FY 2014 CoC Program Grant Inventory Worksheet (GIW) Instructions for CoCs, Collaborative Applicants, and Project Applicants

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## *Introduction*

This training guide provides instructions to Continuum of Cares (CoC), collaborative applicants, and project recipients for the verification and reconciliation process for the FY 2014 Grant Inventory Worksheet (GIW). The role of the CoC is to review, verify, and, if necessary, correct the information provided in the GIW.

In consultation with the project recipients within the CoC and the local HUD field office, the CoC must ensure that the GIW captures the CoC’s entire inventory of grants that are eligible for renewal in the FY 2014 CoC Program Competition. It is imperative that all eligible renewal grants are listed on the GIW. Grants that are not listed on the GIW will not be calculated in the CoC's final HUD-approved Annual Renewal Demand (ARD) amount. Failure to include an eligible renewal grant will result in the project amount not being calculated in the ARD. While that project can still apply for renewal, doing so may impact other projects that were included in the ARD. Further, all projects eligible for renewal in FY 2014 must apply this year or request an extension prior to submission of the GIW so it will be eligible to renew in subsequent years. If a project does not apply for and receive renewal funding in FY 2014, we will not extend that project. HUD will use the final ARD amount—as indicated on the final HUD-approved GIW—for each CoC to determine the total amount required to fund all eligible renewals nationally. While CoC’s may consult HUD in the preparation of their GIW, CoC maintains fully responsibility for providing HUD a complete and accurate GIW.

The process for submitting the final GIW to the CoCs has been streamlined for FY 2014:

HUD has prepopulated the worksheets with information on the project applicant and the current budget line items and/or unit configuration for renewal and new grants awarded in the FY 2013 CoC Program Competition with a 1-year grant term. This may not be a complete list of grants eligible for renewal in the FY 2014 funding process of the FY 2013 – FY 2014 CoC Program Competition. CoCs, in consultation with project applicants and the local HUD field office, must verify the accuracy of the prepopulated information, and must make corrections as appropriate.

Grants that fall under one of the following situations must be included on the applicable worksheet in order to be included in a CoC’s ARD and to be considered for funding in this competition:

* **CoC Program grants expiring in CY 2015 (January 1, 2015 through December 31, 2015).** Every CoC Program grant listed on the GIW must have an executed grant agreement by December 31, 2014 and an operating start date no later than January 1, 2015. This includes any new one-year projects awarded funds in the FY 2013 application process. CoC Program grants that do not meet the date requirements stated above will not be considered for funding under the FY 2014 funding process. The worksheet is not intended to capture any other renewals expected to expire beyond CY 2015.
* **All grants funded under the SHP or S+C Program seeking first-time renewal funding in the CoC Program.** Project applicants for these grants must apply as Transitional Housing (TH), Permanent Housing (PH), Safe Haven (SH) (only available for SHP projects that were SH), Supportive Services Only (SSO), or (Homeless Management Information System (HMIS). To be eligible for renewal, the grant agreement must expire between January 1, 2015 and December 31, 2015.
* **SHP or S+C grants originally awarded in the FY 2008 Competition which have not yet received renewal funding.** Funds for these grants will not be available after September 30, 2015, and project applicants are prohibited from using the funds beyond September 30, 2015. These grants must renew in the FY 2014 funding process of the FY 2013 – FY 2014 CoC Program Competition. These grants will not be able to receive renewal funds in any future CoC Program Competition if they are not submitted for renewal in the FY 2014 process.

## GIW Timeline

The following table provides the steps and a tentative timetable for completion of the GIW review and verification process for projects requiring renewal in FY 2014.

|  |  |
| --- | --- |
| **Steps** | **Timeframe/Due Date** |
| 1.  | * SNAPS office sends CoC a GIW (with a copy to the field offices)
 | July 16, 2014 |
| 2. | CoCs review and reconcile GIW | July 16 to July 25, 2014 |
| 3.        | CoCs send reconciled GIW to local field office | July 25, 2014 |
| 4. | SNAPS office sends **HUD approved Final GIW** to CoC and field offices | August 19, 2014 |

## *Highlights/Reminders*

* **Converting from Leasing to Rental Assistance.** Under the CoC Program, grants that were originally funded under SHP that are renewing for the first time under the CoC Program have the opportunity to transition to rental assistance upon the project’s first renewal in the CoC Program, as provided in 24 CFR 578.49(b)(8). In these instances, 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 owner/landlord. Additionally, HUD has provided clarification that recipients of leasing that would like to move their leasing funds to rental assistance must request a grant agreement amendment in accordance with 24 CFR 578.105. In the event that the recipient will be amending the FY 2012 and/or the FY 2013 grant to move funds from leasing to rental assistance, CoCs will need to do the following:
	1. List the grant characteristics as it was awarded in Section 2 of the GIW.
		+ Choose in this section (Column Z) that the project is renewing from leasing to rental assistance.
	2. List the budget line items as it will be amended in Section 3 of the GIW.
		+ At time of application, recipients must request the amount on the final, HUD-approved GIW. However, all grant agreement amendments to FY 2012 and/or FY 2013 CoC Program grants must be completed by the application deadline for FY 2014 CoC Program competition or HUD will change the grant back to its budget line items as awarded.
* **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 a project that is currently incorrectly classified. HUD has developed guidance on two scenarios 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 thatit is correctly classified. These scenarios are:
	+ **Projects with a Supportive Service Budget Line Item 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. This commonly occurs when the recipient or subrecipient owns the structure or units and only requests CoC Program funding for the supportive services or when the recipient or subrecipient funds the housing portion of the project from another source. HUD is aware that there are some projects that request supportive service funding but do not request housing funding 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 any funding 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.](https://www.onecpd.info/resource/3875/coc-program-sso-housing-component-decision-tool)”

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

* + 1. Contact its local HUD field office to discuss the program component change.
		2. If approved by the local HUD field office, change the program component on the GIW under Column H, “Project Component”.
		3. Add a note in Column AZ, “Project Applicant/CoC Comments” alerting HUD that the program component listed on the GIW is different than the program component that was awarded and a grant agreement amendment is being processed.

**NOTE**: The field office must add a corresponding comment in Column BA “Field Office Comment” indicating that the program component will be amended on the FY2013 grant agreement.

* + **Transitional Housing (TH) Renewal Projects.** TH projects 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 current TH project(s) is incorrectly classified as TH, and is more appropriately classified as PH:RRH it should do the following:

1. Contact its local HUD field office and request a grant agreement amendment.
2. Change the program component to PH under Column H, “Project Component”, and adding a note in Column AZ, “Project Applicant/CoC Comments” alerting HUD that the program component listed in the GIW is different than the program component awarded in the renewal grant and that a grant agreement amendment is being processed.
3. List the budget line items of the grant as awarded in Subsections 2.1 and 2.2 of the GIW.
4. List the budget line items that will be included in the amended FY 2013 grant in Subsection 3.1 of the GIW.

**Note:** The field office must add a corresponding comment in Column BA “Field Office Comment” indicating that the program component will be amended on the FY2013 grant agreement.

Projects originally awarded under the Rapid Re-Housing for Families Demonstration Program may not request grant amendments to move funds from leasing to rental assistance or to change their program component from TH to PH:RRH. This is because these projects are subject to the requirements in section V.E.2.d.(4)(c)i.-v. of the FY 2013 – FY 2014 CoC Program Competition NOFA.

* **Worksheet functionality.** Please do not hide, unprotect, or move columns and rows, or copy and paste the worksheet into another worksheet. Prepopulated columns and formulas were built into this spreadsheet to ensure accuracy of data and to optimize printing ability. Making any changes, other than editing information or adding eligible renewal projects could result in incorrect or corrupted data which could affect the CoC’s ARD. If there is an issue with the formulas, please contact your local HUD field office.
* **CoC Mergers.** CoCs that merged using the ARD merger process described in the FY 2013-FY 2014 CoC Program Competition NOFA may continue to use this process in FY 2014 CoC Competition to determine FPRN.
* **Shifting/Adding Funds.** Project applicants must have prior approval from the local HUD field office before shifting or adding funds to another budget line item (BLI). If the project applicant has received prior approval, leave the current amount "as-is" in section 2 (Current Budget Line Items (BLIs) and Units). In section 3 (Requested Budget Line Items (BLIs) and Units) indicate the new amount(s) in red and in the “Comments” column.
* **FY 2013 New Projects.** Projects awarded new funding in the FY 2013 CoC Program Competition is included on the FY2014 GIW even if they have not yet gone to grant agreement and/or if the operating start date is indeterminate. New FY 2013 grants must go to grant agreement by December 31, 2014, and have an operating start date of January 1, 2015, to be eligible for renewal in the FY2014 CoC Program Competition. In the event a new FY 2013 grant does not go to grant agreement by December 31, 2014, or has a January 1, 2015 operating start date, and it applies for and receives renewal funding in the FY 2014 CoC Program Competition, HUD will de-obligate the renewal funding and the project will have to apply for renewal in the FY 2015 CoC Program Competition.
* **First-Time Renewal for SHP and S+C Renewals.** The CoC must add any projects originally funded under SHP or S+C that have not yet been renewed or which are eligible for renewal in FY 2014 (including projects originally awarded in FY 2008 that *must* be renewed in FY 2014). To determine the accurate renewal amount, divide the original awarded amount by the original grant term as reflected on the original grant agreement, or grant agreement as amended. All capital costs (new construction, rehabilitation, or acquisition) and any Admin 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- or 3-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 in subsection 2.1 by 2. Insert the 1-year amount of funding in the applicable cells under subsection 3.1; ensure that the Administrative Costs under the Calculated Administrative Costs Allowed column is divided by the original grant term; it can include a 2 percent increase.
	+ ***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 instruction on how to complete this step within the GIW). Enter the amount in the applicable cells under subsection 3.1. Ensure that the Administrative Costs under the Calculated Administration Costs Allowed column totals 7 percent or less.

* **Administrative Costs.** The GIW calculates the administrative costs allowed for each project under the “Calculated Administrative Costs Allowed” in subsection 3.1. This calculation is dependent upon column is Section 1, whether the project is a first time SHP renewal, first time S+C renewal, or renewal under the CoC Program. The “Calculated Administrative Costs Allowed” field will be calculated as follows:
	+ All projects are permitted to request up to 10 percent administrative costs; however, any percentage above 7 percent must be carved out of existing budget line items. Where a project wishes to increase administrative costs to a percentage greater than 7 percent, the CoC must select “Yes” to the question “Are you requesting Admin costs that exceed FY2013 award?” in subsection 3.1 and then enter the higher amount in the field for “Administrative Costs Requested”. The total ARA cannot increase so one or more of the other line items should have decreased to accommodate the increase in administrative costs.
	+ CoCs who were awarded bonus points in the FY 2013 – FY 2014 CoC Program where 100 percent of the project applications requested 7 percent or less in project administrative costs not allowed to request more than 7 percent administrative costs for each renewal and first time renewal projects even if the excess amount over 7 percent is carved out of other BLIs.
	+ **First Time SHP Renewal Projects.** 2 percent will be added to the percent awarded in the prior grant agreement not to exceed 7%. For example, if the prior award included 5 percent administrative costs, the amount calculated under “Calculated Administrative Costs Allowed” will reflect 7 percent of the project budget. If the prior award included only 3 percent administrative costs, the field will be calculated at 5 percent.
	+ **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 will automatically have 7 percent of the project budget calculated in the “Calculated Administrative Costs Allowed” field.
* **GIWs are not required to be uploaded in *e-snaps* during registration by the CoC.** During the registration submission process, Collaborative Applicants are not required to upload the final HUD-approved GIW with its FY 2014 CoC Registration submission in *e-snaps*; however, Collaborative Applicants are still required to enter the ARD amount into the appropriate field in *e-snaps* using the ARD from the final GIW.
* **FY 2013 CoC Planning and UFA costs.** FY 2013 CoC Planning and UFA costs grants will NOT be reflected on the FY 2014 GIW – they are not renewable grants.
* **Adding renewals to the GIW.** If there are eligible renewal projects that are not pre-populated on the GIW, the **CoC** must add those prior to submitting to the GIW to the local HUD field office. There are four steps to adding renewals to the GIW. It is ultimately the Collaborative Applicant's responsibility to ensure ALL eligible renewal projects are listed on the GIW to ensure an accurate ARD calculation.
	+ Complete Section 1 – Project Applicant and Project Information. This is the information that reflects the project's current status. In the "Project Applicant/CoC Comments" (Column AZ), indicate that this is an eligible project for renewal that was not pre-populated on the GIW.
	+ Complete Section 2 - Current Budget Line Items (BLI) and Unit Configuration. For Sub-Section 2.1, enter in the current budget line items as reflected in the original (or amended) grant agreement. Column V is a formula calculation (hidden) and should reflect the amount of your project as indicated in the grant agreement or grant agreement as amended. If it does not, check your data entry to determine whether entries are accurate. Also, make sure that the Grant Term is correct. If a first-time renewal S+C project has been added, enter the dollar amount of the award as reflected in the grant agreement or grant agreement as amended under Rental Assistance. Adding first-time S+C projects also require the completion of Sub-Section 2.2, using the number and unit configuration of the current S+C project.
	+ Complete Subsection 2.3 - Current Grant Characteristics, answer the questions in this section. In the "Project Applicant/CoC Comments" (Column AZ), enter in the justification for the project's entry on the GIW (e.g., first-time renewal, expiration date in CY 2015).
	+ Complete Section 3 - Requested Budget Line Items (BLI) and Unit Configuration for the FY 2014 funding process. Refer to the Section 3 instructions above.

* **Consolidating Grants.** For grants that have been approved to consolidate, the project applicant/CoC must complete the following steps:
	+ Zero out the columns in Subsections 2.2 and 2.3 of the grant being eliminated. Place "0"s in the columns; do not leave them blank.
	+ Add the columns in Subsection 3.1 of the grant being eliminated and the surviving grant. Add the combined numbers to Subsection 3.1 of the surviving grant. The administrative costs allowed and total ARA column will be automatically calculated.
	+ Indicate the consolidation in the comments section (Column AZ) of both grants.

CoCs/Collaborative Applicants MUST review the information that is prepopulated in the GIW for accuracy. The remaining instructions will outline the requirements for each of the columns and cells. Some of the cells cannot be changed. CoCs should not attempt to make changes to these cells as it can result in incorrect data. For those cells that can be edited, the Collaborative Applicant is responsible for correcting any inaccuracies that may be prepopulated. HUD will assume that the final HUD-approved GIW transmitted to CoCs has been reviewed by the CoC/project applicants and that all information reflects the CoCs funding requests.

* Cells that are prepopulated but not editable will have the suffix: <prepopulated non-editable>.
* Cells that are prepopulated but require a check by the CoC will have the suffix, <prepopulated editable>.
* Cells that are not prepopulated and require a response from the CoC will have the label <editable>.

***SUBSECTION 1***

* **Field Office** – This cell is prepopulated with the name of the local HUD CPD field office assigned to your CoC. < prepopulated non-editable >
* **CoC Number** – This cell is prepopulated with the number assigned to the CoC. < prepopulated non-editable >
* **CoC Name –** This cell is prepopulated with the name assigned to the CoC. < prepopulated non-editable >

***SUBSECTION 2***

* **Collaborative Applicant (CA) Name**– Enter the name of the organization that the CoC has designated to coordinate and submit its GIW, FY 2014 Registration, and FY 2014 CoC Priority Listing to HUD in this cell. The Collaborative Applicant's 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 2014 funding process. < prepopulated editable >
* **Is the Collaborative Applicant the same as in FY 2013?**– Answer ‘Yes’ if the organization listed as the Collaborative Applicant is the same as it was in FY 2013, answer ‘No’ if it is a different organization from FY 2013. < prepopulated editable >
* **CoC's Annual Renewal Demand** – This cell is a calculation of the total ARD amount for all of the projects listed on the GIW. This amount includes any first-time renewals that were awarded in the FY 2013 CoC Program Competition. < prepopulated non-editable >

***SECTION 1 - APPLICANT AND PROJECT INFORMATION***

* **Column A - No** – This cell is prepopulated with the sequential number of the project. This is only used as a reference for the projects in the GIW. < prepopulated non-editable >
* **Column B - Applicant Name** – This cell is prepopulated with the project applicant's name. < prepopulated editable >
* **Column C - Project Name –** This cell is prepopulated with the project`s name. < prepopulated editable >
* **Column D - Grant Number –** This cell is prepopulated with the most recent grant number that was issued by HUD. < prepopulated editable >
* **Column E - Grant Term (Years)** – This cell is prepopulated with the grant term. The grant term for first-time renewals is the term of the initial award as per the original or amended grant agreement. The grant term for CoC renewal grants is one year. < prepopulated editable >
* **Column F - Expiration Date (mm/dd/yyyy)** – This cell is prepopulated with the project`s expiration date. The expiration date is the date the grant agreement expires. This cell will be red if the expiration date is later than 12/31/2015. < prepopulated editable >
* **Column G - Former Project under the SHP or S+C Program or Project under the CoC Program** – This cell is prepopulated with a dropdown. SHP or S+C projects renewing for the first time will indicate whether the project was a ‘SHP’ or 'S+C' project. For projects that renewed in the FY 2013 CoC Program Competition it will indicate 'CoC'. < prepopulated editable >
* **Column H - Project Component** – This cell is prepopulated 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. < prepopulated non-editable >

***SECTION 2 - CURRENT BUDGET LINE ITEMS (BLIs) AND UNITS***

SUBSECTION 2.1 - CURRENT BLI AMOUNTS

 Amounts that are prepopulated in this sub-section are also prepopulated in subsection 3.1. Any corrections made will need to be updated in both 2.1 and 3.1.

* **Column I - Capital Costs (Acquisition, Rehabilitation, and New Construction)** – For first-time SHP renewals, this amount is prepopulated with the funds designated for acquisition, rehabilitation, and new construction, as it is reflected on the executed grant agreement or grant agreement or grant agreement as amended. None of these activities are renewable; therefore, this amount will not be displayed in Sub-Section 3.1. < prepopulated editable >
* **Column J - Leasing** – This cell is prepopulated with the amount of grant funds designated for leasing. < prepopulated editable >
* **Column K - Rental Assistance** – This cell is prepopulated with the amount of project funds designated for rental assistance. < prepopulated editable >
* **Column L - Supportive Services** – This cell is prepopulated with the amount of project funds designated for supportive services. < prepopulated editable >
* **Column M - Operating Costs** – This cell is prepopulated with the amount of project funds designated for operating costs. < prepopulated editable >
* **Column N - HMIS** – This cell is prepopulated with the amount of project funds designated for HMIS. < prepopulated editable >
* **Column O - Administrative Costs** – This cell is prepopulated with the amount of project funds designated for administrative costs. < prepopulated editable >

SUBSECTION 2.2 - CURRENT UNIT CONFIGURATION

* **Column P - SRO Units** – This cell is prepopulated with the number of single room units as indicated in the most recent grant agreement. < prepopulated editable >
* **Column Q - 0BR Units** – This cell is prepopulated with the number of zero bedroom units as indicated in the most recent grant agreement. < prepopulated editable >
* **Column R - 1BR Units** – This cell is prepopulated with the number of one bedroom units as indicated in the most recent grant agreement. < prepopulated editable >
* **Column S - 2BR Units** – This cell is prepopulated with the number of two bedroom units as indicated in the most recent grant agreement. < prepopulated editable >
* **Column T - 3BR Units** – This cell is prepopulated with the number of three bedroom units as indicated in the most recent grant agreement. < prepopulated editable >
* **Column U - 4BR Units** – This cell is prepopulated with the number of four bedroom units as indicated in the most recent grant agreement. < prepopulated editable >
* **Column V - 5BR Units** – This cell is prepopulated with the number of five bedroom units as indicated in the most recent grant agreement. < prepopulated editable >
* **Column W - 6BR+ Units** – This cell is prepopulated with the number of six+ bedroom units as indicated in the most recent grant agreement. < prepopulated editable >
* **Column X - 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. < prepopulated non-editable >
* **Column Y - Total Budget Awarded** – This cell is prepopulated with the amount of funds under the most recent grant agreement. < prepopulated non-editable >

SUB-SECTION 2.3 - CURRENT GRANT CHARACTERISTICS

* **Column Z - Renewing from Leasing to Rental Assistance?** – This question is only applicable for SHP projects renewing for the first time in the CoC Program and those projects that are intending to request a grant agreement amendment to move funds from leasing to rental assistance. Select from the dropdown menu ‘Yes’ or ‘No’ to indicate whether or not the project is changing from leasing to rental assistance. All S+C projects renewing for the first time are classified as rental assistance. <editable>
	+ For all other projects, select ‘N/A’ from the dropdown.
	+ If ‘Yes’ and there is an ‘Operating’ BLI, these funds CANNOT be used for the same unit and/or structure as the ‘Rental Assistance’ and would have to be zeroed out in that case. If funds aren’t used for the same unit and/or structure, notate this in the comments column. Where any funds are moving from leasing to rental assistance, please contact your local CPD field office.
* **Column AA - Is this a FY 2008 grant?** – Select from the dropdown menu ‘Yes’ or ‘No’ to indicate whether or not the project is a first time SHP or S+C renewal project that was originally awarded in FY 2008. <editable>
	+ If ‘Yes’ the field will be highlighted in red. If ‘Yes’, the project must be included on the GIW to be eligible for renewal. The funds for the grant awarded in 2008 will expire September 30, 2015.
* **Column AB - Is this a rental assistance project that requested actual rent or FMR amounts in FY 2013?** – Select from the dropdown menu 'FMR', 'Actual', or 'N/A' to indicate whether or not this project received (or will receive) any rents based on FMR or actual rent amounts. <editable>
	+ Select ‘N/A’ if the project is a first time S+C renewal project. Rental assistance projects that requested actual rental amounts in the FY 2013 CoC Program Competition cannot request FMR amounts and must request the actual rent per unit as approved in the FY 2013 project application. Rental assistance projects cannot request actual rental amounts if those amounts are higher than FMR.

***SECTION 3 - REQUESTED BUDGET LINE ITEMS (BLIs) AND UNITS FOR FY2014 COMPETITION***

SUBSECTION 3.1 - REQUESTED BLI AMOUNTS AND UNITS CONFIGURATION

Amounts that are prepopulated in this subsection are also prepopulated in Subsection 2.1. Any corrections to the current configuration will need to be updated in both 2.1 and 3.1. However, if a project is changing leasing funds to rental assistance funds, Subsections 2.1 and 3.1 should not match. Subsection 2.1 should list what was awarded and Subsection 3.1 should list what the grant is being amended to and what will be requested in the FY 2014 competition. Please review the prepopulated amounts and update to reflect the current grant agreement.

* **Column AC - Leasing** – This cell is prepopulated with funds designated for leasing. Leasing projects are those projects where the project applicant (and/or project sponsor) is the leaseholder with the landowner of the housing. < prepopulated editable >
* **Column AD - Rental Assistance** – This cell is prepopulated with funds designated for rental assistance. Rental assistance projects are those projects where the participant is the leaseholder with the landowner of the housing. If not prepopulated, please include the unit configuration in the applicable cells. See the Rental Assistance Worksheet below for further instructions. < prepopulated editable >
* **Column AE - Supportive Services** – This cell is prepopulated with funds designated for supportive services. < prepopulated editable >
* **Column AF - Operating Costs** – This cell is prepopulated with project funds designated for operating costs. < prepopulated editable >
* **Column AG - HMIS** – This cell is prepopulated with project funds designated for HMIS. < prepopulated editable >
* **Column AH - SRO Units** – This cell is prepopulated with the number of SRO bedroom units being renewed for this project. First-time S+C renewals may request additional units or if the unit configurations differs from the current grant agreement, provided the project applicant submits signed copies of all the leases to their local HUD CPD field office prior to finalizing the FY 2014 GIW showing the requested units are currently being assisted. SROs are units with occupancy of only one person. These units may contain food preparation or sanitary facilities, or both. < prepopulated editable >
* **Column AI - 0BR Units** – This cell is prepopulated with the number of 0 bedroom units being renewed for this project. First-time S+C renewal project applicants may request additional units or unit configurations different from the current grant agreement, provided the project applicant submits signed copies of all the leases to their local HUD CPD field office prior to finalizing the FY 2014 GIW showing the requested units are currently being assisted. 0 bedroom units are those in which the living area is not separated from the sleeping area. The term includes efficiencies, studio apartments, etc. (Applicable for leasing AND rental assistance) < prepopulated editable >
* **Column AJ - 1BR Units** –This cell is prepopulated with the number of 1-bedroom units being renewed for this project. First-time S+C renewal project applicants may request additional units or unit configurations different from the grant agreement or grant agreement as amended, provided the project applicant submits signed copies of all the leases to their local HUD CPD field office prior to finalizing the FY 2014 GIW showing the requested units are currently being assisted. (Applicable for leasing AND rental assistance) < prepopulated editable >
* **Column AK - 2BR Units** – This cell is prepopulated with the number of 2-bedroom units being renewed for this project. First-time S+C renewal project applicants may request additional units or unit configurations different from the grant agreement or grant agreement as amended, provided the project applicant submits signed copies of all the leases to their local HUD CPD field office prior to finalizing the FY 2014 GIW showing the requested units are currently being assisted. (Applicable for leasing AND rental assistance) < prepopulated editable >
* **Column AL - 3BR Units** – This cell is prepopulated with the number of 3-bedroom units being renewed for this project. First-time S+C renewals project applicants may request additional units or unit configurations different from the grant agreement or grant agreement as amended, provided the project applicant submits signed copies of all the leases to their local HUD CPD field office prior to finalizing the FY 2014 GIW showing the requested units are currently being assisted. (Applicable for leasing AND rental 4assistance) < prepopulated editable >
* **Column AM - 4BR Units** – This cell is prepopulated with the number of 4-bedroom units being renewed for this project. First-time S+C renewal project applicants may request additional units or unit configurations different from the grant agreement or grant agreement as amended, provided the project applicant submits signed copies of all the leases to their local HUD CPD field office prior to finalizing the FY 2014 GIW showing the requested units are currently being assisted. (Applicable for leasing AND rental assistance) < prepopulated editable >
* **Column AN - 5BR Units** – This cell is prepopulated with the number of 5-bedroom units being renewed for this project. First-time S+C project applicants may request additional units or unit configurations different from the grant agreement or grant agreement as amended, provided the project applicant submits signed copies of all the leases to their local HUD CPD field office prior to finalizing the FY 2014 GIW showing the requested units are currently being assisted. (Applicable for leasing AND rental assistance) < prepopulated editable >
* **Column AO - 6BR+ Units** – This cell is prepopulated with the number of 6-plus-bedroom units being renewed for this project. First-time S+C renewal project applicants may request additional units or unit configurations different from the grant agreement or grant agreement as amended, provided the project applicant submits signed copies of all the leases to their local HUD CPD field office prior to finalizing the FY 2014 GIW showing the requested units are currently being assisted. (Applicable for leasing AND rental assistance) < prepopulated editable >
* **Column AP - TOTAL Units** – This cell is a calculation of the total number of units being renewed for this project. < prepopulated non-editable >
* **Column AQ – Subtotal** – This cell is prepopulated with the total of the budget line items (excluding administrative costs). < prepopulated non-editable >
* **Column AR - Are you increasing Admin Costs that exceed FY2013 award?** - Select ‘Yes’ or 'No' to indicate whether or not additional administrative costs will be carved out of the eligible budget line items to be included in the Administration Costs Requested column. <editable>
	+ If ‘Yes’ the field will be highlighted in red. Project applicants may request up to 10 percent for administration costs without increasing the total ARA for that project. Any amount requested over the FY 2013 Admin costs awarded most be carved out of other budget line items. Please notate those BLI(s) with the corresponding amount(s) in the 'Comments' column. It should also be noted that a project CANNOT reduce administrative costs in order to increase another BLI (e.g., Supportive Services).
* **Column AS - Administrative Costs Requested** – Project applicants may request up to 10 percent for administration costs without increasing the total ARA for that project. <editable>
	+ If 'No' is selected is column AR, project applicants must use the calculated administrative costs allowed (column AT) in this cell.

* + If ‘Yes’ is selected in column AR, project applicants are allowed to request more than the calculated administration costs allowed (column AT) in this cell. Any amount requested over the FY 2013 Admin costs awarded must be carved out of other budget line items. Please notate those BLI(s) with the corresponding amount(s) in the 'Comments' column.
	+ If the CoC was awarded the bonus points outlined in Section VII.A.8.a of the FY 2013-FY 2014 CoC Program Competition NOFA as part of its score for the FY 2013/FY 2014 CoC Application, the project applications in that CoC are limited to requesting administrative costs up to 7 percent as the score applied to both FY 2013 and FY 2014 funding. Project applicants in CoCs that were not awarded these bonus points may increase project administrative requests to the 10 percent allowed in 24 CFR 578.59, but must move funds from other budget line items (e.g., operations, supportive services, etc.), therefore decreasing the amount of funds used by the project for housing and services to the homeless.
* **Column AT - Calculated Administrative Costs Allowed** –This cell is prepopulated with the amount of administration costs allowed for the project. This column is used in the Total Annual Renewal Amount (column AU) unless the project applicant indicated it is increasing administrative costs that exceed FY 2013 award (column AR). For existing renewals, this field will be pre-populated with the administrative costs awarded in the previous year’s competition. For SHP projects renewing for the first-time, this field will be prepopulated with previously awarded admin in addition to a 2 percent increase. For S+C projects renewing for the first-time, this field will be prepopulated with the 7 percent administrative costs. This figure is based on 1 year of funding. < prepopulated non-editable >
* **Column AU - Total Annual Renewal Amount (ARA)** – This cell is a calculation of all of the budget line items under a project. The ARA is the maximum amount of funds that can be renewed for the project. The ARA for each renewal project on the GIW contributes to the CoC's total Annual Renewal Demand (ARD). If this column is more than the FY 2013 awarded ARA, the field will be highlighted in red. If this column is red, check all columns in section 3 to insure the correct amounts, unit configurations, and admin costs are entered. < prepopulated non-editable >
	+ Renewal CoC projects cannot request more than the ARA awarded in FY 2013.
	+ First time renewing SHP projects approved to change from leasing to rental assistance or S+C projects may be more than the original ARA if the FMRs have increased since the original application.

SUBSECTION 3.2 - REQUESTED GRANT CHARACTERISTICS

* **Column AV - Is this project Leasing a Structure?** – If the leasing project is leasing a structure to provide supportive services, select ‘Yes’. If it is not leasing a structure, select ‘No’. If it does not have a leasing line item, select 'N/A'. <editable>
* **Column AW - Housing Assistance Type** – Select from the dropdown menu select the applicable housing type. If it is a rental assistance project, the housing type must reflect the most recent executed grant agreement, or as amended; do not change the housing type. <editable>
* **Column AX - Was a lease provided to the FO for units, structures?** – First-time renewal S+C projects that are requesting additional units that were not part of the original executed grant agreement or grant agreement as amended must provide copies of leases for ALL of the units that are being requested. Additionally, first-time renewal projects that are converting from leasing to rental assistance must provide copies of ALL of the leases as documentation to the local HUD CPD field office prior to the close of the FY 2014 CoC Registration in e-snaps. Select from the dropdown menu ‘Yes’ or 'No' if ALL copies were provided to the local HUD CPD field office. If not, explain why in the Comments column. <editable>
* **Column AY - Has the project been included in a HUD approved consolidation?** – Applicants may consolidate projects with the same project component type (PH: RRH and PH: PSH cannot be consolidated together). <editable>
	+ If the project received HUD-approval OR HUD-approval is pending to consolidate with another eligible renewal project and will be granted prior to opening of the FY 2014 funding process, select from the dropdown menu ‘Yes’ AND in the Comments column indicate the date the consolidate was or will be approved by HUD.
	+ If the project does not fall under one of the two categories above, select ‘No’. If the pending consolidation does not take place prior to the opening of the FY 2014 funding process, these renewal grants MUST submit separate project applications in e-snaps; they are prohibited from submitting one project application.

SECTION 4 - COMMENTS

* **Column AZ - Project Applicant/CoC Comments** - All comments from the project applicant and the CoC about the renewal grant should be placed in this column. Comments are mandatory for the following: consolidations, grant changes, and additions or removal of projects from the GIW. This column will be red if the project applicant answered ‘Yes’ in column AY. Comments are required for several scenarios during the review process. <editable>
* **Column BA - Field Office Comments** - All comments from the field office about the renewal grant should be placed in this column. Field office personnel should indicate their approval or disapproval of consolidations, grant changes, and additions or removal of projects from the GIW. <editable>
* **Column BB - Desk Officer Comments** - All comments from HUD Headquarters will appear in this column. Comments are mandatory for the following: consolidations, grant changes, and additions or removal of projects from the GIW. <editable>

RENTAL ASSISTANCE WORKSHEET - (TAB) - RENTAL ASSISTANCE PROJECTS ONLY

* **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** – This is a running total protected cell. After completing the Rental Assistance worksheet, project applicants will use this amount to populate the Rental Assistance field in Section 3.1

Rental Assistance Table

* **County/FMR Area** – Project applicants use this cell to record the County/FMR Area for the Rental Assistance project for which they are attempting to calculate the budget.
* Project applicants must Indicate the number of units for which funding is being requested (unit mix should match unit designation in Section 3 of the GIW). The project applicant must enter the corresponding FMR amounts (using FY 2014 Fair Market Rents Document System) and 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.
* Project applicants may calculate the Rental Assistance Budget Amount for any additional projects contained with the GIW, using 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. Delete the data entered in the Project Name, Project Number and County/FMR Area fields.
	7. Delete the amounts entered in the all of the # of Units and FMR columns. Once this has been completed, project applicants should be able to use the Rental Assistance Worksheet to calculate the budget for an additional project.
* **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:
	+ SRO = 0Bdrm FMR x 0.75
	+ 5 Bedroom = 4Bdrm FMR x 1.15
	+ 6 Bedroom = 4Bdrm FMR x 1.30
	+ 7 Bedroom = 4Bdrm FMR x 1.45
	+ 8 Bedroom = 4Bdrm FMR x 1.60
	+ 9 Bedroom = 4Bdrm FMR x 1.75