



2018 CoC New RRH/PSH Application Checklist

1. Application Instruction Certification signed and dated
2. New Project Application (Project Budget - \$308,000)
3. Grantee Certification signed and dated
4. Match Letter related to proposed project
5. APR report exported from HMIS (or comparable database) Calendar Year 2017
6. Universal Data Quality Report from HMIS or comparable database for an existing program For Calendar Year 2017
7. Most recent HUD monitoring report (if no HUD funds, most recent report from largest funder)
8. eLOCCS Screen documenting expended funds to date for existing program(s), if applicable
9. Signed Letter noting no existing HUD grants, if applicable
10. Copy of most current independent Audit and Management Letter
11. Copy of total Agency budget (current fiscal year)
12. Submit Organization Chart – (Required for Non-HUD Funded projects only)
13. List of current Board of Directors – (Required for Non-HUD Funded projects only)
14. Copy of the three most recent board-meeting minutes (Required for Non-HUD Funded projects only)
15. Submit **6 copies** of complete application with one marked as “**Original**”

The deadline for document submission is **twelve (noon) on July 9, 2018**. 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. The Grant Review & Ranking is scheduled at 9 am in the Human Services Conference Room located at 810 Datura St WPB, Suite 350 on **August 6, 2018**.

NOTE: Unified Grant Guidance

Recipients that receive CoC funding will be required to comply with 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.