



The Montgomery Area Coalition for the Homeless, Inc.

FY 2026 New Project Required Attachments Checklist

Continuum of Care AL-504

Applies to: New Projects, Transition Projects, Reallocation Projects, DV Bonus Projects, CoC Bonus Projects, and Expansion Projects, as applicable.
Local Application Due: Wednesday, July 1, 2026, by 5:00 PM CT. Final Corrections / Attachments Due: Tuesday, July 14, 2026, by 5:00 PM CST. Submit to:
cmann@midalhomeless.org

Submission and File Labeling Requirement

Applicants must submit all required files in one ZIP file per project unless MACH provides different instructions.

ZIP file name format: FY26_New_[AgencyName]_[ProjectName]_Submission.zip

Individual file name format: FY26_New_[AgencyName]_[ProjectName]_[DocumentName].docx/pdf/xlsx

Files must be clearly labeled and submitted by the applicable deadline. Applications with missing, incomplete, unlabeled, or incorrectly packaged required attachments may be deemed incomplete during threshold review. If MACH allows correction under the published timeline, the applicant must correct the issue by the correction deadline. Failure to submit a complete and correctly labeled ZIP file by the applicable deadline may result in the project failing threshold review and not advancing to scoring.

Requirement Level Key

Requirement Level	Meaning
Required	Must be submitted by all applicants for that application type. Missing required items may cause the application to fail threshold review if not corrected by the applicable deadline.
Conditional Required	Required only if it applies to the project type, funding source, population served, or project design. If the condition applies and the item is missing, the application may fail threshold review if not corrected by the applicable deadline.



Requirement Level	Meaning
As Applicable	May be required depending on the applicant’s circumstances, MACH review, or whether additional documentation is needed to verify eligibility, readiness, budget, match, partnership, compliance, or project design.
MACH Review	Reviewed or verified internally by MACH and does not need to be submitted by the applicant unless requested.
Optional	May be submitted to strengthen or clarify the application but is not required unless MACH requests it.

A. Required for All New Project Applicants

Attachment / Item	Requirement Level	Applies When	Source	Threshold / Scorecard Match	Submitted
FY26 New Project Local Application	Required	All new project applicants	MACH Attachment/Form	Complete local New Project Application submitted	<input type="checkbox"/>
Project Readiness and Alignment Checklist	Required	All new project applicants before application submission and TA	MACH Attachment/Form	Project readiness and local priority alignment	<input type="checkbox"/>
Project type and funding path identified	Required	All new project applicants	New Project Application	Eligible project component; eligible funding path identified	<input type="checkbox"/>
Applicant eligibility documentation	Required	All new project applicants	Agency Document	Eligible applicant type	<input type="checkbox"/>
SAM.gov / UEI Confirmation Form	Required	All new project applicants	MACH Attachment/Form + Agency Document	SAM.gov / UEI status confirmed or acceptable plan before HUD submission	<input type="checkbox"/>
Match Documentation Form	Required	All projects unless fully exempt from match	MACH Attachment/Form + Agency Document	Match documentation provided and appears eligible/sufficient	<input type="checkbox"/>
Budget and Cost Reasonableness Worksheet	Required	All new project applicants	MACH Attachment/Form	Budget includes only eligible costs; cost reasonableness	<input type="checkbox"/>



Attachment / Item	Requirement Level	Applies When	Source	Threshold / Scorecard Match	Submitted
Budget narrative	Required	All new project applicants	New Project Application	Budget eligible, feasible, and aligned with project model	<input type="checkbox"/>
HMIS / Comparable Database Certification	Required	All projects, as applicable	MACH Attachment/Form	HMIS or comparable database participation confirmed	<input type="checkbox"/>
Coordinated Entry / DV Coordinated Access Certification	Required	Housing, outreach, CE, DV, and related projects	MACH Attachment/Form	Coordinated Entry participation or approved comparable/referral process	<input type="checkbox"/>
Applicant Certification and Authorized Representative Signature Page	Required	All new project applicants	MACH Attachment/Form	Applicant certification; no unresolved eligibility/compliance barrier	<input type="checkbox"/>
e-snaps readiness confirmation	Required	All new project applicants	New Project Application	Project can be submitted in e-snaps by local/HUD deadlines	<input type="checkbox"/>
Most recent audit or financial statement	Conditional Required	If applicable or requested by MACH	Agency Document	Financial/organizational capacity and no unresolved compliance barrier	<input type="checkbox"/>

B. Required for Housing Projects

Attachment / Item	Requirement Level	Applies When	Source	Threshold / Scorecard Match	Submitted
Supportive Services Participation Requirement Certification	Conditional Required	TH, PSH, RRH, Joint TH-RRH, and other housing projects	MACH Attachment/Form	Supportive services participation documentation provided, if applicable	<input type="checkbox"/>
Direct service participation language	Conditional Required	Housing projects with supportive service participation expectations	Agency Document or Draft Agency Document	Supportive services participation documentation	<input type="checkbox"/>
VAWA protection language	Conditional Required	Housing projects and survivor-serving projects	Agency Document or Draft Agency Document	Civil rights/VAWA compliance	<input type="checkbox"/>



Attachment / Item	Requirement Level	Applies When	Source	Threshold / Scorecard Match	Submitted
Housing model description	Conditional Required	Housing-connected projects	New Project Application	Eligible component; project design/readiness	<input type="checkbox"/>
Permanent housing exit strategy	Conditional Required	TH, Joint TH-RRH, RRH, and housing-connected projects	New Project Application	Project design and performance outcomes	<input type="checkbox"/>
HQS / NSPIRE inspection plan	Conditional Required	Projects with units paid with CoC leasing/rental assistance	New Project Application or Agency Document	Budget/project feasibility and compliance readiness	<input type="checkbox"/>
Rent reasonableness / FMR review plan	Conditional Required	Projects with leasing/rental assistance or housing costs	New Project Application or Agency Document	Budget/project feasibility and eligible costs	<input type="checkbox"/>

C. Required for New Transitional Housing Projects

Attachment / Item	Requirement Level	Applies When	Source	Threshold / Scorecard Match	Submitted
FY26 New TH Project Considerations reviewed	Conditional Required	New TH proposals	MACH Attachment/Planning Guide	Eligible component; project design; cost reasonableness	<input type="checkbox"/>
TH cost per household calculation	Conditional Required	New TH proposals	Budget and Cost Reasonableness Worksheet	Budget, cost reasonableness, project feasibility	<input type="checkbox"/>
TH length of stay and exit plan	Conditional Required	New TH proposals	New Project Application	Project design and performance outcomes	<input type="checkbox"/>



Attachment / Item	Requirement Level	Applies When	Source	Threshold / Scorecard Match	Submitted
Supportive services model and service participation expectations	Conditional Required	New TH proposals	New Project Application + MACH Certification	Supportive services participation documentation	<input type="checkbox"/>
Participant eligibility and prioritization approach	Conditional Required	New TH proposals	New Project Application	Eligible population and local priority alignment	<input type="checkbox"/>
Partnerships supporting exits to permanent housing	Conditional Required	If partnerships support the proposed TH exit strategy	Agency Document + New Project Application	Partnerships, readiness, and system integration	<input type="checkbox"/>

D. Required for RRH / Joint TH-RRH to TH Transition Projects

Attachment / Item	Requirement Level	Applies When	Source	Threshold / Scorecard Match	Submitted
FY26 RRH / Joint TH-RRH to TH Transition Considerations reviewed	Conditional Required	RRH or Joint TH-RRH projects proposing transition to TH	MACH Attachment/Planning Guide	Eligible component; transition readiness; budget feasibility	<input type="checkbox"/>
Transition project narrative	Conditional Required	Projects proposing transition to TH or another component	New Project Application	Eligible funding path; project design; local priority alignment	<input type="checkbox"/>
Current participant transition plan	Conditional Required	Projects with current participants affected by transition/closeout	Agency Document or Application Narrative	Project feasibility; participant protection; readiness	<input type="checkbox"/>
Current grant closeout plan	Conditional Required	Projects transitioning/replacing an existing renewal	Agency Document or Application Narrative	Transition readiness and compliance	<input type="checkbox"/>
Revised TH budget	Conditional Required	RRH/Joint to TH transition projects	Budget and Cost Reasonableness Worksheet	Budget eligible and reasonable	<input type="checkbox"/>
YHDP Replacement documentation	Conditional Required	YHDP-funded projects changing components	Agency Document + MACH/Internal Review	Eligible funding path and YHDP requirements	<input type="checkbox"/>



E. Required for SSO / Outreach / CE Projects

Attachment / Item	Requirement Level	Applies When	Source	Threshold / Scorecard Match	Submitted
SSO service model description	Conditional Required	SSO, outreach, CE, employment/income, recovery, or related projects	New Project Application	Eligible component; project design	<input type="checkbox"/>
Referral pathway / access process	Conditional Required	SSO, outreach, CE, and related service projects	New Project Application + CE Certification	CE participation or approved referral process	<input type="checkbox"/>
Non-duplication statement	Conditional Required	All SSO/outreach/CE projects	New Project Application	Local priority alignment and system need	<input type="checkbox"/>
Staffing and service delivery plan	Conditional Required	All SSO/outreach/CE projects	New Project Application	Organizational capacity and readiness	<input type="checkbox"/>
Partnership documentation	Conditional Required	If core services rely on partners	Agency Document	Partnerships and system integration	<input type="checkbox"/>
Performance goals	Conditional Required	All SSO/outreach/CE projects	New Project Application	System performance and projected outcomes	<input type="checkbox"/>

F. Required for DV Bonus / Victim Service Provider Projects

Attachment / Item	Requirement Level	Applies When	Source	Threshold / Scorecard Match	Submitted
Comparable database certification	Conditional Required	Victim Service Providers / DV projects	HMIS / Comparable Database Certification	HMIS or comparable database participation confirmed	<input type="checkbox"/>
DV coordinated access or comparable referral process certification	Conditional Required	DV/VSP projects not using standard CE	CE / DV Coordinated Access Certification	CE participation or approved comparable/referral process	<input type="checkbox"/>
Survivor confidentiality and safety planning narrative	Conditional Required	DV and survivor-serving projects	New Project Application	Civil rights/VAWA/confidentiality readiness	<input type="checkbox"/>



Attachment / Item	Requirement Level	Applies When	Source	Threshold / Scorecard Match	Submitted
VAWA protection language	Conditional Required	Housing and survivor-serving projects	Agency Document or Draft Agency Document	Civil rights/VAWA compliance	<input type="checkbox"/>
DV-specific eligibility and documentation approach	Conditional Required	DV Bonus and survivor-serving projects	New Project Application	Eligible population and project design	<input type="checkbox"/>

G. Required if Project Includes Partners

Attachment / Item	Requirement Level	Applies When	Source	Threshold / Scorecard Match	Submitted
Partnership letters or MOUs	Conditional Required	If partners are central to service delivery or outcomes	Agency Document	Partnerships and readiness	<input type="checkbox"/>
Partner role description	Conditional Required	If project includes formal or informal partners	New Project Application	Partnerships and system integration	<input type="checkbox"/>
Treatment, recovery, behavioral health, employment, healthcare, or other service partner documentation	Conditional Required	If project relies on those services or partners	Agency Document	Services, partnerships, and readiness	<input type="checkbox"/>

H. MACH Review Items

Attachment / Item	Requirement Level	Applies When	Source	Threshold / Scorecard Match	Submitted
Local deadline confirmed	MACH Review	All submissions	MACH/Internal Review	Application submitted by local deadline	<input type="checkbox"/>



Attachment / Item	Requirement Level	Applies When	Source	Threshold / Scorecard Match	Submitted
ZIP file submitted and correctly labeled	MACH Review	All submissions	MACH/Internal Review	Required attachments submitted	<input type="checkbox"/>
Threshold review completed	MACH Review	All submissions	MACH/Internal Review	Threshold status before scoring	<input type="checkbox"/>
Corrections issued, if applicable	MACH Review	If threshold corrections are needed	MACH/Internal Review	Applicant correction process	<input type="checkbox"/>
Presentation/interview required, if applicable	MACH Review	Only for applicants moving forward in the local process	MACH/Internal Review	New project review process	<input type="checkbox"/>

Applicant Acknowledgment

By submitting this checklist, the applicant confirms that all required attachments are included or that any missing items have been clearly identified. MACH may request corrections, clarification, or additional documentation during threshold review. Failure to submit required documents by the applicable deadline, or failure to correct deficiencies by the applicable correction deadline if correction is allowed, may result in the project not advancing in the local competition.