



# FY 2026 Renewal Project Required Attachments Checklist

## Continuum of Care – AL-504

Applies to: FY 2026 CoC Renewal Projects, including renewals that may be reduced, reallocated, transitioned, or otherwise reviewed under the FY 2026 local competition process. Renewal Local Applications Due: Friday, July 10, 2026, by 11:59 PM CT. Submit to: NOFO@MACHhouston.org.

### Submission and File Labeling Requirement

Applicants must submit all required files in one ZIP file per project unless MACH provides different instructions.

**ZIP file name format:** FY 2026\_Renewal\_[AgencyName]\_[ProjectName]\_Submission.zip

**Individual file name format:** FY 2026\_Renewal\_[AgencyName]\_[ProjectName]\_[DocumentName].docx/pdf/xlsx

Files must be clearly labeled and submitted by the applicable deadline. Applications with missing, incomplete, unlabeled, or incorrectly packaged required attachments may be deemed incomplete during threshold review. If MACH allows correction under the published timeline, the applicant must correct the issue by the correction deadline. Failure to submit a complete and correctly labeled ZIP file by the applicable deadline may result in the project failing threshold review, receiving a lower ranking, being reduced, being reallocated, or otherwise being impacted in accordance with published local competition policies.

### Requirement Level Key

Requirement Level	Meaning
Required	Must be submitted by all applicants for that application type. Missing required items may cause the application to fail threshold review if not corrected by the applicable deadline.
Conditional Required	Required only if it applies to the project type, funding source, population served, or project design. If the condition applies and the item is missing, the application may fail threshold review if not corrected by the applicable deadline.
As Applicable	May be required depending on the applicant's circumstances, MACH review, or whether additional documentation is needed to verify eligibility, readiness, budget, match, partnership, compliance, or project design.
MACH Review	Reviewed or verified internally by MACH and does not need to be submitted by the applicant unless requested.
Optional	May be submitted to strengthen or clarify the application, but is not required unless MACH requests it.

**A. Required for All Renewal Projects**

Attachment / Item	Requirement Level	Applies When	Source	Threshold / Scorecard Match	Submitted
Renewal Threshold Narrative	Required	All renewal projects	MACH Attachment/Form	Renewal Project Narrative	<input type="checkbox"/>
Applicant Certification and Authorized Representative Signature Page	Required	All renewal projects	MACH Attachment/Form	Fair housing, civil rights, nondiscrimination, equal access compliance; no prohibited activity certification	<input type="checkbox"/>
SAM.gov / UEI Confirmation Form	Required	All renewal projects	MACH Attachment/Form + Agency Document	Active SAM.gov registration and UEI	<input type="checkbox"/>
Match Documentation Form	Required	All projects unless fully exempt from match	MACH Attachment/Form + Agency Document	Secured minimum 25% match	<input type="checkbox"/>
HMIS / Comparable Database Certification	Required	All renewal projects, as applicable	MACH Attachment/Form	HMIS or comparable database participation	<input type="checkbox"/>

Attachment / Item	Requirement Level	Applies When	Source	Threshold / Scorecard Match	Submitted
Coordinated Entry / DV Coordinated Access Certification	Required	All renewal projects where applicable	MACH Attachment/Form	Coordinated Entry participation or approved DV process	<input type="checkbox"/>
Renewal application / e-snaps application confirmation	Required	All renewal projects	Renewal/e-snaps Application	Completed FY 2026 Renewal Project Checklist; project remains eligible as renewal	<input type="checkbox"/>
Current project component and grant information	Required	All renewal projects	Renewal/e-snaps Application	Project remains eligible as renewal under FY 2026 CoC NOFO	<input type="checkbox"/>
Most recent audit or financial statement	Conditional Required	If applicable or requested by MACH	Agency Document	Financially feasible project and no material audit findings	<input type="checkbox"/>
Project performance documentation	Conditional Required	If requested or needed to resolve a scorecard/threshold question	Agency Document or MACH/Internal Review	Project performance documentation	<input type="checkbox"/>
Budget and Cost Reasonableness Worksheet	Conditional Required	If requested, major changes are proposed, or project is under review for reduction/reallocation/transition	MACH Attachment/Form	Cost effectiveness, financial feasibility, reduction/reallocation review	<input type="checkbox"/>

**B. Required for Housing Renewal Projects**

Attachment / Item	Requirement Level	Applies When	Source	Threshold / Scorecard Match	Submitted
Supportive Services Participation Requirement Certification	Conditional Required	TH, PSH, RRH, Joint TH-RRH, and other housing renewal projects	MACH Attachment/Form	Supportive Services Participation Requirement Certification	<input type="checkbox"/>
Direct language showing service participation requirement	Conditional Required	Housing projects with supportive service participation expectations	Agency Document	Direct agreement language showing service participation requirement	<input type="checkbox"/>
VAWA protection language	Conditional Required	Housing projects and survivor-serving projects	Agency Document	VAWA protection language	<input type="checkbox"/>
Supportive services / leverage summary	Conditional Required	Housing projects or projects with supportive services/leverage to document	Renewal/e-snaps Application or Agency Document	Supportive services / leverage summary	<input type="checkbox"/>
Current housing model confirmation	Conditional Required	Housing renewal projects	Renewal/e-snaps Application or Agency Document	Project eligibility and threshold review	<input type="checkbox"/>

**C. Required for DV / Victim Service Provider Renewal Projects**

Attachment / Item	Requirement Level	Applies When	Source	Threshold / Scorecard Match	Submitted
Comparable database certification	Conditional Required	Victim Service Providers / DV projects	HMIS / Comparable Database Certification	HMIS or comparable database participation	<input type="checkbox"/>
DV coordinated access / comparable referral process certification	Conditional Required	DV/VSP projects not using standard CE	CE / DV Coordinated Access Certification	Coordinated Entry participation or approved DV process	<input type="checkbox"/>
Survivor confidentiality and safety process confirmation	Conditional Required	DV and survivor-serving projects	Renewal/e-snaps Application or Agency Document	Civil rights, VAWA, confidentiality, and participant protections	<input type="checkbox"/>
CE/DVCA data response	Conditional Required	If CE-related data is not visible through HMIS or comparable database export, or if requested	Agency Document	CE participation or CE performance documentation	<input type="checkbox"/>

#### D. MACH Review Items

Attachment / Item	Requirement Level	Applies When	Source	Threshold / Scorecard Match	Submitted
Local deadline confirmed	MACH Review	All submissions	MACH/Internal Review	Completed FY 2026 Renewal Project Checklist	<input type="checkbox"/>
ZIP file submitted and correctly labeled	MACH Review	All submissions	MACH/Internal Review	Required FY 2026 Renewal Attachments	<input type="checkbox"/>
Threshold review completed	MACH Review	All submissions	MACH/Internal Review	Threshold status before scorecard/ranking	<input type="checkbox"/>
Renewal scorecard released	MACH Review	All renewals	MACH/Internal Review	Renewal scorecard process	<input type="checkbox"/>
Scorecard questions/corrections resolved	MACH Review	If applicant submits questions/corrections	MACH/Internal Review	Renewal scorecard finalized	<input type="checkbox"/>
Reallocation/reduction/transition review documented	MACH Review	If project is impacted	MACH/Internal Review	Reallocation/reduction policy	<input type="checkbox"/>

#### Applicant Acknowledgment

By submitting this checklist, the applicant confirms that all required renewal attachments are included or that any missing items have been clearly identified. MACH may request corrections, clarification, or additional documentation during threshold review. Failure to submit required documents by the applicable deadline, or failure to correct deficiencies by the applicable correction deadline if correction is allowed, may result in the project not advancing in the local competition, receiving a lower ranking, being reduced, being reallocated, or otherwise being impacted in accordance with published local competition policies.