

**FY 2020 Continuum of Care Program
Grant Inventory Worksheet
Instructions**

for

**CoCs, Collaborative Applicants, and
Project Applicants**



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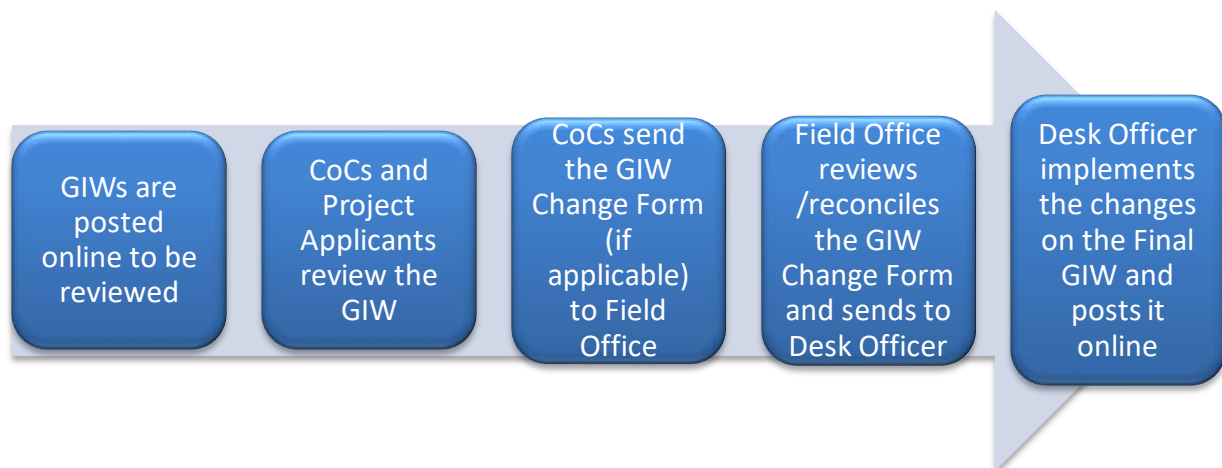
Introduction

The Grant Inventory Worksheets (GIW) record all grants within the Continuum of Care's (CoC) geographic area that are eligible for renewal funding in the CoC Program 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 in the CoC Program Competition. The sum of all ARAs within the CoC is then used to calculate the CoC's Estimated Annual Renewal Demand (ARD).

The Office of Special Needs Assistance Programs (SNAPS) conducts an extensive review of the populated GIWs prior to posting on the HUD Exchange in an effort to capture all projects that may be eligible for renewal. However, it is possible a project was inadvertently omitted, so SNAPS requests that CoCs, Collaborative Applicants, and project applicants review the posted GIW to ensure accuracy and report missing or incorrect information.

This training guide provides detailed instructions to CoCs, designated Collaborative Applicants and project applicants for the review and verification of project budget information on the FY 2020 GIW.

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



Steps		Timeframe/Due Date
1.	GIWs posted to the HUD Exchange with CoC and Project Applicant review instructions and GIW Change Form*	August 5 th
2.	GIW Change Forms due to field offices from CoC Collaborative Applicants.	August 19 th
3.	GIW Change Forms due to SNAPS from field offices	September 2 nd
4.	SNAPS posts Updated GIWs on HUD Exchange.	September 25 th

- The GIWs are populated with all known grants that are eligible for renewal funding in FY 2020 within the CoC’s geographic area.
- SNAPS used information from FY 2019 GIWs, the electronic Line of Credit Control System (eLOCCS), and FY 2019 Award data to review the accuracy of the 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) are posted to the HUD Exchange.
- Collaborative Applicant and project applicants must review the projects on the posted GIW and verify accuracy.
- If the Collaborative Applicant or a project applicant identifies a missing project(s), a project(s) should be removed, or a project(s) that needs its information updated (e.g., BLI changes through a grant agreement amendment), the Collaborative Applicant must complete the GIW Change Form and send it to the local HUD field office for review.

****GIW Change Forms sent directly to SNAPS will not be accepted.****

The projects listed on the GIW are expected to have an expiration date in Calendar Year (CY) 2021 (between January 1, 2021 and December 31, 2021) and includes one-year new projects awarded funds in the FY 2019 CoC Program Competition. GIWs may also include new projects awarded in earlier Competitions (e.g., FY 2017, FY 2018) that have expiration dates in CY 2021 and are eligible for renewal for the first time in the FY 2020 CoC Program Competition. The populated GIWs may not include changes due to grant agreement amendments approved and executed by the local HUD field office, so they may reflect incomplete or inaccurate grant information.

Collaborative Applicants are responsible for ensuring the GIW accurately lists all projects eligible for renewal funding in the FY 2020 CoC Program Competition. HUD populated the GIWs for each CoC, which includes:

- applicant name;
- project name;
- current grant number;

- expiration year (all eligible renewal projects will have an expiration year of 2021);
- project component (e.g., PH, SSO);
- the current BLIs (e.g., rental assistance, supportive services);
- unit configuration for rental assistance projects, if applicable for the project;
- for rental assistance project, identifies if the costs are actual or Fair Market Rent (FMR) based on the project application submitted in the last Competition;
- total units for rental assistance; and
- total ARA.

Any changes to the GIW must be requested by the CoC’s Collaborative Applicant using the GIW Change Form and sending via email to the local HUD field office for review and approval. The local HUD field office will not accept GIW Change Forms from individual project organizations. The field office will review the requested project changes for accuracy and compliance with the CoC Program, reconcile any discrepancies with the CoC if needed, 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.

SNAPS will NOT post any additional updates once the revised GIW has been posted.

COVID-19 Grant Agreement Amendments

Due to the COVID-19 pandemic, HUD allowed grant recipients to amend FY 2018 and FY 2019 grant agreements to address local pandemic needs (e.g., move funds among BLIs). The grant agreement amendments fall into two categories:

- **Temporary.** On May 22, 2020, HUD issued a waiver permitting recipients to move funds between budget line items in a project in response to the COVID-19 pandemic. HUD assumes the grant agreement amendment to move funds in response to the COVID-19 pandemic are temporary; however, if these are intended to be permanent changes you will need to indicate such using the GIW Change Form. Changes not intended to be permanent are not to be included on the GIW.

The FY 2020 renewal project application must be submitted with:

- the same amounts in the appropriate BLIs as submitted in the FY 2019 renewal project, or
 - if the project is still in its first-year status, with the same BLIs as submitted in the new project application.
- **Permanent.** Grant agreement amendments submitted to the field office to extend the grant term for FY 2018 grants are permanent. This change will impact future renewals by permanently changing the grant’s performance period. To ensure the renewal eligibility of projects awarded FY 2019 funds, the latest extended operating end date allowed for a FY 2018 grant is December 31, 2020. Additionally, if a project recipient submitted a permanent request to amend the grant agreement during the COVID-19

waiver period, these changes must be reported through the GIW change form that is sent to the field office for review.

Highlights/Reminders

- 1. FY 2019 New Projects.** Projects conditionally awarded new 1-year funds in the FY 2019 CoC Program Competition are included on the FY 2020 GIW, even if they have not yet gone to grant agreement, or if the operating start date is indeterminate. New FY 2019 grants must have an executed grant agreement by December 31, 2020 and begin operating in January 2021 with an expiration date of December 31, 2021 to be eligible for renewal in the FY 2020 CoC Program Competition. If a new FY 2019 grant does not have an executed grant agreement by December 31, 2020 or an operating start date of January 1, 2021, and it receives renewal funding in the FY 2020 CoC Program Competition, HUD will de-obligate the renewal funding as it was ineligible for renewal. This action will not affect renewal eligibility for the next year's Competition.
- 2. Program Component Changes and Transition Grants.** Component changes (e.g., TH to PH) **cannot** be requested through the GIW process. Changes to components can only be completed through the transition grant process in the CoC Program Competition as outlined in the appropriate year's CoC Program Competition Notice of Funding Availability (NOFA). If a project submitted and was approved for a transition grant, the new component is listed on the GIW. If there is a component error, the Collaborative Applicant will note this using the GIW Change Form and providing a comment referencing the transition grant project application submitted to HUD that was approved and awarded.
- 3. First-Time Renewal of CoC Program Grants.** If the Collaborative Applicant or project applicant determines that a project eligible for renewal is missing from the GIW, the Collaborative Applicant must use the GIW Change Form to add the missing project eligible for renewal in FY 2020. 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.
- 4. Budget Corrections and Shifts.** Section 578.105(b)(1) of the CoC Program interim rule states that recipients or subrecipients may not make any "significant changes" to a project without prior HUD approval, evidenced by an executed grant agreement amendment. Significant changes include a change of recipient, a change of project site, additions or deletions in the types of eligible activities approved for a project, **a shift of more than 10 percent from an approved eligible activity to another**, a reduction in the number of units, and a change in the subpopulation served.

Recipients must have an executed grant agreement amendment to shift funds among BLIs if it results in a shift of more than 10 percent from an approved eligible activity to another. If the project applicant has an executed grant agreement amendment, list the updated BLI information 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’.

The **total ARA cannot increase**; therefore, one or more of the existing line items must be decreased to accommodate the budget change. Additionally, recipients cannot reduce the number of units in Rental Assistance or Leased Units to move funds to another BLI. If a Collaborative Applicant submits a GIW Change Form requesting to change the project’s BLIs, the field office will confirm a grant agreement amendment has been executed before sending the change to SNAPS.

5. 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; however, **the total ARA cannot increase**. If a project’s current administrative costs are less than 10 percent, and the project wants to request the full 10 percent eligible under the CoC Program, the project may do so by requesting an amendment to reduce one or more of the existing budget line items to accommodate the increase in administrative costs. Recipients cannot reduce the number of units (rental assistance or leasing) or households served. If a CoC submits a GIW Change Form requesting to increase the admin amount of a CoC Program grant, the field office must confirm a grant agreement amendment has been executed if the budget shift the change results in a shift of more than 10 percent from an approved eligible activity to another.

6. Consolidations. During the FY 2019 CoC Program Competition, project applicants were able to consolidate up to four of their eligible renewal projects of the same component into a single project during the application process. This is the only method recipients can use to consolidate grants; therefore, no consolidations will be approved outside of the CoC Program Competition.

For grants consolidated during the FY 2019 CoC Program Competition, verify that the surviving grant correctly displays the combined budgets and unit configuration.

7. CoC Mergers. For CoCs that merged in FY 2019, or are merging for FY 2020, 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. SNAPS will review the request and, if approved, issue the merged CoC Number and Name to the designated Collaborative Applicant of the newly merged CoC. After you have obtained the merged CoC Number and Name, contact your local HUD CPD field office to provide this information as soon as possible. The field office will then the contact SNAPS Desk Officer and a merged GIW worksheet will be populated and sent to you for review.

8. Renewal Grants Expanded in the FY 2019 CoC Program Competition. During the CoC Program Competition, HUD allowed applicants to submit new project applications to expand existing renewal 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 correct on the GIW.

- 9. Youth Homelessness Demonstration Program (YHDP) grants.** YHDP projects are eligible for renewal in the CoC Program Competition. For FY 2020, the GIW includes YHDP grants awarded renewal funding under the CoC Program in FY 2019 and Round I and Round II YHDP grants that have expiration dates in CY 2021 (between January 1, 2021 and December 31, 2021) that are eligible for renewal in the FY 2020 CoC Program Competition for the first time.
- 10. CoC Planning and Unified Funding Agency (UFA) Costs.** CoC Planning and UFA costs grants are **NOT** included on the GIWs as these types of projects do not contribute to a CoC's ARD.

Reviewing the Posted GIW for Accuracy

Collaborative Applicants, with assistance from project applicants, **MUST** review the information populated on the GIW and correct any inaccuracies using the GIW Change Form. 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 2020 CoC Program Competition and should consult with project applicants and the local HUD field office as needed.

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

- Grants awarded prior to the FY 2019 CoC Program funding process, renewing for the first time, that will have an expiration date in CY 2021 (between January 1, 2021 and December 31, 2021).
- Any renewal grants that received 1-year of funding in the FY 2019 CoC Program Competition.
- Any new 1-year grants conditionally awarded under the FY 2019 CoC Program Competition that will have an expiration date in CY 2021 (January 1, 2021 through December 31, 2021).

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

- **Field Office** –populated with the name of the local HUD CPD field office assigned to your CoC.
- **CoC Number** –populated with the number assigned to the CoC by HUD.
- **CoC Name** –populated with the name assigned to the CoC by HUD.
- **Collaborative Applicant (CA) Name** –the organization that submitted the FY 2020 CoC Program Registration.

- **CoC's Estimated Annual Renewal Demand** –a calculation of the total ARA amounts for all the projects listed on the GIW.
- **Column A - Applicant Name** –populated with the project applicant's name.
- **Column B - Project Name** –populated with the project's name.
- **Column C - Grant Number** –populated with the current grant number issued by HUD.
- **Column D - Expiration Year** –populated with the year that the project's current grant term will expire. All projects listed must have a 2021 expiration year to be eligible to apply for renewal funds in the FY 2020 CoC Program Competition.
- **Column E - Project Component** –populated with the project component type.
- **Column F - Leasing** –populated with the amount of grant funds designated for leasing.
- **Column G - Rental Assistance** –populated with the amount of project funds designated for rental assistance.
- **Column H - Supportive Services** –populated with the amount of project funds designated for supportive services.
- **Column I - Operating Costs** –populated with the amount of project funds designated for operating costs.
- **Column J - HMIS** –populated with the amount of project funds designated for HMIS.
- **Column K - Administrative Costs** –populated with the amount of project funds designated for administrative costs.
- **Column L - FMR or Actual Rent** –populated based on the current rental assistance information (using FMR or actual rent) from the most recent project application submitted and approved by HUD.
- **Column M - SRO Units** –populated with the number of Single Room Occupancy units as indicated in the most recent project application.
- **Column N - 0BR Units** –populated with the number of zero-bedroom units as indicated in the most recent project application.
- **Column O - 1BR Units** –populated with the number of one-bedroom units as indicated in the most recent project application.

- **Column P - 2BR Units** –populated with the number of two-bedroom units as indicated in the most recent project application.
- **Column Q - 3BR Units** –populated with the number of three-bedroom units as indicated in the most recent project application.
- **Column R - 4BR Units** –populated with the number of four-bedroom units as indicated in the most recent project application.
- **Column S - 5BR Units** –populated with the number of five-bedroom units as indicated in the most recent project application.
- **Column T - 6BR+ Units** –populated with the number of six+ bedroom units as indicated in the most recent project application.
- **Column U - Total Units** –a calculation of all the units in the most recent project application.
- **Column V - Total ARA** –populated with the sum of Current BLI Amounts (columns F – K).

Guidance for Requesting Changes

If a discrepancy is identified with the CoC Name, Collaborative Applicant Name, or the renewal project information on the posted GIW, Collaborative Applicants must use the GIW Change Form to correct the information. If the GIW Change Form information is approved by the local HUD field office, it will be sent to SNAPS where the information will be updated on the GIW, and the revised GIW will be posted to the HUD Exchange.

The FY 2020 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 FY2019? (select from drop-down)					
3	CoC Name:									

Complete the information for this section using the populated GIW information. If the Collaborative Applicant changed after the FY 2019 CoC Program Competition closed, enter the correct Collaborative Applicant Name, and select “No” for the question, “Is the CA the same as in FY 2019?”

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				
	Applicant Name	Project Name	Grant Number	Expiration Year	Project Component
6	▼	▼	▼	▼	▼
7					
8					
9					

Complete the information for this section using the populated GIW information. However, if any of the information is incorrect on the GIW, (e.g., changed due to a grant agreement amendment, etc.), enter the correct information and enter a comment in Column X, “Type of Change.”

- Applicant Name:
 - enter the project applicant’s name that holds the current grant agreement or grant agreement as amended; or
 - if the applicant name is different from the name on the posted GIW (e.g., rebranded organization name, transferred grant to another organization).
- Project Name:
 - enter the project’s name as it appears on the current grant agreement or grant agreement as amended; or
 - if the project name changed enter the new name. Only indicate a project name change if it is significant (e.g., Hope House is renamed New Horizons), do not indicate minor changes (e.g., Hope House 2019 to Hope House 2020).
- Grant Number:
 - enter the current grant number (e.g., AA0001L5F011907); or
 - if the grant number is incorrect enter the correct grant number for the project.
- Expiration Year:
 - enter 2021.
 - If the current grant will expire in any year other than 2021, the project is not eligible for renewal.
- Project Component:
 - enter the component type (e.g., TH, SSO).
 - This will only change if HUD populated an incorrect component on the GIW, which is rare.

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

Other types of changes that can be requested include:

- Add/Remove a Grant
 - Collaborative Applicants can add a grant that was omitted from the posted GIW if it is determined by the CoC or project applicants to be eligible for renewal in the FY 2020 CoC Program Competition; or
 - Collaborative Applicants can submit a request to remove an ineligible grant from the posted GIW. For example, if a previously awarded new one-year project is not expected to have an expiration date in CY 2021 (between January 1, 2021 and December 31, 2021).
- Budget Changes – including budget corrections to capture permanent grant agreement amendments. Do not include temporary grant agreement amendments executed to address local COVID-19 activities.
- Unit Configuration corrections for projects receiving rental assistance funding. Unit configuration changes cannot increase the project’s ARA.

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

If the Applicant and Project Information is the only change required, Collaborative Applicants must complete this section by copying the budget information from the populated GIW. Collaborative Applicants must also use this section to request a change to a project’s budget information populated by SNAPS on the posted GIW or to add accurate project information for any first-time renewal project(s) that need to be added to the GIW. All the columns for a row of the GIW Change Form must be completed to reflect the project(s) as they should appear on the revised GIW that will be posted to the HUD Exchange.

Do not include acquisition, rehabilitation, new construction, and any administrative costs associated with these capital costs, as these costs are not renewable.

Adding Renewal Projects to the GIW

If an eligible renewal project(s) is not populated on the GIW, the Collaborative Applicant must complete the GIW Change Form and submit it to the local HUD field office for review. To submit a request to add an eligible project, Collaborative Applicants and project applicants complete the following:

- Project Applicant and Project Information section of the GIW Change Form.
- Current BLI amounts and the Unit Configuration Sections. Enter the current budget line items as indicated in the current grant agreement, or grant agreement amendment. Column “V” contains a formula calculation. The total budget amount for the projects will automatically populate in Column “V”. Check the information entered to ensure the totals are accurate. Projects requesting funds for rental assistance must also complete the Unit Configuration Section.
- Select the appropriate response from the dropdown in the “Type of Change” column.
- Enter a comment in the "Comments" column, indicating the project is eligible for renewal.

Removing Projects from the GIW

If a project will not renew, or is not eligible to apply for FY 2020 funds in the CoC Program Competition, Collaborative Applicants and project applicants must:

- Enter the Applicant and Project Information.
- Enter ‘0’ for all BLIs.
- Select appropriate response from the dropdown in the “Type of Change” column.
- Enter a comment stating the reason for removing the project in the “Comments” column.

Budget Corrections

Project applicants must verify the BLI amounts on the posted GIW match the amounts listed in their CoC award, grant agreement, or grant agreement as amended. If there is a discrepancy with a project’s budget, the Collaborative Applicant must enter the correct project and budget information on a GIW Change Form and submit it to the local HUD field office.

If the budget change results in a shift of 10 percent or more from one BLI to another BLI, SNAPS will confirm with the field office that a grant agreement amendment has been, or will be, executed before the CoC Program Competition application submission deadline. In the "Comments" Column (Column X), clearly indicate the reason for editing a pre-populated project.

This does not apply to temporary grant agreement amendment budget changes related to COVID-19.

Requests to carve out costs for increased/reduced Administrative Funds

Renewing CoC Program projects may carve out costs from eligible BLIs to increase the administrative cost BLI. Projects may also reduce administrative costs and shift those funds to other eligible BLIs. If the administrative cost increase/decrease results in a shift of 10 percent or more from BLI to another BLI, SNAPS will confirm with the field office that a grant agreement amendment has been, or will be executed, before the CoC Program Competition application submission deadline. If a CoC enters a project on the GIW Change Form and attempts to request an administrative cost amount that exceeds 10 percent of the project's total budget, the admin field on the GIW Change Form will display an error message indicating that the admin amount entered must be reduced.

In the "Comments" Column (Column X), clearly indicate the reason for editing a pre-populated project.

Unit Configuration Corrections

A project applicant that has a rental assistance BLI cannot change the number of units (e.g., increase or decrease the number of units) or unit configuration (e.g., change from 3 – 1 bedroom units to 2 – SRO units and 1 – 2 bedroom unit) without authorization from the local field office and an executed grant agreement amendment. Additionally, these types of changes cannot increase a project's ARA.

If the number of units or unit configuration on the posted GIW is inaccurate due to an executed grant agreement amendment, Collaborative Applicants will enter the project information and the correct number and configuration of units on the GIW Change Form. In the "Comments" Column (Column X), clearly indicate the reason for editing a pre-populated project. The GIW Change Form must also include a completed Rental Assistance Worksheet to calculate the rental assistance budget accurately, and to ensure the unit configuration does not result in an increased ARA.

The ARA for leasing projects is not established by the number and configuration of units. Therefore, Collaborative Applicants should not submit a GIW Change Form to add or change the number or configuration of units or structures.

Rental Assistance Worksheet

(RENTAL ASSISTANCE PROJECTS ONLY)

The posted GIW includes rental assistance information (units and budget) for CoC Program rental assistance projects. GIW Change Forms include a Rental Assistance Worksheet tab that Project Applicants and Collaborative Applicants must use to ensure the amount of 1-year funding for rental assistance is correct if the project listed was awarded prior to FY 2019.

- Note:**
- ❖ **Collaborative Applicants only need to enter information into the Rental Assistance Worksheet for the following project(s):**
 - *Rental assistance projects changing from FMR to actual rent;*
 - *unit configuration corrections;*
 - *projects originally awarded one-year renewal funding in FY 2018 or prior and will submit its first one-year renewal project in FY 2020; or*
 - *projects originally awarded rental assistance funds for multiple years and will submit its first one-year renewal project in FY 2020.*
 - ❖ **Rental assistance projects that were awarded under the FY 2019 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 Collaborative Applicants to calculate the total rental assistance amount using the FY 2019 FMR for the project's geographical area, the number of units, and configuration of units (e.g., 1-bedroom unit, 2-bedroom unit, etc.) HUD will apply any FMR updates to the rental assistance BLIs of FY 2020 conditionally awarded projects prior to FY 2020 award announcement.

Completing this worksheet will ensure the total rental assistance amount entered in the rental assistance BLI in Column G of the GIW Change Form is accurate. The worksheet includes multiple tables to allow project applicants that have multiple FMR areas within a single project to calculate the different FMR amounts. The Rental Assistance Worksheet also contains a link to the [FY 2019 Fair Market Rents Document System](#) that is used for determining the FY 2019 FMR amounts that should be used during the FY 2020 application process. Project applicants must use Actual Rent amounts or enter the FY 2019 FMRs to calculate the rental assistance budget. When all data has been entered for all FMR areas, the total rental assistance budget will auto-calculate at the top of the form.

How to use the FY 2019 Fair Market Rents Document System to complete the Rental Assistance Worksheet:

FY2019 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:

- Alameda County, CA
- Alpine County, CA
- Amador County, CA
- Butte County, CA
- Calaveras County, CA
- Colusa County, CA
- Contra Costa County, CA
- Del Norte County, CA
- El Dorado County, CA
- Fresno County, CA

Next Screen...

Or press below for statewide FMRs for California:

Statewide FMRs

Or select a FY 2019 HUD Metropolitan Fair Market Rent Area:

Abilene, TX MSA

Select HUD FMR Area

- If the project is using county-level FMR rates for determining the project’s rental assistance budget, Collaborative Applicants must first select the state and the county where the unit(s) are located. Once the location is selected, confirm the submission by clicking “Next Screen...” to display the FMR table that includes FMR rates for the geographic area according to bedroom size.
- If the project is using FMR rates for an entire metropolitan area, Collaborative Applicants must use the dropdown menu at the bottom of the screen to select the appropriate metropolitan area. Click “Select HUD FMR Area” to confirm your selection and display the FMR table that includes FMR rates for the geographic area according to bedroom size.

How to complete the Rental Assistance Worksheet:

Rental Assistance Worksheet				
Please click on the link provided below to obtain 2019 FMR amounts.				
2019 FMRs				
Project Name:	<input type="text"/>			
Grant Number:	<input type="text"/>			
Rental Assistance:	\$0			
FMR Area:	<input 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

- **Project Name** – enter the name of the renewal project.
- **Grant Number** – enter the Project Number, which is the grant number from the current grant agreement, or grant agreement amendment.
- **Rental Assistance** – this field will populate with the total amount of Rental Assistance based on the information entered below.
- **FMR Area** – enter the FMR area where the units are located.
- **Size of Units** – the size of units are based on the FMR tables.
- **# of Units** – enter the number of units for the unit size(s) in the renewal project.
- **FMR/Actual Rent** – project applicants may request rental assistance funding for the actual rent costs of the units, so long as the per-unit rental assistance amount is less than FMR. Project applicants and Collaborative Applicants must enter the dollar amount of Actual Rent or use the FY 2019 FMR table in the Fair Market Rents Document System to enter the FMR rate for the unit size(s) in the project.

- **# of Months** – renewal projects are limited to one-year funding; therefore, 12 months is populated. Do not change the information in this field.

The Rental Assistance Worksheet contains 10 tables for calculating the Rental Assistance Budget Amount for projects with multiple 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 Rental Assistance Worksheets by performing the following the steps:

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 the # of Units and FMR columns that were copied from the previous worksheet.

❖ **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 enter in the applicable cell(s) on the GIW:

- $SRO = 0Bdrm\ FMR \times 0.75$
- $5\ Bedroom = 4Bdrm\ FMR \times 1.15$
- $6\ Bedroom = 4Bdrm\ FMR \times 1.30$
- $7\ Bedroom = 4Bdrm\ FMR \times 1.45$
- $8\ Bedroom = 4Bdrm\ FMR \times 1.60$
- $9\ Bedroom = 4Bdrm\ FMR \times 1.75$

This concludes the FY 2020 GIW update and review process for CoCs, Collaborative Applicants, and project applicants. Once the GIW review period ends HUD will process approved GIW Change Forms received from all field offices, update the GIWs, and repost only those GIWs to the HUD Exchange with a revision date. Any GIW for which an approved GIW Change Form is submitted will be replaced with the revised version. If a CoC, Collaborative Applicant, or project applicant wants a copy of the original GIW posted to the HUD Exchange for their records, they must save a copy prior to submitting the change form to HUD.