

ARCH: FY2026 CoC Local Competition

Collaborative Applicant Document Checklist

Alabama Rural Coalition for the Homeless, Inc., Collaborative Applicant for the Alabama Balance of State Continuum of Care (AL-507)

Local application document for the FY 2026 Continuum of Care Competition and Youth Homelessness Demonstration Program Grants NOFO (CPD-2600-DC-0025).

Used by ARCH, as Collaborative Applicant, and by the Ranking & Review Committee during local competition review.

Many of these documents may also be required for upload to e-snaps as part of the project application.

Agency Name: _____

1. ORGANIZATIONAL CAPACITY

Required?	Document	Received	N/A	Notes
Required	Code of Conduct			ARCH has a sample on its website. Required for upload to e-snaps.
Required	Conflict of Interest Policy			
Required	Certificate of Good Standing			
Required	Most Recent Audit, Management Letter, Single Audit, or IRS Form 990			
Required	Authorized Representative Certification			Authorizes the individual signing the application
Required	Board Resolution / Signature Authority			If the Executive Director is not automatically authorized
Required	Financial Management Policies			Particularly for new applicants
Required	Proof of Nonprofit Status			For new agencies (e.g., IRS 501(c)(3) determination letter)

2. HUD COMPLIANCE

Required?	Document	Received	N/A	Notes
Required	SAM Registration			
Required	UEI Confirmation			Verified via SAM.gov
Required	Certification Regarding Drug-Free Workplace			If not already covered in agency policies
Required	Written Certification of No Illegal Drug Injection / Safe Consumption Site			HUD now specifically requires this certification. ARCH, as Collaborative Applicant, has a sample for use on its website.
Required	Housing First Certification			CoC require this locally. ARCH has a sample for use on its website, www.archconnection.org .

3. COC PARTICIPATION

Required?	Document	Received	N/A	Notes
Required	Participation in Coordinated Entry MOU			Documented MOU, not a Yes/No self-report. Provided by the CoC for verification.
Required	HMIS Participation Agreement or Comparable Database Certification			Provided by the CoC for verification.
Required	Point-in-Time (PIT) Count Participation			Annual sheltered/unsheltered headcount. CoC provides verification.
Required	Housing Inventory Count (HIC) Participation			Bed/unit inventory. HUD cross-checks vs. APR and grant agreement. CoC provides verification.
Required	Most Recent APR (if applicable)			

4. PROJECT DOCUMENTATION

Required?	Document	Received	N/A	Notes
Required	Project Budget			
Required	Budget Narrative			
Required	Site Control Documentation			Acquisition/new construction, where applicable
Required	Match Documentation Plan			Anticipated sources identified now; letters collected later. Sources must be uploaded to e-snaps.
Required	Monitoring Documentation / HUD Monitoring Response or Corrective Action Plan			If applicable. Required if the agency has monitoring findings within the last 3 years.
<i>For renewal projects especially, require the following so Ranking & Review can verify the renewal budget submitted matches the executed grant:</i>				
Required (Renewal)	Current HUD Grant Agreement			If the CoC does not already have this on file.
Required (Renewal)	Current Approved Project Budget			If the CoC does not already have this on file.

Definitions & Key Terms

Plain-language explanations of each item above, for new agencies and Ranking & Review members who may not be familiar with these terms.

1. ORGANIZATIONAL CAPACITY

Code of Conduct. A written policy describing the standards of ethical behavior expected of the agency's board, staff, and volunteers, including how misconduct is handled.

Conflict of Interest Policy. A written policy requiring board members, staff, and reviewers to disclose any financial, family, or governance relationship that could bias a decision, and describing how conflicts will be managed.

Certificate of Good Standing. A document from the Alabama Secretary of State confirming the agency is legally registered and authorized to operate in the state.

Most Recent Audit, Management Letter, Single Audit, or IRS Form 990. Financial documentation showing the agency's fiscal accountability. A Single Audit is required for agencies spending \$750,000 or more in federal funds in a year; smaller agencies may submit an independent audit, management letter, or IRS Form 990 instead.

Authorized Representative Certification. Written confirmation of who is legally authorized to sign the application and bind the agency to its terms.

Board Resolution / Signature Authority. Formal board action granting application signature authority to someone other than the Executive Director, when applicable.

Financial Management Policies. Written procedures governing how the agency handles, tracks, and safeguards funds. Especially important to confirm for agencies new to managing federal grants.

Proof of Nonprofit Status. Documentation, typically an IRS 501(c)(3) determination letter, confirming the agency's nonprofit and tax-exempt status. Requested from new agencies.

2. HUD COMPLIANCE

SAM Registration. Active registration in the federal System for Award Management (SAM.gov), required for any organization receiving federal funds.

UEI (Unique Entity Identifier). The identifier assigned through SAM.gov that has replaced the DUNS number as the federal government's standard way of identifying an organization.

Certification Regarding Drug-Free Workplace. A signed certification that the agency maintains a drug-free workplace, as required of federal grant recipients.

Certification of No Illegal Drug Injection / Safe Consumption Site. A certification, now specifically required by HUD, confirming that no CoC Program funds will be used to support illegal drug injection or safe consumption sites.

Housing First Certification. Confirmation that the project follows the Housing First approach: it does not require sobriety, treatment participation, or other service compliance as a condition of entry or continued residence.

3. COC PARTICIPATION

Coordinated Entry MOU. A signed Memorandum of Understanding confirming the agency participates in the CoC's Coordinated Entry system, the standardized process used to assess, prioritize, and refer people experiencing homelessness to housing and services.

HMIS Participation Agreement or Comparable Database Certification. Confirmation that the agency enters client and program data into HMIS (the Homeless Management Information System) or, for victim service providers who cannot use HMIS, into a comparable database that meets HUD's data standards.

Point-in-Time (PIT) Count. The annual, HUD-mandated count of people experiencing sheltered and unsheltered homelessness on a single night in January.

Housing Inventory Count (HIC). The annual inventory of beds and units available in the CoC's homelessness assistance projects, reported alongside the PIT Count.

Annual Performance Report (APR). A HUD-required report summarizing a project's performance, outcomes, and use of funds over its operating year.

4. PROJECT DOCUMENTATION

Project Budget. An itemized breakdown of how grant funds will be spent, by budget line item.

Budget Narrative. A written explanation justifying each budget line item and how the costs were calculated.

Site Control Documentation. Proof the agency owns, leases, or otherwise has legal control of the property. Required for projects involving acquisition, new construction, or rehabilitation.

Match Documentation Plan. Identification of the funding sources the agency plans to use to meet the CoC Program's required match, generally 25 percent of the grant amount.

Monitoring Documentation / Corrective Action Plan. Records from the agency's most recent HUD monitoring visit, including any findings and the agency's response or corrective action plan, if applicable.

Current HUD Grant Agreement (Renewal Projects). The fully executed grant agreement for the project's current operating year, used to confirm the renewal award amount and terms.

Current Approved Project Budget (Renewal Projects). The HUD-approved budget for the project's current operating year, used to confirm the renewal budget submitted matches what HUD has on file.