

2018 Proposed Timeline	Proposed 2018 Process	Suggested Changes for 2018	Who is responsible as lead? Who supports this task?	Measurable Outcomes
Dec-17	Conduct a Community Survey to Evaluate the Local/Consolidated Application Process	Conduct a Community Survey to Evaluate the Local/Consolidated Application Process	CoC Steering Committee Decide	A survey is developed, distributed, tracked, analyzed, and results reported on that provides feedback on the local and consolidated application process to improve the 2018 process.
Jan-18	Ongoing System Performance Monitoring and Compliance	Identify a committee who reviews, monitors, tracks, and develops compliance protocols to ensure system wide performance is met	CoC Steering Committee Decide	System Performance is reviewed, monitored and tracked on an ongoing basis and the system is held accountable based on compliance standards
Jan-18	A committee is identified to develop, create, inform, and distribute a CoC Newsletter.	CoC Newsletter to Communicate News, Trainings, and HMIS Changes/Enhancements Updates related to the CoC	CoC Steering Committee Decide	A newsletter is developed, a process is defined to gather info to inform the newsletter by various working groups, CA, Board etc. and is distributed on a regular frequency
Jan-18	Update policies & procedures for monitoring process and develop a monitoring timeline	Update policies & procedures for monitoring process and develop a monitoring timeline	MWG	
Jan-18	Onboard an independent Monitoring Evaluation Team	Onboard an independent Monitoring Evaluation Team provide: Score Card, Monitoring Tools, Policies & Procedures, Monitoring Reports	MWG	
Week of 2/12/18		Series of CoC Bootcamp Trainings CoC 101 - Providers, CoC Working Group Members, CoC Board Members	CoC Steering Committee Decide	Establish a training curriculum, schedule, conduct trainings and provide a feedback survey on a routine basis to intended audiences.
Jan-18	1 month prior to the site monitoring Post Scorecard	1 month prior to the site monitoring Post Scorecard	EWG	
18-Feb	Monitoring of CoC Projects Range 1/1/17-12/30/17	Monitoring of CoC Projects Range Site Review & Desk Audit for period 1/1/17-12/30/17	MWG	
18-Feb	Update and Review local application scorecard and scoring guide	Align with ESNAPS Application	EWG	Can begin in December 2017
18-Feb	Update and Review Monitoring Guide	Update and Review Monitoring Guide	MWG	
18-Feb	Update and Review the Rating & Review Process: Scoring Tools and Weight of Application Questions	Update and Review the Rating & Review Process: Scoring Tools and Weight of Application Questions	EWG	
18-Feb	Update and Review the Threshold Review Process	Update and Review the Threshold Review Process	EWG	
18-Feb	Develop a Letter of Intent/ Pre-Application Process	Develop a Letter of Intent/ Pre-Application Process	EWG	
18-Feb	Update and Review RFP Applicant Guide	Develop a Letter of Intent/ Pre-Application Process	EWG	

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18-Feb	Review HUD System Performance Report	Review HUD System Performance Report	MWG	
18-Feb	Update and Review local application prior to release	Separate Agency questions from Project questions; Align question character limits with esnaps; provide a process to submit without changes	EWG	
18-Mar	Publish Monitoring Results	Publish Monitoring Results	MWG	
	Feedback Monitoring Follow-up Session w/ CoC Providers	Feedback Monitoring Follow-up Session w/ CoC Providers	MWG	
18-Mar	Joint Planning Session	Joint Planning Session	MWG & EWG	
	CoC Local Application Press release		Collaborative Applicant	
	Submit the FY 2016 Housing Inventory Count (HIC) and Point-in-Time (PIT) count data directly to the HUD Homelessness Data Exchange (HDX).		Collaborative Applicant	
	Submit the GIW		Collaborative Applicant	
	Posting of full monitoring guide, instructions and the condensed version to be used for project monitoring		MWG	
	Posting of case review checklist		MWG	
	Posted full monitoring guide and condensed version to local applicants		MWG	
	Mandatory Technical Assistance Workshops	Application Specific-Consider requesting some type of letter of intent to apply so that an estimate of applications can be tallied and communication can be made with applicants intending to apply.	TBD	
	CoC Local Application available on its website to community for inspection.		EWG	
	Posting of rating and review process (must include objective criteria)		EWG	
	Performance measures must be entered into HDX		Collaborative Applicant	

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	NOFA is released		HUD	
	Notify single point of contact (SPOC) for NV of intention to apply; Receive acknowledgement from SPOC; save email as part of formal documentation		Collaborative Applicant	
	Meeting to discuss NOFA and items needed for clarification		Collaborative Applicant	
	Create public timeline; Identify tasks that will be completed by CoC, EWG, Monitoring, HMIS, other workgroups, and CCSS RAD Unit		Collaborative Applicant	
	Confirm dates/times with scorers, esnaps reviewers, NOFA narrative reviewers, and other volunteers assisting with consolidated application (Make sure they are not planning any vacations around these dates and that their work loads will be reasonable to allow for adequate time for reviews.)		EWG	
	Community notified of Local Application Submission Deadline. All local project applications are required to be submitted to the CoC in ZoomGrants no later than 30 days before the application deadline of September 28, 2017.		EWG	
	CoC TA Meeting to review NOFA and discuss changes, additions, etc.		EWG	
	Develop tools for threshold and administrative reviews of applications		EWG	
	Community partners assigned narratives to inform and submit to Collaborative Applicant		EWG	
	Community partners to submit narratives to inform the Consolidated Application		EWG	
	Local Application Competition Closes at 12:00 am (auto selected time by ZoomGrants)		HUD	
	Threshold review of applications		EWG	
	Administrative review of applications		EWG	
	Scorers complete review of applications		EWG	

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	Local Application Presentations		EWG	
	Absolute last day a project application can be submitted to the CoC to meet the NoFA "no later than 30 days before the application deadline of September 28, 2017" requirement.		HUD	
	Score, review and rank process by Score/Rank Team		EWG	
	Posting of rating, review, selection of recommended projects for approval by the SNHCoC Board		EWG	
	Posting of appeals process and timeline		EWG	
	Posting of the reallocation process		EWG	
	Notification to project applicants - Any project applicant that submits a project that was rejected by the CoC in the local competition must have been notified in writing by the CoC, outside of e-snaps, with an explanation for the decision to reject the project(s).		EWG	
	Deadline for appeals to be submitted via Help Hope Home for review by the appeals team		EWG	
	Appeals reviewed; Appeals hearing if needed		EWG	
	Reconvening of Score/Rank Team to finalize priority listing (if necessary due to appeals)		EWG	
	Recommendations to SNH CoC Board - RAD to build presentation; EWG member to present		EWG	
	The CoC notified all project applicants no later than 15 days before the FY 2017 app deadline whether their project applications would be included as part of the CoC Consolidated Application submission - (notification occurs outside of Esnaps).		HUD	

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	The Board did not accept the recommendations of the Scoring & Ranking working group due to missing information that was not provided by HomeBase. Due to this factor, reallocation of 3 lowest performing programs has been recommended. Tier 1 applicants may submit a new project, up to the amount of reallocation by September 12th, 2017. Scoring & Ranking members along with chairs of each working group will make the final decision on September 13, 2017, using the same criteria as was put forth on the first round of applications.		CoC Board	
	ESNAPS Training with project applicants; Application entry day		Collaborative Applicant	
	Additional scoring and ranking session with decisions being made on reallocation amounts.		EWG	
	All project applications that were selected to move forward must be entered into ESNAPS. Applicants to send PDF version to HelpHopeHome inbox for review.		HUD	
	Create reviewer guide/checklist for EWG volunteers who will be reviewing the esnaps applications. This will show them the responses they are looking for. Create Program Information Worksheet to be used by reviewers.		EWG	
	Team reviews projects in Esnaps; begin 9/15 for application submitted early; due 9/21		EWG	
	Complete draft of 2017 CoC Consolidated Application - due 9/21		Collaborative Applicant	
	Review team complete review of final draft of CoC Consolidated Application		EWG	
	Send feedback / request edits for applications to be completed by 9/25/17 at 9 am		EWG	
	Applications re-submitted are re-reviewed to ensure requested changes were made and no other changes were made during the edit period.		EWG	
	Posting of 2017 CoC Consolidated Application		Collaborative Applicant	

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	Posting of 2017 CoC Priority Listing		Collaborative Applicant	
	Deadline for CoC Priority Listing with all project applications accepted and ranked, or rejected, available on website to community for inspection.		HUD	
	Deadline for submitting applications to HUD for the FY 2016 Continuum of Care (CoC).		HUD	
	Submit SF 424 to SPOC		Collaborative Applicant	
	Deadline to receive HUD debriefing including score and breakdown of score main sections.		HUD	
	HUD to release additional information and guidance		HUD	
Summer 2018	2019 Census Planning	Identify communitywide stakeholders to plan for the 2019 PIT Count	CoC Steering Committee Decide	Develop a strategic management plan that incorporates all of the components of the Census, assigns tasks, and meets regularly to plan for the upcoming Census year.