**FY2016 HUD CoC NOFA Timeline**

**Due September 14, 2016 (Version: 7/8/2016)**

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|  | **Task** | **Responsibility** | **Date** | **Done** |
| 1 | The Collaborative Applicant (CA) reviews NOFA announcement in its entirety and summarizes it | CA |  |  |
| 2 | CA develops project timeline for due dates and gets input from the CoC Committees. | CA | July 8 |  |
| 3 | CA sends announcement to new and renewal projects indicating they have 30 days to submit their applications in e-snaps. | CA | 7-15 latest |  |
| 4 | CA sends out Con Plan Certifications to all 6 jurisdictions for approvals | CA | 8-15 |  |
| 5 | **If applicable** CA submits Amendments to the FY 2016 CoC Program Registration | CA | None required yet |  |
| 6 | NOFA Committee meetings   * Review NOFA and work plan and make adjustments * Determine if CoC will reallocate and how much if reallocation will reduce homelessness (write policies if reallocate) * Need to develop/revise project review, ranking and selection procedures and PUBLICLY POST * Establish policy priorities based on the NOFA and local needs including CPD Notice 14-012 (prioritizing people who are CH in PSH) * Review Board requirements, make recommendations to CoC on the Board & incorporate into governance * Review & update current governance document (by-laws) | MCOC Steering Committee  PCOC  NOFA Com | July 8  July 15 |  |
| 7 | NOFA Committee meetings   * Begin work on Section 1: Coordination & Engagement and Project ranking process * Finalize Coordinated Entry and Written Standards * Sections on System Performance | Committees | M: July 18  P:July 20 |  |
| 8 | HUD releases report that establishes Tier 1 and Tier 2 amounts and PH bonus amount available | HUD | (Final GIW due 7-22 ) |  |
| 9 | CoC meeting   * Information about NOFA application including due dates & required tasks * CoC will need to make decisions on:   + CoC Joint Board   + CoC Governance   + HMIS Joint Governance   + Process for CoC review, score and ranking procedures   + Process for reallocation | Full PCoC  Full MCOC | July 20  July 21 |  |
| 10 | HUD form 2991, Certification of Consistency with the Consolidated Plan forms are due back to CA | Con Plan jurisdictions | (set deadline in letter – again, new projects?) |  |
| 11 | NOFA Committee meetings   * Adopt Written Standards for order of priority * Review, Ranking and Scoring Policy and Tools * Continue work on all Sections | Committees |  |  |
| 12 | PROJECT APPLICATION REVIEW, SCORING and RANKING: |  | Due Aug 15 at the latest |  |
| 14 | CoC review of Project Applications (ensure projects pass both eligibility and threshold review, APR review, including MATCH and that all required attachments are submitted with signed dates from ? ). | Project Committee |  |  |
| 15 | Scoring Committee scores & ranks projects, completes ranking sheet and submits to CA for Priority Listing in e-snaps (after CoC approves listing) | Scoring Committee | Week of 8-22? |  |
|  | NOFA Committee Meetings   * Review and update CoC By-laws * Finalize Section 1 Questions * Begin work on Section 3 and 4 Questions |  |  |  |
|  | CoC Meeting   * Vote on Board of Directors By-Laws * Vote on CoC By-Laws * Vote on Order of Priority (HUD Notice CPD 14-012) * Vote on Coordinated Entry Standards * Vote on Joint HMIS Governance and HMIS Policies and Procedures |  |  |  |
|  | NOFA Committee Meetings   * Complete remaining Sections |  |  |  |
| 16 | CoC Meetings:   * Vote on the Scoring Committee recommendations and documents via minutes * Complete unfinished items | Full CoC Meetings | P: Aug 17  M: Aug 18 |  |
| 17 | CoC Notification to all Project Applicants  Publicly post the Ranking and Scoring Document | Chairs send in writing (e-mail) | Aug 30 at the latest |  |
| 18 | Applicants whose project is rejected can appeal the decision by submitting a SOLO application in e-snaps directly | Project applicants |  |  |
|  | NOFA Committee   * Continue work on remaining Sections (HMIS Team will do HMIS section) | Committees |  |  |
| 19 | CA completes the Project Priority Listings in e-snaps | CA |  |  |
| 20 | COC Meetings (move up a week or more?) vote to approve or designates the NOFA Committee to vote to approve the submission by the CA. | Full CoC |  |  |
| 24 | CA finalizes all application attachments and reviews application one final time. | CA |  |  |
| 25 | CA Posts all parts of the CoC Consolidated Application on the [www.mainehomelessplanning.org](http://www.mainehomelessplanning.org) website | CA |  |  |
| 26 | CA submits application in e-snaps **at least 1** **day early** | CA | Sept 13, 2016 |  |