CoC Project Application Checklist

Northeast Minnesota Continuum of Care – 504

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| --- | --- |
| **Agency Name:** |  |
| **CoC Project Name(s):** |  |
| **HMIS Provider ID for your CoC Project (Non-DV TH, RRH, PSH providers only!)** |  |
| **Name & Title of Person Completing this Form:** |  |

# Instructions

Agencies submitting a project application for the NE CoC FY2019 NOFA must complete all items listed on the checklist below that is relevant to your project type.

**All project application materials must be submitted together via email to Cara Lundquist, NE CoC Co-Coordinator (**[**clundquist@live.com**](mailto:clundquist@live.com)**) no later than August 16, 2019**. If you submit your application materials via separate emails, your application package will not be considered complete and you will be asked to resubmit your documents in the acceptable format.

Documents should be labeled with your agency name, name of project and name of document. *If submitting materials as a combined PDF document, you should label the document indicating this (i.e. “complete application package”).* Applicants that submit documents that do not follow these format guidelines may be asked to resubmit.

**Example:** HDC Outreach Center Apartments\_NE\_Housing First\_Questionnaire

**Project application supplemental materials:** All project application documents and information about the NE CoC NOFA process can be found on the NE CoC website: neminnesotacontinuumofcare.org

**E-snaps guidance for completing your project application:** E-snaps project application guidance can be found on [HUD Exchange](https://www.hudexchange.info/programs/e-snaps/)

**Need assistance?** If you need assistance completing the tasks below or if you have questions, please contact your CoC Coordinators: Cara Lundquist ([clundquist@live.com](mailto:clundquist@live.com)) and Patty Beech-Dziuk ([pattybeechconsulting@gmail.com](mailto:pattybeechconsulting@gmail.com))

# Renewal TH, RRH, PSH Project Application Checklist

**Renewal projects must complete the following items and submit documents to Cara Lundquist, NE CoC Co-Coordinator via email (**[**clundquist@live.com**](mailto:clundquist@live.com)**):**

CoC Project Application Checklist (this document)

Housing First Questionnaire

Households with Children Supplement *(projects serving families w/children, youth & youth families only)*

Financial Assessment Form

eLOCCS Screenshots (showing drawdown history for renewal project’s last 3 completed grant periods)

Copy of completed project application in e-snaps (PDF format)

APR for your renewal project for Calendar Year 2018 (January 1, 2018 – December 31, 2018) in PDF format – do not submit a CSV file. (If you need assistance with this, you can contact the HMIS Helpdesk: [mnhmis@icalliances.org](mailto:mnhmis@icalliances.org). Non-HMIS DV providers, please contact Cara Lundquist or Patty Beech-Dziuk if you need assistance).

Copy of HUD monitoring report(s) within the last year (if applicable)

Project application and all required documentation submitted in e-snaps (a project application lab to assist project applicants with their project application in e-snaps will be available from 9:00am – 12:30pm on August 9th)

Narrative explanation of any areas where your project may have underperformed in calendar year 2018 and/or plans or steps taken to improve project performance that you would like the Ranking & Review Committee to consider when reviewing your application **(*optional)***

# NEW TH, RRH, PSH Project Application Checklist

**New projects must complete the following items and submit documents to Cara Lundquist, NE CoC Co-Coordinator via email (**[**clundquist@live.com**](mailto:clundquist@live.com)**):**

CoC Project Application Checklist (this document)

Housing First Questionnaire

Households with Children Supplement *(projects serving families w/children, youth & youth families only)*

Copy of completed project application in e-snaps (PDF format)

Copy of HUD monitoring report(s) within the last year (if applicable)

Project application and all required documentation submitted in e-snaps (a project application lab to assist project applicants with their project application in e-snaps will be available from 9:00am – 12:30pm on August 9th)

Narrative describing how your project will meet housing needs within your community, strengths of your agency to provide housing and services, and any information that you would like the Ranking & Review Committee to consider when reviewing and ranking your application **(*optional)***

# HMIS & SSO-Coordinated Entry Renewal Project Application Checklist

**HMIS and SSO-Coordinated Entry projects must complete the following items and submit documents to Cara Lundquist, NE CoC Co-Coordinator via email (**[**clundquist@live.com**](mailto:clundquist@live.com)**):**

CoC Project Application Checklist (this document)

Financial Assessment Form

eLOCCS Screenshots (showing drawdown history for renewal project’s last 3 completed grant periods)

Copy of completed project application in e-snaps (PDF format)

Copy of HUD monitoring report(s) within the last year (if applicable)

Project application and all required documentation submitted in e-snaps (a project application lab to assist project applicants with their project application in e-snaps will be available from 9:00am – 12:30pm on August 9th)