2026 New Project Applications Applicant Checklist

Before submitting your new application to the CoC for review:

- Use this checklist to identify common errors and inconsistencies before submitting your e-snaps new project application to the CoC for review.
- Use HUD's New Project Detailed Instructions for comprehensive guidance when needed. This checklist is a quick review of common errors, not a substitute for the HUD's document.

- Confirm each of the threshold requirements:

	Active SAM.gov Registration and UEI	The applicant provides evidence of an active SAM.gov registration and a valid Unique Entity Identifier.
	Eligible Applicant Documentation	The applicant provides required nonprofit, governmental, or other eligible entity documentation.
	Federal Eligibility and Debarment	The applicant is not debarred and is otherwise qualified to receive federal funding.
	Financial Capacity and Management System	The applicant demonstrates financial capacity and a sufficient financial management system.
	HUD Code of Conduct	The applicant has a Code of Conduct on file with HUD.
	HMIS or Comparable Database	The applicant agrees to participate in the local HMIS. A victim service provider may use a comparable database.
	Coordinated Entry	The applicant agrees to participate in Coordinated Entry when available and applicable, while protecting survivor data and safety when required.
	Reporting	The applicant agrees to comply with all reporting requirements, including annual assessment of participant service needs.
	Nondiscrimination	The applicant certifies compliance with applicable nondiscrimination requirements and does not use unlawful discriminatory preferences.
	Drug Activity Restriction	The applicant certifies compliance with the FY 2026 NOFO restrictions concerning illegal drug injection or safe consumption sites, illicit drug activity, and drug paraphernalia.

Screen	Items to check
1A	**2. Type of Application** should be New Project Application.
1D	**17. End date** should expire in **CY2028**. Start date should be 364 days before end date.
1M	Please make sure **both** boxes are checked off.
2A	Complete if there is a subrecipient. Total subrecipient grant amount should not include the admin amount kept by the recipient (recipient admin amount cannot exceed 50% of admin budget line item).
3A	Ensure **type of CoC funding** is reflective of community decisions (you may not know this until after release of preliminary priority listing).
3B	**1. Description** and **3. Subpopulation Focus** must match information entered on 4B, 5A/5B, and 6C/6D/6E. **Please note: If your project implements service participation requirements or beyond what is typically included in a lease agreement, you need to describe those requirements and how they will be implemented.**
4B	**Housing Type and Location** must match information entered on 3B, 5A/5B, and 6C/6D/6E. Enter the total units and total beds available at the project's full capacity on a single night—not the total expected to be used over the full grant period. Projects may serve more people over the course of the year, but applicants should not overstate their single-night capacity.
5A/5B	**Program Participants – Households** and **Program Participants – Subpopulations** must match information entered on 3B, 4B and 6C/6D/6E. Enter the total households and persons the project can serve at full capacity on a single night. Projects may serve more people over the course of the year, but applicants should not overstate their single-night capacity.
6C/6D/6E	**Leased/Rental Assistance** information must match screens 3B, 4B, and 5A/5B.
6F/6G/6H	**Eligible cost** rows must align with 3A narrative and 4A services selected. Include sufficient detail; e.g., "1 FTE @ $45,000 Case Manager Salary, including benefits" or "50 hours @ $25/hour including benefits".

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6I	**Match** amount must be 25% (including admin, excluding leasing) and dates must be current. Overmatching does not generally benefit projects.
6J	Confirm that the **project budget** is reflective of community decisions (you may not know this until after release of preliminary priority listing). If using an Indirect Cost Rate other than de minimus, approval must be attached in 7A. Ensure Admin is no greater than 10% of subtotal costs requested.
8B	All screens are complete with green check marks.