



Partners in Care
Oahu's Continuum of Care

NOFA 2016 CoC Application - Roles and Responsibilities

PIC Director's Office

1. Oversee development of CoC Consolidated Application.
2. Coordinate and lead all NOFA Task Force meetings.
3. Develop processes and tools for completion of required tasks and reports for NOFA application (i.e. score sheet, timeline, task force meeting minutes, roles and responsibilities).
4. Develop RFP and training materials for project applicants.
5. Provide TA to project applicants.
6. Develop project evaluation tools.
7. Provide training and assistance to the Evaluation Committee.
8. Review project applications for eligibility thresholds and make recommendations to Evaluation Committee.
9. Develop and implement communication plan for publication of RFP, TA, Project Inclusion, Rating and Ranking Process.
10. Oversee drafting and review of NOFA narrative.
11. Oversee production of needed attachments, reports and forms.
12. Work with Collaborative Applicant to upload and submit final application by September 14 in esnaps.

2016 NOFA Task Force

1. Ideal Membership: Planning Chair; Service Providers of Key Subpopulations (Chronic, Families, Youth and Veterans); HMIS Lead; Data Committee representative; and Funders (State, City, Private)
2. Work directly with PIC Director's Office in support of all required tasks for completion of the NOFA by meeting weekly or as needed to review and approve RFP process, application narrative, project review and evaluation process, etc.
3. Oversee nomination and recruitment of the Evaluation Committee.
4. Research and information gathering for completing of key sections of the application.
5. Review and revise draft CoC application, forms, attachments and reports.
6. Inform and recommend activities and strategies to committee leads to strengthen the application and CoC performance.

Evaluation Committee

1. Representatives from State, City, HCF, CA, AUW, VA, DOE, other providers for key subpopulations who are not project applicants.
2. Project application review and ranking on Aug. 15 and 16.
3. Recommend project applications to Planning Committee.

Planning Committee

1. Provide support, content and information to Task Force and Director's office.
2. Review approved project applications and rankings at August meeting.
3. Review and revise final CoC application.

Data Committee

1. Prioritize NOFA reporting and data needs through September 14.
2. Oversee reporting and submission of System Performance Measures by Aug. 1.
3. Complete and oversee Sections 3a and 3b of NOFA (pg. 37).
4. Provide timely reports and data to Director's office and Task Force for CoC application narrative, attachments and reports.

Executive Committee

1. Provide support, content and information to Task Force and Director's office.
2. Review and approve Evaluation Committee membership at August meeting.
3. Review and revision of final draft of CoC application at September meeting.

General Membership

1. Informed of project selection process and CoC application completion process at Aug. meeting.
2. Opportunity to review and comment on CoC Draft Application during last week of August.

Collaborative Applicant

1. Serve on Evaluation Committee.
2. Review of Final CoC Application
3. Submit CoC Application in esnaps 9/13.