

FY2023 CoC Application Instructions

All application materials due:
5:00pm, August 29, 2023



Funding Review Committee
funding@wakenc507.org
wakenc507.org

- **All Projects (new and/or renewal)**
 - PDF export of E-snaps Applicant profile and Project Application. Applications for each renewal and/or new project that you are submitting are required to be completed in e-snaps. Once completed, print a PDF of the application (you will see this option on the submission screen). **DO NOT HIT SUBMIT** application at this time.
 - Application Supplemental form.
- **Renewal Project:** If you are an agency submitting a renewal application, you must also submit:
 - Application Supplemental form
 - A completed scorecard with each renewal application
 - 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
 - HUD Corrective Action Plan (if applicable)
 - Program eligibility requirements
 - Program policies and procedures (if any)
 - Sample lease (for RRH and PSH projects)
- **New Project:**
 - Application Supplemental form
 - Agency organizational chart (not program or department level)
 - Current fiscal year agency budget
 - Agency Board of Directors list
 - Minutes from three most recent agency board meetings
 - New Project scorecard This scorecard provides all the components the review committee will be utilizing to score project applications. You do not have to submit this with your application but can use it as a reference to complete your application.
- The following documents are also attached to assist you with completing your applications:
 - [How to Access Project Applications](#)
 - [Renewal Projects Detailed Instructions](#)
 - [Renewal Projects Navigational Guide](#)
 - [New Projects Detailed Instructions](#)
 - [New Projects Navigational Guide](#)
- Additional information is available at:
https://www.hud.gov/program_offices/comm_planning/coc/competition.

Submit all materials listed for you project type to funding@wakenc507.org by the 8/29/23 5:00pm deadline. In the subject line please state "FY2023 COC Application(s) and Agency Name".