

**501-FL – Tampa/Hillsborough County CoC
FY18 HUD CoC Competition – Project Application Checklist for Submission and
Scoring**

The project’s direct or sub-recipient applicant must provide the appropriate (new/renewal) application submission package items, listed below, to THHI **by 3:00 PM on Friday, August 17, 2018, to the THHI at 601 E. Kennedy Blvd., 24th Floor, Tampa, 33602.**

The submission package should:

- be on standard 8 X 11 paper, single sided and
- include 1 original and 2 copies,
- secured with a binder clip or staple, and
- be in the order indicated below

This checklist is provided to assist applicants in ensuring all required items are included in their submission packet. This checklist is not a required submission document.

RENEWAL Project Applications – Submission Package Checklist	
	PDF copy of the completed and submitted FY18 renewal project application in e-snaps for the project, including ALL 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.
	<ul style="list-style-type: none"> ○ Canned CoC APR printed from UNITY for Renewal Project with Report dates of 10/1/16- 9/30/17
	<ul style="list-style-type: none"> ○ The “BASIC Entry Exit Report with Interim - NOFA 2018 Final report from UNITY.
	<ul style="list-style-type: none"> ○ Housing First/Low Barrier Questionnaire – Completed
	<ul style="list-style-type: none"> ○ A printout from the project’s eLOCCS account of the General, Budget and Vouchers tab for the most recently ended grant term. <i>(See Instructions for Finding Project’s eLOCCS Information Guide).</i>
	<ul style="list-style-type: none"> ○ Agency Audited Financial Statement and Management Letter

NEW Project Applications – Submission Package Checklist	
	PDF copy of the completed and submitted FY18 new project application in e-snaps for the project, including ALL attachments.
	Housing First/Low Barrier Questionnaire – Completed
	Agency Audited Financial Statement and Management Letter

****ALL e-snaps project application attachments means all attachments uploaded in Section 7A of the application. When exporting submitted application to PDF, ensure all of the boxes on the “Submission Summary” page are selected.*****