

# UNIFIED FUNDING AGENCY (UFA)

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## RESOURCES

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### CONSULT THE CoC RULE

#### CoC Interim Rule

- 578.11 Unified Funding Agency,
- 578.41 Unified Funding Agency Costs,
- 578.23(b)(3) Executing Grant Agreements Unified Funding Agencies,
- 578.105(a) Grant and Project Changes – for Unified Funding Agencies:

<https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml#seqnum578>

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### RESOURCES ON THE HUD EXCHANGE

#### Unified Funding Agencies

- Overview Webinar and Slides:

<https://www.hudexchange.info/trainings/courses/coc-program-unified-funding-agencies-webinar/108/>

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## SUMMARY

For CoCs that have designated a Unified Funding Agency (UFA), a UFA is the CoC's Collaborative Applicant and sole grant recipient, which has the capacity and responsibility to fulfill the duties outlined for UFAs in the CoC Program Interim Rule. If approved by HUD to gain UFA status, the UFA will apply for CoC funding for all of the projects in that CoC. It will also serve as the recipient for all CoC Program funds within the CoC, and will be responsible for fulfilling all duties assigned to the Collaborative Applicant and the UFA.

- CoC without a UFA – HUD signs grant agreements with each recipient for each project.
- CoC with a UFA – HUD signs one grant agreement with the UFA. The UFA signs separate grant agreements with each subrecipient carrying out the projects.

## STEPS TO BECOME A UFA

Collaborative Applicants apply for UFA designation through the CoC Program Registration process. They must reapply annually, as UFA designation doesn't carry over from year-to-year.

1. The CoC selects the Collaborative Applicant to apply to HUD for a UFA designation;
2. The Collaborative Applicant completes the process for applying to be a UFA;
3. HUD approves the CoC's Collaborative Applicant to be a UFA;
4. The UFA as Collaborative Applicant applies to HUD for CoC Program funds;
5. HUD awards grants to the UFA; and
6. The UFA executes the necessary grant agreements with HUD (see below on Grant Agreements).

## UFA FUNDING

UFAs may apply for additional funds to help offset costs. The amount is the lesser of up to 3 percent of their Final Pro Rata Need (FPRN) or the amount set in the CoC Program NOFA.

## UFA ELIGIBLE COSTS

- Arranging for an annual survey, audit, or evaluation of the financial records of subrecipients' projects; and
- Monitoring of subrecipients and enforcing compliance with program requirements.

## UFA RESPONSIBILITIES

In addition to basic CoC program requirements, UFAs must:

- Fiscal: Establish fiscal control and accounting procedures necessary to ensure CoC Program grant funds are properly disbursed and accounted for. It must also ensure all financial transactions are conducted and records are maintained in accordance with generally accepted accounting principles.

- Monitoring: UFAs have additional fiscal and monitoring responsibilities related to subrecipient oversight. See the [At a Glance guide to Grant Monitoring](#) for details.

## **MATCH**

UFAs are subject to the same match requirements as other recipients. However, UFAs may apply match on a Continuum-wide basis, rather than grant-by-grant. See the [At a Glance guide to Match](#) for more information.

## **GRANT AGREEMENTS**

Upon CoC Program awards, HUD enters into one grant agreement with the UFA for new awards and one grant agreement for renewals, CoC planning, and UFA costs. These two grants cover the entire CoC geographic area.

When HUD first designates a UFA, it will work with HUD to establish a *single expiration date for all renewal projects*.

## **PROJECT CHANGES**

UFAs have slightly different regulations than non-UFA recipients for what constitutes a significant project change. As in all cases, recipients may not make significant changes without prior HUD approval, evidenced by a grant agreement signed by HUD and the recipient.

Significant changes for UFAs are defined as:

- A change of recipient;
- A shift in a single year from one approved eligible cost category to another activity totaling more than 10 percent of the total amount awarded under the grant;
- A permanent change in subpopulation(s) served by any one project funded under the grant; or
- A permanent proposed reduction in the total number of units funded under the grant.

UFAs seeking a grant amendment must request the CoC's approval for the proposed grant amendment before submitting it to HUD. The UFA must retain evidence of the CoC's approval (e.g., meeting minutes indicating that the grant amendment was discussed and approved). [See the Grant or Project Changes one-pager for details.](#)

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