



## FY 2022 Contra Costa County Continuum of Care Program Competition

### COC SPECIAL NOFO PROJECT SUBMISSION CHECKLIST

<b>AGENCY:</b>
<b>PROJECT NAME:</b>
<b>CONTACT PERSON'S NAME:</b>
<b>PHONE:</b>
<b>E-MAIL:</b>

**Due before Tuesday, September 20, 2022 at 12:00 p.m. (PST)**

<input type="checkbox"/>	Confirm that your agency has an active <b>Unique Entity ID</b> from <a href="http://www.sam.gov">www.sam.gov</a> . Please note that the federal government no longer uses the DUNS Number.
PDF created: <input type="checkbox"/>	Fill out a HUD Project <b>Applicant Profile</b> in <a href="#">e-snaps</a> , including Form 2880, Nonprofit Documentation, SF-424, and your Code of Conduct. When you are done, export the HUD Profile as a PDF.
PDF created: <input type="checkbox"/> Not included: <input type="checkbox"/>	[Optional] Fill out a HUD <b>Project Application</b> (formerly known as Exhibit 2) in <a href="#">e- snaps</a> , including Form HUD-50070, Form SF-LLL, and Match Documentation. When you are done, export the HUD Application as a PDF. Please make sure to hold off on hitting “submit” in e-SNAPS as we will need to do a compliance review before this information is shared with HUD. This is <b>optional to submit by the September 20<sup>th</sup> deadline, but will be required by October 7<sup>th</sup></b> .
<input type="checkbox"/>	Answer the <b>Supplemental Questions</b> using the <a href="#">Special NOFO online application form</a> .
PDF created: <input type="checkbox"/> Not applicable: <input type="checkbox"/>	[If applicable] If you are <b>collaborating with partner organizations for service delivery</b> and have a committed relationship with a <b>signed letter of commitment or MOU</b> , please create a PDF of that letter or MOU. See <a href="#">Special NOFO Project Supplemental</a> Question 111.
PDF created: <input type="checkbox"/> No audit findings: <input type="checkbox"/>	[If applicable] If you have any unresolved <b>HUD monitoring findings or other outstanding audit</b> findings since January 2018, create a PDF of those findings and any relevant written communications between you and that entity. See <a href="#">New Project Supplemental</a> Question 114.

PDF created: <input type="checkbox"/>	Create a PDF of your <b>proposed project budget</b> (please use sample template <a href="#">here</a> ), adding up both CoC funding and non-CoC funding to get your total budget.
PDF created: <input type="checkbox"/> Will not submit: <input type="checkbox"/>	[Optional] If you are applying for a <b>permanent supportive housing or rapid rehousing project that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs</b> to help individuals and families experiencing homelessness, please submit any letter(s) of commitment, contract(s), or other formal written document(s) that includes the project name and demonstrate(s) the number of subsidies or units being provided to support the program participants anticipated to be served by the project. Please combine into 1 PDF document.
PDF created: <input type="checkbox"/> Will not submit: <input type="checkbox"/>	[Optional] If you are applying for a <b>permanent supportive housing or rapid rehousing project that leverages healthcare resources to support program participants</b> , please submit a formal written agreement from a healthcare organization that includes the project name, the resources to be provided, the value of the commitment, and the specific dates that healthcare resources will be provided (e.g., 1-year, term of grant, etc.). Please combine into 1 PDF document.

When you have finished the above items, please e-mail PDF copies of the above documents along with a PDF of this checklist to [ContraCostaCoC@cchealth.org](mailto:ContraCostaCoC@cchealth.org).

*I attest that the information my agency is providing in the FY 2022 SPECIAL NOFO CoC Competition is accurate and complete.*

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Date

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Signature of Responsible Party

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Title of Responsible Party

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Printed Name of Responsible Party