UFA Costs Project Application Checklist

Collaborative Applicant organizations that have been designated by HUD as a United Funding Agency (UFA) and are applying for UFA Costs funds should use this checklist to make sure the UFA Costs Project Application is ready for the CoC Priority Project Listing.

☐ **Confirm you are the CoC's designed Collaborative Applicant AND you are designated by HUD as a UFA.**
No one else can submit a UFA Costs Project Application.
If you are unsure whether you are a Collaborative Applicant, review Determine What Type of Applicant You Are in e-snaps in the e-snaps 101 Toolkit.
If you are unsure whether HUD designated your organization a UFA, check your CoC Registration and CoC Review in *e-snaps*. Review CoC Program Registration and CoC Review Instructions.

☐ **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 UFA Costs 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 "UFA Costs 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 2B. Funding Request, question 1.

☐ **Confirm the Budget is equal to or less than the amount allowed for the CoC.**
Review screen 2B. Funding Request, budget table, "Total Costs Requested."
Review the FY 2021 Continuum of Care (CoC) Program Competition NOFO - CoC Estimated Annual Renewal Demand Report for UFA Designated Collaborative Applicants.

☐ **Confirm the UFA Costs 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 UFA Costs 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.