FY 2017 Continuum of Care (CoC) Program Grant Inventory Worksheet (GIW) Instructions for CoCs, Collaborative Applicants, and Project Applicants

3/14/2017

FY 2017 CoC Program GIW Instructions

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Introduction

The GIW is used to record all grants that are eligible for renewal funding within the CoC's jurisdiction in the FY 2017 Continuum of Care Program (CoC) Competition. The GIW calculates an Annual Renewal Amount (ARA) for each project, which is the total renewal amount a project may request under the FY 2017 CoC Program Competition, and the sum of all renewable budget line items (BLI); e.g., rental assistance, leasing, supportive services. The sum of all ARAs within the CoC is then used to calculate the CoC's Estimated Annual Renewal Demand (ARD).

Beginning with FY 2017, HUD has changed the process in which GIWs are distributed and reviewed by CoCs, local HUD field offices and HUD's Office of Special Needs Assistance Programs (SNAPS). Here is a summary of the changes made for FY 2017:

- SNAPS pre-populated the FY 2017 GIWs with all grants that are eligible for renewal funding within the CoC's jurisdiction in the FY 2017 CoC Program Competition.
- Data from FY 2016 GIWS, Line of Credit Control System (LOCCS) and *e-snaps* was used by SNAPS desk officers to review the accuracy of the pre-populated project information.
- After SNAPS completed its initial review, the GIWs and a GIW Change Form (to be used for requesting changes to the GIW) were posted to the HUD Exchange.
- CoCs must review the projects on the posted GIW and verify accuracy.
- If a CoC identifies missing projects, projects that should be removed or projects with information that must be updated (e.g., BLI changes through a grant agreement amendment, grant consolidations approved by the local HUD field office), the CoC must complete a GIW Change Form and submit it to the local HUD field office for review.
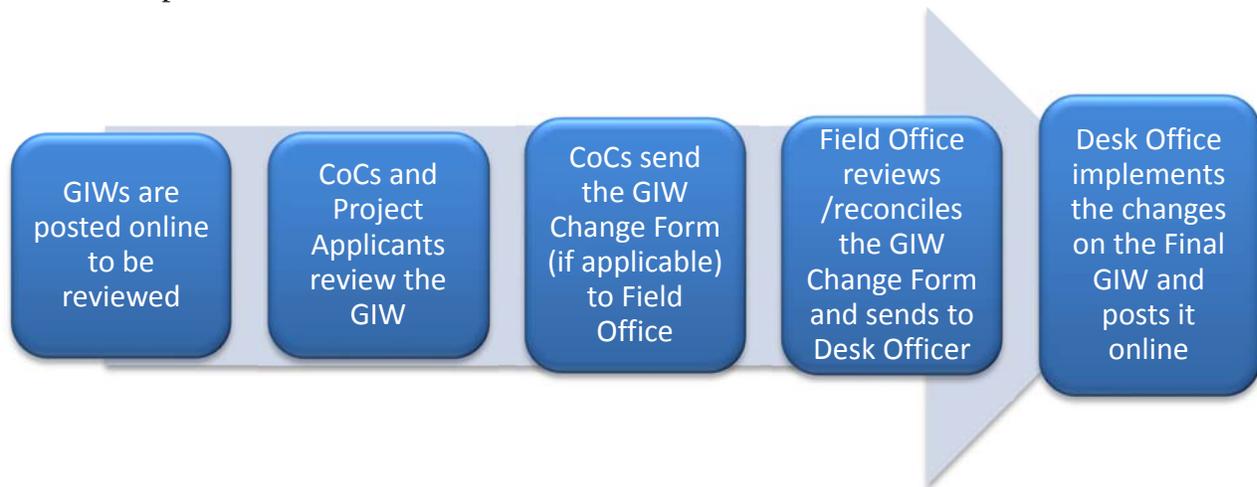
This training guide provides detailed instructions to CoCs, designated Collaborative Applicants and project recipients for the review and verification of the FY 2017 Grant Inventory Worksheets (GIW).

Collaborative Applicants are responsible for ensuring that the GIW accurately lists all projects eligible for renewal funding in the FY 2017 CoC Program Competition. To assist in this process, HUD pre-populated the GIWs with information for projects in each CoC which includes the current BLI and/or unit configuration for both renewal and FY 2016 conditionally awarded new CoC Program grants with a 1-year grant term. The GIW may also include projects awarded in the FY 2011 Competition that may be eligible for first-time renewal in the FY 2017 Competition. If the GIW contains first-time renewals, the budget amounts will be reflected as they are under the current grant agreement or the grant agreement as amended. The GIW may be incomplete or inaccurate, therefore, Collaborative Applicants, in consultation with project applicants and the local HUD field office, must verify the accuracy of the pre-populated information, and must make corrections as appropriate via the GIW Change Form. HUD strongly recommends that Collaborative Applicants notify all organizations that receive CoC Program funds within the CoCs' geographic areas to review GIW posted to the HUD Exchange and confirm the accuracy of the project information.

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Any changes to the GIW must be requested by completing and submitting the GIW Change Form to the local HUD field office for review and approval. Once the field office reviews the requested project changes for accuracy and compliance with the CoC Program, the field office will reconcile any discrepancies with the CoC and email the approved GIW Change form to the appropriate SNAPS desk officer. The approved GIW Change Form will be used by the SNAPS desk officer to update the original GIW which will then be posted as a revised GIW with the revision date to the HUD Exchange.

Below is the process for the FY 2017 GIW review:

| GIWs are posted online to be reviewed | CoCs and Project Applicants review the GIW | CoCs send the GIW Change Form (if applicable) to Field Office | Field Office reviews /reconciles the GIW Change Form and sends to Desk Officer | Desk Office implements the changes on the Final GIW and posts it online |

Highlights/Reminders

➢ **Converting from Leasing to Rental Assistance.** Leasing projects are those where the leases are between the landowner and the recipient. As provided in 24 CFR 578.49B(b)(3), SHP projects renewing for the first-time under the CoC Program that are currently leasing, but in fact operating as rental assistance (the leases are between the project participant and the landowner), can change from leasing to rental assistance. If the request is made to convert from leasing to rental assistance, a copy of the lease agreement for each unit under grant agreement must be submitted to the local HUD field office for verification that the leases are between the participant and the landowner.

HUD expects that all projects are in compliance with 24 CFR part 578, including leasing and rental assistance projects. It is also expected that existing CoC projects have already taken the necessary steps to ensure compliance with this rule. Therefore, recipients of existing CoC Program funds are **not** permitted to convert the project from leasing to rental assistance.

➢ **Program Component Changes**. In general, recipients may not amend the program component of their project funded under the CoC Program. At this time, there is one exception to this policy, and that is for recipients of projects that are currently incorrectly classified. HUD has developed guidance where, if the project meets the criteria, the recipient should contact the local HUD field office and discuss amending its existing grant to change the program component to ensure that it is correctly classified. HUD expects all CoC Program-funded projects to operate in compliance with 24 CFR part 578. Some scenarios include:

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- **Projects with a Supportive Service BLI and No Housing Costs**. It is possible for a project to be classified as a housing program component (e.g., Safe Haven, Transitional Housing, or Permanent Housing) even if the recipient does not request any housing costs as part of the budget (e.g., operating costs, leasing costs). This commonly occurs when the recipient or sub-recipient owns the structure or units and only requests CoC Program funds for the supportive services or when the recipient or sub-recipient funds the housing portion of the project from another source. HUD is aware that there are some projects that request supportive services funds, but do not request housing funds from the CoC Program that are currently incorrectly classified – either as a housing component or as an SSO component. Therefore, projects that do not request CoC Program funds for housing under the CoC Program should review "Is my Project a Supportive Services Only (SSO) or a Housing Project? Tools for CoC Program Projects."

  If a recipient determines that it is incorrectly classified after reviewing this tool, the recipient should do the following:

  (1) Contact the local HUD field office to discuss the program component change.

  (2) If approved by the local HUD field office, the CoC and Recipient must change the program component on the GIW Change Form under Column E, "Project Component."

  (3) Select the type of change in Column W; e.g. Component Change.

  (4) Add a note in Column X, "Comments" alerting HUD that the project is incorrectly categorized and a grant agreement amendment is being processed.

  (5) List the BLI of the grant as listed in the Current Budget Line Item section of the GIW or as they are amended.

- **Transitional Housing (TH) Renewal Projects.** First-time renewing TH projects originally awarded under the Homelessness Assistance Program that currently have the characteristics of rapid re-housing projects (listed below), may request a grant agreement amendment to change their program component from TH to PH-RRH. The project must have the following characteristics:

  – An existing project design that assists individuals and families with or without disabilities to move quickly from the streets or emergency shelters into permanent community-based housing;

  – Currently makes supportive services available to meet the needs of program participants, but generally does not require participation in services outside of case management (with the exception of program participants of projects that would be exempted from 24 CFR 578.37(a)(ii)(F)); and

    – Currently allows program participants to retain the unit when the rental assistance, or leasing, and supportive services end (meaning the project employs a transition-in-place model).

If a recipient believes their first-time renewing TH project(s) is incorrectly classified as TH, and is more appropriately classified as PH-RRH it should do the following:

(1) Contact the local HUD field office and request a grant agreement amendment.

(2) Change the program component to PH under Column E, "Project Component," of the GIW Change Form.

(3) Select the type of change in Column W; e.g. Component Change.

(4) Add a note in Column X, "Comments" alerting HUD that the project is incorrectly categorized and a grant agreement amendment is being processed.

(5) List the BLI of the grant as listed in the Current Budget Line Item section of the GIW or as they are amended.

➢ **CoC Mergers.** For CoCs that are merging, if you have not already done so, please send an email to CoCMerger@hud.gov as soon as possible. HUD will review the request and issue the designated Collaborative Applicant of the newly merged CoC, the merged CoC Number and Name. After you have obtained the merged CoC Number and Name, contact your local HUD CPD field office to provide them with this information as soon as possible. The field office will then contact HUD Headquarters and a merged GIW worksheet will be populated and sent to you for review.

➢ **Shifting Funds.** Recipients must have prior approval from the local HUD field office before shifting or adding funds to another BLI. If the project applicant received prior approval, list the updated BLI in the Current Budget Line Item Amounts section of the GIW Change Form. Select "Budget Change" in column 'W' and provide comments describing your budget change request in column 'X'.

➢ **FY 2016 New Projects.** Projects awarded new 1-year funding in the FY 2016 CoC Program Competition funding process are included on the FY 2017 GIW even if they have not yet gone to grant agreement or if the operating start date is indeterminate. New FY 2016 grants must go to grant agreement by December 31, 2017, and have an operating start date no later than January 1, 2018, to be eligible for renewal in the FY 2017 CoC Program Competition. If a new FY 2016 grant does not go to grant agreement by December 31, 2017, or establish an operating start date by January 1, 2018, and it receives renewal funding in the FY 2017 CoC Program Competition, HUD will de-obligate the renewal funding as it would not have met all of the eligible renewal criteria. In these cases, the project(s) may be eligible to apply for renewal in the next CoC Program Competition.

➢ **First-Time Renewal for SHP, S+C, and the CoC Program Renewals with Capital Costs.** HUD used various sources to pre-populate the GIW with projects that may be eligible for the FY 2017 CoC Program Competition. Using the GIW Change Form, Collaborative

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Applicants must add any missing projects originally funded under the SHP, S+C or CoC Programs that are eligible for renewal in FY 2017 (including projects originally awarded in FY 2011 that *must* be renewed in FY 2017). All capital costs (new construction, rehabilitation, or acquisition) and any administrative costs associated with those costs are not renewable and must not be included in the renewable amount. Below are examples of how to determine the 1-year renewal amount for a 2-year SHP project and a 5-year S+C project.

- – *SHP EXAMPLE:* SHP projects renewing for the first-time under the CoC Program that were originally awarded for 2-years, divide all BLIs by 2 to determine the 1-year renewal amount. Insert the 1-year amount of funding in the applicable cells on the GIW Change Form.
- – *S+C EXAMPLE:* S+C projects renewing for the first-time under the CoC Program that were originally awarded for 5-years, must use the Rental Assistance Worksheet to determine the rental assistance BLI for 1-year of funding. Review the "Rental Assistance Worksheet" instructions below for more guidance on how to complete this step on the GIW Change Form.

➢ **Administrative Costs.** For projects listed on the posted GIW, HUD Headquarters calculated the administrative costs allowed as follows:

- – **First-Time SHP Renewal Projects.** HUD will add 2 percent to the administrative costs awarded in the prior SHP grant agreement (or grant agreement as amended) not to exceed 7 percent. First-Time SHP Renewal Projects pre-populated on the GIW already include this increase.
- – **First-Time S+C Renewal Projects.** Because administrative costs were not eligible under the S+C program, all projects identified as first-time S+C renewal projects are automatically eligible for 7 percent of the project budget for administrative costs. First-Time S+C Renewal Projects pre-populated on the GIW already include this increase.

All projects, whether first-time SHP or S+C Renewal or CoC Program renewals, are permitted to request up to 10 percent of the project's budget for administrative costs. The **total ARA cannot increase;** therefore, one or more of the existing BLI must be decreased to accommodate the increase in administrative costs. Recipients cannot reduce the number of units served, so HUD cautions recipients from carving funds out of the Rental Assistance or Leasing BLIs. An increase in administrative costs must be requested using the GIW Change Form and a description of the change request must be detailed in the Comments column.

➢ **FY 2016 CoC Planning and UFA Costs.** FY 2016 CoC Planning and UFA costs grants will **NOT** be reflected on the FY 2017 GIW – these types of projects are not renewable and do not contribute to a CoC's ARD amount.

➢ *e-snaps.* During the registration submission process, Collaborative Applicants are not required to upload the final GIW with its FY 2017 CoC Program Registration submission in *e-snaps.*

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Reviewing the Posted GIW for Accuracy

CoCs and Collaborative Applicants MUST review the information that is pre-populated on the GIW and correct any inaccuracies using the GIW Change Form. In consultation with project recipients within the CoC's geographic area and the local HUD field office, the Collaborative Applicant must also ensure that the GIW captures the CoC's entire inventory of grants that are eligible for renewal in the FY 2017 CoC Program Competition.

The following types of projects should be included on the GIW in order to be included in a CoC's ARD and to be considered for funding in the FY 2017 CoC Program Competition:

- Grants awarded prior to the FY 2016 CoC Program funding process (i.e., CoC Program, SHP, or S+C grants) that will have an expiration date in CY 2018 (January 1, 2018 through December 31, 2018).

  - For grants expiring in CY 2018 or later that have not previously renewed in CoC program competitions, the FY 2017 CoC Program Competition is the last renewal opportunity. Funds for these grants will expire and will no longer be available after September 30, 2018. Therefore, renewal funding is imperative for continued project operations. Funds from these expiring grants will be recaptured and returned to the U.S. Treasury and will no longer be available for expenditure, regardless of whether the end date established in the grant agreement is beyond September 30, 2018. Grants awarded in the FY 2011 CoC Homeless Assistance Grants Competition are not eligible for renewal with FY 2017 CoC Program funds if they expired in CY 2017 (January 1, 2017 through December 31, 2017), and were not renewed in a previous competition, or were not approved for extension into CY 2018 or later.

- Any renewal grants that received 1 year of funding through the FY 2016 CoC Program Competition funding process.

- Any new 1-year grants awarded under the FY 2016 CoC Program funding process that will have an expiration date in CY 2018 (January 1, 2018 through December 31, 2018).

- Any S+C grants awarded prior to FY 2002, for which funding is expected to run out in CY 2018, and have never received renewal funding.

The GIW calculates the ARA for each project, which is the total renewal amount a project may request under the FY 2017 CoC Program Competition, and is derived from the sum of all renewable BLI; e.g., rental assistance, leasing, supportive services. The ARD on the GIW is an estimated value. The CoC's Estimated ARD is the sum of all ARAs within the CoC.

A description of the fields on the GIW is provided below:

- **Field Office** – This cell is pre-populated with the name of the local HUD CPD field office assigned to your CoC.

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- **CoC Number** – This cell is pre-populated with the number assigned to the CoC.

- **CoC Name –** This cell is pre-populated with the name assigned to the CoC.

- **Collaborative Applicant (CA) Name** – The organization that was designated by the CoC to coordinate and submit its GIW, FY 2017 CoC Program Registration, and FY 2017 CoC Consolidated Application to HUD is pre-populated in this cell. The Collaborative Applicants name in this cell **MUST** match the name entered on the CoC Applicant Profile that will then pre-populate the additional forms for the FY 2017 CoC Program Competition.

- **CoC's Estimated Annual Renewal Demand** – This cell is a calculation of the total ARA amounts for all of the projects listed on the GIW.

- **Column A - Applicant Name** – This cell is pre-populated with the project applicant's name.

- **Column B - Project Name –** This cell is pre-populated with the project's name.

- **Column C - Grant Number –** This cell is pre-populated with the most recent grant number that was issued by HUD.

- **Column D -** This cell is pre-populated with the project's **Expiration Year**. All projects listed must have a 2018 expiration year in order to be eligible to apply for renewal funds in the FY 2017 CoC Program Competition.

- **Column E - Project Component** – This cell is pre-populated with the project component. Reminder: Collaborative Applicants cannot change the component type. For example, if a project was awarded as TH, the renewal project component type must be TH. The only exception to this is in the case where a recipient's project is currently incorrectly classified as set forth in the "Highlights/Reminders" section of this Notice.

- **Column F - Leasing** – This cell is pre-populated with the amount of grant funds designated for leasing.

- **Column G - Rental Assistance** – This cell is pre-populated with the amount of project funds designated for rental assistance.

- **Column H - Supportive Services** – This cell is pre-populated with the amount of project funds designated for supportive services.

- **Column I - Operating Costs** – This cell is pre-populated with the amount of project funds designated for operating costs.

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- **Column J - HMIS** – This cell is pre-populated with the amount of project funds designated for HMIS.

- **Column K - Administrative Costs** – This cell is pre-populated with the amount of project funds designated for administrative costs.

- **Column L - FMR or Actual Rent -** This cell needs to be populated (if applicable) with whether the project is using FMR or Actual Rent Amounts.

- **Column M - SRO Units** – This cell is pre-populated with the number of single room units as indicated in the most recent grant agreement.

- **Column N - 0BR Units** – This cell is pre-populated with the number of zero bedroom units as indicated in the most recent grant agreement.

- **Column O - 1BR Units** – This cell is pre-populated with the number of one bedroom units as indicated in the most recent grant agreement.

- **Column P - 2BR Units** – This cell is pre-populated with the number of two bedroom units as indicated in the most recent grant agreement.

- **Column Q - 3BR Units** – This cell is pre-populated with the number of three bedroom units as indicated in the most recent grant agreement.

- **Column R - 4BR Units** – This cell is pre-populated with the number of four bedroom units as indicated in the most recent grant agreement.

- **Column S - 5BR Units** – This cell is pre-populated with the number of five bedroom units as indicated in the most recent grant agreement.

- **Column T - 6BR+ Units** – This cell is pre-populated with the number of six+ bedroom units as indicated in the most recent grant agreement.

- **Column U - Total Units** – This cell is a calculation of all of the units under this project. This is the total number of units under the most recent grant agreement.

- **Column V - Total ARA** – This cell is pre-populated with the sum of Current BLI Amounts (columns F – K).

- **Column W - Comments -** This cell can be populated by the Desk Officer with any comments relative to the grant.

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GIW Change Form Overview

The FY 2017 GIW Change Form is divided into sections that mirror the posted GIW. The sections are highlighted below:

1. **Field Office and Collaborative Applicant Information**

	A	B	C	D	E	F	G	H	I	J
1	Field Office:				Collaborative Applicant (CA) Name:					
2	CoC Number:				Is the CA the same as in FY2016? (select from drop-down)					
3	CoC Name:									

To ensure proper identification of the CoC for which the GIW is being updated, the field office and Collaborative Applicant fields located at the top of the GIW Change Form must be completed.

The field office and Collaborative Applicant information fields pre-populated on the GIW contain basic information about the CoC. If the GIW lists an incorrect Collaborative Applicant or the Collaborative Applicant has changed, CoCs must submit a request to update the GIW by entering the correct information on the GIW Change Form and submit it to the field office for verification and approval.

Note: The Collaborative Applicant listed MUST match the Collaborative Applicant identified in e-snaps in the CoC Applicant Profile.

2. **Applicant and Project Information**

	A	B	C	D	E
5	Applicant and Project Information				
6	Applicant Name	Project Name	Grant Number	Expiration Year	Project Component
7					
8					
9					

For any change request to the posted GIW, Collaborative Applicants must enter the accurate Applicant and Project Information on the GIW Change Form to ensure proper identification of the project to be added, removed or edited.

3. Current Budget Line Items (BLIs) and Unit Configuration

	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
5			Current Budget Line Item Amounts								Unit Configuration					
6	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin	FMR or Actual Rent	SRO Units	0 BR Units	1 BR Units	2 BR Units	3 BR Units	4 BR Units	5 BR Units	6+ BR Units	Total Units
7																0
8																0
9																0
10																0
11																0

The Current Budget Line Items section on the GIW and GIW Change Form contains data related to the project's eligible BLI amounts. Collaborative Applicants must verify whether or not the BLI amounts on the posted GIW match the amounts listed on the current grant agreement and use this section of the GIW Change Form to request a change to the budget information populated by SNAPS. Collaborative Applicants must also use this section to add accurate project information for any first-time renewal projects that are added to the GIW. Acquisition, rehabilitation, new construction and any administrative costs associated with capital costs, are not renewable and should not be included in any requests to add a project or edit project information on a posted GIW.

V	W
Total ARA	Type of Change
$0	Remove Grant
$0	

Collaborative Applicants must also identify the nature of the change request by selecting the "Type of Change" from the dropdown menu in column W.

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Guidance for Requesting Changes

Although HUD performed an initial review of the projects pre-populated on the GIW, it is ultimately the Collaborative Applicants responsibility to confirm that ALL eligible renewal projects are accurately listed to ensure the Estimated ARD is calculated accurately and project applicants submit their applications for FY 2017 CoC Program funding correctly.

Editing Pre-populated Projects

Requests to change the project information or budgets for projects listed on the posted GIW must be submitted using a GIW Change Form and the Collaborative Applicant must indicate the type of correction that is being made to the posted GIW. It is imperative that CoCs complete all the relevant sections of the GIW Change Form to reflect the project(s) as they should be depicted on the final GIW. In the "Comments" Column (Column X), clearly indicate the reason for editing a pre-populated project. Here are some scenarios that may require edits to projects on the posted GIW:

- Component Change **
- Budget Change/Shift **
- Inaccurate Project and/or Applicant Name
- Changes from Leasing to Rental Assistance
- Grant Consolidations
- Request for Admin Increase (Up to 10%)

*** Details on Component Changes and Budget Shifts are provided in the Highlights/Reminders section above.*

Adding Renewal Projects to the GIW

If there are eligible renewal projects that are not pre-populated on the GIW, the Collaborative Applicant must complete the GIW Change Form and submit it to the local HUD field office for review and approval. To submit a request to add an eligible project, Collaborative Applicants and project applicants must do the following:

- Complete the Project Applicant and Project Information section of the GIW Change Form.

- Complete the Current Budget Line Item Amounts and the Unit Configuration Sections. Enter the current budget line items as indicated in the original (or amended) grant agreement. The total budget amount for the projects will automatically populate in Column "V". This column contains a formula calculation. Check your data entries to ensure the totals are accurate. Projects requesting funds for rental assistance, including first-time S+C projects or projects switching from leasing to rental assistance, must also complete the Unit Configuration Section.

- Make the appropriate selection in the "Type of Change" column.

- In the "Comments" column, indicate that this is an eligible project for renewal that was not pre-populated on the GIW.

Removing Projects from the GIW

If it is determined that a project will not renew or is not eligible to apply for funds in the FY CoC Program Competition, Collaborative Applicants and project applicants must:

- Enter the Applicant and Project Information.

- Zero out the project(s) budgets.

- Make the appropriate selection in the "Type of Change" column.

- Indicate the reason for removing the project in the comments column.

Consolidating Grants

For grants that have been approved to consolidate and will have an executed consolidated grant agreement before the FY 2017 application deadline, the Collaborative Applicant and project applicant must complete the following steps:

- For the surviving grant, ensure that the grant with the earliest expiration date is selected and that all of the columns accurately reflect the consolidated grant agreement information.

- The expiring grant(s) must be included on the GIW Change Form with the budget entries zeroed out; indicating that the project will not be submitted separately in the FY 2017 CoC Program Competition and should be removed from the GIW.

- Select "Grant Consolidation" from dropdown menu in the "Type of Change" column.

- Indicate the surviving and expiring grant numbers in the comments section (Column X).

First-Time SHP Renewal Projects.

Whether adding a project or editing a project on the posted GIW, first-time SHP projects that previously received funds for leasing, must determine if their SHP project is currently operating as a leasing project or a rental assistance project. If it is determined that the SHP project is currently operating as a rental assistance project, the Collaborative Applicant and project applicant must do the following:

- Complete the Applicant and Project Information fields on the GIW Change Form.

- Complete the Rental Assistance Worksheet by entering the project name, the grant number and the number and size of units. This worksheet has a direct link to the Fair Market Rent (FMR) data to be used during the FY 2017 CoC Program Competition and the formulas will auto-calculate the rental assistance costs for the units entered.

- List the applicable BLI including the total rental assistance amount from the rental assistance worksheet in the Current Budget Line Items section of the GIW Change Form.

- Indicate that the project is transitioning from leasing to rental assistance in Column "W" of the GIW Change Form.

- Submit the GIW Change Form and completed Rental Assistance Worksheet to the FO for review.

Note: At time of application, recipients must request the amounts as depicted on the revised GIW posted to the HUD Exchange.

For projects approved to change from leasing to rental assistance, CoCs must also ensure the project is not requesting 'Operating' and 'Rental Assistance' costs. Per 578.87(6)(c) - Limitation on use of funds, 'Operating' funds cannot be used for the same unit and/or structure as the 'Rental Assistance' AND 'Rental Assistance 'and 'Leasing' funds cannot be used for the same unit and/or structure. CoC may transfer the operating costs to another eligible line item.

As indicated in the Highlights section of this document, first-time SHP renewal projects are eligible to receive a 2 percent administrative cost increase on top of what was in the previous award, not to exceed 7 percent. If the project was identified on the posted GIW, SNAPS applied the 2 percent increase to the project's administrative budget prior to posting the GIW to the HUD Exchange. If the CoC submits a request to add an eligible first-time SHP renewal project to the GIW that was not pre-populated, the CoC must apply the 2 percent increase based on the admin amount approved on the most recent grant agreement or grant agreement as amended, excluding any admin costs associated with capital costs.

First-Time S+C Renewals

Although the posted GIW includes pre-populated rental assistance budget amounts for first-time S+C renewals, CoCs must use the Rental Assistance Worksheet to ensure that the amount of 1-year of funding for rental assistance is correct. Any changes to the budget amounts or requests to add a first-time S+C project to the GIW must be requested by the CoC via GIW Change Form. First-time S+C renewals are also permitted to increase the total number of units, if the increased number of units are already under lease prior to the CoC submitting the GIW Change Form to the field office. To add a S+C Renewal project or request edits to a pre-populated S+C Renewal project, the CoC/project applicant must do the following:

- Complete the Applicant and Project Information fields on the GIW Change Form.

- Complete the Rental Assistance Worksheet by entering the project name, the grant number and the number and size of units. This worksheet has a direct link to the FMR data to be used during the FY 2017 CoC Program Competition and the formulas will auto-calculate the rental assistance costs for the units entered.

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- List the applicable BLIs including the total rental assistance amount from the rental assistance worksheet in the Current BLIs section of the GIW Change Form.

- Submit the GIW Change Form and completed Rental Assistance Worksheet to the field office for review.

As indicated in the Highlights/Reminders section above, first-time S+C Renewal projects are eligible for a 7 percent administrative cost increase. If the project was identified on the posted GIW, SNAPS applied the 7 percent increase to the project's administrative budget prior to posting the GIW to the HUD Exchange. If a CoC adds a first-time S+C Renewal project, that was not pre-populated by HUD, onto the GIW Change Form, CoC/Project Applicants may include a request for up to 7 percent of the project's budget for administrative costs.

Requests for additional Administrative Costs

SHP, S+C and renewing CoC Program projects may request up to 10 percent of their project budgets for admin by shifting funds from another eligible BLI to the admin line item. If a Collaborative Applicant enters an administrative costs amount for a project that exceeds 10 percent, the administrative costs field on the GIW Change Form will display an error message, indicating that the admin amount entered must be reduced. Collaborative Applicants must ensure the total ARA for projects wishing to shift funds to the admin BLI does not increase.

Rental Assistance Worksheet - (TAB) - RENTAL ASSISTANCE PROJECTS ONLY

Note: *Collaborative Applicants will only need to enter information into the Rental Assistance Worksheet for the following project(s):*

- *first-time SHP leasing project that is converting from leasing to rental assistance;*

- *first-time S+C renewal project;*

- *projects that amended its FY 2015 and/or FY 2016 grant to move funds from leasing to rental assistance and will be requesting rents at FMR in the FY 2016 Competition;*

- *projects changing from FMR to actual rent; or,*

- *projects originally awarded rental assistance funds for multiple years and will submit its first one-year renewal rental assistance project in FY 2017.*

❖ **Rental assistance projects that were awarded under the FY 2016 CoC Program Competition are not required to use the Rental Assistance Worksheet, unless the project is changing from FMR to actual rent.**

The Rental Assistance Worksheet allows the Collaborative Applicant to calculate the total rental assistance amount using the FY 2016 FMR based on geographical area, type of unit, and number of units. FY 2016 FMR amounts are used during the application process to avoid any confusion with the budgets for renewing FY 2016 projects. HUD will apply any FMR updates to the rental assistance BLIs using the FMRs that are in place at the time of the application deadline, as stated in 24 CFR 578.17(b)(4).

There are multiple rental assistance tables within the worksheet to allow for grantees that have multiple counties within a grant; (i.e. scattered sites) and need to identify different FMR rates within the project. The Rental Assistance Worksheet also contains a link to the FMR amounts that should be utilized during the FY 2017 CoC Program Competition application process.

Completing this worksheet will ensure that the total rental assistance amount entered under the rental assistance BLI in Column G of the GIW Change Form is accurate. GIW Change Forms with incomplete Rental Assistance Worksheets will be returned to the Collaborative Applicant for completion.

Rental Assistance Budget Worksheet

Please click on the link provided below to obtain 2016 FMR amounts.

2016 FMRs

Project Name:	Shelter Plus Care
Project Number:	/
Rental Assistance:	$262,872

County/FMR Area:	Mobile County

Size of Units	# of Units		FMR/Actual Rent		# of Months		Total Budget
)		×		×	12	=	$0
·droom		×	$624	×	12	=	$0
·droom	17	×	$652	×	12	=	$133,008
·drooms	14	×	$773	×	12	=	$129,864
·drooms	0	×	$1,036	×	12	=	$0
·drooms	0	×	$1,191	×	12	=	$0
·drooms		×		×	12	=	$0
Bedrooms		×		×	12	=	$0

- **Project Name** – Project applicants use this cell to record the Project Name for the Rental Assistance project for which they are attempting to calculate the budget.

- **Project Number** – Project applicants use this cell to record the Project Number for the Rental Assistance project for which they are attempting to calculate the budget.

- **Rental Assistance** – After completing the Rental Assistance worksheet, Project Applicants will use this amount to populate the Rental Assistance field on the GIW Change Form.

- **County/FMR Area** – Project applicants use this cell to record the County/FMR Area for location of the units for which funding is requested.

- The project applicant must use Actual Rent amounts or enter the corresponding FMR amounts (using FY 2016 Fair Market Rents Document System) and the budget totals will auto-calculate.

- The Rental Assistance Worksheet contains 10 tables for calculating the Rental Assistance Budget Amount for projects with multiple Counties/FMR Areas. These areas will all be totaled in the Rental Assistance field located at the top of the Rental Assistance Worksheet.

- To calculate the Rental Assistance Budget Amount for additional projects, project applicants may create additional worksheets by performing the following the steps:

  Steps to create a new Rental Assistance Worksheet

  1. Move your mouse cursor over the tab name of the Rental Assistance Worksheet.
  2. Right Click on the tab and select the option Move or Copy.
  3. Once the Move or Copy window is displayed, select (move to end).
  4. Click the checkbox next to Create a copy and then click OK.
  5. A message box should appear, select "Yes".
  6. If necessary, delete any data entered in the Project Name, Project Number and County/FMR Area fields that were copied from the previous worksheet.
  7. If necessary, delete the amounts entered in all of the # of Units and FMR columns that were copied from the previous worksheet.

- ❖ **Special Note:** For rental assistance projects that have SRO units and/or 5+ units, use the following formulas to manually calculate the total rental assistance to be entered in the applicable cell(s) on the GIW:

  o   SRO = 0Bdrm FMR x 0.75
  o   5 Bedroom = 4Bdrm FMR x 1.15
  o   6 Bedroom = 4Bdrm FMR x 1.30
  o   7 Bedroom = 4Bdrm FMR x 1.45

- o 8 Bedroom = 4Bdrm FMR x 1.60
- o 9 Bedroom = 4Bdrm FMR x 1.75