

FY 2025 TRANSITION GRANT CHECKLIST

(For Renewal PH Projects Transitioning to TH or SSO – 1-Year Transition Grant)

All documents must be submitted as separate PDFs to NOFO@homelesshouston.org by Tuesday, December 9, 2025.

DOCUMENT NAMING REQUIREMENT

- All files must be named using the format:
→ **“Document Title – Agency Name – Project Name”**
Example: “Match Letter – ABC Agency – Bridge 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. REQUIRED MATCH & LEVERAGE

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

C. PROJECT HISTORY & PERFORMANCE (RENEWAL CARRYOVER)

- ☐ **Confirmation of Award Amount from Your Most Recently Completed HUD Operating Year**
 - Most agencies: **FY 2023 completed year**
 - Must include:
 - Total funds awarded
 - Total funds spent
 - Any funds returned to HUD
- ☐ **Prior Performance Outcomes**
 - Housing stability
 - Returns to homelessness
 - Income/employment outcomes (if applicable)

D. TRANSITION GRANT – PROJECT DESIGN REQUIREMENTS

(For TH or SSO Transition Grants – NEW PROJECT application required)

IMPORTANT:

Many of the items in Section D are expected to be addressed *within your application narrative* (TH or SSO), not submitted as separate standalone documents.

Only submit separate documents where explicitly stated.

D1. IF TRANSITIONING TO TH (TRANSITIONAL HOUSING)

(Narrative + Required Uploads)

- ☐ **FY25 Transition Project Narrative – TH** *(Primary location for all TH design details)*
- ☐ FY25 Housing + Services + Accountability Questionnaire
- ☐ TH Service Model & Staffing Plan (if not fully addressed in narrative)
 - Recovery/MH/SUD alignment
 - Safety & accountability protocols
 - Engagement model
 - Staffing structure
- ☐ Exit Strategy to Permanent Housing *(may be narrative or standalone)*
- ☐ Site Control Documentation *(if applicable)*
- ☐ Updated TH Policies & Procedures *(if applicable)*
- ☐ Transition Timeline *(can be included in narrative)*

D2. IF TRANSITIONING TO SSO (CE, STREET OUTREACH, OR STANDALONE SERVICES)

(Narrative + Required Uploads)

- ☐ **FY25 Transition Project Narrative – SSO (CE / SO / SS)** *(Primary location for SSO design)*
- ☐ FY25 Housing + Services + Accountability Questionnaire
- ☐ SSO Service Model & Staffing Plan (if not fully addressed in narrative)
 - CE workflow (if CE)
 - Outreach model (if SO)
 - MH/SUD partnerships
 - Safety protocols
 - Diversion/problem-solving
 - Employment & income strategies (if SS)

- ☐ Updated SSO Policies & Procedures *(if applicable)*
- ☐ System Coordination Description (may be in narrative)
- ☐ Transition Timeline *(can be included in narrative)*

E. TRANSITION-SPECIFIC REQUIREMENTS (ALL TRANSITION GRANTS)

(Can be addressed in narrative unless specified)

- ☐ Description of Changes from PH to New Component *(narrative)*
- ☐ How current participants will be supported during transition *(narrative)*
- ☐ How project maintains continuity of care *(narrative)*

F. REQUIRED ATTESTATIONS

- ☐ Housing + Services + Accountability Checklist (completed & signed)
- ☐ Confirmation of Active Partnership Agreement
- ☐ Acknowledgment of Local Deadlines & Submission Standards
 - All documents submitted as separate PDFs
 - Must follow naming conventions
 - Incomplete packets may be rejected

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

- ☐ Applicant Profile Updated
- ☐ SF-424
- ☐ **New Project Application (TH or SSO) – Transition Grant**
- ☐ Correct Component Type Selected
- ☐ Budget & Match
- ☐ All required HUD uploads
- ☐ Submission to TX-700 Lead Agency completed