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| **Instructions:** The agency’s Executive Director should sign this form and submit with the PIT Answer Form and/or PIT reports from HMIS. All Emergency Shelter, Transitional Housing, and Safe Haven projects included on the HIC Answer Form should also be included on this cover sheet. |

HMIS Participating Projects: I certify that I have reviewed the PIT reports for the projects below. In addition, I certify that all data through 1/27/17 for the projects below, including program exit dates, has been entered completely and correctly into HMIS to the best of my knowledge.

Projects not Participating in HMIS: I certify that I have reviewed the PIT Answer Sheet for the projects below, and the information is complete and accurate to the best of my knowledge.

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| **Organization Name:** |  |
| **Name of Executive Director:** |  |
| **Email of Executive Director:** |  |
| **Signature of Executive Director:** |  |

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| **Project Name** | **HMIS Participating? (yes/no)** |
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