Palm Beach County

Continuum of Care Applicants
New Project Application Instructions

Except where noted, all agencies applying for PBC CoC funds in the 2017 competition must submit the items listed below to be eligible.

The deadline for document submission is twelve (noon) on **August 11, 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 six bound copies.

Eligible Project Application (s) must:
- Submit a Project Application for each project to be considered for funding
- Not exceed $308,000
- Not request more than one year of funding
- Addresses RRH for Youth, Individuals or Families (or)
- Addresses PSH for Chronic Homeless or Youth

Fatal Flaws

- **Agency fails to meet the DEADLINE**
- **Independent Audit and/or Monitoring Report not included**
- **There will be NO exceptions made.**

Grantee Certification

- All applicants must certify that they will meet the PBC CoC expectations for grant reporting, program standards, performance, collaboration, community engagement, transparency, and grant monitoring. (Continuum of Care Grantee Certification document required)

Monitoring Report

- Most recent HUD monitoring report (if no HUD funds, most recent report from largest funder)

Documentation of Match: a 25% cash or in-kind match is required for all budget components except leasing. Match is required for all projects. Match letter must relate directly to the **specific project application**. Below outlines the details that must be included in the letter documenting the match specifically for the project. Match may be cash or in-kind goods or property.

- **Letters must meet the following criteria:**
    - Be on letterhead from the organization providing the contribution
    - Be specific to the grant application
    - Contain the cash amount or dollar value of the in-kind contribution.
    - Contain the specific date the contribution will be made available and the time 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 to be provided (for in-kind contributions) or a description of what the funds will be spent on (for cash contributions).

Annual Performance Reports (APR) / Universal Data Quality Report /HMIS Generated Report By HMIS Administrator

- Submit APR generated from HMIS (or comparable database) for an existing program with the application to apply. (These reports will be utilized to complete the 2018 CoC Scorecard for project).
- Submit a Universal Data Quality Report from HMIS or Comparable Database for an existing program.

NOTE: Submit a letter explaining any issue that may be unique to the items requested.

Current Permanent Supportive Housing/Rapid Re-Housing Applicants:

- Provide a screen shot of your current "Project Portfolio" from eLOCCS documenting the current grant(s) amount awarded and the amount(s) expended to date.
  - o If applicant has no current HUD funding, please provide a signed letter on agency letterhead stating such.

Organizational Chart

- Applicants requesting new project funding must submit an organizational chart demonstrating administrative capacity for the organization and services capacity for the proposed project.

Non-Profit Budget and Financial Audit

Applicants must submit their most current financial audit and management letter from an independent auditor.

- If an agency has not had an audit, it must submit a copy of its annual financial statements, including a profit and loss statement, from the last fiscal year.

- Submit a copy of the agency's total budget for the current fiscal year.

Board of Directors List and Minutes

- Applicants must submit a current list of the agency's board of directors.
- Applicants must submit a copy of the minutes for the three most recent board meetings.

Please sign and return the attached page below with your application.

2018 HUD CoC New Application Process for the Palm Beach County CoC.

The applicant's CEO / Executive Director must sign a copy of the CoC Project Application Instructions and turn said document in with the application for CoC funding.

I have read, understand and agree to comply with the 2018 Palm Beach County CoC Application Instructions and Project Scoring Tool.

_____   _____   _____

Signature of CEO/Executive Director   **Agency**   **Date**