**COC Y Renewal Subrecipients**

**ZoomGrants Application Walkthrough**

**January 10, 2022**

***Office Hours***

***9:30-10:30 Joint Programs***

***10:30-11:30: Supportive Services***

1. **Welcome/Introductions**

RTFH Leadership: Lahela Mattox, Aimee Cox

RTFH Staff:Jessica Torres

Purpose of Office Hours: RTFH will be on a call to support the SRs in completing their application for ZoomGrants.

1. **Action Item: Applications due no later than 01/12/22** 
   * Subrecipients are to submit their ZoomGrants applications no later than 01/12/22
   * *RTFH will then review the applications and follow up with the Subrecipients if corrections are needed.*
2. **Action Item**: Invoices are to be submitted monthly by the 15th, The first invoice is expected and due by 1/15/22
   * Claim Reimbursement form and supporting documentations are mandatory to process invoices for payment.
3. **Discussion Items:** Joint Program Application 9:30-10:30 am: Supportive Services 10:30-11:30 am
   * **Items needed…**
     + ZoomGrants Access
     + Executed agreements are needed to complete the application
       - Program Type: Agency Name\_ Program Name\_ Program Type (Joint, Host Homes, YSN, RRH, Prevention/Diversion
       - Amount awarded
       - Applicant Information
       - Organization’s Information: Legal name, address, phone number
       - CEO’s information: First/Last Names, title and email
   * **Application Questions will need answers to submit the application successfully: Executed Agreement needed during this portion of the training.** 
     + Q1: Program Service Area(s) Identify all jurisdictions that will be affected by the programs listed in the application.
     + Q2: Provide a brief description of your organization and the mission statement.
     + Q3: Youth Population Served: Dedicated youth 18-24, dedicated unaccompanied youth under 18 and youth 18-24
     + Q4: Which Activities best describe your project? Prevention/Diversion, Youth Systems Navigation, Host Homes, Joint TH/RRH, RRH **(Found under Program Type in agreement)**
     + Q5: Describe scope of services: Found in Scope of Work in the executed agreement “program details”
     + Q6: Does the delivery of services in your project involve subrecipients? (Yes/**No**) If so, please list the names of the organizations and their responsibilities. (Response should be No)
     + Q7: If you will have subcontractors, how will you ensure subrecipient compliance with agency and COC requirements? **Response should be N/A**
   * **Budget: Using the executed agreement as a reference.** 
     + Revenue/Funding Sources
       - Supportive Services
       - Operating
       - TH Leasing
       - TH/RRH Rental Assistance
       - Admin
       - Match Revenue
   * **Expenses**: Complete the Expenses for the entire project(s). The budget in your agreement and what is entered in the Zoom Grants Budget Tab should be identical.
   * **Required Documents: You will need to upload these documents in order to submit the invoice** 
     + Organizational chart: should clearly depict the structure of the organization and the specific unit responsible for the implementation of the Grant Subaward.
     + Housing First: Copies of your project intake / admissions forms reflecting a Housing First approach
     + Disability Status– Copy of form(s) used for determining and documenting disability status
     + Homeless Status – Copy of form(s) used for documenting homeless status
     + Job Descriptions for all awarded positions.

Applications are due 1/12/22, the office hours are not mandatory; but highly recommended. We will record the training and make it available post training.