

*Summit County Continuum of
Care (OH-506) FY 2026 HUD
CoC NOFO*

Provider 30-Day Action Checklist

A Message from the Executive Director

The FY 2026 HUD Continuum of Care (CoC) NOFO represents a significant change in the federal funding landscape. While the Summit County CoC will provide ongoing guidance and technical assistance, all funded providers should begin preparing immediately.

The strongest applications will demonstrate sound program operations, strong financial stewardship, accurate data, and the ability to effectively serve households experiencing homelessness.

This checklist is designed to help agencies prepare for the FY 2026 local competition.

PRIORITY 1: Review Your Project Performance

Complete by: _____

- Review your project outcomes for the most recent operating year.
- Analyze:
 - Housing placement and retention outcomes
 - Returns to homelessness
 - Length of time from enrollment to permanent housing (when applicable)
 - Participant exits and destinations
 - Bed/unit utilization rates
- Identify areas where performance has declined and prepare a plan to address concerns.
- Ensure staff understand program goals, performance expectations, and documentation requirements.

PRIORITY 2: Complete an HMIS Data Quality Review

Complete by: _____

- Run current HMIS Data Quality Reports.
- Correct:
 - Missing universal data elements
 - Missing program-specific data elements
 - Data entry errors
 - Duplicate client records
 - Incorrect project enrollments or exits
 - Missing or inaccurate exit destinations

- Confirm all required data are entered within agency and CoC timelines.
- Review data with program staff to ensure ongoing compliance.

PRIORITY 3: Review Grant Expenditures & Financial Readiness

Complete by: _____

- Review current grant spending and drawdown rates.
- Identify any unspent balances and develop a spending plan.
- Confirm budgets accurately reflect project operations.
- Review:
 - Match documentation
 - Supporting financial records
 - Personnel activity documentation (when applicable)
 - Procurement documentation (when applicable)
 - Subrecipient monitoring records (if applicable)
- Prepare explanations for any significant underspending or budget changes.

PRIORITY 4: Complete a Program Compliance Self-Assessment

Complete by: _____

Review a sample of participant files to ensure the following documentation is complete:

- Eligibility documentation.
- Income and household information (if applicable).
- Required assessments and service documentation.
- Case notes are timely, complete, and consistent with program requirements.
- Housing documents are maintained and properly filed.
- Record retention requirements are being followed.
- Previous HUD monitoring findings have been resolved.

PRIORITY 5: Prepare for the Local CoC Competition

Complete by: _____

- Identify a primary agency lead for the NOFO process.
- Review previous CoC applications and project narratives.
- Gather documentation that demonstrates:
 - Program effectiveness
 - Community impact
 - Fiscal capacity
 - Organizational capacity
 - Compliance history
- Be prepared to explain:
 - What problem your project addresses.
 - Who your project serves.
 - How your project improves outcomes for participants.
 - Why continued funding is necessary.
- Attend all Summit County CoC NOFO trainings and technical assistance sessions.

PRIORITY 6: Strengthen System Participation

Ongoing

- Ensure participation in Coordinated Entry processes.
- Attend CoC meetings and required workgroups.
- Respond to CoC requests for information by established deadlines.
- Collaborate with system partners to improve housing outcomes.
- Share barriers and technical assistance needs early.

Documents Providers Should Begin Gathering

- Most recent APR and performance reports
- HMIS Data Quality Reports
- Current grant budget and expenditure reports
- Match documentation
- Organizational chart and staffing information
- Policies and procedures
- Monitoring reports and corrective action plans
- Project outcome data
- Evidence of program improvements or innovations

The FY 2026 NOFO process will require all of us to be intentional, strategic, and prepared. The Summit County CoC remains committed to conducting a fair and transparent local competition while supporting providers throughout the process. Our shared responsibility is to ensure that every federal dollar entrusted to Summit County is used effectively to provide safe housing, increase stability, and improve outcomes for individuals and families experiencing homelessness.

We appreciate your partnership and commitment to this work.