

## FY2013 GRANT INVENTORY WORKBOOK (GIW) INSTRUCTIONS

### PURPOSE AND GENERAL INSTRUCTIONS

In consultation with each of the CoC's project applicants and the local HUD CPD field office, the GIW within this Excel Workbook MUST be used to capture the CoC's entire inventory of grants requesting renewal funding under the FY 2013 Continuum of Care (CoC) Program Competition. It is imperative that all eligible renewal grants are listed in the GIW. Grants that are not listed on the GIW, will not be calculated in the CoC's final ARD amount for the FY 2013 CoC Program Competition. Failure by the CoC to not include a grant on its GIW, could result in the project not receiving renewal funding from HUD. Further, eligible grants that are not included on the final HUD-approved GIW will **NOT** be allowed to extend into the following Calendar Year (CY), and will not be eligible for renewal funding under the FY 2013 CoC Program Competition. 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 renewals nationally. Grants that fall under one of the following situations must be

1. CoC Program grants expiring in CY 2014 (January 1 through December 31). Every CoC Program grant listed on the GIW must have or will have an executed grant agreement by December 31, 2013. CoC Program grants that do not have an executed grant agreement before December 31, 2013, will not be considered for funding under the FY 2013 CoC Program Competition.
2. For the FY 2013 CoC Program Competition, all grants previously funded under the SHP and/or S+C program seeking first-time renewal funding must apply as a CoC Program grant under the applicable program component: Transitional Housing (TH), permanent Housing (PH), Safe Haven (SH), Supportive Services Only (SSO), or (Homeless Management Information System (HMIS).
3. Planning grants awarded under the FY 2012 CoC Program Competition expiring in CY 2014.
4. SHP or S+C grants originally awarded in the FY 2007 Competition, which have not yet received renewal funding. Funds for these grants will not be available after September 30, 2014, and applicants are prohibited from using the funds beyond September 30, 2014. These grants must renew in the FY 2013 CoC Program Competition. If not, these grants will not be able to receive renewal

**Note: the worksheet is not intended to capture any other renewals expected to expire beyond CY 2014 OR new projects.**

For your convenience, HUD has prepopulated the worksheets with information on the project applicant and the current budget line items and/or unit configuration for grants awarded in the FY 2012 CoC Program Competition with a 1-year grant term. This might not be a complete list of grants eligible for renewal in the FY 2013 CoC Program Competition. For that reason, CoCs, in consultation with their project applicants and the HUD CPD field office, must verify the accuracy of the prepopulated information, and must make corrections

### COC MERGER INSTRUCTIONS

Any CoC mergers that have been reported to HUD BEFORE the FY 2013 CoC Registration opens must submit one GIW workbook with all eligible renewals listed from all CoCs that were a part of the merger. CoCs that are contemplating a merger must submit a separate GIW

### OTHER INSTRUCTIONS FOR RECORDING THE GRANTS RENEWING in the FY 2013 COC PROGRAM COMPETITION

1. Shifting/Adding Funds. Applicants must have prior approval from the local CPD HUD field office before shifting or adding funds to another budget line item (BLI). If the applicant has received prior approval, leave the current amount "as-is" in section 2 (CURRENT BUDGET LINE ITEMS (BLIs) AND UNITS) and in section 3 (REQUESTED BUDGET LINE ITEMS (BLIs) AND UNITS) indicate the new amount(s)
2. Recording Consolidations. Grants with an executed grant agreement OR grants for which the field office has received a written request to consolidate but have not yet executed a grant agreement but are sure that a grant agreement will be executed by the opening of the FY2013 CoC Program competition-must be reflected as a consolidated grant on the GIW. It is important that these consolidated grants be executed prior to the opening of the FY2013 Competition. Applicants may consolidate grants on the GIW by
  - Combine the amounts/units under the BLIs in sub-section 2.1 (including Admin.) to the surviving grant.
  - Zero-out ("0") the budget lines (including Admin.) in sub-section 2.1 for the terminated grant(s).
  - Combine the amount/units under the BLIs in sub-section 3.1; however, once the Admin. budget line item is combined in sub-section 2.1, it should be prepopulated under column BE, Calculated Administration Costs Allowed; so there is no need to combine these amounts in sub-section 3.1. If the Admin. budget line item is **NOT** prepopulating in sub-section 3.1, please goThe budget line items in Sub-Section 3.1 for the consolidated (surviving) grant must be recorded on the project application budget(s) in e-snaps at the time of completing the FY 2013 Project Application. Also provide details of the consolidation in the "Comments" column (e.g., the date that the consolidation was/will be approved by HUD, the grant numbers of those terminated grants, and any

3. First-Time Renewal for Former SHP and S+C Renewals. The grants must be submitted as a CoC Program project under the appropriate component. In order to get the accurate amounts for 1-year of funding, these renewal project applicants must divide the original awarded amount by the original grant term as reflected on the original grant agreement, or grant agreement as amended.

NOTE: As a reminder, all capital costs (new construction, rehabilitation, or acquisition) and any Admin associated with those costs are not renewable and must not be included in the renewable amount. Below are examples of how to determine the 1-year renewal amount for a 2- or 3-year SHP project and a 5-year S+C project.

SHP EXAMPLE: For first time SHP renewals that were originally awarded for 2-years, divide all BLIs in sub-section 2.1 by 2. Insert the 1-year amount of funding in the applicable cells under sub-section 3.1; ensure that the Admin. under the Calculated Administration Costs

S+C EXAMPLE: For first-time S+C renewals that were originally awarded for 5-years, applicants must use the Rental Assistance Worksheet to determine the rental assistance BLI for 1-year of funding. (Please review the "Rental Assistance Worksheet" Instructions below for more instruction on how to complete this step within the GIW). Enter in the amount in the applicable cells under sub-section 3.1. Ensure that the Admin. under the Calculated Administration Costs Allowed column includes the 7 percent.

4. Converting from Leasing to Rental Assistance. Under the CoC Program interim rule, grants funded as S+C are now classified as rental assistance projects. Applicants that are renewing a former SHP project for the first time may change the leasing BLI to renewal assistance, if appropriate. Leasing grants are those grants where the recipient (and/or project subrecipient) is the leaseholder with the owner of the housing. Rental assistance projects are those grants where the program participant is the leaseholder with the owner of the housing. For more details on how to determine if an SHP project is leasing or rental assistance, refer to the Transitioning from Leasing to Rental Assistance guidance on the OneCPD website at [www.onecpd.info/](http://www.onecpd.info/). Note: If the request is made to convert from

5. FY 2012 Planning Projects. In order to protect planning funds awarded to CoCs, these funds must be included on the FY 2013 GIW. Please review the applicable cells to ensure that these funds are correct and appropriate edits are made.

#### DEFINITIONS/KEY TERMS

The second tab of the GIW contains definitions and key terms that will be used under HEARTH.

#### CHANGES TO PREPOPULATED SECTIONS

CoCs/Collaborative Applicants MUST review the information that is prepopulated in the GIW for accuracy. The remaining instructions will outline what is required in the columns and cells. Some of the cells cannot be changed. For those cells, that can be edited, the CoC is responsible for correcting any inaccuracies that may be prepopulated. 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>**. HUD will assume that the final HUD reconciled GIW transmitted to the HUD CPD field office have been reviewed by the

#### SUB-SECTION 1

- Field Office– This cell is prepopulated with the name of the 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>**

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#### SUB-SECTION 2

- Collaborative Applicant (CA) Name– Enter the name of the agency that the CoC has selected to coordinate and submit its GIW (i.e., the Collaborative Applicant), the Registration information and CoC Consolidated Application to HUD in this cell. The Collaborative Applicant's name in this cell should match the name entered on the CoC Applicant Profile.
- CoC Number – This cell is prepopulated with the number assigned to your CoC. **<PREPOPULATED NON EDITABLE>**
- CoC Name - This cell is prepopulated with the name assigned to your CoC. **<PREPOPULATED NON EDITABLE>**
- Collaborative Applicant (CA) Name - Enter the name of the CA as identified in the CoC's Applicant Profile in e-snaps.
- Is the CA the same as in FY 2012?– Answer YES if the entity listed as the CA is the same as it was in FY 2012, answer NO if it is a

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#### SECTION 1 - APPLICANT AND PROJECT INFORMATION

- Applicant Name– This cell is prepopulated with the applicant's project name as awarded by HUD in the previous CoC Program Competition, or if older, in a previous CoC Homeless Assistance Program Competition. <PREPOPULATED EDITABLE>
- EIN– This cell is prepopulated with the project applicant's Employer Identification Number. <PREPOPULATED EDITABLE>
- Project Name– This cell is prepopulated with the project's name. <PREPOPULATED EDITABLE>
- Grant Number– This cell is prepopulated with the most recent grant number that was issued by HUD. <PREPOPULATED
- Grant Term (Years)– This cell is prepopulated with the initial (or amended) 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 repeat renewal grants is the term as per the last renewal grant agreement or grant agreement as amended. <PREPOPULATED EDITABLE>
- Effective Date (mm/dd/yy) – This cell is prepopulated with the project's effective date. The effective date is the date the grant agreement was executed. <PREPOPULATED EDITABLE>
- Operating Start Date (mm/dd/yy) – This cell is prepopulated with the project's operating start date. The operating start date is the date the project began operating. <PREPOPULATED EDITABLE>
- Expiration Date (mm/dd/yy) – This cell is prepopulated with the project's expiration date. The expiration date is the date the grant agreement expires. <PREPOPULATED EDITABLE>
- First-Time Former SHP or S+C Program – This cell is prepopulated with a dropdown. For former SHP or S+C projects renewing for the first time, select whether the project was a 'SHP' OR a former 'S+C' project. For projects that renewed in the FY 2012 CoC
- Comments - If there were any inaccuracies identified within this section that required correction, or any other notes regarding this section you intend to submit to HUD enter them here.

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

### SUB-SECTION 2.1 - CURRENT BLI AMOUNTS

Amounts that are prepopulated in this sub-section are also prepopulated in sub-section 3.1. Any corrections made will need to be

- Acquisition– For first-time SHP renewals, this amount is prepopulated with the funds designated for acquisition, as it is reflected on the executed grant agreement or grant agreement or grant agreement as amended. Acquisition is NOT a renewable activity, so
- Rehabilitation– For first-time SHP renewals, this amount is prepopulated with the funds designated for rehabilitation, as it is reflected on the executed grant agreement or grant agreement as amended. Rehabilitation is NOT a renewable activity, so this
- New Construction– For first-time SHP renewals, this amount is prepopulated with the funds designated for new construction, as it is reflected on the executed grant agreement or grant agreement as amended. New Construction is NOT a renewable activity, so
- Leasing– This cell is prepopulated with the amount of grant funds designated for leasing. <PREPOPULATED EDITABLE>
- Rental Assistance– This cell is prepopulated with the amount of project funds awarded in the previous Competition.
- Supportive Services– This cell is prepopulated with the amount of project funds designated for supportive services.
- Operating Costs– This cell is prepopulated with the amount of project funds designated for operating costs. <PREPOPULATED
- HMIS– This cell is prepopulated with the amount of project funds designated for HMIS. <PREPOPULATED EDITABLE>
- Planning– This cell is prepopulated with the amount of CoC planning funds awarded in the FY 2012 competition. If the CoC was not awarded planning funds in the FY 2012 Competition this cell will be prepopulated with a zero ("0"). <PREPOPULATED EDITABLE>
- Administration Costs (up to 10%)– This cell is prepopulated with the amount of project funds designated for administration. In FY 2012, the maximum amount of funds available was 10 percent. The cell is prepopulated with the amount of funds identified by the applicant. If NO funds were ever designated for administration costs, there will be a zero ("0") in this cell. <PREPOPULATED
- Total Budget Awarded– This cell is a calculation of all of the budget line items under a project. This is the amount of funds under the grant agreement or grant agreement as amended. <PREPOPULATED NON EDITABLE>

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

### SUB-SECTION 2.2 - CURRENT UNIT CONFIGURATION

- SRO Units– This cell is prepopulated with the number of single room units as indicated in the grant agreement or grant agreement as amended. <PREPOPULATED EDITABLE>
- OBR Units– This cell is prepopulated with the number of zero bedroom units as indicated in the grant agreement or grant agreement as amended. <PREPOPULATED EDITABLE>
- 1BR Units– This cell is prepopulated with the number of one bedroom units as indicated in the grant agreement or grant agreement as amended. <PREPOPULATED EDITABLE>
- 2BR Units– This cell is prepopulated with the number of two bedroom units as indicated in the grant agreement or grant agreement as amended. <PREPOPULATED EDITABLE>
- 3BR Units– This cell is prepopulated with the number of three bedroom units as indicated in the grant agreement or grant agreement as amended. <PREPOPULATED EDITABLE>

- 4BR Units– This cell is prepopulated with the number of four bedroom units as indicated in the grant agreement or grant agreement as amended. <PREPOPULATED EDITABLE>
- 5BR Units– This cell is prepopulated with the number of five bedroom units as indicated in the original (or amended) grant agreement. <PREPOPULATED EDITABLE>
- 6BR+ Units– This cell is prepopulated with the number of six+ bedroom units as indicated in the grant agreement or grant agreement as amended. <PREPOPULATED EDITABLE>
- TOTAL Units– This cell is a calculation of all of the units under this project. This is the total number of units under the grant agreement or grant agreement as amended. <PREPOPULATED NON EDITABLE>
- Total Budget Awarded – This cell is prepopulated with the amount of funds under rental assistance (S+C, for first-time renewals) grant agreement or grant agreement as amended. <PREPOPULATED NON EDITABLE>

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

### SUB-SECTION 2.3 - CURRENT GRANT CHARACTERISTICS

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- Project Component – This cell is prepopulated with the project component. <PREPOPULATED NON EDITABLE> Reminder: Collaborative Applicants cannot change the component type. For example, if a project was awarded as TH, the renewal project
- Renewing from Leasing to Rental Assistance? – Select from the dropdown menu 'YES' or 'NO' to indicate whether or not the project is changing from leasing to rental assistance. This question is only applicable for first-time former SHP renewals. If 'Yes' the field will be highlighted in red and a roll over alert will appear. Please read the alert and complete the applicable action. All first-time former S+C projects are classified as rental assistance. For existing renewals, select 'N/A' from the dropdown.
- Is this a 2007 grant? – Select from the dropdown menu 'YES' or 'NO' to indicate whether or not the project is a first time SHP or S+C renewal project that was originally awarded in FY2007. If 'Yes' the field will be highlighted in red.
- Was this project extended? – elect from the dropdown menu 'YES' or 'NO' to indicate whether or not this project received any
- Comments - If there were any inaccuracies identified within this sub-section that required correction, or any other notes regarding this sub-section you intend to submit to HUD enter them here.

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## SECTION 3 - REQUESTED BUDGET LINE ITEMS (BLIs) AND UNITS FOR FY2013 COMPETITION

### SUB-SECTION 3.1 - REQUESTED BLI AMOUNTS AND UNITS CONFIGURATION

Amounts that are prepopulated in this sub-section are also prepopulated in sub-section 2.1. Any corrections made will need to be updated in both 2.1 and 3.1. Please review the prepopulated amounts and update to reflect the original (or amended) grant

- Leasing– This cell is prepopulated with funds designated for leasing. Leasing projects are those projects where the applicant (and/or project sponsor) is the leaseholder with the landowner of the housing. **Note: If not prepopulated, please include the unit**
- Rental Assistance– This cell is prepopulated with funds designated for rental assistance. Rental assistance projects are those projects where the recipient is the leaseholder with the landowner of the housing. (Please see Rental Assistance Worksheet below for further instructions) **Note: If not prepopulated, please include the unit configuration in the applicable cells.**
- Supportive Services– This cell is prepopulated with funds designated for supportive services.
- Operating Costs– This cell is prepopulated with project funds designated for operating costs.
- HMIS– This cell is prepopulated with project funds designated for HMIS.
- Planning– This cell is prepopulated with project funds designated for CoC planning costs. If the CoC was not awarded planning funds in the FY 2012 Competition, this cell will be prepopulated with zero ("0").

Review the amount to ensure they reflect the most current executed grant or grant agreement as amended.

- SRO Units– This cell is prepopulated with the number of SRO bedroom units being renewed for this project. First-time renewals may request additional units or if the unit configurations differs from the original (or amended) grant agreement, provided the applicant submits signed copies of the leases to their HUD CPD field office prior to finalizing the FY 2013 GIW showing the requested units are currently being assisted. SROs are units with occupancy of only one person. These units may contain food preparation or
- OBR Units– This cell is prepopulated with the number of 0 bedroom units being renewed for this project. First-time renewal applicants may request additional units or unit configurations different from the original (or amended) grant agreement, provided the applicant submits signed copies of the leases to their HUD CPD field office prior to finalizing the FY 2013 GIW showing the requested units are currently being assisted. 0 bedroom units are those in which the living area is not separated from the sleeping
- 1BR Units–This cell is prepopulated with the number of 1-bedroom units being renewed for this project. First-time renewal applicants may request additional units or unit configurations different from the grant agreement or grant agreement as amended, provided the applicant submits signed copies of the leases to their HUD CPD field office prior to finalizing the FY 2013 GIW showing

- 2BR Units– This cell is prepopulated with the number of 2-bedroom units being renewed for this project. First-time renewal applicants may request additional units or unit configurations different from the grant agreement or grant agreement as amended, provided the applicant submits signed copies of the leases to their HUD CPD field office prior to finalizing the FY 2013 GIW showing
- 3BR Units– This cell is prepopulated with the number of 3-bedroom units being renewed for this project. First-time renewals applicants may request additional units or unit configurations different from the grant agreement or grant agreement as amended, provided the applicant submits signed copies of the leases to their HUD CPD field office prior to finalizing the FY 2013 GIW showing
- 4BR Units– This cell is prepopulated with the number of 4-bedroom units being renewed for this project. First-time renewal applicants may request additional units or unit configurations different from the grant agreement or grant agreement as amended, provided the applicant submits signed copies of the leases to their HUD CPD field office prior to finalizing the FY 2013 GIW showing
- 5BR Units– This cell is prepopulated with the number of 5-bedroom units being renewed for this project. First-time applicants may request additional units or unit configurations different from the grant agreement or grant agreement as amended, provided the applicant submits signed copies of the leases to their HUD CPD field office prior to finalizing the FY 2013 GIW showing the
- 6BR+ Units–This cell is prepopulated with the number of 6-plus-bedroom units being renewed for this project. First-time renewal applicants may request additional units or unit configurations different from the grant agreement or grant agreement as amended, provided the applicant submits signed copies of the leases to their HUD CPD field office prior to finalizing the FY 2013 GIW showing the requested units are currently being assisted. (Applicable for leasing AND rental assistance)
- TOTAL Units– This cell is a calculation of the total number of units being renewed for this project.
- Subtotal– This cell is prepopulated with the total of the budget line items (excluding Admin.)
- Are you increasing Admin to the Max Amount? Select 'Yes' or 'No' to indicate whether or not additional Admin. funds will be carved out of the eligible budget line items to be included in the Administration Costs Requested column.
- Administration Costs Requested (up to 10 percent) – If 'Yes' is selected in the column above, in this cell, project applicants must indicate the amount of administrative funds requested. Under the CoC Program interim rule, project applicants may request up to 10 percent for administration costs without increasing the total ARA for that project. Note: The sum that is inserted in this field are the funds carved out plus the funds in the Calculated Administration Costs column. Please notate those BLI(s) with the
- Calculated Administration Costs–This cell is prepopulated with the maximum amount of administration costs allowed for the project. For existing renewals, this field will be pre-populated with the Admin. awarded in the previous year's competition. For first-time former SHP renewals, this field will be prepopulated with previously awarded Admin., in addition to a 2 percent increase. For first-time former S+C renewals, this field will be prepopulated with the 7 percent Admin. Note: this figure is based on 1 year of
- 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

### SECTION 3 - REQUESTED BUDGET LINE ITEMS (BLIs) AND UNITS FOR FY 2012 COMPETITION

#### SUB-SECTION 3.2 - REQUESTED GRANT CHARACTERISTICS

- Lease 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'.
- Housing Assistance Type – Select from the dropdown menu select the applicable housing type. Note: If a rental assistance project, the housing type must reflect the most recent executed grant agreement, or as amended; do not change the housing
- Was a lease provided to the HUD CPD field office for units? – 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 HUD CPD field office prior to the close of the FY 2013 CoC Registration in e-snaps. Select from the dropdown menu 'Yes' or 'No' if ALL copies were provided to the HUD CPD field office. If not,
- Has the project been included in a HUD approved consolidation? – Applicants may consolidate projects with the same project component type. 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 CoC Program Competition, select from the dropdown menu 'YES' AND in the Comments column indicate the date the consolidate was approved by HUD or will be approved. If the project does not fall under one of the two categories above, select 'NO'. Note: If the pending consolidation does not take place prior to the opening of the FY
- Comments – If there are any other notes regarding this sub-section you intend to submit to HUD enter them here.

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### SECTION 4 - PROJECTS PERFORMANCE AND CAPACITY

#### HUD USE ONLY; NO ACTION REQUIRED BY THE COC OR PROJECT APPLICANTS

### SECTION 5 - SUMMARY OF COC ELIGIBLE FUNDS



- CoC's Annual Renewal Demand– This cell is a calculation of the total ARD amount for all of the projects listed on the GIW. This amount includes any first-time S+C renewal and planning projects that were awarded in the FY 2012 Competition.
- HUD USE ONLY– **NO ACTION IS REQUIRED BY THE COC OR PROJECT APPLICANTS**

#### 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 HUD CPD 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.

- Step 1– Complete all of the Section 1 - Applicant and Project Information. This is the information that reflects the project's current status. In the "Comments" column (within this section), indicate that this is an eligible project for renewal that was not pre-
- Step 2 – Complete Section 2 - Current Budget Line Items (BLI) and Unit Configuration. For Sub-Section 2.1, enter in the current budget line items as reflected in the original (or amended) grant agreement. Column V is a formula calculation (hidden) and should reflect the amount of your project as indicated in the grant agreement or grant agreement as amended. If it does not, check your data entry to determine whether entries are accurate. Also, make sure that the Grant Term is correct. If a first-time renewal +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
- Step 3 – Complete Sub-Section 2.3 - Current Grant Characteristics, answer the questions in this section. In the "Comments" column (within this section), enter in the justification for the project's entry on the GIW (e.g., first-time renewal, expiration date in CY
- Step 4 – Complete Section 3 - Requested Budget Line Items (BLI) and Unit Configuration for the FY 2013 Competition. Refer to

#### RENTAL ASSISTANCE WORKSHEET - (TAB)

##### RENTAL ASSISTANCE PROJECTS ONLY

- Project Name– Applicants use this cell to record the Project Name for the Rental Assistance project for which they are attempting
- Project Number– Applicants use this cell to record the Project Number for the Rental Assistance project for which they are
- Rental Assistance– This is a running total protected cell. After completing the Rental Assistance worksheet, applicants will use this amount to populate the Rental Assistance field in Section 3.1

##### Rental Assistance Table

- County/FMR Area– Applicants use this cell to record the County/FMR Area for the Rental Assistance project for which they are
- 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 applicant must enter the corresponding FMR amounts (using FY 2013 Fair Market Rents Document
- 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

Applicants may calculate the Rental Assistance Budget Amount for any additional projects contained with the GIW, using the following 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, 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:

- $SRO = 1Bdrm\ FMR \times 0.75$
- $5\ Bedroom = 4Bdrm\ FMR \times 1.15$
- $6\ Bedroom = 4Bdrm\ FMR \times 1.30$
- $7\ Bedroom = 4Bdrm\ FMR \times 1.45$
- $8\ Bedroom = 4Bdrm\ FMR \times 1.60$
- $9\ Bedroom = 4Bdrm\ FMR \times 1.75$

#### DEADLINES

Note: If changes are made to the GIW by HUDHQ after the CoC submitted its FY 2013 CoC Registration in e-Shaps, the HUD HQ field office will notify the CoC by email with the revised HUD-approved GIW. This version must be uploaded to the FY 2013 CoC Application.

## FY2013 GRANT INVENTORY WORKBOOK DEFINITIONS

### DEFINITIONS

The key terms contained in the instructions are important and relevant concepts necessary for the completion of the GIW. CoC applicants are required to identify grants that are eligible for renewal funding in the FY2013 CoC Program Competition and record the Annual Renewal Demand through the use of the Grant Inventory Worksheet (GIW). A more extensive list of definitions can be found in the CoC Program interim rule, 24 CFR §578.3, and will be provided in the FY2013 CoC Program Competition NOFA.

**Annual Renewal Amount.** (24 CFR 578.3). The amount that a grant can be awarded on an annual basis when renewed. It includes funds only for those eligible activities (operating, supportive services, leasing, rental assistance, HMIS and administration) that were funded in the original grant (or the original grant as amended), less the non-renewable activities (new construction, acquisition, rehabilitation and

**Collaborative Applicant.** (24 CFR 578.3). The entity designated by the CoC to submit the registration and application in the CoC Program Competition on behalf of the CoC. The Collaborative Applicant is responsible for the coordination and oversight of the CoC planning efforts, and has the authority to certify and submit the CoC Application. A state governmental entity is the only type of organization that may serve as the Collaborative Applicant for multiple CoCs, due to the level of involvement and potential for conflict of interest when serving multiple CoCs. No other type of organization is permitted to be designated as the Collaborative Applicant for multiple CoCs.

**Continuum of Care Merger.** The Continuum of Care Merger is a process to merge two or more CoCs that registered separately in the FY2012 CoC Program Competition. At least one CoC may have FPRN based on the Annual Renewal Demand Amount (ARD) that exceeds the PPRN and at least one other CoC can have a FPRN based on PPRN. Under this process, HUD calculates the newly merged CoC's FPRN based on the higher FPRN for each CoC that participates in a Merger. CoCs approved to merge under the CoC Merger process in FY2012 will be permitted to continue to use this process in FY2013. HUD continues to encourage CoCs to merge regardless of FPRN status to

**Continuum of Care Pro Rata Need (PRN) Amounts** (24 CFR 578.17). HUD allocates to each geographic area an initial or preliminary "Pro Rata Need" dollar amount relative to its homeless assistance need.

**Annual Renewal Demand (ARD).** Used to calculate a collaborative applicant's annual demand amount based on all projects that will be submitted for renewal in the FY2013 CoC Program Competition. The ARD is the sum of the amounts awarded to projects for eligible activities, (for first time renewals that were originally awarded for multiple years, divided the grant amount by the number of years in the original grant term to determine the annual renewal amount). It incorporates funding for only eligible activities—operating, supportive services, leasing, rental assistance, Homeless Management Information Systems (HMIS), and project administrative costs—that were funded in the original grant (or the original grant as amended), less the non-renewable activities—new construction, acquisition, rehabilitation, and any administrative costs related to these activities. Any funding for new construction, acquisition, or rehabilitation, and any administration costs related to those activities, is not renewable and; therefore, should not be calculated in the project annual renewal amount. If the grant being renewed includes these non-renewable activities, administrative costs must be recalculated to reduce the amount for such related activities. In FY2013, the administrative costs must not exceed 10 percent, of the

**Continuum of Care Preliminary Pro Rata Need (PPRN).** The amount of funds a CoC could receive based upon the geographic areas HUD approves as included in the CoC. To determine the homeless assistance need of a particular jurisdiction HUD will use the formula set forth in the CoC Program interim rule, 24 CFR 578.17(a). Each year, HUD publishes the PPRN for each jurisdiction. A CoC's PPRN is

**Continuum of Care Final Pro Rata Need (FPRN).** The higher of PPRN or annual renewal demand for the CoC is the FPRN, which is the basis for the maximum award amount available for the CoC.



Grant Inventory Worksheets (GIW). An inventory of all projects within a CoC's geographic area that are eligible for renewal in a particular year. The GIW is reflected on a HUD-issued Excel spreadsheet and the CoC's ARS must be entered in e-snaps during with the CoC's registration; the Final HUD-approved GIW will be required to be uploaded during the CoC Application phrase. HUD uses the GIW to determine which projects are eligible to receive renewal funding and the level of funding for each project. As part of the FY2013 CoC Program Competition, HUD will use the GIWs to determine the CoC's annual renewal demand for FY2013. Therefore, for all projects, the correct annual renewal amount must be recorded on the GIW, and for rental assistance projects the correct number of units and sizes of the units must be identified. Additionally, the correct number of units and sizes of the units and/or structures funded through leasing dollars must be identified. Projects that are being reduced or eliminated under the reallocation process should also be indicated on the GIWs; however, CoCs should not reduce or remove a listed renewal project slated for reallocation from the GIW as this will negatively impact the ARD. The actual reallocation process will be completed during the competition. It is the responsibility of the applicants to ensure that the renewal budget and total number of units for all renewal projects match the requested amounts for all

Reallocation. A CoC may reallocate funds in whole or part from existing renewal projects create new permanent supportive housing projects that serve the chronically homeless or, for CoCs that are able to demonstrate that they are addressing the chronic homeless population through other means, including other reallocated projects, to create new rapid re-housing projects for families. . All CoCs may use the reallocation process, regardless of their funding status. CoCs that choose to reallocate one or more renewal projects to create new permanent supportive housing projects, rapid re-housing (CoC) projects or HMIS projects may retain the reallocated amount, provided that the new proposed project(s) meets eligibility and quality thresholds established by HUD in order to be

Sub-Section 1	Field Office:	Houston		
	CoC Number:	TX-700		
	CoC Name:	Houston/Harris County CoC		
Sub-Section 2	Collaborative Applicant (CA) Name:		COALITION FOR THE HOMELESS OF HOUSTON/HARRIS COUNTY	
	Is the CA the same as in FY2012? <small>(select from dropdown)</small>		Yes	

SECTION 1 - APPLICANT AND PROJECT INFORMATION												
No	Applicant Name	EIN	Project Name	Grant Number	Grant Term <small>(Years)</small>	Effective Date <small>(mm/dd/yyyy)</small>	Operating Start Date <small>(mm/dd/yyyy)</small>	Expiration Date <small>(mm/dd/yyyy)</small>	First-Time Former Project under the SHP <u>or</u> S+C Program	Comments	Acquisition	Rehabilitation
1	FORT BEND COUNTY COMMUNITY DEVELOPMENT DEPARTMENT	81497075	FORT BEND COUNTY WOMEN'S CENTER SHELTER PLUS CARE	TX24C700002	1	9/10/2008	10/1/2014	9/30/2014	S+C			

Section 5 - SUMMARY OF COC ELIGIBLE FUNDS	
CoC's Annual Renewal Demand:	\$253,269
(HUD USE ONLY):	

SECTION 2 - CURRENT BUDGET LINE ITEMS (BLIs) AND UNITS																						
Sub-Section 2.1 - Current BLI Amounts										Sub-Section 2.2 - Former S+C and Rental Assistance Unit Configuration												
New Construction	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Planning	Administrati on Costs (up to 10%)	Monthly Renewal Amount	Total Budget Awarded	SRO Units	0 BR Units	1 BR Units	2 BR Units	3 BR Units	4 BR Units	5 BR Units	6+ BR Units	Total Units	Total Budget Awarded (S+C only)	Project Component (select from dropdown)		
		\$977,592					\$85,008	\$17,710	\$1,062,600			5	10	5				20	\$1,062,600	PH		

				SECTION 3 - REQUESTED BUDG																
Sub-Section 2.3 - Current Grant Characteristics				Sub-Section 3.1 - Requested BLI Amounts and Units Configuration																
Renewing from Leasing to Rental Assistance? (applicable for 1st time former SHP renewals ONLY) (select from dropdown)	Is this a 2007 Grant? (select from dropdown)	Was this project extended? (select from dropdown)	Comments	Leasing	Rental Assistance	Supportive Services	Operating costs	HMIS	Planning	SRO Units	0 BR Units	1 BR Units	2 BR Units	3 BR Units	4 BR Units	5 BR Units	6+ BR Units	Total Units	Subtotal (does not include Admin)	
No	Yes	Yes			\$236,700							5	10	5				20	\$236,700	

ET LINE ITEMS (BLIs) AND UNITS FOR FY2013 COMPETITION										SECTION 4 - PROJEC	
					Sub-Section 3.2 - Requested Grant Characteristics					Sub-Section 4.1 - FO	
Are you increasing Admin.to the Max. Amount?	Administration Costs Requested	Calculated Administration Costs Allowed	Monthly Renewal Amount	Total ARA	Lease Structure	Housing Assistance Type (select from dropdown)	was a lease provided to the FO for units, structures? (1st time former SHP and S+C renewals ONLY) (select from dropdown)	Has the project been included in a HUD approved consolidation? (select from dropdown) (if yes, explain why in Comments)	Comments	Recommend Rejection? (select from dropdown) (if yes, specify in Comments)	Comments
No	\$16,569	\$23,670	\$21,106	\$253,269	No	Rental Assistance-TRA	No	No			

TS PERFORMANCE AND CAPACITY <i>(HUD USE ONLY)</i>			
Sub-Section 4.2 - HQ			
Renewal Demand Merged Amount	Is total ARD different from requested? <i>(select from dropdown)</i> <i>(if yes, explain why in Comments)</i>	Recommend Rejection? <i>(select from dropdown)</i> <i>(if yes, specify in Comments)</i>	Comments



## Rental Assistance Budget Worksheet

Please click on the link provided below to obtain 2013 FMR amounts.

[2013 FMRs](#)

<b>Project Name:</b>	
<b>Project Number:</b>	
<b>Rental Assistance:</b>	\$236,700

<b>County/FMR Area:</b>	
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Size of Units	# of Units		FMR		# of Months	
SRO		x		x	12	=
0 Bedroom		x		x	12	=
1 Bedroom	5	x	\$765	x	12	=
2 Bedrooms	10	x	\$945	x	12	=
3 Bedrooms	5	x	\$1,290	x	12	=
4 Bedrooms		x		x	12	=
5 Bedrooms		x		x	12	=
6+ Bedrooms		x		x	12	=
<b>Total</b>	<b>20</b>					=

Total Budget
\$0
\$0
\$45,900
\$113,400
\$77,400
\$0
\$0
\$0
\$236,700