



## FY2018 HUD CoC Competition Grant Inventory Worksheet (GIW) Confirmation Training

April 26, 2018

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Program Manager

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### Webinar Housekeeping

- Connect via phone or microphone/speakers on your computer. Everyone will be muted.
- If you are having audio trouble, switch to phone dial-in option.
- This webinar is being recorded and will be available for review later at <http://www.allchicago.org/who-we-are/chicago-alliance/coc-funded-projects>.
- Submit questions through the Chat function at any time.
- There will also be a brief opportunity to "raise your hand" and ask questions at the end of the presentation.



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### DUE DATE

**GIW confirmation survey is due for each CoC-funded project no later than  
Noon on May 1<sup>st</sup>**



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## Webinar Objectives

-  GIW and CoC Program Competition
-  FY2018 GIW Highlights
-  HUD'S GIW Confirmation Process Overview
-  Instructions for GIW SurveyGizmo Confirmation
-  Questions and Answers




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## What is the GIW?

Each year, the U.S. Department of Housing and Urban Development (HUD) releases the GIW, which includes:

- An inventory of all CoC-funded projects within the CoC that are eligible for renewal funding
- Details about the current contracts (budget amounts, unit configuration, etc.)
- Solicitation of information about the proposed contract for the upcoming fiscal year




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## What is the GIW?

Field Office:	Chicago	Collaborative Applicant (CA) Name:	All Chicago Making Homelessness History
CoC Number:	IL510		
CoC Name:	Chicago CoC	CoC's Annual Renewal Demand (Estimated):	\$67,054,040

Each year, the total amount of the renewal projects listed in the GIW is used to determine the CoC's Annual Renewal Demand (ARD).

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## GIW and the CoC Program Competition

- It is one of the first steps in the CoC Program Competition
- Used to calculate the Annual Renewal Demand (ARD), which is the amount for which a CoC is allowed to apply in the upcoming competition
- Projects omitted from the GIW are **not allowed** to apply for renewed funding by the Chicago CoC




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## GIW Highlights

- Program Component Changes: **Can no longer** be requested through the GIW process
- Admin Costs: renewals may request up to 10% of project's budget BUT **cannot** reduce the number of rental assistance or leased units
- Shifting Funds: must have prior approval from local HUD field office prior to shifting / adding funds to another BLI
- FY2017 New Projects: must go to grant agreement by Dec 31, 2018




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## Program Component Correction

There is only 1 scenario where a project that is categorized incorrectly may have a component changed

### Projects with a Supportive Service line item and no housing (Rental Assistance or Leasing) costs

- Project should first review FY2018 CoC Program GIW Instructions, page 5.
- Project should also review the "**Is my Project a Supportive Services Only (SSO) or a Housing Project? Tool for CoC Program Projects**" available on the HUD Exchange website link below <https://www.hudexchange.info/resources/documents/coc-program-sso-housing-component-decision-tool.pdf>
- **If the agency wishes to make a component change in this area, must have local HUD field office approval**




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## HUD GIW Process

In FY 2017, HUD changed the process in which GIWs are distributed and reviewed

- SNAPS pre-populated all grants eligible for renewal
- Data from FY 2017 GIWs, Line of Credit Control System (LOCCS) and e-snaps was used to review accuracy
- All CoCs' GIWs are posted on the HUD Exchange website: [www.hudexchange.info](http://www.hudexchange.info)
- Any changes will be completed by All Chicago utilizing the GIW Change form and submit to local HUD for review




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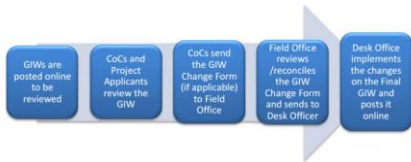
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## HUD GIW Review

FY 2018 GIW Review Process




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## GIW Confirmation Process

- CoCs are required to verify that the GIW includes **ALL** projects that are eligible for renewal and contract information is accurate
- Agencies are required to review and verify that all their CoC-funded projects are accurately captured on the GIW
  - Voluntary reallocation - no changes at this time
- A FY2018 GIW Confirmation survey must be completed by agencies for **each CoC-funded project no later than NOON on Tuesday, May 1st**
- Projects not included on the GIW are **not allowed** to apply for renewal funding by the Chicago CoC




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## Online Confirmation Submission

- The survey for GIW Confirmation is available through Survey Gizmo at: <http://bit.do/2018GIW>

### General Instructions

Each year, on behalf of the Chicago CoC Board of Directors on Homelessness, All Chicago completes the collaborative application for HUD CoC funding. In this process is for all agencies applying for HUD CoC renewal funding to verify the completeness and accuracy of each of their projects' informat Inventory Worksheet (GIW). Included in this process are all renewal projects classified as Permanent Supportive Housing (PSH), Rapid Re-housing (RR Transitional Housing (TH), and Supportive Service Only (SSO) programs.

This FY2018 GIW Confirmation will walk you through each section of the GIW that requires verification. For each item, you will be asked to either confirm or provide the corrected information. It is imperative that each agency ensures that the information for their projects is accurate, since this is the information that will be used to apply for FY2018 funding and calculate the Chicago CoC Annual Renewal Demand. You must refer to the [FY2018 GIW](#) in order to confirm or correct information.

All FY2018 GIW Confirmation surveys are due no later than 12PM on Tuesday, May 1.

If you have questions, please email [ccocprograms@allchicago.org](mailto:ccocprograms@allchicago.org)



## Online Confirmation Submission

- Login Information

Username: Grant Number  
Password: HMIS ID number

**2018 GIW Login Password Action**

Username

Password

HMIS # (Password)	Grant Number (Username)	Applicant Name	Project Name	Expiration Year	Project Component
163A	00095LST101710	A Safe Haven Foundation	600 South		PH
1016	00236LST101710	A Safe Haven Foundation	Westside Housing and Independent Living		TH
943	00221LST101710	A Safe Haven Foundation	Family Wellness Center		TH
167	00222LST101710	A Safe Haven Foundation	The Studios		PH
163	00271LST101709	A Safe Haven Foundation	A Safe Haven - Shelter Plus Care		PH
589	00040KT101709	Affordable Housing Preservation Foundation	Affordable Housing Preservation Foundation		PH



## Online Confirmation Submission

- Must submit 1 survey per each HUD CoC funded project
- GIW prepopulated information
- Must verify whether information is correct
  - If data is incorrect or blank – answer No
  - Provide correct information in fields provided

**2. Is the Applicant Name correct on the GIW?**

Yes

No - Provide Correct Data Here:



## Pre-Populated Fields

**Project Component - as listed on the GIW:**  
 "This question is only for your reference. Please complete any necessary updates in the next question."

PH   
 Characters used: 2 out of 100

7. Is the Project Component correct on the GIW? \*

Yes

No - Provide Correct Data Here:

Pre-populated /  
Read Only

Submit corrections here



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## Eligible Projects

- Grants awarded prior to the FY 2017 CoC Program funding process that will expire in CY 2019 (e.g. 10 year S+C grants)
- Any renewal grants that received 1 year of funding in the FY 2017 CoC Program Competition
- Any new 1 year grants conditionally awarded under the FY 2017 CoC Program Competition that will have an expiration date in CY 2019 (January 1, 2019 through December 31, 2019)



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## Expiration Year

- You will be required to enter the 2019 year
- This expiration year should correspond to your previous grant year
  - e.g. FY2017 grant runs 4/1/2017-3/31/2018, then FY2018 grant would most likely run 4/1/2018-3/31/**2019**)
- If you are unsure, you may review the FY17 GIW or previous grant agreement.



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## Admin Costs

- Generally, your administrative costs should not change.
- The GIW shows the admin costs allowed for each project under the "Admin" column (column L).
- All projects are permitted to request **up to 10% in admin costs**, however **ANY PERCENTAGE INCREASE MUST BE CARVED FROM EXISTING BUDGET LINE ITEMS [BLI]**. Your total Annual Renewal Amount cannot increase!
- Projects may not reduce the number of units served to increase admin costs - HUD cautions carving funds out of Rental Assistance or Leasing BLI.




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## Attaching a HUD approved Amendment Letter

- Any changes require the agency to attach a copy of a **HUD amendment approval letter**.

If you answered No to any of the following questions for this section - APPLICANT NAME, HUD PROJECT NAME, GRANT NUMBER, OR PROJECT COMPONENT - a copy of a contract amendment approval letter from HUD is reqd. Please upload a copy of your HUD approval letter here. (file must be in doc, docx, pdf, txt format and maximum file size is 1MB)

Browse

To attach the letter:

1. Click the "Browse" button
2. Select the file from your computer (**NOTE:** must be .doc, .docx, .pdf, or .txt format and max file size is 1MB)
3. Click on the "CLICK HERE TO UPLOAD FILE" button




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## Rental Assistance Worksheet

- If your project receive a Rental Assistance BLI and changes are needed, you will have to complete and upload the Rental Assistance Worksheet.

If you answered No to any of the questions in the Unit Configuration section, a Rental Assistance Budget Worksheet must be submitted. Please upload a copy of your Rental Assistance Budget Worksheet here. (file must be in excel format and maximum file size is 1MB)

Browse

To attach the worksheet:

1. Click the "Browse" button
2. Select the file from your computer (**NOTE:** must be in excel format and max file size is 1MB)
3. Click on the "CLICK HERE TO UPLOAD FILE" button




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## Rental Assistance Worksheet

- County/FMR Area: Chicago-Joliet-Naperville, IL HUD Metro FMR Area
- Fair Market Rent Summary System link available on worksheet
- Rental Assistance will auto-calculate based on number of units provided




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## HIC Funded Beds & Units

- Projects with beds and units associated must confirm HIC beds & units

**2a. Is the Number of Beds correct?**  
Note: This pertains to the number of funded beds and units supported by CoC program funds.

Yes

N/A - Supportive Services Only (SSO) Project

No - Provide Correct Number of Beds Here:

- Information is prepopulated based on 2018 HIC submission
- Must affirm or update to reflect **FUNDED** number of beds and units




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## SRO Unit Configuration

- Projects with SRO configuration
  - Provide additional information on SRO configuration set up
    - SROs efficiency – participants have own kitchen and bathroom
    - OR
    - Traditional SROs – participants must share a kitchen and/or bathroom
- If project does not have SRO configurations, will proceed to next page




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## Saving and Submission

- You will have the option to Save and Continue later. Simply click at the top of the screen and enter your email address.



"CLICK HERE TO SAVE AND CONTINUE LATER"

- You will have the opportunity to indicate any other issues in the GIW before you submit
  - Grant Consolidation
  - Missing Grant
  - Component Correction




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## Submission Confirmation

- It is recommended that you save a PDF before completing your final submission:

Click below to review a PDF of your responses BEFORE clicking submit. FY resubmitted in their entirety.

Click Here to Download PDF Version of Your Responses



- You will receive a confirmation email **to the address entered within the survey**. Please save this for your records and have readily available.




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## Reminders

- Shifting/Adding Funds:** You may **not** make changes to your project budget during the GIW process without prior approval from HUD
- Annual Renewal Demand (ARD):** Cannot exceed ARD as listed on GIW
- Program Component Changes:** Are not allowed without local HUD field office approval




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## Deadline and Submission Reminders

A GIW Confirmation Survey for each CoC project is due by:

**Noon on Tuesday, May 1st**

and must be submitted online at <http://bit.do/2018GIW>

HUD Instruction Manual for GIW:  
<https://www.hudexchange.info/resources/documents/FY-2018-CoC-Applicant-Recipient-GIW-Instructions.pdf>



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## Next Steps

- Projects will submit all GIW Confirmation surveys by **Tuesday, May 1st at Noon**. One survey must be received for each CoC-funded project for renewal in FY2018.
- All Chicago staff will review and confirm all submissions received, as well as make any necessary changes submitted by agencies.
- All Chicago will ask for a final confirmation of changes prior to submission to local HUD on **Monday, May 7th**
- All Chicago will submit Final FY18 GIW to local HUD on **May 8th**.



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## Questions

- Enter questions into the Chat function at any time

OR

- Click the "raise hand" button to be called on
- Once called on, you will be unmuted to ask question
- Please ask only 1 question per agency- others can be answered by staff after the webinar
- Questions related to specific details of your project or grant agreement can be asked following the webinar.



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## Thank You!

If you have any questions as you complete your GIW confirmation submissions, please do not hesitate to contact us!

[CoCprograms@allchicago.org](mailto:CoCprograms@allchicago.org)



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