

CoC Application Threshold Review

Pre-Flight Checklist*

A final pass before you hit “Submit” in SurveyMonkey Apply (SMA).

Component & Population

- Project component matches activities (TH/RRH/SSO)
- Eligible population matches HUD definitions and local [CoC written standards](#) (e.g., TH = Categories 1 & 4)
- No Emergency Shelters or other ineligible costs hidden in the budget or narrative
- If you are a Victim Service Provider, ensure that database being used or to be used is comparable and compatible with HMIS (and consider additional costs if necessary); see [list of HUD validated vendors here](#)

Costs & Budget

- All costs are eligible for the selected component; no housing assistance in SSO
- Leasing not requested for units you own
- Request within local min/max, ≤50% of agency operating budget, and observes admin/HMIS caps if applicable (per RFP)
- Meet other budget requirements per RFP

Narratives & Project Details

- Beds/units/households are consistent across narrative, tables, budget, and performance targets
- SAM.gov and UEI is active; entries (i.e. expiration) match information from SAM.gov
- Ensure that all project descriptions clearly align with the component type (e.g., RRH, TH, SSO) specifications and clearly outline eligible populations served
- Ensure that all narratives are fully responsive to the requested information

NOFO Alignment

- Narrative mirrors current NOFO priorities (e.g., treatment & recovery, outreach, law enforcement collaboration, employment)
- Avoid outdated/risky phrasing

**This checklist is based on common errors we see in applications and is not intended to be exhaustive; please refer to NOFO and RFP for full and final guidance. The checklist is also subject to change based on newly released NOFOs or HUD guidance.*

CoC Local Application (SMA)

Pre-Flight Checklist (Scoring Readiness)*

A final pass before you hit “Submit” in SMA

Responsiveness

- Every narrative answers every sub-part (who, what, how often, by whom, outcomes, etc.)

Internal Consistency

- Project name is consistent across SMA, e-snaps, and attachments
- Counties/areas served are consistent and eligible
- Component type (e.g., TH, SSO) selected matches the narrative and budget design (no “component mismatch” confusion)
- Grant term dates align across SMA narratives, e-snaps Screen 1D, and match/leverage letters
- Units/beds/households match across narratives, tables, and e-snaps participant screens (avoid cumulative vs. point-in-time confusion)

Attachments

- Certification of Consistency (HUD-2991) is completed fully and correctly per RFP and instructions
- Full PDF export of e-snaps Applicant Profile is updated and uploaded

Budget & Match/Leverage

- Budget table lines show quantity and cost logic (no vague language, such as “operational expenses”); budget details match between SMA and e-snaps
- Match meets minimum requirement and is categorized correctly regarding cash vs. in-kind (also avoid match that exceeds the minimum requirement)
- Leverage letters follow required elements outlined in RFP (e.g., letterhead, value, exclusive use, etc.), if applicable

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E-snaps Applicant Profile & Project Application Pre-Flight Checklist

Build for Quality Review (before SMA deadline in RFP)

- e-snaps Applicant Profile completed (including Code of Conduct requirement)
 - HUD Form 2880 completed correctly and fully per HUD's instructions
 - Valid Code of Conduct is on file with HUD *or* uploaded as a PDF to the e-snaps Applicant Profile (and includes any required cover/required elements)
 - If nonprofit, the required nonprofit documentation is attached to Applicant Profile
 - Applicant legal name and project name match across Applicant Profile, Project Application, HUD-2991, and what you upload to SMA (avoid small variations)
- e-snaps Project Application meets minimum completion requirements, per RFP, to export PDF for SMA upload
 - Project dates (Screen 1D) correct and consistent with attachments
 - Project name matches SMA application and attachments
 - Budget totals/Budget Line Items match budget table from SMA Full Application
 - Match screen is correct
 - Narratives and other entries fully follow guidance from HUD's Detailed Instructions
 - Submission Summary Screen shows no red X
- HUD-2991 form obtained or extension documentation provided per instructions and guidelines in RFP

Final Submit (after Quality Review Stage)

- If time, conduct a final pass of the items above
- After submitting, Submission Summary Screen shows no red X and "Submitted" status

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