

HUD Office of Community Planning and Development Getting Ready for CoC Renewals Quick Reference

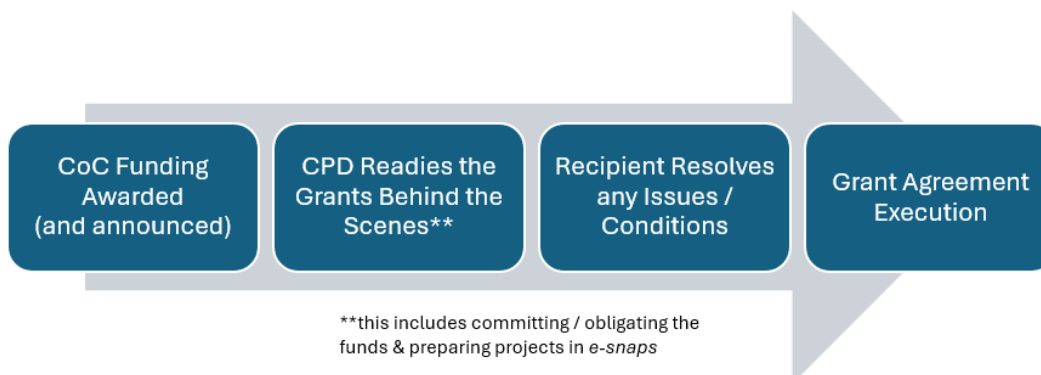
April 2026



Has your organization received an announced award of 2025 CoC renewal funding (check [here](#))? CPD’s goal is to process your renewal award and provide the grant agreement as soon as possible, once funds are obligated and available. There are things you can do to help expedite the process, and this Quick Reference highlights important “getting ready” tips and action items.

General Reminders

- **Grant Processing:** Your HUD team typically processes grants in order of the Period of Performance start date. In order to expedite grant processing of Quarter 1 and Quarter 2 start date projects, some processing steps may deviate from past years (for example, the timing of project incorporation into *e-snaps*).
 - If your organization has multiple renewal grants: Where possible, we may use a multi-project grant agreement to expedite the process. This means that you should address the action items for all your projects/grants as soon as possible. Your patience and preparedness are appreciated!
- **Period of Performance, Incurring Costs, and Expending Funds:**
 - For renewal grants, the Period of Performance (POP) start date, also known as the Budget Period start date, is the day after the previous grant term expires. The POP is the first day on which the recipient or subrecipient may incur eligible CoC costs and is based on the previous renewal grant even if the execution of the grant agreement is delayed.
 - Once the grant agreement is fully executed and processed, funds will be available to draw down from eLOCCS for reimbursement. Please remember, HUD expects recipients to draw funds on, at minimum, a quarterly basis.
- **Training:** Let your Field Office Rep know if your agency could use a CoC refresher training or refer to the [CoC Program Toolkit](#) or [CoC Virtual Binders](#) on HUD Exchange.



Getting Ready Checklist:

These 6 Action Items will help you prepare and facilitate smooth contracting from your HUD team.

Action Item	Description	Important Tips	Mark as Complete
1. Make sure your e-snaps account is active and up to date	<u>e-snaps</u> is the electronic CoC Program Application and Grants Management System used to support the CoC application and grant award process.	<ul style="list-style-type: none"> ✓ Make sure the right staff have access, and that more than one person is active in the system. ✓ Be sure your Applicant Profile is correct. It's especially important that the Authorized Representative is accurate as that name must match the signatory line of your grant agreement. Instructions can be found here. 	<input type="checkbox"/>
2. Make sure your UEI is Active	Your Unique Entity Identifier (UEI) must be active in SAM.gov.	<ul style="list-style-type: none"> ✓ Ensure your UEI status is active: https://www.sam.gov/SAM/ 	<input type="checkbox"/>
3. Check that you are able to draw funds	<u>eLOCCS</u> is HUD's primary grant disbursement system and handles the disbursements of CoC funding.	<ul style="list-style-type: none"> ✓ Make sure agency users are active in eLOCCS (both Users <u>and</u> Approving Officials) and be sure there is a backup person, or two! ✓ For eLOCCS changes, reach out to your Field Office Rep to walk you through necessary steps. After registering in Secure Systems and receiving a MID #, you'll need to complete the required forms: forms and instructions. ✓ For banking information changes, including ABA Transit Routing Number or account number, prepare and submit a Direct Deposit Form SF-1199A and voided check or bank letter to your Field Office along with your executed grant agreement. 	<input type="checkbox"/>
4. Have in-kind match documentation ready	CoC program requires a 25% match of the awarded grant amount minus funds for leasing (through either cash or in-kind resources)	<ul style="list-style-type: none"> ✓ If your application proposed in-kind match, services must be documented via executed MOU(s) before grant agreement execution. ✓ Find more info on CoC match requirements here. 	<input type="checkbox"/>
5. Review your Project Budget	Review your budget for accuracy before executing the grant agreement.	<ul style="list-style-type: none"> ✓ Be sure it looks accurate. If you have questions, reach out to your Field Office Rep. 	<input type="checkbox"/>
6. Complete your Environmental Review	Determine the level of review applicable for your project.	<ul style="list-style-type: none"> ✓ Complete a review for projects not covered by an existing Nationwide Part 50 or Part 58 review. ✓ Find more info on environmental reviews here. 	<input type="checkbox"/>

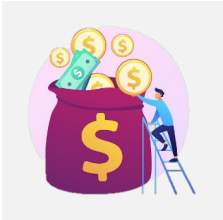
Additional Helpful Information for Grant Processing

Understanding your new grant number—

Your CoC grant will get a new grant number each year it's renewed. It looks close to the previous year, but the last four digits will change based on the number of times the grant has been renewed.

Example Project # NM0007L6B002505	
Field	Description
NM	State abbreviation
0007	Project Identification Number (PIN)
L	Applicant Type
6B	Field Office Correspondence Code
00	Last two digits of CoC number
25	Year of Funding (last two digits of the current competition year)
05	Funding [renewal] sequence number. This example Grant has been renewed 5 times.

CoC Match—



CoC program recipients must provide a 25% match of the total awarded funds, excluding leasing costs, which can be met through either cash or in-kind contributions. All match contributions must be verifiable, necessary, reasonable, and cannot be used to meet multiple federal match requirements. Match documentation **must** be maintained in your local program files and may be verified by CPD upon compliance monitoring.

Match documentation requirements include:

- **Cash Match:** when the source is cash, written documentation should be provided on the source agency's letterhead, signed, and dated by an authorized representative, and, at a minimum, should include the following: 1) amount of cash to be provided to the recipient for the project; 2) specific date the cash will be made available; 3) actual grant and fiscal year to which the cash match will be contributed; 4) time period during which funding will be available; and 4) allowable activities to be funded by the cash match.
- **In-kind Match:** in-kind sources can be the value of real property, services, goods, or equipment. To count as match, the recipient or subrecipient must document that the in-kind donation was provided, record the value of the donation, and ensure that it was used to match CoC Program eligible activities. Required documentation for each type of in-kind source is as follows:
 - **For in-kind services** → the recipient or subrecipient must execute a Memorandum of Understanding before grant agreement execution. The table below details what must be included in the MOU.

- **For in-kind goods and/or equipment** → the recipient or subrecipient must document in a letter that the in-kind donation was provided. The table below details what must be included in the letter.

In-Kind Goods & Equipment Letter Must Haves:	In-Kind Services MOU Must Haves:
<p>A letter must be provided on the source agency's letterhead, signed, and dated by an authorized representative of the source agency, and must, at a minimum, include the following:</p> <ol style="list-style-type: none"> 1. Value of donated goods to be provided to the recipient for the project 2. Specific date the goods will be made available 3. The actual grant and fiscal year to which the match will be contributed 4. Time period during which the donation will be available 5. Allowable activities to be provided by the donation 6. Value of commitments of land, buildings, and equipment <p>For more information, visit In-Kind Match FAQ.</p>	<p>An MOU must be executed between a recipient and/or subrecipient and a third-party service provider and include the following information:</p> <ol style="list-style-type: none"> 1. Signatures from all parties 2. Agency information and point(s) of contacts 3. Unconditional commitment of third-party provider to provide the service 4. Description of services to be provided 5. Scope of services to be provided and by whom. <p>For what needs to be included in scope and documentation of services, visit In-Kind Match FAQ.</p>

Additional questions? Check out the CoC Virtual Binder on [Match Requirements](#) for more guidance.

Environmental Review Requirements—

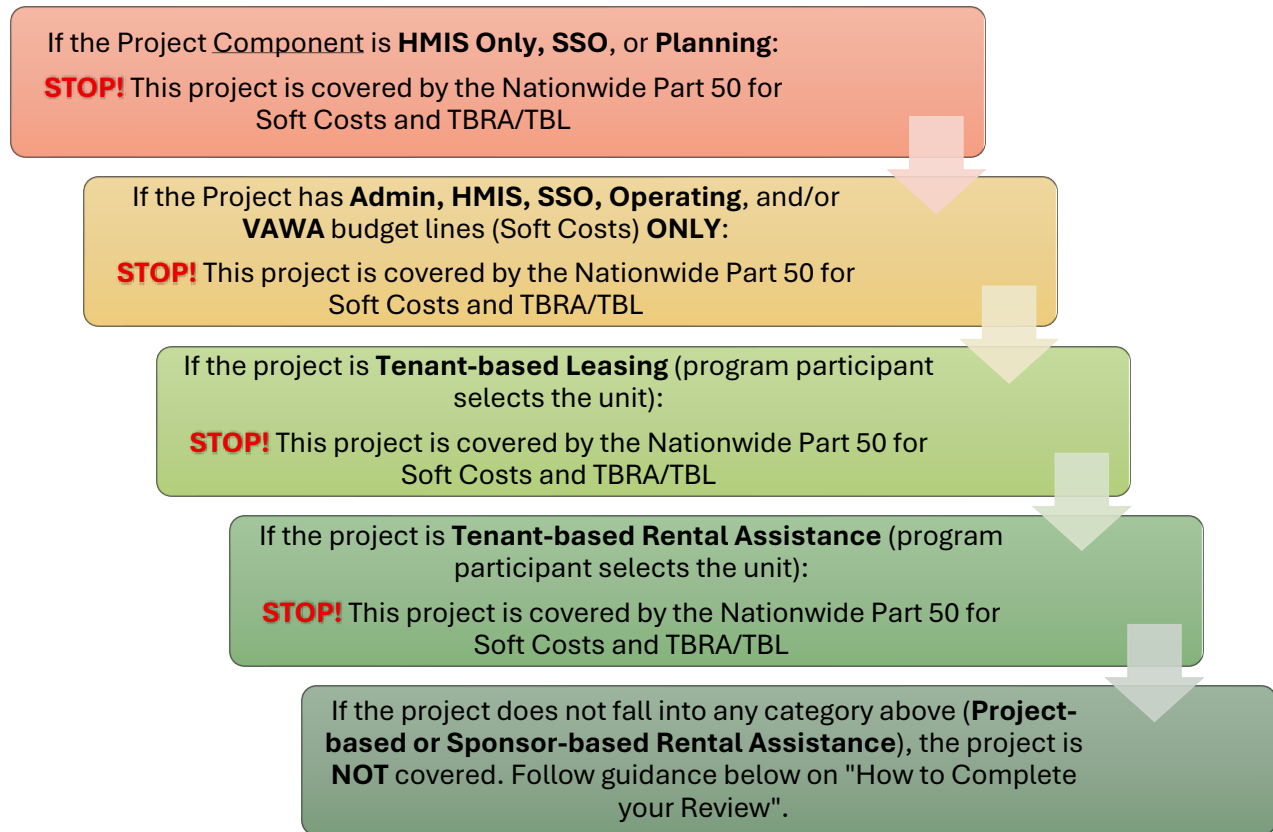


An environmental review is the process of reviewing a project and its potential environmental impacts to determine whether it complies with the National Environmental Policy Act (NEPA) and related laws and authorities. The analysis includes both how the project can affect the environment AND how the environment can affect the project, site, and end users. All HUD-assisted projects are required to undergo an environmental review **before any funds are committed and expended**. CoC project environmental reviews are generally valid for 5 years.

Environmental reviews can be completed under one of two different categories:

- **Part 58:** Responsible Entity completes the environmental review (unit of general local government). If you are a non-profit organization, you are encouraged to work with a qualified Responsible Entity, or
- **Part 50:** HUD completes the environmental review. For the CoC program, HUD has completed a Nationwide Part 50 for Softs Costs and TBRA/TBL and a Part 50 Limited Scope PBRA-SBRA Tier I that covers some CoC grants. Ask your CPD rep for a copy of the most recent Part 50, to keep in your local records.

Use this flowchart to determine the environmental review steps for your project.



How to Complete Your Review

If the project is NOT covered by the Nationwide Part 50 for Softs Costs and TBRA/TBL as identified above, recipients can complete their review using one of the following options:

1. Complete as a Part 58 using the [Part 58 templates](#). Use the [CoC Part 58 Flow Chart](#) to determine the appropriate level of review for your project (valid for 5 years), or
2. Complete as part of the Part 50 Limited Scope PBRA-SBRA Tier I. Applicable for Project-Based Rental Assistance (PBRA) or Sponsor-Based Rental Assistance (SBRA) projects without any associated physical activities beyond routine maintenance including repairs, rehabilitation, or construction. CoC recipients must complete this [CoC Part 50 PBRA/SBRA Site Specific Environmental Review Form](#) for their individual project. Send completed site-specific forms to Lauren McNamara at Lauren.B.McNamara@hud.gov.

Training/Resources

- [Web-based Instructional System for Environmental Review \(WISER\)](#): teaches recipients how to understand and address all aspects of the environmental review process required for all HUD-assisted projects.
- [CoC ER Binder](#): this binder provides information on what an environmental review is, when and by whom it must be conducted, and what level of review is likely to be necessary.
- [Environmental Review for Continuum of Care](#): training on the applicable environmental review requirements for the CoC program.