

Event/ Activity	Responsible	2018 Date/Time	Location	Notes
NOFA Released	HUD	June 20, 2018	N/A	HUD releases the Notice of Funding Availability
LHCB Meeting	HomeBase	July 2, 2018	City Hall, Room 416	Opportunity to present NOFA; timeline; any proposed changes
Bidders Conference	Dept. of Homelessness and Supportive Housing (DHS), HomeBase	July 16, 2018, 11:00am – 2:00pm	Google Community Space	Release information about local priorities and HUD guidelines for proposals. Agencies will be given a proposal package and training on how to complete the application.
Agencies complete Project Applications	Agencies	July 16, 2018 – August 3, 2018	N/A	
Project Applications are due	Agencies	August 3, 2018	Via email	See Proposal Submission Checklist for list of required documents and information about where and how to turn in documents.
LHCB Meeting	LHCB	August 6, 2018	City Hall, Room 416	Opportunity to present any proposed changes
Priority Panel Training	DHS, HomeBase	August 9, 2018	Online	Priority Panel receives training for scoring projects.
Priority Panel reviews Proposals	DHS, HomeBase, Priority Panel	August 9-15, 2018	N/A	Priority Panel reads and scores proposals individually.
Priority Panel meets	DHS, HomeBase	August 15-16, 2018, 10am-4pm	1360 Mission Conference Rm.; Collaborative Space	Panel meets to discuss proposals and determine how projects will be ranked in the 2018 application.
Posting of Preliminary Priority List	DHS	August 17, 2018	Via e-mail	Preliminary priority list emailed to agencies.
Projects eligible for appeal may submit request for score sheet	All Projects	August 20, 2018 COB	N/A	Applicants must submit request for score sheet within one business day of preliminary priority list posting.
Sponsor Appeals due	Agencies	August 23, 2018 by noon	Via e-mail	Agencies may inspect their scores and formulate a written appeal based on appeal policy. All appeals must be received in writing within the 2.5 business day appeal period.
Appeal Committee meets	DHS, HomeBase, Appeal Committee	August 24, 2018, 1:30-4:30pm	1360 Mission Collaborative Space	Review appeals and recalculate scores, if necessary.
Priority List is distributed to applicants	DHS	August 24, 2018	Via e-mail	Final priority list to be approved at LHCB meeting and emailed to agencies.
Local Homeless Coordinating Board Approval of Priority List	LHCB	August 29, 2018; 10am-12pm	City Hall Room 416	Present the Final Priority List to Full Local Homeless Coordinating Board for approval. Final Priority List published on LHCB website.
Final Priority Listing Posted; Applicants Notified	DHS	August 30, 2018	Via e-mail; web	Final priority listing is posted on LHCB website; applicants are notified via email
HomeBase and DHS review project applications	HomeBase, DHS	Ongoing through September 10, 2018	N/A	HomeBase and DHS work with agencies to finalize project applications for submission.
CoC Consolidated Application Posting	DHS, HomeBase	September 14, 2018	N/A	CoC consolidated application is posted on LHCB website
Application is due to HUD September 18	DHS, HomeBase	September 17, 2018	N/A	Application is packaged and submitted to HUD.