

501-FL – Tampa/Hillsborough County CoC

FY 2023 HUD CoC Competition – Project Application Checklist for Submission to the CoC and Scoring Process

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 Monday August 28, 2023 via the One Drive Link. It is recommended that you bookmark the link for easy reference to the link upon submission.**

Each project application submission package should be a single PDF file that contains all required information. Documents in the submission packet should be using a paper size of 8.5” x 11”. For any pages in landscape format, the orientation should be the top of the page on the side of the package.

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 (Critical System Projects – see below)	
1.	Submit the following documents for the CoC Ranking and Review Committee to complete the project’s Project Performance ScoreCard:
	<ul style="list-style-type: none"> ○ HUD Annual Performance Report (FY23) printed from UNITY for Renewal Project with Report dates of 10/1/2021-9/30/2022
	<ul style="list-style-type: none"> ○ Housing First/Low Barrier Questionnaire – Completed and signed
	<ul style="list-style-type: none"> ○ Persons with Lived Experience Narrative – not to exceed 2 pages (approximately 1,000 words, single spaced)
	<ul style="list-style-type: none"> ○ Improving Assistance to LGBTQ+ Individuals Narrative - not to exceed 1 page (approximately 500 words, single spaced)
	<ul style="list-style-type: none"> ○ Agency Racial Equity Narrative – not to exceed 1 page (approximately 500 words, single spaced) Describe on how agency reviews and evaluates / will review and evaluate for racial equity and utilizes information to move project towards full racial equity.
	<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 Instructions for Finding Project’s eLOCCS Information Guide).
	<ul style="list-style-type: none"> ○ Copies of the final match provided documentation submitted to HUD for your most recently ended grant term (grant term that ended in 2022). Note: These amounts should reflect final amounts that were submitted in Sage and should not be commitment letters.
	<ul style="list-style-type: none"> ○ Diversity, Equity, and Inclusion Assessment – submitted via Google Form and no later than the Date/time indicated above
2.	Complete and submit the FY 2023 renewal application in e-snaps for the project. Provide (submit) a screen shot or PDF of the submission summary only , showing the renewal application was submitted in esnaps by 3:00 PM, Monday, August 28, 2023. You do NOT need to submit the full application submitted – only proof it was submitted to the CoC, via esnaps, by the CoC submission deadline
New, Critical System, and Renewal Project Applications Excluded from Scoring – Submission Package Checklist	
1.	Complete and submit the FY 2023 renewal application in e-snaps for the project. Provide (submit) a screen shot or PDF of only the submission summary , showing the renewal application was submitted in esnaps by 3:00 PM, Monday, August 28, 2023 . You do NOT need to submit the full application submitted – only proof it was submitted to the CoC, via esnaps, by the CoC submission deadline