

Getting Ready Checklist:

These 6 Action Items will help you prepare and facilitate smooth contracting from your HUD team.

| Action Item | Description | Important Tips | Mark as Complete |
|--|--|--|--------------------------|
| 1. Access your grant application in <i>e-snaps</i> | <u>e-snaps</u> is the electronic CoC Program Application and Grants Management System used to support the CoC application and grant award process. | <ul style="list-style-type: none"> ✓ Make sure the right staff have access, and that more than one person is active in the system. ✓ Be sure your Applicant Profile is correct. It's especially important that the CEO/Executive Director is accurate as that name must match the signatory line of your grant agreement. Instructions can be found <u>here</u>. | <input type="checkbox"/> |
| 2. Make sure your UEI is Active | Your Unique Entity Identifier (UEI) must be active in SAM.gov. | <ul style="list-style-type: none"> ✓ Ensure your UEI status is active: <u>https://www.sam.gov/SAM/</u> | <input type="checkbox"/> |
| 3. Check that you can draw funds | <u>eLOCCS</u> is HUD's primary grant disbursement system and handles the disbursements of CoC funding. | <ul style="list-style-type: none"> ✓ Make sure agency users are active in eLOCCS (both Users <u>and</u> Approving Officials) and be sure there is a backup person, or two! ✓ For eLOCCS changes, reach out to your Field Office Rep to walk you through necessary steps. After registering in Secure Systems and receiving a MID #, you'll need to complete the required forms: <u>forms</u> and <u>instructions</u>. ✓ For banking information changes, including ABA Transit Routing Number or account number, prepare and submit a <u>Direct Deposit Form SF-1199A</u> and voided check or bank letter to your Field Office along with your executed grant agreement. | <input type="checkbox"/> |
| 4. Have match documentation ready to submit to HUD for review | CoC program requires a 25% match of the awarded grant amount minus funds for leasing (through either cash or in-kind resources) | <ul style="list-style-type: none"> ✓ If your application proposed in-kind match, have the MOU(s) ready to attach in <i>e-snaps</i> upon notification from your Field Office. ✓ Find more info on CoC match requirements <u>here</u>. | <input type="checkbox"/> |
| 5. Review your Project Budget | Review your budget for accuracy before executing the grant agreement. | <ul style="list-style-type: none"> ✓ Be sure it looks accurate. If you have questions, reach out to your Field Office Rep. DO NOT make changes to the grant agreement. | <input type="checkbox"/> |
| 6. Ensure your Environmental Review is up to date | Determine the level of review applicable for your project. | <ul style="list-style-type: none"> ✓ Complete a review for projects, if not up to date. ✓ Find more info on <u>environmental reviews</u>. | <input type="checkbox"/> |