



Alabama Rural Coalition for the Homeless
Alabama Balance of State Continuum of Care (AL-507)

FY 2026 CoC Program Local Competition Policies and Procedures

Approved by the ARCH Board of Directors: November 6, 2025
Applicable Competition: FY 2026 CoC Program Competition

1. Purpose

The Alabama Rural Coalition for the Homeless (ARCH), as Collaborative Applicant for the Alabama Balance of State Continuum of Care (AL-507), administers the local Continuum of Care Program Competition in a fair, transparent, consistent, and impartial manner.

These policies govern the solicitation, review, scoring, ranking, selection, and submission of renewal, new, bonus, Domestic Violence Bonus, reallocation, transition, expansion, planning, HMIS, and other eligible project applications submitted through the Alabama Balance of State CoC.

HUD requirements, the FY 2026 CoC Notice of Funding Opportunity, 24 CFR Part 578, and subsequent HUD guidance control if a conflict exists between these policies and federal requirements.

2. Public Notice and Competition Materials

ARCH will publicly announce the local competition and post available materials on the ARCH website. Materials may include:

- Competition timeline and deadlines;
- Letter of Intent requirements;
- Local applications and instructions;
- Scoring tools and evaluation criteria;
- Grant Inventory Worksheet information;
- Required certifications and attachments;
- Technical assistance opportunities;
- Applicant Rights and Grievance Policy; and
- Final project rankings and required public notices.

Applicants are responsible for reviewing all published materials and updates.

3. Eligible Applicants

Eligible applicants must meet HUD eligibility requirements and all local requirements established by ARCH. Applicants must maintain active registration in SAM.gov, possess a valid Unique Entity Identifier, demonstrate organizational capacity, comply with applicable federal requirements, and participate in the CoC's Coordinated Entry and HMIS systems, or an approved comparable database for victim service providers.

Submission of a Letter of Intent, local application, or e-snaps application does not guarantee acceptance, ranking, submission to HUD, or funding.

4. Letters of Intent

A Letter of Intent provides notice that an organization intends to apply. It is not a project application and does not replace any required local application, e-snaps application, budget, certification, or attachment.

Information included in a Letter of Intent will not independently authorize a new project, expansion, transition, reallocation, or material change to an existing renewal project.

5. Application Submission

Applicants must submit complete applications and required documentation by the published deadlines and through the method established by ARCH.

Late or incomplete applications may be rejected unless ARCH determines that an exception is required by HUD or is necessary to correct an administrative issue affecting similarly situated applicants.

ARCH may request clarification or correction of minor technical deficiencies. Applicants may not use the correction process to materially redesign a project, increase the funding request, change the project component, add service areas, or submit a new project after the deadline.

6. Renewal and Expansion Applications

A renewal application must be based upon the eligible renewal amount established through HUD's Grant Inventory Worksheet and applicable HUD instructions.

A request to increase funding, units, households served, geographic coverage, or project scope beyond the eligible renewal application must be submitted as an Expansion application when required by HUD. A renewal application requesting funding in excess of its renewal amount, or proposing a material increase in units, households served, geographic coverage, project scope, or eligible activities, shall be considered an Expansion application in accordance with the published local competition requirements and applicable HUD guidance. Information contained in a Letter of Intent, renewal application, or other correspondence shall not substitute for a required Expansion application. A grievance may not be used to submit a late Expansion application or materially modify an application after the competition deadline.

An Expansion application must:

- Be identified during the local competition;
- Meet all applicable local deadlines;
- Include a separate local application;
- Include a separate project application in e-snaps; and
- Be independently reviewed and scored.

7. Technical Assistance

ARCH may provide general technical assistance regarding competition requirements, HUD guidance, e-snaps, budgets, required attachments, and local procedures.

Technical assistance does not guarantee that an application is complete, eligible, competitive, ranked, or funded. Applicants remain responsible for the accuracy and completeness of their submissions.

8. Threshold and Eligibility Review

ARCH staff may conduct an administrative threshold review before applications are forwarded for scoring. The threshold review may include:

- Applicant and project eligibility;
- Timeliness and completeness;
- Required certifications and attachments;
- Active SAM.gov registration and UEI;
- Coordinated Entry participation;
- HMIS or comparable database participation;
- Match documentation;
- Monitoring or performance concerns;
- Compliance with HUD and CoC requirements; and
- Organizational capacity.

Administrative review does not determine project scores or ranking.

9. Ranking and Review Committee

Applications meeting threshold requirements will be reviewed by an independent Ranking and Review Committee.

Committee members must complete a Conflict of Interest Disclosure and recuse themselves from reviewing or discussing any application for which an actual or perceived conflict exists.

The Committee will apply the published scoring criteria and may consider project performance, financial management, system performance, housing outcomes, data quality, expenditure rates, monitoring results, severity of need, CoC priorities, and compliance with HUD requirements.

10. Scoring and Ranking

Projects will be scored and ranked in accordance with the published scoring tools, HUD requirements, available funding, and the CoC's strategic priorities.

The Committee may recommend:

- Inclusion in Tier 1 or Tier 2;
- Conditional inclusion;
- Reduction;
- Reallocation;
- Rejection;
- Placement outside the available funding amount; or
- Other action permitted by HUD.

Renewal status does not guarantee continued funding or placement in Tier 1.

11. Reallocation

The CoC may recommend full or partial reallocation based on poor performance, unspent funds, unresolved monitoring findings, failure to meet CoC requirements, lack of need, voluntary reallocation, or other factors permitted by HUD.

Any reduction or reallocation will be implemented in accordance with HUD requirements and the published local process.

12. Board Review and Approval

The Ranking and Review Committee will present its recommendations to the ARCH Board of Directors. The Board may approve, return, or request clarification regarding the recommendations but will not independently rescore applications.

Individuals with conflicts of interest must abstain from applicable discussion and action.

13. Applicant Notification

ARCH will provide written notification to applicants regarding whether their project was accepted, rejected, reduced, reallocated, or ranked.

Notifications will be issued within the timeframe required by HUD. Applicants may be required to make technical corrections in e-snaps before ARCH submits the CoC Priority Listing.

14. Applicant Rights and Grievances

Applicants who believe the local competition was not administered in accordance with the published process may submit a grievance under the ARCH FY 2026 Applicant Rights and Grievance Policy.

The grievance policy and form are incorporated into these policies by reference.

A grievance is limited to procedural, administrative, calculation, factual, or conflict-of-interest concerns. It may not be used to submit a new application, Expansion application, revised budget, different project component, or other material application change after the deadline.

15. Public Posting

ARCH will publicly post required competition information, including accepted and rejected project notifications, the approved Priority Listing, and the CoC Consolidated Application, in accordance with HUD requirements.

16. HUD Authority

HUD makes the final decision regarding project eligibility, award amounts, conditions, and funding. Local ranking or submission does not guarantee a HUD award.

ARCH may revise these procedures when necessary to comply with HUD instructions, provided that material changes are documented, publicly communicated, and applied consistently.