

NOFA Committee Charter Template – NOFA Committee

What is the Name of this Committee?

NOFA Committee

What is the Purpose of this Committee?

To organize and prepare information for the annual Continuum of Care Program Application for Funding, including reviewing all data, developing narratives, and recommending the final product for approval by MCOC prior to final submission.

Who is/are the Chair/ Co-Chairs?

Vickey Rand (CHOM) and Scott Tibbitts (MaineHousing)

Who are the members of this Committee?

Vickey Rand (CHOM), Awa Conteh (City of Bangor), Amy Grommes Pulaski (Consultant), Chet Barnes (DHHS), Chris Bicknell (New Beginnings), Donna Kelley (Waldo CAP), Mike Mooney (New Beginnings), Scott Tibbitts (MaineHousing), Ginny Dill (Shalom House), Norm Maze (Shalom House), Bill Higgins (HVJ), Josh D'Alessio (PCHC), Mike Merrill (VOA)

What is the Scope of Work that this Committee is to accomplish?

Submission of the Continuum of Care Program Application and related tasks.

What Research and/or Resources will be needed to inform and accomplish this work?

The NOFA Committee relies on information collected and provided by the other MCOC Committees and on guidance issued by HUD.

What time frames are of importance for this group to be effective?

The NOFA Committee meets every other month between NOFA application cycles. During the NOFA Application process the committee will meet twice a month, or as needed to complete and submit the Application on time.

How often will this Committee communicate with the MCOC and/or the COC Board of Directors?

The NOFA Committee will report all relevant information at regular Continuum and Board meetings and will communicate with Continuum and Board leadership between regular meetings as needed.

What information is to be shared/reported by the Committee?

The Continuum of Care Program Application, in whole or in part as it is developed, and other data, reports, and information related to the application or the application process will be shared with both the full Continuum and the Board.