

## 2009 Supportive Housing Program (SHP) Grant Inventory Workbook

### Purpose of the Workbook

This Supportive Housing Program (SHP) grant inventory workbook provides CoCs and Field Offices with information only on SHP grants that are eligible for renewal in the 2009 competition. This worksheet is not intended to reflect SHP grants that are expected to expire in 2011 and beyond; nor does it include Shelter Plus Care renewals. SHP grants are eligible for renewal in 2009 if:

- 1) they are due to expire in 2010.
  - 2) they were originally awarded in the 2002 or 2003 competitions, but have not yet been renewed for the first time.
- The 2009 competition is the last year in which these grants are eligible for first-time renewal (see the 2009 CoC Registration Notice). If these grantees fail to submit these grants for renewal in the 2009 application, they will lose the opportunity to ever apply for renewal of these grants.

### Instructions

HUD Headquarters pre-populated **Columns A through M** with information on all SHP grants awarded in 2008 eligible for 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 2002 or 2003, and the amounts eligible for renewal in the existing project. The formulas embedded in the worksheet calculate the amount of administrative costs 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 in 2010 (**Column P**).

Please note that **there is an additional column this year, entitled "Admin Available for Renewal" (Column N).** This column 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.

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. CoCs should provide a brief explanation in **Column Q** of any inaccuracies they correct. Please note, CoCs/grantees cannot make changes to their projects without prior approval from HUD through a formal grant amendment.
- 3) The budget amounts listed for each grant, including the amount calculated for administration, are accurate.
- 4) All SHP grants that are due to expire in calendar year 2010 are included on the list. (Note: the CoC should not add any SHP grants that are expected to expire in 2011 and beyond.) All grants eligible for renewal that have been extended should answer "yes" to **Column G**.
- 5) In addition, CoCs must review their records of all SHP grants that were originally awarded funding in the 2002 and 2003 competitions to determine whether each of these grants have been renewed in past competitions. If any 2002 or 2003 SHP 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 2002 or 2003 Grant?" (**Column H**); otherwise, the spreadsheet will not add these grant amounts in the "Total HHN" amount. Finally, the CoC should note that the grant is a "first-time renewal" in **Column Q**. As indicated above, 2002 and 2003 grants that have not been renewed in past competitions must come in for first-time renewal in the 2009 Competition or they will be ineligible for renewal in the future, regardless of what the current expiration date is.
- 6) To show the consolidation of two or more renewal grants awarded in 2008 into a single grant on the inventory worksheet, please include all grants that are to be consolidated on the SHP inventory worksheet and complete the following steps:
  - Complete columns A through D (Grantee Name through Component) for all the projects to be 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 I 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 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 and grant expiration dates; therefore, the verification process should begin immediately. Once the form has been verified and corrected as needed, the CoC should submit the document electronically to its Field Office no later than **July 24, 2009**.

Once the worksheet has been verified by the CoC and the HUD local field office, the CoC can use this form to document its HHN calculation (**Column P, Row 5**) for the 2009 competition and upload that version into esnaps during the CoC registration process. Please note that Shelter Plus Care renewals should not be included on this worksheet.

**Please make sure that the budget line items for all renewal projects entered in eSNAPS system correspond to the budget line items on the 2009 Grant Inventory.**



## 2009 Shelter Plus Care (SPC) Grant Inventory Workbook

### Purpose of the Workbook

This Shelter Plus Care (SPC) grant inventory workbook provides CoCs and Field Offices with information about SPC grants that are eligible for renewal in the 2009 competition. This worksheet is not intended to reflect SPC grants that are expected to expire in 2011 and beyond; nor does it include Supportive Housing Program (SHP) renewals. SPC grants are eligible for renewal in 2009 if:

- 1) they are due to expire in 2010.
- 2) they were originally awarded 5-year funding in the 2002 or 2003 competitions, but have not yet been renewed for the first time. The 2009 competition is the last year in which these grants are eligible for first-time renewal (see the 2009 CoC Registration Notice). If these grantees fail to submit these grants for renewal in the 2009 application, they will lose the opportunity to ever apply for renewal of these grants.
- 3) they were awarded prior to the 2002 competition, but the original term was extended such that the funds will run out in 2010.

### Instructions

HUD Headquarters pre-populated **Columns A through P** with information on all SPC grants awarded renewal in the 2008 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 2002 or 2003, 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 Q**). If the expiration date is 2010 or if the grant was originally awarded in the 2002 or 2003 competition, the number of units eligible for renewal (**Column R**) will be totaled.

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. CoCs should provide a brief explanation in **Column S** of any inaccuracies they correct. Please note, CoCs/grantees cannot make changes to their projects without prior approval from HUD through a formal grant amendment.
- 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 S**. (Note: an SPC grant that is eligible for first-time renewal can receive renewal funding for the number of units by bedroom-type that are under lease as of the date of this first-time renewal request. Reasonable changes to the mix of unit sizes may be requested upon renewal for TRA or scattered site SRA grants to accommodate changes in participant household sizes. A grant cannot change the target population for which the grant was originally awarded.)
- 4) All SPC grants awarded renewal in the 2008 competition should already be included on the list. CoCs are responsible for adding first-time renewal grants that are not pre-populated in the 2009 Grant Inventory worksheet; otherwise, these grants will not be renewed as part of the 2009 competition. All grants awarded prior to 2002 that have been extended to 2011 or beyond but will need to apply for renewal because funds will run out in 2010 need to adjust their Effective Date (**Column E**) so that the Expected Expiration Date is 2010 and answer "yes" in **Column G**. For example, if a 5-year grant was awarded before 2002 and applied for an extension in 2007, such that the Expected Expiration Date is now 2012 but funds will run out in 2010, the CoC should adjust the Effective Date to 2005 in order for the Expected Expiration Date to be 2010. CoCs should provide a brief explanation of such changes in **Column S**.
- 5) In addition, CoCs must review their records of all SPC grants that were originally awarded 5-year funding in the 2002 and 2003 competitions to determine whether each of these grants have been renewed in past competitions. If any 2002 or 2003 SPC 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 2002 or 2003 Grant?" (**Column H**); otherwise, the spreadsheet will not correctly add these units in the "Total Units Eligible for Renewal" (**Column R**). Finally, the CoC should note that the grant is a "First-time renewal" in **Column S**. As indicated above, 2002 and 2003 grants that have not been renewed in past competitions must come in for first-time renewal in the 2009 Competition or they will be ineligible for renewal in the future.
- 6) To show the consolidation of two or more S+C renewal grants awarded in 2008 into a single grant on the inventory worksheet, please include all grants that are to be consolidated on the S+C inventory worksheet 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 P, "Effective Date" through "Unit sizes", 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 F through P for the grants that are being eliminated;
  - Use Column S 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 grant inventory worksheet.

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

The CoC should consult with grantees to confirm the total units eligible for renewal and grant expiration dates; therefore, the verification process should begin immediately. Once the inventory has been verified and corrected as needed, with consultations between the CoC, grantee and the HUD local field office, the CoC should submit the document electronically to its Field Office no later than **July 24, 2009**.

