



TX BoS CoC FY25 Local Application Process Cheat Sheet

Full Applications due by

December 10, 2025 @ 4:59:59 PM CST

Key Dates & Deadlines

NOTE: All times listed are Central Standard Time unless otherwise noted. **Dates are subject to change based on HUD's release of required information and volume of applications.**

Stage	Date & Time (CST)	Notes
RFP Issued	12/1/2025 @ 9:00:00 AM	Review full RFP before starting
Threshold Verification & Full Application Opens	12/1/2025 @ 9:00:00 AM	Submit early for review; submissions due within 2 business days
Threshold Verification Closes	12/3/2025 @ 8:59:59 PM	Must pass Threshold Verification Review to proceed to Full Application, which can be accessed as soon as threshold eligibility is verified. Allow 24 hours for verification of threshold eligibility.
Full Applications Due	12/10/2025 @ 4:59:59 PM	SurveyMonkey Apply tasks + uploads (e-snaps Project Application & Applicant Profile, HUD Form 2991 upload, Leverage)
Final Corrections Due for e-snaps Project Application final submission	12/22/2025 @ 4:59:59 PM	Applicants will go through two rounds of Quality Review to identify needed corrections for e-snaps application & Applicant Profile, HUD Form 2991,

		and Leverage documentation
Notification to Applicants Regarding Application	12/29/2025 @ 12:00:00 PM	Applicant will be notified in writing whether or not their application will be included in the CoC's Priority Listing
Collaborative Applicant (THN) Submits CoC Consolidated Application	1/12/2026 @ 1:00:00 PM	THN to submit CoC's final Consolidated Application 2 days before HUD National Deadline
HUD's National Deadline for FY25 CoC Consolidated Applications	1/14/2026 @ 7:00:00 PM	

Application Stages

1. Threshold Review (December 1-3, 2025)

- Opens December 1, 2025 @ 9:00 AM and closes December 3 @ 8:59 PM.
- Submit early to allow time for **Threshold Review** (24-72 hours).
- Confirms basic eligibility of the Applicant and project.
- Applicants will be notified via system message from SMA once submitted.
- Applicants must be approved in this stage in order for their application to be considered.

2. Full Application (December 1-10, 2025)

- Opens December 1, 2025 @ 9:00 AM and closes December 10 @ 4:59 PM.
- Includes tasks in **SMA** and **e-snaps** (HUD's grant management system).
- Applicants must upload a **PDF export of their completed e-snaps Project Application and Applicant Profile, HUD Form 2991, and Leverage documentation** to SMA.

3. Quality Review & Corrections (December 10-22, 2025)

- Collaborative Applicant (CA) checks application materials for completeness and accuracy.
- If deficiencies are found, Applicant notified via SMA and email.
- Deadline to correct and resubmit will be provided in writing.
- Some issues cannot be fixed (e.g., missing Code of Conduct).

4. Scoring & Notification (December 18-29, 2025)

- Independent Review Team scores new project applications.
- CA reconciles score to ensure consistency and resolve any discrepancies.

- c. Applicants notified via email whether their project application will be included in the CoC Priority Listing.

5. Grievances (December 30, 2025-January 2, 2026)

- a. Grievances may be filed only for **policy or procedural issues**.
- b. Must be submitted **within 24 hours** of Priority Listing notification.
- c. Full details and forms can be found in [TX BoS CoC Competition Policies](#)

HUD-2991

- **Certification of Consistency with the Consolidated Plan (HUD-2991)** is required for every project.
- Must be signed by **Consolidated Planning Jurisdiction (CPJ)** where the project operates.
- **Valid signature dates:** November 1, 2025 – January 14, 2026
- **Start early:** CPJ timelines vary; HUD does not allow extensions unless a **Federal Disaster Declaration** occurs within 3 months of the application period
- If the request is made **after December 8, 2025**, Applicants cannot appeal a CPJ's refusal or lack of response.
- Missing HUD-2991 by the deadline may result in HUD disqualification.

Required Documentation Checklist

- **e-snaps Project Application** (exported and uploaded to SMA)
- **e-snaps Applicant Profile** (must include a valid Code of Conduct)
- **Organization Code of Conduct** (either on file with HUD or uploaded to e-snaps)
 - Must meet all requirements here: <https://www.hud.gov/hud-partners/grants-code-of-conduct>
- **Certification of Consistency with the Consolidated Plan (HUD-2991)**
- **Threshold Review Approval** (must be completed before Full Application submission)
- **Leverage Documentation** (if claiming housing or healthcare leverage points)
- **Match Documentation** (for **third-party in-kind match**, an **MOU** must be in place before HUD will execute a contract)

Helpful Tips

- Add noreply@mail.smapply.net and txboscoc@thn.org to safe senders.
- Begin HUD-2991 requests immediately – CPJ timelines vary widely.
- Late or incomplete submissions will not be accepted.

Quick Links

- SMA Portal: <http://www.thncompetition.smapply.io/>
- HUD NOFO: <https://www.grants.gov/search-results-detail/360486>
- [TX BoS CoC Competition Policies](#)