps**

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| **Review Checklist Information** | |
| Agency Name: |  |
| Project Name: |  |

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| **Applicant Profile (Pro Tip: Only need one per agency)** | |
| 1. Profile Type | ☐ Is “Project Applicant” |
| 1. Organization Information | ☐Legal Name of Organization is Correct  ☐Organization Type  ☐Employer or Tax ID#  ☐Organization [DUNS#](https://www.sam.gov/portal/SAM/?navigationalstate=JBPNS_rO0ABXdcACJqYXZheC5mYWNlcy5wb3J0bGV0YnJpZGdlLlNUQVRFX0lEAAAAAQApdmlldzoxYTU5MmNlOS00YzE1LTQwN2QtODNmOS1hOTM4ODgxMzJjMGYAB19fRU9GX18*&portal:componentId=42c3b948-a1c0-4457-854d-4f9fcfb0443c&interactionstate=JBPNS_rO0ABXcvABBfanNmQnJpZGdlVmlld0lkAAAAAQAOL2pzZi9sb2dpbi5qc3AAB19fRU9GX18*&portal:type=action#1)  ☐Address  ☐All other sections complete (mailing address, org. address) |
| 1. Contact Information | ☐3A. Authorized Representative contact information complete.  ***Definition of Authorized Representative and Alternative Contact:*** The Authorized Representative makes sure the applicant profile is up to date and the NOFA is submitted to the BoS CoC for review. Each organization has only one Authorized Representative. The organization also names an Alternative Contact who handles all other application issues.  ☐3B. Alternative Contact info is complete. |
| 1. Additional Information | ☐4.1 [Congressional districts](https://www.govtrack.us/congress/members/map) included  ☐4.2 Faith-Based Organization selection is chosen  ☐4.3 Federal Grant should be “Yes” for renewals  ☐4.4 Is Applicant’s Code of Conduct on file with HUD? Answer “Yes” if your agency is listed [here.](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants) |
| 1. Attachments   Forms | ☐HUD form (online) – Note: HUD 2880 is divided between applicant profile and project application. For more info, review – [How to complete HUD form 2880 in e-snaps](https://www.hudexchange.info/resource/5595/how-to-complete-the-hud-form-2880-in-e-snaps/)  ☐Code of Conduct – attach ONLY if not [already on file with HUD](https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants) or if it has been revised.  ☐Nonprofit Documentation – Nonprofit organizations must attach their nonprofit 501c3 documentation.  ☐EEO Survey – SF-424 Survey on Ensuring Equal Opportunities for Applicants. Only required for nonprofits. All nonprofits must submit a new form this year. |