

DUPAGE COUNTY CONTINUUM 2018

CoC FUNDING APPLICATION TIMETABLE

June 2018

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| TASK | **DATE** | **RESPONSIBLE PARTY** |
| HUD announces Tier One and Tier Two project funding from the 2017 competition. | January 11,2018 | Lisa Snipes Senior CD Specialist emails CoC members. |
| Notice of Fund Availability and Request for Project applications emailed to all Continuum members | January 5, 2018 | Peg White Lijewski, CoC Consultant prepares and sends to Lisa. |
| 2017CoC Preliminary Application Schedule and link to ZoomGrants distributed via email to CoC members | January 5, 2018 | Peg White Lijewski, prepares and sends to Lisa. |
| Preliminary Project Evaluations in ZoomGrants must be completed by all applicants | January 15, 2018 | CoC Applicants |
| Completed Preliminary Project Evaluations are viewed in ZoomGrants by Tonya Latson, Chair of Needs Assessment Committee | January 19, 2018 | Lisa Snipes, Senior CD Specialist  Tonya Latson Chair of Needs Assessment Committee |
| Verbal presentations of proposed new projects, project changes and changes in renewal projects.Verbal presentations from projects identified through the Preliminary Project Evaluations will be conducted at the Needs Assessment Committee meeting*All potential applicants must attend these meetings and all members of the Continuum are encouraged to attend!* | January 25, 2018 - NA meeting  February 8, 2018 – NA meeting | Applicants  Needs Assessment Committee  January 25th, 2018  1:30 p.m. – 3:30 p.m.  Metropolitan Family Services  Wheaton, IL 60187  February 8, 2018  1:30 p.m. – 3:30 p.m.  Metropolitan Family Services |
| 2017 CoC Ranking Criteria distributed via email to all CoC members. Business Plan/Cost Forms available in ZoomGrants | January 29, 2018 | Lisa Snipes Senior CD Specialist |
| One Night Sheltered Count Completed | January 24, 2017 | Homeless Service Providers |
| HUD sends CoC debriefing documents and conducts debriefing webcast on 2016 competition. | February 2, 2017 February 9, 2017 | Peg White Lijewski – prepares summary |
| Completion of preliminary sheltered One Night Count numbers by HMIS Dept. | March 1, 2017 | HMIS Administrator sends spreadsheet to Peg Lijewski |
| Completion of Housing Inventory Chart numbers by HMIS Dept. | March 1, 2017 | HMIS Administrator sends spreadsheet to Peg Lijewski |
| Review and analysis of sheltered and unsheltered one night count population numbers | March 1 – 31, 2018 | Peg White Lijewski |
| Review and analysis of Housing Inventory changes | March 1 – 31, 2018 | Peg White Lijewski |
| Business Plan and Cost Forms completed in ZoomGrants for all new and renewal projects and projects reviewed at Needs Assessment meeting | March 8, 2018 - Zoom grants completion date  NA meeting for project review by committee members. | Applicants  Needs Assessment Committee  March 8, 2017  1:30 p.m. – 3:30 p.m.  Metropolitan Family Services  Applicants |
| DuPage CoC Cost Forms match approved2017 Grants Inventory Worksheet | March 9, 2018 | Lisa Snipes Senior CD Specialist with information from ZoomGrants |
| Review of initial information on new projects and renewals for 2018 | March 14, 2018 | Lisa Snipes Senior CD Specialist  Leadership Committee  March 14, 2018  1:30 pm |
| Access to Business Plans and Cost Forms via ZoomGrants to Grants Funding Committee members. Attach Continuum Participation rating, Street Count participation, HMIS rating scores to Grants Funding agenda along with Ranking Criteria. | April 3, 2018 (one week before the Grants Funding meeting) | Lisa Snipes Senior CD Specialist |
| Entry of Housing Inventory and Populations data into HDX website | April 1 – April 30, 2017 entry into HDX  Stop | Peg White Lijewski, submitted by Mary Keating |
| HUD posts 2018 CoC Registration Notice for Collaborative Applicants | April 9, 2018 | HUD Exchange |
| Review of project Business Plans, Cost Forms, and preliminary ratings on all projects. | April 10, 2018 | Lisa Snipes Senior CD Specialist andGrants Funding Committee April 11, 2017  1:30 p.m. – 3:30 p.m. |
| Lisa Snipes collects ranking answers to criteria on Cultural Competency and Accreditation. | April 17, 2018 | Lisa Snipes Senior CD Specialist |
| Submission of scoring sheets to Grants Funding members with pre-populated formula answers. | April 19, 2018 | Lisa Snipes Senior CD Specialist |
| Grants Funding members complete scoring of projects within spreadsheet and email to Lisa Snipes. Also email any questions for applicants at same time. | April 26, 2018 | Grants Funding Committee members |
| GIW reports posted on HUD Exchange for review by CoC | April 30, 2018 | Peg reviews with CoC applicants and prepares change form |
| CoC Registration module becomes available in esnaps | May 1, 2018 | Peg completes and submits in esnaps. |
| Applicant Profiles to be updated in esnaps | May1-31, 2018 | Collaborative Applicant and all project applicants |
| Completion of average scores workbook for each project and forward to Grants Funding members. | May 3, 2018 | Lisa Snipes, Senior CD Specialist |
| Review of project scoring recommendations – consensus on final scoring of all projects. | May 8, 2018 | Grants Funding Committee meeting  May 8, 2018  Lisa Snipes prepares final workbook and revises final average scoring worksheet for Leadership. |
| GIW Change Form for all projects due to Field Office | May 8, 2018 | Peg White Lijewski |
| CoC Registration due to be submitted in esnaps | May 14, 2018 | Peg White Lijewski |
| Debriefing documents on 2017 competition sent to CoCs and a debriefing webinar | May 23,2018 | Peg White Lijewski prepares debriefing and RRT comparison |
| HUD reviews CoC registration in e-snaps for each CoC and sends to them for final review in esnaps. | May 24, 2018 due June 5, 2018 | Peg White Lijewski |
| HUD posts final approved 2018 GIW on HUD Exchange. Also post ARD report with bonus and Tier amounts. | June 28, 2018 | Peg White Lijewski checks website and downloads for CoC - emails to CoC Lead |
| NOFA Information memo sent to all Continuum members. Includes bonus amounts and attachment dates. | June 29, 2018 pending Ranking Criteria amendment but no later than July 9,2018 | Peg White Lijewski prepares and DuPage CoC sends to all members via email. |
| 2018 CoC NOFA Schedule with deadlines is prepared for all CoC members. | June 29, 2018 pending Ranking Criteria amendment but no later than July 9,2018 | Peg White Lijewski prepares and DuPage CoC sends via email. |
| Training modules for CoC application and project applications released on HUD website. | July 2-10, 2018 | Posted by HUD and reviewed by Peg White Lijewski |
| Project application template, project instructions sent to all applicants. | July 9, 2018 | Peg White Lijewski prepares and DuPage CoC sends via email. |
| Ranking Criteria including DV evaluation method approved by Leadership | July 9,2018 | Lisa Snipes to DuPage CoC Leadership |
| Notice of Fund Availability Addendum re: DV Bonus is sent to all CoC members and posted | July 9, 2018 | Peg White Lijewski prepares and DuPage CoC sends via email. |
| Application Workshop – instructions on completing the project applications and electronic submission requirements. | Tuesday, July 17, 2018 | Peg White Lijewski (conducts workshop)  Kane County Government Center, 719 Batavia Ave., Geneva, IL  Ground Floor auditorium. |
| DV Bonus and PSH Expansion project Business Plan and Cost Forms due in ZoomGrants | July 20, 2018 | Scored by Lisa Snipes and Grants Funding committee |
| Scoring completed on all new projects submitted | July 25, 2018 | Lisa Snipes and Grants Funding committee |
| Applicants submit project templates for initial review via email to Peg White Lijewski. | July 30, 2018 | Applicants & Peg White Lijewski |
| Peg submits updated project list and tiering amounts prior to committee meetings. | July 30, 2018 | Peg White Lijewski prepares for Lisa Snipes to include in meeting materials. |
| Peg White Lijewski will email all applicants any changes they need to make to their Project Application templates. | August 6, 2018 | Peg White Lijewski to all applicants |
| Project submissions reviewed for reallocation, performance, and cost effectiveness for Ranking recommendations. Also DV bonus review and recommendations. | August 7, 2018 | Grants Funding Committee meeting – Peg White Lijewski will attend this meeting. |
| Tiering and Project Priority Ranking completed according to NOFA Guidelines including all new and renewal projects. Final reallocation decisions. | August 8, 2018 | Leadership Committee meeting  Peg White Lijewski – Projects List and Tiering guidelines. Will attend this meeting. |
| Applicants submit project in esnaps to the CoC application and notify Peg White Lijewski | August 10, 2018 | Applicants |
| Project applications reviewed within esnaps and sent back for amendment as needed. Reviews resubmissions till they are correct. | August 10-17, 2018 | Peg White Lijewski |
| All Project Applicants are notified in writing of project Ranking number and status of inclusion in the CoC application. | August 13, 2018 | Peg White Lijewski prepares for Mary Keating and Lisa Snipes emails to all applicants. |
| Any projects requiring further amendment in esnaps are sent back for revision with notification. Resubmission checked. | August 17, 2018 | Peg White Lijewski to the Applicant |
| CoC Consolidated Application and Project Priority Listing submitted to Mary Keating for review. | September 10, 2018 | Peg White Lijewski |
| CoC application returned to Peg with any final revisions. | September 14, 2018 | Mary Keating |
| CoC application and Project Priority listed posted on website with notification to CoC members along with Ranking minutes | No later than Sept. 16, 2018 with screenshot | To Lisa Snipes for posting and screenshot of application documents and for CoC notification. |
| Finalize electronic application with all documents and attachments for the DuPage CoC Consolidated Application and Project Priority List and notify Mary Keating for submission. | No later than Sept. 17, 2018 | Peg White Lijewski completes and notifies Mary Keating. |
| HUD Deadline | DUE September 18, 2018 |  |