

COC Rental Assistance Workbook Reference Guide

The initial segment within the administration page comprises Grant information, Tenant details, and Landlord particulars. It is necessary to provide entries for the highlighted sections that are colored yellow. Any data entered will be automatically transferred to the corresponding sections in the Administration page, which are connected to each document in the workbook.

Moreover, more detailed information must be inputted in the administration page's yellow-highlighted sections found beneath each respective section.

Section of Administration Page	In TRA Workbook begins Administration tab	In PRA/SRA Workbook begins Administration tab
Calculation worksheet page 1	Cell A33	Cell A33
Calculation worksheet page 2	Cell A77	Cell A77
New Admission Form	Cell A113	Cell A114
HAP Contract	Cell A173	N/A
Lease	Cell A196	Cell A174
Occupancy Continuation Form Page 1	Cell A277	Cell A255
Occupancy Continuation Form Page 2	Cell A319	Cell A297
Payment Notification Approval	Cell A364	Cell A342
Rent Reasonableness	Cell A391	Cell A369
Notification of annual review	Cell A452	Cell A430
Contract Amendment	Cell A471	N/A
VAWA Lease Addendum	Cell A499	Cell A449

Please be sure to use the correct workbook for your tenant. The TRA workbook has section titles highlighted in **blue**. The PRA/SRA workbook has section titles highlighted in **orange**. The Change Order workbook has section titles highlighted in **green**. This will ensure access to the appropriate forms and tabs needed for your tenant.

At the top of the "Administration" page, you'll find several clickable buttons. Clicking the "CLEAR ALL DATA" button will completely wipe out all data entries in the workbook, essentially starting a fresh copy of the CoC Rental Assistance Workbook. Alternatively, choosing the "CLEAR ALL CHECK BOXES" button will unmark every previously checked checkbox from the prior workflow.

Within the workbook, there are "PRINT" buttons designated for each corresponding document, each labeled with its document name. Clicking a "PRINT" button will trigger the printing of that specific document. It's essential to keep in mind that the print action will be directed to the default printer currently configured for the user utilizing the workbook.

Furthermore, there are "SAVE" buttons associated with each document in the workbook. When you initiate the "SAVE" function, the workbook will create an individual copy of the selected document in the same location as the CoC Rental Assistance Workbook. To maintain organization and prevent confusion, it's advisable to place the workbook in a separate folder when using the "SAVE" feature to export each document.