



# CoC NOFO Workgroup

## Scope of Work

### Introduction and Background

Continua of Care (CoCs) are expected by the Federal Department of Housing and Urban Development (HUD) to “[d]esign, operate, and follow a collaborative process for the development of applications and approve the submission of applications in response to a NOFA published by HUD” ([24 CFR 578.9](#)).

KCRHA, as the CoC Lead, is responsible for completing and submitting the annual HUD CoC Notice of Funding Opportunity (NOFO). Per the Seattle-King County CoC Charter, the CoC Board approves the recommended NOFO process.

### Workgroup Logistics

#### ***Name***

The workgroup will be titled, “CoC NOFO Planning Workgroup.”

#### ***Timeframe***

The workgroup will start once approved by the CoC Board and will meet up to one month before the NOFO is due to HUD. Dates for the workgroup are approximately January 2<sup>nd</sup> through August 31<sup>st</sup>. The group may meet in November and December to begin preparations for the following year.

#### ***Suggested Workgroup Members***

Workgroup members will include CoC board members, KCRHA staff, and relevant CoC members, and below is a suggested list. Once the scope of work has been approved, possible workgroup members will be reached out to. The makeup of the workgroup may change based on suggested workgroup members capacity and availability at this time.

It is important to note that the workgroup reports to the CoC board, but the workgroup may decide amongst itself a lead if needed. While four CoC board members are suggested in this scope, the max amount of CoC Board members is six due to OPMA regulations, as seven

members meets quorum for the CoC Board. The CoC Charter limits the amount of workgroup members to 12 at maximum. The following is the anticipated makeup of the workgroup.

- 4 CoC Board members
- 2 KCRHA Programs team members
- 2 KCRHA Procurement team members
- 1 KCRHA Subregional team member
- 1 KCRHA Community Impact team member
- 2 Youth Action Board members
- 2 representatives of a CoC partner organization

## Deliverables

### ***NOFO Timeline***

The workgroup will develop a suggested timeline of activities to prepare for the FY24 NOFO, including the Local Competition, Rating and Ranking and related community engagements.

### ***Values and Priorities***

The workgroup will develop the recommendations for the FY24 CoC Values and Priorities for the CoC Board to review and approve.

### ***NOFO Updates***

The workgroup will provide regular updates to the CoC Board about the NOFO and Local Competition.

### ***Final Priority Listing***

The workgroup will review and recommend to the CoC Board the final Priority Listing of NOFO Projects based on the work and recommendations of the NOFO Raters and Rankers.

### ***Consolidated Application***

The workgroup will review, provide recommended responses, and coordinate outreach to other partners for answer responses to sections of the Consolidated Application.

