



SAN DIEGO
Regional Task Force
on Homelessness

COC Y (Renewal) FY 22 Webinar

Wednesday, November 8, 2023



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Agenda

Agenda Item	Presenter	Time
Welcome and Overview	Susan Kim, G&C Manager	5 mins
Program Implementation	Jess Torres, Program Analyst	15 mins
FY 22 Agreement Updates	Ronniece Boston, G&C Manager	10 mins
Q&A/Resources	Grants and Contracts Team	10-15 mins



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FY 22 COC Y Funding

- Renewal for FY 2022
- Grant Year/Term: Dec 1, 2023 to Nov 30, 2024
- Projects will be monitored by RTFH G&C and CoC Teams
- CoC Y Policies and Procedures to be released early 2024
 - Only 1 budget modification request per GY and at least 4 months prior to the grant end date. Must be submitted in writing to the G&C Manager.



Pre-Award Activities

- Finalize contract budgets and scope of works
- ZoomGrants: Complete the project profile (Deadline: 11-30-23 @ 11:59pm PST)
- Fully executed agreement & a Notice to Proceed Letter to begin requesting reimbursements.



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Program Implementation



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ZoomGrants (ZG)

- The program setup is currently open & ready for application submissions.
- 1st invoice submission due Jan 15, 2024
- If there are no expenditures to report, submit an invoice reporting (\$0.00) verifying no reimbursements are needed.



Common Invoice Issues

- **Incomplete Submissions**- Missing documentation.
 - As of July 1, 2023, RTFH will return incomplete invoice submissions. Partial invoice disbursements will not be processed
- **Lease/Rental Worksheet**- Not including the entire grant year
- **Admin Costs**- Not claiming or submitting docs.
- **Indirect & De Minimis Cost Rates**- Not claiming or missing IDC form
- **Match** - Not uploading the match as a running tab



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Proper Invoice Submission

To prevent payment delays- review the remaining balance before submission.

Submit completed invoices only -

All invoices need to include an annotated/highlighted GL, expense summary, match form/supporting docs, & indirect cost form.

Indirect Cost Form- if indirect costs are not claimed, please only fill out the direct cost in the form and upload.

Leasing Worksheet- (Only RRH & Joint programs)- this will need to be a running tab for the entire contract term.

***** RFR's will be processed in the order in which they are received.**



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Supporting Documentation

All supporting documentation must be labeled, organized & uploaded separately.

Naming Convention: ExpenseName_Store/Receipt Name_Direct Expense Amount)

Example: Operations_Amazon-Office Supplies_\$200.00



Indirect Costs

Federal Negotiated Rate (Varies)

- Subrecipients will need to submit an updated agreement every grant year.

De Minimis Rate (10%)

- Subrecipients who don't have a federal negotiated rate can charge up to 10% to the direct total costs.



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Match Requirement

Ensure Match is following the source indicated on the submitted Match letter

- Match funds can only be used on eligible COC program costs.
- Monthly match reporting (Submission via invoice)
- Submit a running tab for match



Match Close Out

In addition to the monthly match form & supporting documentation, the subrecipient will need to submit a match close out form. (Use RTFH's template to make sure every required data field is met.)

The following should be included:

- COA Code, match source, staff/match item, job title, annual salary, match FTE % from annual pay, cost element (CFR code), eligible activity & the total match

A	B	C	D	E	F	G	H	I
Match Tracking Form (FY21) Agency Name (Program) (Grant Term)								
COA Code	Match Source	Staff/Match Item	Job Title	Annual Salary	Match FTE % from Annual Pay	Cost Element (CFR code)	Eligible Activity	Total Match
5866-PD	18-877 HHAP	Bunny, Bugs	CM	\$ 51,000.00	70.00%	24 CFR 578.53(e)(3)	SS. Case Management	\$30,000.00
5866-PD	18-877 HHAP	Outreach Services			100.00%	24 CFR 578.53(e)(13)(ii)	Outreach Services	\$2,000.00



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FY 22 Agreement Updates



Match Commitment Chart

Percentage of Match Funds	Match Deadline
25%	March 1, 2024
50%	June 1, 2024
75%	September 1, 2024
100%	November 30, 2024

*** RTFH requires subrecipient to meet match milestones**

**** Un met match requirement can prompt a corrective action with a Performance Improvement Plan (PIP)**



Expenditure Expectations

1. Meet spend down targets or provide an alternative timeline to be evaluated by RTFH.
2. Meet the following expenditure deadlines for CoC Y funding.

Percentage of CoC Y Funds	Expenditure Deadline
25%	March 1, 2024
50%	June 1, 2024
75%	September 1, 2024
100%	November 30, 2024

**Should the Subrecipient not meet the agreed upon expenditure expectations, RTFH in its sole discretion reserves the right to recapture the difference in funds between the actual expenditure deadline and expected expenditure. RTFH also reserves the right in its sole discretion to mandate a corrective action with a performance improvement plan (PIP) to ensure future timely expenditure of CoC Y funds.



General Provisions

- **Non-Discrimination**- Subrecipient shall not discriminate, and require its subcontractors not to discriminate.
- **Trauma Informed Care**- All programs operated and supported by RTFH shall be part of the Trauma-Informed System.
- **Equity Impact**- The Subrecipient will provide needed housing and support to persons who are disproportionately overrepresented in the homeless system.



Reimbursement Summary Sheet

<i>Provider Name_Project Type</i>									
Original Contract Award		Invoice Amount	YTD Spending as of	Contract Balance	% of Unspent Funds	Average Monthly Spending	Recommended Monthly Spending for Full Expenditure	# Persons to be Served	# Persons Served YTD
Supportive Services									
SS. Case Management	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	100.00%	\$ -	\$ 416.67		
SS. Food	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	100.00%	\$ -	\$ 800.00		
SS. Transportation	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	100.00%	\$ -	\$ 250.00		
Total Supportive Services Cost	\$12,000.00	\$ -	\$ -	\$ 12,000.00	100%	\$ -	\$ 1,000.00		
Operating Costs									
Furniture	\$ 2,000.00	\$ -	\$ -						
Total Operating Costs	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	100%	\$ -	\$ 166.67		
Rental Assistance									
Total Rental Assistance	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	100%	\$ -	\$ 83.33		
Administration									
Total Administration (5% of Program Costs)	\$ 750.00	\$ -	\$ -	\$ 750.00	100%	\$ -	\$ 62.50		
Total Contract Amount	\$15,750.00	\$ -	\$ -	\$ 15,750.00	100%	\$ -	\$ 1,312.50	10	N/A



Grant's & Contracts Goals

- **Contract Compliance & Spending**- Periodic reviews between the subrecipient and G&C Manager will occur
- **Annual Monitoring Review**- to ensure HUD regulation compliance



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QUESTIONS





HUD Resources

- ❖ [RTFHSD.org](https://www.rtfhsd.org)
- ❖ [HUD Exchange Website Home Page](#)
- ❖ [CoC Program Interim Rule \(24 CFR 578\)](#)
- ❖ [CoC Program Page](#)
- ❖ [CoC Program Toolkit Page](#)
- ❖ [Frequently Asked Questions – CoC Program](#)
- ❖ [CoC Program Toolkit – Determining and Documenting Homelessness](#)
- ❖ [Indirect Cost Toolkit for CoC](#)



COC Program Resources

- ❖ Many resources available on the RTFHSD.org website
 - [CoC 101 Trainings - Nine \(9\) Sessions](#)

- ❖ Links from HUD Community Development & Planning
 - [HUD CoC Toolkit: CoC Program and Eligible Costs](#)
 - [Overview of CoC Program Components and Eligible Costs](#)



RTFH Grant & Contract Resources

- ❖ Indirect Cost Worksheet [click here](#)
- ❖ Match Documentation Form [click here](#)
- ❖ CoC Y Renewal Reporting Guide [click here](#)
- ❖ CoC Y Renewal App Submission Guidance [click here](#)
- ❖ Submitting Invoice Recorded Training [click here](#)
- ❖ CoC Y Renewal Invoice Steps [click here](#)
- ❖ CoC Supporting Documentation Guide (4/28/2023) [click here](#)



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Match Resources

- ❖ Importance of Documenting Match Under the CoC Program Podcast
- ❖ Match Requirements in the CoC Program Video
- ❖ CoC Match FAQs: <https://www.hudexchange.info/coc/faqs/>



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RTFH Contacts

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