

FY 2015 CoC Program Grant Inventory
Worksheet (GIW) Instructions for
Continuum of Cares, Collaborative
Applicants, and Project Applicants

FY 2015 CoC Program GIW Instructions

Table of Contents

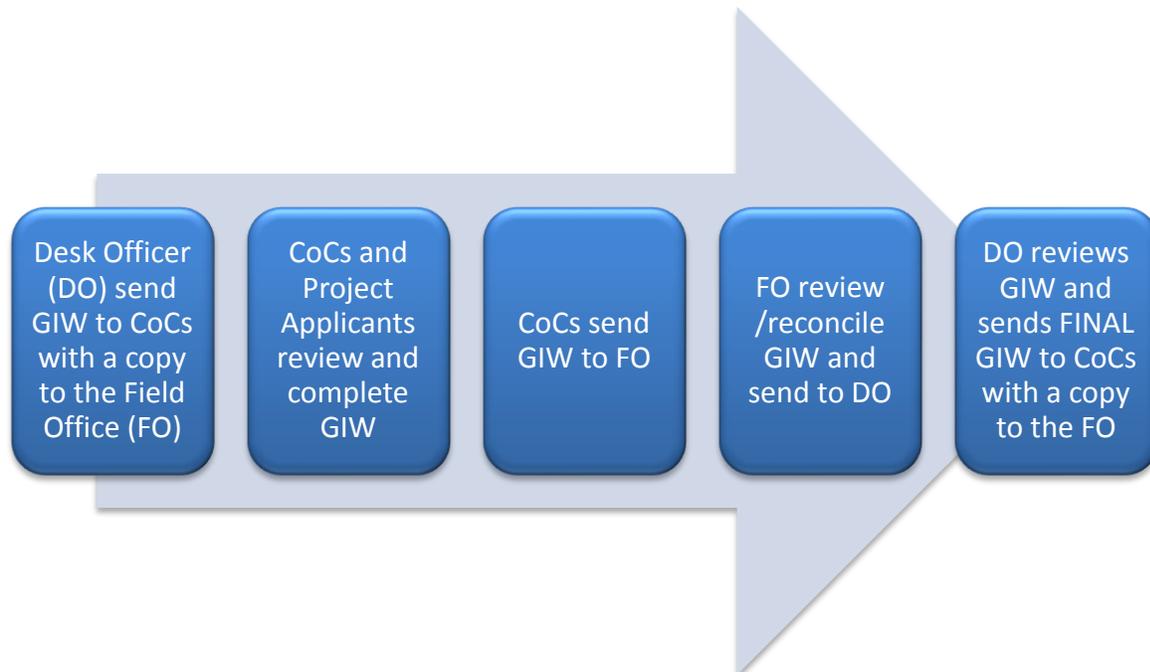
Introduction	3
Timeline	5
Highlight/Reminders	6
Subsection 1 and Subsection 2	12
Section 1 – Applicant and Project Information	13
Section 2 – Current Budget Line Items (BLIs) and Units	14
Section 3 – Requested Budget Line Items (BLIs) and Units for FY 2015 Competition	17
Section 4 – Comments	22
Rental Assistance Worksheet	23

FY 2015 CoC Program GIW Instructions

Introduction

This training guide provides instructions to Continuum of Cares (CoC), designated Collaborative Applicants and project recipients for the review, verification, and reconciliation process for the FY 2015 Grant Inventory Worksheet (GIW). The role of the Collaborative Applicant is to review, verify, and, if necessary, correct the information provided in the GIW.

In consultation with project recipients within the CoC geographic area and the local HUD field office, the Collaborative Applicant must ensure that the GIW captures the CoC's entire inventory of grants that are eligible for renewal in the FY 2015 CoC Program Competition. It is imperative that all eligible renewal grants are listed on the GIW. Eligible renewal projects that are not listed on the GIW will not be calculated in the CoC's final HUD-approved Annual Renewal Demand (ARD) amount. While a project can still apply for renewal funding if it was not included on the final HUD-approved GIW, this could have an impact on the funding for other projects that were included in the ARD. Further, all projects eligible for renewal must apply for renewal funds in the FY 2015 CoC Program Competition. If a project does not apply for and receive renewal funding in the FY 2015 CoC Program Competition, HUD 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 renewal projects. Below is the process for the FY 2015 GIW review:



Collaborative Applicants are responsible for ensuring that the GIW accurately lists all projects eligible for renewal funding in the FY 2015 CoC Program Competition. To assist in this process, HUD prepopulated the GIWs with information for projects in each CoC which includes the current budget line items and/or unit configuration for both renewal and new grants with a 1-year

FY 2015 CoC Program GIW Instructions

grant term that were conditionally awarded in the FY 2014 CoC Program Competition. The GIW may be incomplete or inaccurate, therefore, the Collaborative Applicants, 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. HUD strongly recommends that Collaborative Applicants send the GIW to all organizations within the CoC's geographic area that receive CoC Program funds for the purpose of review, correction, and comment.

The following types of projects should 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:

- Grants awarded prior to the FY 2014 CoC Program funding process (i.e., CoC Program, SHP, or S+C grants) that expire in CY 2016.
- Any renewal grants that received 1 year of funding through the FY 2014 CoC Program Competition funding process.
- Any new 1-year grants awarded under the FY 2014 CoC Program funding process that will expire in CY 2016.
- Any new 1-year grants awarded under the FY 2013 CoC Program funding process that will expire in CY 2016.
- Any S+C grants awarded prior to FY 2002 for which funding is expected to run out in CY 2016, and which has never received renewal funding.
- Any grant originally awarded in the FY 2009 CoC Homeless Assistance Grants Competition, that has funds expiring in CY 2016 or later and has not been renewed in a previous competition. Funds for these grants will expire and will no longer be available after September 30, 2016. Therefore, renewal funding is imperative for continued project operations. Funds from these expiring grant 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, 2016. Grants awarded in the FY 2009 CoC Homeless Assistance Grants Competition are not eligible for renewal with FY 2015 CoC Program funds if they expire in CY 2015 (between January 1, 2015 and December 31, 2015), and were not renewed in a previous Competition, or were not approved for extension into CY 2016 or later.

FY 2015 CoC Program GIW Instructions

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 2015.

Steps		Timeframe/Due Date
1.	SNAPS office sends GIWs to Collaborative Applicants (with a copy to the field offices) – Collaborative Applicants begin review and reconcile with project applicants and the local HUD CPD Field Office as needed.	February 2, 2015
2.	GIW Training for CoCs (Collaborative Applicants, project applicants, and interested stakeholders)	February 3, 2015
3.	GIWS DUE to local HUD CPD Field Offices for review and reconciliation	February 16, 2015
4.	SNAPS office sends HUD approved Final GIW to CoC and field offices	March 16, 2015

FY 2015 CoC Program GIW Instructions

Highlights/Reminders

- **Converting from Leasing to Rental Assistance.** As provided in 24 CFR 578.49B(b)(3), first time renewal projects 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. 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 landowner.

During the FY 2014 CoC Program Competition funding process, HUD was authorized to allow non-first time renewal leasing projects to change from leasing to rental assistance so that any project out of compliance with 24 CFR part 578 could come into compliance. It is HUD expectation that all projects are fully compliant with the type of project for which it is receiving funding. If your CoC still has projects that are identified as leasing, but in fact operating as rental assistance, those projects must either change to rental assistance in the FY 2015 CoC Program Competition or come into full compliance with leasing immediately. Any recipients of leasing that need to move their leasing funds to rental assistance must request a grant agreement amendment in accordance with 24 CFR 578.105, which must be completed at least 2 weeks prior to the FY 2015 application deadline that will be set forth in the FY 2015 CoC Program Competition NOFA. In the event that the recipient will be amending the FY 2014 grant to move funds from leasing to rental assistance, Collaborative Applicants will need to do the following:

1. List the grant characteristics as it was originally awarded in Section 2 of the GIW. Choose in this section (Column Z -Renewing from Leasing to Rental Assistance) 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 2014 CoC Program grants must be completed by the application deadline for FY 2015 CoC Program Competition or HUD will change the grant back to its original 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 that it is correctly classified. All projects should have made the necessary changes in during the FY 2014 CoC Program Competition funding process; however, HUD will offer the ability to make this

FY 2015 CoC Program GIW Instructions

change one final time during the FY 2015 CoC Program Competition process. HUD expects all CoC-funded projects to operate in compliance with 24 CFR part 578. The 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.”](#)

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 FY 2014 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;

FY 2015 CoC Program GIW Instructions

- 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 Y, “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 2014 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 FY 2014 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.

- **Worksheet functionality.** **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.** For those CoCs that are merging, if you have not already done so, please contact Michael Roanhouse at Michael.Roanhouse@hud.gov as soon as possible. Mr. Roanhouse will issue the designated Collaborative Applicant of the newly merged CoC the merged CoC Number and Name. After you have obtained the merged CoC Number

FY 2015 CoC Program GIW Instructions

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/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 2014 New Projects.** Projects awarded new 1-year funding in the FY 2014 CoC Program Competition funding process are included on the FY 2015 GIW even if they have not yet gone to grant agreement and/or if the operating start date is indeterminate. New FY 2014 grants must go to grant agreement by December 31, 2015, and have an operating start date of January 1, 2016 to be eligible for renewal in the FY 2015 CoC Program Competition. In the event a new FY 2014 grant does not go to grant agreement by December 31, 2015, or has an operating start date after January 1, 2016, and it applies for and receives renewal funding in the FY 2015 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 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.** Collaborative Applicants must add any projects originally funded under SHP, S+C, or CoC Program that have not yet been renewed or which are eligible for renewal in FY 2015 (including projects originally awarded in FY 2009 that *must* be renewed in FY 2015). 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 and CoC Program EXAMPLE:*** SHP and CoC Program 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

FY 2015 CoC Program GIW Instructions

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 columns in Section 1, whether the project is a first time SHP renewal, first time S+C renewal, or a 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 Collaborative Applicant must select “Yes” to the question “Are you requesting Admin costs that exceed FY 2014 award?” in subsection 3.1 and then enter the higher amount in the field for “Administrative Costs Requested.” The **total ARA cannot increase;** therefore, one or more of the other line items must be decreased to accommodate the increase in administrative costs. If the Collaborative Applicant selects “Yes”, the cell in column AS will be highlighted in red. This functionality was included to raise awareness for the Field Office and the Desk Officers.
 - **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%. For example, if the prior administrative costs award totaled 5 percent, the GIW is designed to allow 7 percent administrative costs under “Calculated Administrative Costs Allowed.” If the prior award included only 3 percent administrative costs, the Administrative Costs 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.
- **FY 2014 CoC Planning and UFA costs.** FY 2014 CoC Planning and UFA costs grants will **NOT** be reflected on the FY 2015 GIW – these types of projects 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.

FY 2015 CoC Program GIW Instructions

- 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 (highlighted in **BLUE**) - 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 X reflects the budget amount of your project, as indicated in the grant agreement or grant agreement as amended. This column contains a hidden formula calculation. If the budget amount does not reflect grant agreement, 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 (highlighted in **GREEN**) - Requested Budget Line Items (BLI) and Unit Configuration for the FY 2015 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 BLIs and the units in Subsections 2.1 and 2.2 of the grant being eliminated. Place "0"s in the columns; **DO NOT** leave them blank. The column "X – Total Budget Awarded" will zero out automatically once you have zeroed out all of the BLIs.
 - In the row for the surviving grant, ensure the appropriate columns in Section 3.1 accurately reflect the consolidated grant agreement information. The administrative costs allowed and total ARA column will be automatically calculated.
 - Indicate the consolidation in the comments section (Column AZ -Project Applicant/CoC) 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

FY 2015 CoC Program GIW Instructions

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 Collaborative Applicant and project applicants and that all information accurately reflects the CoCs total ARD amount for the FY 2015 CoC Program Competition.

- 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 suffix: **<editable>**.

FY 2015 CoC Program GIW Instructions

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**– You **MUST** enter the name of the organization that the CoC has designated to coordinate and submit its GIW, FY 2015 Registration, and FY 2015 CoC Consolidated Application 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 2015 CoC Program Competition. <prepopulated editable >
- **Is the Collaborative Applicant the same as in FY 2014?**– Answer ‘Yes’ if the organization listed as the Collaborative Applicant is the same as it was in FY 2014, answer ‘No’ if it is a different organization from FY 2014. <prepopulated editable >
- **CoC's Annual Renewal Demand** – This cell is a calculation of the total ARA amounts for all of the projects listed on the GIW. This amount includes any first-time renewals that were awarded in the FY 2014 CoC Program Competition. <prepopulated non-editable >

FY 2015 CoC Program GIW Instructions

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 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. When adding grants to the GIW, please be sure to populate this cell with the appropriate initial grant term (e.g., if the initial grant term was 3 years, enter 3.). **If this cell is left blank, it will be highlighted in red.** <prepopulated editable >
- **Column F - Expiration Date (mm/dd/yyyy)** – This cell needs to be populated with the project's expiration date. The expiration date is the date the grant agreement expires. This cell will be highlighted in **RED** if the expiration date is later than 12/31/2016. The project applicant should verify, and if a first time renewal, provide this information which can be found in LOCCS. <editable>
- **Column G - Former Project under the SHP or S+C Program or Project under the CoC Program** – This cell is prepopulated with a drop-down. 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 were awarded in the FY 2012 CoC Program Competition and beyond indicate 'CoC'. **If this cell is left blank, it will be highlighted in red.** <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 editable >

FY 2015 CoC Program GIW Instructions

SECTION 2 (HIGHLIGHTED IN BLUE) - 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 and CoC Program 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 >](#)

FY 2015 CoC Program GIW Instructions

- **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 drop-down 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 drop-down.
 - If ‘Yes’ and there is an ‘Operating’ BLI, these funds **CANNOT** be used together in the same project that is ‘Rental Assistance.’ Therefore, you must remove the Operating BLI and move to another eligible costs in another BLI (e.g., Supportive Services costs). If you are moving from leasing to rental assistance, please contact your local CPD field office.
- **Column AA - Is this a FY 2009 grant?** – Select from the drop-down 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 2009. <editable>
 - If ‘Yes’, grant awarded in 2009 will expire on September 30, 2016. **If the ‘Yes’ field will be highlighted in red**, that means that you’ll need to make sure that the column G reflects either SHP or S+C Program.

FY 2015 CoC Program GIW Instructions

- **Column AB - Is this a rental assistance project that requested actual rent or FMR amounts in FY 2014?** – Select from the drop-down 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 a previous CoC Program Competition (FY 2013 or FY 2014) cannot request FMR amounts and must request the actual rent per unit as approved in the FY 2013 or FY 2014 project application. Rental assistance projects cannot request actual rental amounts if those amounts are higher than FMR.

FY 2015 CoC Program GIW Instructions

SECTION 3 (HIGHLIGHTED IN GREEN) - REQUESTED BUDGET LINE ITEMS (BLIs) AND UNITS FOR FY 2015 COMPETITION

SUBSECTION 3.1 - REQUESTED BLI AMOUNTS AND UNITS CONFIGURATION

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 2015 competition. Please review the prepopulated amounts and update to reflect the current grant agreement. First-time S+C renewal projects may request additional units different unit configuration (if the unit configurations is 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 2015 GIW showing the requested units are currently being assisted. Changes to the number of units and unit configuration are NOT permitted for first time renewing CoC Program rental assistance projects.

- **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. 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. 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 >](#)

FY 2015 CoC Program GIW Instructions

- **Column AJ - 1BR Units** – This cell is prepopulated with the number of 1-bedroom units being renewed for this project. (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 2015 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. (Applicable for leasing AND rental assistance) <prepopulated editable >
- **Column AM - 4BR Units** – This cell is prepopulated with the number of 4-bedroom units being renewed for this project. (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. (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. (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 FY 2014 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 2014 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.

FY 2015 CoC Program GIW Instructions

- **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 in column AR, the total ARA cell (Column AU) uses the calculated administrative costs allowed (column AT) amount unless a lower amount is entered in the administration costs requested (column AS).
 - 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 2014 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 AZ).
- **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 ARA (column AU) unless the project applicant indicated it is increasing administrative costs that exceed FY 2014 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. **If "Former Project under the SHP or S+C Program or Project under the CoC Program?" (Column G) is left blank; this cell will be highlighted in red. <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 total ARA (Column AU) is greater than the total budget awarded (Column X – Total Budget Awarded), the field will be highlighted in red.** This only applies to projects under the CoC program. If this column is red, check all columns in section 3 to ensure 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 2014. However, if a renewal project has been authorized by HUD to change its current grant, through a grant agreement amendment, from leasing to rental assistance the ARA recorded must match the ARA recorded on the grant agreement amendment.
 - First-time renewing SHP projects approved to change from leasing to rental assistance or S+C projects may have a higher ARA if the FMRs have increased since the original application.

FY 2015 CoC Program GIW Instructions

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 drop-down 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 2015 CoC Registration in e-snaps. Select from the drop-down 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 2015 CoC Program Competition, select from the drop-down menu ‘Yes’ AND in the Comments column indicate the date the consolidate was or will be approved by HUD and the eligible renewal grant numbers that are affected by the consolidation.
 - 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 2015 CoC Program Competition, these renewal grants MUST submit separate project applications in e-snaps.

FY 2015 CoC Program GIW Instructions

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 - Has the project been included in a HUD approved consolidation?"** Comments in this column are extremely helpful for HUD, particularly if any changes were made to the pre-populated information. Comments should be clear and concise. <editable>
- **Column BA - Field Office Comments** - All comments from the field office about the eligible renewal grants should be placed in this column. Field office representatives 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>

FY 2015 CoC Program GIW Instructions

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 2015 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.

FY 2015 CoC Program GIW Instructions

- **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