**EHH Application Submission Checklist**

1. Completed application packets are due by **5pm CDT, June 9, 2021**. Late or incomplete applications will not be considered.
2. All applications must be submitted electronically. Email the application forms to [CDDapplications@cityofmadison.com](mailto:CDDapplications@cityofmadison.com) with a subject line, EHH application.
3. Submit each required form separately. Please do not combine the forms.
4. A completed application packet consists of the following:

* **EHH Project Application(s)** – *one applicable project application for each project*
  + Street Outreach
  + Emergency Shelter
  + Homelessness Prevention
  + Rapid Rehousing
  + Housing Assistance Program
* **New Project Application**\* (New Projects without performance report ONLY)

\*Performance scoring form will be used for existing projects funded with EHH or other sources. Applicant agencies with existing projects will receive instructions for the performance scoring form separately.

* **Written Standards Checklists** 
  + General *– one per agency if the answers are the same for all proposed projects*
  + Project Specific - *one applicable checklist for each project; HAP projects must fill out the most applicable checklist*
  + Emergency Transfer Plan (Rapid Rehousing and other permanent housing programs ONLY)
* **Documentation of Match**
* **EHH Certification**
* **Environmental Review Exemption**
* **Certification of Local Government Approval** (New Emergency Shelter ONLY)

1. Send all EHH application inquiries to:

Sarah Lim, Community Development Specialist

[slim@cityofmadison.com](mailto:slim@cityofmadison.com); (608) 261-9148