

501-FL – Tampa/Hillsborough County CoC

2017 CoC Program Competition Renewals Checklist for Submission and Scoring

The project direct or sub-recipient applicant shall provide the renewal application submission package items, listed below, to THHI by **4:00 PM on Monday, August 28, 2017, to the THHI at 601 E. Kennedy Blvd., 24th Floor, Tampa, 33602**. The submission package should be on standard 8X11 paper, single sided with 1 original and 2 copies, secured with a binder clip or staple, and in the order indicated above.

- PDF copy of the completed (not submitted) FY17 renewal application in e-snaps for the project. Application should include all the e-snaps required attachments.
- Completed Project Performance Scorecard (Printed) with the accompanying reports/documents listed below. Please provide an electronic file of the Completed Project Performance ScoreCard to your THHI Staff Liaison by the above deadline.
 - Canned CoC APR printed from UNITY
 - The “BASIC Entry Exit Report with Interim - NOFA 2017 Final” report from UNITY.
 - Housing First/Low Barrier Questionnaire – Completed
 - A printout from the project’s eLOCCS account of the General, Budget and Vouchers tab for the most recently ended grant term. (*See Instructions for Finding Project’s eLOCCS Information Guide*).
 - Copies of the match documentation submitted to HUD for your most recently ended grant term
 - Agency Audited Financial Statement and Management Letter
- Statement of How Match will be Provided on agency letterhead with at least the following information:
 - Project Applicant Name
 - Project Name
 - Amount of match to be provided
 - Identify the specific source(s) of match the project intends to use and indicate if this is a new match source or a recurring match source
 - Type of match (cash or in-kind)
 - The anticipated dollar amounts from each match source
 - The match will be for the FY17 funded grant term (2018-2019) of the project
 - Signed and dated by the agency’s authorized representative