



ECHO Membership Council

Every 1st Monday | 1:00PM-3:00PM

ECHO Offices

300 E. Highland Mall Blvd., Suite 200

2018 Timeline & Action Calendar

Meeting Month	Action	Contact
January	<ul style="list-style-type: none"> Review 2018 Membership Council Action Calendar Calendar New Membership Council Member Orientation Annual Conflict of Interest verification and documentation 	ECHO Co-Chairs ECHO Staff
February	<ul style="list-style-type: none"> Review Quarterly Performance Reports for CoC funded projects (Oct-Dec) Review System Performance Measures Review HUD Grant Inventory Worksheet (pending HUD timeline) 	Membership Council ECHO Staff
March	<ul style="list-style-type: none"> Review and approve CoC Written Standards (as needed) Annual approval of CoC Lead Agency and HMIS Lead Agency Approve YHDP RFP Recommendations 	Membership Council ECHO Staff
April	<ul style="list-style-type: none"> Review PIT Count & Housing Inventory Chart Results Review and Approve FY18 CoC Consultant RFP* if needed Review and approve FY18 Local NOFA Application Rank and Review Policy and Procedures Review and approve 2018 Community Funding Priorities to ensure alignment with Opening Doors and Community Plan to End Homelessness and Action Plan to End Homelessness Annual Review and Approval of Membership Council Governance Charter 	Membership Council CoC & ESG Committee ECHO Staff

Timeline Subject to Change; Last Revision: 3/6/2018

	<ul style="list-style-type: none"> • Complete FY18 HUD CoC Registration (ECHO Staff) 	
May	<ul style="list-style-type: none"> • Appoint 2018 IRT Chair (Membership Council) • Approve Independent Review Team (IRT) Members (Membership Council) • Spring CoC Stakeholder Meeting (ECHO) • Review Budget requests for City and County to implement Action Plan • Release Local CoC Application Process 	Membership Council ECHO Staff CoC Applicants
June	<ul style="list-style-type: none"> • Review FY18 NOFA Summary • Local Applications Due to IRT • IRT Rank and Review Process 	Membership Council ECHO Staff IRT
July	<ul style="list-style-type: none"> • IRT Project Priority Ranking Recommendations Presented to MC • Final Project Priority Ranking Approval (Membership Council) 	CoC Consultant IRT Chair ECHO Staff
August	<ul style="list-style-type: none"> • Review Quarterly Performance Reports for CoC funded project (April-June) • CoC Lead Agency (ECHO) submits Final FY18 CoC NOFA Collaborative Application 	ECHO Staff
September	<ul style="list-style-type: none"> • FY18 NOFA Process Debrief 	Membership Council Chair
October	<ul style="list-style-type: none"> • Review 2019 PIT Count methodology and review/approve proposed changes • Review Membership Council Slate and Identify Vacancies for 2019 	ECHO Staff
November	<ul style="list-style-type: none"> • Review Quarterly Performance Reports for CoC funded projects (July-Sep) • Hunger and Homelessness Awareness Week • Fall ECHO CoC Stakeholder Meeting 	ECHO Staff
December	<ul style="list-style-type: none"> • Review update to CoC Needs & Gaps Analysis 	ECHO Staff

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- Review and update CoC Written Standards
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