FY 2016 CoC Program Grant Inventory Worksheet (GIW) Instructions for Continuum of Cares, Collaborative Applicants, and Project Applicants

May 12, 2016
# FY 2016 CoC Program GIW Instructions

## Table of Contents

- **Introduction** .......................................................................................................................... 3
- **Timeline** ............................................................................................................................. 5
- **Highlight/Reminders** .......................................................................................................... 6
- **Subsection 1 and Subsection 2** .......................................................................................... 13
- **Section 1 – Applicant and Project Information** ................................................................ 14
- **Section 2 – Current Budget Line Items (BLIs) and Units** .................................................. 15
- **Section 3 – Requested Budget Line Items (BLIs) and Units for FY 2016 Competition** ...... 17
- **Section 4 – Comments** ....................................................................................................... 21
- **Rental Assistance Worksheet** ............................................................................................. 21
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 2016 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 2016 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 2016 CoC Program Competition. If a project does not apply for and receive renewal funding in the FY 2016 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 2016 GIW review:

Collaborative Applicants are responsible for ensuring that the GIW accurately lists all projects eligible for renewal funding in the FY 2016 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 grant term that were conditionally awarded in the FY 2015 CoC Program Competition. The
FY 2016 CoC Program GIW Instructions

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 2015 CoC Program funding process (i.e., CoC Program, SHP, or S+C grants) that will have an expiration date in CY 2017 (January 1, 2017 through December 31, 2017).

- Any renewal grants that received 1 year of funding through the FY 2015 CoC Program Competition funding process.

- Any new 1-year grants awarded under the FY 2015 CoC Program funding process that will have an expiration date in CY 2017 (January 1, 2017 through December 31, 2017).

- Any new 1-year grants awarded under the FY 2014 CoC Program funding process that did not go to grant agreement by December 31, 2015; therefore, was not eligible for the FY 2015 CoC Program funds. Any projects that fall under this category and have or will be under grant agreement in CY 2016 with an expiration date in CY 2017 (January 1, 2017 through December 31, 2017) must be included on the GIW.

- Any S+C grants awarded prior to FY 2002 for which funding is expected to run out in CY 2017, and which has never received renewal funding.

- Any grant originally awarded in the FY 2010 CoC Homeless Assistance Grants Competition, that has funds expiring in CY 2017 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, 2017. 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, 2017. Grants awarded in the FY 2010 CoC Homeless Assistance Grants Competition are not eligible for renewal with FY 2016 CoC Program funds if they expire in CY 2016 (between January 1, 2016 and December 31, 2016), and were not renewed in a previous CoC Program Competition, or were not approved for extension into CY 2017 or later.
FY 2016 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 2016.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Timeframe/Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>May 11, 2016 - May 12, 2016</td>
</tr>
<tr>
<td>2. GIWS DUE to local HUD CPD Field Offices for review and reconciliation</td>
<td>May 26, 2016</td>
</tr>
<tr>
<td>3. HUD CPD Field Offices send completed GIWs to Desk Officers.</td>
<td>June 10, 2016</td>
</tr>
<tr>
<td>4. SNAPS office sends <strong>HUD approved Final GIW</strong> to CoC and field offices</td>
<td>June 27, 2016</td>
</tr>
</tbody>
</table>
**FY 2016 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.

HUD expects that all projects are in compliance with 24 CFR part 578, including leasing and rental assistance projects. As a reminder, leasing projects are those where the grant agreements are between the landowner and the recipient and rental assistance are those where the grant agreements are between the landowner and the participant. Any recipients of leasing that need to move their leasing funds to rental assistance because the grant agreements are between the landowner and the recipient 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 2016 application deadline that will be set forth in the FY 2016 CoC Program Competition NOFA. If the recipient amends the FY 2015 grant to move funds from leasing to rental assistance, Collaborative Applicants must do the following:

1. List the grant characteristics as it was originally awarded in Section 2 of the GIW.
2. Choose in this section (Column Z -Renewing from Leasing to Rental Assistance) that the project is renewing from leasing to rental assistance.
3. Complete the Rental Assistance Worksheet that includes the eligible renewal project name and grant number as well as the number and size of units. This worksheet has a direct link to the appropriate year’s Fair Market Rent (FMR) and will auto-calculate the annual renewal amount for the eligible renewal project.
4. 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 2015 CoC Program grants must be completed by the application deadline for FY 2016 CoC Program Competition or HUD will change the grant back to its original budget line items, as awarded.

- **FY 2008 RRH Demo Project.** In the FY 2015 CoC Program Competition NOFA projects originally funded as part of the FY 2008 Rapid Re-Housing for Families Demonstration were permitted to transition from transitional housing to permanent housing – rapid rehousing. HUD will continue to permit any additional FY 2008 Rapid Rehousing Demonstration projects to change from a leasing budget line item to a rental assistance budget line item (the executed leases must be between the landowner and the participant and the project may request actual rent or FMR which must be reflected on the GIW). If the renewal project includes leased structures or operating costs, then those costs must be moved to an eligible supportive services activity, HMIS budget line item, or additional units may be added (not to exceed to the current amount of the leased
FY 2016 CoC Program GIW Instructions

structure or operating costs). If a FY 2008 Rapid Re-Housing for Families Demonstration project does not change, it must continue operating as a transitional housing project. If the recipient will be amending the FY 2015 grant to change from TH to PH-RRH, changing BLIs from leasing to rental assistance, a Rental Assistance Worksheet MUST be completed and the Collaborative Applicant must also do the following:

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.

Complete the Rental Assistance Worksheet that includes the eligible renewal project name and grant number as well as the number and size of units. This worksheet has a direct link to the appropriate year’s Fair Market Rent (FMR) and will auto-calculate the annual renewal amount for the eligible renewal project.

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 2015 CoC Program grants must be completed by the application deadline for FY 2016 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 during the FY 2015 CoC Program Competition funding process; however, HUD will offer the ability to make this change again during the FY 2016 CoC Program Competition process. HUD expects all CoC-funded projects to operate in compliance with 24 CFR part 578. The scenarios are:

- 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.

- Complete the Rental Assistance Worksheet that includes the eligible renewal project name and grant number as well as the number and size of units. This worksheet has a direct link to the appropriate year’s Fair Market Rent (FMR) and will auto-calculate the annual renewal amount for the eligible renewal project.

- 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 2015 CoC Program grants must be completed by the application deadline for FY 2016 CoC Program Competition or HUD will change the grant back to its original budget line items, as awarded.
FY 2016 CoC Program GIW Instructions

- **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 2015 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).
FY 2016 CoC Program GIW Instructions

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 2015 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 2015 grant agreement.

- **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 send an email to CoCMerger@hud.gov as soon as possible. HUD will review the request and issue the designated Collaborative Applicant of the newly merged CoC the merged CoC Number and Name. After you have obtained the merged CoC Number and Name, contact your local HUD CPD Field Office to provide them with this information as soon as possible. The Field Office will then contact HUD Headquarters and a merged GIW worksheet will be populated and sent to you for review.

- **Shifting/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 2015 New Projects.** Projects awarded new 1-year funding in the FY 2015 CoC Program Competition funding process are included on the FY 2016 GIW even if they
FY 2016 CoC Program GIW Instructions

have not yet gone to grant agreement or if the operating start date is indeterminate. New FY 2015 grants must go to grant agreement by December 31, 2016, and have an operating start date of January 1, 2017 to be eligible for renewal in the FY 2016 CoC Program Competition. In the event a new FY 2015 grant does not go to grant agreement by December 31, 2016, or has an operating start date after January 1, 2017, and it applies for and receives renewal funding in the FY 2016 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 2016 (including projects originally awarded in FY 2010 that must be renewed in FY 2016). 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 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:

  - **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
FY 2016 CoC Program GIW Instructions

“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.

- All projects, whether first time SHP or S+C Renewal or renewing CoC Program 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 2015 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.

- **FY 2015 CoC Planning and UFA costs.** FY 2015 CoC Planning and UFA costs grants will NOT be reflected on the FY 2016 GIW – these types of projects are not renewable grants.

- **Adding renewal projects 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 (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
FY 2016 CoC Program GIW Instructions

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 2016).

- Complete Section 3 (highlighted in GREEN) - Requested Budget Line Items (BLI) and Unit Configuration for the FY 2016 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 and 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 Collaborative Applicant and project applicants and that all information accurately reflects the CoCs total ARD amount for the FY 2016 CoC Program Competition.

- Cells that are prepopulated but not editable will have the suffix: \texttt{<prepopulated non-editable>}.
- Cells that are prepopulated but require a check by the CoC will have the suffix: \texttt{<prepopulated editable>}.
- Cells that are not prepopulated and require a response from the CoC will have the suffix: \texttt{<editable>}.
FY 2016 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.  
- **CoC Number** – This cell is prepopulated with the number assigned to the CoC.  
- **CoC Name** – This cell is prepopulated with the name assigned to the CoC.

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 2016 Registration, and FY 2016 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 2016 CoC Program Competition.
- **Is the Collaborative Applicant the same as in FY 2015?** – Answer ‘Yes’ if the organization listed as the Collaborative Applicant is the same as it was in FY 2015, answer ‘No’ if it is a different organization from FY 2015.
- **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 2015 CoC Program Competition.
**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.

- **Column B - Applicant Name** – This cell is prepopulated with the project applicant’s name.

- **Column C - Project Name** – This cell is prepopulated with the project’s name.

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

- **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.

- **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 12/31/2017. The project applicant should verify, and if a first time renewal, provide this information which can be found in LOCCS.

- **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. All other projects should indicate ‘CoC’. If this cell is left blank, it will be highlighted in red.

- **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.
FY 2016 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 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 2016 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.  
- **Column T - 3BR Units** – This cell is prepopulated with the number of three bedroom units as indicated in the most recent grant agreement.  
- **Column U - 4BR Units** – This cell is prepopulated with the number of four bedroom units as indicated in the most recent grant agreement.  
- **Column V - 5BR Units** – This cell is prepopulated with the number of five bedroom units as indicated in the most recent grant agreement.  
- **Column W - 6BR+ Units** – This cell is prepopulated with the number of six+ bedroom units as indicated in the most recent grant agreement.  
- **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.  
- **Column Y - Total Budget Awarded** – This cell is prepopulated with the amount of funds under the most recent grant agreement.

**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 FY 2008 Rapid Rehousing Demonstration for Families projects that will change from leasing to rental assistance. For these types of projects, the Collaborative Applicant must complete a Rental Assistance Worksheet tab in order to calculate the correct amount for the project’s 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.

  - 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 want to retain the full amount of the grant, or, if the operating costs are not moved to another eligible BLI, the project’s total budget renewal amount will be reduced by the amount of funds in the operating budget line item. If you are moving from leasing to rental assistance, please contact your local CPD field office.
FY 2016 CoC Program GIW Instructions

- **Column AA - Is this a FY 2010 grant?** – Select from the drop-down menu ‘Yes should only be selected if the project is renewing for the first time in the FY 2016 CoC Program Competition, otherwise, select ‘No.’’<editable>
  - If ‘Yes’, grant awarded in 2010 will expire on September 30, 2017. If the ‘Yes’ field is highlighted in red, that means that you will need to make sure that the column G reflects either SHP or S+C Program.

- **Column AB - Is this a rental assistance project that requested actual rent or FMR amounts in FY 2015?** – 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>
  - 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 cannot request FMR amounts and must request the actual rent per unit as approved in the previous CoC Program project application.
  - Rental assistance projects cannot request actual rental amounts if those amounts are higher than FMR.

**SECTION 3 (HIGHLIGHTED IN GREEN) - REQUESTED BUDGET LINE ITEMS (BLIs) AND UNITS FOR FY 2016 COMPETITION**

**SUBSECTION 3.1 - REQUESTED BLI AMOUNTS AND UNITS CONFIGURATION**

Subsection 2.1 lists the previous award information and Subsection 3.1 lists changes to the project that will be reflected in a grant agreement amendment and the amount for each BLI that will be requested in the FY 2016 CoC Program Competition. Review the prepopulated amounts and update to reflect the current grant agreement. First-time S+C renewal projects may request additional units, as well as, different unit configuration (if the unit configuration 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 2016 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.

If a project is changing from leasing to rental assistance, whether it is a first time SHP project coming in as a first time renewal and changing from leasing to rental assistance, or a FY 2008 RRH for Families Demonstration Project switching from TH to PH-RRH and changing BLIs from leasing to rental assistance a corresponding Rental Assistance Worksheet MUST be completed and included with the GIW. If the GIW submitted by the CoC does not include a completed Rental Assistance Worksheet, HUD will return the GIW to the CoC to complete a Rental Assistance Worksheet and update the GIW with the correct rental assistance amount.
### FY 2016 CoC Program GIW Instructions

- **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.

- **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.

- **Column AE - Supportive Services** – This cell is prepopulated with funds designated for supportive services.

- **Column AF - Operating Costs** – This cell is prepopulated with project funds designated for operating costs.

- **Column AG - HMIS** – This cell is prepopulated with project funds designated for HMIS.

- **Column AH - SRO Units** – This cell is prepopulated with the number of SRO bedroom units being renewed for this project.

- **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)

- **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)

- **Column AK - 2BR Units** – This cell is prepopulated with the number of 2-bedroom units being renewed for this project.

- **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)

- **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)

- **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)
FY 2016 CoC Program GIW Instructions

- **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 2015 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 2015 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.

- **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 2015 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 2015 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 “under the SHP or S+C Program or Projects under the CoC Program?” (Column G) is left blank; this cell will be highlighted in red. <prepopulated non-editable>
FY 2016 CoC Program GIW Instructions

- **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>

  o Renewal CoC projects cannot request more than the ARA awarded in FY2015. 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.

  o 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.

**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 2016 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>
FY 2016 CoC Program GIW Instructions

- 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 2016 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 2016 CoC Program Competition, these renewal grants MUST submit separate project applications in e-snaps.

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>

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
FY 2016 CoC Program GIW Instructions

*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 2016 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