

**2023 CoC NEW PROJECT**  
**Application Deadline Checklist**

**Due by 5:00 p.m. ET, Monday, August 28:**

- 1. Submit new project application in e-snaps

**Due by 5:00 p.m. ET, Monday, August 28:**

*Email the items below to KHC at [kyboscoc@kyhousing.org](mailto:kyboscoc@kyhousing.org):*

- 2. Request for Information for Scoring Purposes Form
- 3. Project Need Narrative Response Attachment
- 4. Project Timeline Narrative Response Attachment
- 5. Project Leadership Narrative Response Attachment
- 6. **Obtaining and Maintaining Permanent Housing** (*Optional Attachment in place of shorter e-snaps response to e-snaps Screen 4.A Question 1*)
- 7. **Signed Match Letters** (If you have not attached signed match letters to the application you submit via e-snaps on August 28, you must send a copy of the signed letter(s) via email to KHC by August 28. If your match letters are attached within your e-snaps application, please make sure to include that in your email to KHC.)

*(Note: Items 3-6 above can be saved in a single document and submitted as one attachment)*

- 8. Complete [KHC Capacity Scorecard within KHC's Universal Funding Application \(UFA\)](#). The name of the application in the UFA is "2023 CoC Capacity Scorecard". *(Note: If your agency has multiple CoC project applications, you only need to complete the capacity scorecard one time, even if you have both direct grants and KHC subrecipient grants)*