

Balance of State Continuum of Care Policies

Alaska Coalition on Housing & Homelessness

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These policies were prepared by Rider Consulting based on federal requirements and the two prior years' Balance of State CoC processes with the Chair of Alaska Coalition on Housing and Homelessness and AHFC Planner. Grantees and Coalition Board members reviewed and commented between 4/8/15 and 4/24/15. Small edits were made accordingly.

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Introduction

Balance of State CoC Program in Alaska

The Balance of State CoC geographic area covers all of Alaska, outside of the city of Anchorage, and is the largest in size in the country. This vast geography poses a number of planning and communication difficulties when trying to fulfill the HUD goal of identifying needs and building a system of housing and services to address those needs.

To see a list of current and past grantees, click [here](#).

The Alaska Coalition on Housing and Homelessness (AKCH2) is the state's housing and homeless advocacy body.

The Coalition carries out the day to day management of the Balance of State Continuum of Care.



Overview

The U.S. Department of Housing and Urban Development (HUD) funds homeless services nationally, requiring a Continuum of Care process. Each fall, HUD releases a Notice of Funding Availability for renewal, new, and sometimes for bonus housing projects. The Continuum of Care requires a gaps assessment process, a community plan, and applications to HUD for funding.

Alaska is divided into two Continuums of Care: Anchorage and Balance of State. These policies govern the Balance of State Continuum of Care (BoS CoC).

Background

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act. Among other changes, the HEARTH Act consolidated the three separate McKinney-Vento homeless assistance programs (Supportive Housing Program, Shelter Plus Care program, and Section 8 Moderate Rehabilitation SRO program) into a single grant program known as the Continuum of Care (CoC) Program.

HUD published the Continuum of Care Program interim rule in the Federal Register on July 31, 2012. The rule is posted on HUD's website and governs the CoC Program.

The CoC Program is designed to assist individuals (including unaccompanied youth) and families experiencing homelessness, and to provide the services needed to help such individuals move into transitional and permanent housing, with the goal of long-term stability. The program promotes community-wide planning and strategic use of resources to address homelessness; improved coordination and integration with mainstream resources and other programs targeted to people experiencing homelessness; improve data collection and performance measurement; and allows each community to tailor its program to the particular strengths and challenges within that community.

Each year, HUD awards CoC Program funding competitively to nonprofit organizations, States, units of local government, and/or instrumentalities of State or local government collectively known as recipients. In turn, recipients may contract or subgrant with other organizations or government entities, known as subrecipients, to carry out the grant's day-to-day program operations.

In recent years, the HUD CoC program has shifted focus to emphasize permanent supportive housing and rapid re-housing for chronically homeless people. Transitional housing is still funded, but requires extra justification. HUD continues to offer occasional funding for bonus projects.

Since 2001, HUD requires the use of a Homeless Management Information System (HMIS) to better serve individuals and monitor the performance of CoC recipients.

Key Continuum of Care Terms

Terminology used by HUD and the Alaska BoS CoC throughout the application process is very specific. Refer to [HUD](#), or contact the [chair](#) of the Alaska Coalition on Housing and Homelessness, or the [AHFC Planner](#) if you have questions interpreting the terms used throughout the process.

APR is the Annual Performance Report that grantees submit to HUD.

<https://www.hudexchange.info/resources/documents/e-snaps-CoC-APR-Guidebook-for-CoC-Grant-Funded-Programs.pdf>

Continuum of Care: HUD's networks to allocate homeless grants. In Alaska, there are two CoCs: Anchorage and Alaska Balance-of-State.

Continuum of Care Application: the Continuum of Care Application describes all of the agencies and services available in a CoC's community, including those agencies that are not applying for HUD funding. For more information about the CoC Application, refer to the [HUD Exchange](#).

Continuum of Care Priority Listing: the Project Application Agencies submit to apply for individual project funding through a separate portion of the application. The Project Application is completed only based on ranking of an Alaska BoS CoC Preliminary Application.

Collaborative Applicant: For the purpose of submitting the annual CoC application, AHFC, as lead agency, is considered the collaborative applicant.

e-snaps is the electronic grant management system that applicants use to upload their project application to HUD for CoC funding. <https://www.hudexchange.info/resource/2915/esnaps-features-and-functions/>

Grantees are individual agencies awarded funds directly from HUD through the Alaska BoS CoC process and use these resources to provide homeless services and assist individuals and families to move into transitional and permanent housing.

Homeless Management Information System (HMIS): Congressionally mandated for all programs funded through HUD homeless assistance grants to improve data collection and provide performance measurement.

HMIS Vendor: the software technology that functions as HMIS (Bowman Systems)

Project Application: the term HUD uses for an individual project application after it has been ranked by the Alaska BoS CoC Ranking Subcommittee.

Sub-recipient refers to an organization that receives a CoC grant directly from AHFC. AHFC is the recipient of the grant and passes it through to a sub-recipient.

Roles and Goals in the Alaska Balance of State CoC Program

In the Alaska Balance of State CoC program, three organizations work to ensure that HUD CoC funding is available for Alaska communities; Alaska Housing Finance Corporation, Alaska Coalition on Housing and Homelessness, and the Homeless Management Information System lead agency.

Alaska Housing Finance Corporation

Alaska Housing Finance Corporation is the state's housing finance and public housing organization. AHFC provides match to CoC funds, as well as additional funding through the Homeless Assistance Program, Special Needs Housing Grant program, tax credits, HUD vouchers, and other critical housing finance programs.

AHFC is the collaborative applicant for the Alaska Balance of State Continuum of Care and submits the final application to HUD through *e-snaps*. In conjunction with the Alaska BoS CoC, AHFC Planning staff prepares the Continuum of Care Application. The Continuum of Care application describes Continuum planning, the current inventory of housing resources and related needs, the Continuum's strategy to address those needs and the project priorities for that year.

AHFC provides matching funds for the HMIS lead agency chosen by the Anchorage and Balance of State CoCs.

Homeless Management Information System Lead Agency

The HMIS Lead is a single point-of-contact who is responsible for day-to-day operation of the HMIS data collection system. The statewide AK-HMIS Committee, a body of representatives from both of the state of Alaska's two Continua of Care (CoCs), designates the HMIS Lead Agency.

The Alaska Coalition on Housing and Homelessness

The [Alaska Coalition on Housing and Homelessness](#) (AKCH2) is the state's homeless advocacy body. In 2012, the Alaska Coalition on Housing and Homelessness added language to its bylaws to carry out the day to day management of the Balance of State CoC and to meet the following HUD guidelines for CoCs:

- promote a community-wide commitment to the goal of ending homelessness;
- providing funding for efforts to rapidly re-house individuals and families;
- promote access to and effective use of mainstream resources; and
- optimize self-sufficiency among individuals and families experiencing homelessness.

The Coalition manages the BoS CoC process by:

- convening the BoS CoC Committee;
- monitoring the HUD Notification of Funding Availability;
- preparing the application and ensuring applicants have the information they need;
- managing the ranking process;
- monitoring and evaluating the performance of recipients and sub-recipients; and
- designating the HMIS lead and monitoring its activity.

Alaska Balance of State Continuum of Care Committee

One of the key functions of the Alaska Coalition on Housing and Homelessness is to establish and maintain a knowledgeable and representative CoC Committee to advance goals related to the Balance of State.

Local non-profits, businesses, and governments are not required to receive Continuum of Care funding to participate in the Alaska Balance of State Continuum of Care. Everyone who has knowledge of, and interest in, assisting homeless people may be part of the AK BoS CoC.

The Alaska CoC Committee is a committee of the Alaska Coalition. The Committee keeps track of local communities' plans and is responsible for scoring the Balance of State Continuum applications. The AKCH2's [bylaws](#) set in place the Committee membership and responsibilities, restated below.

Alaska CoC Committee – Shall operate as the official “Continuum of Care” (CoC) for the Alaska Balance of State geography (a.k.a. Alaska-501) under HUD regulations outlined in 24 CFR 578.

In accordance with 24 CFR 578, the Alaska CoC Committee must:

1. *Hold at least two meetings of the full membership per year;*
2. *Issue a public invitation to join the Alaska CoC Committee at least once each year;*
3. *Establish and periodically review written policies and procedures for*
 - a. *Selection and operation of an HMIS;*

- In the event the Anchorage Homeless Coalition is unable to organize or operate as its own formal CoC, the procedures identified above for the Alaska CoC Committee may be applied among the members of the Alaska Coalition from the Municipality of Anchorage.*

Alaska BoS CoC Committee membership is detailed in the AKCH2 bylaws, and restated [here](#).

The Chair of the Alaska BoS CoC Committee will be selected from among the eligible Coalition Board members of the Committee.

1. Homeless or formerly homeless individuals
2. Victim service providers
3. Faith based organizations
4. Governments
5. Businesses
6. Advocates
7. Public & Indian housing agencies
8. Educators
9. Behavioral/health service providers
10. Affordable housing developers
11. Law enforcement
12. Organizations that serve veterans and other relevant homeless subpopulations

To operate the Continuum of Care

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Code of Conduct and Conflict of Interest

Alaska BoS CoC Committee members represent the Committee and take that as their primary purpose as Committee members. Board members connected to agencies receiving CoC funding must recuse themselves from any specific project evaluation or funding prioritization activities.

The Committee uses the Coalition's most recently adopted or revised version of the Conflict of Interest policy, restated [below](#).

3.7 Conflict of Interest. A Director shall notify the Board of Directors of any potential conflict of interest and shall recuse himself/ herself from any matter affecting an entity in which that Director may have a substantial financial interest. A Director may recuse himself/ herself for any self-identified or otherwise questioned conflict of interest. In lieu of self-recusal, a Director may request a determination from the Board if he or she believes a potential conflict of interest may exist. If a Director disagrees with a questioned conflict of interest, any Director may request a determination from the Board. A simple majority of the Board shall decide if a Director will be recused from a matter.

Records Retention

The Coalition maintains all records pertaining to Alaska BoS CoC, on the AKCH2 website, including:

1. Evidence that the Committee members meet HUD requirements
2. Published agendas
3. Meeting minutes
4. An approved governance charter
5. A written process for selecting committee members
6. Monitoring reports of recipients and sub-recipients
7. Evidence that they prepared the application for funds as regulated

When CoC funds are used for acquisition, new construction, or rehabilitation of a new project site, records are retained until 15 years after the date the site is first occupied. All other records are maintained for no less than seven years.

Subcommittees and workgroups

The Committee chair appoints ad hoc subcommittees as needed.

Ranking Subcommittee

Each year, a subcommittee is convened to rank applications. The Ranking Subcommittee is comprised of Alaska BoS CoC members and others appointed to review the proposals. The subcommittee uses the Alaska BoS CoC prioritization process described below. This subcommittee is quickly created each year and disbands following completion of the ranking process.

The ranking process can take up to twelve hours of proposal review and committee decision-making. The process usually occurs in the late fall.

Monitor and evaluate performance of Alaska BoS CoC recipients and sub-recipients

The Coalition will review program performance and consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and counsel poor performers.

Establish and operate a coordinated entry system

The Coalition is required to establish and operate a centralized or coordinated entry system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.

Establish and maintain standards for Alaska BoS CoC assistance

Prioritization for all transitional, rapid re-housing, and permanent supportive housing for the Alaska BoS CoC is based on the results of local needs assessments and their relation to the federal plan; Alaska's Plan to End Long Term Homelessness; and the local homeless services plans.

Due to the discontinuous geography and limited reasonable, safe, and cost-effective methods of transportation between communities within the Balance of State, prioritization of services resides within in each community's homeless coalition.

Homeless Management Information System (HMIS)

The Coalition designates the HMIS lead for the Continuum of Care. This may be set in contract or memorandum of agreement. The contract or memorandum of agreement addresses privacy, security, data quality, training for HMIS users, and HUD compliance.

The Coalition periodically reviews the performance of the HMIS vendor. Without prejudice, the Coalition regularly goes to bid for HMIS Leads.

The Coalition ensures consistent participation of recipients and sub-recipients in the HMIS and reporting from the HMIS to recipients and sub-recipients.

The Committee works with domestic violence programs to secure centralized data as appropriate to the needs of victims of domestic violence and related crimes.

Alaska BoS CoC plan

On behalf of the Alaska BoS CoC, the Alaska Coalition coordinates the implementation of a housing and service system to meet the needs of the homeless individuals and families. This system includes:

1. Outreach, engagement, and assessment;
2. Shelter, housing, and supportive services; and
3. Prevention strategies.

AKCH2 works with the Alaska Council on the Homelessness, and uses [Alaska's Plan to End Long Term Homelessness](#), which links to each of the state's homeless coalitions plans.

Planning for and conducting an annual point in time count

The Alaska Coalition on Housing and Homelessness works with the Alaska Housing Finance Corporation, the HMIS lead agency, and all local homeless coalitions in Alaska to encourage and perform a Point In Time count in late January of each year. Point In Time counts are often paired with Project Homeless Connect activities.

Conducting an annual gaps analysis of homeless needs and services

The Coalition provides information necessary to complete consolidated plans and consults with state and local government ESG program recipients on the plan for allocating ESG program funds and reporting performance.

Roles of Alaska BoS CoC grantees, sub-recipients, applicants, and members

Grantees, sub-recipients, and applicants

All agencies that have received BoS CoC funds or those interested in future competitions must fully participate with Alaska Housing Finance Corporation, the Alaska Coalition on Housing and Homelessness, and provide data through the HMIS system in order to be eligible.

All agencies that receive BoS CoC funds or are interested in receiving funding are responsible for ensuring that they are eligible and understand the CoC Notice of Funding Availability, completing the Alaska BoS CoC preliminary application including the leveraging chart, participating in negotiations following ranking, completing an *e-snaps* application after Alaska BoS CoC Committee authorization, participating in the preparation of the Continuum of Care Application, and applying for matching funds (if applicable).

AKCH2 will provide training on the program and ranking process: thresholds, HUD priorities, working with local, state and federal plans, and *e-snaps*.

In addition, renewing grantees and new applicants must:

- Have or obtain a DUNS number
- Be knowledgeable about the HUD CoC program, using HUD application submission training modules at HUD HRE Web site
- Complete the leverage chart, demonstrating proof of match
- Provide Alaska BoS CoC with documentation of site readiness for review (when applicable)
- If applying for transitional housing, provide Alaska BoS CoC with description of why transitional housing is a better fit in your community than permanent housing with transitional services
- Complete the Continuum of Care Project Priority Listing (agency project application) in a timely manner for Alaska BoS CoC review
- Enter information into *e-snaps* after authorization by the Alaska BoS CoC Committee. If *e-snaps* information is entered incorrectly, the application may be rejected and funds re-allocated.

Prospective applicants

Organizations that have not previously applied for and received funding through the Alaska BoS CoC are strongly encouraged to study the process for at least one year before applying.

Prospective applicants should shadow the application process. Participating in the ranking subcommittee is a good way to learn process, priorities, and decision-making from your peers.

Alaska BoS CoC members

Agencies that don't receive Alaska BoS CoC funds but that provide housing, homeless services, or are engaged in prevention activities are considered part of the Balance of State Continuum of Care and are included in planning, coordinating, and implementing a housing and service delivery system that meets the needs of the homeless population and subpopulations in the Balance of State.

Preparing the Application for HUD Continuum of Care Funds

The HUD Continuum of Care Program promotes community-wide commitment to the goal of ending homelessness; provides funding for efforts to quickly re-house homeless individuals and families to minimize trauma and dislocation; promotes access to and effective utilization of mainstream programs; and optimizes self-sufficiency among individuals and families experiencing homelessness.

Full details on the program, including program eligibility requirements, program laws, regulations, and notices, training materials and resources, and news and announcements can be found on the HUD Exchange at <https://www.hudexchange.info/coc/>.

Summary of Balance of State CoC Application Steps

For a chart of roles and responsibilities, see Appendix A: Alaska BoS CoC Timelines and Activities

1. Pre-NOFA Activities
 - a. Recruit CoC Committee Members
 - b. Collect and analyze PIT Count/PHC/AHAR/HIC data
 - c. Adjust/Determine Priorities for BoS
 - d. Follow HUD CoC resources for changes to program, HMIS, etc.
 - e. CoC Information to be made available to current grantees/potential applicants
 - f. Monitor and confirm statewide priorities
 - g. Secure AHFC & HUD Data on how current CoC grants were used
 - h. Confirm Grantees performance
 - i. Request letters of intent to apply for renewal grantees and sub-recipients.
2. BoS CoC Applicant Meeting and Training
 - a. Contact all renewal applicants, Coalition membership, other interested potential applicants
 - b. Recruit CoC Committee members and Ranking sub-committee members for review and scoring role for upcoming CoC competition
3. HUD releases NOFA – It is never clear when HUD will release the NOFA. CoC's typically have 90 days from release to fulfill NOFA requirements.
4. Tasks for the Week of NOFA Release
 - a. Confirm or adjust CoC process
 - b. Create new preliminary applications that include HUD changes to the CoC program
 - c. Set meeting schedule and timeline
 - d. Prepare GANTT chart with timelines and activities
 - e. Post Materials to the Alaska Coalition on Housing and Homelessness Website.
 - f. If there are changes, or additional funding available, notify membership and post to Coalition website. Release request for letters of intent to apply for new projects.
5. Within One Week of NOFA Release
 - a. Convene Ranking Subcommittee
6. Within 1.5 Week of Preliminary Application Due, Ranking Committee members pre-populate and score APR data and determine admin cost percentages.
7. Two Weeks Before HUD Deadline, AHFC completes Grant Inventory Worksheet
1 week after Prelim App due date, rank application narratives, finalize ranking and discuss strategies if needed (Tier 1 vs. 2). Negotiate with applicants if needed.
8. As soon as ranking is complete, enter information into *e-snaps*
9. One Week to HUD Deadline, complete Certificates of consistency and review application to ensure complete before submission
10. Final Submission
11. 1 week following Submission – debrief the process
12. Post-Application Process – CoC Committee continues to meet, providing feedback, reviewing HUD scoring/analysis of application, notification of award, making preparations for the next year

The Alaska BoS CoC Application

Portions of the application are prepared by AHFC and AKCH2 as well as individual applicants.

Letter of Intent to Apply

One month prior to the NOFA's release, AKCH2 requests letters of intent to apply for funds. New applicants, renewal grantees and sub-recipients should all submit a letter stating their intent and the funds that they expect to request. This information may lead to additional availability for other organizations. AKCH2 will remind potential and current applicants of the letter of intent before the request, and follow up with renewal grantees and sub-recipients that do not respond.

Immediately following the NOFA release, another letter of intent may be solicited for prospective new projects.

Preliminary Application

After HUD releases a Notice of Funding Availability (NOFA), the AKCH2 and BoS CoC Committee look for changes in HUD priorities or funding opportunities. Generally, HUD prioritizes services to chronically homeless, permanent supportive housing, and rapid re-housing. Sometimes HUD offers a bonus opportunity to develop a new project. Each year, HUD sets a limit for which the Alaska BoS CoC is eligible to apply. There are often more requests than funding available.

The Alaska BoS CoC Preliminary Application is adapted accordingly, and released on the AKCH2 website and via email to advocates, organizations that serve homeless people, current recipients, and potential recipients. The application focuses on the Continuum of Care Priority Listing, described below. The application includes the questions that are asked by HUD in the electronic submission program, *e-snaps*.

Preliminary Application Ranking

Ranking mirrors the HUD CoC criteria and the priorities of [Alaska's Plan to End Long Term Homelessness](#).

Project ranking makes a priority of serving the chronically homeless in all CoC Program-funded permanent supportive housing, not just those units that are dedicated to that population.

- **Multi-year renewal applications.** Ranking for renewals includes their performance as per their [Annual Performance Report \(APR\)](#), which is the data they report to HUD through *e-snaps*.
- **First-year renewal applications** may not have APR data to report. If the grant has been executed within less than 12 months, the new preliminary application ranking emphasizes the progress in opening the project in the first year of activity. First-year preliminary applications allow for more detailed explanations because there is no APR data. Supporting documentation is required.
- **New preliminary applications** are ranked on their potential to meet the standards established by the Committee, be successful in managing a housing project, and in securing and implementing HUD funding and match. New applications should allow for more detailed explanations because there is no APR data. They must respond to threshold questions. Supporting documentation is required.
- **Bonus projects** are ranked similarly to new preliminary applications, when bonus opportunities are offered by HUD.
- **Underperforming projects** Funds for projects that are determined to be underperforming, obsolete, or ineffective are reallocated to new projects that are based on proven or promising models. If a project is

not meeting reporting requirements, not being used, not meeting community need, or not expending funds in a timely manner, it will likely be considered under-performing.

Problems in the Preliminary Application

Applications are reviewed for completeness, accuracy, and length. The Alaska BoS CoC Committee views problems in preliminary applications as a signal that the applicant may not be prepared to complete the entire HUD process, and tries to assist applicants to be successful. The following process is used if an applicant submits an incomplete, inaccurate, or over-length proposal:

1. If there is potential for repair of the application, the applicant is contacted immediately.
2. The applicant will be counseled and encouraged to correct the application immediately.
3. If problems with a preliminary application are not repaired immediately, the application is declined for ranking.

Ranking Strategy

1. Following ranking, the subcommittee recommends a strategy for Tier 1 and Tier 2 allocation. Funding limits for Tier 1 and 2 are determined by HUD with projects ranked in Tier 1 considered to be top priority program applications most likely to be funded.
2. The strategy is based on the most likely success for HUD funding. It takes into consideration any new information provided by HUD since the release of the NOFA.
3. The Committee negotiates the strategy with the applicants. Voluntary re-allocations may arise from this discussion. The Ranking subcommittee reviews the strategy, which is subject to Committee approval.

Problems with e-snaps

Should *e-snaps* be incorrectly completed, or not submitted in a timely manner, the entire Alaska BoS CoC application is jeopardized. Therefore, the Alaska BoS CoC Ranking Committee may reallocate funding among other applicants when programs do not correctly complete their e-snaps submission.

Continuum of Care Application: the BoS CoC Community Application

In order to apply for funding under the CoC Competitive Program, agencies are part of one comprehensive community application. Each CoC consolidates community-wide information into a Continuum of Care Application for the annual application submission to HUD. In Alaska's Balance of State CoC application, the "CoC Community" means everywhere except Anchorage.

The Continuum of Care Application describes all of the agencies and services available in a CoC's community, including those agencies that are not applying for HUD funding.

The Continuum of Care Application includes:

- an outline of the CoC's goals and priorities,
- a housing and services inventory,
- data on how many and what types of people are homeless,
- information on which community partners are participating in the process, and
- how local programs are performing.

For more information about the Continuum of Care Application, refer to the [HUD Exchange](#).

Continuum of Care Priority Listing: the Project Application

Agencies apply for individual project funding through a separate portion of the application called the Continuum of Care Priority Listing. The Project Application is completed only based on ranking of an Alaska BoS CoC Preliminary Application.

Although the project application is separate, whether or not a project is funded is dependent on the CoC's Continuum of Care Application score.

Appendix A: Alaska BoS CoC Timelines and Activities

Sequence	Process	Responsibility
Ongoing	<ol style="list-style-type: none"> 1. Recruit potential BoS CoC applicants 2. Track fund sources outside of CoC 3. Monitor and confirm statewide coalitions/Committees priorities 4. Send email reminder to membership about upcoming deadlines: 2 weeks, 1 week, 2 days, 1 day. 	AKCH2 AK BoS CoC Committee, staff Staff
Quarterly	<ol style="list-style-type: none"> 1. Secure AHFC and HUD data on how grant funds were used 2. Confirm performance of current grantees 	AKCH2 AK BoS CoC Committee
Spring	<ol style="list-style-type: none"> 1. Collect & analyze Point In Time count and Project Homeless Connect data statewide 2. Adjust priorities for statewide continuum based on statewide coalitions' data and information shared by stakeholders. 3. Have yearly meeting to determine CoC priorities for the upcoming year. 	AKCH2, AKHMIS AK BoS CoC Cmte AKCH2, AK BoS CoC Committee, Ranking Sub-Committee, applicants, AHFC, AKHMIS
Summer	<ol style="list-style-type: none"> 1. Pre-application meeting and training: Mandatory for applicants. Training includes process, anticipated timeframes, and ranking process. Check to ensure all on the mailing list. 2. Contact all renewal applicants for LOI. If they are anticipating less than prior years, planning can begin for reallocation projects. 3. Email membership to remind them that NOFA may come out soon and to be prepared for quick timeframes coming up. Email should also recruit for Ranking Sub-Committee. 4. Invite last year's Ranking Sub-Committee members to participate. Contact Ranking Sub-Committee from prior year and any other potential members for this year. Explain that Ranking Sub-Committee cannot be current applicants. 	AKCH2, staff, AK BoS CoC Committee, renewal applicants, new applicants, potential applicants, AHFC AKCH2, staff AK BoS CoC Committee, staff
	NOFA released	HUD

ALASKA COALITION ON HOUSING AND HOMELESSNESS

Week of NOFA release	<ol style="list-style-type: none"> 1. Confirm or adjust current CoC process. 2. Create two new applications, one for renewals and one for new projects. 3. Set timelines. 4. Prepare an application GANTT chart with timelines & activities for easy monitoring 5. Post timeline and applications on website. 6. If extra funding is anticipated, email membership and post on website so programs can prepare for opportunity. 7. Notify membership of NOFA, timelines, and guidelines for submissions. Stress that deadlines are firm and instructions need to be followed. Applicants must read the NOFA. 8. When available, provide a copy of the <i>e-snaps</i> information to applicants. 9. Convene Ranking Sub-Committee 10. Teleconference to explain process, timeframes, and expectations. Determine two members to do APR data. Confirm that there are no conflicts of interest. 	AK BoS CoC Committee, staff AK BoS CoC Committee Staff AK BoS CoC Committee, staff AK BoS CoC Committee staff Staff AK BoS CoC Committee, Ranking sub-Committee, staff Ranking Sub-Committee
Before Preliminary Application due	<ol style="list-style-type: none"> 1. Two members pre-populate and score APR data and determine admin cost percentages. Confirm data with each other. 2. Complete Grant Inventory Worksheet 	AK BoS CoC Committee AK BoS CoC Committee
	BoS Preliminary Applications due	All applicants
Week after Preliminary Application	<ol style="list-style-type: none"> 1. Rank application narratives 2. Teleconference to finalize ranking and discuss strategies if needed (Tier 1 vs. 2). 3. Negotiate with applicants if needed. 	Ranking Sub-Committee Ranking Sub-Committee with staff Chair, Ranking Sub-Committee
As soon as ranking complete	<ol style="list-style-type: none"> 1. Remind applicants to put information into e-snaps 2. Enter information into <i>e-snaps</i>. 	AK BoS CoC Committee Applicants
1 week to HUD deadline	<ol style="list-style-type: none"> 1. Certificates of consistency completed. 2. Review application to ensure complete before submission to HUD. Account for time to contact HUD for technical assistance. 	AHFC
By HUD deadline	Prepare application for planning funds.	Staff
	Final HUD submission due	AHFC, applicants
1 week after deadline	Debrief the process. Discuss areas of confusion in current process and clarify what process could be for next year. Provide feedback to applicants regarding improving applications for next year.	Coalition, staff, AK BoS CoC Committee, renewal applicants, AHFC