El Paso Continuum of Care (TX-603)
FY 2026 Local Notice of Funding Opportunity (NOFO)
HUD Continuum of Care Program

Release Date: July 1, 2026
TA Session with Collaborative Applicant: July 7, 2026
Application Deadline: July 22, 2026
Threshold Review Period: July 23 and 24, 2026
Scoring Period: July 27 – August 2, 2026
CoC Board Approval: August 3, 2026
Notify Applicants of Scoring Results: August 4, 2026
Appeals Deadline: August 7, 2026
Deadline for All to Submit on eSNAPS: August 14, 2026
CoC Approval of Collaborative Applicant: August 20, 2026

All applications must be submitted in accordance with the requirements outlined in this NOFO. Applications will be accepted through an online submission link and form. Applicants must complete the application within the form and upload all additional required documents. Submissions that omit any required components or are submitted after the deadline will be excluded from review, and applicants will be notified.

2026 CoC Local Application

2026 Supporting Documents Upload

Please be advised that all applicants must complete the local application and the application via eSNAPS. The application via eSNAPS can require additional questions not originally on the local application; it will be the role of the Collaborative Applicant to assist with the eSNAP process, as needed.

Questions should be directed to the El Paso Coalition for the Homeless, CoC Board President and the CoC Funding Committee Chair.

El Paso Coalition for the Homeless
Alejandro Vasquez
avasquez@ephomeless.org
915-843-2170

CoC Board President
Josue Lachica
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CoC Funding Committee Chair
Sebastian Vargas
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Contents

CoC Funding Committee

In our commitment to transparency, the following individuals are identified as members of the CoC Funding Committee for the FY 2026 Local NOFO process:

Adela Alonso | alonsoa@elpasotexas.gov
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SECTION I. BASIC INFORMATION

Regulatory Authority

This Notice of Funding Opportunity (NOFO) is issued pursuant to the McKinney-Vento Homeless Assistance Act, as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, and is governed by 24 CFR part 578 and 2 CFR part 200, as applicable.

All applicants and funded projects must comply with these federal regulations. This NOFO incorporates all applicable HUD Continuum of Care Program requirements and federal regulations. In cases of conflict, federal requirements take precedence.

Purpose

The El Paso Continuum of Care (TX-603) is issuing this Notice of Funding Opportunity (NOFO) to invite eligible organizations to apply for funding through the HUD Continuum of Care Program.

This process ensures that all submitted projects:

- Align with HUD statutory and regulatory requirements
- Demonstrate effectiveness in reducing homelessness
- Support system-wide performance improvement

This funding supports programs that meet HUD eligibility requirements for individuals and families experiencing homelessness as defined in federal regulations.

This document outlines requirements and expectations in a clear and structured manner to support the development of strong, competitive proposals. The intent is to strengthen program quality and enhance the community's ability to effectively respond to homelessness.

Applicants are encouraged to review all sections carefully before beginning the application process. Applicants should also familiarize themselves with the HUD NOFO and review the citations included in the For Further Reading section to better understand applicable requirements and strengthen their applications.

Eligible Activities (Summary)

Funding may be used for eligible CoC program activities as defined in 24 CFR Part 578, including:

- Housing costs (leasing, rental assistance, operations)
- Supportive services
- Homeless Management Information System (HMIS)
- Coordinated Entry activities
- Administrative costs (within HUD limits)

All proposed activities must be allowable under HUD regulations.

Definitions (HUD Required – 24 CFR 578.3)

Homeless (24 CFR 578.3):
Eligible participants must meet one of the following:

- Category 1: Literally Homeless
- Category 2: Imminent Risk of Homelessness
- Category 3: Homeless under other federal statutes
- Category 4: Fleeing/Attempting to Flee Domestic Violence

Eligibility must be documented and verified according to HUD requirements. This is a threshold eligibility requirement and is non-negotiable.

HUDs definition of self-sufficiency

Self-sufficiency, consistent with the purposes of the McKinney-Vento Act, 42 U.S.C. § 11381(4), means the ability to meet basic needs, including a place to live, without public or private assistance.

Available Funding

Funding may include:

- New projects (SSO/TH)
- Renewal projects
- CoC Bonus projects
- Domestic Violence (DV) Bonus projects
- Reallocated funding

All funding is subject to HUD approval.

Reallocation is an important mechanism for improving system performance. It allows the Continuum of Care to shift funding toward programs that better align with current needs and demonstrate stronger outcomes.

Applicants should understand that funding is limited and highly competitive. Even strong applications may not be selected due to limited resources.

DV-Restricted Funds

Any Annual Renewal Amount (ARA) originating from DV-restricted grants must remain dedicated to DV-eligible projects per HUD NOFO rules. DV reallocation may only create DV Bonus or DV Reallocation projects (SSO-CE, PH-RRH, or TH).

Grant Inventory Worksheet (GIW) and Reallocation Procedure

If a project applicant expects to receive reallocated ARAs, coordinate immediately with the Collaborative Applicant. The Collaborative Applicant must submit the GIW Change Form and supporting documentation (executed grant agreement amendments, expiration notices) to CoCNOFO@hud.gov by HUD's GIW deadline.

What reallocation is and why it matters

Reallocation is when a Continuum of Care (CoC) decides to take from an existing renewal project (either part of it or all of it) and use that money to create a new project. This does not reduce the CoC's total funding amount (ARD). It simply moves money from one project to another.

A CoC can only reallocate a renewal project if:

- The project is eligible, and
- Its current grant agreement ends sometime in 2026.
- Any new project created through reallocation must meet HUD's eligibility rules and quality standards listed in the FY2026 NOFO.

Transition Projects

If the CoC wants to create a Transition project, it must completely eliminate one or more existing projects and use all of those funds to create one new transition project.

DV related reallocation

Projects funded with Domestic Violence (DV) money — including DV Bonus, DV Renewal, and DV Reallocation — must only serve people fleeing or trying to flee domestic violence, dating violence, sexual assault, or stalking. These individuals must meet HUD's definition of homelessness under paragraphs (1) or (4) of 24 CFR 578.3.

A CoC can take money from an eligible DV Renewal project and use it to create a new DV Reallocation project, but the new project must:

- Serve DV survivors, and
- Meet the same HUD homelessness definition.

DV Bonus funds and DV Renewal funds can be used for:

- New Rapid Re Housing (RRH) projects
- Supportive Services Only (SSO) projects that help operate Coordinated Entry
- Other critical services that help people experiencing trauma or safety risks related to DV, dating violence, sexual assault, or stalking

CoC Priority Listing and Tiering

Projects selected through the local competition will be ranked and placed into the CoC Priority Listing submitted to HUD.

The Priority Listing will include:

- Tier 1: will include projects up to 60% of the CoC ARD (project amount of $2,367,644). Projects with highest combined scores and pass/fail threshold determinations.

- Tier 2: will include projects up to 40% of the CoC ARD (project amount of $1,578,430) this tier is for lower -ranked projects subject to HUD competitive scoring

Final funding decisions are made by HUD.

Purpose of the Local Competition

The Continuum of Care conducts a local competition each year to determine which projects will be submitted to HUD for funding.

This process ensures that resources are directed toward programs that are effective, well-designed, and aligned with both community priorities and federal requirements. It also provides a structured and transparent way to evaluate applications and prioritize funding decisions.

The competition occurs in two stages:

- The local review stage, where applications are evaluated, scored, and ranked
- The federal review stage, where HUD determines final funding decisions

Only projects selected through the local competition will be included in the application submitted to HUD. For this reason, applicants should take care to ensure that their applications are complete, clearly written, and aligned with requirements.

Applicants are encouraged to develop proposals that clearly demonstrate effective program design, strong outcomes, and alignment with community priorities.

Please be advised that all applicants must complete the local application and the application via eSNAPS. The application via eSNAPS can require additional questions not originally on the local application; it will be the role of the Collaborative Applicant to assist with the eSNAP process, as needed.

SECTION II. ELIGIBLE APPLICANTS

Eligibility to apply is determined by HUD and must be met in order for an application to be considered. Eligible applicants include nonprofit organizations, local and state government agencies, public housing authorities, tribal and faith organizations.

Applicants must be legally constituted entities with the authority to enter into grant agreements and carry out the proposed activities.

In addition to meeting eligibility requirements, applicants must demonstrate that they have the capacity to successfully operate a federally funded program. This includes having appropriate administrative and financial systems, qualified staff, and the ability to deliver services effectively. Applicants should demonstrate experience administering federal or similarly complex funding and maintaining appropriate internal controls.

Applicants must also comply with federal administrative requirements, including maintaining an active SAM.gov registration and a valid Unique Entity Identifier (UEI). Include a screenshot of the SAM.gov site that shows both the UEI and an active status, all submissions will be verified by the Collaborative Applicant.

Organizations are encouraged to carefully assess their readiness before applying, as this program requires ongoing compliance and reporting throughout the grant period.

Failure to meet eligibility requirements will result in automatic disqualification and removal from consideration.

Applicant pre-submission checklist (pass/fail)

- Active SAM.gov registration and visible UEI.
- Organization is an eligible entity (nonprofit, local government, PHA, tribal).
- No unresolved audit or civil rights findings.
- Participation in HMIS or use of a HUD-comparable database for victim service providers.
- Match documentation prepared (minimum 25% of non-leasing costs). Applications that do not meet all items above will likely fail threshold review.

HUD Participation Requirements

Applicants must:

- Comply with 24 CFR Part 578
- Comply with 2 CFR Part 200 (Uniform Guidance)
- Maintain active SAM.gov registration and UEI
- Not be debarred or suspended from federal funding
- Have no unresolved audit findings
- Demonstrate financial and administrative capacity

Applicants may serve as recipients or subrecipients. All subrecipients must meet eligibility requirements under 24 CFR Part 578.

CoC Participation Requirements

Applicants must:

- Participate in TX-603 CoC governance
- Participate in HMIS (or comparable DV database)
- Comply with Coordinated Entry policies

Victim service providers are eligible applicants and must use a HUD-compliant comparable database in lieu of HMIS to ensure participant confidentiality.

SECTION III. ELIGIBLE PROGRAM TYPES

Program Overview

Programs funded under this NOFO must be thoughtfully designed to help individuals and families experiencing homelessness move into safe and stable housing as quickly as possible and remain housed over time.

All programs must be designed to improve measurable housing outcomes by reducing unnecessary barriers to entry, supporting timely access to housing, and ensuring that services are offered in a way that promotes participant stability and long-term success.

Programs must prioritize individuals and families with the highest levels of need, including those experiencing chronic homelessness where applicable.

Applicants must propose one of the following HUD-approved project components:

- Permanent Supportive Housing (PSH)
- Rapid Rehousing (RRH) – NOTE: that projects under TH are high priority for the current NOFO, please be aware that new RRH may not be prioritized.
- Transitional Housing (TH) –High Priority
- Supportive Services Only (SSO) – High Priority
- HMIS – Applications are not currently being accepted as part of this Local NOFO
- Coordinated Entry– Applications are not currently being accepted as part of this Local NOFO

Project Component Definitions

Each proposed project must align with HUD-defined component requirements under 24 CFR Part 578. Applicants must ensure that proposed activities and services are consistent with the expectations of each component:

- **Permanent Supportive Housing (PSH):** can only aid individuals with a disability or families in which one adult or child has a disability in accordance with 24 CFR 578.37(a)(1)(i). HUD encourages CoCs to prioritize homelessness assistance in a way that meets local needs best consistent with federal anti-discrimination and civil rights laws, provide holistic wrap around services and meet HUDs expectations to how long a person can remain in the program.
- **Rapid Rehousing (RRH):** Provides short- to medium-term rental assistance and supportive services to quickly move individuals and families into permanent housing and stabilize them over time.
- **Transitional Housing (TH):** Provides temporary housing and supportive services for a defined period to support participants in transitioning to permanent housing and meet HUDs expectations to how long a participant can remain in the program.
- **Supportive Services Only (SSO):** Provides services that support housing stability or system coordination but does not provide direct housing assistance.
- **HMIS:** Supports data collection, reporting, and system performance tracking. HMIS projects do not provide direct housing or client services.

- **Coordinated Entry (CE):** Supports the CoC's centralized system for assessment, prioritization, and referral to housing resources to ensure equitable and efficient access to housing.

All activities must be eligible under 24 CFR Part 578 and consistent with HUD program rules.

Program Design Expectations

Applicants are expected to clearly explain how their program will operate from the moment a participant enters the program through their progress toward long-term stability. A strong program design should provide a complete picture of how services will be delivered, how participants will be supported, and how meaningful outcomes will be achieved.

At a minimum, programs must demonstrate the ability to:

- Connect participants to housing in a timely and effective manner
- Provide tailored services that address individual needs
- Support long-term housing stability and improved well-being

Applicants should describe their approach in a way that allows reviewers to understand how all parts of the program work together to support participants. This includes clearly outlining how housing placement, service delivery, and follow-up support are coordinated.

Programs should not be designed as disconnected activities. Instead, they should demonstrate a cohesive structure where each component supports long-term stability.

Prohibited Program Design Practices

Programs must not:

- Require participants to complete services prior to receiving housing
- Require sobriety or treatment participation as a condition of housing
- Impose requirements unrelated to eligibility
- Deny participation based on lack of income, or credit or rental history

Program design must reduce barriers to housing and support equitable access to services.

Domestic Violence (DV) Program Considerations

Programs serving survivors of domestic violence, including DV Bonus projects, must:

- Utilize survivor-centered and trauma-informed approaches
- Ensure participant safety and confidentiality in accordance with VAWA requirements
- Avoid participation in HMIS and instead utilize a HUD-compliant comparable database
- Integrate safety planning and specialized support services

Access to Housing and Program Entry

Programs must be designed to ensure that individuals and families can access housing without unnecessary barriers or delays.

Applicants should carefully review program requirements to ensure they do not create additional obstacles for participants.

Programs should not require participants to:

- Complete services before receiving housing
- Demonstrate readiness for housing
- Meet requirements unrelated to eligibility

Programs should provide streamlined intake processes and prioritize rapid placement into housing.

Applicants must clearly describe how participants will move through intake, eligibility determination, and placement into housing in a manner that minimizes delays and barriers.

Core Program Requirements

Programs must:

- Demonstrate project design consistent with HUD-eligible activities under 24 CFR 578
- Connect program participants to mental health or substance abuse treatment
- Efficiently connect participants to housing
- Provide individualized supportive services
- Promote long-term housing stability
- The ability to meet HUD performance expectations, including:
    - Exits to permanent housing
    - Reduced returns to homelessness
    - Increased income (employment and other income)
    - High Utilization rates
    - Strong HMIS data quality

Programs must demonstrate a coordinated approach that aligns housing placement with service delivery to support participant success over time.

Services must be tailored to individual needs and support progress toward stable housing, improved income, and overall well-being.

Coordinated Entry (Mandatory)

Projects must:

- Accept all referrals through Coordinated Entry
- Follow established prioritization policies
- Respond to referrals within defined timelines

Programs are required to operate within the Continuum of Care’s Coordinated Entry system and may not establish separate or parallel intake systems outside of this structure.

Programs must demonstrate how they will ensure timely response to referrals and coordination with system partners to support efficient placement into housing.

For Domestic Violence providers:
Domestic Violence (DV) providers must utilize a comparable process consistent with HUD data standards, confidentiality, and safety requirements and must comply with applicable federal protections, including VAWA.

Performance Benchmarks (Required)

Programs must target and report on the following performance benchmarks:

- $\geq$ 50% exits to permanent housing
- $\geq$ 85% unit utilization rate
- $\leq$ 10% unknown or missing exit destinations
- Measurable increases in participant income through employment or benefits
- Demonstrated reduction in returns to homelessness

Programs are expected to track these outcomes through HMIS (or a comparable database for DV providers) and use data to continuously improve performance.

The Collaborative Applicant will initiate a risk review for projects meeting any of the following:

- utilization < 80% for two consecutive quarters;
- exits to permanent housing < 50% in the last 12 months;
- HMIS data completeness < 90% on required fields.

Projects in risk review will receive written notice and must submit a corrective action plan within 30 days.

Failure to meet performance expectations may result in corrective action, monitoring findings, or reallocation of funding.

Data and Performance Integration

Programs must ensure that service delivery, housing placement, and data collection are fully integrated to support system performance goals.

Applicants must describe:

- How program data will be collected and maintained
- How outcomes will be tracked and reported
- How data will be used for continuous quality improvement

Program design must align with Continuum of Care system performance measures, including reductions in homelessness and improvements in housing stability.

SECTION V. PROGRAM QUALITY AND SERVICE APPROACH

Programs must demonstrate a comprehensive and coordinated approach to supporting participants' long-term stability, well-being, and housing success. Program design must align with measurable performance expectations, reduce avoidable barriers to housing access, and support improved participant outcomes over time.

Programs must support participants in making meaningful progress toward stability over time. This includes supporting participants in maintaining housing, increasing income when possible, and improving overall well-being.

Participants must progress towards becoming fully independent from assistance at program exit.

Applicants must clearly describe:

- How participant progress will be defined and measured
- How services will be tailored to individual needs
- How housing stability and income growth will be supported

Programs must track outcomes through HMIS or a comparable database and use performance data to inform service delivery and continuous improvement.

Programs must operate within a coordinated network and collaborate with other providers. Applicants must describe partnerships with organizations that provide housing, healthcare, behavioral health services, victim services, and employment support.

Applicants must explain how these partnerships will function, including referral processes, communication protocols, and coordinated service delivery. Formal partnerships, such as Memoranda of Understanding (MOUs), are encouraged and may be required to demonstrate system integration and program capacity.

Program design must align with HUD system performance expectations and demonstrate the ability to contribute to reductions in homelessness, improvements in housing stability, and increased participant self-sufficiency. Services must be delivered in a supportive and respectful manner and must comply with applicable federal protections for survivors and vulnerable populations.

Programs must demonstrate a coordinated approach to housing placement, service delivery, and long-term participant support. All program components must be clearly connected and aligned with program goals and Continuum of Care system performance expectations.

SECTION VI. COORDINATED ENTRY

All programs funded through this NOFO must actively participate in the Continuum of Care's Coordinated Entry (CE) system.

Coordinated Entry provides a consistent and structured process for assessing individuals and families experiencing homelessness and connecting them to appropriate housing and services based on their level of need. Participation in Coordinated Entry ensures equitable access to services and prioritization of individuals with the greatest need.

Programs must operate within this system and may not establish separate or parallel intake processes outside of Coordinated Entry. Programs must not keep an active waiting list at the program level; CE will develop and implement required queue.

At a minimum, programs must:

- Accept referrals through the Coordinated Entry process
- Follow established prioritization and referral policies
- Coordinate with other providers to support timely placement into housing
- Project applicants to follow the CE policies and timelines established locally.

Applicants must clearly describe how referrals will be received, expected response timelines, and coordination with system partners.

Failure to comply with Coordinated Entry requirements may result in monitoring findings, corrective action, or ineligibility for funding.

Domestic Violence (DV) providers must utilize a comparable process that complies with HUD data expectations, confidentiality, and safety requirements under the Violence Against Women Act (VAWA).

SECTION VII. MATCH REQUIREMENT

Applicants are required to provide a match contribution equal to at least 25 percent of total project costs, excluding leasing expenses.

Match contributions must meet the following requirements:

- Minimum 25% match (excluding leasing)
- Verifiable at the time of application
- Fully documented
- Non-federal, unless otherwise permitted under federal regulation

Match contributions may include both cash and in-kind resources, such as staff time or donated services.

All match must be clearly identified, allowable under federal regulations, and directly related to the proposed project.

Applications that do not meet match requirements or documentation standards will be deemed ineligible and will not advance in the review process.

Applicants are responsible for securing all match prior to submission.

Match is the part of your project's costs that you (not HUD) have to cover using non-Federal money or donated items/services. HUD pays most of the cost, but you must show that your organization or partners are also contributing. This proves local support and reduces how much HUD has to pay.

Match can be:

- Cash your organization spends on the project
- In-kind contributions, like donated office space, volunteer hours, or donated supplies — as long as they follow HUD's rules and are properly documented

Key things applicants must follow (simple version)

- Who can provide match: Your organization or any subrecipient working on the project (nonprofits, local governments, tribes, etc.).
- What counts as match: Non-Federal cash or donated items/services. Donated items must have a clear dollar value and must follow HUD's rules.
- Proof you must keep: You need solid records, signed donation letters, invoices, volunteer time sheets, or documents showing how you calculated the value of donated goods or services.
- When match must happen: The match must be available and spent during the grant period, and it must show up in your financial records.

How to calculate match = 25% of total project cost (typical)

- HUD award requested: $120,000

- Match rate: 25% of total cost

1. Compute total project cost: Total $= \frac{\$120{,}000}{1-0.25} = \frac{\$120{,}000}{0.75} = \$160{,}000.$
2. Required match: $\$160{,}000 - \$120{,}000 = \$40{,}000.$
3. Result: Applicant must provide $40,000 in non-Federal match; total project budget = $160,000.

SECTION VIII. APPLICATION CONTENT & REQUIRED FORMS

Applicants must submit a complete and well-developed application that clearly describes the proposed program and how it will operate.

All applications must include the following components:

Application Requirements:

- Cover Letter on agency letterhead signed by executive Director/ CEO
- Completed project application form

Program Materials:

- Project Narrative
- Budget and Budget Justification
- Match Documentation (to include signed letters or MOU)
- Organizational Capacity Documentation (most recent audit, staffing/organizational chart)
- HMIS data extract (APR) or comparable data base report)

Federally Required Forms:

- SF-424
- HUD-424B
- HUD-2880
- SF-LLL (if applicable)
- HUD-50070
- HUD-2991
- Code of Conduct

Optional Forms:

- HUD-2996 (Opportunity Zone)
- HUD-426 (Budget and Indirect Costs)

Applications missing required components or forms will be deemed incomplete and ineligible. All application components must align. The project narrative, budget, staffing plan, and activities must be consistent and accurately reflect the proposed project. Applicants must ensure clarity, completeness, and internal consistency throughout the application.

SECTION IX. THRESHOLD REVIEW (PASS/FAIL)

All applications will undergo a threshold review to determine whether minimum requirements for eligibility, completeness, and compliance have been met.

Applications must meet all of the following criteria (this will determine if your application will move forward in the process):

- Submitted by the established deadline
- Complete application and required forms included
- Meets eligibility requirements
- Match fully documented
- Financial management system compliant with 2 CFR Part 200
- No unresolved audit or monitoring findings
- Demonstrated organizational and programmatic capacity

Threshold review will also include verification of nonprofit status, active SAM.gov registration, valid Unique Entity Identifier (UEI), and compliance with applicable state registration requirements, including registration with the State Comptroller's Office, as applicable, and completed by the Collaborative Applicant prior to Scoring and Ranking.

The Collaborative Applicant will provide a TA session to all New and Renewal Applicants on July 7, 2026. The CA also accepts questions via email telephone and in-person. Please contact Alejandro Vasquez, avasquez@epchomeless.org, office (915)843-2170, cell (915)-262-3502 for assistance.

Failure to meet any threshold requirement will result in automatic disqualification. Applications that do not pass threshold review will not advance to scoring.

SECTION X. SCORING CRITERIA (HUD-ALIGNED)

Scoring will be based on the following framework, with point allocations assigned to ensure consistent and objective evaluation across all applications:

System Performance (40 points)

- Reduction in length of time homeless (0–10 points)
- Reduction in returns to homelessness (0–10 points)
- Permanent housing exits (0–10 points)
- Income and employment growth (0–10 points)

HUD Priorities (30 points)

- Treatment and Outcome-focused, efficient housing access and stabilization practices (0–10 points)
- Serving highest-need populations (0–10 points)
- Reducing unsheltered homelessness and advancing equity (0–10 points)

Project Performance (30 points)

- Cost effectiveness (0–10 points)
- Utilization rate (0–10 points)
- Organizational Capacity, Grant Management, and Data Reporting (0–10 points)

Applicants can use the Score Sheet to self-assess prior to submission.

Reviewers will apply scoring criteria consistently and document justification for all scores assigned. Scoring criteria align with HUD System Performance Measures (SPMs), including reductions in homelessness, increases in permanent housing outcomes, and improvements in income and employment.

For renewal projects, the Collaborative Applicant will provide the Funding Committee with a Pass/Fail determination based on the prior evaluation process. This determination will be considered by the Funding Committee as part of the score and ranking process.

SECTION XI. PRIORITY LISTING AND RANKING

Projects will be ranked and placed into Tier 1 and Tier 2 in accordance with HUD Continuum of Care Program requirements.

Tier 1 will include the highest-ranking projects up to the HUD-established funding threshold. Tier 2 will include remaining projects and will be subject to HUD's competitive scoring process at the national level.

The Continuum of Care may reallocate funding from lower-performing projects to higher-performing projects or new project proposals to improve system performance and align with HUD priorities.

The Priority Listing will be publicly posted in accordance with CoC transparency requirements.

SECTION XII. HMIS & DATA REQUIREMENTS

All projects must participate in the Homeless Management Information System (HMIS) or a comparable database for victim service providers.
Programs must:

- Participate in HMIS (For new applicants, submit a report that will address all areas in Section X, for areas that are not applicable provide an explanation)
- Meet established data quality standards (Minimum expectations: 95% completeness on required fields; <10% missing exit destinations; duplicate rate <2%)
- Annual Performance Reports (APR)
- Use a comparable database if serving survivors of domestic violence, please attach documentation demonstrating comparable functionality and confidentiality safeguard.

All data must be accurate, timely, and complete. Failure to comply with HMIS participation, data quality standards, or reporting requirements may result in monitoring findings, required corrective action plans, funding reductions, or reallocation.

HMIS / Comparable Database Requirements

Renewal applicants must attach a recent HMIS data quality report.

- Minimum expectations: 95% completeness on required fields (Collaborative Applicant can explain this if requested by the applying agency)
- <10% missing exit destinations (Collaborative Applicant can explain this if requested by the applying agency)
- duplicate rate <2%.
- DV providers using a comparable database must attach documentation demonstrating comparable functionality and confidentiality safeguards.

For new projects provide the steps that will be taken to comply with HMIS requirements and enter all homeless funding the agency receives regardless of the funding source.

SECTION XIII. COMPLIANCE REQUIREMENTS

Funded programs must comply with all applicable federal requirements throughout the grant period.

Programs must:

- Participate in Coordinated Entry
- Participate in entering data into the Homeless Information System (HMIS)
  - Track and report program outcomes
- McKinney-Vento Homeless Assistance Act (42 U.S.C. 11381-11389
- Follow civil rights and nondiscrimination laws
  - Fair Housing Act
  - Title VI of the Civil Rights Act
  - Section 504 of the Rehabilitation Act
  - ADA
    Section 109 of the Housing and Community Development
  - VAWA Protections
- Maintain financial management systems compliant with federal standards
- Track and report program outcomes
- Maintain complete and accurate documentation

Failure to meet compliance requirements may result in Performance Improvement Plan, funding reduction, reallocation, or termination. All federal cross-cutting requirements apply, including but not limited to civil rights, nondiscrimination, accessibility, and equal access protections. Programs must ensure compliance across all applicable federal statutes and regulations.

SECTION XV. APPEALS PROCESS

Applicants may appeal scoring results or project ranking determinations following the completion of the local competition process.

If you want to appeal a decision, you must show proof that the CoC Board made a mistake when they denied or reduced your project's funding. Your appeal must include:

1. Proof from your own application showing that your project met all the eligibility and quality requirements.
2. Proof that your project was scored or ranked incorrectly, or
3. Proof that the CoC Board did not follow its own rules when choosing which projects to fund (for example, if they funded a lower ranked project instead of yours).

You have five calendar days from the date you are notified of the Board's decision to submit your written appeal. Your appeal must clearly explain why you believe the decision was wrong and what part of the process you believe was not followed correctly.

Once your appeal is received, staff will prepare an appeal file and send it to the CoC Board Chair. The Chair will send you a written response within ten calendar days.

If you are not satisfied with the Chair's response, you may appeal again—this time to the full CoC Board—within five calendar days of receiving the Chair's decision. Your appeal will be added to the Board's meeting agenda. The Board will review your appeal and may consider any information the Chair reviewed earlier.

If your appeal is not submitted correctly or on time, the Board will not review it unless they decide there is a strong reason to make an exception. All decisions made by the Board are final.

Send all appeals to: Josue Lachica – jlachica@mmhpi.orgThe appeals process is intended to ensure transparency and accountability within the local competition while maintaining the integrity of the scoring and ranking process.

SECTION XVI. POST-AWARD REQUIREMENTS

Funded programs must comply with all reporting, monitoring, and recordkeeping requirements throughout the grant period.

Within 30 days of award the following must be completed:

- Execute the grant agreement and submit final match documentation
- Complete HMIS onboarding and data sharing agreements
- Submit the first quarter workplan and drawdown schedule

In addition, programs must submit required reports on a monthly, quarterly, and annual basis, as specified by the Continuum of Care and HUD. This includes submission of the Annual Performance Report (APR) and any additional performance or financial reports required to demonstrate compliance and program effectiveness.

The Collaborative applicant will provide APR scorecard review sessions where you will be able to address any discrepancies, request assistance, and offer best practice. If your program is excelling and meets all performance expectations, you may be requested to offer your best practices for the benefit of the CoC funded agencies.

Programs must ensure that all reported data is accurate, complete, and submitted within required timeframes. Failure to meet reporting requirements may result in monitoring findings, corrective action, funding adjustments, or reallocation.

Funded programs must participate in monitoring activities conducted by the Continuum of Care and HUD. Monitoring may include desk reviews, on-site visits, and evaluation of program performance, financial management, and compliance with federal requirements.

Programs must maintain all programmatic, financial, and participant records for a minimum of five (5) years following the end of the grant term, in accordance with federal record retention requirements under 2 CFR Part 200.

Programs must comply with Performance Improvement Plans when identified and implement required changes within specified timeframes to maintain eligibility and funding.

SECTION XVII. CONFLICT OF INTEREST

All parties involved in this funding process are required to follow federal conflict of interest rules. This includes:

- Applicants
- The Collaborative Applicant
- Funding Committee members
- Continuum of Care (CoC) Board members
- Staff, contractors, and anyone involved in reviewing, scoring, or making funding decisions

These requirements are based on federal regulations, including 24 CFR Part 578 and 2 CFR Part 200.

What is a conflict of interest?

A conflict of interest happens when a person or organization involved in a decision could benefit from that decision. This could be:

- Financial (money, contracts, or funding)
- Personal (family or close relationships)
- Organizational (connections between agencies)

Even the appearance of a conflict must be avoided.

What is required?

All parties listed above must:

- Disclose any real or possible conflict immediately
- Not take part in any decision where a conflict exists
- Avoid situations that could raise concerns about fairness

Rules for CoC Board, Funding Committee, and Reviewers

CoC Board members, Funding Committee members, and anyone reviewing applications must:

- Disclose any connection to an applicant
- Step out of all discussion, scoring, and decisions for that application
- Not access application materials where a conflict exists

All recusals must be documented.

Rules for Applicants and the Collaborative Applicant

Applicants and the Collaborative Applicant must:

- Maintain a written conflict of interest policy
- Ensure staff do not make decisions where they could benefit personally
- Follow federal procurement and contracting rules

Disclosure

All applicants and involved parties must clearly disclose:

- Any relationship with CoC Board or Funding Committee members
- Any financial or organizational connection that could influence decisions

Failure to disclose a conflict may result in:

- Disqualification
- Removal from ranking
- Other corrective action

Enforcement

The Continuum of Care may:

- Review and investigate potential conflicts
- Request additional information
- Require corrective action
- Disqualify or re-rank applications if needed

All actions will follow HUD and federal requirements.

Reporting

Any concerns about conflicts of interest must be reported directly to CoC Board President: Josue Lachica | jlachica@mmhpi.org.

SECTION XVIII. WHISTLEBLOWER PROTECTIONS AND REPORTING

All parties involved in this funding process are required to follow this section. This includes:

- Applicants
- The Collaborative Applicant
- Funding Committee members
- Continuum of Care (CoC) Board members
- Staff, contractors, subrecipients, and volunteers

The Continuum of Care is committed to honesty, accountability, and proper use of funding. Federal law protects individuals who report concerns in good faith.

This section follows federal requirements, including 41 U.S.C. § 4712 and 2 CFR Part 200.

What should be reported?

Anyone may report concerns such as:

- Fraud, waste, or misuse of funds
- Violations of program rules or federal requirements
- Conflicts of interest
- Mismanagement or failure to meet program requirements

Reports must be made honestly and in good faith.

Protection from retaliation

No one may be punished for reporting concerns. This includes:

- Being fired or demoted
- Harassment or intimidation
- Unfair treatment or discrimination

These protections apply to all individuals listed above.

Retaliation is strictly prohibited and may result in serious consequences, including loss of funding.

Required reporting by organizations

Applicants, recipients, and subrecipients must report serious violations, including:

- Fraud
- Criminal activity
- Bribery or misuse of funds

These must be reported promptly to the Continuum of Care and HUD, as required.

Failure to report serious issues may result in funding being reduced or terminated or other enforcement actions.

How to report a concern

Concerns must be reported directly to CoC Board President: Josue Lachica at jlachica@mmhpi.org. Individuals may also report concerns to HUD or the HUD Office of Inspector General (OIG).

Reports may be made confidentially or anonymously when allowed by law.

What happens after a report?

All reports will be:

- Reviewed as quickly as possible
- Handled confidentially when possible
- Investigated fairly and consistently

The Continuum of Care may:

- Require corrective action
- Refer issues to HUD or federal authorities
- Reduce or reallocate funding if violations are confirmed

Commitment to ethical conduct

All organizations receiving funding must:

- Have a process for reporting concerns
- Train staff on rules and ethical behavior
- Promote transparency and accountability

Failure to follow these expectations may affect current or future funding.

FY2026 LOCAL NOFO Applicant Submission Checklist

Instructions: Applicants must complete all applicable sections. Check each item to confirm inclusion in your submission package. This checklist aligns with FY2026 HUD CoC NOFO requirements and associated federal regulations.

SECTION A — ELIGIBILITY & THRESHOLD REQUIREMENTS

☐ Organization is an eligible entity under HUD CoC program requirements (NOFO pp. 9–10)
☐ SAM registration is active and UEI is valid (NOFO p. 3)
☐ Application is complete and submitted on time (NOFO p. 58)
☐ Financial and administrative capacity demonstrated (NOFO pp. 59–60)
☐ Project serves eligible HUD-defined population (NOFO pp. 41–42)
☐ Participation in Coordinated Entry system confirmed
☐ Treatment First principles will be implemented
☐ HMIS participation (or DV comparable database) confirmed (NOFO p. 60)
☐ All required certifications can be executed

SECTION B — REQUIRED APPLICATION COMPONENTS

☐ Completed Application Questionnaire
☐ All narrative questions completed (≤500 words each)
☐ Project identification details provided
☐ Budget summary completed
☐ Match documentation identified
☐ All required attachments included

SECTION C — REQUIRED FEDERAL FORMS

☐ SF-424 completed (NOFO pp. 44–45)
☐ HUD-424B completed
☐ HUD-2880 completed
☐ HUD-50070 completed
☐ HUD-2991 completed (NOFO p. 46)
☐ SF-LLL completed (if applicable)
☐ HUD-426 completed (if applicable)

SECTION D — NARRATIVE REQUIREMENTS

☐ Organizational capacity described
☐ Statement of need supported with data (NOFO p. 54)
☐ Target population and prioritization explained
☐ Program design and service delivery described
☐ Supportive services plan detailed
☐ Treatment First implementation addressed
☐ Coordinated Entry integration described
☐ Performance outcomes defined

☐ HMIS/data plan described
☐ Partnerships identified (include any MOUs or explain partnerships)

☐ Risk and compliance strategies included

SECTION E — HOUSING PROJECT REQUIREMENTS (TH/RRH/PSH)
☐ Housing model described (type, units, beds)
☐ Length of stay defined
☐ Housing placement process explained
☐ Housing stabilization strategy provided

SECTION F — SUPPORTIVE SERVICES
☐ Supportive services listed and described (NOFO pp. 47–48)
☐ Services linked to housing stability and income outcomes
☐ Trauma-informed practices described
☐ Cultural and linguistic competency addressed

SECTION G — SPECIAL PROJECT REQUIREMENTS
☐ DV projects: confidentiality and comparable database described (NOFO pp. 12–13)

SECTION H — EMPLOYMENT & INCOME
☐ Employment strategy described
☐ Workforce partnerships identified
☐ Income tracking methodology described
☐ Employment and income targets established

SECTION I — PERFORMANCE OUTCOMES
☐ Permanent housing exit targets defined (NOFO pp. 72–74)
☐ Income growth targets defined
☐ Employment outcomes defined
☐ Returns to homelessness targets defined
☐ Length of stay and retention targets defined

SECTION J — HMIS & DATA
☐ HMIS participation confirmed or DV comparable system described (NOFO p. 60)
☐ Data quality plan provided
☐ Data entry staff identified
☐ Data review schedule established

SECTION K — PARTNERSHIPS
☐ Key partners identified
☐ Behavioral health partnerships included
☐ Workforce partnerships included
☐ Coordination with CoC described
☐ Letters of commitment included

SECTION L — BUDGET & MATCH

☐ Total budget provided (NOFO pp. 46–47)
☐ Budget aligns with eligible costs
☐ Administrative costs do not exceed 10%
☐ 25% match identified and documented (NOFO p. 26)
☐ Match sources identified as cash or in-kind

SECTION M — FINAL CERTIFICATION

☐ All sections completed
☐ All required documents attached
☐ Threshold requirements met
☐ Application complies with FY2026 HUD CoC NOFO requirements

Appendix A: FY 2026 Local CoC Scorecard and Rubric

To access FY 2026 Local CoC Scoring Rubric, please follow the link HERE.

Appendix B: FY 2026 CoC Budget

To access FY 2026 Local CoC Budget, please follow the link HERE.

Appendix C: Match Letter Template (or an agency-developed, functionally comparable documentation showing Match contributions)

Must be on Agency Letterhead – Cash Match Sample

DATE
El Paso Coalition for the Homeless
801 N.Mesa St.
El Paso, TX 79902

RE: Agency Name –Cash Match Letter Project Name – (Include Grant Number if project renewal) FY 2025 CoC Program

I am writing to you regarding (Agency Name)'s renewal/new application for (Project Name/Grant # if applicable) under the FY 2025 CoC Program Competition. Please let this letter serve as our commitment to provide cash match in the amount of $_________ from (Funding Source) for (Eligible Match Activities). This cash match will be available starting: (Date) for the grant period (Date) through (Date).

- This cash match will be used to provide (Description of Services).
- Type of Commitment Cash
- Cash Type of Source (Private, Government)
- Name the Source of the Commitment (Be as specific as possible and include the office or grant program as applicable)
- Date of Written Commitment Value of Written Commitment $

(Closing Statement & Signature of Agency Authorized Signer)

Appendix D: MOU Template (or an agency-developed, functionally comparable documentation of formalized partnership)

SIMPLE MEMORANDUM OF UNDERSTANDING (Must be on agent letterhead)

This Memorandum of Understanding ("MOU") is between **[Applicant/Recipient Agency Name]** and **[Partner Agency Name]**. The purpose of this MOU is to describe the basic scope of work and responsibilities for the partnership supporting **[Project Name]** under the FY2026 CoC Local NOFO.

Scope of Work
The Parties agree to work together to support the proposed project by coordinating services, referrals, communication, and documentation. The work may include housing support, supportive services, case coordination, outreach, data coordination, match or in-kind support, or other activities needed to carry out the project.

Applicant Responsibilities
[Applicant/Recipient Agency Name] will lead the project, coordinate services with partners, ensure required documentation is maintained, follow HUD and CoC requirements, and communicate with the partner agency as needed to support project implementation.

Partner Responsibilities
[Partner Agency Name] will provide **[briefly describe services, referrals, staffing, match, in-kind support, or other contribution]**. The partner will also identify a contact person, coordinate with the applicant, and provide documentation needed to verify services or contributions.

Communication and Referrals
The Parties will communicate regularly and coordinate referrals or services in a timely manner. Each Party will share only the information needed to support the project and will follow applicable confidentiality requirements.

Documentation
The Parties will keep basic records showing the services, referrals, match, in-kind support, or other contributions provided under this MOU. Documentation may include service logs, referral records, letters, invoices, time sheets, or other records acceptable for grant or project review.

Term
This MOU begins on **[Start Date]** and ends on **[End Date]**. The Parties may extend, update, or end this MOU by written agreement.

Signatures

By signing below, each Party agrees to the scope of work and responsibilities described in this MOU.

[Applicant/Recipient Agency Name]	**[Partner Agency Name]**
Authorized Representative: ______________________	Authorized Representative: ______________________
Title: ______________________	Title: ______________________
Signature: ______________________	Signature: ______________________
Date: ______________________	Date: ______________________