

PROJECT: Big Federal Proposal
DUE DATE: October 28, 2012, at 7:59 pm

| TASK | Person Responsible | Week #/Dates to Focus on Task Completion | Application Instructions Page | 2011 Section Number | Status of Task | Notes |
|---|--|---|-------------------------------------|---------------------------|-------------------|--------------------------------|
| Determine any changes to section 2010 1C | Lucinda | 1 - September 5-9 | | 1C | DONE | |
| Determine any changes to section 2010 1E (page 105 of 2010 version) | Advisory Committee | 1 - September 5-9 | | 1E | DONE | |
| Determine any changes to section 1G | Megan | 1 - September 5-9 | | 1G | DONE | |
| Follow up re HMIS | Mark | 1 - September 5-9 | | 2A-G | DONE | |
| Review HMIS section with Lauren as needed | Mark | 1 - September 5-9 | | 2A-G | DONE | |
| Complete HMIS section | Lucas, Megan, Jill at Bell Data System | 1 - September 5-9 | | 2A-G | DONE | |
| Enter PIT count | Mark, Megan | 2 - September 12-16 | | 2H | DONE | |
| PIT count "compare PIT to previous question" -- discuss with group | Mark, Megan | 2 - September 12-16 | | 2H | DONE | |
| Determine any changes to 2010 section 2J | Lucas, Megan | 2 - September 12-16 | | 2I | DONE | |
| Determine any changes to 2010 section 2K | Lucas, Megan | 2 - September 12-16 | | 2J | DONE | |
| Determine any changes to 2010 section 2L | Lucas, Megan | 2 - September 12-16 | | 2K | DONE | |
| Determine any changes to 2010 section 2M | Advisory Committee | 2 - September 12-16 | | 2L | DONE | |
| Determine any changes to 2010 section 2N | Advisory Committee | 2 - September 12-16 | | 2M | DONE | |
| Determine any changes to 2010 section 2O | Luwanda, Helen | 3 - September 19-23 | | 2N | DONE | Ask Megan re Homeless Sup |
| Determine whether MOUs need to be attached | Mark | 3 - September 19-23 | | 3B | DONE | Henry says no need to attach |
| Conversation about consolidated plan changes / progression (part 2) | Mary, Melika | 3 - September 19-23 | | 3C | DONE | |
| Determine any changes to section 3D (any existing programs not renewed?) | Advisory Committee | 3 - September 19-23 | | 3D | DONE | |
| Housing performance -- compute from annual reports | Mark | 3 - September 19-23 | | 4C | DONE | |
| Add Moore to this section if it has already started up | Mark | 3 - September 19-23 | | 4C | DONE | |
| Compile 4D from annual reports | Mark | 3 - September 19-23 | | 4D | DONE | Pending questions for help de |
| Determine any changes to 2010 section 4E (probably none) | Advisory Committee | 4 - September 26-30 | | 4E | DONE | |
| Review Exhibit 1 with group | Mark, Advisory Committee | 4 - September 26-30 | | Exhibit 1 | DONE | |
| Send updated HIC (Housing Inventory Chart) to Mark | Megan | 4 - September 26-30 | | HIC | DONE | |
| Send notes from first meeting to the group | Inga | 4 - September 26-30 | | | DONE | |
| Create committee email and phone list and send to Mark | Inga | 4 - September 26-30 | | | DONE | |
| Send Mark all of most recent annual reports to HUD | Inga, Advisory Committee | 4 - September 26-30 | | | DONE | |
| Confirm CoC has an approved FY2011 registration | Mark | 4 - September 26-30 | 3 | | DONE | |
| Get DUNS # and confirm active CCR for applicant | Mark | 5 - October 3-7 | 4 | | DONE | |
| Mark compiles annual report info to complete housing profile | Mark | 5 - October 3-7 | | | DONE | |
| Get consolidated plan agreement signed by city | Mark | 5 - October 3-7 | 21 - Section F | | DONE | Attachment may still need to l |
| Mark follows up with CoC Subcommittee regarding updates to section 1D | Mark, Advisory Committee | 5 - October 3-7 | | | DONE | |
| Determine funding category (1 - Shelter Plus Care Renewal?) | Mark, Henry | 5 - October 3-7 | 20 | | DONE | |
| Gather PIT results and send to Mark | Megan | 5 - October 3-7 | | | DONE | |
| Fix info in Applicant Information | Henry | 5 - October 3-7 | | | DONE | |
| Determine if Permanent Housing Bonus will be requested | Advisory Committee | 5 - October 3-7 | 20 | | DONE | St. Stephen's Homes bonus r |
| Determine ARA | Mark to explore this | 5 - October 3-7 | 10 | | DONE | HHN amount is \$1,866,753. I |
| Determine any changes to 2010 section 1B | John | 6 - October 10-14 | | 1B | DONE | |
| Determine any changes/updates to 2010 section 1D | Wanda | 6 - October 10-14 | | 1D | DONE | Add to narrative about paring |
| Set goals once PIT, annual progress reports and HIC are complete | Henry, Helen, Mary, Amy, Megan, others | 6 - October 10-14 | | 3A | DONE | |
| Conduct discharge planning /collect MOUs if necessary | Henry | 6 - October 10-14 | | 3B | DONE | |
| Conversation about consolidated plan changes / progression (part 1) | Mary, Melika | 6 - October 10-14 | | 3C | DONE | |
| Complete 4B based on PIT (Point-In-Time) count and HIC | Mark | 6 - October 10-14 | | 4B | DONE | |
| Determine any changes to 2010 section 4G | Advisory Committee | 6 - October 10-14 | | 4G | DONE | |
| Identify matching funds | Exhibit 2 Organizations | 6 - October 10-14 | 4 | | DONE | To be completed on Exhibit 2: |
| Demonstrate coordination with LEAs/confirm other ed. assurances | Mark to explore this | 6 - October 10-14 | 9 | | DONE | I think that someone mention |
| If new beds are in place or dates change, say where \$ came from for new beds | Advisory Committee | 6 - October 10-14 | | 4B | DONE | |
| Determine any changes to 2010 section 4F | Caroline, Megan | 6 - October 10-14 | | 4F | DONE | |
| Discuss section 1F with Judy after HIC is updated/complete | Mark | 6 - October 10-14 | | 1F | DONE | |
| Adjust based on HIC and objectives, see last year's, narrate if objectives missed | Advisory Committee, Mark | 6 - October 10-14 | | 4A | DONE | Mark to make sure that 32% i |
| Complete information for Exhibit 2 | Advisory Committee | 6 - October 10-14 | | Exhibit 2 | PENDING | ALL NEED TO ENTER THEIR |
| Address participation in/coord with HPRP | Mark to explore this | 6 - October 10-14 | 5 | | PENDING | Mark and Megan exploring th |
| All APRs submitted to esnaps | Candi, Mark | 6 - October 10-14 | | | PENDING | Debbie is helping Candi with |
| Committee members inform Mark of any changes to Exhibit 1 | Advisory Committee | 7 - October 17-21 | | | PENDING | |
| Upload all remaining info into esnaps | Mark | 7 - October 17-21 | | | INCOMPLETE | |
| Submit Application | Mark | 7 - October 17-21 | | | INCOMPLETE | |
| Circulate copy of Exhibit 1 to all committee members | Mark | 7 - October 17-21 | | | DONE | |
| Ensure autopopulation of project listing and budget summary | Mark | 7 - October 17-21 | | | INCOMPLETE | |
| Add attachments / certificate of consistency | Mark | 7 - October 17-21 | | | INCOMPLETE | |
| APPLICATION DUE | Mark | 8 - October 24-28 | | 1 | INCOMPLETE | |
| Make application available to the community for inspection | Henry | 9 - October 31 - Nov. 1 | | 4 | INCOMPLETE | |