

## FY2025 CoC Program Renewal Project Instructions

\*\*\*\*\* These instructions are only applicable to projects that have received explicit communication from Texas Homeless Network to utilize this process. Review the linked list below and reference Column A, “Application Path.” Only projects listed as “Renewal” will follow the process outlined in these instructions. \*\*\*\*\*

- [Application Paths for All Current Projects](#)

**Read these important instructions carefully regarding submissions of Renewal Project Applications for the 2025 CoC NOFO Competition.**

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As part of the CoC’s Consolidated Application for the 2025 CoC Program Competition, Texas Homeless Network will review all Renewal applicant’s project application materials for threshold verification and quality and completeness prior to their submission of these applications in esnaps.

To streamline the renewal process and reduce administrative burden, renewal applicants will **NOT** be required to submit through the Request for Proposal (RFP) process in order to submit for renewal of their project. Instead, renewal applicants seeking to renew a current project will follow a simplified, structured submission process that aligns with the overall CoC timeline and uses SurveyMonkey Apply (SMA) for local review.

### **KEY ITEMS FOR FY2025:**

- Renewal applicants will start their local application in SMA by completing a brief threshold verification submission and providing additional local-level information
- Renewal applicants will upload their completed e-snaps Project Application and Applicant Profile, and HUD Form 2991 to SMA for review and corrections prior to final submission in e-snaps
- The CoC will prepare a Renewal Project Scorecard based on the review period 10/1/24-9/30/25. This scorecard will be uploaded to SMA for applicant review, and applicants will receive instructions for scoring reconciliation

### **INSTRUCTIONS/TIMELINES:**

#### **Step 1: Begin Local Application in SMA**

- Access SMA at [thncompetition.smapply.io](https://thncompetition.smapply.io).

- Select Renewal Project Application and complete the Threshold Verification Task **no later than December 3, 2025 @ 8:59 PM CST** and provide any additional information requested at the local level.
- Submit this initial task promptly to avoid delays in subsequent steps.

### **Step 2: Complete Renewal Application in e-snaps**

- Log into HUD's e-snaps system and complete your renewal application.
- Ensure your project name matches the FY25 Grant Inventory Worksheet (GIW).
- Review HUD's FY25 Renewal Project Application Detailed Instructions and Navigational Guide (as soon as they are available) for accuracy.

### **Step 3: Export and Upload to SMA**

- Export your completed e-snaps application as a PDF.
- **By December 10, 2025 @ 4:59:59 PM**, upload the PDF to SMA under the Renewal Project Application task (see also Requesting an Extension for Non-Scored Uploads section below).
- Use the following naming convention: "FY25 esnaps Renewal App: <Project Name>"
- **Note:** Please DO NOT SUBMIT your Renewal Project Application(s) in e-snaps yet. If you accidentally submit the application, please contact us at [txboscoc@thn.org](mailto:txboscoc@thn.org) and we will release the application back to you.

### **Step 4: Review Your Scorecard**

- THN will upload your Renewal Project Scorecard to SMA after completing its review.
- You will receive an email notification when the scorecard is available.
- Follow the provided instructions for scoring reconciliation if discrepancies or clarifications are needed.

### **Step 5: Respond to Review Feedback**

- **If corrections are needed for your esnaps application**, THN will notify you via email through [txboscoc@thn.org](mailto:txboscoc@thn.org) by December 15, 2025.
  - You will receive a project review form by email with required corrections.
- Make corrections in e-snaps and re-upload the updated PDF to SMA within the timeframe provided (e.g., 5 business days of notice).

### **Step 6: Submit e-snaps Application**

- After corrections are complete and approved, you must submit your final Renewal Project Application in e-snaps by January 5, 2026.

- **Prior to submitting your application**, check the Submission Summary to make sure ALL sections have been completed.

**Timeline:**

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.**

1	SMA Renewal Application Opens	12/1/2025 9:00:00 AM
2	Threshold Verification Submission Due	12/3/2025 8:59:59 PM
3	SMA Renewal Application Due: Brief narratives (3) completed, e-snaps Applicant Profile & Project Application PDF Exports Uploaded	12/10/2025 4:59:59 PM
4	THN Begins Quality Review of Required Uploads (esnaps Project Application and Applicant Profile, HUD Form 2991, Subrecipient Code of Conduct (if applicable)	12/11/2025 9:00:00 AM
5	Renewal Applicants Notified of Corrections Needed	12/15/2025 4:59:59 PM
4	Scorecard Uploaded for Review	12/15/2025 11:59:59 PM
5	Deadline to Challenge Score	12/16/2025 4:59:59 PM
7	THN Reconciles Scores	12/18/2025 4:59:59 PM
8	Final e-snaps Submission	1/5/2026 4:59:59 PM

**REQUIRED DOCUMENTATION CHECKLIST:**

- e-snaps Project Application (PDF)
  - If using In-Kind Match, must attach an MOU to the e-snaps Project Application
- e-snaps Applicant Profile (with valid Code of Conduct)
- Certification of Consistency with the Consolidated Plan (HUD-2991)
  - Must be signed by a Participating Jurisdiction (PJ) within the project's service area
  - Valid signature dates: November 1, 2025-January 14, 2026
- Code of Conduct for HUD Grant Programs (if not already in HUD's elibrary)

## **CERTIFICATION OF CONSISTENCY (HUD-2991):**

All applications must include a **Certification of Consistency with the Consolidated Plan (HUD-2991)** ([blank form available here](#)), a HUD-required form signed by a **Consolidated Planning Jurisdiction (CPJ)** where the proposed project will operate. If a project spans multiple jurisdictions, only **one certification** from a CPJ within the coverage area is required.

- Certifications must be **completed, signed, and uploaded in SMA** for each proposed project
- Valid certification dates are **between November 1, 2025 and January 14, 2026**

Because CPJ procedures vary across the state, Applicants are strongly encouraged to begin this request **early**. HUD does **not** allow submission extensions unless a Federal Natural Disaster Declaration occurs within three months of the application period.

To determine if your proposed project is in a local CPJ, [please see this link](#). If no part of your proposed project will be carried out within a local CPJ, please see [TDHCA's Exhibit 5B form here](#) and email form to Jeremy Stremmer at Texas Department of Housing and Community Affairs (TDHCA) to be completed: [Jeremy.Stremmer@tdhca.texas.gov](mailto:Jeremy.Stremmer@tdhca.texas.gov).

Applicants must give CPJs enough time to review and sign the certification. If the initial request is made **after December 8, 2025**, Applicants **cannot appeal** a CPJ's refusal or lack of response. If a certification is not secured by the deadline, HUD may disqualify the application. Instructions for appealing a disqualification are provided in HUD's NOFO.

## **Guidance for Completing HUD-2991**

- **Applicant Name:** Use the legal name of the organization as listed in e-snaps Applicant Profile.
- **Project Name:** Must match the project name in e-snaps project application exactly.
- **Location of the Project:** The address of the organization (Applicant) seeking CoC Program funding.
- **Name of Federal Program:** Enter "HUD Continuum of Care Program."
- **Name of Certifying Jurisdiction:** Enter CPJ from [this list](#) that oversees the locality in which Applicant is seeking certification.
- **Certifying Official of the Jurisdiction Name:** Name of authorized CPJ official
- **Title:** Title of authorized CPJ official

- **Signature and Date:** Must be signed by an authorized CPJ official and dated within the valid certification period (November 1, 2025 – January 14, 2026).

#### **IMPORTANT REMINDER REGARDING PROJECT NAMES:**

- Your project name should match what is on the FY25 Grant Inventory Worksheet (attached). HUD will allow you to add/update your project name to include 2025 or FY25 as the grant year if desired (e.g., PA1234 Project Name FY25)

#### **IMPORTANT COMPETITION RESOURCES:**

- [FY2025 Grant Inventory Worksheet \(GIW\)](#): Your total budget in e-snaps should match what is on the GIW.
- [TX BoS CoC FY2025 Local Competition FAQs](#)
- [FY2025 Local Competition Landing Page](#)

#### **HUD RESOURCES:**

- HUD CoC Program page: <https://www.hud.gov/hud-partners/community-coc>
- HUD Project Applicant Profile e-snaps Navigational Guide: <https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY25-CoC-Project-Applicant-Profile-eSNAPs-Navigational-Guide.pdf>
- HUD FY25 Renewal Project Application Detailed Instructions: Regularly monitor <https://www.hud.gov/hud-partners/community-coc> for when these become available.
- HUD FY25 Renewal Project Application Navigational Guide: Regularly monitor <https://www.hud.gov/hud-partners/community-coc> for when these become available.
- HUD Exchange e-snaps resources: <https://www.hudexchange.info/programs/e-snaps/>
- Code of Conduct for HUD Grant Programs: <https://www.hud.gov/hud-partners/grants-code-of-conduct>

#### **REQUESTING AN EXTENSION FOR NON-SCORED UPLOADS:**

The TX BoS CoC strives to maintain a fair and efficient process during the FY2025 CoC Program Competition. While all applicants are expected to meet published deadlines, the

CoC recognizes that delays may occur due to factors outside an applicant's control—specifically HUD delays of required documentation related to the **e-snaps Project Application** or Consolidated Planning Jurisdiction (CPJ) processing timelines for the **Certification of Consistency with the Consolidated Plan (HUD-2991)**.

#### **General Rules:**

- Extensions are **only permitted** for:
  - **e-snaps Project Application**
  - **HUD-2991 Certification**
- **No extensions will be granted for the e-snaps Applicant Profile.**
- Applicants should begin these tasks immediately to avoid disqualification.
- HUD guidance always takes precedence over these instructions.

#### **Automatic Extensions for HUD Delays:**

If HUD delays impact completion of the e-snaps Project Application, the CoC will:

- Communicate adjusted deadlines (e.g., 3 business days) to all applicants via official channels.
- Applicants **should not submit extension requests** for HUD-related delays.

#### **Conditional Extensions for Consolidated Planning Jurisdictions (CPJ) Delays:**

If an applicant does **not have the HUD-2991 Certification at the time of Full Application submission**, they must upload the following in Apply **by the application deadline of December 10, 2025 @ 4:59 PM CST**:

- **Extension Request Document** (on agency letterhead) including:
  - Project Application name in e-snaps.
  - Reason for delay (must be PJ-related, not applicant inaction).
  - Anticipated submission date (must be before December 23, 2025).
  - Acknowledgment that the application will not be included in the CoC Consolidated Application without the HUD-2991.
- **Proof of Timely Request to CPJ**, such as:
  - Original email or letter requesting HUD-2991 (with date).
  - Any follow-up communication showing PJ delay.

**Important Notes:**

- Extension requests must be uploaded in Apply; **do not email requests to the CoC Lead Agency.**
- Applications that fail to meet the extension request criteria will be removed from consideration.
- Questions about the extension process may be emailed to [txboscoc@thn.org](mailto:txboscoc@thn.org).

If you have questions regarding completing your renewal project application(s), please first review the HUD instructions/guides referenced within the document.

After reviewing these resources, if you are still unable to resolve your issue, send an email to [txboscoc@thn.org](mailto:txboscoc@thn.org). We will work to assist you as quickly as possible.

Thank you for your continued participation in the CoC application process and the work you and your agencies do to end homelessness every day!