

CoCBuils NOFO Application Responsibilities

Project Applicant vs Homeward vs City of Des Moines

The below chart outlines the responsibilities of the project applicant, Homeward and the City of Des Moines (the Des Moines/Polk County Coc's Collaborative Applicant) for completing and submitting the selected application in response to the CoCBuils NOFO.

Project Applicant	Homeward	City of Des Moines
DO NOT complete your application or attempt to submit to the CoC via grants.gov. 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 Code of Conduct for Grant Program's website.
Confirm your organization's Code of Conduct is listed on HUD's Code of Conduct for Grant Program's website.	Obtain a signed copy of HUD-2991, Certification of Consistency with the Consolidated Plan from the City of Des Moines	
Submit your completed application and attachments, including Grant Application Detailed Budget Worksheet (HUD-424-CBW) to Homeward, at jcain@homewardiowa.org , by 5pm, October 11, 2024.	Homeward's Grant Committee will reviews submitted applications and make a recommendation to Homeward's Board of Directors	Homeward's Board recommendation forwarded to City Council for approval.

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		Complete and sign the required forms: <ul style="list-style-type: none"> <input type="checkbox"/> Application for Federal Assistance (SF-424) <input type="checkbox"/> HUD Applicant-Recipient Disclosure Report Applicant and Recipient Assurances and Certifications (HUD-424B) <input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL) <input type="checkbox"/> Assurances for Construction Programs (SF-424D) <input type="checkbox"/> Assurances for Non-Construction Programs (SF-424B) <input type="checkbox"/> Certification of Consistency with the Consolidated Plan (HUD-2991) – signed by local jurisdiction, not the applicant
		If the application is selected for conditional award, work with HUD to complete the post-award steps leading up to grant agreement execution.
		Execute a subrecipient agreement with project application outlining their responsibilities and the amount of the awarded funds they will use.
Submit the Annual Performance Report in Sage.		Draw funds for eligible costs from LOCCS.