

Submission of Project Application Packets

Applicants must submit **all applications to THN at once** with the acknowledgements, attachments and supplemental materials listed in the appropriate application section of the RFP, via the submission portal. The submission portal will prompt the user for the required application materials. However, it is the responsibility of the Applicant to understand the submission portal, and how to submit the required materials. THN assumes no responsibility whatsoever due to user error, or technical difficulties.. Use the naming conventions and file format requirements for each file found in this document. **Applicants are able to make one (1) submission, regardless of the number of applications being submitted** Therefore, Applicants are strongly encouraged to assemble all application materials prior to opening the submission portal. All application materials must be submitted by 5:00 P.M. CDT, August 23rd, 2019.

NEW/RENEWAL PROJECT APPLICATION PACKET

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 Applicants must acknowledge the information contained in the Applicant Profile during the submission process. Applicants will not submit their completed Applicant Profile to THN. NOTE: All Agencies must have an approved Code of Conduct. If your Agency is not on this list, you must attach a code of conduct to your applicant profile. https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo/conduct.</p>	N/A	N/A	
<p>Project Application Applicants must acknowledge the information contained in the Applicant Profile during the submission process. . Applicants will acknowledge submission in e-snaps and validate completion during submission Applicants will not submit their completed Project Applications to THN NOTE: <u>It is critical for all applicants, (regardless of familiarity with the CoC Program) to utilize the detailed Instructions when completing the Project Application in e-snaps</u></p>	N/A	N/A	
<p>Supplemental Project Narrative All Applicants, regardless of application type are required to submit a Supplemental Project Narrative (SPN).</p>	SPN_ 2019_<Applicant Name>_<Project Name>	SPN_2019_Texas Agency_Texas House	

<p>NOTE: It is the responsibility of the Project Applicant to correctly identify the project component type on the SPN. Failure to correctly match the Component Type on the SPN to the Component type on the Project Application, may result in undesirable scoring</p>			
<p>Match Documentation 2019 CoC project match documentation (include cash/in-kind commitment letters dated between May 1, 2019 and August 23rd 2019, for each match source reported in the 2019 Project Application. NOTE Applicants will be required to submit finalized Match documentation to HUD during the technical submission process. For more information contact jim@thn.org</p>	<p>Match Documentation 2019 _<Applicant Name>_<Project Name></p>	<p>Match Documentation 2019_Texas Agency_Texas House</p>	
<p>Monitoring Certification Applicants must complete Appendix G, which can also be found at thn.org NOTE: Any finding from any source requires attachment of the relevant Monitoring report. Applicants are encouraged to address unresolved monitoring findings, for more information see the RFP</p>	<p>2019 Monitoring Certification_<Applicant Name>_<Project Name></p>	<p>2019 Monitoring Certification_Texas Agency_Texas House</p>	
<p>Certification of Consistency with the Consolidated Plan <u>All</u> Applicants are required to submit Certification of Consistency with the Consolidated Plan, HUD-2991 (Appendix E)</p>	<p>Cert of Consistency 2019_<Applicant Name>_<Project Name></p>	<p>Cert of Consistency 2019_Texas Agency_Texas House</p>	
<p>CoC Expectations Form Applicants will not submit their completed Applicant Profile to THN. Applicants will acknowledge the CoC Expectation Form and validate comprehension during submission</p>	<p>N/A</p>	<p>N/A</p>	