

FY 2025 NEW PROJECT CHECKLIST (FILLABLE FORM)

All documents must be submitted as separate PDFs to NOFO@homelesshouston.org by the deadlines listed in the FY25 Local NOFO Timeline.

New Projects Due- Tuesday, December 9, 2025

A. ORGANIZATIONAL DOCUMENTS

- ☐ Evidence of Active SAM Registration & UEI Number
- ☐ The Way Home Partnership Agreement / Partnership Documentation
- ☐ Most Recent Single Audit Report (with resolution of any findings)
- ☐ Most Recent HUD Monitoring Report (if applicable)
- ☐ Evidence of prior HUD performance compliance (if applicable)

B. PROJECT-SPECIFIC DOCUMENTS

- ☐ FY25 New Project Narrative (completed in e-snaps OR Word if e-snaps not open)
- ☐ FY25 Housing + Services + Accountability Questionnaire
- ☐ Signed Leverage Letters (Healthcare and/or Housing) including NOFO # FR-6900-N-25
- ☐ Match Documentation (≥25%) – Cash Match Letter OR In-Kind Match Letter + MOU
- ☐ Service Model & Staffing Plan
- ☐ Performance Outcome Plan

C. COMPONENT-SPECIFIC ATTACHMENTS

Submit ONLY the attachments required for your selected component type.

1. SSO – COORDINATED ENTRY (SSO-CE)

- ☐ CE workflow description
- ☐ Coordination with treatment/MH/SUD/crisis/law enforcement
- ☐ Diversion/problem-solving model
- ☐ Staffing & supervision plan

2. SSO – STREET OUTREACH (SSO-SO)

- ☐ Outreach model aligned with treatment & recovery
- ☐ Behavioral health / mobile crisis partnership documentation
- ☐ Safety & accountability protocols
- ☐ Staffing plan and supervision structure

3. SSO – STANDALONE SUPPORTIVE SERVICES (SSO-SS)

- ☐ Description of service model
- ☐ Employment/workforce partnerships
- ☐ Behavioral health/MH/SUD coordination agreements
- ☐ Recovery engagement plan
- ☐ Staff qualification documentation

4. TRANSITIONAL HOUSING (TH)

- ☐ Structured TH service & accountability plan
- ☐ Recovery/SUD/MH and safety supports
- ☐ Employment/economic mobility plan
- ☐ Exit plan to permanent housing
- ☐ Site control documentation (if applicable)

5. DV BONUS PROJECTS

- ☐ DV-specific narrative (Word/e-snaps)
- ☐ VAWA confidentiality compliance documentation
- ☐ DV alternative CE workflow
- ☐ Survivor-centered safety model
- ☐ Confidential service delivery documentation

6. YHDP RENEWAL / REPLACEMENT PROJECTS

- ☐ Youth-centered narrative

- ☐ Trauma-informed service plan
- ☐ Youth collaboration/leadership documentation
- ☐ Education and employment supports
- ☐ Youth-system partnership documentation

D. ITEMS SUBMITTED IN ESNAPS (VERIFIED BY THE WAY HOME)

- ☐ Applicant Profile Updated
- ☐ SF-424
- ☐ Full Project Application
- ☐ Budget
- ☐ Match
- ☐ Required uploads
- ☐ Correct component type selected
- ☐ DV/YHDP requirements completed if applicable
- ☐ Submission to TX-700 Lead Agency completed

E. DEADLINES

Refer to the FY25 Local NOFO Timeline for exact dates.

F. ACKNOWLEDGMENTS

- ☐ I acknowledge the –25 point local late submission penalty.
- ☐ I acknowledge incomplete applications may be rejected.
- ☐ I confirm all materials were submitted as separate PDFs with proper naming.