CoC Planning Project Application Checklist

Collaborative Applicant organizations that are applying for CoC Planning funds should use this checklist to make sure the CoC Planning Project Application is ready for the CoC Priority Project Listing.

☐ **Confirm you are the CoC's designed Collaborative Applicant.**
No one else can submit a CoC Planning Project Application.
If you are unsure, review Determine What Type of Applicant You Are in e-snaps
in the e-snaps 101 Toolkit.

☐ **Confirm you are using the correct Applicant Profile.**
Collaborative Applicants use two Applicant Profiles—the CoC Collaborative Applicant Profile to submit the CoC Consolidated Application and the Project Application for their own organization to submit the CoC Planning Project Application.
Review Determine What Type of Applicant You Are in e-snaps.

☐ **Ensure your Project Applicant Profile is up-to-date.**
Have there been any recent changes in staffing, addresses, phone numbers, etc.?
If needed, review Update the Applicant Profile in Edit-Mode.

☐ **Confirm the application type is "CoC Planning Project Application" for the correct Fiscal Year.**
Review the Submissions screen in *e-snaps*. Review the *Accessing the Project Application in e-snaps* video, transcript, and resource in the e-snaps 201 Toolkit.

☐ **Confirm you selected the correct CoC Number and Name.**
Review screen 2A. Project Detail, question 1.

☐ **Confirm the Budget is equal to or less than the amount available for the CoC.**
Review screen 4B. Funding Request, budget table, "Total Costs Requested."
Review the FY 2021 Continuum of Care (CoC) Program Competition NOFO - CoC Estimated Annual Renewal Demand Report.

☐ **Confirm the CoC Planning Project Application is submitted by ensuring there is a date in the "Date Submitted" column on the Submissions screen.**
Did you create a project in error that should not be submitted? You have the option to rename a project, such as "do not use." See Common Issues Encountered in e-snaps for instructions on renaming a project.

☐ **If you needed to amend the CoC Planning Project Application from the Project Listing so you could revise it, make sure it was resubmitted.**
Review "Amending the Project Application" in the CoC Priority Listing Navigational Guide.

More information and resources are available on the e-snaps Resources page.