CoC Planning Project Application Detailed Instructions

Fiscal Year 2026 CoC Program Competition

U.S. Department of Housing and Urban Development
Community Planning and Development
Office of Special Needs Assistance Programs

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Introduction

This document provides detailed instructions for Collaborative Applicants – the only eligible applicant for CoC Planning funds. These instructions provide information for each question within the CoC Planning project application in the electronic grants management system called *e-snaps*. Additional guides and resources are located on The Department of Housing and Urban Development's (HUD) website.

The following documents provide information regarding the CoC Program and responsibilities for all projects awarded CoC Program funds:

- **FY 2026 CoC Program Competition NOFO**
- **24 CFR part 578 (the Rule)**
- **The McKinney-Vento Act, as amended by the HEARTH Act (the Act)**

HUD encourages CoCs to implement strategies to end homelessness in their geographic area, including:

- prioritizing a varied approach to housing resources for homeless individuals and families,
- designing and implementing coordinated entry processes,
- improving data collection and evaluation to better measure system level performance,
- collaborating with other mainstream housing and service providers, and
- using performance measures to make local decisions.

CoCs can support these strategies with CoC Planning project funds available through the CoC Program NOFO. However, in doing so the CoC planning project application may only request funding for costs outlined in 24 CFR 578.39.

Collaborative Applicants can only apply for **one** CoC Planning project per CoC Program Competition and the project applicant **must** be the Collaborative Applicant identified in the FY 2026 CoC Program Registration process (unless HUD has approved a change in Collaborative Applicants after the FY 2026 CoC Program Registration process). HUD will use the CoC Applicant Profile information to verify the Collaborative Applicant's eligibility to apply for the CoC planning funds. If for any reason there has been a change in the Collaborative Applicant since the close of the FY 2026 CoC Program Registration process, project applicants must follow the instructions in Section V.A.3 of the FY 2026 CoC Program Competition NOFO.

The CoC planning project application is divided into six parts listed in Table 1. Each part must be completed in its entirety for the application to be submitted and considered for funding.

Additionally, the following items provide information that will be helpful as you complete your project applications:

- Questions regarding information in these instructions may be submitted to **CoCNOFO@hud.gov**, however, HUD cannot assist a project applicant with completing its application.

Important Reminders

1. **HUD cannot correct project application errors**. Your project application must demonstrate compliance with the Rule and NOFO and you are responsible for submitting a project under the appropriate type and funding stream according to the FY 2026 NOFO and 24 CFR part 578 (except as otherwise provided in the NOFO).
2. **System for Award Management (SAM) Registration.** Your organization must have an active SAM registration at the time of application submission and conditional award and this registration

must be renewed annually as long as you receive CoC Program funds. HUD verifies that your organization has an active SAM registration prior to release of awarded funds, if conditionally selected for award, and will withhold processing of funds if your organization's SAM registration has expired. You must also confirm your organization's Employer/Tax Identification Number (TIN) and Unique Entity Identifier (UEI/SAM) information is correct in both SAM.gov and the *e-snaps* Project Applicant Profile.

Planning Project Application Screens in *e-snaps*

Table 1: CoC Planning Project Application Screens in *e-snaps*

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6A. Summary

Project Applicant Profile

Before accessing and completing a project application, you should access the **Project Applicant Profile** to complete information for your organizational contacts, particularly:

- Authorized Representative must be the person in the organization authorized to sign legal documents and legally obligate funds for the applicant's organization.
- Secondary Contact, the person who can address matters in the absence of the authorized contact and who has knowledge of the project application.

Should HUD need to contact your organization to resolve a curable deficiency (see Section IV.D.1 of the NOFO), these are the two people who will receive the email notification with instructions on how to resolve and the timeframe required for resolution.

Additionally, you must complete the information for the HUD-2880 Form, Applicant/Recipient Disclosure/ Update Report. The information in this form is used to populate questions on Screen 1G and will automatically populate the total assistance requested from all your organization's project application(s).

To make changes to information populated from the profile, refer to the **Basic Instructions to Access a Project Applicant Profile** below, or if you need instructions on how to complete Form HUD-2880, refer to the additional instructions created by a HUD-approved technical assistance provider, available on the HUD Exchange, **Project Applicant Profile Navigational Guide** and **How to Complete the HUD-Form 2880 in e-snaps.**

Part 1: HUD Forms and Certifications

Most information in Part 1 populates from the **Project Applicant Profile**. All other fields, including those in white or shaded in gray, are read-only, and either populated with information from the profile or other *e-snaps* data. You must review all information to ensure accuracy and update as needed.

You must complete several HUD required forms in Part 1 of *e-snaps* before you have access to the project application. All other parts of an *e-snaps* project application will remain hidden until this information is completed and saved, including all checkboxes certifying signed forms. The '**Submission Summary**' screen will highlight any incomplete Part 1 screens that need further attention.

Part 1 of the project application includes the following forms:

SF-424: Application for Federal Assistance, Screens 1A-1F.

HUD-2880: Applicant/Recipient Disclosure/Update Report, Screen 1G.

HUD-50070: Certification for a Drug Free Workplace, Screen 1H.

Certification Regarding Lobbying, Screen 1I.

SF-LLL: Disclosure of Lobbying Activities, Screen 1J.

SF-424B: Assurances for Non-Construction Projects, Screen 1K, and

SF-424D: Assurances for Construction Projects, Screen 1L.

Basic Instructions to Access a Project Applicant Profile

1. Log into *e-snaps* at **https://esnaps.hud.gov/grantium/frontOffice.jsf** and select '**Applicants**' in the left menu of the main screen. Important, if working on the project application select '**Save**' and then select '**Back to Submissions List**' to exit the project application and go back to the main menu. Select '**Applicants**' from the left menu to access the Project Applicant Profile using the following steps. **Note**: The '**View Applicant Profile**' link in the left menu leads to a read-only version of the profile and does not allow editing).
2. After selecting '**Applicants**', select the folder under '**Open**'. The list of project applicant profile screens will appear on the left menu.
3. Begin by opening the profile for editing by selecting '**6. Submission Summary**' from the left menu and then select the '**Edit**' button at the bottom of the screen. Once in edit mode, the entire profile can be updated.

4. After you have completed all updates and screens have been '**Saved**,' return to '**6. Submission Summary**' and select the '**Complete**' button at the bottom of the screen.
5. Finally, select '**Back to Applicants List**' in the left menu, then select '**Submissions**' in the left menu of the *e-snaps* main screen to open a project application. The updated profile information should now appear in all Part 1 screens. If information is not shown as updated, most likely one of the steps above was not completed correctly.

SF-424: Application for Federal Assistance, Screens 1A-1F

Screen 1A. SF-424 Application Type

Only question 5b and the checkbox that follows it on Screen 1A are editable. All other questions populate from *e-snaps* or the **Project Applicant Profile** and are read-only.

1. **Type of Submission.** No action required.
2. Type **of Application**. No action required as this selection was made when you 'registered' and created the project application in the **Funding Opportunity**. The five *e-snaps* Funding Opportunities include:
    - **Renewal Project Application**
    - **New Project Application**
    - **YHDP Renewal Project Application**
    - **YHDP Replacement Project Application**
    - **CoC Planning Project Application**
    - **UFA Costs Application**

    If the field is incorrect, return to the *e-snaps* Funding Opportunity screen and create another project application using the correct Funding Opportunity. For instructions for 'registering' an *e-snaps* Funding Opportunity refer to the **Project Applicant Profile Navigational Guide.**
3. **Date Received**. No action required. This field automatically populates with the date when you '**Submit**' the project application on the '**Submission Summary**' screen to send to the CoC for review, rating, and ranking.
4. **Applicant Identifier**. No action required, leave this field blank.

5a. Federal Entity Identifier. No action required, leave this field blank.

5b. Federal Award Identifier. No action required, leave this field blank.

6. **Date Received by State**. No action required, leave this field blank.
7. **State Application Identifier**. No action required, leave this field blank.

Screen 1B. SF-424 Legal Applicant

All questions on Screen 1B populate from the **Project Applicant Profile**.

8. Applicant**.** Ensure the accuracy of the organization's legal name, address, and contact person. The legal name must match the name on the organization's articles of incorporation or other legal governing authority. Do not list surrogate names, abbreviations, or acronyms.

Note: HUD will contact the person listed in field '**f**' if the project application has any curable deficiencies. This field populates with the '**Alternate Contact**' located in the Project Applicant Profile who should be the person who is most knowledgeable with the project application.

Screen 1C. SF-424 Application Details

All questions on Screen 1C populate from *e-snaps* or the **Project Applicant Profile**.

9. **Type of Applicant**. No action required. Eligible CoC project applicants include nonprofits, state, local governments, instrumentalities of state or local government, Indian tribes, and Tribally Designated Housing Entities (TDHEs), as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103), and Public Housing Agencies (PHAs) as such terms are defined in 24 CFR 5.100.
10. **Name of Federal Agency**. No action required.
11. **Catalog of Federal Domestic Assistance (CFDA) Title and Number**. No action required.
12. **Funding Opportunity Number**. No action required.
    - **Funding Opportunity Title**. No action required.
13. **Competition Identification Number**. Not applicable.
    - **Competition Identification Title**. Not applicable.

Screen 1D. SF-424 Congressional Districts

Some of the questions on Screen 1D are required, some are optional, and others populate from *e-snaps*.

14. **Area(s) affected by the project (State(s) only).** Required**.** Indicate the state(s) where the project will operate and serve persons experiencing homelessness as defined by 24 CFR 578.3.
15. **Descriptive Title of Applicant's Project**. No action required. This field populates with the name entered when you created the project from the '**Projects**' screens in *e-snaps*. To change the name, exit the application, go back to '**Projects**' on the left main menu, identify the correct project on the list of projects, open the project and edit the name. Once the application is reopened from the '**Submissions**' screen, the updated project name will appear.
16. **Congressional District(s).** No action required. HUD uses the district(s) selected here to report required project data and award amounts to members of Congress. For help locating the correct **congressional district go to: https://www.govtrack.us/congress/members/map**.

    16a. Applicant. No action required. The congressional district(s) listed here populate from the **Project Applicant Profile**.

    16b. Project. Required. Select The congressional district(s) in which the proposed project is expected to operate.
17. **Proposed project.** (Proposed Project Dates). Required. Enter proposed start date and end date of the project. (If awarded, HUD will confirm actual start/end dates prior to grant agreement.)
18. **Estimate funding ($).** No action required. The requested funding amount will be identified on the '**Summary Budget**' screen of this project application.

Screen 1E. SF-424 Compliance

You must complete all questions on Screen 1E.

19. **Executive Order 12372**. Required. Project applications submitted in the CoC Program are subject to the provisions of Executive Order (EO)12372, *Intergovernmental Review of Federal Programs*. This EO allows each State to designate an entity to perform this function. A list of states that have chosen to review applications, along with State Points of Contact (SPOC) are available at SPOC-list-as-of-July-2026.pdf. If you will have projects in more than one state, you must check each

state against the SPOC list as one state may require review while other states may not require review.

On Screen 1E, select '**a**' or '**b**' to indicate whether the application was selected for review by the state(s) in which the project operates (or will operate).

'**a**' indicates the state requires review of the application and enter the date on which the application was made available to the state(s). In cases where the SPOC has not reviewed an application prior to the application submission deadline, you must submit the application to meet the CoC Program Competition application deadline for funding consideration.

'**b**' indicates your organization is located within a state(s) that has chosen not to participate in EO 12372 or this project application has not been selected for review by the state(s), therefore, this CoC project application is not applicable in your state(s).

20. **Delinquent debt**. Required. On Screen 1E, select '**Yes**' or '**No**' to indicate whether your organization owes debt to any federal agency. Consistent with 31 U.S.C. 3720B and 28 U.S.C. 3201(e), if your organization has an outstanding federal debt, it is not eligible to receive HUD funds, unless one of the following applies:

    - a negotiated repayment schedule is established, and the repayment schedule is not delinquent, or
    - other arrangements satisfactory to HUD are made prior to HUD awarding funds.

    The explanation of any debt owed, and the repayment arrangements must be provided on Screen 1E. If arrangements satisfactory to HUD cannot be completed within 90 days of notification of the conditional award, HUD will rescind the conditional award.

Screen 1F. SF-424 Declaration

On Screen 1F, you must click the checkbox next to the 'I agree' statement. All fields are read-only and are populated from the **Authorized Representative** listed in the **Project Applicant Profile.** By checking the box, you agree to all terms and conditions associated with this funding request and certify that the data and content in the project application (including all attachments) are true and correct. Screen 1F must identify the person authorized to act for your organization and assume the obligations imposed by all federal laws, program regulations, NOFO requirements, and conditions for a conditional grant award.

Screen 1G. Form HUD-2880: Applicant/Recipient Disclosure/Update Report

This screen populates with information entered in the Project Applicant Profile. If any of the information is incorrect you must return to the Project Applicant Profile to make corrections that you will see when you return to this screen.

The Form HUD-2880 uses federal terminology that does not clearly match terminology used for the CoC Program and project applications. For CoC Program purposes, HUD is clarifying the meaning of '**specific project or activity**' and '**this application**' in Part 1 of the HUD-2880, questions 1 and 2. The legal requirements of the HUD-2880 as related to the CoC Program mean: any single organization/applicant equals one application for all accumulated project applications, regardless of how many individual project applications are submitted in the CoC Program Competition. Therefore, information in an *e-snaps* HUD-2880 includes the total amount of all the project applications applying for funds in the CoC Program Competition. For example, if organization XYZ is submitting three separate project applications at $100,000 each for a total amount of $300,000, then an answer of '**Yes**' is required in Part 1 question 2 of the HUD-2880–as organization XYZ expects to receive assistance in excess of $200,000. Since the total

amount of funds requested by your organization exceeds $200,000 for all project applications submitted, you must complete Parts II and III of the HUD-2880.

Applicant/Recipient Disclosure/Update Report form HUD-2880 for CoC Program project applicants.

1. **Applicant/Recipient Name, Address, and Phone**. No action required. This information populates from the '**Authorized Representative**' screen of the **Project Applicant Profile**.
2. **Employer ID Number (EIN)**. No action required. This information populates from the '**Organization Information**' screen of the **Project Applicant Profile**. You should confirm the EIN is populated correctly, as an incorrect EIN will delay your organization's ability to sign the grant agreement if selected for conditional award. EINs are confirmed by HUD prior to releasing funds to the electronic Line of Credit Control System (eLOCCS) and will be withheld from processing if the EIN is incorrect.
3. **HUD Program**. No action required. This field populates with '**Continuum of Care Program**'.
4. **Amount of HUD Assistance Requested/Received**. No action required. This field remains blank in the **Project Applicant Profile**. The amount in this field will populate based on the total funds requested for this project application from the '**Summary Budget**' screen.
5. **State the name and location (street address, City and State) of the project or activity**. No action required. This field populates with the following message:'**Refer to project name, addresses and grant number entered into the attached project application**'. The information this message references is located on the project application screen 1B. SF-424 Legal Applicant, 3A. Project Detail, and 4B. Housing Type and Location.

Form HUD-2880 Part I. Threshold Determinations–Project Applicants Only. Part I provides information to help you determine whether the remainder of the form must be completed.

1. Are **you applying for assistance for a specific project or activity?** No action required. This information populates with '**Yes**'.
2. **Have you received, or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of $200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9.**

   The answer to this question must be provided in the Project Applicant Profile for all an organization's accumulated total of CoC Program project applications. If updates are needed to this question return to the **Project Applicant Profile**.

   Yes, you must complete Parts II and III of this form. For instructions for completing Parts II and III, refer to pages 2-3 of the HUD-2880. You must report any other government and non-government assistance involved in the project or activity for which assistance is sought (Part II), and you must report:

   - all developers, contractors, or consultants involved in the application for assistance or in the planning, development, or implementation of the project or activity, and
   - any person who has a financial interest in a project or activity.

   If you need to report more assistance than available on the screen, attach the listing to this project application on Screen **7A. Attachments**.

   No, review the information, check the box '**I agree**'.

Certification: The '**I agree**' certification will appear at the bottom of the screen in the **Project Applicant Profile** and at the bottom of the copies of this form in all project applications your organization submits in

e-snaps. You must certify in both the Project Applicant Profile and the project application that the information provided is accurate and complete.

Screen 1H. Form HUD-50070: Certification of a Drug Free Workplace

Form HUD-50070 populates information from the **Project Applicant Profile** and relevant data from the FY 2026 project application. **You must read and certify by checking the box toward the bottom of the screen**. Confirm the Authorized Representative information is accurate. If information on this form is inaccurate, see page 5 above for the **Basic Instructions to Access a Project Applicant Profile**.

Screen 1I. Certification Regarding Lobbying

Per 2 CFR part 200, all federal agencies must require submission of the Certification Regarding Lobbying form, which populates information from the **Project Applicant Profile** and relevant data from the FY 2026 project application. This form clarifies which organizations must select '**Yes**' on the next screen for the SF-LLL: Disclosure of Lobbing Activities form. **You must read and certify by checking the box toward the bottom of the screen**. Confirm the '**Authorized Representative'** information is accurate. If information on this form is inaccurate, see page 5 above for the **Basic Instructions to Access a Project Applicant Profile**.

Screen 1J. SF-LLL: Disclosure of Lobbying Activities

The SF-LLL populates information from the **Project Applicant Profile** and relevant data from the FY 2026 project application. The requirement related to lobbying as explained in the **SF-LLL** instructions states:

> The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action.

For further clarification or questions on the **SF-LLL**, see the full form instructions on HUD's website.

Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program? Select:

Yes, if your organization, or subrecipient(s) if applicable, is engaged in lobbying and answer the questions as they appear on the screen. You must read, certify, and sign by checking the box toward the bottom of the screen (the check box will not appear until you answer the question above). Confirm the '**Authorized Representative**' information is accurate. If any information on this form is not accurate, see **Basic Instructions to Access a Project Applicant Profile**.

No, if your organization, and subrecipient(s) if applicable, is not engaged in lobbying associated with the CoC Program.

Screens 1K. SF-424B: Assurances for Non-Construction

Applicants and recipients are required to submit assurances of compliance with federal civil rights requirements. *(e.g.,* Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 197, *see also* 24 CFR § 1.5, 3.115, 8.50, and 146.25). HUD accepts these assurances in the form of the SF-424B (Assurances of Nonconstruction Programs), which also require compliance with all general federal nondiscrimination requirements in the administration of the grant.

Part 2: Project Information

Screen 2A. Project Detail

All questions on Screen 2A are required to be completed for submission of this application.

1. **CoC Number and Name:** Required. Select the CoC Number and Name from the dropdown. **Selecting the correct CoC is critical**. The dropdown menu contains all CoCs that were registered in the FY 2026 CoC Program Registration process and is listed according to the CoC Number (e.g., NE-502) and CoC Name (e.g., Lincoln County CoC). Based on the selection made in this field, when '**Submit**' is selected on Screen 6A, *e-snaps* will send this project application to the CoC selected.
2. **CoC Collaborative Applicant Name:** Required. Select the name of the Collaborative Applicant for the CoC you intend to submit the project application. The dropdown for this field is based on the CoC Number and Name selected above with the CoC's Collaborative Applicant's name that registered during the FY 2026 CoC Program Registration process.
3. **Project Name:** No action required. This field populates from the *e-snaps* '**Project**' screens and is read-only. If the project name is incorrect, exit the project application screens and open the *e-snaps* '**Project**' screens by selecting '**Projects**' from the left menu to correct the information.
4. **Component Type:** No action required. This field populates with '**CoC Planning**'.

Screen 2B. Description

Screen 2B must be completed to include a full description of the project. References to ineligible activities or failing to provide an adequate description of the project may significantly reduce the likelihood of funding.

1. **Provide a description that addresses the entire scope of the proposed project and how the Collaborative Applicant will use grant funds to comply with 24 CFR 578.7:** Required. Provide a detailed description of:
   - the proposed CoC planning activities that will be carried out by your organization with the grant funds,
   - how the funds will support the CoC in carrying out the requirements of Subpart B of 24 CFR Part 578, and
   - how funding from this project application will be used to coordinate the implementation of a housing and service system to prevent and end homelessness within your CoC's geographic area.
2. **Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work:** Required. Provide a description that includes:
   - the estimated schedule of implementing the proposed activities,
   - the management plan in place to ensure timely start of the project if awarded, and
   - a description of how the proposed activities will be completed.
3. **How will the requested funds improve the CoC's ability to evaluate the outcome of CoC and ESG projects?** Required. The description must include the process for evaluating outcomes for both CoC and ESG Programs-funded projects within the CoC's geographic area (24 CFR 578.7(a)(9).

Part 3: CoC Governance

Screen 3A. Governance and Operations

Screen 3A requires project applicants to detail important aspects of their CoC's governance structure and operations.

1. **How often does the CoC conduct meetings of the full CoC membership?** Required. Select an option from the dropdown to indicate how often the CoC conducts meetings with the full CoC membership–meaning the group organized to carry out the responsibilities required under 24 CFR 578.7.

2. **Does the CoC include membership of a homeless or formerly homeless person?** Required. Select:

   Yes, if the CoC membership includes at least one homeless or formerly homeless person.

   No, if the CoC membership does not include at least one homeless or formerly homeless person.

   2a. For members who are homeless or formerly homeless, what role do they play in the CoC membership? (Select all that apply) Required. Select all that apply to accurately reflect the current affiliation of the CoC member who is homeless or formerly homeless. If the CoCs membership does not include a homeless or formerly homeless person, select '**None**'.

3. **Does the CoC's governance charter incorporate written policies and procedures for each of the following?** Required. Select **Yes** or **No** for each of the following to report if the item is included in the CoC's governance charter.

   3a. Written agendas of CoC meetings?

   3b. Coordinated Entry? (Also, known as centralized or coordinated assessment)

   If No, explain why written policies and procedures for Coordinated Entry have not been incorporated into the CoC's governance charter? This question will appear if '**No**' is selected for question 3b. The establishment of Coordinated Entry system is a regulatory requirement.

   3c. Process for monitoring outcomes of ESG recipients?

   3d. CoC policies and procedures?

   3e. Written process for board selection?

   3f. Code of Conduct for board members that includes a recusal process?

   3g. Written standards for administering assistance?

4. **Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the past 12 months?** Required. Select '**Yes**' or '**No**' if there were any written complaints, from any source, received by the CoC in relation to project review, selection, or other activities related to 24 CFR 578.7 or 578.9 within the past 12 months prior to the FY 2024/2025 CoC Program Competition application submission deadline. If '**Yes**' click on '**Save**' and respond to question 4a.

   4a. If yes, briefly describe the complaint(s), how it was resolved, and the date(s) in which it was resolved. If you answered '**Yes**' to question 4 describe the written complaint(s) from any organization related to the project application review, selection, or other activities related to 24 CFR 578.7 or 24 CFR 578.9 within the 12 months before the FY 2026 CoC Program

Competition application submission deadline and include how the complaint(s) was resolved and date of the resolution.

Screen 3B. Committees

Screen 3B provides an opportunity to list the CoC committees that meet regularly for CoC-wide planning and policy decisions as required at 24 CFR 578.7.

On table 3B of this screen, complete the rows provided with information for up to five of the most active CoC-wide planning committees, subcommittees, or workgroups, that address the needs of individuals and families experiencing homelessness and recommend and set policy priorities for the CoC. Only include committees, subcommittees, or workgroups that are directly involved in CoC-wide planning, not the regular delivery of services such as delivery of housing and services or advocacy.

Examples of CoC-wide planning and policy committees, subcommittees, or workgroups are project review and selection, discharge planning, disaster preparedness planning, completion of the CoC Application, conducting the Point-in-Time (PIT) Count and Housing Inventory Count (HIC), ensuring equal access in all CoC Program funded projects, 10-year coordination, Housing First, coordinated entry, HMIS, etc.

- **Committee Name:** List the name of the group.
- **Role of the Committee**: Briefly describe the content area, policy, or planning function of the committee. This field has a maximum of 750 characters.
- **Meeting Frequency:** Use the dropdown to indicate how frequently the committee meets throughout the year.
- **Names of Individuals and/or Organizations Represented:** Provide a list of the individuals and organizations who regularly participate in the committee meetings.

Part 4: Budget Information

Screen 4A. Sources of Match

You must complete the '**Sources of Match**' screen. See 24 CFR 578.73 for CoC Program match requirements. If you plan to use program income as match you must provide an estimate of how much program income will be used.

The **Summary for Match** fields on this screen will populate once all match information is entered and saved on the **Sources of Match Detail** screen.

1. **Will this project generate program income described in 24 CFR 578.97 to use as Match for this project?** Required. Select:

   Yes, if your project plans to use program income as match, complete the next two questions.

   No, if your project will not use program income as match.

   1a. Briefly describe the source of the program income. Required if you selected '**Yes**' to question 1. Provide the source of program income with a brief description.

   1b. Estimate the amount of program income that will be used as Match for this project. Required if you selected '**Yes**' to question 1. Enter estimated amount.

Sources of Match Detail Screen(s)

Enter match information on this screen based on the current commitments at the time of project application submission that will apply to the grant term if selected for conditional award, not based on

projections. Match contributions can be cash, in-kind, or a combination of both. Match must be no less than 25 percent of the total request, including administrative costs. If your match amount exceeds 25 percent, HUD will expect you to produce the higher amount in the project application if selected for conditional award.

Example: If the **'Total Assistance Requested'** for a CoC Planning project is $100,000, then you must match funds no less than $25,000.

The summary table on the primary '**Sources of Match**' screen aggregates the multiple cash and in-kind commitments entered in the '**Sources of Match Detail**' screens. To add a detail screen, select add and complete the mandatory fields. Select '**Save & Back to List**' to save the information and return to the primary screen. Select '**Save & Add Another**' to add another detail screen. To view and edit, select view . To delete, select .

You must complete this screen for each type of match commitment you want to include with your project application. Once completed with this **'Sources of Match Detail'** screen, return to the **'Sources of Match'** screen where you will see the total commitment amounts for Cash, In-Kind, and All, as applicable.

1. **Type of Commitment**: Required. Select '**Cash**' or '**In-Kind**' (non-cash) to indicate the type of contribution that describes this match commitment. If applications include third-party in-kind match, you need to attach MOU(s) documentation that confirms the in-kind match commitment.

   Cash, if you will use cash to satisfy the match requirement.

   In-Kind, if you will use the value of any real property, equipment, or services contributed to this project that are eligible costs under the CoC Program.

2. **Source**: Required. Select:

   Private, the match will be provided by a non-government entity.

   Government, the match will be provided by a government entity (e.g., HUD-VASH (VA Supportive Housing program)) so long as the government funds do not prohibit their use as match for another federal program.

3. **Name of Source**: Required. Enter the name of the organization providing the contribution. Be specific and include the office or grant program as applicable.

4. **Value of Written Commitment**: Required. Enter the total dollar value of the contribution.

You must complete this screen for each type of match commitment you want to include with your project application. Once completed with this '**Sources of Match Detail**' screen, return to the '**Sources of Match**' screen where you will see the total commitment amounts for Cash, In-Kind, and All, as applicable.

You must complete this screen for each type of match commitment you want to include with your project application. Once completed with this '**Sources of Match Detail**' screen, return to '**Sources of Match Detail**' screen where you will see the total commitment amounts for Cash, In-Kind, and All, as applicable.

Screen 4B. Funding Request

All questions on this screen must be completed before you can submit this project application.

1. **Will it be feasible for the project to be under grant agreement by September 15, 2027?** Select:

   Yes, to indicate the project will be under grant agreement with funds obligated by September 15, 2027. Unobligated funds will not be available after September 15, 2027.

No, you will not be able to submit this project application in *e-snaps* as unobligated funds will not be available after September 15, 2027.

2. Grant Term: No action required. This field populates with '**1-Year**' and is read-only.

Planning Budget: The itemized budget table includes 8 eligible categories for Planning projects:

1. Coordination Activities
2. Project Evaluation
3. Project Monitoring Activities
4. Participation in the Consolidated Plan
5. CoC Application Activities
6. Determining Geographical Area to be Served by the CoC
7. Developing a CoC System
8. HUD Compliance Activities

- **Eligible Costs**: No action required. The categories listed are eligible CoC Planning costs for which funds can be requested under 24 CFR 578.39.
- **Quantity and Description:** Required. This field must provide a complete picture of how CoC Program funds will be used in the project CoC Planning costs. Enter the quantity (i.e., numbers) and descriptive information for each activity for which you are requesting funds (e.g., if requesting staffing enter position title–1 FTE @ $45,000 including fringe benefits of $X or 50 hours @ $25 per hour including fringe benefits of $X). Additionally, include any direct costs (24 CFR 578.53(e)(17)) for each line item (e.g., monthly use of cell phone to contact program participants @ $X per month.
- **Total Costs Requested**: No action required. This field automatically calculates based on the total amount requested for each eligible cost.
- **Cash Match**: No action required. This field automatically populates based on the information entered on screen '**4A. Sources of Match**'. If the information needs to be changed, return to screen '**4A. Sources of Match**' to make changes to this field.
- **In-Kind Match**: No action required. This field automatically populates based on the information entered on screen '**4A. Sources of Match**'. If the information needs to be changed, return to screen '**4A. Sources of Match**' to make changes to this field.
- **Total Match**: No action required. This field automatically calculates the total combined value of the cash and in-kind match. If the total match is less than 25 percent, you will receive an error message that will inform you of the minimum amount of match funds you are required to have for this project and you must return to '**4A. Sources of Match**' screen to increase the match amount.
- **Total Budget**: No action required. This field automatically calculates the total of all the above fields when you select '**Save**'.

Indirect Cost Information

This screen populates with information entered in the Project Applicant Profile. If any of the information is incorrect you will need to return to the Project Applicant Profile to make corrections that you will see when you return to this screen.

The Indirect Cost Form uses federal terminology that does not clearly match terminology used for the CoC Program and project applications. For CoC Program purposes, HUD is clarifying the meaning of "**specific project or activity**" and "**this application**" in the Indirect Cost Form. The legal requirements of the Indirect Cost Form as related to the CoC Program mean: any single organization/applicant equals one application for all accumulated project applications; regardless of how many individual project applications are submitted in a CoC Program Competition. Therefore, information in an *e-snaps* Indirect Cost Form includes the total amount of all the project applications applying for funds in the FY 2026 CoC Program Competition. For example, if organization XYZ submits three separate project applications, esnaps will pull from the same Project Applicant Profile, and all three projects will have the same Indirect Cost Form.

Indirect Cost Information for Award Applicant/Recipient.

1. **Federal Program/Assistance Listing Program Title**. No action required. This field populates with "**Continuum of Care Program**".
2. **Applicant/Recipient Name**. No action required. This information populates from the "**Authorized Representative**" screen of the **Project Applicant Profile**.
3. **Indirect Cost Rate Information for the Applicant/Recipient**. No action required. This field pulls the checkbox that was selected on the Project Profile. If Checkbox #3 was selected, the indirect cost table also gets pulled
4. **Submission Type.** No action required. Defaults to Initial Submission
5. **Effective date(s).** No Action required
6. **Certification:** The "**I agree**" certification will appear at the bottom of the screen in the **Project Applicant Profile** and at the bottom of the copies of this form in all project applications your organization submits in a CoC Program Competition. You must certify in both the Project Applicant Profile and the project application that the information provided is accurate and complete.

Part 5: Attachments and Certification

Screen 5A. Attachments

This screen includes three links that allow you to upload and attach supplementary information to the project application. While *e-snaps* will allow you to submit the project application without attaching supplementary documentation, below is a list of items that you should attach if your project application includes one or more of the following:

- **Third-Party In-Kind Match**. If your project application includes third-party in-kind match commitment on the '**Sources of Match**' screen you have a separate '**5A Attachment**' screen that should be used to attach the required MOU or MOA between your organization and the organization providing the in-kind match.
- **Federally Approved Indirect Cost Rate.** If your organization has a Federally approved indirect rate agreement as entered on the '**4B Funding Request**' screen, the approved agreement must be attached to this project application.

Screen 5B. Certification

This screen populates with the name and information of your organization's Authorized Representative from the **Project Applicant Profile**. You must read, certify, and sign by checking the box toward the bottom of the screen to submit the project application. If your organization is a Public Housing Authority (PHA), you must also include the PHA number. By completing the certification, the Authorized

Representative agrees to the terms and conditions provided on the screen, on behalf of your organization. To make changes to information populated from the profile, refer to the **Basic Instructions to Access a Project Applicant Profile** above.

Part 6: Submission Summary

Screen 6A. Summary

This screen provides a summary of all project application screens and the '**Submit**' button. The '**Last Updated**' column provides the status of each screen listed, and the date the screen was completed. The '**Mandatory'** column indicates whether a screen must be fully completed to submit the project application to the Collaborative Applicant in *e-snaps.* After the **Project Applicant Profile** is confirmed accurate, all required project application screens are completed, and all appropriate attachments are uploaded into *e-snaps*, the project application can be submitted in *e-snap*s. All submitted project applications are sent to the CoC identified on Screen 2A.

The following table explains the columns on the Submission Summary page.

Complete	Page	Last Updated	Mandatory
-- = no information is required. ***Green*** √ = Ok ***Red X*** = incomplete screen.	Provides the name of each Screen	***Date (MM/DD/YYY)*** = date information on the screen was updated and saved. ***Please Complete =*** *the screen identified has errors or has not been fully completed.* ***No Input Required*** = No information is required on this screen to submit.	***Yes*** = screen includes questions that must be answered to submit. ***No*** = screen does not include questions that must be answered to submit.

If the **Submission Summary** page has the following for each '**Row**', you will be able to click **'Submit'** and your project application will be sent to your CoC for review, scoring and ranking. All project applications accepted and ranked by the CoC will be included in the CoC Consolidated Application once it is submitted to HUD by the application submission deadline in the NOFO.

- All green √ or -- in the **Complete** column, and
- Date (MM/DD/YYYY) in the **Last Updated** column.

After the application is submitted in *e-snaps*, use the '**export to PDF**' link to save the application as a PDF or to print a hard-copy of the application. The PDF version of the application serves as a record of submission.