

## CoCBUILDS NOFO Application Responsibilities

### Project Applicant vs Collaborative Applicant

The below chart outlines the responsibilities of the project applicant and the CoC's Collaborative Applicant for completing and submitting the selected application in response to the CoCBUILDS NOFO. Only one application may be submitted unless a Tribe or Tribally Designated Housing Entity is also applying, then the CoC can submit two applications, one non-Tribe or Tribally Designated Housing Entity and one Tribe or Tribally Designated Housing Entity where all new units of permanent supportive housing will be located on Tribal reservation or trust land.

<b>Project Applicant</b>	<b>CoC Collaborative Applicant</b>
<b>DO NOT complete your application or attempt to submit to the CoC via grants.gov.</b> Unlike <i>e-snaps</i> if you submit via grants.gov, the application and forms will be submitted to HUD, not to the CoC.	Set local submission deadline for application and form submission that includes how applications are to be submitted and will be reviewed using a fair and open process. Communicate this information via CoC's website.
Respond to the Rating Factors (Section V.A.1 of the NOFO) via Word Document using each rating factor as the heading for the responses.	Registers with grants.gov if you do not already have an account
Ensure you have a Unique Entity Identifier (UEI) and active registration with SAM.gov	Ensure you have a Unique Entity Identifier (UEI) and active registration with SAM.gov
Ensure all subrecipients included in your application also have a UEI and active SAM.gov registration.	Confirm your organization's Code of Conduct is listed on HUD's <a href="#">Code of Conduct for Grant Program's</a> website.
Confirm your organization's Code of Conduct is listed on HUD's <a href="#">Code of Conduct for Grant Program's</a> website.	Assist applicant with contact information for local jurisdiction to obtain signature for HUD-2991, Certification of Consistency with the Consolidated Plan.
Complete and sign the required forms: <ul style="list-style-type: none"> <li>• Application for Federal Assistance (SF-424)</li> <li>• HUD Applicant-Recipient Disclosure Report</li> </ul>	Reviews submitted applications to determine which one will be submitted to grants.gov.

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<ul style="list-style-type: none"> <li>• Applicant and Recipient Assurances and Certifications (HUD-424B)</li> <li>• Disclosure of Lobbying Activities (SF-LLL)</li> <li>• Assurances for Construction Programs (SF-424D)</li> <li>• Assurances for Non-Construction Programs (SF-424B)</li> <li>• Certification of Consistency with the Consolidated Plan (HUD-2991) – signed by local jurisdiction, not the applicant</li> <li>• Grant Application Detailed Budget Worksheet (HUD-424-CBW)</li> <li>• Code of Conduct (if not listed on HUD’s website)</li> </ul>	
<p>Submit your completed application with forms to your CoC's Collaborative Applicant by your CoC's locally designated due date and time.</p>	<p>Include a letter signed by the CoC Board President or Committee stating the CoC supports the submission of the selected application. The letter must include the:</p> <ul style="list-style-type: none"> <li>• CoC Number and Name;</li> <li>• Name of the applicant organization;</li> <li>• Name of the project; and</li> <li>• Amount of funds that are requested.</li> </ul> <p>If you are also submitting a second application from a Tribe or Tribally Designated Housing Entity, include two letters where the second letter includes the information for the Tribe or Tribally Designated Housing Entity.</p>
<p><b>DO NOT submit via grants.gov. The CoC’s Collaborative Applicant must submit the application.</b></p>	<p>When ready to submit, ensure all of the following are included and appropriately signed and dated:</p> <ul style="list-style-type: none"> <li>• PDF version of the applicant’s response to Rating Factors (Section V.A.1 of the NOFO)</li> </ul>

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<p>If your application is selected for conditional award, HUD will work with you to complete the post-award steps leading up to grant agreement execution.</p>	<p>Submit the application to grants.gov on or before November 21, 2024, by 11:59:59 PM EDT</p>
<p>HUD will execute the grant agreement with you. If a subrecipient(s) is included, you will execute a subrecipient agreement with them outlining their responsibilities and the amount of the awarded funds they will use.</p>	<p>One application per CoC unless a second application is submitted by a Tribe or Tribally Designated Housing Entity, then two applications are permissible.</p>
<p>You and your subrecipient(s), if included, will be responsible for administering the project and incurring eligible costs.</p>	<p>Your responsibility ends with the application(s) submission to HUD.</p>
<p>You will draw funds for eligible costs from LOCCS.</p>	
<p>You will submit the Annual Performance Report in Sage.</p>	