

## LETTER OF INTENT (LOI) /PART II REQUIRED DOCUMENTS CHECKLIST

**Agency Name:**

**Project Name:**

DUE BY FRIDAY, AUGUST 21, 2017 AT 3:00PM PACIFIC STANDARD TIME

**The following documents along with this checklist must be attached and submitted with your LOI/Part II Application per CoC Project. Each Exhibit must be separated by dividers with tabs clearly labeled with the corresponding attachments:**

- HUD CoC Project Application (e-SNAPS)<sup>1</sup>**
- Exhibit 1: Certification of Consistency in the Consolidated Plan**
- Exhibit 2: Environmental Information Clearance Letters**
  - Attachment 1:** Limited Scope Environmental Review Form **or** Environmental Review of Categorically Excluded Not Subject to Section 58.5
- Exhibit 3: Financial Commitment**
  - Attachment 2:** In-Kind Memorandum of Understanding (MOU)
  - Attachment 3:** 25% Match documentation letters for 2017
- Exhibit 4: Coordinated Entry System Participation**
- Exhibit 5: Project Performance Measures Acknowledgement**
- Exhibit 6: Housing First Model Assessment**
  - Attachment 4:** Documents supporting Housing First Model (program rules, service plans, or applicable documentation)
- HUD Forms (Please enter directly into e-snaps and download as a PDF)**
  - HUD Form 50070** Certification for a Drug-free Workplace
  - HUD Form 2880** Applicant/Recipient Disclosure/Update Report
  - SF-424** Survey on Ensuring Equal Opportunity for Applicants
  - SF-LLL** Disclosure of Lobbying Activities

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<sup>1</sup> For detailed instruction on entering data into e-SNAPS visit HUD's CoC Renewal Project Application Detailed Instructions for FY 2017 CoC Program Competition: <https://www.hudexchange.info/resources/documents/FY-2017-Renewal-Project-Application-Detailed-Instructions.pdf>