



NOTICE OF SUBRECIPIENT PROJECT SUBMISSION REQUIREMENTS

U.S. Department of Housing and Urban Development (HUD) 2022 Continuum of Care (CoC) Youth Project

OVERVIEW

HUD renewed the CoC Y (YHDP) funding to RTFH for one year to continue the work of ending youth homelessness. RTFH renewed all previously awarded projects – awarding 18 subrecipient agreements to eight providers totaling \$3,713,298. The grant term for these projects extends from December 1, 2023 through November 30, 2024. Affirming the community-wide commitment outlined in the [San Diego County Coordinated Community Plan to End Youth Homelessness \(CCP\)](#),

FUNDING AWARDED

The 2022 CoC Y funding for the San Diego Region includes:

- \$167,582.00 in Host Homes Project;
- \$630,000.00 in Prevention and Diversion Project;
- \$650,000.00 in Youth Service Navigator Project;
- \$164,949.00 in Rapid Re-housing Project;
- \$2,100,767.00 in Joint TH-RRH Project; and
- \$166,030 in Administration.

GENERAL INFORMATION AND TIMELINE - ALL PROJECT TYPES

Date	Details
Monday, September 18, 2023	RTFH releases CoC Y 2022 Renewal Project Requirements and CoC Y 2022 Awards
Monday, September 25, 2023	Deadline to Submit 2022 Updated Scope of Work and Budget Narrative
Friday, October 6, 2022	Deadline to Upload all 2022CoC Y Project Required Documentation
Wednesday, November 1, 2023	ZoomGrant Portal Open
Wednesday, November 8, 2023 at 10:00AM	2022 CoC Y Kick Off Webinar
Thursday, November 30, 2023	Deadline to Complete ZoomGrant Project Profile



MATCHING FUNDS

All projects must provide a 25% match for all HUD funds requested, except leasing funds.

- If the awarded amount is the same as the 2021 CoC Y Agreement, the subrecipient will submit the match letter that was provided in the 2022 HUD NOFO.
- If the award amount has changed, applicants must submit an updated signed match letter of commitment.

Match letters must be uploaded to the assigned folder in Dropbox by, **Friday, October 6, 2023.**

Dropbox Documentation Labeling

RTFH will email each subrecipient a link to their assigned folder in Dropbox.

The subrecipient will upload the required documentation into their assigned Dropbox folder using the following naming convention:

AgencyName_2022_Document Name

The document name is **bolded** and **underlined** in the project checklist above.

For example:

- RTFH_2022_Match
- RTFH_2022_W9
- RTFH_2022_Conflict of Interest

REQUIRED DOCUMENTATION TO SUBMIT

All subrecipients will be required to submit documents found in the checklist below to the 2022 CoC Y Dropbox folder. *Please note: this Dropbox folder is separate from the RTFH NOFO folder and duplicate documents may be requested.*

All Projects:

- Match** Letter
- IRS Form **W-9**
- Conflict of Interest** Statement/Policy
- Federally Approved **Indirect Cost Rate** Summary
- Drug Free Workplace** Statement/Policy
- Evidence of **501(c)3** Determination or **Unit of Government**
- Most Recent Independent **Financial Audit** (Waived for City/County Government Applicants)
- Proof of **Insurance**
- Organizational Chart**
- Board of **Directors Roster**



- Current Agency **Operating Budget**
- Staff **Job Descriptions** (only those assigned to the project/budget)
- Housing First** Approach (Copies of project intake/admissions form)
- Homeless Certification** Forms
- Environmental Review** (only required if changing project site)

Joint TH-RRH & RRH Projects: In addition to all the documents listed in the checklist.

- Program Agreement** Form with Youth

ZoomGrants (ZG) Project Profile Submission for All Projects

It is critical that all **sub-recipient(s) complete their 2022 CoC Y project profile under the Application tab in ZG on or before Thursday, November 30, 2023.** The 2022 CoC Y project will be available to sub-recipient(s) in ZG on **Wednesday, November 1, 2023.** If you did not receive the ZG link by 10/31/23 please email grants@rtfhsd.org.

2022 CoC Y Technical Assistance

As in previous years, RTFH is offering support for CoC Y subrecipients. Technical assistance resources are available for all subrecipients. Please review the extensive information on the [RTFH Website](#) as the primary source of information for the 2022 CoC Y projects, ZoomGrants training and tutorials.

It is the responsibility of each provider to acquire and read the various Instructions Guides from HUD and the Youth Homeless Resources on the RTFH website.

RTFH Support

Contracts & Grants Team: (858) 292-7627 x 11

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Thank you for your investment in ending youth homelessness in our region.