

FY 2025 RENEWAL PROJECT CHECKLIST

(For Projects Remaining Within the Permanent Housing Cap – True PH Renewals)

All documents must be submitted as separate PDFs to NOFO@homelesshouston.org by Thursday, December 4, 2025.

- **Document Naming Requirement: All files must be named using the format:**
→ “Document Title – Agency Name – Project Name”
(Example: “Match Letter – ABC Agency – Safe Start TH”)

A. ORGANIZATIONAL DOCUMENTS

- ☐ Evidence of Active SAM Registration & UEI
- ☐ The Way Home Partnership Agreement (current, signed)
- ☐ Most Recent Single Audit Report (if applicable; include resolution to findings)
- ☐ Most Recent HUD Monitoring Report (if applicable)
- ☐ Evidence of Prior HUD Compliance (if not already on file)

B. MATCH & LEVERAGE DOCUMENTATION

- ☐ Secured Match Documentation (≥25%)
 - Cash match letter **OR**
 - In-kind match letter + MOU
- ☐ Signed Leverage Letter(s)
 - Housing and/or Healthcare leverage
 - Must reference **NOFO # FR-6900-N-25**

C. PROJECT HISTORY & PERFORMANCE DOCUMENTATION

- ☐ Confirmation of Award Amount from Your Most Recently Completed HUD Operating Year
 - For most agencies: **FY 2023 completed year**
 - Must include:
 - Total funds awarded
 - Total funds spent
 - Any funds returned to HUD
- ☐ Copy of Your Last Year’s eSnaps Renewal Application (PH component)

D. PROGRAM MATERIALS REQUIRED FOR LOCAL REVIEW

- ☐ Updated Service Model / Staffing Plan (only if changes occurred)
- ☐ Updated Policies & Procedures (if applicable)
- ☐ Any revisions to program design (if relevant to performance or budget)

E. REQUIRED ATTESTATIONS

- ☐ Housing + Services + Accountability Questionnaire
- ☐ Confirmation of Active Partnership Agreement

- All documents must be submitted as **separate PDFs**
- Incomplete renewal packages may be subject to rejection

F. ITEMS VERIFIED IN ESNAPS (COMPLETED BY THE WAY HOME)

- ☐ Applicant Profile Updated
- ☐ SF-424
- ☐ Renewal Project Application (PH)
- ☐ Budget
- ☐ Match Forms
- ☐ Required HUD uploads
- ☐ Correct Component Type (PH) selected
- ☐ Submission to TX-700 Lead Agency completed