



# CATCH

Central Arkansas Team Care  
for the Homeless

## Checklist for FY 2023 CATCH CoC Project Application Submission

Due by August 29th by 4:30 pm (applications will ***NOT*** be accepted after the deadline!) through email to Tracy Shine (Tshine@littlerock.gov) (all items must be sent)

- 1) \_\_\_\_\_ PDF copy of e-snaps application. (*Use the application instructions from HUD. Please do not press the submit button—keep it in edit mode. You will submit after the rank and review process is complete in case any changes need to be made.*)
  - a) \_\_\_\_\_ Double check the Grant number (*renewal project only*)—your number should match the GIW but will auto-populate with the appropriate fiscal year grant number. The last 4 digits will need to be updated.
  - b) \_\_\_\_\_ Project start and end date. (*renewal project only*) The Start date must include the 1<sup>st</sup> of the month as a date. The end date must be in Calendar Year 2025. For example: start: 10/01/2024 end: 09/30/2025 (*renewals **MUST** use the same project start date and project end date as on their previous application.*)
- 2) \_\_\_\_\_ Supplemental Application to Regular NOFO\* (***READ EACH QUESTION CAREFULLY AND ANSWER THOROUGHLY***)
- 3) \_\_\_\_\_ Attachments:

### **Renewal Project\*\*:**

- Most recent HUD Monitoring Report
- Completed Housing First Checklist
- Letter from Continuum of Care showing Active Participation
- Emergency Transfer Plan for Housing
- Anti-Discrimination Policies and Procedures
- MOUs with public health agencies (***if*** applicable)
- MOUs with public housing authorities (***if*** applicable)
- Copy of most recently submitted APR report in SAGE
- Copy of most recently submitted Annual Performance Report for DV Providers (ensuring submission without any confidential information released)
- Cover letter from most recent agency audit
- MOU or written agreement for all listed as partners in the project application
- Match/leverage letters—dated no earlier than May 1<sup>st</sup> of the application year
- 2991—Certification of consistency with Consolidated Plan—for all applicable jurisdictions dated (dated no earlier than May 1<sup>st</sup> of the application year)

- All forms to be submitted in e-snaps with the application (will be found in e-snaps)
  - SF424 (1A-1F)
  - HUD 2880 (1G)
  - HUD 50070 (1H)
  - Certification regarding lobbying
  - SF-LLL (1J)
  - SF-424B (1K)
  - SF-424D (1L)
- DV Projects comparable database checklist (if applicable)

**New Projects:**

- Completed Housing First Checklist
- Cover letter from most recent agency audit
- Emergency Transfer Plan for Housing (if the agency has one)
- Anti-Discrimination Policies and Procedures (if the agency has one)
- MOUs with public health agencies (if applicable)
- MOUs with public housing authorities (if applicable)
- Letter from Continuum of Care showing Active Participation
- Copy of most recently submitted Annual Performance Report for DV Providers (ensuring submission without any confidential information released)
- MOU or written agreement for all listed as partners under the project application
- Match/leverage letters—dated no earlier than May 1<sup>st</sup> of the application year
- 2991—Certification of consistency with Consolidated Plan—for all applicable jurisdictions dated (dated no earlier than May 1<sup>st</sup> of the application year)
- All forms to be submitted in e-snaps with the application (will be found in e-snaps)
  - SF424 (1A-1F)
  - HUD 2880 (1G)
  - HUD 50070 (1H)
  - Certification regarding lobbying
  - SF-LLL (1J)
  - SF-424B (1K)
  - SF-424D (1L)
- DV Projects comparable database checklist (if applicable)

**\*Renewal for HMIS:** do not complete the supplemental application. **Renewal for Coordinated Entry:** Complete questions 13, 19-23. **Planning Grant:** do not complete the supplemental application.

**\*\*Renewal for HMIS:** you will submit all items under #3 except for items pertaining to DV, completed housing first checklist, good standing letter, and MOU for partners. **Renewal for Coordinated Entry:** you will submit all items under #3 except for items pertaining to DV and MOU partnerships. **Planning Grant:** do not submit items under #3.