



2018 CoC Renewal Application Checklist

1. Application Instruction Certification signed and dated
2. Renewal Project Application
3. Grantee Certification signed and dated (Found at the end of the Renewal Application Instructions)
4. Match Letter specifically related to the project
5. APR (28 pgs.) exported from HMIS or comparable database for **calendar year 2017**
6. Report from HMIS Coordinator documenting Performance Outcomes
7. Universal Data Quality Report from HMIS or Comparable Database for calendar year 2017
8. Most recent HUD monitoring report and current Independent Audit & Management Letter
9. Program Eligibility Requirements, Client Handbook and Sample Lease
10. Project Portfolio from eLOCCS
11. eLOCCS Screen documenting expended funds to date
12. Copy of grant agreement from previous grant year along with copy of eLOCCS screen documenting the amount of the previous grant year's funding expenditures.
13. Full Agency Budget
14. HHA Sub-Committee Attendance
15. Submit **6 copies** of the complete application package with one marked "**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 five bound copies. The Grant Review & Ranking is scheduled for 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.