



U.S. Department of Housing and Urban Development (HUD)

**NOTICE OF RENEWAL
SUBRECIPIENT (SR)
CoC-Y FY 23
SUBMISSION REQUIREMENTS**

CONTEXT: HUD renewed the CoC Y (YHDP) funding to RTFH to continue the work of ending youth homelessness. Affirming the community-wide commitment outlined in the [San Diego County Coordinated Community Plan to End Youth Homelessness \(CCP\)](#), RTFH renewed previously awarded projects, awarding 15 agreements to 8 SRs totaling \$3,508,798. The grant year for these projects starts December 1, 2024 through November 30, 2025.

CoC-Y FY 23 Funding San Diego Region:

- Host Homes (HH) - \$167,582.00
- Youth Service Navigator (YSN) - \$1,280,000.00
- Rapid Rehousing (RRH) - \$174,777.00
- Joint TH- RRH - \$2,173,799.00

FY 23 TIMELINE: ALL PROJECTS

Deadline Date(s)	Deadline Details
Oct. 16, 2024	RTFH releases FY 23 Renewal Project Requirements
Oct. 25, 2024	Scope of Work (SOW) Budget & Narrative Submissions Due
Oct. 31, 2024	Upload FY 23 Required Documentation into Dropbox
Nov. 4, 2024	ZoomGrants (ZG) Program Opens
Nov. 30, 2024	SRs email HMIS awards/agreements
Nov 30, 2024	Signed agreements due
Nov. 30, 2024	ZG Project Profile submission
Jan 23,2025	FY 23 Kick Off Webinar

Match All projects must provide a 25% match for all HUD funds requested, excluding leasing funds. If the award amount changed, SRs must be prepared to submit updated signed letters of commitment by **10/31/24**

Required Documentation All SRs are required to submit labeled documents to their CoC Y FY 23 Dropbox folder. Each SR will have an assigned dropbox link.

Please note: CoC Y Dropbox folder is not the same as the NOFO folder; therefore, duplicate documents may be requested.

- **Naming convention:** AgencyName_Document Name
- **Examples:** RTFH_Match, RTFH_W9, RTFH_Conflict of Interest, RTFH_Job Description_Joint

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All Projects Documents Due 10/31/24:

- IRS Form W-9
- Active SAM Registration
- Proof of Insurance
- Federally Approved Indirect Cost Rate Letter (If applicable)
- 25% Match (cash or in-kind) for all costs except leasing funds
- Most Recent Independent Financial Audit - completed within the last 18 months (Waived for City/County Government Applicants)
- Program/Project Organizational Chart
- Board of Directors Roster
- Staff Job Descriptions (only those assigned to project/budget)
- Conflict of Interest Statement/Policy
- Drug Free Workplace Statement/Policy
- Program Agreement Form with Youth

Joint TH-RRH & RRH Projects: List all TH units in the project (including CoC Joint Leasing units and leveraged units). Notate if any changes have been made since the initial YHDP approval.

- Most current Master Lease- Clearly identify unit/structure address(es), number of units, number of beds, rent amount, and identify which units does not include utilities in the rent amount. If it is a leased structure - identify the owner of the structure.

Naming Convention - Prop. Name - Address - #of units, #of beds, Rent \$, Utilities included

Ex: RTFH - 4699 Murphy Canyon Rd. San Diego CA 92123 - (8 TH beds total) 4 TH units(1ab-4ab)- (2) beds/unit, \$1900/month, Utilities included

- Property address change: Include date of change, date notified RTFH, and whom update was submitted to
- Current occupancy/vacancy total - how long vacant and reason.
- List of leveraged units - provided as a separate document

All Project(s) FY 23 ZoomGrants (ZG) Profile Submissions - Due: 11/30/24

FY 23 ZG program will be available to the awardee SRs on 11/1/24. It is critical that all **SRs complete their project profile under the ZG Application no later than 11/30/24 to prevent delay in contract execution and invoice submissions.** Email grants@rtfh.org if you have questions

★ [COC-Y FY 23 ZG Profile Application Link Click Here](#)

★ [How to submit a ZG Profile after receiving agreement- Click here](#)



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Homeless Management Information System (HMIS)

CoC Y SRs are required to follow up with the HMIS team to set up their programs in HMIS. To begin this process, please send executed agreements to support@rtfhdsd.org as soon as it is executed.

Technical Assistance (TA)

RTFH offers TA resources to all SRs. Please review the CoC Y information on the [RTFH Website](#) [Click Here](#) as a primary source for the FY 23 projects.

For ZG training and tutorials please [visit here](#) on our website.

RTFH POC

Grants & Contracts Team: Grants@rtfhdsd.org

HMIS: support@rtfhdsd.org

CoC: cocsandiego@rtfhdsd.org

Thank you for your investment in ending youth homelessness in the San Diego region.