

ALL PROJECTS

- PDF export of E-snaps Applicant Profile including all attachments
- PDF export of E-snaps Project Application
- Completed and signed [agency certification form](#)
- Documentation of Match: 25% cash or in-kind match is required for all budget components except leasing. Full details: [24 CFR 578.73](#)
 - Cash and in-kind goods/property can be documented by signed letters. HUD requires that in-kind services be documented by a memorandum of understanding (MOU) in place by the time of grant execution. For the purposes of this application, you may submit a letter in place of the MOU, provided the MOU will be in place by the time of grant execution. Letter criteria:
 - On letterhead of organization providing contribution
 - Signed by authorized official of organization
 - Dated within 60 days of the 9/14/16 CoC application deadline (between 7/17/16-9/14/16)
 - List amount of cash OR dollar value of in-kind contribution
 - List specific date contribution will be made available AND time period during which contribution will be available
 - List name of the applicant agency to which contribution is being given
 - List specific project name and fiscal year
 - List description of the goods/services that will be provided (for in-kind contributions) OR description of what the funds will be spent on (for cash contributions)
- Program eligibility requirements
- Program policies and procedures (if any)
- Sample lease

NEW PROJECTS

- Agency organizational chart
- Budget & audit letter: signed letter from auditor stating agency had an audit and summarizing findings
 - If the agency has not had an audit, submit a copy of annual financial statements, including a profit and loss statement, from the last fiscal year
- Current fiscal year agency budget
- Agency Board of Directors list
- Minutes from three most recent agency board meetings

RENEWAL PROJECTS

Contact the NCCEH Data Center at hmis@nceh.org with questions about HMIS reports.

- HMIS reports for January 1, 2015 – December 31, 2015 for each existing grant
 - APR report
 - APR detail report (export as Excel doc and delete client names before sending)
 - Count and Demographics report: all clients
 - Data Completeness report care (export as Excel doc and delete client names before sending)
- PDF export most recent APR submitted to HUD

All application materials due by email to Corey Root, croot@orangecountync.gov, by 11:59 p.m. on August 12, 2016.