



TX BoS CoC FY26 Local Application Process Cheat Sheet

**Local Applications due by
July 7, 2026 @ 4:59:59 PM CST**

Key Dates & Deadlines

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

Stage	Date & Time (CST)	Notes
RFP Issued	6/12/2026 @ 9:00:00 AM	Review full RFP before starting
Threshold Verification & Local Application (SMA) Opens	6/12/2026 @ 9:00:00 AM	Submit early for review; Threshold Verification submissions due within 6 business days
Threshold Verification Closes	6/19/2026 @ 7:59:59 PM	Must pass Threshold Verification Review to proceed to Local Application (SMA) stage, which can be accessed as soon as threshold eligibility is verified. Allow up to 72 hours for verification of threshold eligibility.
Local Applications Due	7/7/2026 @ 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	8/10/2026 @ 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	8/11/2026 @ 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	8/24/2026 @ 1:00:00 PM	THN to submit CoC's final Consolidated Application 2 days before HUD National Deadline
HUD's National Deadline for FY26 CoC Consolidated Applications	8/26/2026 @ 7:00:00 PM	

Application Stages

1. Threshold Verification Review (June 12-19, 2026)

- a. Opens June 12, 2026 @ 9:00 AM and closes June 19, 2026 @ 7:59 PM.
- b. Submit early to allow time for **Threshold Review** (24-72 hours).
- c. Confirms basic eligibility of the Applicant and project.
- d. Applicants will be notified via system message from SMA once submitted.
- e. Applicants must be approved in this stage in order for their application to be considered.

2. Local Application (SMA) (June 12-July 7, 2026)

- a. Opens June 12, 2026 @ 9:00 AM and closes July 7, 2026 @ 4:59 PM.
- b. Includes tasks in **SMA** and **e-snaps** (HUD's grant management system).
- c. 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 (Two Rounds) (July 7-August 10, 2026)

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

4. Scoring & Notification (July 7-August 11, 2026)

- a. Independent Review Team scores new project applications.
- b. 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 (August 11-13, 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:** December 10, 2025 – August 26, 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 July 3, 2026**, 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 Local Application submission)
- **Leverage Documentation** (if claiming leveraged partnership 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](#)