

NE MN CONTINUUM OF CARE

KEY TASKS TIMELINE

PROJECTED TIMELINE OF KEY PROJECTS/EVENTS AND ACTION STEPS OF THE COC

JANUARY

Project/Event	Action Steps
MN Housing Priority Household Designation	<ul style="list-style-type: none"> • Coordinators compile PIT, HIC, and Coordinated Entry data and send to local housing advisories • Local housing advisories review data, discuss local needs for housing in their county, and identify a recommendation for priority household type (meetings held in January/February)
Point-in-Time Count (PIT)	<ul style="list-style-type: none"> • PIT Count – 3rd Wednesday in January • PIT Leads and volunteers complete surveys and enter data in PIT Live Sheet
Housing Inventory Count (HIC)	<ul style="list-style-type: none"> • The CoC assists Coordinators with identifying relevant programs providing housing to people experiencing homelessness in the CoC
Election of CoC Officers	<ul style="list-style-type: none"> • The CoC Board elects officers (Chair, Vice Chair, Secretary)
HMIS Lead Agency MOU	<ul style="list-style-type: none"> • The CoC Board votes to approve the HMIS Lead Agency MOU

FEBRUARY

Project/Event	Action Steps
Point-in-Time Count (PIT)	<ul style="list-style-type: none"> • PIT Leads/CoC Coordinator finish entering PIT data into PIT Live Tool • PIT data review (CoC Coordinator, ICA, PIT Leads)
Housing Inventory Count (HIC)	<ul style="list-style-type: none"> • Programs that provide housing to people experiencing homelessness in the CoC assist the Coordinators with updating the HIC
System Performance Measures (SPMs)	<ul style="list-style-type: none"> • Coordinator reviews SPM data (provided by ICA) • Coordinator submits SPM data in HDX (late February)

MARCH

Project/Event	Action Steps
MN Housing Priority Household Designation	<ul style="list-style-type: none"> • CoC Board reviews recommendations for County household priority types of votes to approve • CoC Coordinator submits priority designation form to MN Housing
Point-in-Time Count (PIT)	<ul style="list-style-type: none"> • PIT data review (CoC Coordinator, ICA, PIT Leads)
Housing Inventory Count (HIC)	<ul style="list-style-type: none"> • Coordinators continue to work on updating the HIC to reflect the housing inventory
MN Housing Greater MN CoC Request for Proposals (RFP)	<ul style="list-style-type: none"> • The CoC assists the Coordinators to complete the application • The Board votes to approve the application for funding • Coordinator and Collaborative Applicant work together to submit application to MN Housing (may be in April, depending on MN Housing RFP timeline)
System Performance Measures (SPMs)	<ul style="list-style-type: none"> • CoC reviews System Performance Measures

APRIL

Project/Event	Action Steps
Point-in-Time Count (PIT)	<ul style="list-style-type: none"> • Coordinator submits PIT data in HDX (end of April)
Housing Inventory Count (HIC)	<ul style="list-style-type: none"> • Coordinator submits HIC data in HDX (end of April)

MAY

Project/Event	Action Steps
MN Housing Tax Credit Proposal Review	<ul style="list-style-type: none"> • Presentations to CoC from applicants, if any (May or June) • Certificates of Consistency for project proposals approved by Board as needed (May or June)

NOFA Grant Inventory Worksheet (GIW)	<ul style="list-style-type: none"> • CoC Board votes to approve the GIW • CoC Coordinator submits approved GIW to HUD
Point-in-Time Count (PIT)	<ul style="list-style-type: none"> • Coordinator presents PIT data to CoC • PIT information updated on CoC website
Housing Inventory Count (HIC)	<ul style="list-style-type: none"> • Coordinator presents HIC data to CoC

JUNE

Project/Event	Action Steps
CoC NOFA (application to HUD for CoC program funding)	<ul style="list-style-type: none"> • Ranking & Review Committee meets to identify recommendations for scoring & ranking criteria and a NOFA timeline

JULY

Project/Event	Action Steps
CoC NOFA (application to HUD for CoC program funding)	<ul style="list-style-type: none"> • CoC Board approves Ranking & Scoring Criteria for CoC projects and NOFA timeline • CoC assists Coordinators with completing the Collaborative Application

AUGUST

Project/Event	Action Steps
CoC NOFA (application to HUD for CoC program funding)	<ul style="list-style-type: none"> • CoC projects submit application materials • Ranking & Review Committee meets to rank and score CoC projects and identify a recommendation for ranking • CoC assists Coordinators with completing the Collaborative Application

SEPTEMBER

Project/Event	Action Steps
CoC NOFA (application to HUD for CoC program funding)	<ul style="list-style-type: none">• CoC does final review of Collaborative Application and provides feedback to Coordinators• CoC Board votes to approve NOFA Project Ranking recommendations and Collaborative Application• CoC Coordinators and Collaborative Applicant work together to submit Collaborative Application and Coordinated Entry applications
Longitudinal System Analysis (LSA)	<ul style="list-style-type: none">• LSA submitted in early September

DECEMBER

Project/Event	Action Steps
Point-in-Time Count (PIT)	<ul style="list-style-type: none">• PIT Committee meets to plan for the regional PIT Count
CoC Annual Planning	<ul style="list-style-type: none">• Governance Committee meets to plan for the upcoming year, including: CoC annual calendar, Annual Meeting, CoC & Board member recruitment