

CHECKLIST OF REQUIRED DOCUMENTS
for Sonoma County Continuum of Care 2023 Renewal Project Evaluations

All documents must be received by 5:00 pm, May 1, 2023

Points will be deducted for late submissions. Please read carefully for changes from the 2022 Competition.

- Annual Performance Report (grant year 2021-2022) with complete reported financials.
- 1-page letter, signed by the agency's CEO, giving HUD staff consent to discuss its Continuum of Care projects with the Sonoma County Continuum of Care Coordinator. Each project should be named with the contract reference number for the current contract year.
- Completed 2023 Renewal Evaluation Application Questionnaire
- 2023 Renewal Reallocation Questionnaire
- Copies of any audit and monitoring communications received **in the past 3 years** from HUD, Department of Housing and Community Development, Cities, County, United Way, St. Joseph's Community Benefit, or Community Foundation.
- Most recent agency financial audit *including auditor's management letter*. Any concerns or findings must be included.
- Most recent Board of Directors packet (if your agency does not regularly copy the Continuum of Care Coordinator). Include agenda, minutes, and supplemental materials from the most recent Board meeting.
- Organizational charts for each renewal project, and for the agency.
- Completed Threshold Criteria Form
- Housing First Assessment Tool (one for each project if you have multiple, please label accordingly)
- CoC Program Standard Operating Policies and Procedures
- Grievance Procedure, Reasonable Accommodations Policy, Americans with Disabilities Act Procedure, Outreach Materials, Anti-discrimination Policy, Termination of Assistance Policy and any related forms.
- Contact information for your agency's 5 largest funders.

All documents must be received as individual electronic files. Individual documents may be scanned but must be submitted as individual files. If all documents are scanned together, they will be returned, with points deducted for late submission. The following are acceptable means of delivery:

- By e-mail to Araceli.Rivera@sonoma-county.org and Karissa.White@sonoma-county.org (preferred);
OR
- A thumb drive, hand-delivered to Karissa White, Continuum of Care Coordinator, c/o County of Sonoma Department of Health Services, Homelessness Division, 1450 Neotomas Ave. Suite 115, Santa Rosa CA 95405.

Questions? You may contact Karissa White, the Continuum of Care Coordinator, for clarification of any item at Karissa.White@sonoma-county.org, and by phone at (707) 565-8040.