Except where noted, all agencies applying for HUD 2024 CoC Program Competition renewal funds must complete and submit all items listed below.

Order	Item	Check
	CoC Program 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 the eSnaps application (HUD's online application system) when it becomes available. • Applicant must export the completed eSnaps application as a PDF and submit it with the application package in SAMIS • Applicant must email a copy of the Application to **CSD-COCNOFO@PBCGOV.ORG**	❐
	CoC Grantee Certification signed and dated • All applicants must certify that they will meet the HSCA and 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. The matching agency must complete the CoC Match Documentation Form on their letterhead or provide a match letter related directly to the project application. Below are 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 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.
		❐

Order	Item	Check
	Copy of grant agreement from previous grant year	❐
	eLOCCS Screen documenting expended funds to date • Applicant must provide a screenshot of your current "Project Portfolio" from eLOCCS documenting the previous grant amount awarded and the amount expended to date.	❐
	Agency Budget • Applicants must provide a budget for their entire agency.	❐
	The most recent HUD monitoring report	❐
	Current Independent Audited Financial Statement & Management Letter	❐
	Threshold Certification • Applicants must certify that they have met the threshold Criteria	❐

Should there be a tie after the initial project review and ranking, the following criteria will be used to break the tie:

1. Percentage of program leavers who were employed at program exit.
2. What is the average time between the project start date and the housing move-in date?

❐ I have read, understand, and agree to comply with the 2024 Palm Beach County CoC Program Competition Application Instructions and Project Scoring Tool.

_____   _____
Authorized Agency Representative Name and Title   Agency

_____   _____
Authorized Agency Representative Signature   Date