

## FY2012 GRANT INVENTORY WORKBOOK INSTRUCTIONS

### PURPOSE AND GENERAL INSTRUCTIONS

For FY2012, under HEARTH implementation, the FY2012 GIW contains both Supportive Housing Program (SHP) and Shelter Plus Care (S+C) projects. The GIW within this Excel Workbook must be used to capture the CoC's inventory of grants requiring renewal funding under the FY2012 Continuum of Care Competition. Grants that fall under one of the following situations must be included on the worksheet as appropriate:

1. Grants expiring in calendar year (CY) 2013 (during a time period beginning January 1- and ending December 31).
2. Grants originally awarded in the FY 2006 competition, and that have not yet received renewal funding. Funds under the original grants cannot be extended and will not be available after September 30, 2013. These grants must renew in the FY2012 Competition, or will otherwise lose the opportunity to receive renewal funds in any subsequent Competitions.

*Note: the worksheets are not intended to capture any other SHP or S+C grants expected to expire in or beyond **CY2013**.*

For your convenience, HUD has populated the worksheets with grantee, budget line items and current unit configuration for SHP and S+C grants awarded in the FY 2011 competition with a 1-year grant term. This may not be a complete list of grants requiring renewal in the FY 2012 competition. For that reason, CoCs, in consultation with its grantees and the local HUD CPD field office, must verify the accuracy of the populated information, and must make corrections as appropriate.

### SPECIFIC INSTRUCTIONS FOR RECORDING THE GRANTS RENEWING in the FY 2012 COMPETITION

Under HEARTH, former SHP must be classified as one of the following type of projects:

- Leasing
- Rental Assistance
- Supportive Services Only
- HMIS

**Under HEARTH, former S+C are classified as RENTAL ASSISTANCE projects.**

Grantees must determine if their former SHP projects are leasing or rental assistance. Leasing projects are those projects where the grantee (and/or project sponsor) is the leaseholder with the owner of the housing. Rental assistance projects are those projects where the participant is the leaseholder with the owner of the housing. For more detail, on how to determine if your project is leasing or rental assistance please refer to the Transitioning from Leasing to Rental Assistance guidance on the HUD HRE.

CoCs must record the details of each expiring grant that requires renewal funding in this competition. The record must reflect the actual or in the case of projects with pending grant agreements, proposed/expected details of the expiring grant agreement, as amended by HUD.

## **COG MERGER INSTRUCTIONS**

Any CoC mergers that have been reported to HUD BEFORE the FY2012 CoC Registration must submit one GIW workbook with all eligible renewals listed (including all of the merged CoCs projects) on the GIWs; however, CoCs that are contemplating merging need to submit separate GIW workbooks for each CoC

## **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 must review the information that is prepopulated in the GIW for accuracy. The remaining instructions will outline what is required in the columns and cell. Some of the cells are unable to be changed. For those cells, that can be edited, the CoC is responsible for correcting any inaccuracies that may be prepopulated in the cell. 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 presume that GIWs transmitted to the Field Office have been reviewed by the CoC and all information is accurate.

#### SUB-SECTION 1

- Field Office– This cell is prepopulated with the name of the HUD Field Office assigned to your CoC. <PREPOPULATED NON EDITABLE>
- 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>

#### SUB-SECTION 2

- Collaborative Applicant/Lead Agency Name– Enter the name of the CoCs lead agency in this cell. The lead agency is the agency responsible for coordinating the CoCs application and submitting the GIW to HUD.
- 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>
- Is the lead the same as in FY2011?– Answer yes if the entity listed as the Collaborative Applicant/Lead Agency is the same as it was in FY2011, answer no if it is a different entity.

#### SECTION 1 - GRANTEE AND PROJECT INFORMATION

- Grantee Name– This cell is prepopulated with the name of the project`s grantee. <PREPOPULATED EDITABLE>
- EIN– This cell is prepopulated with the grantee`s project Employer Identificaton Number. <PREPOPULATED EDITABLE>
- Project Name– This cell is prepopulated with the project`s name. <PREPOPULATED EDITABLE>
- 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 grans is the term as per the last renewal grant agreement.<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 day 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>
- Program Type – This cell is prepopulated with the program type for this project. programs are SHP or S+C. <PREPOPULATED EDITABLE>
- Comments - If there were any inaccuracies that needed corrected, or any other notes you want to submit to HUD enter them here.

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

### SUB-SECTION 2.1 - CURRENT BLI AMOUNTS

- Acquisition– For first time renewals, this cell will be prepopulated with the amount of project funds designated for acquisition. Acquisition is not a renewable activity, so this amount will be zero in Sub-Section 3.1 <PREPOPULATED NON-EDITABLE>
- Rehabilitation– For first time renewals, this cell will be prepopulated with the amount of project funds designated for rehabilitation. Rehabilitation is not a renewable activity, so this amount will be zero in Sub-Section 3.1 <PREPOPULATED NON-EDITABLE>
- New Construction– For first time renewals, this cell will be prepopulated with the amount of project funds designated for new construction. New Construction is not a renewable activity, so this amount will be zero in Sub-Section 3.1 <PREPOPULATED NON-EDITABLE>
- Leasing– This cell is prepopulated with the amount of project funds designated for leasing under SHP projects. Grantees will need to determine if the project will remain as leasing or be reclassified as rental assistance in Sub-Section 3.1 <PREPOPULATED NON-EDITABLE>
- Rental Assistance– This cell will be prepopulated with the amount of project funds designated under S+C projects. Grantees with S+C projects will need to ensure that the amount reflected in Sub-Section 3.1 covers the number of units, bedroom configuration and current fair market rent value. <PREPOPULATED NON-EDITABLE>
- Supportive Services– This cell will be prepopulated with the amount of project funds designated for supportive services. Grantees will need to identify the amount of supportive services to be renewed in Sub-Section 3.1 <PREPOPULATED NON-EDITABLE>
- Operating Costs– This cell will be prepopulated with the amount of project funds designated for operating costs. Grantees will need to identify the amount of operating costs to be renewed in Sub-Section 3.1 <PREPOPULATED NON-EDITABLE>
- HMIS– This cell is prepopulated with the amount of project funds designated for HMIS under SHP projects. Grantees will need to identify the amount of HMIS to be renewed in Sub-Section 3.1 <PREPOPULATED NON-EDITABLE>
- Administration Costs (up to 5%)– This cell is prepopulated with the amount of project funds designated for administration under SHP projects. The maximum amount of funds available was 5%. The cell is prepopulated with the amount of funds identified by the grantee. If no funds were ever designated for administration costs, there will be a zero in that cell. Grantees will need to identify the amount of administration funds requested for the renewal grant in Sub-Section 3.1 <PREPOPULATED NON-EDITABLE>

- Monthly Renewal Amount– N/A No action needed by CoC or grantee.
- 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 original or amended grant agreement.

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

### SUB-SECTION 2.2 - CURRENT UNIT CONFIGURATION

- SRO Units– For SHP projects, this cell is prepopulated with the number of zero bedroom units as indicated in the original (or amended) grant agreement.  
<PREPOPULATED NON-EDITABLE>
- 0BR Units– For SHP projects, this cell is prepopulated with the number of zero bedroom units as indicated in the original (or amended) grant agreement.  
<PREPOPULATED NON-EDITABLE>
- 1BR Units– For SHP projects, this cell is prepopulated with the number of one bedroom units as indicated in the original (or amended) grant agreement.  
<PREPOPULATED NON-EDITABLE>
- 2BR Units– For SHP projects, this cell is prepopulated with the number of two bedroom units as indicated in the original (or amended) grant agreement.  
<PREPOPULATED NON-EDITABLE>
- 3BR Units– For SHP projects, this cell is prepopulated with the number of three bedroom units as indicated in the original (or amended) grant agreement.  
<PREPOPULATED NON-EDITABLE>
- 4BR Units– For SHP projects, this cell is prepopulated with the number of four bedroom units as indicated in the original (or amended) grant agreement.  
<PREPOPULATED NON-EDITABLE>
- 5BR Units– For SHP projects, this cell is prepopulated with the number of five bedroom units as indicated in the original (or amended) grant agreement.  
<PREPOPULATED NON-EDITABLE>
- 6BR+ Units– For SHP projects, this cell is prepopulated with the number of six+ bedroom units as indicated in the original (or amended) grant agreement.  
<PREPOPULATED NON-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 original or amended grant agreement.
- Total Budget Awarded ( S+C only ) – This cell is prepopulated with the amount of funds under the original or amended S+C grant agreement.

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

### SUB-SECTION 2.3 - CURRENT GRANT CHARACTERISTICS

- Current Project Component– Select from the dropdown menu the current project component as indicated in the original (or amended) grant agreement.  
<PREPOPULATED EDITABLE>

- Renewing from Leasing to Rental Assistance – Select from the dropdown menu yes or no if this project is changing from leasing to rental assistance. This question is only applicable to SHP. All S+C projects are classified as rental assistance. All other projects will be N/A.
- Is this a 2006 grant? – Select from the dropdown menu yes or no if this project is a first time renewal grant that was awarded in 2006.
- Was this project extended? – Select from the dropdown menu yes or no if this project received any grant term extensions.
- Is this a first time renewal? – Select from the dropdown menu yes or no if this is the first renewal for this project.
- Comments - If there were any inaccuracies that needed corrected, or any other notes you want to submit to HUD enter them here.

### SECTION 3 - REQUESTED BUDGET LINE ITEMS (BLIs) AND UNITS FOR FY2012 COMPETITION

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

- Leasing– Grantees must enter in this cell the amount of project funds designated for leasing. Leasing projects are those projects where the grantee (and/or project sponsor) is the leaseholder with the owner of the housing.
- Rental Assistance– Grantees must enter in this cell the amount of project funds designated for rental assistance. Rental assistance projects are those projects where the participant is the leaseholder with the owner of the housing. (Please see Rental Assistance Worksheet below for further instructions)
- Supportive Services– Grantees must enter in this cell the amount of project funds designated for supportive services.
- Operating Costs– Grantees must enter in this cell the amount of project funds designated for operating costs.
- HMIS– Grantees must enter in this cell the amount of project funds designated for HMIS.
- SRO Units– Grantees must enter the number of SRO bedroom units being renewed for this project, for first-time renewals grantees can request additional units or unit configurations different from the original (or amended) grant agreement, provided the grantee can provide copies of the leases showing the requested units are currently being assisted. SROs are units with occupancy by one person. These units may contain food preparation or sanitary facilities, or both.
- OBR Units– Grantees must enter the number of 0 bedroom units being renewed for this project, for first-time renewals grantees can request additional units or unit configurations different from the original (or amended) grant agreement, provided the grantee can provide copies of the leases showing the requested units are currently being assisted. 0 bedroom units are those in which the living area is not separated from the sleeping area. The term includes efficiencies, studio apartments, etc.
- 1BR Units– Grantees must enter the number of 1 bedroom units being renewed for this project, for first-time renewals grantees can request additional units or unit configurations different from the original (or amended) grant agreement, provided the grantee can provide copies of the leases showing the requested units are currently being assisted.
- 2BR Units– Grantees must enter the number of 2 bedroom units being renewed for this project, for first-time renewals grantees can request additional units or unit configurations different from the original (or amended) grant agreement, provided the grantee can provide copies of the leases showing the requested units are currently being assisted.

- 3BR Units– Grantees must enter the number of 3 bedroom units being renewed for this project, for first-time renewals grantees can request additional units or unit configurations different from the original (or amended) grant agreement, provided the grantee can provide copies of the leases showing the requested units are currently being assisted.
- 4BR Units– Grantees must enter the number of 4 bedroom units being renewed for this project, for first-time renewals grantees can request additional units or unit configurations different from the original (or amended) grant agreement, provided the grantee can provide copies of the leases showing the requested units are currently being assisted.
- 5BR Units– Grantees must enter the number of 5 bedroom units being renewed for this project, for first-time renewals grantees can request additional units or unit configurations different from the original (or amended) grant agreement, provided the grantee can provide copies of the leases showing the requested units are currently being assisted.
- 6BR+ Units– Grantees must enter the number of 6+ bedroom units being renewed for this project, for first-time renewals grantees can request additional units or unit configurations different from the original (or amended) grant agreement, provided the grantee can provide copies of the leases showing the requested units are currently being assisted.
- TOTAL Units– This cell is a calculation of the total number of units being renewed for this project.
- Administration Costs Requested – Under HEARTH, S+C projects renewing as rental assistance can request up to 7% for administration. All other SHP projects can request an amount that does not exceed a maximum of 7%. In this cell, grantees should indicate the amount of administrative funds requested.
- Maximum Administration Costs Allowed– This cell is prepopulated with the maximum amount of administration costs allowed for the project. Grantees will receive the lesser of this amount or administration costs requested.
- Monthly Renewal Amount– N/A No action needed by CoC or grantee.
- Total Annual Renewal Demand (ARD)– This cell is a calculation of all of the budget line items under a project. The Annual Renewal Demand (formerly annual renewal amount) is the maximum amount of funds that can be renewed for the project.

### SECTION 3 - REQUESTED BUDGET LINE ITEMS (BLIs) AND UNITS FOR FY2012 COMPETITION

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

- Lease Structure– If your leasing project is leasing a structure to provide supportive services, please enter yes. If you are not leasing a structure, please enter no. If you do not have a leasing line item, please enter N/A.
- Project Component– Under HEARTH, grantees can reclassify their project component to more accurately reflect the nature of their project. In addition all Rapid ReHousing Demo projects awarded in 2008 are required to reclassify as **transitional housing (TH)**. Please select from the dropdown menu the project component that reflects your project. TH - transitional housing, PH - permanent housing.
- Housing Assistance Type– Select from the dropdown menu if this project is leasing, rental assistance, supportive services or HMIS.

- Was a lease provided to the Field Office for units, structures? – Projects that are reclassified as leasing, must provide copies of the leases as documentation to the field office. Select from the dropdown menu yes or no if you provided copies of the lease to the field office.
- Is project included in a recent or planned consolidation? – Grantees are allowed to consolidate projects with the same component type. If this project has or will be consolidated with another, select from the dropdown menu yes or no to indicate if the project will be consolidated. Grantees can consolidate grants on the GIW by combining the amounts under the BLIs in Sub-Section 3.1 or in e-snaps after the competition during grant execution. If you select yes, please provide details of the consolidation in the Comments column.
- Is part or all of the current amount being reallocated this year? – Grantees are allowed to reallocate all or part of the funding from renewal projects to create new projects. If part or all of this project will be reallocated, select from the dropdown menu yes or no to indicate if the project will be reallocated. Grantees will enter the reallocated amount in Sub-Section 3.1.
- Is the new component different from the current – If the component on the renewal project is different from the current project, select from the dropdown menu yes or no. If you select yes, please provide details under the Comments column.
- Comments - If there are any other notes you want to submit to HUD enter them here.

#### SECTION 4 - NOT APPLICABLE FOR HUD USE ONLY

#### SECTION 5 - SUMMARY OF COC ELIGIBLE FUNDS

- CoC's Annual Renewal Demand – This cell is a calculation of the total annual renewal demand amount for all of the projects listed on the GIW
- Preliminary Pro Rata Need Amount – The cell is prepopulated with the amount of funds assigned to each CoC as defined in §578.17. <PREPOPULATED NON EDITABLE>
- Final Pro Rata Need (FPRN) Amount – The cell is calculated with the CoC's Final Pro Rata Need Amount which is the higher of the ARD or PPRN

#### ADDING RENEWALS TO THE GIW



If there are eligible renewals that are not pre-populated on the GIW, the CoC must add those prior to submitting to HUD. There are four steps to adding renewals to the GIW.

- Step 1- Complete all of the Section 1 - Grantee and Project Information. This is the information that reflects the project's current status. In the "Comments" (Column K) column, indicate that this is an eligible project for renewal that was not pre-populated on the GIW.
- 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 U will be hidden, so no entry is needed there. Column V is a formula calculation and should reflect the amount of your project as indicated in your original or amended grant agreement. If it does not, please check your data entry in Columns L through T. Also, make sure that the Grant Term (Column F) is correct. If you have added an S+C project, enter the dollar amount of your award as reflected in your original or amended grant agreement under Rental Assistance (Column P). Adding S+C projects also require the completion of Sub-Section 2.2, using the number and unit configuration of the current S+C project.
- Step 3 – Complete Sub-Section 2.3 - Current Grant Characteristics, answer the questions in Columns AG through AK. If this project is a first time renewal, enter "yes" from the dropdown in Column AK. In the "Comments" column (Column AL), enter in the justification for the project's entry on the GIW (first time renewal, expiration date in CY2013, etc.)
- Step 4 – Complete Section 3 - Requested Budget Line Items (BLI) and Unit Configuration for the FY2012 Competition. Refer to the Section 3 instructions above.

## RENTAL ASSISTANCE WORKSHEET - (TAB)

### RENTAL ASSISTANCE PROJECTS ONLY

- 2012 FMRs (Hyperlink)– Grantees must use this link to access the FY2012 Fair Market Rents Document System to research the appropriate FMR amount for the County/Counties that their project will serve.
- Project Name– Grantees may use this cell to record the Project Name for the Rental Assistance project for which they are attempting to calculate the budget.
- Project Number– Grantees may 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, Grantees will use this amount to populate the Rental Assistance field in Section 3.1

#### Rental Assistance Table

- County/FMR Area– Grantees may use this cell to record the County/FMR Area for the Rental Assistance project for which they are attempting to calculate the budget.
- Grantee must Indicate the number of units for which funding is being requested (unit mix should match unit designation in Section 3 of the GIW). Then the Grantee must enter the corresponding FMR amounts (using FY2012 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.

*In order to calculate the Rental Assistance Budget Amount for any additional projects contained with the GIW, the Grantee may do so by following the steps below.*

### Steps to create a new Rental Assistance Worksheet

1. Please move your mouse pointer over the tab name of the **Rental Assistance** worksheet.
2. Right Click on the tab and select the option **Move of 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 and then you should select **Yes**
6. Delete the data entered in the Project Name, Project Number and County/FMR Area fields.
7. Then you must delete the amounts entered in the all of the **# of Units** and **FMR** columns. Once this has been completed, you should be able to use the Rental Assistance Worksheet to calculate the budget for an additional project.

### DEADLINES

- On or about **August 9, 2012**, the CoC must submit to the local HUD CPD Field Office the completed Grant Inventory Worksheet. The Worksheet must be submitted via email. The CoC must only submit with its FY 2012 registration *e-snaps* the Worksheet reviewed and approved by the HUD CPD field office.