

2022 CoC SPECIAL NOFO NEW PROJECT

Project Application Deadline Checklist

IMPORTANT: This checklist is for project applicants who are not applying as KHC subrecipients. There is a separate checklist for KHC subrecipients with additional items needing to be returned to KHC.

Due by 5:00 p.m. ET, Tuesday, September 20th:

- 1. Submit project application in e-snaps

Due by 5:00 p.m. ET, Tuesday, September 20th:

Email the items below to Rosemary Lockett at rluckett@kyhousing.com. If your agency is applying for multiple projects, please send separate emails per project and clearly label the subject line of each email with the relevant project name/type. Please title the documents below with your agency's name (can be abbreviated) and project name/type.

- 2. [Request for Information for Scoring Purposes Form](#)
- 3. Project Need Narrative Response Attachment (*see Request for Info Form for details*)
- 4. Project Timeline Narrative Response Attachment (*see Request for Info Form for details*)
- 5. Project Leadership Narrative Response Attachment (*see Request for Info Form for details*)
- 6. Signed Match Letters
- 7. Housing Leverage Commitment Written Agreement, if applicable (*see [Guidance document](#) for details*)
- 8. Health Care Leverage Commitment Written Agreement, if applicable (*see [Guidance document](#) for details*)

Due by 5:00 p.m. ET, Friday, September 23rd:

- 9. Complete [KHC Capacity Scorecard within KHC's Universal Funding Application \(UFA\)](#). (if applicable – see note below) The name of the application in the UFA is “2022 CoC Capacity Scorecard”. ***(Note: If your agency applied for funding through the 2022 CoC Competition—applications were due 8/31/22— you do not need to complete another capacity scorecard for this Special NOFO project at this time. KHC will use the scorecard you already completed. If you did not apply through the annual CoC Competition and your agency has multiple Special NOFO project applications, you only need to complete the capacity scorecard one time.)***

Due by 5:00 p.m. ET, Friday, September 30th:

Email the document(s) below to Rosemary Lockett at rluckett@kyhousing.com

- 10. HUD Form 2991 – Certification of Consistency with the Consolidated Plan, if applicable. *Projects that include the city or cities of Ashland, Bowling Green, Covington, Elizabethtown, Henderson, Hopkinsville, and Owensboro must submit a signed Certification of Consistency with the Consolidated Plan (HUD Form 2991) from the relevant jurisdiction's unit of local government.* This form can be found on the [Special NOFO page](#) of KHC's website.