

### **Submission of Renewal Project Application Packets**

All renewal applicants must submit **one e-mail** to [txboscoc@thn.org](mailto:txboscoc@thn.org) with the attachments listed below by **July 27, 2018, at 5:00 PM CDT**. Use the naming conventions for each file found in the middle column of the application packet checklist found on the following page.

Any required documents that are incomplete or received after the due date and time will not be reviewed or included in the FY 2018 TX BoS CoC's Consolidated Application, in accordance with the CoC Board's late submission policy found in Appendix C of the RFP. The TX BoS CoC reserves the right not to review projects that do not meet eligibility requirements. The checklist on the following page will help applicants to ensure that they have submitted all needed materials to participate in the FY2018 TX BoS CoC Competition.

**Do not** click "submit" on the project application in e-snaps until directed to do so by TX BoS CoC staff.

Document Required	File Naming Convention (include number at the beginning of the file name)	Example (Applicant: Texas Agency Project: Texas House)	Completed?
<p>Applicant Profile (export pdf from e-snaps, please do not print and scan)</p> <p>NOTE: If your agency's Code of Conduct is not on the following list, you are required to attach it to your Applicant Profile: <a href="https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo/conduct">https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo/conduct</a>.</p>	Applicant Profile 2018_<Applicant Name>_<Project Name>	Applicant Profile 2018_Texas Agency_Texas House	
Project Application (export pdf from e-snaps, please do not print and scan)	Project Application 2018_<Applicant Name>_<Project Name>	Project Application 2018_Texas Agency_Texas House	
Most recent HUD audit/monitoring findings or, if not audited by HUD, a letter on agency letterhead stating same	HUD Monitoring Letter 2018_<Applicant Name>_<Project Name>	HUD Monitoring Letter 2018_Texas Agency_Texas House	
2018 CoC project match (include cash/in-kind commitment letters for each match source reported in the 2017 Project Application and an MOU confirming each third-party in-kind match commitment if applicable)	Match Documentation 2018_<Applicant Name>_<Project Name>	Match Documentation 2018_Texas Agency_Texas House	
Certification of Consistency with the Consolidated Plan	Cert of Consistency 2018_<Applicant Name>_<Project Name>	Cert of Consistency 2018_Texas Agency_Texas House	

Documentation of homeless or formerly homeless person's participation in the Board of Directors or other equivalent policymaking entity (letter on agency letterhead from Executive Director/CEO/Board Chair)	Letter of participation 2018_<Applicant Name>_<Project Name>	Letter of participation 2018_Texas Agency_Texas House	
Housing First Questionnaire	HF Questionnaire 2018_<Applicant Name>_<Project Name>	HF Questionnaire 2018_Texas Agency_Texas House	
CoC Expectations Form	CoC Expectations Form 2018_<Applicant Name>_<Project Name>	CoC Expectations Form 2018_Texas Agency_Texas House	

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