

**U.S. Department of Housing and Urban Development**  
**FY 20XX Continuum of Care (CoC) Program Competition**  
**Notification of Curable Technical Deficiency**

OMB Number: 2501-0044  
Exp. Date: 2/28/2027

You are receiving this form because your Continuum of Care's (CoC) submission(s) in *e-snaps* to the FY 20XX CoC Program Competition contained one or more curable technical deficiencies we discovered in either your CoC Priority Listing(s), or Project Application(s). The additional information to correct all deficiencies, or notification that the relevant information in *e-snaps* has been updated, must be submitted to the **HUD Desk Officer** indicated on this form by 5:00 p.m., Eastern Time on **XX/XX/XX**. If the required information is not submitted by the due date, the application(s) listed below will be removed from the FY 20XX CoC Program Competition.

<b>Date Emailed by HUD:</b>	
<b>Desk Officer Name:</b>	
<b>CoC and Project Information</b>	
<b>CoC Number and Name:</b>	
<b>Applicant Contact Name:</b>	
<b>Applicant Telephone Number:</b>	
<b>Applicant Email Address:</b>	
<b>Project Applicant Name (if all Project Applicants are affected, state "All"):</b>	
<b>Project Name:</b>	
<b>Project Type:</b> (New, Renewal, CoC Planning, UFA Costs, YHDP Renewal, YHDP Replacement)	Renewal
<b>Component Type:</b> (PH-PSH, PH-RRH, Joint, TH, SH, SSO, SSO-CE, HMIS, CoC Planning, UFA Costs)	RRH, SSO, HMIS, PLANNING
<b>HUD Contact Information</b>	
<b>Desk Officer Name:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	
<b>Technical Deficiency Information</b>	

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**You must respond to all deficiencies that include an “X” in the first column.**

<b>Certification of Consistency with the Consolidated Plan (HUD-2991)</b>	
	1. Project is missing from HUD-2991. The project application(s) listed above is missing from the HUD-2991 indicating that the project is compliant with the most recent Consolidation Plan for the jurisdiction(s) served. Provide a signed and dated copy of the Certification by the due date indicated above.
	2. Unsigned or Undated HUD-2991. The HUD-2991 is not signed and/or properly dated. Submit a HUD-2991 with the correct signature an authorized official of the appropriate jurisdiction(s) and/or date by the due date indicated above.
	3. HUD-2991 is missing. Provide a signed and dated copy of the Certification by the due date indicated above for each project, or that includes a list of all project applications, that were reviewed by the jurisdiction(s) authorizing official.
<b>SF-424</b>	
	1. The SF-424 Declaration in <i>e-snaps</i> is not signed by an authorized representative. Update the Authorized Representative in the Project Applicant Profile in <i>e-snaps</i> by the date indicated above.
<b>Nonprofit Documentation (24 CFR 578.3)</b>	
	1. The application does not include documentation of the applicant’s private nonprofit status. Provide evidence of private nonprofit status by submitting one of the following, by the due date indicated above: <ul style="list-style-type: none"> <li>a. a copy of the Internal Revenue Service (IRS) final ruling providing tax-exempt status under Section 501 (c)(3) of the IRS Code (preferred); or</li> <li>b. a certification from a licensed CPA that the organization meets each component of the definition of a private nonprofit organization as defined by 24 CFR 578.3.</li> </ul>
	2. The applicant organization is not clearly indicated on the IRS documentation submitted with the application. By the due date indicated above, please either: <ul style="list-style-type: none"> <li>a. provide the appropriate IRS documentation that names the applicant organization; or</li> <li>b. provide a description of the relationship between the applicant organization and the entity named on the IRS documentation you submitted with your application.</li> </ul>
	3. The applicant organization indicated that it applied for 501(c)(3) status but had not yet received documentation of approval of that status at time of submission. If the approval of that status was received by the application deadline ( ), submit a copy of the approval document.
<b>Code of Conduct – send to both <a href="mailto:askGMO@hud.gov">askGMO@hud.gov</a> and <a href="mailto:CoCCCodeofConduct@hud.gov">CoCCCodeofConduct@hud.gov</a>.</b>	
	1. The applicant’s Code of Conduct is not attached and is not listed on HUD’s website, <a href="https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants">https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants</a> . Provide the organization’s Code of Conduct, ensuring it meets all requirements listed on HUD’s Code of Conduct page. The Code of Conduct will be reviewed and either confirmed as meeting the requirements or returned for additional work. If the project applicant receives a conditional award for FY 20XX funds, the field office cannot enter into a grant agreement until this requirement is fully satisfied, which could affect the project’s operating start date.
	2. The applicant’s Code of Conduct is no longer listed on HUD’s Code of Conduct page as it was submitted prior to 2017. Submit a current Code of Conduct for review ensuring it meets all requirements outlined on HUD’s Code of Conduct page including all items that must be

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	included and all information that must be included in the email as stated on HUD's webstie at <a href="https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants">https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants</a> . The Code of Conduct will be reviewed and either confirmed as meeting the requirements or returned for additional work. If the project applicant receives a conditional award for FY 20XX funds, the field office cannot enter into a grant agreement until this requirement is fully satisfied, which could affect the project's operating start date.
<b>Other Curable Technical Deficiency</b>	