

2010 Supportive Housing Program (SHP) Grant Inventory Worksheet (GIW)

Purpose

The SHP GIW provides CoCs and Field Offices with key information on all SHP grants that are eligible for renewal in the 2010 competition. It is essential that all eligible renewal grants be included on the 2010 SHP GIW because the information will be used to establish each CoC's 2010 Hold Harmless Need (HHN), Final Pro Rata Need amounts, and to base the funding decisions for the 2010 renewal award amounts.

This worksheet is not intended to reflect SHP grants that are expected to expire in 2012 and beyond; nor does it include Shelter Plus Care renewals. SHP grants are eligible for renewal in the 2010 competition if they:

- 1) Due to expire in calendar year 2011 (January 1 – December 31, 2011); or
- 2) Originally awarded in the 2004 competition, but have not yet been renewed for the first time. The 2010 competition is the last year in which these grants are eligible for first-time renewal. (See the 2010 CoC Registration Notice). If grantees fail to submit these grants for renewal in the 2010 competition, they will lose the option to ever apply for renewal of these grants..

Instructions

HUD Headquarters pre-populated Columns A through D and Columns I through M with information on all SHP grants awarded in 2009 eligible for renewal in the 2010 competition. CoCs are responsible for entering the grant information for all first-time renewals. Information required for each grant includes: operating start date, the grant term, whether the project was extended, whether the grant was awarded in 2004, and the amounts eligible for renewal in the existing project. The formulas embedded in the worksheet calculate the amount of administrative cost eligible for renewal (Column N), the expected grant expiration date (Column O), and the one-year renewal amount for each grant that is due to expire between January 1 and December 31, 2011. (Column P).

Column N entitled "Admin Available for Renewal" automatically calculates the maximum available admin amount that HUD will allocate for the project. This amount is determined by accepting the lower of the following amounts:

- 1) five percent of the activities eligible for renewal (leasing, supportive services, HMIS, and operations); or
- 2) the admin amount awarded in the expiring grant.
- 3) The CoC's total one-year Hold Harmless Need (HHN) amount for the 2009 competition is calculated in **Row 5**. Upon receiving this worksheet, the CoC should review the information for each grant carefully to verify the following:
 - 1) All grants listed on the worksheet are correctly associated with this CoC.
 - 2) The pre-populated data is current and accurate and that all eligible SHP renewals are listed and the correct component/type, grant number, term, expiration date, budget line item amounts are identified.
- 3) CoCs should provide a brief explanation in **Column Q** of any inaccuracies they corrected on the worksheet. Please note CoCs/grantees cannot make changes to their projects without prior approval from HUD through a formal grant amendment.
- 4) The budget amounts listed for each grant, including the amount calculated for administration, are accurate.
- 5) All SHP grants that are due to expire in calendar year 2011 (January 1 – December 31, 2011) are included on the list. (Note: the CoC should not add any SHP grants that are expected to expire in 2012 and beyond.) All grants eligible for renewal in the 2010 completion based on an approved extension/amendment should answer "yes" to **Column G**.
- 6) In addition, CoCs must review the records of all SHP grants that were originally awarded funding in the 2004 competition to determine whether any of these grants have been renewed in past competitions. If any 2004 SHP grants have not been renewed yet, CoCs must add these grants to the current GIW. For each grant, the CoC also must indicate "yes" to "Is this a 2004 Grant?" (**Column H**); otherwise, the spreadsheet will not add these grant amounts in the "Total HHN" amount. Finally, the CoC should note if the grant is a "first-time renewal" in **Column Q**. As indicated above, 2004 grants that have not been renewed in past competitions must come in for first-time renewal in the 2010 CoC Competition or they will be ineligible for renewal in the future, regardless of what the current expiration date is for the grant.
- 7) One year HMIS projects awarded in 2009 will not have been announced by the date of the GIW submission and therefore cannot be included on the 2010 GIW. These renewals will be added after the announcement of the new 2009 CoC projects. This will in turn affect the CoC's 2010 HHN amount. HUD will notify the CoC of the new HHN amount.
- 7) To show the consolidation of two or more renewal grants awarded in 2009 into a single grant on the GIW, please include all grants that are to be consolidated on the SHP GIW and complete the following steps:

- Complete Columns A through D "Grantee Name" through "Component" for all the projects that are being consolidated;
- Complete Columns E through M "Operating Start Date" through "Admin" for the one project designated as the remaining grant for the consolidated projects and make adjustments to the budget amounts to reflect the combined grant amounts;
- Do not include budget amounts in Columns E through M for the grants that are being eliminated;
- Use Column Q to cross-reference the merger of the consolidated grants into the remaining grant, including the month of the consolidation if it is after the submission of the grant inventory worksheet.

If any of the pre-populated information in Columns A through D and Columns I through M is not accurate, or if any grants are missing, make the necessary changes and note the changes to the grant information or the addition of a missing grant in Column Q. The CoC should consult with grantees to confirm budget amounts, project numbers, component/types, and grant expiration dates; therefore, the verification process should begin immediately. If any changes to be made are a reflection actual changes to the terms of grant, such changes should have prior approval by the Field Office through a grant amendment process. Once the form has been verified and corrected as needed, the CoC should submit the document electronically to its local HUD Field Office no later than April 2, 2010.

After the worksheet has been verified by the CoC and the HUD local field office, the CoC can use this form to document its initial 2010 HHN calculation (Column P, Row 5) and upload that version into e-snaps during the CoC registration process.

Please ensure that the budget line items for all renewal projects entered in e-snaps correspond to the budget line items on the 2010 SHP GIW. The budget amounts finalized in the GIW will establish the maximum amount that may be requested in the Ex. 2 application in e-snaps.

2010 Shelter Plus Care (SPC) Grant Inventory Workbook

Purpose of the Workbook

The SPC GIW provides CoCs and Field Offices with funding information about S+C grants that are eligible for renewal in the 2010 competition. **The grant information that is finalized on this worksheet between the CoC and the HUD field office will determine the maximum amount that the grantee may request in the Exhibit 2 application in e-snaps.** This worksheet should not include S+C grants that are expected to expire in 2012 and beyond; nor does it include Supportive Housing Program (SHP) renewals. S+C grants are eligible for renewal in 2010 if they were:

- 1) Due to expire in calendar year 2011 (January 1 - December 31, 2011).
- 2) Originally awarded 5-year funding in the 2004 competition, but have not yet been renewed for the first time. The 2010 competition is the last year in which these grants are eligible for first-time renewal (see the 2010 CoC Registration Notice). If these grantees fail to submit these grants for renewal in the 2010 competition, they will permanently lose the opportunity to ever apply for renewal of these grants; or
- 3) Awarded prior to the 2004 competition, but the original term was extended such that the funds will run out in 2011.

Instructions

HUD Headquarters pre-populated **Columns A through F and Columns J through Q** with information on all S+C grants awarded renewal in the 2009 competition. **CoCs are responsible for entering the grant information for all first-time renewals.** Information on each grant includes: the effective date (year) of the grant agreement, the grant term, whether the project was extended, whether the grant was awarded in 2004, and the number of units eligible for renewal funding by unit size. The formulas embedded in the worksheet calculate the expected grant agreement expiration date (**Column S**). If the expiration date is 2011 (January 1 - December 31, 2011) or if the grant was originally awarded in the 2004 competition, the number of units eligible for renewal (**Column T**) will be totaled.

Upon receiving the GIW, the CoC should review the information for each grant carefully to verify the following:

- 1) All grants listed on the worksheet are correctly associated with this CoC.
- 2) The pre-populated data is current and accurate. CoCs should provide a brief explanation in **Column U** of any inaccuracies corrected on the worksheet. Please note, if the correction reflects a grant change, such change must have approval from HUD through a formal grant agreement before incorporating the change on the GIW.
- 3) The number of units eligible for renewal by size are accurate. Unit counts should be updated if inaccurate, and an explanatory comment should be added in **Column U**. **Please note if the update reflects a grant change, such change must have prior approval from HUD through a formal grant agreement before incorporating the change on the GIW.**

Please not if the answer is "Yes" in Column I, "Is this a 1st time renewal?" then, the CoC must answer the question in Column R, "Is the total number of units more than what is on the original grant agreement?" All first time 2010 renewals that are requesting more units than in the original grant agreement must be able to provide HUD with documentation for all units under lease before the final GIW is reconciled and attached in e-snaps. (See the 2010 Registration Notice for more information).

Reasonable changes to the mix the unit sizes maybe requested upon renewal for TRA or scattered site SRA grants to accommodate change in participant household sizes. However a grant cannot change the target population for which the grant was originally awarded.

4) All S+C renewal grants awarded in the 2009 CoC competition should already be included on the GIW. CoCs are responsible for adding first-time renewal grants that are not pre-populated in the 2010 GIW; otherwise, these grants will not be renewed as part of the 2010 CoC competition. All grants awarded in 2004 that have been extended to 2011 or beyond must apply for renewal in 2010 because funds will not be available for use after September 30, 2011. Such grants must adjust their Effective Date (**Column E**) so that the Expected Expiration Date is 2011 and answer "yes" in **Column G**. For example, if a 5-year grant was awarded in 2004 and applied for an extension in 2009, such that the Expiration Date is now 2011, the CoC should adjust the Effective Date to 2006 in order for the Expected Expiration Date to be 2011 on the GIW. CoCs should provide a brief explanation of such changes in **Column U**.

5) CoCs must review their records of all S+C grants that were originally awarded 5-year funding in the 2004 competition to determine whether each of these grants have been renewed in past competitions. If 2004 S+C grants have not been renewed yet, CoCs must add these grants to the inventory. For each grant, the CoC also must indicate "yes" to "Is this a 2004 Grant?" (**Column H**); otherwise, the spreadsheet will not correctly add these units in the "Total Units Eligible for Renewal" (**Column T**). Finally, the CoC should note that the grant is a "First-time Renewal" in **Column U**. As indicated above, 2004 grants that have not been renewed in past competitions must come in for first-time renewal in the 2010 Competition or they will be ineligible for renewal in the future.

6a) To show the consolidation of two or more S+C renewal grants to be awarded in the 2010 CoC competition into a single grant on the GIW, please include all grants that are to be consolidated on the S+C GIW and complete the following steps:

- Complete **Columns A through D**, "Grantee Name" through "Component," for all the projects, including those to be consolidated;
- Complete **Columns E through Q**, "Effective Date" through "Unit sizes", only for the one project designated as the remaining grant for the consolidated projects and make adjustments to reflect the combined number of units.
- Do not include information in the cells showing the grant term and the number of units in **Columns E through Q** for the grants that are being eliminated;
- Use **Column U** to cross-reference (i.e., make notes) about the merger of the consolidated grants into the remaining grant, including the month of the consolidation if it is after the submission of the GIW.

6b) In addition, for first time 2010 renewals requesting more units than in the original grant agreement, CoCs must provide HUD documentation for all units under lease before the final S+C GIW is finalized and attached in e-snaps.

If any of the pre-populated information in **Columns A through F and Columns J through Q** is not accurate, or if some grants are missing, make the necessary changes/additions and note the changes to the grant information or the addition of a missing grant in Column U.

The CoC should consult with grantees to confirm the total units eligible for renewal, grant numbers, and grant expiration dates; therefore, the verification process should begin immediately. After the inventory has been verified and corrected as needed, with consultations between the CoC, grantee and the local HUD CPD field office, the CoC should submit the document electronically to its Field Office no later than April 2, 2010.

Please make sure that the number of units for each bedroom type for all renewal projects entered in e-snaps correspond to the number of units for each bedroom type on the 2010 S+C GIW. The unit mix finalized in the GIW will establish the maximum amount that may be requested in the Ex. 2 application in e-snaps.

