

**501-FL – Tampa/Hillsborough County CoC
FY19 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 by project application type, **by 3:00 PM on Friday, August 30, 2019, 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 (First Time Renewal and Critical System Projects – see below)	
	PDF copy of the completed and submitted FY19 renewal project application in e-snaps for the project, including ALL attachments. **
	Completed and Submitted (online) Project Performance Scorecard via Google Form submitted no later than the Date/time indicated above
	<ul style="list-style-type: none"> ○ Canned CoC APR printed from UNITY for Renewal Project with Report dates of 10/1/17-9/30/19
	<ul style="list-style-type: none"> ○ Entry Exit Report - NOFA 2019 report from UNITY from UNITY with Report dates of 10/1/17-9/30/19
	<ul style="list-style-type: none"> ○ Housing First/Low Barrier Questionnaire – Completed and signed
	<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. (See <i>Instructions for Finding Project’s eLOCCS Information Guide</i>).
	<ul style="list-style-type: none"> ○ Copies of the match documentation submitted to HUD for your most recently ended grant term

New, First Time Renewal and Critical System Project Applications – Submission Package Checklist	
	PDF copy of the completed and submitted FY19 project application, as applicable, in e-snaps for the project, including ALL attachments.**

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.