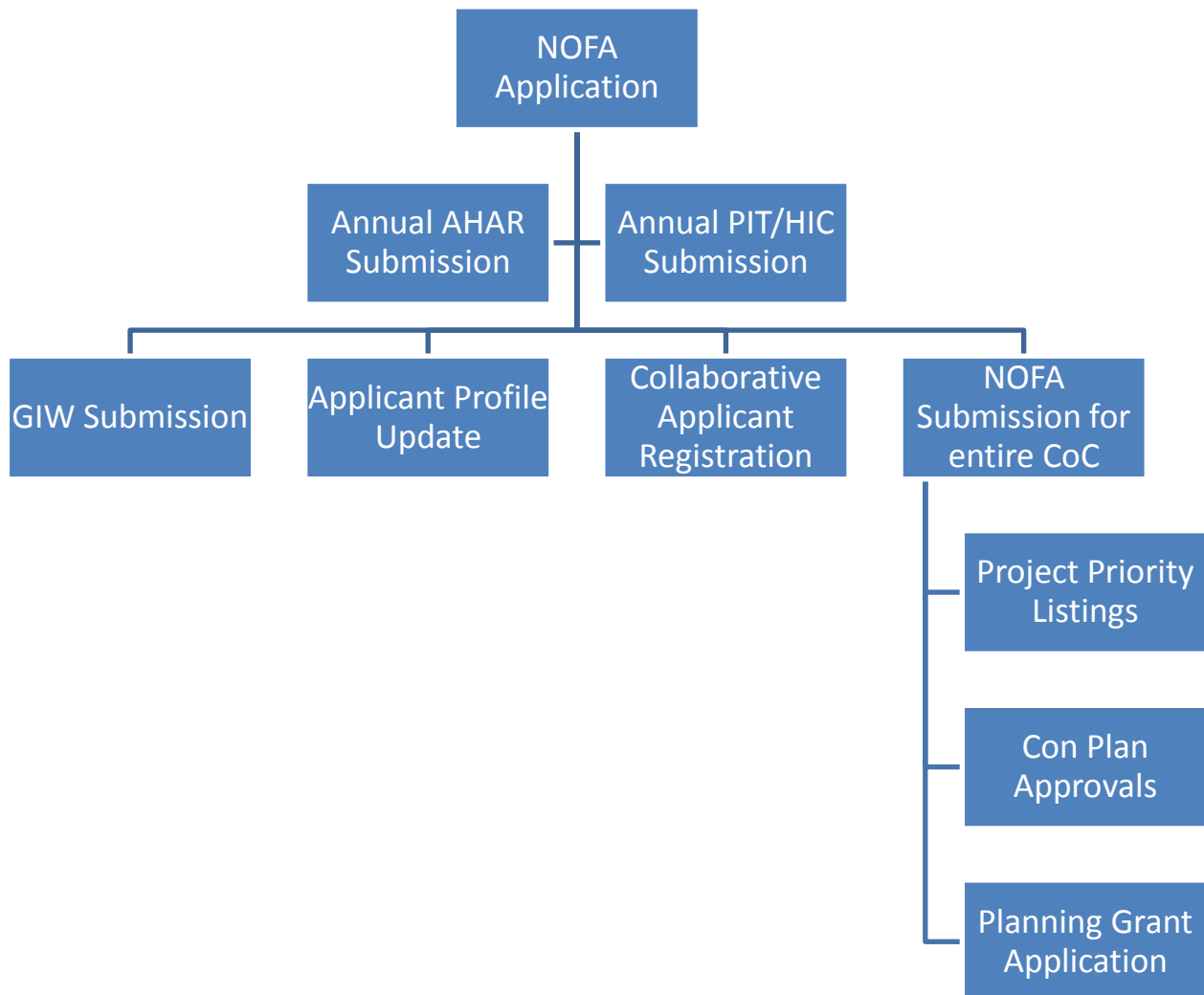


## ME-500 NOFA Application Work Plan for the Collaborative Applicant (MaineHousing)

May, 2015

The NOFA Application Work Packages include the following:



The Annual NOFA Application submission process includes:

1. Submission of the Grant Inventory Worksheet to HUD for approval
2. Updating the Applicant Profile
3. Collaborative Applicant Registration



4. Completion of the NOFA Application in E-snaps including:
  - a. Submission of the Project Priority Listing
  - b. Approved Certification(s) of Approval from all Con Plan jurisdictions within the MCoC
  - c. Review of all new and renewal applications in e-snaps for completeness and accuracy
  - d. Planning Grant Application

In addition, the other responsibilities of the MCoC, facilitated by the Collaborative Applicant/HMIS Lead include:

1. Annual AHAR Submission to HUD in the fall in the HDX
2. Annual PIT/HIC/Unmet need submission to HUD by the end of April in the HDX
3. Annual Planning Grant close out to HUD via their instructions
4. Other:
  - a. Annual review of HMIS Joint Governance Charter
  - b. Annual review of MCoC by-laws
  - c. Annual monitoring of projects by the Project Committee

**Note: this Process Guide and Work Plan does not include detailed information for the other responsibilities described above. The HMIS team maintains a current process guide for the AHAR, PIT/HIC/Unmet needs submissions and also for the APR submission.**

### **Continuum of Care Application Process: Preliminary Information**

HUD issues **General Section** of the NOFA

- Broad rules and policies for all HUD programs to be issued during the fiscal year
- May also specify exceptions, particularly in regard to CoC program

### **Application Process:**

At a minimum, an application for grant funds must contain a:

- List of projects for which it is applying for funds;
- A description of the projects;
- A list of the projects that will be carried out by the subrecipients and the names of the subrecipients;
- A description of the subpopulations of homeless or at risk of homelessness to be served by projects;
- The number of units to be provided and/or the number of persons to be served by each project;
- A budget request by each project; and
- Reasonable assurances that the applicant, or the subrecipient, will own or have control of the site for the proposed project not later than the expiration of the 12-month period beginning upon notification of an award for grant assistance.