

Project Applicant Attachments Checklist
NC 516 2026 CoC Project Application Supplemental Materials

Project Application Reminders
Once e-snaps is available, update start date to 2027 ; update end date to 2028
HUD says all attachments including match letters need to be dated between June 1, 2026 and August 26, 2026.
Project Budget – Detailed – Units, Beds, FMR, Rental Assistance or Leasing, Supportive Services, Operating Costs, Administration, 25% Match requirement
Additional Documents to Provide for Project Review
Program Policies and Procedures: i.e., Permanent Supportive Housing projects, Rapid Rehousing projects, Transitional Housing projects, Joint TH-RRH projects (DV & Non-DV), SSO-SO, SSO only, SSO-CE projects
Supportive service agreements (contracts, occupancy agreements, leases, participation agreements, or equivalent).
Sample Lease for projects requesting Rental Assistance or Leasing funds
Occupancy Agreements or Lease for Transitional Housing
Match letters/documentation that show ability to meet HUD requirement of at least 25% of total budget (excluding leasing funds) unless HUD granted waiver per the NOFO
Project Budget – Detailed – Units, Beds, FMR, Rental Assistance or Leasing, Supportive Services, Operating Costs, Administration, 25% Match requirement
Renewal Projects only: Copy of the SAGE APR for the most recently completed grant cycle submitted in SAGE
Renewal Projects only: APR (Annual Performance Report from HMIS or comparable database) for July 1, 2025 – June 30, 2026
Renewal Only: NC HMIS Data Quality or Data Completeness Reports (A020 HMIS report – Business Objects) or Comparable Database Aggregate Reports, July 1, 2025 – June 30, 2026: a. Report that shows if data errors in HMIS or Comparable Database Aggregate Report are 0-10% or above 10% (goal is less than 10%) b. Report showing if additional beds outside of agency project applications are entered into HMIS or Comparable Database
Renewal Projects only: SAGE APR for FY2022 and FY2023
e-LOCCS Screenshots or e-LOCCS summary for 2024 Grant Award Spending to date
If agency was monitored in past two years by HUD, CoC, Internal Audit, or other type of monitoring/audit, please attach HUD letter or CoC letter regarding any findings and their resolution including agency corrective action plan/ response
Non-Profit Board Member List for Current Board
Agency Organization Chart
Agency Detailed Budget
Agency Detailed Balance Sheet

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Budget vs. Actual Profit & Loss Statements for Last 2 Fiscal Years
Agency Audit (Single or Program-Specific Audit) if required or Form 990 if not required
Audit Documentation (most recent fiscal year Single Audit if applicable, independent audit, or CPA and management letter, or 990 if no audit performed)
Written Procurement Procedures
Record-Retention Policy
Indirect cost rate or negotiated indirect cost rate or the MTDC (Modified Total Direct Costs) if applicable
Organization's Conflict of Interest Policies or Organization's Code of Conduct Policy
Proof of active SAM.gov registration (screenshot showing application status or active registration with expiration date and summary registration download from SAM.gov)
IRS 501(C)3 designation letter, if applicable
Written agreements (MOA/MOU/ or equivalent formal agreement) with the agency to support the CoC funded project(s) for educational supports and services for children ages 0-5, such as Public Pre-K, Head Start, Child Care (including Child Care and Development Fund), or home visiting (including Maternal, Infant and Early Childhood Home and Visiting or MIECHV);
Written Letter of Commitment/MOU/MOA, e.g., showing Percentage of Healthcare Leverage available if new project or for renewal, other commitments to support program participants outside of HUD funding utilizing mainstream services to provide supportive services
Other Housing/Homeless-related Coalitions or Partnerships within Northwest Region in which Agency participates
Opportunity Zones if applicable, Form HUD 2996