TX-700 THE WAY HOME CONTINUUM OF CARE (COC) WRITTEN PROCESS FOR DEVELOPING AND APPROVING NOFO COLLABORATIVE APPLICATION

PURPOSE

This document outlines the transparent and structured process that TX-700, The Way Home CoC, follows to develop, review, approve, and submit the annual Collaborative Application in response to HUD's Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO). The process ensures full compliance with HUD regulations, adherence to established deadlines, and appropriate engagement of CoC stakeholders.

APPLICABILITY

This process applies to all activities related to the preparation and submission of the annual CoC Collaborative Application, including the CoC Application, Priority Listing, and required attachments submitted through HUD's e-snaps system.

HUD ALIGNMENT

The Collaborative Application is developed to align with the priorities established in the annual HUD CoC NOFO. These include but are not limited to:

- Expanding permanent housing opportunities

- Advancing Housing First principles

- Improving system performance and client outcomes

- Coordinating across systems and funding sources

- Addressing local needs based on performance data and unmet service gaps

All content submitted is consistent with HUD requirements and supported by validated local data.

PROCESS OVERVIEW

The process includes the following phases:

1. NOFO Review and Initial Planning

2. Stakeholder Communication and Engagement

3. Application Development

4. Internal Review and Approval

5. Submission and Post-Submission Follow-Up

DETAILED PROCESS

1. NOFO REVIEW AND INITIAL PLANNING

- Upon HUD's release of the NOFO, the Collaborative Applicant (The Coalition for the Homeless of Houston/Harris County) reviews all guidance and convenes internal and community planning sessions.

- A summary of deadlines, scoring criteria, and HUD expectations is distributed to stakeholders.

- A work plan with responsibilities and deadlines is posted publicly and shared with the CoC Board.

2. STAKEHOLDER COMMUNICATION AND ENGAGEMENT

- A communication plan is implemented, including email notices, website postings, and public meetings.

- Stakeholder input is gathered through surveys, forums, and direct feedback sessions.

- All interested parties, including partner agencies, public sector entities, and consumers, are encouraged to participate.

- Public meetings are posted and open to the community to ensure full transparency.

3. APPLICATION DEVELOPMENT

- Lead writers are assigned based on subject area expertise.

- Standardized templates and HUD guidance are used to maintain consistency and compliance.

- Data sources include:

  - HMIS

  - System Performance Measures

  - Housing Inventory Count

  - Point-in-Time Count (excluding 2021)

  - Monitoring and project performance records

4. INTERNAL REVIEW AND APPROVAL

- A cross-functional review team evaluates all draft components for accuracy, alignment with HUD criteria, and completeness.

- Necessary revisions are made, and the application is finalized.

- The final application is submitted to the CoC Steering Committee for formal review and approval prior to submission.

5. SUBMISSION AND POST-SUBMISSION FOLLOW-UP

- The Collaborative Application, CoC Priority Listing, and required attachments are submitted via e-snaps before HUD's deadline.

- Confirmation of submission is retained.

- Any follow-up requests from HUD are tracked and responded to promptly.

- All relevant documentation is securely archived.

DOCUMENTATION, PUBLIC POSTING & RECORDKEEPING

- All public-facing materials related to the NOFO competition, including this written process, the local competition timeline, project rankings, and scoring tools, are posted on the **Coalition for the Homeless of Houston/Harris County website at www.homelesshouston.org** under the NOFO Competition section.

- Submission receipts, review notes, and approval documentation are retained in accordance with HUD recordkeeping requirements.

VERSION CONTROL & REVIEW

This policy is reviewed annually by the CoC Lead Agency and approved by the CoC Steering Committee.