While the 2016 CoC NOFA has not been released, there are a number of things Continuum’s of Care can be doing now. This checklist will help CoC’s prepare for the 2016 Continuum of Care NOFA.

- **Review 2015 Consolidated Application**
  Carefully review last year’s application and:
  - Identify areas where you scored low in last year’s application.
  - Develop a plan to address these areas.
  - Make a list of activities that the CoC stated they would accomplish and collect information from stakeholders on progress towards stated goals.

- **Develop a Governance Plan**
  Meet with your Governance Committee now to:
  - Create resource reallocation strategy (see below).
  - Meet with local providers to prepare them for any plans or changes.
  - Establish your Ranking and Review Committee and prepare them for their responsibility.
  - Prepare a request for proposals for new projects with CoC priorities.

- **Review Funded Projects**
  Review your current projects. Ask:
  - Which projects are not spending their funding or are not at capacity?
  - Which projects are not meeting the performance benchmarks?
  - What are the costs per permanent housing exit for each project?

- **Review Fidelity to Housing First**
  Review project policies and procedures. Ask:
  - Are you offering training and clear guidance for your providers on housing first philosophy and strategies?
  - Does your project ranking and prioritization require that all projects be housing first?
  - What can you offer in making program changes to align with the housing first policies?

- **Review Ranking Process and Forms**
  Review last year’s process. Ask:
  - Do forms align with the HUD policy priorities?
  - Do forms focus on performance for each project?
  - Are you prioritizing projects that are efficient with funds?
  - Do projects help you reach the goals you state in your application?
  - Does your scoring system reflect all of the above?

- **Create Resource Allocation Strategy**
  Review all your current projects. Ask:
  - Are there projects that are underutilized or underperforming that can be reallocated?
  - Are there portions of projects that can be reallocated?
  - Are there funds from projects that can be recaptured to create new projects?

- **Review 2016 PIT/HIC and Performance Data**
  Make sure your information is accurate. Ask:
  - Are there any major changes or discrepancies from the 2015 data?
  - Do the projects we apply for reflect the information in our data?
  - Are you able to measure performance?
  - How do you plan to use this data improve both system and project performance?

- **Read NOFA Notice**
  - Plan ample time to review the notice completely.
  - Carefully review each SNAPS 2016 CoC Competition Focus notice. These notices give a good idea of what is expected for local communities.