

**FY24/25 NEW PROJECT CHECKLIST
(NEW PROJECTS CREATED THROUGH REALLOCATION ONLY)
FULLY ALIGNED WITH FY24–25 COC NOFO (FR-6800-N-25)**

- **Local Competition Opens: January 12, 2026**
- **New Project Submissions Due: Monday, January 26, 2026 – 5:00 PM CST**

This checklist applies only to new projects created through reallocation under the reopened FY24–25 CoC NOFO. All projects must comply with HUD requirements at 24 CFR Part 578, 2 CFR Part 200, and the FY24–25 NOFO.

Based on current projections, The Way Home anticipates that approximately **\$7 million in reallocated CoC funding** will be available for this competition. These funds will be distributed only through HUD-eligible new projects created via reallocation and in full compliance with the FY24–25 NOFO. Final award amounts remain subject to HUD review and federal approval.

Under this NOFO, The Way Home will accept new project applications only for the following components:

- Supportive Services Only – Coordinated Entry (SSO-CE)
- Permanent Housing – Rental/Leasing Subsidy Expansion Only (**Priority**) – for existing PH projects with supportive services funding that propose to expand rental assistance or leasing capacity, allowing projects to operate independently of external housing voucher availability.
- Permanent Housing – Rapid Re-Housing (PH-RRH)

No other project types are allowable. Applications proposing any of the following will be rejected as noncompliant with HUD guidance:

- Transitional Housing (TH)
- Standalone SSO (non-CE, including outreach-only projects)
- Joint TH/PH-RRH
- Any component not explicitly authorized under the FY24–25 NOFO

PH-RRH projects created through reallocation are recognized as interim investments based on current HUD eligibility rules. If HUD authorizes Transitional Housing or other component changes in a future NOFO or Special NOFO, these projects may be expected to transition accordingly. Such future expectations are contingent upon HUD guidance and do not alter the requirements of the FY24–25 NOFO.

Submission Method: All documents must be submitted as separate PDFs to NOFO@homelesshouston.org

File Naming Format:

“Document Title – Agency Name – Project Name”

A. ORGANIZATIONAL DOCUMENTS

- ☐ Evidence of Active SAM Registration and UEI (please put on a word document)
- ☐ The Way Home Partnership Agreement (current and signed)

- ☐ Most Recent Single Audit Report (if applicable, including resolution of findings)
- ☐ Evidence of prior HUD compliance (if applicable)
- ☐ This Completed Checklist

B. PROJECT-SPECIFIC DOCUMENTS

- ☐ FY24/25 New Project Narrative
- ☐ Housing + Services + Accountability Questionnaire
- ☐ Match Documentation (minimum 25%)
 - Cash match letter, or
 - In-kind match letter with MOU
- ☐ Signed Leverage Letter(s), if applicable
 - Must reference NOFO FR-6800-N-25
- ☐ Service Model and Staffing Plan
- ☐ Performance Outcomes Plan

C. COMPONENT-SPECIFIC ATTACHMENTS- ONLY SUBMIT THE SECTION FOR YOUR PROJECT

For SSO – Coordinated Entry (SSO-CE):

- ☐ CE workflow description
- ☐ Problem-solving model
- ☐ Coordination with crisis response, behavioral health, housing, and system partners
- ☐ Staffing structure and supervision plan

For PH – Rapid Re-Housing (PH-RRH):

- ☐ RRH housing model and landlord engagement strategy
- ☐ Housing navigation and stabilization plan
- ☐ Service coordination and case management model
- ☐ Performance benchmarks and outcomes

For PH – Rental/Leasing Subsidy Expansion Only (Priority):

(For existing PH projects seeking to add or expand rental assistance or leasing subsidies)

- ☐ Description of the existing PH project being expanded (include current grant number)
- ☐ Narrative describing how reallocated funds will increase rental assistance or leasing capacity
- ☐ Confirmation that the project component type will remain Permanent Housing
- ☐ Updated budget showing expansion of rental assistance and/or leasing line items
- ☐ Description of how expanded housing subsidies reduce reliance on external voucher availability
- ☐ Updated performance benchmarks reflecting increased housing capacity

D. ESNAPS ITEMS (VERIFIED BY CFTH)

- ☐ Applicant Profile Updated
- ☐ SF-424
- ☐ Full Project Application
- ☐ Budget
- ☐ Match Forms
- ☐ Required HUD uploads
- ☐ Submission to TX-700 Lead Agency completed

E. REQUIRED ATTESTATIONS

- ☐ We acknowledge that this project is being submitted under the FY24–25 CoC NOFO (FR-6800-N-25) and must comply fully with all HUD eligibility and component requirements.
- ☐ We acknowledge that only the following are allowable under this competition:
 - New projects created through reallocation that are SSO-CE or PH-RRH, and
 - Permanent Housing projects requesting Rental/Leasing Subsidy Expansion only.
- ☐ If submitting a PH-RRH project or PH Expansion project, we acknowledge that the project is structured based on current HUD eligibility rules and may be subject to transition only if HUD authorizes new project components through a future NOFO or Special NOFO.
- ☐ We acknowledge that PH – Rental/Leasing Subsidy Expansion projects must remain within the Permanent Housing component and may only increase rental assistance or leasing capacity; no component changes are permitted.
- ☐ We acknowledge that strategic planning conducted by The Way Home related to future HUD policy changes does not modify the eligibility, submission, or compliance requirements of the FY24–25 NOFO.
- ☐ If submitting an SSO–Coordinated Entry (SSO-CE) project, we acknowledge that this funding is solely for Coordinated Entry–related activities as defined by HUD and The Way Home. We further acknowledge that this application does not confer, imply, or contest any designation of Coordinated Entry Lead Agency authority, governance, or system ownership.
- ☐ We acknowledge that this SSO-CE project is intended to support and strengthen the existing Coordinated Entry system under the direction of The Way Home and will operate in full alignment with CFTH’s CE policies, workflows, and governance structure.
- ☐ We further acknowledge that, if HUD authorizes additional SSO components (including SSO–Outreach or other aligned SSO interventions) through a future NOFO or Special NOFO, this project may be required to transition to an appropriate SSO component as directed by The Way Home and consistent with HUD guidance.