BoS CoC GIW FY2012 Tips

1. The A-K columns must be confirmed and/or edited to be correct in Section 1, or if you are a first time renewal, you will need to fill these in. If the fields are pre-populated, please confirm that the information is correct and/or make needed edits.

2. Grantees must manually enter information for projects that are being renewed for the first time, i.e., a first time renewal of a grant awarded in the FY2006 Competition. All of the fields listed above must be completed. Details about the renewal information should be inserted into the “Comments” field.

3. In previous years, HUD would provide CoCs with one GIW for SHP projects and another for all S+C projects. This year, there is one GIW for all projects, regardless of component type.

4. SHP 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 (to be posted August 9, 2012). 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.

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

6. In section 2, you will list the number of units in the original grant amount. Section 2.3 reflects your current grant.

7. Under "Renewing from Leasing to Rental Assistance?" (Column AH), select for each renewal project whether you are changing components from leasing to rental assistance. Select the appropriate option from the dropdown menu.

* Select “Yes” if you are changing the renewal project type from leasing to rental assistance.
* Select “No” if there is no change.

Rental assistance projects are those where the lease is between the landlord and the project participant, as opposed to the agency holding the lease with the landlord. HUD will be releasing guidance on this on August 9 and it will be posted on <http://www.hudhre.info/> (NCCEH will send out this guidance as soon as we find it posted on the website.)

8. In Section 3 Grantees must enter the number of 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.

9. For FY2012, the maximum eligible amount for administrative expenses may be up to 7 percent for all projects. For former SHP projects, the grantee may receive an increase in administrative costs of up to 2 percent over that which was received in the FY2011 Competition. The maximum amount you may request is pre-populated in column BB.

10. You will only need to enter information into a project’s Rental Assistance Worksheet if the project is converting from leasing to rental assistance, or if the project is a former S+C project. Please fill out one Rental Assistance Worksheet per project. Each grant must have a Rental Assistance Worksheet. Once the Rental Assistance Worksheet is completed, you must do the following:

* Return to the GIW and insert the total number of units and applicable unit types in Sub-Section 3.1.
* From the Rental Assistance Worksheet, take the amount calculated in the "Rental Assistance" (cell D7) and insert it into the "Rental Assistance" column (Column AN) under Sub-Section 3.1 in the GIW.
* Enter an amount in the "Administration Costs Requested" column (Column BA) that does not exceed the amount calculated in the "Maximum Administration Costs Allowed" column (Column BB).

11. Note on consolidated grants: 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.

Please call us at 919.755.4393 with questions. **GIWs are due to NCCEH no later than noon on August 9, 2012.**

For complete GIW training, please see the HUD HRE website: <http://hudhre.info/documents/2012GIWtraining.pdf>

For the corrected instructions and Rental Assistance Worksheet, please go to our website: <http://www.ncceh.org/bos/CurrentCoCApplication/>