



FY2026 CoC Program Renewal Project Instructions

Read these important instructions carefully regarding submissions of Renewal Project Applications for the 2026 CoC NOFO Competition.

As part of the CoC's Consolidated Application for the 2026 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 e-snaps.

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 FY2026:

- 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 for performance review and ranking purposes based on the review period of **4/1/25-3/31/26**. This scorecard will be uploaded to SMA for applicant review, and applicants will receive instructions for scoring reconciliation.

FY2026 RENEWAL FUNDING AND GIW GUIDANCE

Because the FY2026 Grant Inventory Worksheet (GIW) has not yet been released, currently funded applicants should use their FY2025 HUD-awarded project amount as the baseline for their FY2026 renewal application.

FY2025 award amounts are published in HUD's CoC Program Award Announcements. Applicants should locate their project under TX-607 using the following resources:

- [1st Quarter Award Announcement](#) (bottom of page 62)
- [2nd Quarter Award Announcement](#) (page 114)
- [3rd/4th Quarter Award Announcement](#) (pages 197-198)

Applicants should use the total project funding amount listed for their project as their FY2026 baseline request. Applicants should not increase or decrease their total funding request from this amount unless otherwise directed by HUD or the CoC. Once the FY2026 GIW is released, all project budgets must be updated to match the GIW prior to final submission in e-snaps.

Applicants with projects that did not receive a FY2025 renewal award but are eligible for FY2026 renewal should use their most recent HUD-approved annual budget (e.g., last awarded grant amount) as a baseline and coordinate with the CoC if additional guidance is needed.

If your organization is unable to locate its project in the award announcements listed above, please contact the CoC prior to submitting your application.

PERFORMANCE-BASED PLANNING & TRANSITION CONSIDERATIONS

Based on analysis by the National Alliance to End Homelessness on the FY26 NOFO ([linked here](#)), projects with lower performance outcomes, particularly those that may fall within Tier 2, may be at increased risk of not being funded for FY26 or transition. While final Tier placement will be determined through the Local Competition process, recent data from the most recent Quarterly Performance Scorecard (QPSC) results indicate a score at or below 74% may be more likely to fall within Tier 2, and therefore be required to transition to a new project type as directed by the CoC. *Additionally, newer projects that are unable to be scored based on lack of performance data are at risk of falling within Tier 2.* If this is required, communication will be sent from txboscoc@thn.org directly to the e-snaps authorized representatives for the corresponding project.

All renewal recipients are strongly encouraged to proactively assess project performance and consider whether a voluntary Transition to a Transitional Housing project may better align with system needs and preservation of funding.

Transition Process Reminder:

Per the FY2026 New/Transition Project RFP, Renewal Recipients interested in pursuing a Transition Grant must:

- Initiate a **Transition Inquiry no later than June 16, 2026 @ 12:00 PM CST**
- Obtain **written CoC approval** before applying for a Transition Grant

*The CoC may also **require transitions** for certain projects based on performance, system needs, and available funding.*

INSTRUCTIONS/TIMELINES:

Step 1: Begin Local Application in SMA

- ❑ Access SMA at thncompetition.smapply.io.
- ❑ Select Renewal Project Application and complete the Threshold Verification Task **no later than June 19, 2026 @ 7:59:59 PM CST** and provide any additional information requested at the local level.
- ❑ Submit this initial task promptly to avoid delays in subsequent steps.
- ❑ Your application will be moved to the Local Application (SMA) stage upon Threshold Review approval.

Step 2: Complete Local Application (SMA) in SMA and Renewal Application in e-snaps

- ❑ Log into SMA and complete the **Local Application (SMA)** stage.
- ❑ Log into HUD's e-snaps system and complete your renewal application when available.
- ❑ Ensure your project name is consistent across all application materials (SMA and e-snaps) and will align with the FY26 Grant Inventory Worksheet (GIW), once released.
 - Note: If the FY26 GIW has not yet been released by the submission deadline, applicants should use a project name consistent with their FY25 GIW (e.g., incorporating the same base project name and referencing FY26, if applicable).
- ❑ Review HUD's FY26 Renewal Project Application Detailed Instructions and Navigational Guide (as soon as they are available) for accuracy.

Step 3: Export and Upload to SMA and complete Local Application (SMA)

- ❑ Export your completed e-snaps Applicant Profile as a PDF.
- ❑ Export your completed e-snaps Project Application as a PDF.
- ❑ Complete the full Local Application (SMA) stage in SMA.
- ❑ **By July 7, 2026 @ 4:59:59 PM**, upload the above PDFs to SMA under the applicable tasks (see also Requesting an Extension for Non-Scored Uploads section below) AND submit the Local Application (SMA) in SMA.
- ❑ Use the following naming conventions: "FY26 e-snaps Applicant Profile: <Project Name>" and "FY26 e-snaps 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 and we will release the application back to you to allow for local quality review prior to HUD submission.

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 e-snaps application**, THN will notify you via email through txboscoc@thn.org by **July 20, 2026**. An additional round of corrections may be requested by **August 7, 2026**.
 - 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). THN will provide access to a new task in SMA to upload corrected PDFs.

Step 6: Submit e-snaps Application

- After corrections are complete and approved, you must submit your final Renewal Project Application in e-snaps by **August 17, 2026**.
- **Prior to submitting your application**, check the Submission Summary to make sure ALL sections have been completed.

Additional Information Requests After Threshold: Applicants may be required to provide additional information, clarification, or supporting documentation outside of the Local Application (SMA) questions if requested by the Collaborative Applicant (CA). These requests may be necessary to support local review, complete the CoC Application, or address project details needed for the TX BoS CoC's FY2026 Consolidated Application to HUD. This requirement applies to all CoC Program applicants. Applicants must submit any requested materials by the deadline established by the CA.

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.**

DISASTER CONTINGENCY: In addition to adjustments necessitated by HUD guidance or system availability, the CoC may revise, extend, or pause this timeline in response to a national declaration under the Robert T. Stafford Disaster Relief and Emergency Assistance Act that includes any part of the CoC’s geography.

1	SMA Renewal Application Opens	6/12/2026 9:00:00 AM
2	Threshold Verification Submission Due	6/19/2026 7:59:59 PM
3	Local Application (SMA) Due: Brief narratives (3) completed, e-snaps Applicant Profile & Project Application PDF Exports Uploaded	7/7/2026 4:59:59 PM
4	THN Begins Quality Review of Required Uploads (e-snaps Project Application and Applicant Profile, HUD Form 2991, Subrecipient Code of Conduct (if applicable))	7/7/2026 5:00:00 PM
5	Scorecard Uploaded in SMA for Review	7/15/2026 4:59:59 PM
6	Deadline to Challenge Score	7/16/2026 4:59:59 PM
7	Renewal Applicants Notified of Round One Corrections Needed for e-snaps Project Application	7/20/2025 4:59:59 PM
8	THN Reconciles Scores	7/24/2026 4:59:59 PM
9	Round One Corrections Due for e-snaps Project Application	7/24/2026 4:59:59 PM
10	Renewal Applicants Notified of Round Two Corrections Needed for e-snaps Project Application	8/7/2026 4:59:59 PM
11	Round Two Corrections Due for e-snaps Project Application	8/10/2026 4:59:59 PM
12	Final e-snaps Project Application Submission Due	8/17/2026 4:59:59 PM

REQUIRED DOCUMENTATION CHECKLIST:

- e-snaps Project Application (PDF)
 - o 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: **December 10, 2025-August 26, 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 December 10, 2025-August 26, 2026**

Use of Prior-Year Certifications Dated 12/10/25 or after: Applicants may use a HUD-2991 completed for the FY25 competition, provided it meets all FY26 requirements. This includes ensuring the project name, project type, and all other details accurately reflect the FY26 application. Certifications that reference outdated project information (e.g., project name referencing wrong fiscal year or a different project type due to a transition) will not be accepted.

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.

Applicants must give CPJs enough time to review and sign the certification. If the initial request is made **after July 3, 2026**, 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 (December 10, 2025 – August 26, 2026).

IMPORTANT REMINDER REGARDING PROJECT NAMES:

- ❑ Your project name should match what is on the FY26 Grant Inventory Worksheet (GIW). If the FY26 GIW is not available, please use the [FY25 GIW](#) for reference. HUD will allow you to add/update your project name to include 2026 or FY26 as the grant year if desired (e.g., TX1234 Project Name FY26).

IMPORTANT COMPETITION RESOURCES:

- FY2026 Grant Inventory Worksheet (GIW): Renewal project budgets must match the GIW. Because the FY2026 GIW has not yet been released, applicants should initially use their FY2025 HUD-awarded project amount as a placeholder. Final budgets must be updated to align with the FY2026 GIW prior to submission in e-snaps.
- [TX BoS CoC FY2026 Local Competition FAQs](#) (Excel download)
- [THN CoC Program Competition Landing Page](#)

HUD RESOURCES:

- HUD CoC Program page: <https://www.hud.gov/hud-partners/community-coc>
- [HUD FY26 NOFO](#)
- HUD Project Applicant Profile e-snaps Navigational Guide: <https://www.hud.gov/sites/dfiles/CPD/documents/CoC/FY25-CoC-Project-Applicant-Profile-e-snaps-Navigational-Guide.pdf>
- HUD FY26 Renewal Project Application Detailed Instructions: Regularly monitor <https://www.hud.gov/hud-partners/community-coc> for when these become available.

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- 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 FY2026 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 Local Application (SMA) submission**, they must upload the following in SMA **by the application deadline of July 7, 2026 @ 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 August 10, 2026, 12:00 PM).
 - 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 SMA; **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.

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. 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!