

Appendix F: Timeline of Annual Activities

	HIC/PIT	Competition/ Application	Governance	ESG	Data
Q1 (January-March)	<ul style="list-style-type: none"> • Finish unsheltered PIT preparation (Unsheltered PIT Leads identified and trained by CA) • Confirm/Collect sheltered information (Planning Lead/HMIS Lead) • Confirm/Collect unsheltered information (Unsheltered PIT Leads/HMIS Lead) • Confirm/Collect sheltered information from Non-HMIS participating providers (Planning Lead/HMIS Lead) 	<ul style="list-style-type: none"> • Approve Rank & Review Timeline (NOFO Committee) • CoC Registration (CA drafts/Board votes to approve) • Approve Rank & Review Written Process (NOFO Committee Drafts/then sent to membership for approval) • Approve Rank & Review Tool Part 1 & 2 Also New/Bonus/HMIS/CE (NOFO Committee/Reviewed by Board (Email with opportunity to suggest changes /Approved Membership)) • Rank and Review Tools posted for Public Comment (CA) • Complete GIW (CA//membership votes to approve) 	<ul style="list-style-type: none"> • Review By-Laws Annually (Governance Committee/then sent to Board/Membership) • Plan and hold Onboarding for new Board Members (Governance) • Update Membership/Stakeholder Listserv (CARES will update accordingly) • Membership Drive (Community Awareness Committee) • Board Completes Annual Board Matrix (reviewed by Governance Committee) • Membership Completes Annual Diversity Assessment (Facilitated by the CA) • Begin Collecting Strategic Plan Updates (Governance Committee) • Membership to host annual presentation on Mainstream Benefits (Facilitated by CA) 	<ul style="list-style-type: none"> • Convene ESG Volunteer Panel to Review ESG Applications (NOFO Committee selects the Panel; Panel Convened by City of Binghamton) • Make ESG Allocation Recommendations to City of Binghamton (NOFO Committee presents to Membership for final approval A NOFO appointee would present to the City of Binghamton) 	<ul style="list-style-type: none"> • SPMs Review *Depend on HUD's timing (HMIS Committee/ Presented to Membership Approved by Board)) • SPMs Submitted (HMIS Lead)

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Q2(April-June)	<ul style="list-style-type: none"> • Enter Data into HDX 2.0 (HMIS Lead) • Draft memo of annual changes in numbers for HIC/PIT for board/membership review (CA) • Submission of HIC/PIT data (HMIS Lead) • HIC/PIT data shared via memo with Membership (Collaborative Applicant) • Submit finalized data to HUD (HMIS Lead) 	<ul style="list-style-type: none"> • Draft CoC Debriefing (CA) • CoC Application *Depending on HUD (CA) • Appoint Rank & Review Team (membership would appoint and then Board approve) 	<ul style="list-style-type: none"> • Review Written Standards- approved by Membership 		<ul style="list-style-type: none"> • Review SPMS with HMIS Committee make necessary recommendations to Board
Q3 (July-Sep)		<ul style="list-style-type: none"> • CoC Application (CA/Check bylaws Board) • Approve Rank & Review Tiering (Board) • Submit CoC Application (CA writes & submits/ board votes to approve) 	<ul style="list-style-type: none"> • Nominations for Board Slate (Governance Committee) • Review CE P&P/Manual (CE Committee/ Board Approval) 	<ul style="list-style-type: none"> • Send Request for ESG Applications to Membership (CA/City of Binghamton) 	<ul style="list-style-type: none"> • Review SPMS with HMIS Committee make necessary recommendations to Board
Q4 (Oct- Dec)	<ul style="list-style-type: none"> • Approve PIT Date (Board) • Review HIC/PIT Process (CA/ Board approves) • Select Unsheltered PIT Leads (Board) 		<ul style="list-style-type: none"> • Annual Meeting: Approve Board Slate, Committee Sign-Ups (CA leads in collaboration with Board, occurs at Membership) • Election of Board Officers (Board) 	<ul style="list-style-type: none"> • Begin Review of City of Binghamton ESG RFP (NOFO Committee) 	<ul style="list-style-type: none"> • LSA Review (HMIS Committee/Present to Membership/ Board Approve /Membership)

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	<ul style="list-style-type: none"> • Approve PIT Collection Forms (HMIS Committee) • Collect Agency Methodology Forms (CA) • Train Unsheltered PIT Leads (CA) 		<ul style="list-style-type: none"> • Review/Approve Scopes of Work for Contractors (Board) • Review/Approve Memoranda of Understanding (Board) 		<ul style="list-style-type: none"> • LSAs submitted *Depends on HUD (HMIS Lead) • Review SPMS with HMIS Committee make necessary recommendations to Board