

CoC Grant Preparation Checklist!

- ✓ Does my organization have a Nonprofit 501(c)(3) status?
- ✓ Does my organization have Articles of Incorporation?
- ✓ Does my organization have an active Board of Directors?
 - Bylaws
 - Regular Scheduled Meetings
 - Meeting Minutes
 - Financial Oversight
- ✓ Does my organization have strong financial policies and procedures?
 - Board-approved annual budget and oversight
 - Annual audit, annual review, or financial compilation
 - Designated finance person with separation of duties
 - Cash reserves for grants that reimburse expenses or require matching funds
- ✓ Does my organization have key staff with job descriptions and/or resumes that can write, track, and monitor the grant?
- ✓ Does my organization actively participate in HMIS? If not, will we be willing to upon subcontract award?
- ✓ Did an organization representative participate in at least 75% of CoC General Coalition Meetings for the 2023-2024 year?
- ✓ Does my organization actively participate in a CoC Committee or workgroup? If not, will we be willing to upon subcontract award?
- ✓ Is my organization registered with the Division of Corporations (sunbiz.org)?

- ✓ Is my organization registered with the Florida Department of Agriculture & Consumer Services: Solicitation of Contributions (fdacs.gov)?
- ✓ Has my organization registered through Sam.gov and received a UEI (Unique Entity ID) number?
- ✓ Is the Board of Directors familiar with and willing to comply with the Equal Access Law?
- ✓ If applicable, has the Board of Directors reviewed the federal grant regulations for Faith-Based Activities? **HUD 24 CFR part 578.87(b)**
- ✓ Is my organization prepared to participate in the required Coordinated Entry process through Opening Doors?
- ✓ Is my organization prepared to handle the administrative weight of a new grant?

