HHA
Palm Beach County

2017 CoC Renewal Application Checklist

1. Application Instruction Certification signed and dated
2. Renewal Project Application
3. Grantee Certification signed and dated
4. Applicant Profile document exported from E-Snaps
5. Match Letter specifically related to the project
6. Leverage Letters
7. APR (28 pgs.) exported from HMIS or comparable database for the date range of 01/01/16-12/31/16
8. Universal Data Quality Report from HMIS or Comparable Database
9. Most recent HUD monitoring report and current Independent Audit & Management Letter
10. Agency Letter Certifying Consistency with Consolidated Plan
11. Program Eligibility Requirements, Client Handbook and Sample Lease
12. Project Portfolio from eLOCCS
13. eLOCCS Screen documenting expended funds to date
14. Copy of grant agreement from previous grant year along with copy of eLOCCS screen documenting amount of previous grant year's funding was expended
15. Full Agency Budget
16. Signed Application Form by CEO/Executive Director
17. Submit **7 copies** of the complete application package with one marked "**Original**"

The deadline for document submission is twelve (**noon) on June 2, 2017**. Documents must be delivered to Georgiana Devine; Program Manager - Human Services; 810 Datura Street; West Palm Beach; FL 33401. Submit an original along with seven copies which must be bound.