

FY 2019 Continuum of Care (CoC)
Program Grant Inventory Worksheet (GIW)
Instructions for CoCs, Collaborative
Applicants, and Project Applicants



FY 2019 CoC Program GIW Instructions

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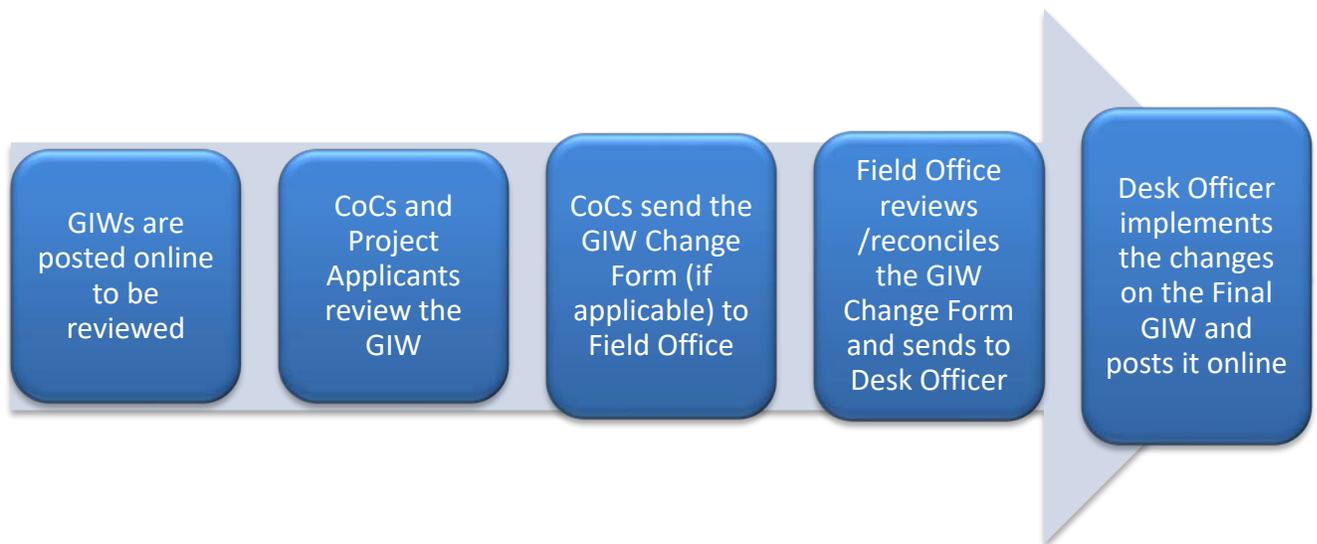
Introduction

Beginning with FY 2017, HUD changed the process in which GIWs are distributed and reviewed by CoCs, local HUD field offices and HUD's Office of Special Needs Assistance Programs (SNAPS). This training guide provides instructions to CoCs, designated Collaborative Applicants and project recipients for the review and verification of the FY 2019 Grant Inventory Worksheets (GIWs).

The GIW is used to record all grants that are eligible for renewal funding within the CoC's geographic area in the FY 2019 Continuum of Care Program (CoC) Competition. The GIW calculates an Annual Renewal Amount (ARA) for each project, which is the sum of all renewable budget line items (BLI); e.g., rental assistance, leasing, supportive services and is the total renewal amount a project may request under the FY 2019 CoC Program Competition. The sum of all ARAs within the CoC is then used to calculate the CoC's Estimated Annual Renewal Demand (ARD).

Beginning with FY 2017, it was determined that the best way to determine a CoC's final ARD was to base the amount on the actual eligible renewal projects listed on the Renewal Project Listing and add the total budget amounts of eligible renewal project(s) listed on the reduced or eliminated reallocation forms on the CoC Priority Listing. Therefore, the ARD on the GIW is "estimated".

Here is a summary of the GIW update and review process:



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- SNAPS pre-populates GIWs with all known grants that are eligible for renewal funding within the CoC's geographic area.
- FY 2018 GIWs, Line of Credit Control System (eLOCCS) and FY 2018 Award data were used by the SNAPS Officer to review the accuracy of the pre-populated project information.
- After SNAPS completed its initial review, the GIWs and a GIW Change Form (to be used for requesting changes to the GIW) were posted to the HUD Exchange.
- CoCs must review the projects on the posted GIW and verify accuracy.
- If a CoC identifies missing projects, projects that should be removed or projects with information that must be updated (e.g., BLI changes through a grant agreement amendment), the CoC must complete a GIW Change Form and submit it to the local HUD field office for review. **GIW Change Forms sent directly to the SNAPS office will not be accepted.**

Collaborative Applicants are responsible for ensuring that the GIW accurately lists all projects eligible for renewal funding in the FY 2019 CoC Program Competition. To assist in this process, HUD pre-populated the GIWs with information for projects in each CoC which includes the current BLI and/or unit configuration for both renewal and FY 2018 conditionally awarded new CoC Program grants with a 1-year grant term. If the GIW includes first-time renewal projects, the budget amounts will be reflected as they are under the current grant agreement or the grant agreement as amended. If amendments are not processed in esnaps when the GIW is pre-populated, the GIW may reflect incomplete or inaccurate grant information; therefore, Collaborative Applicants, in consultation with project applicants and the local HUD field office, must verify the accuracy of the pre-populated information, and must make corrections as appropriate via the GIW Change Form. HUD strongly recommends that Collaborative Applicants notify all organizations that receive CoC Program funds within the CoCs' geographic area to review the GIW posted to the HUD Exchange and confirm the accuracy of the project information.

Any changes to the GIW must be requested by the CoC's Collaborative Applicant by completing and submitting the GIW Change Form to the local HUD field office for review and approval. Project applicants must notify the CoC's Collaborative Applicant of changes. The local HUD field office will not accept GIW Change forms from individual project organizations. Once the field office reviews the requested project changes for accuracy and compliance with the CoC Program, the field office will reconcile any discrepancies with the CoC and email the approved GIW Change form to the appropriate SNAPS desk officer. The approved GIW Change Form will be used by the SNAPS desk officer to update the original GIW which will then be posted as a revised GIW, with the revision date, to the HUD Exchange.

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Highlights/Reminders

- **Program Component Changes and Transition Grants.** Component changes **can no longer** be requested through the GIW reconciliation process. In the FY 2018 CoC Program Competition, project applicants were authorized to transition an existing renewable component (e.g., TH) to another component (e.g., PH-RRH) using the reallocation process. Recipients reallocated existing project components to one of the eligible new project components: PH-PSH, PH-RRH, Joint TH and PH-RRH, dedicated HMIS, or SSO-CE. CoC's must confirm that the posted GIW correctly displays the new project component.
- **First-Time Renewal of CoC Program Grants.** During the initial GIW review, HUD used various sources to confirm GIW information and added projects that may be eligible to apply for renewal funding in the FY 2019 CoC Program Competition. If the CoC or a project applicant determines that a project eligible for renewal is missing from the GIW, the Collaborative Application must use the GIW Change Form to add the missing project eligible for renewal in FY 2019. Capital costs (new construction, rehabilitation, or acquisition) and any administrative costs associated with those costs are not renewable and must not be included in the renewable amount for grants renewing for the first time.
- **Shifting Funds.** Recipients must have prior approval from the local HUD field office before shifting or adding funds to another BLI. If the project applicant received prior approval, list the updated BLI in the Current Budget Line Item Amounts section of the GIW Change Form. Select "Budget Change" in column 'W' and provide comments describing your budget change request in column 'X'.
- **Administrative Costs.** CoC Program grants may allocate up to 10 percent of the project's budget for administrative costs by shifting funds from another eligible BLI to the admin line item. The **total ARA cannot increase**; therefore, one or more of the existing line items must be decreased to accommodate the increase in administrative costs. Recipients cannot reduce the number of units, so HUD cautions recipients from carving funds out of the Rental Assistance or Leasing BLIs. If a CoC submits a change form requesting to increase the admin amount of a CoC Program grant, the field office must confirm that an amendment has been executed or will be processed prior to the FY 2019 application deadline.
- **Consolidations.** During the FY 2018 CoC Program Competition, recipients were given the opportunity to consolidate up to four of their eligible renewal projects into one project during the application process. This is the only method recipients can use to consolidate grants, meaning no consolidations will be approved outside of the CoC Program Competition.

For grants consolidated during the FY 2018 CoC Program Competition, verify that the surviving grant correctly displays the combined budgets and unit configuration.

- **CoC Mergers.** For CoCs that are merging, CoC's must verify that the posted GIW includes all projects eligible to renew within the merged CoC. If a CoC merger has not been completed, but is expected to be completed by the CoC application submission deadline, please send an email to CoCMerger@hud.gov if you have not already done so. HUD will

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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.

- **FY 2018 New Projects.** Projects conditionally awarded new 1-year funds in the FY 2018 CoC Program Competition are included on the FY 2019 GIW even if they have not yet gone to grant agreement or if the operating start date is indeterminate. New FY 2018 grants must go to grant agreement by December 31, 2019 and have an operating start date no later than January 1, 2020 to be eligible for renewal in the FY 2019 CoC Program Competition. If a new FY 2018 grant does not go to grant agreement by December 31, 2019, or establish an operating start date by January 1, 2020, and it receives renewal funding in the FY 2019 CoC Program Competition, HUD will de-obligate the renewal funding because it did not meet all of the eligible renewal criteria. In these cases, the project(s) may be eligible to apply for renewal in the next CoC Program Competition.
- **Renewal Grants Expanded in the FY 2018 CoC Program Competition.** During the CoC Program Competition, HUD allowed applicants to submit new project applications to expand existing projects, so long as the projects are expanding units, beds, persons served, supportive services provided, HMIS activities, or coordinated entry activities. CoCs must ensure the resulting combined units, if applicable, and budgets are correctly depicted on the GIW.
- **YHDP grants.** The first Youth Homelessness Demonstration Program (YHDP) grants may be eligible for renewal under the CoC program for the first time in the FY 2019 Competition. To be eligible for the FY 2019 competition, renewal grants must have an expiration date no later than 12/31/2020. Therefore, YHDP grants originally awarded with a 2-year grant term must have an operating start date no later than January 1, 2019 to be eligible for renewal in the FY 2019 CoC Program Competition.
- **CoC Planning and UFA Costs.** CoC Planning and UFA costs grants are **NOT** included on the FY 2019 GIW because these types of projects are not renewable and do not contribute to a CoC's ARD.

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Reviewing the Posted GIW for Accuracy

CoCs and Collaborative Applicants MUST review the information that is pre-populated on the GIW and correct any inaccuracies using the GIW Change Form. In consultation with project applicants within the CoC's geographic area and the local HUD field office, the Collaborative Applicant must also ensure that the GIW captures the CoC's entire inventory of grants that are eligible for renewal in the FY 2019 CoC Program Competition.

The following types of projects should be included on the GIW in order to be included in a CoC's Estimated ARD:

- Grants awarded prior to the FY 2018 CoC Program funding process that will have an expiration date in CY 2020 (January 1, 2020 through December 31, 2020).
- Any renewal grants that received 1 year of funding in the FY 2018 CoC Program Competition.
- Any new 1-year grants conditionally awarded under the FY 2018 CoC Program Competition that will have an expiration date in CY 2020 (January 1, 2020 through December 31, 2020).
- YHDP grants renewing for the first time that will have an expiration date in CY 2020 (January 1, 2020 through December 31, 2020).

A description of the fields on the Posted GIW is provided below:

- **Field Office** – This cell is pre-populated with the name of the local HUD CPD field office assigned to your CoC.
- **CoC Number** – This cell is pre-populated with the number assigned to the CoC.
- **CoC Name** – This cell is pre-populated with the name assigned to the CoC.
- **Collaborative Applicant (CA) Name** – The organization that was designated by the CoC to verify and update the GIW, CoC Program Registration, and CoC Consolidated Application to HUD is pre-populated in this cell. The Collaborative Applicants name in this cell **MUST** match the name entered on the CoC Applicant Profile.
- **CoC's Estimated Annual Renewal Demand** – This cell is a calculation of the total ARA amounts for all of the projects listed on the GIW.
- **Column A - Applicant Name** – This cell is pre-populated with the project applicant's name.
- **Column B - Project Name** – This cell is pre-populated with the project's name.

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- **Column C - Grant Number** – This cell is pre-populated with the most recent grant number that was issued by HUD.
- **Column D** - This cell is pre-populated with the project’s **Expiration Year**. All projects listed must have a 2020 expiration year in order to be eligible to apply for renewal funds in the FY 2019 CoC Program Competition.
- **Column E - Project Component** – This cell is pre-populated 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.
- **Column F - Leasing** – This cell is pre-populated with the amount of grant funds designated for leasing.
- **Column G - Rental Assistance** – This cell is pre-populated with the amount of project funds designated for rental assistance.
- **Column H - Supportive Services** – This cell is pre-populated with the amount of project funds designated for supportive services.
- **Column I - Operating Costs** – This cell is pre-populated with the amount of project funds designated for operating costs.
- **Column J - HMIS** – This cell is pre-populated with the amount of project funds designated for HMIS.
- **Column K - Administrative Costs** – This cell is pre-populated with the amount of project funds designated for administrative costs.
- **Column L - FMR or Actual Rent** - This cell needs to be populated (if applicable) with whether the project is using FMR or Actual Rent Amounts.
- **Column M - SRO Units** – This cell is pre-populated with the number of Single Room Occupancy units as indicated in the most recent project application.
- **Column N - 0BR Units** – This cell is pre-populated with the number of zero-bedroom units as indicated in the most recent project application.
- **Column O - 1BR Units** – This cell is pre-populated with the number of one-bedroom units as indicated in the most recent project application.
- **Column P - 2BR Units** – This cell is pre-populated with the number of two-bedroom units as indicated in the most recent project application.

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- **Column Q - 3BR Units** – This cell is pre-populated with the number of three-bedroom units as indicated in the most recent project application.
- **Column R - 4BR Units** – This cell is pre-populated with the number of four-bedroom units as indicated in the most recent project application.
- **Column S - 5BR Units** – This cell is pre-populated with the number of five-bedroom units as indicated in the most recent project application.
- **Column T - 6BR+ Units** – This cell is pre-populated with the number of six+ bedroom units as indicated in the most recent project application.
- **Column U - 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 project application.
- **Column V - Total ARA** – This cell is pre-populated with the sum of Current BLI Amounts (columns F – K).

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GIW Change Form Overview

If a CoC identifies renewal projects on the posted GIW that don't match the budget information or project characteristics listed on the project's current grant agreement or grant agreement as amended, Collaborative Applicants must enter the accurate project information on the GIW Change Form to request an update to the GIW. CoC's must also select the type of change requested in the "Type of Change" column (Column W) and provide additional details of the request in the "Comments" column (Column X) to aid HUD in understanding the nature of the request.

V	W
Total ARA	Type of Change
\$0	Remove Grant
\$0	

The types of changes that can be requested include:

- CoC Name Corrections
- Corrections to Unit Configurations
- Project Component Corrections
- Add/Remove a Grant
- Budget Changes
 - Administrative Costs Increase/Decrease
 - BLI Corrections

The FY 2019 GIW Change Form is divided into sections that mirror the posted GIW. The sections are highlighted below:

1. Field Office and Collaborative Applicant Information

	A	B	C	D	E	F	G	H	I	J
1	Field Office:				Collaborative Applicant (CA) Name:					
2	CoC Number:				Is the CA the same as in FY2016? <small>(select from drop-down)</small>					
3	CoC Name:									

To ensure proper identification of the CoC for which the GIW is being updated, the field office and Collaborative Applicant fields located at the top of the GIW Change Form must be completed.

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The local HUD field office and Collaborative Applicant information fields pre-populated on the GIW contain basic information about the CoC. If the GIW lists an incorrect Collaborative Applicant or the Collaborative Applicant has changed, CoCs must submit a request to update the GIW by entering the correct information on the GIW Change Form and submit it to the local HUD field office.

Note: The Collaborative Applicant listed **MUST** match the Collaborative Applicant identified *in e-snaps* in the CoC Applicant Profile.

2. Applicant and Project Information

	A	B	C	D	E
5	Applicant and Project Information				
6	Applicant Name	Project Name	Grant Number	Expiration Year	Project Component
7					
8					
9					

For any change request to the posted GIW, Collaborative Applicants must enter the accurate Applicant and Project Information on the GIW Change Form to ensure proper identification of the project to be added, removed or edited. Some recipients make minor updates to project names during the CoC Project Application process annually (e.g., Hope 2019). CoC's are only required to submit a GIW Change Form for significant changes to a project's name.

3. Current Budget Line Items (BLIs) and Unit Configuration

	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
5	Current Budget Line Item Amounts							Unit Configuration								
6	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin	FMR or Actual Rent	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
7																0
8																0
9																0
10																0
11																0

The Current Budget Line Items section on the GIW and GIW Change Form contains data related to the project's eligible BLI amounts. Collaborative Applicants must verify whether or not the BLI amounts on the posted GIW match the amounts listed on the current grant agreement and use this section of the GIW Change Form to request a change to the budget information populated by SNAPS. If the budget change provided on this form is 10 percent or more, SNAPS will confirm with the field office that a grant agreement amendment has been or will be executed. All grant agreement amendments must be executed before the CoC Program Competition application submission deadline.

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Collaborative Applicants must also use this section to add accurate project information for any first-time renewal projects that need to be added to the GIW by HUD. Acquisition, rehabilitation, new construction and any administrative costs associated with these capital costs, are not renewable and should not be included in any requests to add a project or edit project information on a posted GIW.

HUD recognizes that individuals and families that present as homeless require units that match their specific needs; therefore, the units served with CoC rental assistance funds may not match the exact unit configuration as indicated in the CoC project application. Recipients should not change their unit configuration to account for these fluctuations during the renewal process annually. If for some reason a permanent change is necessary, recipients should discuss the circumstances that warrant a permanent change with the local HUD field office. If the unit configuration on the posted GIW is not accurate as result of an approved grant agreement amendment, enter the project information and the correct unit configuration on the GIW Change form. **Applicants must complete the Rental Assistance Worksheet to ensure the unit configuration does not result in an increased ARA.**

Unlike projects that receive funding for rental assistance, the ARA for leasing projects is not established by the configuration of units assisted. Therefore, CoCs should not submit GIW Change Forms to add the unit configuration for projects that receive funding for leasing.

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Guidance for Requesting Changes

Although HUD performed an initial review of the projects pre-populated on the GIW, it is ultimately the Collaborative Applicants' responsibility to confirm that ALL eligible renewal projects are accurately listed to ensure the Estimated ARD is calculated accurately.

Editing Pre-populated Projects

Requests to change the project information or budgets for projects listed on the posted GIW must be submitted using a GIW Change Form and the Collaborative Applicant must indicate the type of correction that is being made to the posted GIW. It is imperative that CoCs complete all the relevant sections of the GIW Change Form to reflect the project(s) as they should be depicted on the posted GIW. In the "Comments" Column (Column X), clearly indicate the reason for editing a pre-populated project.

Requests for additional Administrative Costs

Recipients of CoC Program funds may request up to 10 percent of their project budgets for administrative costs by shifting funds from another eligible BLI to the administrative costs budget line item. If a Collaborative Applicant enters an administrative cost amount for a project that exceeds 10 percent, the administrative costs field on the GIW Change Form will display an error message, indicating that the administrative amount entered must be reduced. Collaborative Applicants must ensure the total ARA for projects wishing to shift funds to the admin BLI does not increase.

Adding Renewal Projects to the GIW

If there are eligible renewal projects that are not pre-populated on the GIW, the Collaborative Applicant must complete the GIW Change Form and submit it to the local HUD field office for review and approval. To submit a request to add an eligible project, Collaborative Applicants and project applicants must do the following:

1. Complete the Project Applicant and Project Information section of the GIW Change Form.
2. Complete the Current Budget Line Item Amounts and the Unit Configuration Sections. Enter the current budget line items as indicated in the original (or amended) grant agreement. The total budget amount for the projects will automatically populate in Column "V". This column contains a formula calculation. Check your data entries to ensure the totals are accurate. Projects requesting funds for rental assistance must also complete the Unit Configuration Section. Projects requesting funds for leasing are not required to complete the Unit Configuration section.
3. Make the appropriate selection in the "Type of Change" column.
4. In the "Comments" column, indicate that this is an eligible project for renewal that was not pre-populated on the GIW.

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Removing Projects from the GIW

If it is determined that a project will not renew or is not eligible to apply for funds in the FY 2019 CoC Program Competition, Collaborative Applicants and project applicants must:

1. Enter the Applicant and Project Information.
2. Zero out the project(s) budgets.
3. Make the appropriate selection in the “Type of Change” column.
4. Indicate the reason for removing the project in the comments column.

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Rental Assistance Worksheet - RENTAL ASSISTANCE PROJECTS ONLY

The GIW Change Form provides a Rental Assistance Worksheet tab that must be used to calculate the Rental Assistance Budget Amount.

- Note:** *Collaborative Applicants will only need to enter information into the Rental Assistance Worksheet for the following project(s):*
- *projects changing from FMR to actual rent; or,*
 - *unit configuration corrections*
 - *projects originally awarded rental assistance funds for multiple years and will submit its first one-year renewal rental assistance project in FY 2019.*
- ❖ **Rental assistance projects that were awarded under the FY 2018 CoC Program Competition are not required to use the Rental Assistance Worksheet, unless the project is changing from FMR to actual rent.**

The Rental Assistance Worksheet allows the Collaborative Applicant to calculate the total rental assistance amount using the FY 2018 FMR of the project's geographical area, the type of unit, and the number of units. FY 2018 FMR amounts are used during the GIW update and review process and the CoC project application process to avoid confusion with annual renewal amounts for projects renewing in the FY 2019 CoC Program Competition. HUD will apply any FMR updates to the rental assistance BLIs using the FMRs that are in place at the time of the application deadline, as stated in 24 CFR 578.17(b)(4).

There are multiple rental assistance tables within the worksheet to identify different FMR rates for projects that have multiple counties within a grant; (i.e. scattered sites). Completing this worksheet will ensure that the total rental assistance amount entered under the rental assistance BLI in Column G of the GIW Change Form is accurate. GIW Change Forms with incomplete Rental Assistance Worksheets will be returned to the Collaborative Applicant for completion.

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Please click on the link provided below to obtain 2016 FMR amounts.				
2018 FMRs				
Project Name:	<input style="width: 95%;" type="text"/>			
Project Number:	<input style="width: 95%;" type="text"/>			
Rental Assistance:	\$0			
County/FMR Area:				
<input style="width: 95%;" type="text"/>				
Size of Units	# of Units	FMR/Actual Rent	# of Months	Total Budget
SRO	<input type="text"/>	x <input type="text"/>	x 12	= <input type="text"/> \$0
0 Bedroom	<input type="text"/>	x <input type="text"/>	x 12	= <input type="text"/> \$0
1 Bedroom	<input type="text"/>	x <input type="text"/>	x 12	= <input type="text"/> \$0
2 Bedrooms	<input type="text"/>	x <input type="text"/>	x 12	= <input type="text"/> \$0
3 Bedrooms	<input type="text"/>	x <input type="text"/>	x 12	= <input type="text"/> \$0
4 Bedrooms	<input type="text"/>	x <input type="text"/>	x 12	= <input type="text"/> \$0
5 Bedrooms	<input type="text"/>	x <input type="text"/>	x 12	= <input type="text"/> \$0
6+ Bedrooms	<input type="text"/>	x <input type="text"/>	x 12	= <input type="text"/> \$0
Total	<input type="text"/> 0			= <input type="text"/> \$0
FY 2019 GIW Change Form Rental Assistance Worksheet (+)				

- **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** – After completing the Rental Assistance worksheet, Project Applicants will use this amount to populate the Rental Assistance field on the GIW Change Form.
- **County/FMR Area** – Project applicants use this cell to record the County/FMR Area for location of the units for which funding is requested.
- The project applicant must use Actual Rent amounts or enter the corresponding FMR amounts (using FY 2018 Fair Market Rents Document System) and the budget totals will auto-calculate.

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FY2018 FAIR MARKET RENTS DOCUMENTATION SYSTEM

Select Geography

First select a state:

- Alabama - AL
- Alaska - AK
- American Samoa - AS
- Arizona - AZ
- Arkansas - AR
- California - CA
- Colorado - CO
- Connecticut - CT
- Delaware - DE
- District of Columbia - DC

Then select a county:

Or select a FY 2018 HUD Metropolitan Fair Market Rent Area:

Abilene, TX MSA

Select HUD FMR Area

Prepared by the [Economic and Market Analysis Division](#), HUD. Technical Problems or questions? [Contact Us](#).

- 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.
- To calculate the Rental Assistance Budget Amount for additional projects, project applicants may create additional worksheets by performing the following 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. If necessary, delete any data entered in the Project Name, Project Number and County/FMR Area fields that were copied from the previous worksheet.
7. If necessary, delete the amounts entered in all of the # of Units and FMR columns that were copied from the previous worksheet.

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❖ **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

This concludes the FY 2019 GIW update and review process for CoCs. Once the review period has ended, HUD will process approved GIW Change Forms, update the respective GIWS and repost only those GIWs to the HUDEXchange with a revision date. GIWs for which an approved GIW Change Form is submitted, will be replaced with the revised version of the GIW. If a CoC wants a copy of the original GIW posted to the HUD Exchange for their records, they must be sure to save a copy prior to submitting the change form to HUD.