

501-FL – Tampa/Hillsborough County CoC
FY 2024 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 Friday, September 27, 2024 via established process – TBD.**

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 secured 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 Renewal 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 (FY24) printed from UNITY for Renewal Project with Report dates of 10/1/2022-9/30/2023
	<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"> ○ 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 (grant term that ended in 2023)
	<ul style="list-style-type: none"> ○ Lived Experience Assessment - via Google Form submitted no later than the Date/time indicated above
2.	Complete and submit the FY 2024 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, Friday, September 27, 2024. 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	
	Complete and submit the FY 2024 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, Friday, September 27, 2024 . 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.