

DOCUMENTS NEEDED FOR 2019 CoC APPLICATIONS

RENEWAL PROJECTS

Documents to be submitted to the 2019 NOFA Dropbox include:

- SAMS Evidence of current registration in the System for Award Management (SAM) including identification of the Authorized Entity Representative <http://www.sam.gov>.
- DUNS - Proof of Data Universal Numbering System (DUNS) registration with Dun and Bradstreet. www.dnb.com/get-a-duns-number.html.
- e-SNAPS Project Application- A copy of the e-Snaps application exported into a .PDF file (Do NOT hit submit in e-SNAPS).
- AUDIT - A copy of the most recently completed agency Independent Financial Audit.
- HMIS Commitment - Signed commitment for each project's participation in the Homeless Management of Information System (HMIS) in accordance with HUD guidelines (Included in Intent forms).
- CES - Signed commitment for each project's participation in the Coordinated Entry System (CES) in accordance with local guidelines (included in Intent forms).
- HOUSING FIRST - Copies of your program admissions and rules forms that reflect a Housing –First Approach. These should be the documents your project provides to clients that explain expectations and rights. (See the Housing First Examples posted on the webpage for the [2018 CoC Competition](#), which include [a sample submission for evidence of project policies and procedures](#) and [a sample screening tool](#)).
- MATCH - Documentation of a minimum of 25% Match (cash or in-kind).
- HUD Form 2880 – Public and other resources form, found in E-Snaps Applicant Profile.
- HUD Form LLL – Lobbying Status Declaration, found in the E-Snaps Applicant Profile.
- Evidence of a project Environmental Review conducted within the past five (5) years.
- Copies of written agreements (a MOU, letter of commitment, or contract) with publically-funded employment or training organization (WorkForce Partnership, EDD, VA, etc).
- e-LOCCS- A copy of the final drawdown from e-LOCCS for each project that was in service during the period from October 1, 2017 – September 30, 2018.
- MONITORING – A copy of monitoring results from HUD and other funding sources for the project seeking funds, or statement that monitoring has not occurred.
- OTHER items as announced through the [CoC NOFA page](#) on the RTFH website.

NEW PROJECTS

Documents to be submitted to the 2019 NOFA Dropbox include:

- SAMS Evidence of current registration in the System for Award Management (SAM) including identification of the Authorized Entity Representative www.sam.gov. *The SAMs registration should be valid through January 2020.*
- DUNS - Proof of Data Universal Numbering System (DUNS) registration with Dun and Bradstreet. www.dnb.com/get-a-duns-number.html.

- e-SNAPS Project Application- A copy of the e-Snaps application exported into a .pdf file (Do NOT hit submit in e-SNAPS).
- AUDIT - A copy of the most recently completed agency Independent Financial Audit.
- HMIS Commitment - Signed commitment for each project's participation in the Homeless Management of Information System (HMIS) in accordance with HUD guidelines (Included in Intent forms). If you did not previously submit intent forms for your project, please include by the Application due date.
- CES -Signed commitment for each project's participation in the Coordinated Entry System (CES) in accordance with local guidelines (included in Intent forms).
- HOUSING FIRST A draft of your program admissions and rules forms that reflect a Housing –First Approach. These should be the documents your project provides to clients that explain expectations and rights. Examples of Housing First documents (including a [sample screening tool](#) and [sample submission for evidence of project policies and procedures](#)) are posted on the webpage for the [2018 CoC Competition](#).
- MATCH - Documentation of a minimum of 25% Match (cash or in-kind)
- HUD Form 2880 – Public and other resources form, found in E-Snaps Applicant Profile.
- HUD Form LLL – Lobbying Status Declaration, found in the E-Snaps Applicant Profile.
- Evidence of a project Environmental Review conducted within the past five (5) years.
- Copies of written agreements (a MOU, letter of commitment, or contract) with publically-funded employment or training organization (WorkForce Partnership, EDD, VA, etc).
- e-LOCCS- A copy of the final drawdown from e-LOCCS for each project that was in service during the period from October 1, 2017 – September 30, 2018.
If the project was not in service during this period, please substitute a financial document indicating the amount of funding available and the amount expended for similar project operated by your agency.
- MONITORING – A copy of monitoring results from HUD and other funding sources for the project seeking funds, or statement that monitoring has not occurred.
- ELIBILIGITY - Evidence of agency eligibility 501 c (3) determination, or evidence as a unit of government.
- THRESHOLD CHECKLKIST a complete, signed copy of the General Threshold Checklist.
- PERFORMANCE OUTCOMES: Agencies that do not have HUD-funded programs will upload verification of the goals and outcomes of a project funded by other resources. Contact Technical assistance for examples if needed.
- SITE Control – If your project includes housing, provide evidence of site control. Contact Technical assistance for examples if needed.
- OTHER items as announced through the [CoC NOFA page](#) on the RTFH website.