

Project Applicant Checklist  
 NC-516 2023 CoC Project Application Supplementary Material

| Notes for Review Committee | e-snaps Project Application Reminders  | Scorecard Section  |
|----------------------------|--|--|
|                            | Update start date to 2025; update end date to 2026 – 1 D. SF-424 Congressional District pg. item # 17 Proposed Project Dates: Start Date, End Date   | Section I, Section VI  |
|                            | Under Section E.4.e, HUD says all attachments need to be dated between May 1, 2024 and October 30, 2024. Reminder Match letters should be dated between May 1 and October 30, 2024 (– 7A. Attachment)  | Section VI   |
|                            | <b>Additional Documents to Provide for Project Review</b>  | <b>Scorecard Section</b>   |
|                            | <p><b>***Please note if your agency has applied the following documents in last year’s CoC Application Review or with recent ESG Application Review and those documents <u>have not changed</u>, please just indicate when sent and that information will be collected from that previous submission for this CoC Application Review. If documents previously submitted have changed, please submit the updated version.</b></p> |  |
|                            | Program Policies and Procedures: i.e., Permanent Supportive Housing projects, Rapid Rehousing projects, Transitional Housing projects, Joint TH-RRH projects (DV & Non-DV), SSO-CE projects  | Section II, Section V  |
|                            | Sample Lease for projects requesting Rental Assistance or Leasing funds  | Section II   |
|                            | Sample Job Postings/ Personnel Policies – Equal Opportunity Clauses  | Section III, also Project Applicant Agency Racial Equity Questionnaire |
|                            | MOU/MOA or Other Agreements with Interpreter Services or how your agency provides interpretation in other languages to persons who do not speak English; can also include services for those deaf or blind.  | Section III, also Project Applicant Agency Racial Equity Questionnaire |
|                            | 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   | Section IV   |
|                            | <b>Documentation that PSH or RRH project provides at least 25% of units through other housing subsidy or subsidized housing outside of HUD CoC funding (i.e., Section 8 HCV, ESG, other rental subsidies)</b>  | Section IV   |
|                            | <b>Agency Response or Attach:</b>  | Section IV   |

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|  | <b>If Monitored in Last year by HUD, CoC, Internal Audit, or other type of monitoring/audit, agency statement regarding any findings and their resolution</b>   | Section V                 |
|  | <b>Agency Statement or Attach:</b>  | Section V                 |
|  | <b>Other Housing/Homeless-related Coalitions or Partnerships within Northwest Region in which Agency participates</b>   | Section V                 |
|  | <b>Please list:</b>   | Section V                 |
|  | <b>NC HMIS Reports or Data Quality or Data Completeness Reports (A020 HMIS report – Business Objects) or Comparable Database Aggregate Reports:</b><br>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%)<br>b. Report showing if additional beds outside of agency project applications are entered into HMIS or Comparable Database | Section V                 |
|  | Non-Profit Board Lists and Minutes from 3 most Recent Meetings  | Section II, Section III   |
|  | Agency Organization Charts  | Section II, Section III   |
|  | Agency Detailed Budgets   | Section II (new projects) |
|  | Agency Detailed Balance Sheet   | Section II (new projects) |
|  | Budget vs. Actual Profit & Loss Statements for Last 2 Fiscal Years  | Section II (new projects) |