



## **2019 COC NEW RAPID RE-HOUSING AND PERMANENT SUPPORTIVE HOUSING PROJECTS APPLICATION PACKAGE CHECKLIST/COVER SHEET AND INSTRUCTIONS CERTIFICATION**

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

The deadline for application package submission is **August 2, 2019 by 12:00pm**. 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 **Six (6) copies**, one original plus five copies of the entire Application Package.

The Scoring meeting, during which the Non Conflict Grant Review Committee will review, rate and rank all applications, is scheduled to take place on **August 19, 2019** from 9am-4pm:

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

### **Eligible Project Application(s) must:**

- Submit a Project Application for each project to be considered for funding
- Not exceed \$ 281,530
- Not request more than one year of funding
- Addresses RRH for Youth, Individuals or Families (or)
- Addresses PSH for Chronic Homeless, Youth (18 to 24 with or without children), seniors (over 62 years of age)

### **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.
- If Independent Audit and/or Monitoring Report is not included, the project will not be ranked nor considered for HUD CoC Program Competition funding. If no previous HUD funding, submit agency's most recent monitoring report from largest funder.
- 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.

**Funding Priorities:**

- Funding Priority #1: Senior Programs
- Funding Priority #2: Youth Programs

**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 New RRH and/or PSH Project Application Package Checklist/ Cover Sheet and Instructions Certification signed and dated	<input type="checkbox"/>
	Copy of New RRH and/or PSH Project Application from eSnaps <ul style="list-style-type: none"> <li>• Applicants must complete their Applicant Profile in eSnaps</li> <li>• Applicants must complete eSnaps application (HUD’s online application system), when it becomes available</li> <li>• Applicant must export completed eSnaps application as a PDF and submit with the application package</li> </ul>	<input type="checkbox"/>
	CoC Grantee Certification signed and dated <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<input type="checkbox"/>
	Match Documentation Form/Letter <ul style="list-style-type: none"> <li>• 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.</li> <li>• Letters must meet the following criteria:               <ul style="list-style-type: none"> <li>○ Be on letterhead from the organization providing the</li> </ul> </li> </ul>	<input type="checkbox"/>

Order	Item	Check
	contribution <ul style="list-style-type: none"> <li>○ Contain the cash amount or dollar value of the in-kind contribution.</li> <li>○ Contain the specific date the contribution will be made available and the time period during which the contributions will be available.</li> <li>○ Contain the name of the applicant agency to which the contribution is being given.</li> <li>○ Contain the specific grant name and the fiscal year.</li> <li>○ 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).</li> </ul>	
	Letter explaining any issue that may be unique to the items requested.	<input type="checkbox"/>
	Most recent HUD monitoring report or if not HUD funded currently, most recent monitoring report from largest funder.	<input type="checkbox"/>
	Current Independent Audited Financial Statement & Management Letter <ul style="list-style-type: none"> <li>• If an agency does not have an independent audit, it must submit a copy of its annual financial statements, including a profit and loss statement, from the last fiscal year.</li> </ul>	<input type="checkbox"/>
	eLOCCS Screen documenting expended funds to date <ul style="list-style-type: none"> <li>• Applicant with current HUD funding must provide a screen shot of your current “Project Portfolio” from eLOCCS documenting the previous grant amount awarded and the amount expended to date.</li> <li>• Applicants with no current HUD funding must provide a letter on agency letterhead signed by an authorized signer stating the agency has no current HUD funding.</li> </ul>	<input type="checkbox"/>
	Organizational Chart <ul style="list-style-type: none"> <li>• Applicant requesting new project funding must submit an organizational chart demonstrating the agency’s administrative capacity and the agency’s capacity to provide the services proposed.</li> </ul>	<input type="checkbox"/>
	Agency Budget <ul style="list-style-type: none"> <li>• Submit a copy of the agency’s total budget for the current fiscal year as well as a program budget for proposed program.</li> </ul>	<input type="checkbox"/>
	Board of Directors List <ul style="list-style-type: none"> <li>• Applicants must submit a current list of the agency’s board of directors.</li> </ul>	<input type="checkbox"/>



Order	Item	Check
	Board of Directors Minutes <ul style="list-style-type: none"><li>• Applicants must submit a copy of the minutes for the three most recent board meetings.</li></ul>	<input type="checkbox"/>

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