2019 COC RENEWAL APPLICATION PACKAGE CHECKLIST/COVER SHEET AND INSTRUCTIONS CERTIFICATION

Except where noted, all agencies applying for HUD 2019 CoC Program Competition renewal funds must complete and submit all items listed below.

The deadline for application package submission is **August 9, 2019 by 10:00 am.** Application Package must be delivered to:

Sonya McNair
Program Manager
Palm Beach County, Community Services Department, Human Services Division
810 Datura Street
West Palm Beach, FL 33401

Application Package must be tabbed and bound (big clip) in the order below. Submit one original plus six copies of the entire Application Package.

The Scoring meeting, during which the Non Conflict Grant Review Committee will review, score and rank all applications, is scheduled to take place on **August 21, 2019** from 9 am to 4 pm at:

Palm Beach County, Community Services Department, Human Services Division
Human Services Conference Room, Suite 350 (2nd Floor)
810 Datura Street
West Palm Beach, FL 33401

Fatal Flaws
- If an agency fails to turn in any of the information by the DEADLINE date and time, the project will not be ranked nor considered for HUD CoC Program Competition funding.
- There will be NO exceptions made.

Project Scoring:
- Overall project scoring will be based on percentage of applicable points on which projects are eligible to be scored.
- The projects data from HMIS and equivalent will be used for scoring so project applicants must ensure that their data is up-to-date.

NOTE: Unified Grant Guidance
CoC Program Competition Grant Recipients will be required to comply with 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

Order	Item	Check
	CoC Renewal Application Package Checklist/Cover Sheet and Instructions Certification signed and dated	☐
	Copy of Renewal Application from eSnaps • Applicants must complete their Applicant Profile in eSnaps. • Applicants must complete eSnaps application (HUD's online application system), when it becomes available • Applicant must export completed eSnaps application as a PDF and submit with the application package	☐
	CoC Grantee Certification signed and dated • All applicants must certify that they will meet the Palm Beach County Division of Human and Veteran Services (DHVS) and Homeless and Housing Alliance (HHA) expectations for grant reporting, program standards, performance, collaboration, community engagement, transparency, and grant monitoring.	☐

	Match Documentation Form
	• A 25% cash or in-kind match is required for all budget components except leasing. Match is required for all projects. Matching agency must complete the attached form on their letterhead or provide a match letter relate directly to the project application. Below outlines the details that must be included in the letter documenting the match. Match may be cash or in-kind goods or property.
	• Letters must meet the following criteria:
	   o Be on letterhead from the organization providing the contribution
	   o Contain the cash amount or dollar value of the in-kind contribution.
	   o Contain the specific date the contribution will be made available and the time period during which the contributions will be available.
	   o Contain the name of the applicant agency to which the contribution is being given.
	   o Contain the specific grant name and the fiscal year.
	   o Contain a description of the goods/services that will be provided (for in-kind contributions) or a description of what the funds will be spent on (for cash contributions).
		☐

	Copy of grant agreement from previous grant year	☐
	eLOCCS Screen documenting expended funds to date • Applicant must provide a screen shot of your current "Project Portfolio" from eLOCCS documenting the previous grant	☐

Order	Item	Check
	amount awarded and the amount expended to date.	
	Agency Budget • Applicant must provide a budget for their entire agency.	☐
	Most recent HUD monitoring report	☐
	Current Independent Audited Financial Statement & Management Letter	☐

Should there be a tie after the initial project review and ranking, the following points will be utilized as a tie breakers:

1. Additional non-HUD funded beds are entered into HMIS. If documentation from HMIS is submitted to verify non-HUD beds are entered into HMIS – 1 point awarded
2. Attendance at CoC Sub-Committees is tracked by agency. If documentation of participation in CoC Sub-Committees is submitted –Participation in two Sub-Committees-1 point, Participations in three Sub-Committees-2 points
3. Bed Utilization exceeds 95%. This will be documented by the APR with 1 point awarded for each percentage over 95%.
4. Maintaining and/or exiting to PH. This will be documented by the APR with 1 point awarded for each percentage over 90%.

☐ I have read, understand and agree to comply with the 2019 Palm Beach County CoC Program Application Instructions and Project Scoring Tool.

_____   _____
Authorized Agency Representative Name and Title   Agency

_____   _____
Authorized Agency Representative Signature   Date