Using IDIS Online for the Housing Opportunities for Persons with AIDS (HOPWA) Program

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Portions of this manual were adapted from the following HUD publications:

- *IDIS Online for CDBG Entitlement Communities Manual. Published March 2014*
- *HUD's Homeless Assistance Programs: Using IDIS Online for the Emergency Solutions Grant Program. Published July 2011.*
- *Integrated Disbursement and Information System (IDIS) OnLine Quick Tip User Guide. Published November 2009.*

Preface

This manual explains how to set up, fund/draw funds, and report accomplishments and performance measures for HOPWA and HOPWA-C activities in the Integrated Disbursement and Information System (IDIS). Topics related to these HOPWA-specific processes are also covered. Each process in the manual is described, and then each step is detailed in a chart. Some screen shots are listed within each chapter, but most are shown in Appendix E-H.

Intended Audience

This manual is intended for people who are already familiar with HOPWA entitlement rules and regulations, and HOPWA Competitive Grantee Operating Instructions. It is not a regulatory or policy training guide, and assumes that users have acquired that knowledge from other training and/or experience.

What IS Covered

Section 1 describes IDIS functions, including the key features of IDIS, changes to IDIS with the implementation of eCon Planning Suite and Grants Based Accounting, HOPWA-specific definitions and a basic overview of HOPWA/HOPWA-C Projects/Activities/Funding.
Section 2 describes the structure and steps for setting up HOPWA/HOPWA-C Projects in IDIS.
Section 3 describes the structure and steps for creating HOPWA/HOPWA-C Activities in IDIS and adding/deleting an accomplishment year to activities.
Section 4 describes the process by which users fund activities and draw down funds from IDIS.
Section 5 describes the way HOPWA/HOPWA-C accomplishments are reported in IDIS.
Section 6 describes how/when HOPWA/HOPWA-C Activities are completed.
Section 7 provides information about the Microstrategy reports most useful to HOPWA/HOPWA-C Grantees.
Section 8 provides information on Technical Assistance Resources available to HOPWA/HOPWA-C Grantees.
Appendix: Screen shots, Grant Terms, Tracking Tool

What is NOT Covered

HOPWA Overview
Completing the Consolidated Plan/Annual Action Plan
Getting Started in IDIS (setting up users, establishing banking)
Instructions on completing the HOPWA CAPER/APR
Data Downloads

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Section 1: Overview of IDIS

The Integrated Disbursement and Information System (IDIS) is the online system for Community Planning & Development's (CPD) CDBG (Community Development Block Grant), HOME (HOME Investment Partnerships), ESG (Emergency Shelter Grants) and HOPWA (Housing Opportunities for Persons With AIDS) formula grant programs as well as for the HOPWA Competitive Program. As its name suggests, IDIS serves two major purposes. Grantees use the system to track and draw down CPD funds and program income (the disbursement side of IDIS) and to record the results of CPD-funded activities (the information side). HUD uses the data grantees provide in IDIS to report on the performance of the CPD programs to Congress and other program stakeholders.

Throughout this manual, HOPWA Formula Grantees and HOPWA Competitive Grantees will commonly be referred to as "HOPWA" and "HOPWA-C," respectively. When written as "HOPWA/HOPWA-C," this indicates that the section refers to both groups of Grantees. For sections that apply to only one group of Grantees, the specific group will be identified.

The basic components of IDIS are listed here, and described in more detail below:

Allocations/Awards, Subfunds, and Subgrants
Consolidated Plan/Annual Action Plan (Formula Grantees ONLY)
Projects
Activity Setup
Activity Funding
Drawdowns
Accomplishment Reporting
Reports
Security and Data Access

Allocations/Awards, Subfunds, and Subgrants

- Entitlement grantees ("Formula Grantees") receive a formula **allocation** on an annual basis from the HOPWA program. Formula Grantees have 3 years to spend each annual allocation.
- Competitively chosen HOPWA-C Grantees receive an **award** with a three-year term.

Information about each HOPWA allocation/award is sent to IDIS from HUD's LOCCS (Line of Credit Control System), including a **grant number**, an **amount**, and an **obligation date/grant start date**.

- The **grant number** identifies the grantee for both Formula and Competitive Grantees.
- Formula Grantees:
  - the **amount** is the fiscal year allocation;
  - the **obligation date** is the date the grant agreement is fully executed. The grantee has 3 years from the beginning date to expend the award or receive a one time, one year extension.
- Competitive Grantees:
  - The **amount** is the amount the Grantee is awarded based on their application.

- The **obligation** of Competitive Awards occurs at HUD headquarters and is separate from both the full execution date and the beginning date listed in the grant agreement. The **Grant Start Date** is listed in the Grantee's Application/Grant Agreement.

Subfunds and subgrants are IDIS features that are used by HOPWA grantees on rare occasion. Grantees should not use these features without prior approval from HUD headquarters.

Consolidated Plan/ Annual Action Plan

(Formula Grantees ONLY)

HOPWA formula grantees work with other CPD programs to create a Consolidated Plan (every 5 years) and an Annual Action Plan (the section of the Consolidated Plan that is completed and submitted to HUD annually). The Annual Action Plan is the application for a Federal Fiscal Year's allocation amount and describes the activities and programs to be funded with a specific year's allocation. In these planning documents, the grantee identifies community needs, resources, and priorities, and describes the projects to be undertaken with HOPWA funds in the upcoming year.

Through the eCon Planning Suite, Grantees will create projects within each annual Action Plan, and set up activities in IDIS under each project to allocate funds, draw funds, and report accomplishments. Beginning with Federal Fiscal Year 2015 Allocations, HOPWA formula grantees are required to fund these activities (through the "Activity Funding" screen in IDIS) from the same federal fiscal year allocation as the corresponding Action Plan under which the project was established. This structure will help maintain the natural linkage between the activities associated with a specific Action Plan and that same year's annual allocation. Funds remaining from Pre-FFY2015 are listed in IDIS as "Pre-2015" and should be used to fund activities associated with Program Year 2013 or Program Year 2014 Projects. If funds remain after the initial year in which funds were drawn from the activities, Grantees will add an additional accomplishment year to the activity, allowing the funds to be used in a second program/accomplishment year. Grantees will continue in this manner until each allocation's funds are exhausted.

As always, Action Plans, or substantial amendments to Action Plans, should provide information to citizens when programs are impacted by the reallocation of prior year funds. If you have program specific questions regarding the reprogramming of prior year funds, please contact the Ask A Question Helpdesk at https://www.hudexchange.info/get-assistance/.

Projects

As stated above, the Action Plan includes a list of projects that the grantee proposes to carry out with CPD funds. These projects are high-level descriptions of what the grantee intends to accomplish over the next year. Information about each project, such as name, description, estimated budget, and expected accomplishments, is entered into the system by grantees. Projects also serve as the chief mechanism for organizing and tracking related activities in IDIS.

Activity Setup

Each activity in IDIS is set up under one of the projects in an Action Plan. It is at the activity level that grantees provide to HUD details about the work they will carry out to meet project goals. Information entered at setup includes the activity name, location, proposed accomplishments, and program-specific data.

Activity Funding

An activity must be funded before draws can be made for the activity. All funds for both HOPWA Formula and HOPWA Competitive Grantees can be committed to an activity only if all required setup screens have been completed. Both HOPWA Formula and HOPWA Competitive Activities should only be funded with the appropriate EN (Entitlement – Formula Grantees) and CP (Competitive – HOPWA Competitive Grantees) funds. If a Grantee receives both HOPWA Formula Allocations AND HOPWA Competitive awards, they should set up distinct sets of Projects/Activities to track and report all expenditures and accomplishments separately.[1] Both HOPWA Formula and HOPWA Competitive Grantees will set up distinct Accomplishment Years within each activity for the duration of each allocation/award.

IDIS has historically operated on a first-in, first-out basis (FIFO). Under FIFO, funds were disbursed using the oldest grants with funds available. A 2014 audit finding by the Office of the Inspector General determined that FIFO does not comply with federal financial standards. The new methodology is known as Grant Based Accounting (GBA). Under Grant Based Accounting, funding/commitments and disbursements are made against specific user-defined grant years. Generally, this accounting practice will require a linkage between an annual grant allocation and the actual expenditures of those funds, streamlining year-end reconciliation between IDIS and local financial systems.

Formula funds allocated prior to FFY2015 will continue operating under the first-in-first-out (FIFO) accounting process in IDIS. This means, when drawing funds, the system automatically spends the oldest funds first before spending newer allocations.

In IDIS, HOPWA Competitive grantees have always operated using the principles of Grants Based Accounting, and will continue to do so.

The first phase of IDIS updating will implement grant-specific accounting beginning with FY 2015 formula allocations. The first Activity Funding Screen will look very familiar, and grantees will identify the source of funds to be committed (e.g. by Program and Fund Type). The following screen is divided into two sections:

1. Pre-2015 Source that aggregates funds available to commit for all past grant years through 2014 for the Fund Type selected. All remaining funds from previous allocations will continue to be committed and drawn following FIFO methodology.

Funding Source Pre-2015

Program	Grant Year (tip)	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HOPWA	Pre-2015	EN	HUD	HH	ATLANTA, GA	$754,384.27	$25,000.00	$0.00

Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount
2014	$ 25,000.00	$0.00

Add Grant Year

[1] The list of HOPWA Grantees who also receive HOPWA-C Competitive Awards are listed in Appendix B.

2. Separate lines for each year starting with grant year 2015. Grantees will select the appropriate grant year(s) from which to fund the specific activity. The "Available for Funding" and "Drawn Amount" fields will **only show** what is available to commit and draw for that specific grant allocation.

Funding Source

Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HOPWA	2015	EN	HUD	HH	ATLANTA, GA	$6,563,557.00	$50,000.00	$0.00
HOPWA	2016	EN	HUD	HH	ATLANTA, GA	$6,613,557.00	$0.00	$0.00
HOPWA	2017	EN	HUD	HH	ATLANTA, GA	$6,613,557.00	$0.00	$0.00

Current Funding for xFIFO

Grant Year (tip)	Funded Amount	Drawn Amount
2015	$ 50,000.00	$0.00
2016	$ 0.00	$0.00
2017	$	$0.00

Similarly to commitments, funds drawn against the Pre-2015 line will operate as FIFO. Draws against FY2015 funds and beyond will be drawn against the specific grant year allocation designated at both the funding and draw process. Careful attention to selecting the correct grant year when committing funds will thus be important to avoid the potential need to revise draws involving different fund years, which will be a more complex process under GBA.

Drawdowns

Drawdowns may be made for an activity after it has been funded. The total amount drawn down cannot exceed the funded amount.

Accomplishment Reporting and Activity Completion

Goals/budgets for both HOPWA Formula and Competitive activities are established at activity setup. Actual accomplishments (outcomes and expenditures) are no longer reported in IDIS, due to system challenges as a result of Grants Based Accounting implementation. Section 5 details the workarounds that HOPWA/HOPWA-C Grantees will utilize to allow IDIS to save the Accomplishment screens and complete activities, after all grant funds have been drawn from the activity.

Reports

IDIS offers numerous reports to grantees, including program year, activity, and financial reports. A complete list of Microstrategy reports for both HOPWA Formula and Competitive Grantees are listed in Section 7 of this manual. These reports are useful tools to help Grantees manage accounts and activity in IDIS.

Security

IDIS enforces two types of security. The first type controls the functions that a user may perform. Some of the functions controlled by user ID are set up activity, revise activity, create drawdown, approve drawdown, and run reports. The second type of security controls a user's access to IDIS data by grantee and by CPD program. A user might, for example, have access to his/her organization's data for all CPD programs in IDIS, or be limited to accessing HOPWA data only. Additionally, a user may be given access to the data for more than one grantee. That user's security profile can be different for each grantee.

Basic Process for HOPWA Formula and Competitive Grantees

NOTE: All definitions are explained fully in the ***Definitions***, and each step is more fully explained in the corresponding section.

Add Projects: Section 2	
Formula Grantees:	**Competitive Grantees:**

• Created through Consolidated Plan/Annual Action Plan Process
• One Project for Grantee, and one Project for each Sponsor
  ○ Assign Sponsor for Project Sponsor projects
• Naming Convention: "2015-2018 City of Atlanta GAH15F001 (ATL)" (New Naming Convention is described more in the **Definitions.)**
• Program Year = Federal Fiscal Year of Allocation (FFY 2015 = Program Year 2015.)
• Estimated Amount = total funds for entire project – listed in "HOPWA" row.
• Projects will be used for the duration of the Allocation (up to 3 years)
	• Created prior to start of grant term (after Grant Numbers have been assigned.)
	• One Project for Grantee, and one Project for each Sponsor
	  ○ Assign Sponsor for Project Sponsor projects
	• Naming Convention: "2015-2018 Frannie Peabody Center ME-H150001 (FPC)" (New Naming Convention is described more in the **Definitions.)**
	• Program Year = Federal Fiscal Year in which award begins
	• "Assign Grant Number" – REQUIRED for HOPWA Competitive (HOPWA-C) Grantees. All Projects created for each grant (ie ME-H150001) should all be assigned to the same grant number.
	• Estimated Amount = total funds for entire project – listed in "HOPWA-C" row.
	• Projects will be used for the duration of the Grant term (3 years)

Add Activities: Section 3.1 – 3.2	
Formula Grantees:	**Competitive Grantees:**
• Create one activity for each HOPWA-funded service provided by the respective Project Sponsor/Grantee • Select the appropriate Project (all activities that each sponsor/grantee provides should be associated with that Project in IDIS). Activities created for the FFY2015 allocation should be associated with the Program Year 2015 Projects. This will align both projects and activities with the 2015 Annual Action Plan. • Name activity using the following naming convention: "2015-2018 TBRA GAH15F001 (ATL)" • Choose activity in HOPWA row dropdown box • Complete Environmental Review dropdown box	• Create one activity for each HOPWA-funded service provided by the respective Project Sponsor/Grantee • Select the appropriate Project (all activities that each sponsor/grantee provides should be associated with that Project in IDIS) • Name activity using the following naming convention: "2015-2018 TBRA ME-H150001 (FPC)" • Choose activity in HOPWA-C row dropdown box • Complete Environmental Review dropdown box • Add Activity Description

• Add Activity Description	
Set Up Activities: Section 3.6	
Formula Grantees:	**Competitive Grantees:**

• After activity has been created, click "Add HOPWA" under "Setup Detail"
• Enter Accomplishment Year, Annual Budget and Proposed Households to be served (Facility-Based Assistance/Development and Stewardship Activities have additional data elements.)
  ○ Grantees should use the annual budget for each activity.
• Identify subrecipient, if necessary
	• After activity has been created, click "Add HOPWA-C" under "Setup Detail"
	• Enter Accomplishment Year, Annual Budget and Proposed Households to be served (Facility-Based Assistance/Development and Stewardship Activities have additional data elements.)
	  ○ Grantees should use the annual budget for each activity.
	• Identify subrecipient, if necessary

Fund Activities: Section 4	
Formula Grantees:	**Competitive Grantees:**
• Click "Activity Funding" on the "Edit Activity" screen or search for activities in the **Funding/Drawdown** tab. • Click "Add-Edit" in the "Action" column. • Fund activities with corresponding allocation (Pre-2015 for all allocations prior to 2015, and the appropriate FFY allocation that corresponds to the program year of the Project – ie: 2015 Projects are funded with FFY2015 funds). ○ For each allocation (starting with FFY2015 and subsequent allocations) - fund each activity for the full duration of the grant term.	• Click "Activity Funding" on the "Edit Activity" screen or search for activities in the **Funding/Drawdown** tab. • Click "Add-Edit" in the "Action" column. Grantees will only be able to fund activities with the grant to which the Project was assigned. Fund each activity for the full three years of the grant term.

1.1 Definitions

Accomplishment Year: The 12-month period for which activities will operate according to either the Consolidated Plan/Annual Action Plan (Formula Grantees) or the Competitive Grant Agreement (Competitive Grantees).

> **NOTE: HOPWA/HOPWA-C Grantees will use the "Accomplishment Year" feature in IDIS as the primary way to track expenditures and outcomes for each Operating Year (12-month reporting period.)**

Activity: Activities are used in IDIS to fund HOPWA eligible services as listed in 24 CFR part 574. In addition to funding, activities allow for Grantees to report annual performance and accomplishment data. Each Project should have at least one Housing/Non-Housing Service Activity. There are 9 Housing/Non-Housing Service Activities as well as the Stewardship Certification. Since projects and activities are tied to a specific allocation/award (beginning with the FFY 2015 allocations for Formula Grantees), activities remain open until all funds have been drawn for that allocation/award. **Vouchers** are created for specific activities (which are tied to a specific allocation/award) to draw down funds.

Housing Activities:

- Tenant-Based Rental Assistance (TBRA)
- Facility-Based Housing Subsidy Assistance (includes Operating, Leasing and Project-Based Rental Assistance)
- Facility-Based Housing Capital Development
- Permanent Housing Placement (PHP)
- Short-Term Rent, Mortgage, Utility Assistance (STRMU)

Non-Housing Activities:

- Supportive Services (SS)
- Housing Information Services
- Resource Identification
- Administration*
  ***For this activity, IDIS will only allow one per project**

Reporting Activities:

- Stewardship Certification

Activity Description: (on Activity Set-up Screen): The description should provide enough detail for HUD field offices and headquarters to understand the type of agency implementing the activity (e.g., housing authority, faith-based organization), the target population to be served (e.g., formerly incarcerated women and their families, etc.,), and how the activity will be delivered (e.g. Permanent Housing and Supportive Services will be provided to all eligible women with children under the age of 12).

Administrative Costs: Costs for general management, oversight, coordination, evaluation and reporting. HOPWA regulations limit administrative costs to 3% of total grant award by grantees, expended over the life of the grant. Project Sponsors are limited to 7% of the amount they receive. For project sponsors funded for multiple activities, the administration activity will include the combined administration allocation for all activities associated with the project. IDIS does not prevent a Grantee from funding an activity for more than the allowable administrative costs, nor does it prevent a Grantee from drawing

excessive funds. Grantees will need to track administrative costs to ensure compliance with this regulation. Violation of this regulation and statutory requirement will result in repayment of funds.

Allocation Year: The Federal Fiscal Year in which the allocation was awarded.

Annual Performance Report (APR): HOPWA Competitive Grantees submit this report annually to their Field Office and to the Office of HIV/AIDS Housing to report on accomplishments and expenditures during the 12-month operating period.

Beneficiary(ies): All members of a household who received HOPWA assistance during the operating year including the one individual who qualified the household for HOPWA assistance as well as any other members of the household (with or without HIV) who benefitted from the assistance.

Carrying Out Organization: All Project Sponsors and Subreceipients are included in IDIS as "Carrying Out Organizations." Grantees that also provide direct services are listed in IDIS only as "Grantee."

Central Contractor Registration (CCR): The primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards. Both current and potential federal government registrants (Grantees) are required to register in CCR in order to be awarded contracts by the federal government. Registrants must update or renew their registration at least once per year to maintain an active status. Although recipients of direct federal contracts and grant awards have been required to be registered with CCR since 2003, this requirement is now being extended to indirect recipients of federal funds with the passage of ARRA (American Recovery and Reinvestment Act). Per ARRA and FFATA (Federal Funding Accountability and Transparency Act) federal regulations, all Grantees and sub-Grantees or subcontractors receiving federal grant awards or contracts must have a DUNS (Data Universal Numbering System) Number. More information is available online at https://www.sam.gov/portal/SAM/##11.

Chronically Homeless Person: "An unaccompanied homeless individual (age 18 years or older) with a disabling condition or a family with at least one adult member (age 18 years or older) who has a disabling condition who has either been continuously homeless for a year or more OR has had at least four episodes of homelessness in the past three years." For this purpose, the term "homeless" means "a person sleeping in a place not meant for human habitation (e.g., living on the streets) or in an emergency homeless shelter." This does not include doubled-up, overcrowding situations, or institutions (like jail) unless they were also homeless prior to being in the institution.

Consolidated Annual Performance and Evaluation Report (CAPER): HOPWA Formula Grantees submit a HOPWA-specific CAPER annually to their Field Office and to the Office of HIV/AIDS Housing to report on accomplishments and expenditures during the 12 month operating period. HOPWA Data is also included in the CPD-wide CAPER.

Data Check: Within the HOPWA and HOPWA-C accomplishment screens, the user may be asked in separate data tables to report the total number of households served with HOPWA funds and outcome or descriptive data on the same households. Where a data check is indicated, the totals for these separate tables must match or the user will receive an error message and will not be allowed to save the data.

This is an example of how Data Checks will be formatted throughout this manual.

Draw down: A draw down is a request for payment against the Grantee's line of credit for allowable costs (Line of Credit Control System, or "LOCCS") for HOPWA eligible activities. For HOPWA Competitive Grantees, this is restricted to the approved activities listed in the Grant Agreement. Beginning with the 2014 allocations, all Grantees must comply with 2 CFR 200 (http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl). CPD will be releasing an implementation notice regarding the applicability of 2 CFR 200 and OMB Circulars. For more information about allowable costs, see OMB Circulars 87 and 122 as well as the HOPWA Grantee Oversight Resource Guide (http://www.hudhre.info/documents/HOPWAOversightGuide_Aug2010.pdf).

Environmental Review: For each activity in IDIS, Grantees are required to report the status of the Environmental Review[2] of the Activity. Options include: "Completed", "Exempt", and "Underway."

- HUD has determined that the following activity categories are categorically EXEMPT from Environmental Review:
  - Tenant Based Rental Assistance
  - Short-Term Rent, Mortgage and Utility Assistance
  - Facility-Based Housing Assistance (Operating)
  - Supportive Services
  - Housing Information Services
  - Resource Identification
  - Administration
  - Permanent Housing Placement
  - Stewardship

- The following Activities are required to complete an Environmental Review:
  - Facility-Based Housing Development
  - Facility-Based Housing Assistance (Project-Base Rental Assistance, Acquisition and Rehab Only)

Extension (of grant term): Both HOPWA Formula and Competitive Grantees must fully expend their grants within three years from the start date of the annual action plan/grant agreement, or request and receive HUD's approval for a grant extension before any new grant funds may be expended. When funding remains at the end of the original grant term, the Grantee may work with the field office to request an extension of up to one year from the grant end date shown on the executed annual action

[2] More information about the Environmental Review process can be found at : https://www.hudexchange.info/environmental-review/

plan/ grant agreement. For HOPWA Competitive Grantees, although renewal grant amounts may have been awarded and appear in IDIS to set up projects and activities, Grantees will not be able to draw down funds in IDIS from the renewal grant until the close of the original grant/grant extension period.

- If a Grantee is awarded an extension on their grant that is less than six (6) months, the Grantee should include any additional expenditures and households served during the extension period in the accomplishment screens completed for the original 12-month Accomplishment Year. These screens should be completed immediately at the end of the extension period.
- If a Grantee is awarded an extension on their grant that is over six (6) months, the Grantee will set up an additional Accomplishment Year to represent the Extension Period and will complete accomplishment screens both at the end of the original Accomplishment Year and then again within 90 days of the end of the Extension Period. This should be done in consultation with the Office of HIV/AIDS Housing Technical Assistance staff to ensure that the reporting mechanisms are accurate.

Extension (of Submission of CAPER/APR). Extensions on the submission of CAPER/APRs can only be approved by Field Offices. Grantees should contact their Field Officer to request an extension. If an extension of a CAPER/APR delays the submission of the report into the next program year, the previous year's data will be used in National Reporting.

Facility Based Housing (Assistance and Development): All eligible HOPWA Housing expenditures for or associated with supporting/developing facilities including community residences, SRO dwellings, short-term facilities, project-based rental units, master leased units, and other housing facilities approved by HUD are reported in the facility-based housing activity. Grantees will set up separate activities for each Facility-Based Housing program to be funded with HOPWA dollars even if operated by the same project sponsor agency. This applies to programs funded by either Facility-Based Housing Subsidy Assistance and/or Facility-Based Housing Development. Scattered Site units operated by the same project may be reported in a single activity. Facility Based Housing activity names should include the specific budget line item category – Operating Costs, Leasing, Rehab, New Construction, etc.

For Development projects that are placed in service during a program year, both a *Facility-Based Housing Development* Activity (in IDIS) and *Facility-Based Housing Assistance* Activity (in IDIS) should be established in IDIS to accurately report both the Development expenditures (prior to opening facility) and Operating/Leasing expenditures (after opening) during the program year.

Family: HOPWA uses HUD's definition of Family, found in 24 CFR 5.403: https://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol1/pdf/CFR-2011-title24-vol1-sec5-403.pdf. *Family* includes but is not limited to: (1) A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size); (2) An elderly family; (3) A near-elderly family; (4) A disabled family; (5) A

displaced family; (6) The remaining member of a tenant family; and (7) A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

Federal Fiscal Year: October 1 through September 30 of each year.

Funding an Activity: Committing funds to a specific HOPWA activity in IDIS.

Grant Number (Competitive): The Grant Number (referred to as the FAIN number in 2CFR 200) is the unique identifier that HUD uses to distinguish between Competitive Awards. The code consists of a 2-letter abbreviation for the state in which the Grantee's main office is located; the letter "H" (for HOPWA); 2-digits representing the fiscal year that the appropriation was made available for the award; and 4 digits indicating the sequential order in which the grant was funded from the fiscal year appropriations for the state. **Example: WI-H130032**

Grant Number (Formula): The Grant Number (referred to as the FAIN number in 2 CFR 200) is the unique identifier that HUD uses to distinguish between annual Allocation/Formula Awards. The code consists of a 2-letter abbreviation for the state in which the Grantee's main office is located; the letter "H" (for HOPWA); 2-digits representing the fiscal year that the appropriation was made available for the award; "F" to indicate that it is a formula allocation, and 3 digits. State grants are numbered with the number F999; and cities are numbered beginning with F001 within each state, and continuing the number used for that city in the prior year. **Example: GAH15F001** (Historically, cities are numbered in order of when they became a HOPWA grantee.)

Grant Year: The federal fiscal year associated with the HOPWA allocation awarded to the Grantee by HUD. (Grant Year = Program Year= Fiscal Year = Allocation Year.) For competitive Grantees, their Grant Year is the year their Competitive Grant was awarded.

Grassroots Organization: An organization headquartered in the local community where it provides services; has a social services budget of $300,000 or less annually, and six or fewer full-time equivalent employees. Local affiliates of national organizations are not considered "grassroots."

HOPWA Program Pathway: In IDIS, HOPWA formula programs should use the HOPWA program pathways to create projects and activities. HOPWA Formula Grantees who also have HOPWA Competitive awards should set up distinct Projects/Activities their Competitive award using the HOPWA-C Program Pathway.

HOPWA-C Program Pathway: In IDIS, HOPWA competitive programs should use the HOPWA-C program pathway to set up projects and activities.

HOPWA Eligible Individual: The one (1) low-income person with HIV/AIDS who qualifies a household for HOPWA assistance. When the IDIS asks for information on eligible individuals, report on this individual

person only. Where there is more than one person with HIV/AIDS in the household, the additional persons with HIV/AIDS, would be considered a beneficiary(s).

HOPWA Housing Subsidy Assistance Total Households: The unduplicated number of households receiving housing subsidies/residing in HIV/AIDS- designated units (TBRA, STRMU, Facility Based Housing, and Permanent Housing Placement) and supported with HOPWA funds during the operating year.

Household: A single individual or a family composed of two or more persons for which household incomes are used to determine eligibility and for calculation of the resident rent payment. The term is used for collecting data on changes in income, changes in access to services, receipt of housing information services, and outcomes on achieving housing stability. **Live-In Aides** (See definition for Live-In Aide below) and non-beneficiaries (e.g. a shared housing arrangement with a roommate) who resided in the unit are not reported on in the CAPER/APR.

Housing Information Services: Services dedicated to helping persons living with HIV/AIDS and their families to identify, locate, and acquire housing. This may also include fair housing counseling for eligible persons who may encounter discrimination based on race, color, religion, sex, age, national origin, familial status, or handicap/disability. Any official housing counseling needs to be done through a certified housing counseling agency. This does not include normal day to day case management activities by a case manager when looking at current or potential housing environments. For questions surrounding eligible Housing Information Services, contact the Grantee's Desk Officer, listed online at: https://www.hudexchange.info/hopwa/hopwa-national-technical-assistance/

Housing Stability: *Housing Stability* is defined differently for each HOPWA Housing Subsidy Assistance Activity. Across all programs, "Housing Stability" refers the client's status at the end of the program year and the client's ability to maintain steady housing, with or without HOPWA subsidies. The following chart delineates Stable, Temporarily Stable, and Unstable outcomes:

Housing Subsidy Assistance Category	Stable Housing	Temporary Housing	Unstable Arrangements	Life Event
	Household status after exiting:			
Tenant-Based Rental Assistance (TBRA), Permanent Facility-based Housing Assistance/Units, and **Transitional/Short-Term Facility-based Housing Assistance/Units**	• Continuing to receive HOPWA services into the next operating year • Private Housing • Other HOPWA • Other Subsidy • Institution	Temporary Housing	• Emergency shelter/Streets • Jail/Prison • Disconnected/ Unknown	Client Died

STRMU	• Maintain private housing without subsidy • Other private housing without subsidy • Other HOPWA • Other Subsidy • Institution	• Likely that additional STRMU is needed to maintain current housing arrangements • Transitional Facilities/ Short-term • Temporary/Non-Permanent housing arrangement	• Emergency shelter/Streets • Jail/Prison • Disconnected/ Unknown	Client Died

Leveraged Resources: These involve additional types of support provided to assist HOPWA beneficiaries such as volunteer services, materials, use of equipment and building space. The actual value of the support can be the contribution of professional services, based on customary rates for this specialized support, or actual costs contributed from other leveraged resources. In determining a rate for the contribution of volunteer time and services, use the rate established in HUD notices, such as the rate of ten dollars per hour. The value of any donated material, equipment, building, or lease should be based on the fair market value at time of donation. Related documentation can be from recent bills of sales, advertised prices, appraisals, or other information for comparable property similarly situated.

Leveraged Funds: The amount of funds expended during the operating year from non-HOPWA federal, state, local, and private sources by Grantees or sponsors in dedicating assistance to this client population. Leveraged funds or other assistance are used directly or in support of HOPWA program delivery.

Live-In Aide: A person who resides with the HOPWA Eligible Individual and who meets the following criteria: (1) is essential to the care and well-being of the person; (2) is not obligated for the support of the person; and (3) would not be living in the unit except to provide the necessary supportive services. See Code of Federal Regulations Title 24 Part 5.403 and the HOPWA Grantee Oversight Resource Guide for additional reference.

Master Leasing: Applies to a nonprofit or public agency that leases units of housing (scattered-sites or entire buildings) from a landlord, and subleases the units to homeless or low-income tenants. By assuming the tenancy burden, the agency facilitates housing of clients who may not be able to maintain a lease on their own due to poor credit, evictions, or lack of sufficient income.

Naming Conventions

Formula Program Naming Convention	*Competitive Program Naming Convention*
Project: Project Titles should include the following information: • Grant Term (3 year term of Grant Agreement) • Project Agency Name • Grant Number • Agency Abbreviation • Example: 2015-2018 City of Atlanta GAH15F001 (ATL)	**Project:** Project Titles should include the following information: • Grant Term (3 year term of grant Agreement) • Project Agency Name • Grant Number • Agency Abbreviation • Example: 2015 -2018 Frannie Peabody Center ME-H150001 (FPC)
Activity: Activity Names should include the following information: • Grant Term (3 year term of Grant Agreement) • Category of Activity • Grant Number • Project Agency Abbreviation • Example: 2015-2018 STRMU GAH15F001 (ATL)	**Activity:** Activity Names should include the following information • Grant Term (3 year term of Grant Agreement) • Category of Activity • Grant Number • Project Agency Abbreviation • Example: 2015-2018 STRMU ME-H150001 (FPC)

National Performance Profile Dataset: Reports due between October 1 and September 30th of the following year are included in the annual dataset, published at the end of each program year on www.hudhre.org.

Operating Year: The 12-month reporting period of the grant – corresponds with Accomplishment Year.

Permanent Housing Placement: A housing service that helps establish the household in the housing unit, including but not limited to reasonable costs for security deposits not to exceed two months of rent costs.

Program Year: The Grant Year being used to fund active projects and activities. (Program Year = Grant Year = Plan Year = Allocation Year = Federal Fiscal Year.)

Project: For HOPWA, the Grantee and each of the Project Sponsors funded by the Grantee. Projects link HOPWA eligible activities to each of the following:

- the Grantee and to the Project Sponsors responsible for those services; and
- the HOPWA Grant (Formula Entitlement allocation or Competitive Award) paying for the services; and
- the Consolidated Plan or Annual Action Plan submitted by the Formula Grantee; and
- the Accomplishment year (the 12 month period during which services are provided).

Project Sponsor: Any nonprofit organization or governmental housing agency that receives funds under a contract with the Grantee to provide eligible housing and other support services or administrative services as defined in 24 CFR 574.300. Project Sponsor organizations are required to provide performance data on households served and funds expended. Funding flows to a Project Sponsor as follows:
HUD Funding ⟶ Grantee ⟶ Project Sponsor

Program Year: The Grant Year being used to fund active projects and activities. (Grant Year = Program Year = Plan Year = Allocation Year)

Reporting Deadline: HOPWA Consolidated Annual Performance and Evaluation Report (CAPER- for the Formula Program) and Annual Performance Report (APR- Competitive Program) are due 90 days after the end of the Operating Year.

Resource Identification: Resource Identification funds are used to establish, coordinate and develop housing assistance resources for eligible persons (including conducting preliminary research and making expenditures necessary to determine the feasibility of specific housing-related initiatives.)

Short-Term Rent, Mortgage, and Utility (STRMU) Assistance: A time limited housing subsidy assistance designed to prevent homelessness and increase housing stability. Grantees may provide assistance for up to 21 weeks in any 52 week period. The amount of assistance varies per client depending on funds available, tenant need and program guidelines. The newly released (November 2015) HOPWA STRMU guide is available online at: https://www.hudexchange.info/resource/4843/hopwa-short-term-rent-mortgage-and-utility-assistance/

Stewardship: Units developed with HOPWA, where HOPWA funds were used for acquisition, new construction and rehabilitation that no longer receive operating subsidies from HOPWA. Report information for the units is subject to the three-year use agreement if rehabilitation is non-substantial and to the ten-year use agreement if rehabilitation is substantial.

Stewardship Certification - The Stewardship Activity should be completed annually to certify that projects developed, acquired or rehabilitated with HOPWA funds but no longer supported with HOPWA funds are meeting the minimum use requirements as detailed in 24 CFR part 574.310. There is no HOPWA funding associated with this activity.

Subrecipient: All organizations contracted by a project sponsor to perform administrative or housing/non-housing service activities as well as those administrative agents assisting the grantee with administrative activities. Project Sponsors who use subrecipient organizations to deliver HOPWA eligible activities will be responsible for providing data at the activity level on the households served by the subrecipient. Subrecipients should be identified at the activity level. Although rare for HOPWA Grantees, multiple subrecipients may be attached to the same activity. If this field is used, please contact OHH Headquarters to confirm that your sub-recipients have been added correctly.

Sub Grantee: *This feature in IDIS is not used by HOPWA Grantees.*

Subordinate Organization: Any organization in IDIS that is able to add Activities to another Grantee's Project. (Similar to a Sub Grantee.) Most HOPWA programs will not utilize this feature. If this field is used, please contact OHH Headquarters to confirm that your Subordinate Organizations have been added correctly.

Supportive Services: Include, but are not limited to, health, mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, day care, personal assistance, nutritional services, intensive care when required, and assistance in gaining access to local, State, and Federal government benefits and services, except that health services may only be provided to individuals with acquired immunodeficiency syndrome or related diseases and not to family members of these individuals.

Tenant Based Rental Assistance: TBRA is a rental subsidy program similar to the Housing Choice Voucher Program that grantees can provide to help low-income households access affordable housing. The TBRA voucher is not tied to a specific unit, so tenants may move to a different unit without losing their assistance, subject to individual program rules. The subsidy amount is determined in part based on household income and rental costs associated with the tenant's lease.

The TBRA Activity screens also includes fields for **HOPWA Other Rental Assistance (RA).** This is an option only available to HOPWA Competitive Grantees. When a HOPWA Competitive Grantee originally applies for an award, they can request funding in this category when the TBRA housing activities described are different from the activities allowed under HOPWA Regulations. The benefits of operating such a program must be described in the application, approved, and reported against.

1.2 Confirming Grantee Contacts & Updating/Adding Organization Information

1.2a Confirming Grantee Contacts

IDIS requires that Grantee staff with Administration privileges in IDIS must review and verify the organization's contact information every 6 months. For those users with these privileges, when it is time to confirm your Grantee's contact information, the screen shown in Figure 2 will be displayed upon logging into IDIS. Each program office is responsible for ensuring that their contact information is updated on a regular basis.

The fields below are required for the CEO and Primary Contact for each CPD Program the Grantee manages.

- Prefix
- First Name
- Last Name
- Title
- Email
- Address 1
- City
- State
- Zip
- Telephone

Users can choose "Update", "New" or "Change to Another" for each position listed. Figure 2 shows the **Verify Grantee/PJ Program Contacts** screen.

Click I have verified my organization's contact information when the contact information has been updated and/or verified.

Figure 1: Verify Grantee/PJ Program Contacts

If Grantee Contact information needs to be updated at another time apart from the 6 month review-checkpoint, the Grantee can follow the steps below to update this information.

Steps to follow	What image/icon to look for
1. Log into IDIS.	
2. Click the **Grantee/PJ** tab at the top of the screen.	Grantee/PJ
3. Click on **Edit Contacts** located underneath *Grantee/PJ* on the left side of the screen.	Grantee/PJ - View - Edit Contacts
4. Follow the information above to update fields.	Users can choose "Update", "New" or "Change to Another" for each position listed.
5. Click **Close** when the appropriate information has been updated.	Close

1.2b Updating Organizational Information

There are several places within IDIS where organizational information is stored.

- Grantee/PJ – stores information about direct HOPWA Grantees
- Carrying Out Organization – stores information about Project Sponsors and Subrecipients
- Subordinate Organization – stores information about those organizations able to enter activities on behalf of a Grantee.

With the release of IDIS 11.11 (9/2015) IDIS users are now required to update their professional contact information, as well as the contact information for the Grantee, every 6 months. Annually, Grantees should ensure that the contact information for all Carrying Out Organizations (Project Sponsors and Subrecipients) are updated and verified.

To update organizational information, complete the following steps:

Steps to follow	What image/icon to look for
1. Log into IDIS.	
2. Click the **Grantee/PJ** tab at the top of the screen.	Grantee/PJ
3. Click on **Search** located underneath *Carrying Out Organization* on the left side of the screen.	Carrying Out Organization - Add - Search
4. The **Search Organizations** screen is displayed. Use the fields provided to enter in **Search Criteria** to find the organization to be updated.	**Fields available:** Organization Name Organizational DUNS # City EIN/TIN **NOTE:** The **State** field is pre-selected to the state of the Grantee.

5. Once the organization to be updated is identified, click **Edit** in the column labeled **Action.**	**Action** Edit | View
6. Update organizational information.	
7. Click **Save.**	Save
NOTE: IDIS will NOT prevent a user from editing the wrong organization's information. PLEASE CONFIRM THE ORGANIZATION using multiple fields before editing information.	

1.2c Adding a New Organization

To enter a new organization as either a Project Sponsor or subrecipient in IDIS, follow the steps below.

Steps to follow	What image/icon to look for
From the "Edit Project" screen: 1. Click **Select Sponsor Organization** under the label **Assign Sponsor for this Project (only for HOPWA and HOPWA-C Projects**. When the "Select Sponsor Organization" screen is displayed, click **Add Organization.** **OR** From the "Grantee/PJ" tab: Click **Add** under *Carrying Out Organization* on the left side of the screen.	**Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs)** Select Sponsor Organization Add Organization **OR** **Carrying Out Organization** - **Add** - Search
2. Enter all of the required information for the sponsor organization.	**Information Required**: Organization Name DUNS & Bradstreet Number Information about whether the organization is CHDO eligible, faith-based, an institution of higher education, and/or a non-profit organization Address EIN or TIN Number Contact Person **Note**: The *Organization Type* button has been disabled in the HOPWA and HOPWA-C pathways.
3. Click **Validate this Address.** If the address is not validated, the following Error Message will be	Validate This Address Error Message:

displayed: "No matching address was found. Check the address and validate again. You may also choose to validate it at a later time."	No matching address was found. Check the address and validate again. You may also choose to validate it at a later time.
4. If the address was not validated, or was found to be incorrect, the screen will now display the following option: "Skip validation for now. I will validate this address later." Click this box to validate the address later.	☐ Skip validation for now. I will validate this address later
5. Click **Save.**	Save

NOTE: IDIS will NOT prevent a user from entering an agency as a "Carrying Out Organization"/"Sponsor", even though the agency is already in IDIS as a Grantee. (IDIS *will* permit the same organization to be entered as both "Carrying Out Organization" and "Subordinate Organization." DO NOT ENTER A DUPLICATE AGENCY. PLEASE CONFIRM THE ORGANIZATION INFORMATION before adding an organization as a Sponsor. Utilizing multiple fields (DUNS number, address, etc.) is the best way to confirm that you are searching for the correct organization.

Despite the DUNS numbers and EIN being unique identifiers, IDIS will not prevent a new Carrying Out/Subordinate organization being saved with the same DUNS/EIN number as an existing Carrying Out/Subordinate organization.

If a newly entered Carrying Out Organization has the same DUNS/EIN number as an existing Grantee, it will cause problems for the Grantee when vouchers are drawn.

Grantees should take every effort possible to ensure that correct DUNS/EIN numbers are entered/updated in IDIS.

1.2d Troubleshooting Add/Edit Organizational Information

Here are possible questions/problems that may arise while trying to update/add organizational information.

Error Message/Issue	Solution
Issue: While assigning a HOPWA Project to a Sponsor Organization, I found the Project Sponsor's name listed more than once. How do I choose the right one? (e.g., – one entry have the DUNS number and the other has the contact info I have on file.)	You will need to have all of the information for the Project Sponsor available, and confirm the information in IDIS. There is no legal/binding action taken by assigning a sponsor in IDIS – this is a function of IDIS for the purposes of reporting.

Issue: Can I delete an organization that is listed multiple times in the "Carrying Out Organization"?	No, IDIS does not let users delete organizations. You can change the name with varying use of Capitalization, add the correct DUNS number, or other (correct) identifying information to help you identify the correct Project Sponsor.
Issue: When adding a new organization as a Project Sponsor, I don't have all their contact information available right now… can I update that later?	Yes. Add as much information as you currently have, and you can add/edit the information at a later time. The following information is required to add a new organization as a Sponsor: Organization Name City State Organization Type
Issue: I accidently started editing the wrong organization. I don't know how to "undo" the edits I've made. What should I do?	There is no way to undo the information once it has been updated in IDIS. You can either continue updating this organization's information, or you can select the correct organization and update the information there, as well. If the organization is a Sponsor for another Grantee, they will update the organization when they next select it as a sponsor. If an EIN is incorrectly changed for another organization, every effort should be made to communicate with that organization so that they can revise the information in IDIS.
Issue: I accidentally clicked "Add" under "Subordinate Organization" instead of under "Carrying Out Organization".	These two categories are distinct within IDIS. Click "Add" under "Carrying Out Organization" to correctly add your organization.
Issue: I am a Grantee who operates across multiple state lines. We have Project Sponsors whose Business Addresses are in a different state than ours. When we attempt to Add a New Organization, the system defaults to our state, and I cannot add these organizations.	At this time, this is a glitch in IDIS, and can only be corrected manually by the programmers. Grantees encountering this problem must submit a question through the Ask A Question portal at https://www.hudexchange.info/get-assistance/my-question/

Section 2: Project Setup

For the HOPWA program, projects in IDIS include the Grantee and each of the Project Sponsors funded by the Grantee. With the introduction of eCon Planning Suite and Grant-Based Accounting, the project structure for HOPWA Grantees reflects the necessary connections to ensure that planning and accounting needs are met.

2.1 Project/Activity Structure in IDIS – HOPWA Formula Grantees

When each annual Allocation is announced, Formula Grantees will work with their colleagues responsible for the Consolidated Plan/Annual Action Plan (Con Plan/AAP) to ensure that the correct HOPWA Projects are created in the planning process (the portion of the Con Plan/AAP that details the projects that each EMSA/State will provide with the current allocation is referred to as "AP-35" – All Annual Action Plan portions start with "AP" and are numbered sequentially.) The Grantee should have one (1) project, and **each** sponsor agency that the Grantee will contract with to provide services should have one (1) project. If Sponsor Agencies are not finalized at the time the Plan is submitted, Grantees can create space-holder projects in AP-35 and then change the names of the Sponsor Agencies and final contract amounts after the contracting process has been completed. As long as the use of the funds does not change (providing services to persons with HIV/AIDS), these changes will not require a plan amendment. The **Program Year** of these projects should be the **Federal Fiscal Year** of the Allocation.

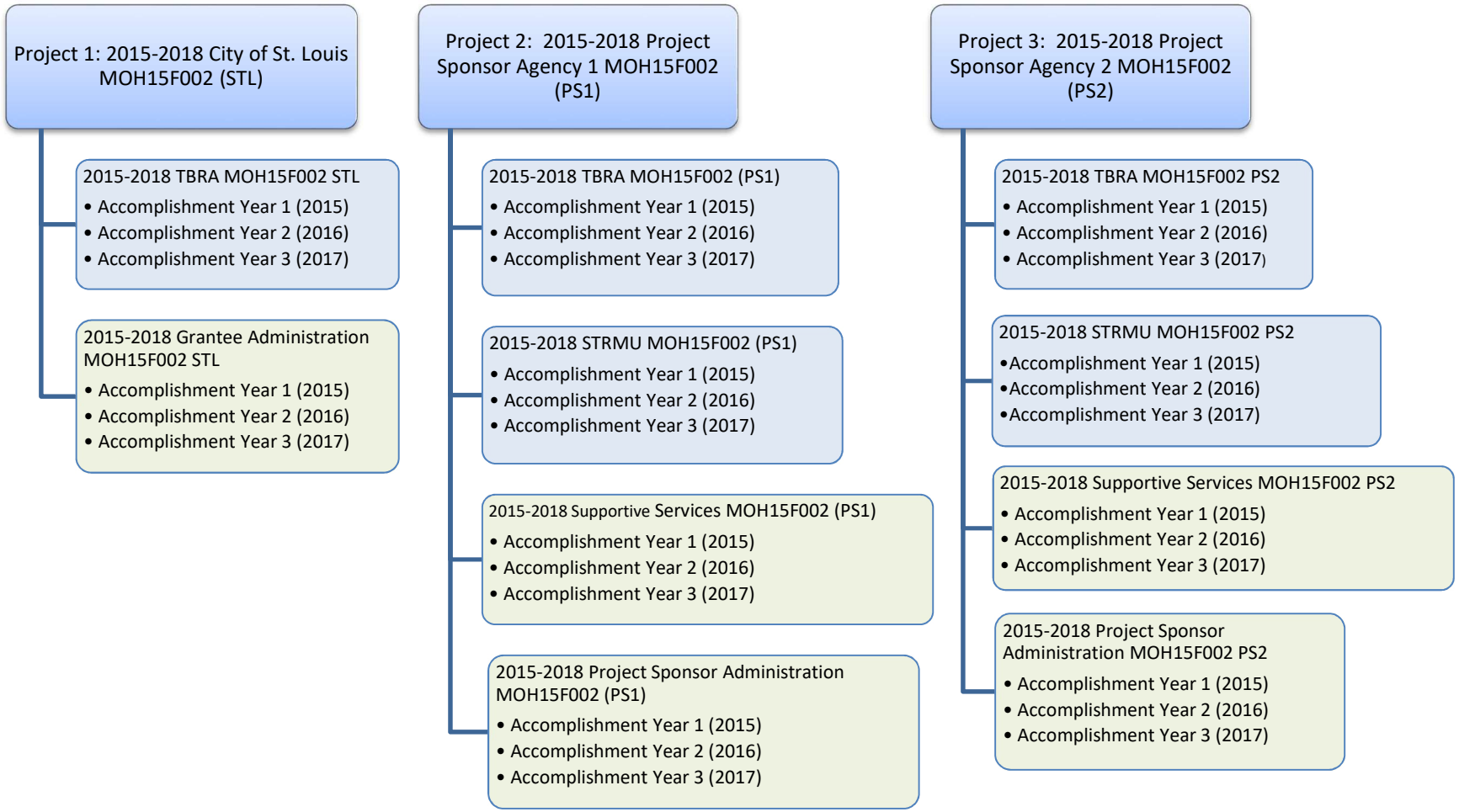
After these projects are created and linked to the corresponding AAP (AP-35), HOPWA program staff (Grantee staff) will create the activities for each project. HOPWA Formula Grantees will use one set of Projects and Activities for each Allocation, creating distinct Accomplishment Years within each activity to allow for the multiple years that a Grantee may spend each allocation. Grantees will begin using these Projects and Activities when they start drawing funds from that Allocation. Due to local contracting processes, this means that newly created Projects/Activities for a new Allocation may sit dormant for 12-18 months (for most Formula Grantees.)

Formula Grantees who also have a Competitive Award will set up distinct sets of Projects/Activities for their Formula Allocation (funded with their Formula funds) and their Competitive Award(s)[3] (funded with their Competitive Grant.)

Example: With their 2015 Allocation, the City of St. Louis provides TBRA vouchers, and has 2 Project Sponsors who provide TBRA, STRMU, and Supportive Services. Figure 3 shows what their 2015 HOPWA Project/Activity Set up will look like, assuming they start spending their 2015 allocation during their 2015-2016 Program Year. Housing Subsidy Assistance activities are in Blue and Non-Housing Service Activities are in Green.

[3] The list of HOPWA Grantees who also receive HOPWA-C Competitive Awards are listed in Appendix B.

Figure 2: Project/Activity Structure for HOPWA Formula Grantees



2.1a Add Project – Formula Grantees

When Grantees are drafting their Consolidated Plan/Annual Action Plan in eCon Planning Suite, AP-35 is the section of the plan that details the projects the Grantee will provide/utilize to carry out activities. HOPWA staff should work with their CPD (Community Planning & Development) colleagues to ensure that HOPWA Grantees are created in accordance with the guidance in this manual. The eCon Desk Guide offers specific details for navigating through the eCon Planning Suite sections and is available online at: https://www.hudexchange.info/resources/documents/eCon-Planning-Suite-Desk-Guide-IDIS-Conplan-Action-Plan-Caper-Per.pdf .

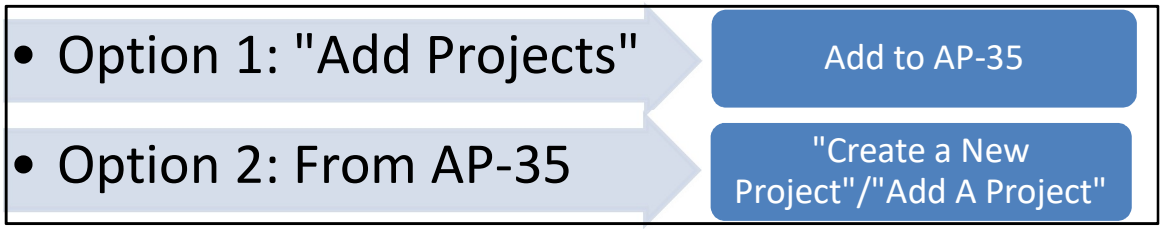
There are two different options for creating/adding HOPWA Projects in IDIS:

Option 1: Projects are CREATED first and then ADDED (associated with) to the corresponding Annual Action Plan (AP-35)

Option 2: Grantee CREATES Annual Action Plan (AP-35) and follows the steps to ADD A PROJECT within eCon Planning Suite.

With either option, the end result is the same: Projects are created and associated with the corresponding Annual Action Plan. There are no requirements regarding the order in which the process happens. (Remember – the **Program Year** of the Projects corresponds directly to the **Federal Fiscal Year** of the allocation. Example: Program Year 2015 Projects are ONLY and ALWAYS added to the Annual Action Plan (AP35) for the FFY2015 Allocation.)

For HOPWA State Grantees, AP-35 has historically been optional. With the introduction of Grants Based Accounting requirements, this section is no longer optional for States. If the HOPWA Projects were *not* created when the 2015 Consolidated Plan/Annual Action was approved, these Grantees will have to add their existing HOPWA Projects to the 2015 Con Plan/AAP. (AP-35 has always been required for all other EMSA Grantees.)



The tables below detail each option for creating Projects and linking them to the correct Annual Action Plan.

2.1a.1 Option 1: From "Add Projects" - Add to Existing AP-35

(Assumes that Con Plan/AAP has already been created)

Steps to follow	What image/icon to look for
1. Log into IDIS	
2. Click **Plans/Projects/Activities**	Plans/Projects/Activities
3. Click **Add** under *Project* on the left side of the screen.	Project - Add - Search - Copy
4. The **Add Project** screen is displayed.	**Required Project Details:** Program Year (Choose existing **Program Year** in dropdown box, or **Add New Program Year**.) ***(Program Year = Federal Fiscal Year of Allocation)*** Project Title Grantee/PJ Project ID Description Allow Another Organization to Set Up Activities… Assign Sponsor for this Project Estimated Amount
5. Complete the Project Details and click **Save.**	Save
6. Repeat Steps 3, 4 and 5 to continue creating as many Projects as needed. (1 for Grantee, 1 for each Sponsor).	
7. From **Plans/Projects/Activities**, click **Search** to find the appropriate Consolidated Plan or Annual Action Plan.	Consolidated Plans - Add - Copy - Search Or Annual Action Plans - Add - Copy - Search
8. The **Search** Page is displayed. Choose the **Year** and **Status** to search for the current Con Plan/Annual Action Plan.	**Year:** All Years **Status:** Select
9. Click **Search**	Search
10. The **Search Results** page is displayed. To Edit the Con Plan/ AAP, click **Edit** in the **Action** column.	**Action** Edit / View
11. Scroll to the Annual Action Plan portion – it will be farther down the page if you are editing the main sections of the Con Plan.	Annual Action Plan AP-15 Expected Resources AP-20 Annual Goals and Objectives AP-35 Projects AP-50 Geographic Distribution

12. Click **AP-35 Projects**	AP-35 Projects
13. If no projects have been added to AP-35, the following will be seen: "No Projects have been added to this Annual Action Plan/**Add an Existing Project**." If projects *have* already been added to AP-35, "**Add a Project**" will be displayed at the bottom of the list of Projects that have been added to AP-35.	No Projects have been added to this Annual Action Plan. Add an Existing Project Or **Projects** **Sort*** | **Project Title** | **Action** 1 | AIDS INTERFAITH RESIDENTIAL SERVICES, INC. | View | Edit | Remove Add a Project | View Summary
14. To add the 1st Project to the AAP, click **Add an Existing Project.** To add subsequent projects to the AAP, click **Add a Project.**	Add an Existing Project Add a Project
15. The **Search Projects** screen is displayed. Enter search criteria to find the newly created projects. **NOTE**: In order for a Project to be Searchable by Program, the **HOPWA Estimated Amount** must be completed in the **Edit Project** screen.	**Search Criteria**: Program Year — Program Project Title — IDIS Project ID Grantee/PJ Project ID
16. **Search Results** are displayed. To add the Project to the Annual Action Plan, click **Add** in the **Action** column.	**Action** Add
17. The **Edit Project** screen will be displayed. This screen is similar to the screen completed in Step 4 – however, the Annual Action Plan Goals and Outcomes are now displayed and need to be completed.	**Project** **Edit Project**
18. Complete this screen and click **Save.**	Save
19. Repeat steps 14-18 for each existing Project that needs to be added to AP-35.	

2.1a.2 Option 2: From Annual Action Plan (eCon Planning Suite) – Create New Projects

(Assumes that AAP has already been created)

Steps to follow	What image/icon to look for
1. In Plans/Projects/Activities, click **Search** to find the appropriate Consolidated Plan or Annual Action Plan.	Plans/Projects/Activities Consolidated Plans - Add - Copy - Search Or Annual Action Plans - Add - Copy - Search
2. The **Search** Page is displayed. Choose the **Year** and **Status** to search for the current Con Plan/Annual Action Plan.	**Year:** All Years **Status:** Select
3. Click **Search**.	Search
4. The **Search Results** page is displayed. To Edit the Con Plan/ AAP, click **Edit** in the **Action** column.	**Action** Edit | View
5. Scroll to the Annual Action Plan portion – it will be farther down the page if you are editing a Con Plan.	Annual Action Plan AP-15 Expected Resources AP-20 Annual Goals and Objectives AP-35 Projects AP-50 Geographic Distribution
6. Click **AP-35 Projects** to see the list of Projects that have already been created.	AP-35 Projects
7. If no projects have been added to AP-35, the following will be seen: "No Projects have been added to this Annual Action Plan/Add an Existing Project." If projects *have* already been added to the AP-35, "**Add a Project**" will be displayed at the bottom of the list of Projects.	No Projects have been added to this Annual Action Plan. Add an Existing Project Or Projects Sort* | Project Title | Action 1 | AIDS INTERFAITH RESIDENTIAL SERVICES, INC. | View | Edit | Remove Add a Project | View Summary
8. To create the 1st Project, click **Add an Existing Project.**	Add an Existing Project
9. The **Search Projects** screen will be displayed. Click **Create a New Project**.	Create a New Project

10. The **Add Project** screen will be displayed. Complete all of the fields, including the planning details requested.	Appendix A Shows the the screens for the entire AP-35 process.
11. Click **Save** when complete. IDIS will return you to the Annual Action Plan **AP-35** screen.	Save
12. To create additional Projects, click **Add a Project**.	Projects Sort* | Project Title | Action 1 | AIDS INTERFAITH RESIDENTIAL SERVICES, INC. | View | Edit | Remove Add a Project | View Summary
13. Repeat steps 9-12 as needed to add new projects following HOPWA guidelines, outlined in Figure 3.	

2.1a.3 Assign Sponsor to Project

For each newly created HOPWA Project that was created with this method, there are additional steps to complete to meet HOPWA requirements.

Steps to follow	What image/icon to look for
1. **In Plans/Projects/Activities**, click **Search** under **Projects** on the left side of the screen.	Plans/Projects/Activities Project - Add - Search - Copy
2. The **Search Projects** screen is displayed. Enter search criteria to find the newly created projects. **NOTE**: In order for a Project to be Searchable by Program, the **HOPWA Estimated Amount** must have been completed when the project was created.	**Search Criteria**: Program Year Program Project Title IDIS Project ID Grantee/PJ Project ID
3. The **Search Results** screen is displayed. To edit each project, click **Edit** in the **Action** column at the far right side of each row.	Action Edit | View

4. The field that was disabled in the AP-35 section (when the Project was created) is the **Assign Sponsor for this Project (only for HOPWA or HOPWA-C Grantees).** This is the mechanism by which IDIS differentiates Projects for Sponsors vs. Projects for Grantees. **For Projects that belong to the Grantee, this step does not need to be completed.**	**Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs):** Select Sponsor Organization
5. Click **Select Sponsor Organization**	**Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs):** Select Sponsor Organization
6. The **Select Sponsor Organization** screen is displayed.* Section 1.2.3 details how to add a new organization as a Carrying Out Organization (Project Sponsor).	**Select Sponsor Organization** Cancel | Add Organization
7. Enter search criteria to search for an existing Organization (listed in IDIS as "Carrying Out Organizations").	**Search Criteria**: Organization Name DUNS # City EIN/TIN # State *Note: IDIS Defaults to the State of the Grantee, but can be changed if the Grantee operates across state lines.*
8. **Search Results** screen is displayed.	
9. Each Organization that meets the criteria entered will be listed with a radial button to the left of the Organization Name. Click the appropriate radial button to assign that Organization as the sponsor of the current project.	AIDS Services Coalition PO Box 169
10. Click **Select.**	Select
11. The system returns to the **Edit Project** screen, this time showing the assigned Sponsor.	**Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs):** AIDS Services Coalition

12. Click **Return to Projects** to return to the **Search Results** screen.	Return To Projects
13. Repeat steps 8-12 for each Project that was created for a Project Sponsor, but does not yet have a Sponsor assigned.	

2.1b Copying Projects – Formula Grantees

If a Grantee is using the same Project Sponsors to provide services for subsequent Annual Action Plans/Program Years, the Projects can be copied from year to year.

Steps to follow	What image/icon to look for
1. Click the **Plans/Projects/Activities** tab at the top of the screen.	Plans/Projects/Activities
2. Click on **Copy** located underneath *Project* on the left side of the screen.	Project - Add - Search - Copy
3. Using the search criteria listed, search for the project(s) to copy.	**Search Options:** Program Year IDIS Project ID Program Grantee/PJ Project ID Project Title
4. Click **Search**	Search
5. Search Results are displayed.	
6. Using the dropdown box, choose the Program Year to which the Project(s) should be copied. **NOTE:** The Program Year of Projects **MUST** correspond to the Grant Year/Allocation Year of the Annual Action Plan to which the Projects will be associated. If the Program Year is not listed in the dropdown box, click **Copy to New Year** and enter the new Program Year.	**Program Year** **roject to Program Year:** 2015 Or ☑ **Copy Project to New Program Year:** 2016 (ex: yyyy)
7. Click **Copy** next to each Project to be copied. (Multiple Projects can be copied in the same step.)	**Project Title** *Copy AID Atlanta ☐
8. When all projects to be copied have been selected, click **Copy Projects**.	Copy Projects
9. **Project(s) copied** will be displayed.	• **Project(s) copied.**

10. After Project(s) have been copied, the search results screen will be displayed again.	**Project Title** AID Atlanta
11. To continue editing the newly copied projects, click **Search** under **Project** on the left side of the screen.	**Project** - Add Search - Copy
12. The **Search Project** screen is displayed.	
13. Using the search criteria listed, search for the project(s) to edit.	**Search Criteria:** **Program Year** is the only searchable field at this point, since the Estimated Amount for HOPWA has not been entered.
14. Click **Search.**	Search
15. The **Search Results** screen is displayed. For each newly copied Project that needs edited, click **Edit** in the **Action** column.	**Action** Edit | View
16. The **Edit Project** screen is displayed. Update the information required (Title, Description), enter the Estimated Amount, assign the Sponsor Organization and click **Save.**	**Required information**: Project Title Grantee/PJ Project ID Description Allow Another Organization to Set Up Activities… Assign Sponsor for this Project Grant # (HOPWA-C ONLY) Estimated Amount
17. Click **Return to Projects** to select another newly copied project to edit.	Return To Projects
18. Click **Cancel Project** if the Project was created in error.	Cancel Project
19. Repeat steps 11 -18 for each Project that was copied.	
20. To add these newly copied Projects to the corresponding Con Plan/Annual Action Plan, follow the steps in Section 2.2.1.	

2.1c Troubleshooting Project Setup Screens – Formula Grantees

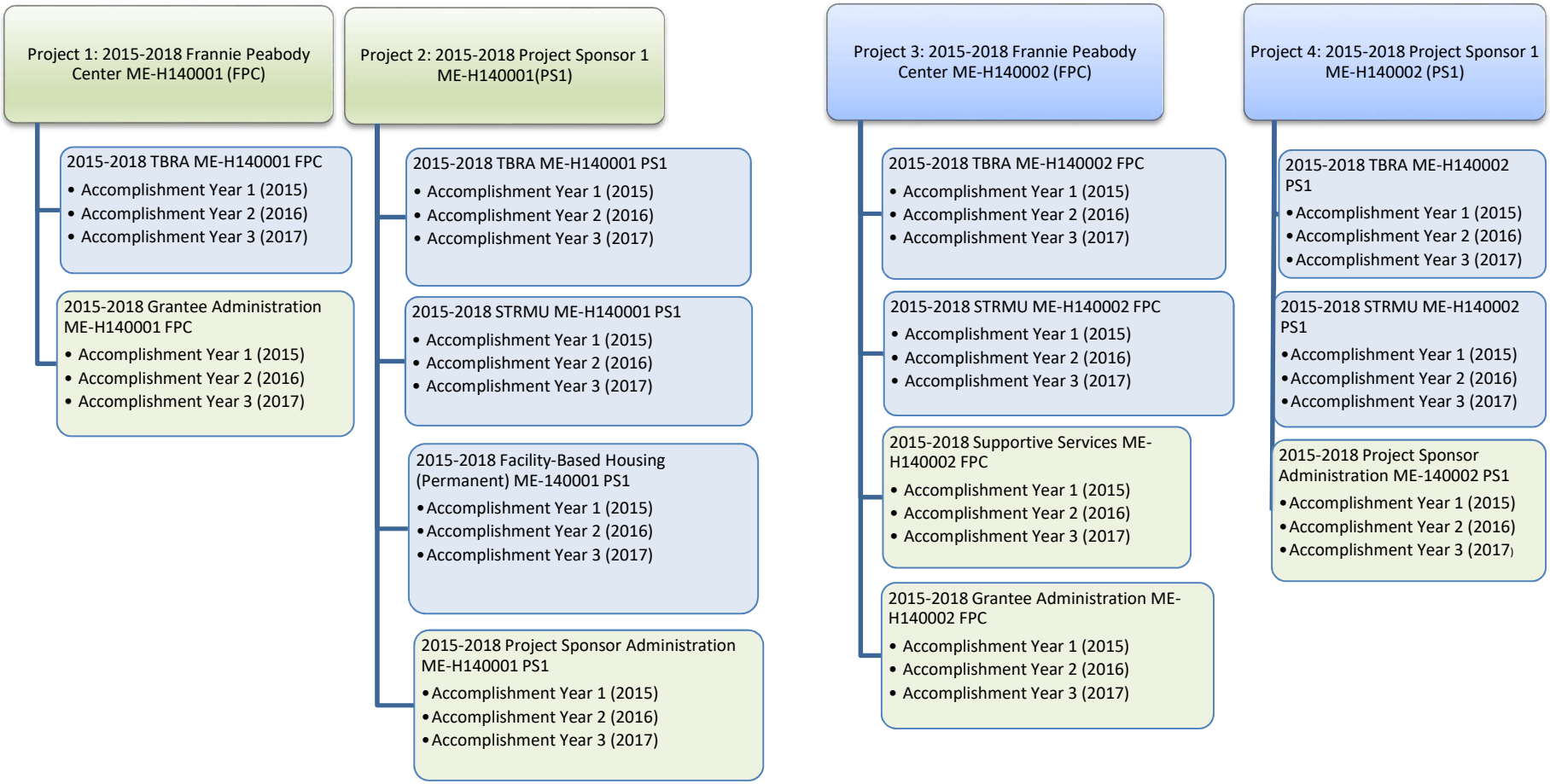
Error Message/Issue	Solution
*Issue: When searching for a Con Plan/Annual Action Plan, the **Action** column displays **View** as the only option (not **Edit.**)* *Example:* **Action** View *vs* **Action** Edit | View	Contact your local IDIS Administrator to request **Edit Con Plan** rights. Otherwise, work with the creator of the Con Plan/Annual Action Plan to add/edit HOPWA projects in AP-35.
Issue: When searching for a project created in the Annual Action Plan, user gets the	Search by **Program Year**, **Project Title** or **Project ID** only. For each newly created project, the

following error message: "There are no results to display."	**Estimated Amount** will need to be entered for **HOPWA** or **HOPWA-C**. Until that time, the user will not be able to use the **Program** option in the **Search Criteria** to locate the project.
Issue: I assigned the incorrect sponsor to a Project.	From the **Edit Project** screen, click **Change Sponsor Organization** to choose a different organization. Follow steps in 2.1.1c.
Issue: I assigned a sponsor to my Grantee's Project.	From the **Edit Project** screen, click **Remove Sponsor Organization** to remove the Sponsor from the Project. Follow steps in 2.1.1c to add the correct sponsor.
Issue: My Con Plan/AAP was approved with an incorrect structure of HOPWA projects.	Your Con Plan /AAP will need to be re-opened, revised, and resubmitted. Please work with HOPWA TA providers to ensure that your HOPWA Projects meet the correct requirements, and with your Field Office to complete the process of revising your Plan. It depends on how your Projects were structured, and the narrative in your Plan as to whether or not a substantial amendment will be required.
Error Message: "New Program Year cannot be greater than the current calendar year +1"	This is displayed when a Grantee adds a New Program Year that is too far in the future. Only the next Program year is able to be added.
Error Message: "If you need to use new program year, select copy project to new program year checkbox and enter the value for new program year."	User entered text in the **Copy Project to New Program Year** box, but did not check the checkbox. ☐ **Copy Project to New Program Year:** 2017 Either check the checkbox, or remove the text from the box.
Error Message: "Program Year already exists. Select a program year from the list, or enter a new program year that is not already in the list."	User entered an existing program year in the **Copy Project to New Program Year** text box. Review the dropdown of Program Years already in the system.

2.2 Project/Activity Structure in IDIS – HOPWA Competitive Grantees

When a competitive grant is awarded (or renewed), HOPWA Competitive Grantees are to create Projects and Activities to be used for the duration of the grant term. If a Competitive Grantee manages multiple awards that run concurrently, they will create a unique set of Projects/Activities for each award to keep expenditures separate. Competitive Grantees will set up one Project for themselves as the Grantee, and one Project for each Agency that provides HOPWA Housing/Non-Housing Services to clients. Figure 3 shows the Project Structure for a HOPWA Competitive Grantee with multiple concurrent awards. Competitive Grantees with only one award will have one set of Projects and Activities for the duration of the grant term.

Figure 3: Project/Activity Structure for HOPWA Competitive Grantees

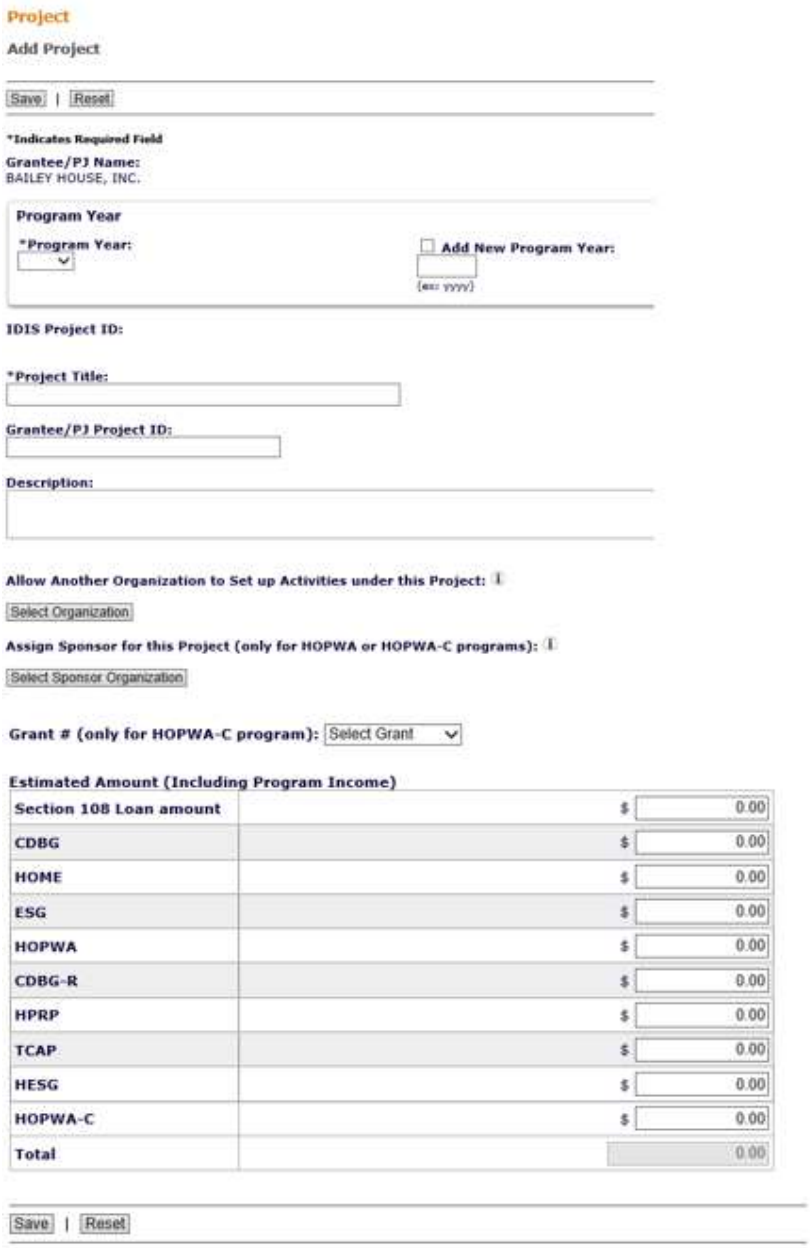


2.2a Add Projects – Competitive Grantees

HOPWA Competitive Grantees add/create new Projects at the start of each Grant term/renewal. HOPWA Competitive Grantees should use the Project/Activity structure described in Section 2.2 to set up Projects/Activities, and use the naming conventions found in the **Definitions**. To create new Projects, follow the steps below.

Steps to follow	What image/icon to look for
1. Log into IDIS.	
2. Click the **Plans/Projects/Activities** tab at the top of the screen.	Plans/Projects/Activities
3. Click **Add** under *Project* on the left side of the screen.	Project - Add - Search - Copy
4. The **Edit Project** screen is displayed. Complete the Project Details and click **Save.**	Project Details: Program Year (Choose existing **Program Year** in dropdown box, or **Add New Program Year**.) Project Title Grantee/PJ Project ID Description Allow Another Organization to Set Up Activities… Assign Sponsor for this Project (Section 2.1.1c) Grant # (HOPWA-C ONLY) Estimated Amount

Figure 4: Add Projects (HOPWA-C)



2.2b Copy Competitive Projects

If a renewed Competitive Grant will use the same Project Sponsors as the expiring grant, the existing IDIS Projects can be copied and used for the Renewal Grant, using the steps described below

Steps to follow	What image/icon to look for
1. Click the **Plans/Projects/Activities** tab at the top of the screen.	Plans/Projects/Activities
2. Click on **Copy** located underneath *Project* on the left side of the screen.	Project - Add - Search Copy

3. Using the search criteria listed, search for the project(s) to copy.	**Search Options:** Program Year IDIS Project ID Program Grantee/PJ Project ID Project Title
4. Click **Search**	Search
5. Search Results are displayed.	
6. Using the dropdown box, choose the Program Year to which the Project(s) should be copied. **NOTE:** The Program Year of Projects **MUST** correspond to the Grant Year (year in which Grant was awarded). If the necessary Program Year is not listed in the dropdown box, click **Copy to New Year** and enter the new Program Year.	**Program Year** 2015 **Project to Program Year:** Or ☑ **Copy Project to New Program Year:** 2016 (ex: yyyy)
7. Click **Copy** next to each Project to be copied. (Multiple Projects can be copied in the same step.)	**Project Title** | ***Copy** AID Atlanta | ☐
8. When all projects to be copied have been selected, click **Copy Projects**.	Copy Projects
9. **Project(s) copied** will be displayed.	• **Project(s) copied.**
10. After Project(s) have been copied, the search results screen will be displayed again.	**Project Title** AID Atlanta
11. To continue editing the newly copied projects, click **Search** under **Project** on the left side of the screen.	**Project** - Add - Search - Copy
12. The **Search Project** screen is displayed.	
13. Using the search criteria listed, search for the project(s) to edit.	**Search Criteria:** **Program Year** is the only searchable field at this point, since the Estimated Amount for HOPWA-C has not been entered.
14. Click **Search.**	Search
15. The **Search Results** screen is displayed. For each newly copied Project that needs edited, click **Edit** in the **Action** column.	**Action** Edit | View
16. The **Edit Project** screen is displayed. Update the information required (Project Title & Description), assign the Sponsor Organization, select the	**Required information**: Project Title Grantee/PJ Project ID Description Allow Another Organization to Set Up Activities Under this Project

appropriate Grant Number, enter the Estimated Amount, and click **Save.**	Assign Sponsor for this Project Grant # (HOPWA-C ONLY) Estimated Amount
17. Click **Return to Projects** to select another newly copied project to edit.	Return To Projects
18. Click **Cancel Project** if the Project was created in error.	Cancel Project
19. Repeat steps 11 -18 to edit each Project that was copied.	

2.2c Troubleshooting Project Setup Screens – Competitive Grantees

Error Message/Issue	Solution
Issue: I assigned the incorrect sponsor to a Project.	From the **Edit Project** screen, click **Change Sponsor Organization** to choose a different organization. Follow steps in 2.1.1c.
Issue: I assigned a sponsor to my Grantee's Project.	From the **Edit Project** screen, click **Remove Sponsor Organization** to remove the Sponsor from the Project. Follow steps in 2.1.1c to add the correct sponsor.
Issue: I am not able to choose my HOPWA-C Grant number.	Try entering the Estimated Amount first (in the HOPWA-C row) and then choose your HOPWA-C grant number.
Error Message: "New Program Year cannot be greater than the current calendar year +1"	This is displayed when a Grantee adds a New Program Year that is too far in the future. Only the next Program year is able to be added.
Error Message: "If you need to use new program year, select copy project to new program year checkbox and enter the value for new program year."	User entered text in the **Copy Project to New Program Year** box, but did not check the checkbox. ☐ **Copy Project to New Program Year:** 2017 Either check the checkbox, or remove the text from the box.
Error Message: "Program Year already exists. Select a program year from the list, or enter a new program year that is not already in the list."	User entered an existing program year in the **Copy Project to New Program Year** text box. Review the dropdown of Program Years already in the system.

Section 3: Activity Creation

*Please see Section 1.1: Definitions for a detailed description of **Activity.** When both Formula and Competitive HOPWA Grantees are preparing to use existing (or newly created) IDIS Projects, they will create activities for each of the projects that were created. Formula Grantees will search for the projects that were created in AP-35 for the Allocation Year they are preparing to use (Creating Formula Projects is described in Section 2.1), and Competitive Grantees will follow the steps search for the projects that were created (Creating Competitive Projects is described in Section 2.2) at the beginning of the grant. Appendix C provides details about which terms of service each HOPWA/HOPWA-C Grantee should utilize for the 2015 Accomplishment Year, which will allow the data for the 2015-2016 Program Year to be reported accurately in IDIS. All reports due 10/1/2015 – 9/30/2016 will be included in this program year.

Information in this Section refer to both Formula and Competitive Grantee Activities, since the structures and processes are the same for both programs. Where there **are** differences, they are noted.

3.1 Guidelines for Activity Creation

- It is of paramount importance that Grantees establish activities correctly in IDIS as this is how HUD both reimburses particular services for the HOPWA program and tracks HOPWA expenditures to report to Congress and other stakeholders.
- Only create the Activities for the HOPWA-eligible services that will be funded according to the Consolidated Plan/Annual Action Plan (for formula grantees) or Competitive Grant Agreement (for competitive grantees). Grantees do **NOT** need to set up activities for those services that will not be funded.
- Associate the service activities to the project of the Project Sponsor/ Grantee that will be performing the services. If there are two project sponsors who will be providing the same service, the user should establish separate activities to associate with each of these projects. As a result, the grantee may establish multiple activities for the same type of services. See Figure 2 for an example of Activity Structure for Formula Grantees, and Figure 3 for an example of Activity Structure for Competitive Grantees.
- HOPWA grantees should use the same IDIS Projects/Activities for the life of the allocation/grant by setting up multiple Accomplishment Years to represent each year of funding. When you reach the end of your performance year, navigate to both the **Set Up** and **Accomplishment** screens for each activity, and click the **Add Another Year** button to establish another performance year/Accomplishment Year for the activity. (Section 3.7 details the steps required.)
- Appendix D includes a Tracking Sheet for Grantees to use to track all Projects, Activities and Accomplishment Years.
- Figure 5 shows all of the elements on the Activity-related Screens.

Figure 5: Data Elements in Activity Screens

View/Edit Activity Screen

- Program Year
- Program Title
- Activity Name
- Activity ID
- Activity Description
- Activity Category
- Activity Status and Completion Date
- Navigation to Activity Set up Funding and Accomplishment Screens

Set up HOPWA/HOPWA-C Detail Screens

Housing and Non-Housing Services Activities

- Accomplishment year
- Annual Budget for the activity
- Households to be served with HOPWA funds
- Households to be served with leveraged funds

Reporting Activities **(Not currently required)**

- Accomplishment year
- Adjustment for duplication for households/ Project Sponsors
- Unmet need **(Grantee Reporting Activity Only)**

HOPWA/HOPWA-C Accomplishment Screens

Housing and Non-Housing Services Activities

- Accomplishment year
- Households served with HOPWA funds and leveraged funds
- HOPWA expenditures
- Housing Outcome data for the activity

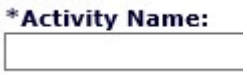
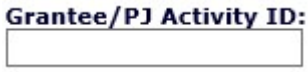
Reporting Activities **(Not currently required)**

- Accomplishment year
- Adjustment for duplication for housing subsidy assistance and Access to Care
- Beneficiary data
- Access to Care Outcomes
- Leveraged funding & Program Income

3.2 "Add Activity" Screen

In order to establish an activity of any type, the user will start from the **Add Activity** screen. This screen is shared across all CPD programs in IDIS. On this screen, the user will choose the Project to which the activity belongs, identify the activity as a HOPWA activity; name the activity; and navigate to the screens for setting up annual budget and output goals, reporting accomplishments, and funding the activity.

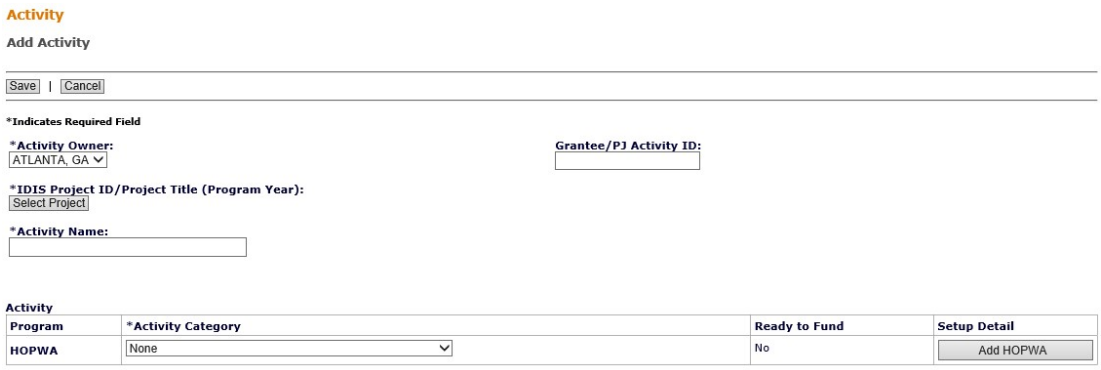
To complete the **Add Activity** screen follow the steps below**.** The **Add Activity** screen is shown in its entirety in Figure 6.

Steps to follow	What image/icon to look for
1. Log into IDIS.	
2. Click the **Plans/Projects/Activities** tab at the top of the screen.	
3. Click **Add** under **Activity** in the left side of the screen.	
4. Select the Project for the activity. Click on the **Select Project** button located under the title bar for **IDIS Project ID/Project Title (Program Year)**. Selecting this button will take you to the **Search Projects** screen. a. Enter the search criteria to search for the HOPWA Project to which you want to associate this Activity. b. Click **Search**. c. When the results are displayed, choose **Select** in the **Action** column. The system will associate the project with the activity and will return the user to the **Add Activity** screen.	
5. Enter a name for the activity in the box labeled **Activity Name**. Activities should be named according to the **Naming Conventions** in the **Definitions**.	
6. If desired, assign a **Grantee Activity ID**; this optional ID may be used by the Grantee for internal tracking purposes.	

7. In the table labeled **Activity** in the column **Activity Category**, choose the HOPWA eligible service to be provided. Be sure to choose the appropriate pathway from either the row entitled **HOPWA** or **HOPWA-C**. *Activities can only belong in one pathway. NOTE: Formula Grantees who also have a Competitive Award should set up distinct Projects/Activities for each type of HOPWA Funding.	***Activity Category** None Administration Facility-Based Housing Development Facility-Based Housing Subsidy Assistance Grantee Reporting Housing Information Services Permanent Housing Placement Project Sponsor Reporting Resource Identification Short Term Rent, Mortgage and Utility Payments (STRMU) Stewardship Supportive Services Tenant-Based Rental Assistance (TBRA)
8. Under **Environmental Review** choose whether the project has completed the environmental review requirements according to 24 CFR 574.510; is exempt from the standard; or is in the process of completing the environmental review.	***Environmental Review:** Select COMPLETED EXEMPT UNDERWAY
HUD has determined that the following activity categories are categorically EXEMPT from Environmental Review: • TBRA • Facility-Based Housing Subsidy Assistance (Operating) • STRMU • Permanent Housing Placement • Supportive Services • Housing Information Services • Resource Identification • Stewardship • Administration The following Activities are required to complete an Environmental Review: • Facility-Based Housing Development • Facility-Based Housing Assistance (Project-Based Rental Assistance, Acquisition and Rehab Only)	
9. Click the **Allow Another Organization to Access this Activity** button … if another organization will be entering any information for this activity.	**Allow Another Organization to Access this Activity:** Select Organization
10. Write a description of the activity to be completed in the **Activity Description** box.	**Activity Description:**
11. Click **Save** button. The **Edit Activity** screen is displayed. See Section 3.6 for details on how to	Save

complete the additional screens needed to setup each activity.	

Figure 6: Add Activity



3.3 Edit Activity

If an activity was created with incorrect naming convention, or assigned to the wrong project, or was created with the wrong activity category, follow the steps below to navigate to the **Edit Activity** screen to make any changes. Figure 7 shows the entire **Search Activity** screen, and Figure 8 shows the **Edit Activity** screen.

Steps to follow	What image/icon to look for
1. Log into IDIS.	
2. Click **Plans/Projects/Activities** at the top of the screen.	Plans/Projects/Activities
3. Click **Search** under *Activity* on the left side of the screen.	Activity - Add Search - Search HOME
4. **Search Activities** screen is displayed.	
5. Using the search criteria listed, search for the activity to edit. Click **Search**.	**Search Options:** Program — IDIS Project ID Status — Activity Name Activity ID — Program Year Grantee/PJ Project ID
6. Search results are displayed.	
7. For each Activity to be edited, click **Edit** in the **Action** column.	**Action** Edit | View
8. The **Edit Activity** screen is displayed. Make any required changes.	
9. Click **Save** button. The system will display the message "*The changes to the activity have been saved.*"	Save

10. To edit additional activities, click the **Cancel** button to return to the **Search Activities** screen.	Cancel

Figure 7: Search Activity

Search Activities

Search Criteria

Program: All

IDIS Project ID:

Status: All

Activity Name:

IDIS Activity ID:

Program Year: Select

Grantee/PJ Activity ID:

Activity Owner: ATLANTA, GA

Figure 8: Edit Activity

Activity

Edit Activity

- The new activity has been saved.

Save | Cancel

*Indicates Required Field

Activity Owner:
ALABAMA

IDIS Activity ID:
5698

IDIS Project ID/Project Title (Program Year):
5/AIDS Alabama HOPWA Entitlement Grant 2015 (2015)
Change Project

*Activity Name:
test

Activity Status:
Open

Completion Date:
(mm/dd/yyyy)

Grantee/PJ Activity ID:

Initial Funding Date:

Activity

Program	*Activity Category (tip)	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
CDBG	Does this activity use Section 108 loan?* **No** Change answer None	No	No	Add CDBG	Add CDBG Accomp.	
ESG	None	No	No	Add ESG	Add ESG Accomp.	
HOME	None	No	No	Add HOME	Add HOME Accomp.	
HOPWA	Facility-Based Housing Subsidy Assistance	No	No	Add HOPWA	Add HOPWA Accomp.	

3.4 Copy Activity

If a Project Sponsor will be providing the same HOPWA-funded services from one allocation/grant to the next, the activities can be copied from year to year. Unlike copying Projects, Activities must be copied individually. **The Projects for the new Allocation/Program Year must be created/copied before copied activities can be associated correctly.** Copying Formula Projects is described in Section 2.1b, and copying Competitive Projects is described in Section 2.2b.

Steps to follow	What image/icon to look for
1. Click **Plans/Projects/Activities** at the top of the screen.	Plans/Projects/Activities
2. Click **Search** under *Activity* on the left side of the screen.	Activity - Add Search - Search HOME
3. **Search Activities** screen is displayed.	
4. Using the search criteria listed, search for the activity to copy. Click **Search**.	**Search Options:** Program — IDIS Project ID Status — Activity Name Activity ID — Program Year Grantee/PJ Project ID
5. Search results are displayed.	
6. For each Activity to be copied, click **View** in the **Action** column.	Action Edit | View
7. The **View Activity** screen is displayed.	
8. Click **Copy this Activity.**	Activity View Activity Return to Previous Page | Copy this Activity
9. The Message Box **Are you sure you want to copy?** Is displayed. Click **OK** to copy the activity.	Message from webpage Are you sure you want to copy? OK Cancel
10. The **Edit Activity** screen is displayed with the message **Activity copied to new activity with IDIS activity ID…** at the top. The Activity ID is assigned by IDIS.	• Activity copied to new activity with IDIS activity ID 4689.
11. Click **Save**.	Save

When an activity is copied, the newly created activity is displayed, with the following specifications:

a. Associated with the same project as the original activity; and

b. Named the same as the original activity; and
c. Not assigned to an Activity Category; and
d. **Setup Details** screen not completed.

Follow the steps below to complete the **Edit Activity** screen for the newly copied Activity:

12. To reassign the Activity to the newly created Project: a. Click on the **Change Project** button located under the title bar for **IDIS Project ID/Project Title (Program Year)**. Selecting this button will take you to the **Search Projects** screen. b. Enter the search criteria to search for the HOPWA Project to which you want to associate this Activity. c. Click **Search**. d. When the results are displayed, choose **Select** in the **Action** column. The system will associate the project with the activity, and will return the user back to the **Add Activity** screen.	**IDIS Project ID/Project Title (Program Year):** 5/AIDS Alabama HOPWA Entitlement Grant 2015 (2015) Change Project Search **Action** Select
13. To rename the Activity, edit the information entered in the ***Activity Name** field.	***Activity Name:** Sponsor Administration 2015
14. To choose the Activity Category: a. In the table labeled **Activity** in the column **Activity Category**, choose the HOPWA eligible service to be provided. Be sure to choose the appropriate pathway from either the row entitled **HOPWA** or **HOPWA-C**. *Activities can only belong in one pathway.	***Activity Category** None Administration Facility-Based Housing Development Facility-Based Housing Subsidy Assistance Grantee Reporting Housing Information Services Permanent Housing Placement Project Sponsor Reporting Resource Identification Short Term Rent, Mortgage and Utility Payments (STRMU Stewardship Supportive Services Tenant-Based Rental Assistance (TBRA)
15. Click **Save.**	Save
16. See Section 3.6 for information on completing the **HOPWA Setup Detail** screens for each Activity Category.	

3.5 Troubleshooting "Add/Edit Activity" Screens

Error Message	Solution
Error Message: "Activity Name is required."	Name the activity in the row entitled **Activity Name**. To make identifying the activity easier, please use the

	Naming Convention as listed in the **Definitions**. For example, 2015-2018 STRMU MOH15F002 (MHSC) or 2015-2018 TBRA ME-H110005 (FPC).
Error Message: "Activity XX has already been created with the selected HOPWA/HOPWA-C category for the selected project"	IDIS will only allow one (1) Administration Activity for each Project. If a user attempts to add an additional Administration Activity, the associated error message will be returned.
Error Message: "IDIS Project ID/Project Title is required"	Associate the activity to the appropriate project. This should be the agency responsible for implementing services.
Error Message: "Environmental Assessment is required"	Select one of the following options for Environmental Assessment: Completed, Exempt, Underway. See **Definitions** as well as 24 CFR part 574.510 for more information about Environment Assessment.
Error Message: "To add or edit program details or accomplishments, a category must be selected for that program."	Activity Category was not chosen prior to user clicking "Add HOPWA" in the Setup Detail Column. User must choose the Category for the Activity prior to completing the Setup Detail screen.

3.6 Activity Setup Screens & Accomplishment Years

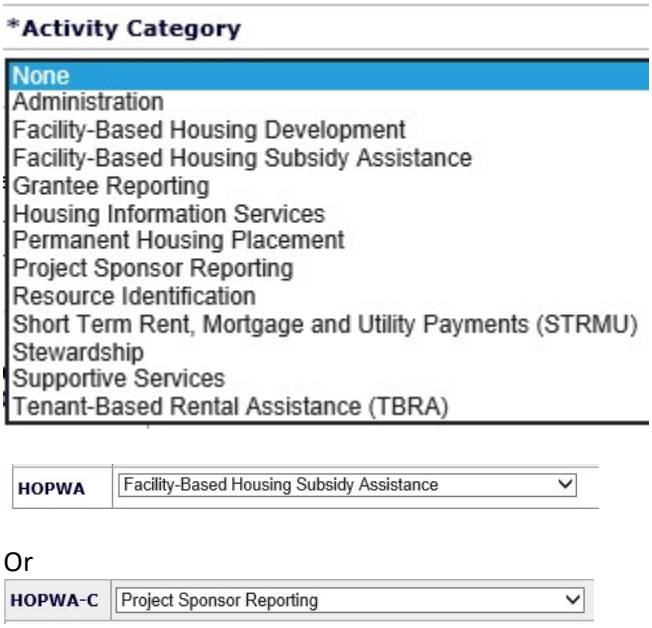
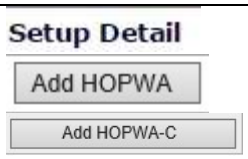
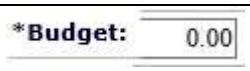
The **HOPWA/HOPWA-C Setup Detail** screen differs for each of the HOPWA Activity Categories in IDIS. This section provides information about how to set up activities for services to be funded with a new HOPWA allocation, including the differences that appear on each screen.

In the HOPWA program (both Formula and Competitive), each set of projects and activities are utilized for the entire length of time (up to three years from the Date of Obligation) that a Grantee takes to spend each Allocation. For Grantees who spend an allocation over the course of more than one Program Year/Operating Year/12 month period of performance, those Grantees will use the "Accomplishment Year" feature on both the **Add/Edit HOPWA/HOPWA-C Setup Detail** and **Add/Edit Accomplishment** screens IDIS activities to establish additional **Accomplishment Years** (layers within each Activity) to distinguish between each 12-month reporting period during which the funds are utilized. For information on how to add an additional Accomplishment Year, see Section 3.7.

3.6a Housing and Non-Housing Service Activities

This section provides detailed information on how to set up each Housing and Non-Housing Service activity in IDIS. The following steps will allow the user to set up all of the Housing and Non-Housing Services Activities.

To set up the HOPWA Housing and Non-Housing Service Activities, follow the steps in Table 1 below. These instructions continue from the previous section, wherein the user has completed the "Add Activity" screen and is ready to set up the activity. Table 2 includes unique data fields for specific activities. Appendix E shows the Setup Detail Screens for all Housing and Non-Housing Service Activities.

Steps to follow	What image/icon to look for
(Steps continue from previous section, wherein the user has completed the "Add Activity" screen.	
17. Choose the appropriate category as the type of activity in either the HOPWA (formula program) or HOPWA-C (competitive program) row.	
18. Click **Add HOPWA** or **Add HOPWA-C** under the column labeled **Setup Detail.**	 (*NOTE: Image has been modified.)*
19. When the **HOPWA/HOPWA-C Setup Detail** screen is displayed, enter the **Accomplishment Year** and click **Select**. Please see Appendix C for details on how Accomplishment Years are reported. Accomplishment Years should be entered "YYYY" – "2015" or "2016."	
20. Enter proposed (**annual**) Budget. This is the amount that the grantee expects to spend on this activity (for	

this sponsor) during the given 12-month operating period. For Competitive Grantees, this amount should be consistent with Budget Line Items listed in the Grant Agreement.	**NOTE: This does NOT fund the activity. This step merely establishes the annual budget for the activity.**
NOTE: IDIS does NOT prevent a Grantee from establishing budgets that exceed what was entered in the Project "Estimated Amount" field during on Project Setup screen.	
21. Enter proposed households to be served with HOPWA funds.	***Proposed Households to be served with...** *NOTE: Image has been modified.*
22. Enter proposed households to be served with Leveraged funds. See **Definitions** for how IDIS/HOPWA defines Leveraged Households. **NOTE**: Not required for **Resource Identification** or **Administration**	**Proposed Households to be served with Leveraged ...** *NOTE: Image has been modified.*
23. If another organization(s) will be completing HOPWA Housing activities on behalf of the Project Sponsor, click **Select Organization** to associate an organization as a subrecipient (see Definitions of **Subrecipient** on page 22.)	**Identify Subrecipient:** Select Organization
24. Choose a **Performance Objective** and a **Performance Outcome**. Grantees should choose the following options already defaulted in the system: i. **Performance Objectives:** Provide Decent Affordable Housing ii. **Performance Outcomes:** Affordability	***Performance Objective:** Provide decent affordable housing ***Performance Outcome:** Affordability
25. Enter the **Address(es)** from where the activity will be operated. Check off the box that says **Confidential** if the address should not be published by HUD in reports or in mapping documents. **NOTE: All addresses where HIV/AIDS Housing is provided to clients is confidential, and should be indicated as such in IDIS.** Click **Validate Address** to save the address.	**Address** ☐ **Confidential** (Suppress on Reports) Validate This Address ***Note:*** *Once the address has been validated, IDIS will provide mapping and census data about the location. To access this information roll the cursor over the check mark symbol.*
26. Click **Save** button. The **Edit Activity** screen is displayed.	Save

3.6a-1: Activity-Specific Notes

Appendix E shows the Setup Screens for all Housing and Non-Housing Service Activities:

- Figure 13: Tenant Based Rental Assistance
- Figure 14: Facility Based Housing Subsidy Assistance
- Figure 15: Facility Based Housing Development
- Figure 16: Short-Term Rent, Mortgage and Utility Assistance
- Figure 17: Permanent Housing Placement
- Figure 18: Supportive Services
- Figure 19: Housing Information Services
- Figure 20: Resource Identification
- Figure 21: Stewardship
- Figure 22: Administration

Data Field	Activity-Specific Notes
Budget	**TBRA:** Include all allowable direct and indirect costs but not administrative costs associated with operating the program. **Administration:** The annual budget should not be more than 3% of the total grant costs by Grantees and 7% of the total grant costs by sponsors. **NOTE:** IDIS will not prevent a user from setting an annual budget (or funding an activity) for an amount over the allowed amount for their Grantee or Project Sponsor Administration.
Identify Subrecipient: **Select Organization**	**Administration:** This includes Administrative Agencies operating on behalf of the Grantee per the "FAQs REGARDING HOPWA ADMINSTRATIVE COSTS AND RELATED ISSUES" published by HUD on July 20, 2011. For more information about the FAQ, go to www.hudhre.info.
Total Number of Planned Units by Number of Bedrooms	**Facility Based Housing Assistance:** This should be the proposed number of units to be funded by HOPWA during the operating year.
Facility Type	**Facility Based Housing Assistance AND Facility Based Housing Development:** Select the Facility Type by selecting from the drop down box **Community Residence**, **Project-based rental assistance units or leased units**, **Single-room occupancy dwelling**, or **Other Housing Facility**. If the user choose **Other Housing Facility**, be sure to explain the facility type in the box labeled **If Other, Specify.** *Facility Type: Select Community Residence Other Housing Facility Project-based rental assistance units or leased units Short-term facility Single room occupancy dwelling
Housing Type	**Facility Based Housing Assistance AND Facility Based Housing Development:** Select the **Housing Type** by selecting from the drop down box **Permanent housing**, **Short term shelter or Transitional supportive housing facility/units**, or **Supportive Services only facility**. *Housing Type: Select Permanent housing Short-term shelter or Transitional supportive housing facility/unit Supportive Services only facility

Is the Site Owned by a Public Entity	**Facility Based Housing Assistance AND Facility Based Housing Development:** Answer the question by choosing **Yes** or **No.**
Type of Development	**Facility Based Housing Development:** Choose from the drop down box **Acquisition**, **Acquisition and New Construction**, **Acquisition and Rehabilitation**, **Lease with rehabilitation**, **New Construction**, **Rehabilitation** or **Substantial Rehabilitation**. **Type of Development:** Select Acquisition Acquisition and New Construction Acquisition and Rehabilitation New Construction Rehabilitation Substantial Rehabilitation
Facility was a capital development project and placed into service this operating year	**Facility Based Housing Assistance AND Facility Based Housing Development:** Indicate whether the facility was placed into service during this operating year by choosing **Yes** or **No.** Please note the following: 1. The question refers to HOPWA funded capital development projects ONLY. Do NOT indicate yes if the capital development project will be funded with leveraged funds. 2. If the project was developed with HOPWA capital development funds AND opened during the operating year, the user will need to set up a Facility Based Housing Development Activity in order to report the households served/funds expended on the project once the project was placed into service.
Name [of the facility] **or Facility ID.**	**Facility Based Housing Assistance AND Facility Based Housing Development:** Enter name or Facility ID
Enter Addresses	**TBRA, STRMU, PHP, Supportive Services and Housing Information:** Do not enter addresses for each client household. **Facility Based Housing Assistance AND Facility Based Housing Development:** If HIV/AIDS Housing is provided at the facility (not a business address, for example) then the facility address should be marked **Confidential.** For facilities that are both business & residential, mark **Confidential.** Scattered site units may be entered in ONE activity. If HIV/AIDS housing is provided at this address. Scattered site units may be entered in ONE activity.

3.6b Troubleshooting Housing and Non-Housing Service Activity Setup Screens

Error Message/Issue	Solution
Error Message: "Program Year is Required."	**Note: On the Activity Screen, this refers to the "Accomplishment Year" of the Activity, not the Program Year of the Project. Since Grantees can spend allocations/awards over multiple Operating Years, the Accomplishment Year of an Activity may differ from the Program Year of the Project.** Select the Accomplishment Year for the activity. This should correspond to the Operating Year. See Appendix C for details on the terms for each Grantee.

Error Message: "Program Year must be between 2000 and 2017."	**Note: On the Activity Screen, this refers to the "Accomplishment Year" of the Activity, not the Program Year of the Project. Since Grantees can spend allocations/awards over multiple Operating Years, the Accomplishment Year of an Activity may differ from the Program Year of the Project.** The Program Year must be within the given time period. Check to make sure that the Accomplishment Year has been entered correctly.
Error Message: "Proposed Households to be served with … is required."	**All Activity Categories:** Enter the proposed number of households to be served (*with each category of service*) by the HOPWA program during the operating year.
Error Message: "Budget is Required."	**All Activity Categories:** Indicate the budget for this activity for the operating year.
Error Message: "Facility Type is required."	**Facility-Based Housing Subsidy Assistance/Development and Stewardship:** Select whether the facility is described as a community residence, project-based rental assistance units or leased units, single-room occupancy dwelling, or other housing facility type.
Error Message: "Total # of Planned Units by Number of Bedrooms is required."	**Facility-Based Housing Subsidy Assistance/Development and Stewardship:** Enter the planned number of units in the facility to be supported by HOPWA funds by bedroom type. Scattered site units may be grouped together.
Error Message: "Type of Development is required."	**Facility-Based Housing Development ONLY:** Select whether HOPWA funds are being used for acquisition, acquisition and new construction, acquisition and rehabilitation, lease with rehabilitation, new construction, rehabilitation, or substantial rehabilitation.
Error Message: "Housing Type is required."	**Facility-Based Housing Subsidy Assistance/Development and Stewardship:** Select whether the housing is described as permanent housing, short term or transitional supportive housing facility/units, or a supportive services only facility. (Currently SSO facilities are not allowed for HOPWA/HOPWA-C Grantees.)

3.6c Project Sponsor and Grantee Reporting Activity Setup – No Longer Needed

The Project Sponsor and Grantee Reporting Activities are not used by HOPWA/HOPWA-C Grantees at this time.

3.6d Stewardship

The Stewardship Activity should be completed annually to certify that projects developed, acquired or rehabilitated with HOPWA funds but no longer supported with HOPWA funds are meeting the minimum use periods as detailed in 24 CFR 574.310. There is no HOPWA funding associated with this activity. The

user should set up separate activities for each facility in stewardship. Scattered site units operated by the same agency may be reported in one Stewardship activity. These instructions continue from the previous section, wherein the user has completed the "Add Activity" screen and is ready to set up the Stewardship activity.

Steps to follow	What image/icon to look for
1. Choose **Stewardship** as the type of activity under either HOPWA (formula program) or HOPWA-C (competitive program).	Stewardship
2. Click **Add HOPWA** or **Add HOPWA-C** under the column labeled **Setup Detail.**	Add HOPWA or Add HOPWA-C
3. The initial screen will ask only for **Accomplishment Year**.	**Proposed Accomplishments** ***Accomplishment Year:**
4. Enter the **Proposed Stewardship Unit Developed with HOPWA Funds To Be Kept in Service during the Operating Year**.	***Proposed Stewardship Units developed with HOPWA Funds to be kept in service during the operating year:**
5. Enter the **Goal Amount of Leveraged Funds to be used during the operating year**.	**Goal Amount of Leveraged Funds to be used during the operating year:**
6. Enter the **Total Number of Planned Units by Number of Bedrooms.** This should describe the proposed number of units developed with HOPWA funds that are expected to be in stewardship during the operating year.	*Total # Planned Units by Number of Bedrooms Number of Bedrooms: SRO/0, 1, 2, 3, 4, 5+
27. Choose a **Performance Objective** and a **Performance Outcome.** Grantees should choose the following options already defaulted in the system: ii. **Performance Objectives:** Provide Decent Affordable Housing iii. **Performance Outcomes:** Affordability	***Performance Objective:** Provide decent affordable housing ***Performance Outcome:** Affordability

7. Select the **Facility Type.** Select the Facility Type by selecting from the drop down box **Community Residence**, **Project-based rental assistance units or leased units**, **Single-room occupancy dwelling**, or **Other Housing Facility**. If the user choose **Other Housing Facility**, be sure to explain the facility type in the box labeled **If Other, Specify.**	***Facility Type:** Select Community Residence Other Housing Facility Project-based rental assistance units or leased units Short-term facility Single room occupancy dwelling
8. Select the **Housing Type.** Select the **Housing Type** by selecting from the drop down box **Permanent housing**, **Short term shelter or Transitional supportive housing facility/units**, or **Supportive Services only facility**.	***Housing Type:** Select Permanent housing Short-term shelter or Transitional supportive housing facility/unit Supportive Services only facility
9. Indicate the **Type of Development. Acquisition**, **Acquisition and New Construction**, **Acquisition and Rehabilitation**, **Lease with rehabilitation**, **New Construction**, **Rehabilitation** or **Substantial Rehabilitation**.	**Type of Development:** Select Acquisition Acquisition and New Construction Acquisition and Rehabilitation New Construction Rehabilitation Substantial Rehabilitation
10. Enter the following information: a. **Date Stewardship Starts.** b. **Specify Year of Stewardship.** c. **Date Stewardship Ends.** d. **Date the Facility Began Operations**	**Date Stewardship Starts:** (mm/dd/yyyy) **Specify year of stewardship:** Select **Date Stewardship Ends:** (mm/dd/yyyy) **Date Facility Began Operations :** (mm/dd/yyyy)
11. **Name** [of the facility] **or Facility ID.**	**Name or Facility ID:**
12. Enter the **Address** of the facility. Enter the address of the facility. Scattered site units may be entered in ONE activity. a. Check off the box that says **Confidential**, if the address should not be published by HUD in reports or in mapping documents. ***Note:***	**Address** ☐ **Confidential** (Suppress on Reports)

All facilities where clients reside is confidential. b. Click **Validate Address** to save the address.	Validate This Address ***Note:*** *Once the address has been validated, IDIS will provide mapping and census data about the location. To access this information roll the cursor over the check mark symbol* .
13. Click **Save** button.	Save

3.6e Troubleshooting Stewardship Setup Screens

Error Message/Issue	Solution
Error Message: "Program Year is Required."	Select the Accomplishment Year for the activity. See **Definitions** for help choosing an accomplishment year.
Error Message: "Facility Type is Required."	Select whether the facility is described as a community residence, project-based rental assistance units or leased units, single-room occupancy dwelling, or other housing facility type.
Error Message: "Total # Planned Units by Number of Bedrooms is Required."	Enter the total number of units in the facility by bedrooms. This should include all units in the facility whether or not HOPWA funds were used to acquire, rehabilitate, or construct the units.
Error Message: "Housing Type is Required."	Select whether the housing is described as permanent housing, short term or transitional supportive housing facility/units, or a supportive services only facility.
Error Message: "Proposed Stewardship Units Developed with HOPWA Funds."	Enter the proposed number of stewardship units expected to be in service during the operating year. Remember stewardship units are units developed with HOPWA funds but no longer supported with HOPWA dollars.

3.7 Adding an Accomplishment Year to an Existing Activity

HOPWA Grantees will use the same set of Projects/Activities for the duration of time that it takes to fully draw each allocation. The "Accomplishment Year" feature of IDIS Activities allows Grantees to distinguish between each Operating Year (12-month reporting period) that is utilized to draw down funds for any given allocation. This section provides information about how to search for an activity and set up new Accomplishment Years for each activity.

In order to edit an activity and add additional accomplishment years, users must navigate through IDIS to search for the existing activity. Before additional accomplishment years have been added, activities must be properly created and set up. See Section 3.3 for information on searching for an activity.

3.7a Adding an Accomplishment Year

The Accomplishment Year feature is the mechanism by which IDIS will link the activities/services that took place during the operating year. It is vital that Grantees track the activity numbers through the life of an allocation/grant, to ensure that households served and funds drawn are being reported accurately.

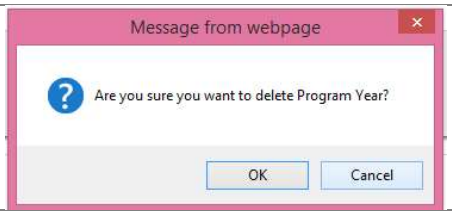
Both HOPWA Formula and HOPWA Competitive Grantees will follow this method of adding additional accomplishment years for the duration of their Allocation/Award. After multiple years have been established, the user will have the option to choose which of the existing Accomplishment Years to edit within the **Edit HOPWA Setup Detail** screen. The system will automatically show the most recent Accomplishment Year established.

Steps to follow	What image/icon to look for
1. Click **Projects/Plans/Activities**	Plans/Projects/Activities
2. Click **Search** under **Activity** in the left side of the screen.	Activity - Add - Search - Search HOME
3. Enter **Search Criteria.** The more provided, the more exact the search will be.	**Search Criteria options**: Program IDIS Project ID Status Activity Name IDIS Activity ID Program Year Grantee/PJ Activity ID
4. Click **Search.**	Search
5. A list of activities matching the user **Search Criteria** entered by the user will appear.	
6. For each activity to be edited, choose **Edit HOPWA** or **Edit HOPWA C** in the column labeled **Setup Detail.**	Setup Detail Edit HOPWA Edit HOPWA-C *(Note: Image has been modified.)*
7. The **Edit HOPWA Setup Detail** screen will be displayed.	
8. Click **Add Another Year.** This is at the top of the screen, in line with **Save, Cancel,** and **Delete Program Year.** The activity ID information at the top of the screen will remain the same, but a blank set up screen will be displayed for the activity.	Save | Cancel | Add Another Year | Delete Program Year
9. **On the blank screen, enter the following information:** a. **The next Accomplishment Year** (12 month operating period) during which	Proposed Accomplishments *Accomplishment Year: *Budget: *Proposed Households to be served

you will continue drawing the current source of funding; b. **The Annual budget for the next 12 month operating period;** and c. **The proposed number of households to be served with this activity.** **NOTE:** This screen may be different, based on the Activity Category. See Section 3.6 for different fields specific to each Activity Category. **NOTE: For Competitive Grantees in Years 2 and 3 of their Grant Agreement:** If a Grantee has funds undrawn from an activity in Year 1, those remaining funds should be spent in Year 2. The **Budget** amount on the Year 2 **HOPWA Setup Detail** screen should reflect this increase.	
10. Click **Save.** The **Edit Activity** screen is displayed.	Save

3.7b Deleting an Accomplishment Year

If an Accomplishment Year is created by mistake, Grantees can click the "Delete Program Year" button within the Activity Setup screens to delete the appropriate year.

Steps to follow	What image/icon to look for
1. From the **Edit HOPWA Setup Detail** screen, click the **Delete Program Year** button. Be sure to have the correct accomplishment year (the one you wish to delete) selected.	Delete Program Year
2. The Message Box will appear. Click **OK** to delete the Program Year from the activity.	
3. User will return to the **Edit Activity** screen.	

Section 4: Funding Activities and Drawing HOPWA Funds

4.1 Funding an Activity

Once an activity is properly set up in IDIS, the activity can be funded. This is different than the steps completed in Section 3.6 – in that section, the budget for the activity was established, but no funds were committed to the activity. Please note that if the Activity Setup Screens are not completed, the activity cannot be funded. To fund an activity complete the steps below. Appendix F shows the screen shots involved with Funding Activities and Drawing Vouchers.

Steps to follow	What image/icon to look for
1. Navigate to the **Edit Activity Funding** screen by one of the following methods: Click on the **Funding/Drawdown** tab at the top of the screen. On the left side of the screen under **Activity Funding**, click **Search** and complete the fields to search for the activity for which funding will be added/edited. **OR** From the **Edit Activity** Screen for the activity to be funded, click **Activity Funding.**	 **OR**
2. System will display results. Click **Add-Edit** at the end of the corresponding row to fund the activity.	
3. The "Add-Edit Activity Funding" Screen will be displayed. All available funding options will be displayed, but Grantees should only choose the Funding Source to which the Project is associated. For Formula Grantees, this will always correspond with the **Program Year** of the Project. For example, 2015 Projects/Activities will ALWAYS and ONLY be funded with FFY2015/Grant Year 2015 funds. All Pre-2015 funds should be used to fund Pre-2015 Projects/Activities.	**Formula: Pre-2015 funds should be spent through the "Funding Source Pre-2015" row.** Funding Source Pre-2015 Program | Grant Year (tip) | Fund Type | Source Na HOPWA | Pre-2015 | EN | HUD Current Funding for This Source Grant Year (tip) | Funded Amount | Drawn Amount $ | $0.00 Add Grant Year **FFY2015 (and subsequent allocations) should be spent through the corresponding "xFIFO" Source row.**

Enter the **Funded Amount** in the row that corresponds with the appropriate **Grant Year**.

Competitive Grantees will only be able to fund the activity with the Grant that was used to create the Project. Competitive Grantees should use the Federal Fiscal Year during their initial program year began. (MEH140001 Award began 3/1/2014 and would would use "2014" as the Grant Year.)

NOTE: IDIS will not yet prevent a Grantee from funding an activity with the incorrect funding source, or multiple funding sources. The responsibility is on the user to ensure they are following Grants Based Accounting practices.

Current Funding for xFIFO

Grant Year (tip)	Funded Amount	Drawn Amount
2015	$	$0.00

Competitive:

Funds

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount
Clare Housing, MN	HOPWA-C	CP	HUD	MNH140008 (03)	$0.00	$12,263.00	$0.00
Clare Housing, MN	HOPWA-C	CP	HUD	MNH130003 (01)	$0.00	$0.00	$0.00

4. Click **Save**. If successful, an "Activity funded successfully" message will appear near the top of the screen. In addition, the "Funded Amount" column will show the amount funded, and the "Available for Funding" column will be decreased. The Grantee may now create vouchers to draw HOPWA funds for activity services rendered.

Save

Available for Funding	Funded Amount
$1,423,774.00	$500.00

4.1a Increasing / Decreasing Activity Funding

When a Grantee needs to revise the amount of funds committed to an activity, either to revise an error or to allow a Grantee to increase funding to draw down remaining balances on Pre-2015 allocations, they will follow the steps in this section.

This concept is crucial to the implementation of Grants Based Accounting. For Formula Grantees who have remaining Pre-2015 funds remaining in IDIS, they will draw the remaining funds through their existing 2014 Projects and Activities. (See Section 4.1c) This will ensure that when the Grantee begins drawing their FFY2015 allocation (through their Program Year 2015 Projects/Activities), the allocation (FFY2015) will directly align with the Program Year (2015) of the Projects. Furthermore, this will ensure that all subsequent Projects/Activities/Allocations will be properly aligned. For Grantees who have Pre-2015 funds remaining, they will need to decide 1) how to draw the balance of the Pre-2015 funds within the allowable timeframe; as well as 2) when to begin to draw from the FFY2015 allocation. For Grantees who have already funded Program Year 2015 Projects/Activities with Pre-2015 funds, they

should immediately submit a request to the Ask-A-Question helpdesk for individualized technical assistance with the HOPWA TA team. General steps for correcting this process is provided in Section 4.2f.

The steps below details the steps required to increase and/or decrease funding.

Steps to follow	What image/icon to look for
To Increase Funding:	
Add-Edit Activity Funding Screen:	
1. From the **Add-Edit Activity Funding** Screen, the **Current Funding for This Source** table will display current funding. To increase funding, add the desired amount to the amount already listed. Input the new total funding amount, and click **Save.** DO NOT CLICK "Add Grant Year" to add additional funding. Use the original funding year listed. **In the example shown, the original amount was $128,520. To increase to $150,520, DO NOT TYPE $22,000. Type the full funding amount of $150,520.**	
To Decrease Funding:	
2. Following the same steps as above, enter the new (lower) amount in the **Current Funding for This Source** table.	 **In the example shown, the original amount was $150,520. To decrease to $100,000, type the new funding amount of $100,000.**
3. **NOTE:** You cannot decrease an activity's funding for less than the amount that has already been drawn. The error message *"The total drawn amount must not exceed the total funded amount"* will be displayed, and no changes will be made to the funding.	

	 • The total drawn amount must not exceed the total funded amount.

4.1b Troubleshooting Activity Funding

Error Message/Issue	Solution
Error Message: "The total drawn amount must not exceed the total funded amount"	If a user is attempting to decrease the amount of funding associated with an activity, IDIS will prevent the user from reducing the funding below the amount that has already been drawn. If funds were incorrectly drawn from an activity, a voucher revision must be processed before the funding can be reduced/de-committed from the activity.

4.1c Funding 2014 Projects/Activities with Remaining Pre-2015 funds

For HOPWA Formula Grantees who have remaining Pre-2015 funds to draw down, there are several steps that must be completed to accurately draw down these funds. As it has been said throughout this manual, all Pre-2015 funds must be spent through Program Year 2014 (or earlier) Projects and associated Activities.

In order to draw all remaining Pre-2015 funds through existing Program Year 2014 Projects/Activities, follow the steps below.

Steps to follow	What image/icon to look for
1. Run your PR-02 report to review your Project/Activity Structure for Program Year 2014.	
2. Review your Program Year 2014 Projects/Activities for the following: a. There is a Project for each sponsor which will receive any of the Pre-2015 funds that will be drawn. b. There are **OPEN** Activities (for each Project Sponsor) for each category of service that will be provided with remaining Pre-2015 funds.	**Activity Status Options:** Canceled Open Completed
3. Follow the steps in Section 2.1a to Add a Project if a new Project Sponsor (one that doesn't already have an existing Program Year 2014 Project) will be providing HOPWA Services	

during the current (or subsequent) operating year (12 month term – see Appendix C), to be funded with Pre-2015 funds.

Use "2014" as the Program Year of any Projects being created.*

4. For either Newly created Projects, or existing Projects (for existing agencies that will be providing additional categories of service):

   Follow the steps in Section 3.2 to Create Activities for services that will be provided during the current (or subsequent) operating year (12 month term – see Appendix C), to be funded with Pre-2015 funds.

If the services to be provided will take place during the Grantee's 2015-2016 Accomplishment/Operating Year (See Appendix C), enter "2015" as the Activity's Accomplishment Year. For services that will happen in subsequent years, use the appropriate Accomplishment Year.

5. If there are existing Program Year 2014 Projects/Activities that will have be utilized to draw down remaining Pre-2015 funds, the Activities must have additional Accomplishment Years added to the **Setup Detail** and **Accomplishment** screens. See Section 3.7a to add additional Accomplishment Years to each activity. Having additional Accomplishment Year layers within each activity will allow Grantees to delineate during which time period households were served and funds were spent.

6. Once the Program Year 2014 Projects and Activities (including adding additional Accomplishment Years within each activity that will be utilized) have been established correctly, you can increase the funding for each activity by the amount desired to draw all remaining balances of the Pre-2015 funds. See Section 4.1a for steps to increase funding. **NOTE: Increasing funding may involve discussions with Project Sponsors regarding capacity, etc. Do not commit funds where there is not capacity to provide HOPWA services.**

All Pre-2015 funds should be committed to, and drawn from, Pre-2015 Projects/Activities.

7. Once all Pre-2015 funds have been committed to activities, re-run the PR-02 (reports refresh overnight, so this may take place over 2 days) to ensure that all Projects & Activities were created and funded correctly.
   a. **The PR-02 does not show the *source* of funding – that is only seen on the individual activity's Funding screen.**

8. To confirm that all Pre-2015 funds were committed to activities, follow the steps below:

9. Click **Grant** in the blue ribbon at the top of the screen.	Grant
10. Search for the Grantee's HOPWA grants using the **Program** dropdown box.	Program: All HOME HOPWA
11. For each Pre-2015 Allocation, click **View** in the **Action** column.	Action View
12. The row labeled **Amount Committed to Activities** should display the full Allocation amount.	Amount Available to Commit to Activities $0.00

The row labeled **Amount Available to Commit to Activities** should be $0.00. If any funds remain uncommitted, please repeat step 6 to commit all remaining funds to activities.	

*If a Grantee has significant amounts of FFY2012 or FFY2013 funds remaining, and has not started using Program Year 2014 Projects/Activities yet, the Grantee can follow the same steps, using Program Year 2013 Projects/Activities to commit/draw remaining FFY2013 funds, and then using Program Year 2014 Projects/Activities to commit/draw FFY2014 funds.

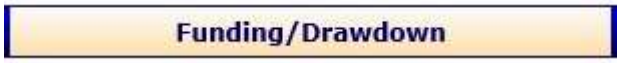
4.2 Drawing Down HOPWA Funds

To ensure that Grant Funds are expended and disbursed in a timely manner, the Grantee shall draw down Grant Funds not less than quarterly as required by both the formula and competitive program operating instructions (posted at www.hudhre.info). Using IDIS to draw funds is a two-step process:

1. Create the drawdown/voucher; and
2. Approve the drawdown/voucher.

4.2a Creating HOPWA Vouchers

Note: The steps below describe creating a voucher for a single activity or line; the same procedures apply if processing vouchers for more than one activity (line). Instructions assume users are familiar with navigating IDIS. Appendix F shows complete screen shots for each step of this process.

Steps to follow	What image/icon to look for
1. Click the **Funding/Drawdown** tab at the top of the screen.	
2. On the left side of the screen under **Drawdown** click **Create Voucher.**	
3. The **Create Voucher** screen will appear. Complete the following steps: a. Enter the **IDIS Activity ID** **OR** b. Click **Search Activities (Search Activity** screen will be displayed) c. After **Search Criteria** have been entered, and results displayed, the user must click – for **each** activity which will be included in the voucher - the box in the **Select** column on the far right side, indicating that the chosen activity will have funds drawn from it through this voucher.	 **OR**

d. Click **Add Selected Activities** to add all "**Selected"** activities to the voucher. (Clicking **Remove Selected Activities** returns the user to the **Create Voucher (Page 1 of 4)** screen. e. Once Activity numbers have been selected/added or entered, click **Continue.**	Add Selected Activities | Remove Selected Activities Continue
4. Confirm activity number and funding source when the screen **Create Voucher – Page 2 of 4** is displayed.	**Activity 1 of 1** **IDIS Activity ID:** 4613 **Activity Name:** 2014 TRAVELERS AID SUPPORTIVE SERVICES
5. Enter the amount desired to draw in **Drawdown Amount** and click **Confirm Voucher.**	**Drawdown Amount** $ 0 Confirm Voucher

4.2b Troubleshooting Create Vouchers

Error Message/Issue	Solution
Error Message: "The specified IDIS Activity IDs are either: 1) non-existent, 2) completed, canceled or blocked, 3) not yet funded or do not have any funds available to draw, or 4) not accessible by your organization or the "Voucher Created For" organization. *It is also possible that you do not have access to the program area, or your organization's Banking status is not yet established in LOCCS."*	If a voucher is created for an activity, and the activity has not been funded, or if all funds have already been drawn, the associated error message will be displayed. If this occurs, confirm the following information before submitting a question to the Ask-A-Question TA Portal. 1) Activity Set Up (confirm that the Activity is "Open" – not completed, cancelled, or blocked.) 2) Activity number (confirm that you entered the correct number.) 3) Activity funding (confirm that the activity has remaining funds available to cover the voucher amount.) 4) Grantee/PJ tab (confirm that LOCCS Banking has been established for HOPWA and/or HOPWA-C.)
Error Message: "You must specify a valid drawdown amount for at least one line item."	**Drawdown Amount** was left blank. Enter Drawdown amount and click **Confirm Voucher.**

Error Message: "The specified draw amount, $xxx,xxx, may not exceed the available to draw amount."	Drawdown amount entered exceeded the **Available to Draw** amount for this activity.
Error Message: "The specified IDIS Activity ID is not a valid activity, or it does not have any activity funding with the same program, source grantee, recipient grantee, fund type and source type."	With the introduction of Grants Based Accounting rules in IDIS, Grantees can only revise vouchers to/from activities that have the same fund source type (Pre-2015 is one source, 2015 is another, 2016 (when distributed) will be another). For example, Activity #1000 was funded with Pre-2015 funds, and Grantee tried to revise the voucher to Activity #2200, which was funded with FFY2015 funds. IDIS would not allow this revision, since the source type of the funds did not match between activities. If this error message is received, the Grantee should review Activity funding to ensure consistency of funding types/sources. If no eligible activity is found to which the Grantee can revise the voucher, the Grantee should submit an AAQ to receive individualized technical assistance.
Issue: If a Program Year 2015 activity was funded (incorrectly) with both Pre-2015 funds AND FFY2015 funds, then both funding sources will be displayed when a voucher is created for that activity. If this situation is discovered when a Grantee attempts to Create a Voucher, the Grantee should follow the steps in Section 4.2f to revise all existing vouchers from this Activity to the corresponding Program Year 2014 Activity, and reduce the Pre-2015 funds for this activity, leaving only the FFY2015 funds and any existing vouchers.	 Program | Grant Year | Funded Amount | Available to Draw | Drawdown Amount HOPWA | Pre-2015 | $5,255.00 | $4,104.02 | $ 0 HOPWA | 2015 | $5,000.00 | $4,160.00 | $ 0 *(note: image has been modified)*

4.2c Approving HOPWA Vouchers

Once the voucher is created, it must be approved by a different user with the appropriate access privileges. To approve a voucher complete the following steps:

Steps to follow	What image/icon to look for
1. Click the **Funding/Drawdown** tab at the top of the screen.	Funding/Drawdown

2. On the left side of the screen under **Drawdown** click **Approve Voucher.**	**Drawdown** - Create Voucher - Search Voucher - Approve Voucher
3. The **Search Vouchers For Approval** screen will appear. Enter the **IDIS Activity ID** number, **IDIS Voucher #,** or **Earliest Creation Date** and click **Continue.**	**IDIS Activity ID:** Search
4. Click **Maintain-Approve** in the **Action** column.	**Action** Maintain-Approve | View
5. The **Maintain and Approve Voucher** screen is displayed. Identify the Voucher#/Line Item # that needs approved. Click **Approve** in the **Action** column.	**Action** Approve | Revise Cancel | View
6. The **Confirm Voucher Line Item Approval** screen is displayed. Review the details listed, and click **Approve This Voucher Line Item.** The message **Voucher item approved successfully** will appear at the top of the screen.	Approve This Voucher Line Item • **Voucher item approved successfully**
7. The "Line Item Status" of the Line Item will change to "Completed" once the Line Item has been approved and processed. Once the voucher is approved, IDIS will forward the draw request to LOCCS at the end of the day. The funds are typically wire transferred within two or three days of the drawdown approval.	

4.2d Troubleshooting Approve Vouchers

Error Message/Issue	Solution
Issue*: **Approve** is not listed in **Action** column.*	Users can only approve vouchers created by a different user. Another user must search for and approve this voucher.
Issue*: Voucher Rejected.*	Confirm that Grantee EIN/TIN is current in IDIS. (Grantee tab and Grant tab).

	Confirm that HOPWA/HOPWA-C Banking has been established correctly. Confirm that LOCCS has the correct banking information for the Grantee. Confirm that the Grant tab shows the EIN/TIN of the Grantee.
Error Message: *"The submission date cannot be earlier than today, cannot be a Saturday or Sunday, and must be within 90 calendar days of the creation date. The deadline for same-day submission is 10 PM ET."*	User must have entered a **Submission Date** that was not allowed: • Earlier than current date • A Saturday or a Sunday • 90 days after current date Choose a submission date that fits these criteria, and click **Approve this Voucher Line Item** again.

4.2e Revising HOPWA Vouchers

If a Grantee discovers that a voucher needs revised (after it has been approved), the steps below outline the process to follow. Prior to beginning this process, the Grantee should identify the activities involved – the original activity on which the voucher was drawn, as well as the new activity to which the voucher should be revised. Since vouchers contain multiple line items (one line item for every activity receiving funds through the voucher), the grantee should confirm the line item amount to be revised, as well. Voucher revisions are done at one line item at a time.

Steps to follow	What image/icon to look for
1. Click the **Funding/Drawdown** tab at the top of the screen.	**Funding/Drawdown**
2. On the left side of the screen click **Search Voucher** under **Drawdown.**	Drawdown - Create Voucher - Search Voucher - Approve Voucher
3. The **Search Vouchers** screen is displayed. Enter the **Search Criteria** to search for the voucher to be revised.	**Options:** IDIS Voucher # IDIS Activity ID Grant # Line Item Status Earliest Creation Date Activity Owner
4. Click **Search.**	Search
5. The **Search Results** are displayed. Identify the Voucher#/Line Item # that needs approved. Click **Maintain-Approve** in the **Action** column.	**Action** Maintain-Approve | View

6. The **Maintain and Approve Voucher** screen is displayed. In the **Voucher Details** table, click **Revise** in the **Action** column.	**Action** Approve | Revise Cancel | View
7. The **Revise Voucher Line Item** screen is displayed. In the **Revise Funds to Another Activity** table, enter the **IDIS Activity ID** of the activity to which the funds should be revised. In the **Amount** column, enter the amount to be revised to the new activity.	**Revise Funds to Another Activity** **IDIS Actv ID** **Amount** $
8. Click **Save.**	Save
9. Click **Return to Maintain and Approve Voucher** to return to the previous screen.	Return to Maintain and Approve Voucher

4.2f Revising Vouchers to Remove Pre-2015 funds from Program Year 2015 Projects/Activities

There are some HOPWA Formula Grantees whose 2015 Operating Year began prior to Grants Based Accounting guidance being released in August 2015, and had already funded their Program Year 2015 funds with Pre-2015 funds, based on prior allowance of this practice. These grantees can request individualized Technical Assistance through the Ask-A-Question portal to have this error revised.

Additionally, there are some Grantees who funded their Program Year 2015 funds with Pre-2015 funds, contrary to recently released Grants Based Accounting guidance. These grantees must follow the steps below to correct this funding error. This process will revise all of the vouchers (through which Pre-2015 funds were drawn from Program Year 2015 Activities) to the corresponding Program Year 2014 activities. The funding source (Pre-2015 funds) will not change, nor should the Sponsor/Activity. (See example in Row 4, below.) This process will simply move the already-drawn Pre-2015 funds from the Program Year 2015 activities, allowing the grantee to comply with Grants Based Accounting requirements.

Steps to follow	What image/icon to look for
1. Run the PR-02 report to review your Project/Activity Structure for Program Year 2014 and Program Year 2015.	**PR 02 - List of Activities by Program Year and Project** **Owner:** Administrator **Modified:** 9/30/09 5:56:36 AM
2. Run the PR-05 to research which vouchers were drawn on Program Year 2015 Activities, using Pre-2015 funds.	**PR 05 - Drawdown Report by Project and Activity** **Owner:** Administrator **Modified:** 6/29/10 1:47:10 AM Clip from the PR-05:

Program Year	Project Number	Grant Year	Grant Number	Fund Type	Line Item Amount
2015	2	2012	H12F999	EN	$25,944.64

(*Note: image has been modified*)

3. Follow the steps in Sections 2 and 3, revise the Program Year 2014 Projects/Activities structure to ensure that every Program Year 2015 Activity from which a voucher has been drawn using Pre-2015 funds has a corresponding Program Year 2014 Activity. The table below is an example of a tracking tool that can be used to track corresponding activities between program years.

Example: Program Year 2014 Activity #111 "2014 TBRA"	Program Year 2015 Activity #222 "2015-2018 TBRA (PS Name)" • Activity was funded with Pre-2015 funds, and $2,000 was drawn, using voucher #123456. • Voucher #123456 needs revised, so that the $2,000 is drawn from Activity #111.

4. Increase the funding for each Program Year 2014 Activity with enough Pre-2015 funds to cover the vouchers that will be revised to the Activities.

Example:

Activity #111 "PSA TBRA 2014"
Originally funded for $5,000
Drawn: $4,500
Balance remaining to draw: $500

Activity funding needs increased to $7,000 to cover the additional $2,000 from voucher #123456 that will be revised to Activity #111. Follow Section 4.1a to increase funding.

5. Once the correct 2014 Projects/Activities have established and/or funding has been increased, the user can now begin to revise vouchers.

6. Click the **Funding/Drawdown** tab.	**Funding/Drawdown**
7. On the right side of the screen, under **Drawdown,** click **Search Voucher.**	**Drawdown** - Create Voucher - Search Voucher - Approve Voucher
8. The **Search Vouchers** screen is displayed. Use the Search Criteria to search for the 1st voucher to be revised. (Refer to PR-05 for voucher numbers.)	**Search Criteria:** IDIS Voucher ID# — Line Item Status IDIS Activity Number — Grant # Earliest Creation Date
9. When the **Search Results** screen is displayed, click **Maintain-Approve** in the **Action** column of the voucher line item to be revised. (Voucher Line Items can only be revised one-at-a-time.)	**Action** Maintain-Approve | View

*Users must have either "Request Drawdown" or "Approve Drawdown" permissions in IDIS to be able to Revise a Voucher.	
10. The **Maintain and Approve Voucher** screen is displayed. In the **Voucher Details** table, click **Revise** in the **Action** column.	**Action** Approve | Revise Cancel | View
11. The **Revise Voucher Line Item** screen is displayed. In the **Revise Funds to Another Activity** table, enter the **ID Activity ID** of the Program Year 2014 activity to which the funds should be revised. In the **Amount** column, enter the amount to be revised to the new activity. The amount entered will be revised to the 2014 Activity.	**Revise Funds to Another Activity** **IDIS Actv ID** **Amount** $
12. Repeat steps 3-11 to revise all vouchers that drew Pre-2015 funds from Program Year 2015 Activities	
13. When the Microstrategy reports are refreshed (overnight), re-run the PR-05. Verify that all Program Year 2015 Activities no longer have any Pre-2015 funds drawn. The example above will now look like this:	

Program Year	Project Number	Grant Year	Grant Number	Fund Type	Line Item Amount
2014	2	2012	H12F999	EN	$25,944.64

14. For each Program Year 2015 activity that was funded with Pre-2015 funds, reduce the Pre-2015 funding to $0.00. See Section 4.1 for detailed instructions on decreasing funding.	

4.2g Program Year Comparison

Program Year 2014				**Program Year 2015**	
Projects & Activities				Projects & Activities	Pre-2015 funds drawn
Project Sponsor A				**Project Sponsor A**	
111	Sponsor A TBRA 2014	☑	222	2015-2018 TBRA (Sponsor A)	Yes
	Originally funded for: $5,000 **Remaining balance**: $500 **Funding needs increased to** $7,000 to cover voucher #123456.			Voucher #123456 Amount: $2,000	
		☒	223	2015-2018 Supportive Services (Sponsor A)	Yes
112	Sponsor A Administration 2014	☑	224	2015-2018 Administration (Sponsor A)	Yes

	Project Sponsor B			**Project Sponsor B**	
211	Sponsor B Facility Based Housing	☑	311	2015-2018 Facility Based Housing (Sponsor B)	Yes
212	Sponsor B Housing Information	☒			
213	Sponsor B Supportive Services	☑	312	2015-2018 Supportive Services (Sponsor B)	Yes
214	Sponsor B Administration	☑	313	2015-2018 Administration (Sponsor B)	Yes
	(Project Sponsor C did not provide any services in previous years)			**Project Sponsor C**	
				2015-2018 TBRA (Sponsor C)	Yes
				2015-2018 Administration (Sponsor C)	Yes

4.2h Troubleshooting Revise Vouchers

Error Message/Issue	Solution
Issue: A Grantee has already committed their all available Pre-2014 funds to activities, and cannot increase activity funding to cover vouchers that need revised to Program Year 2014 Activities. *The following error message will be returned when the voucher is revised: "The specified IDIS Activity IDs are either: 1) non-existent, 2) completed, canceled or blocked, 3) not yet funded or do not have any funds available to draw, or 4) not accessible by your organization or the "Voucher Created For" organization.* *It is also possible that you do not have access to the program area, or your organization's Banking status is not yet established in LOCCS."*	If this occurs, the Grantee must reduce the amount of Pre-2015 funds that were committed to all Program Year 2015 activities, making them available to be committed to Program Year 2014 activities. **Reminder: An activity's funding can only be reduced to the amount that has already been drawn.** Example: Program Year 2015 #Activity 222 was funded for $5,000 with Pre-2015 funds, and had $2,000 in vouchers drawn. The Grantee attempts to increase funding for the corresponding Program Year 2014 activity, but no Pre-2015 funds are available. The Grantee can reduce the Pre-2015 funding for Activity #222 to $2,000, which will return the balance of $3,000 to the **Available to Commit to Activities** field. If this situation arises, the Grantee will need to reduce funds from a Program Year 2015 activity, increase funding for the corresponding Program Year 2014 activity, and then revise vouchers for that activity. Each activity for which this needs done will need the above steps repeated, one activity at a time.
*Issue: "Revise" does not appear in the "Maintain and Approve Voucher" Screen in the **Action** column.*	Users must have EITHER the "Request Drawdown" or "Approve Drawdown" permissions in IDIS to be able to revise a Voucher.
Error Message: "Invalid Amount. The Adjustment would exceed the amount that	The **Fund Type** of both Activities involved in the voucher revision (the original Program Year 2015

is available to draw from the source activity funding."	activity and the Program Year 2014 activity to which the voucher will be revised) need to have been funded with the same **Fund Type.** HOPWA Formula Grantees can utilize the **AD** (Administrative Subfund), **EN** (Entitlement), or **PI** (Program Income) **Fund Types** when funding an activity. HOPWA-C Grantees can utilize the **CP** (Competitive), **AD** (Administrative Subfund) or **PI** (Program Income) **Fund Types.**

To confirm the **Fund Type** that was used to fund each activity, click **Funding/Drawdown** and search for the appropriate activities. To view the funding details about each activity, click **Add-Edit** in the **Action** column.
When the **Edit Activity Funding** screen is displayed, the user will see the Activity Funding details, including the following rows.

HOPWA Formula Grantee Activity funded with both EN and AD Fund Types:

Available Funds

Recipient Name	Program	Fund Type
ATLANTA, GA	HOPWA	EN
ATLANTA, GA	HOPWA	AD

HOPWA-C Competitive Grantee Activity funded with both EN and AD Fund Types:

Available Funds

Recipient Name	Program	Fund Type
Bernal Heights Housing Corporation, CA	HOPWA-C	AD
Bernal Heights Housing Corporation, CA	HOPWA-C	CP

If the Fund Type is not the same for both Activities, the user must increase the appropriate fund type for the *receiving* Activity (Program Year 2014 Activity to which the voucher will be revised) to correspond with the *original* Activity (Program Year 2015 Activity).

Example:
Program Year 2015 Activity #555 – "2015-2018 Administration (Sponsor A)"
Funded with Pre-2015 funds – used EN funds for $5,000. Voucher #123456 drawn for $4,000.

Grantee needs to revise this voucher to Program Year 2014 Activity #444 "2014 Admin Sponsor A", which was funded with Pre-2015 funds, using AD fund, with an available balance of $5,000.

While there ***are*** enough funds to cover the voucher, the difference in fund types prevents the voucher revision from being successful.

The Grantee must fund Activity #444 with enough EN funds in order to be able to revise the voucher.

Issue: "I overdrew funds from an activity, and need to return funds to LOCCS."	Follow the instructions at : https://www.hudexchange.info/resource/3089/instr

	uctions-for-returning-funds-to-the-line-of-credit-and-to-us-treasury/ to return the funds to LOCCS.

4.2i Cancel Vouchers

If a voucher is accidentally created, or is discovered to be a duplicate of another voucher, it should be canceled. The steps below describe the process to follow. Note: Only IDIS users with "Request Drawdown" privileges in IDIS to be able to cancel a voucher.

Steps to follow	What image/icon to look for
1. Click the **Funding/Drawdown** tab at the top of the screen.	**Funding/Drawdown**
2. On the left side of the screen under **Drawdown** click **Search Voucher.**	Drawdown - Create Voucher - Search Voucher - Approve Voucher
3. Enter the Search Criteria for the Voucher to be revised	**Options:** IDIS Voucher # IDIS Activity ID Grant # Line Item Status Earliest Creation Date Activity Owner
4. Click **Search.**	Search
5. Results are displayed. Identify the Voucher#/Line Item # that needs to be approved. Click **Maintain-Approve** in the **Action** column.	**Action** Maintain-Approve | View
6. In the **Voucher Details** table, click **Cancel** in the **Action** column.	**Action** Approve | Revise Cancel | View
7. The **Confirm Voucher Line Item Cancellation** screen is displayed. Click the check box to indicate that you confirm the cancellation, and then click the "Cancel this Voucher Line Item" box.	Drawdown **Confirm Voucher Line Item Cancellation** Are you sure you want to cancel the selected voucher line item? Cancel This Voucher Line Item | Return to Maintain and Approve Voucher
8. Click **Save.**	Save
9. Click **Return to Maintain and Approve Voucher** to return to the previous screen.	Return to Maintain and Approve Voucher

Section 5. Reporting HOPWA Accomplishments in IDIS

At the time of the printing of this manual, there are significant barriers to accurately reporting accomplishments for HOPWA/HOPWA-C Grantees. With the introduction of Grants Based Accounting, Formula Grantees may use multiple sets of Projects/Activities based on the allocations drawn during each 12-month program year/operating period. Due to the challenge of delineating households served by specific allocations within each 12-month program year, as of March 4, 2016, HOPWA Formula and Competitive Grantees should no longer utilize IDIS for the reporting of annual HOPWA household output and outcome accomplishment data. HOPWA/HOPWA-C Grantees will continue to report the aggregate total (across allocations) of all HOPWA funds expended during each program year/12-month operating period in the paper CAPER/APR, as well as all household outputs and outcome data.

Summary of Data Reporting Requirements for HOPWA/HOPWA-C Grantees:

Data Element	Reporting Mechanism
1. Expenditures for each HOPWA-funded activity	(Aggregated across allocations per Project Sponsor); Paper CAPER/APR
2. Households served with HOPWA funds	(Per Project Sponsor) Paper CAPER/APR
3. Housing Stability Outcomes	(Per Project Sponsor) Paper CAPER/APR
4. Access to Care	(Aggregated across Sponsors) Paper CAPER/APR
5. Beneficiary Information (Age/Gender/Race/Ethnicity, Prior Living Information)	(Aggregated across Sponsors) Paper CAPER/APR

When the required changes are made to IDIS (or other operating system) to capture accurate HOPWA reporting, HOPWA & HOPWA/C Grantees will be expected to report the housing outcomes of households served with each allocation. Grantees should begin preparing now for this transition in data collection and reporting.

The sections below detail the work-arounds that Grantees can follow to allow IDIS activities to be completed. For most screens, users can leave all fields blank (not even entering "0"). For charts where both household and expenditure data is requested, users should be careful NOT to enter any information in the expenditure column, for this will trigger an error message requesting that the user also enter household information.

5.1 Housing and Non-Housing Service Activities

This section provides detailed information on how to complete the accomplishment screens for each of the housing and non-housing service activity in IDIS.

To complete the accomplishment screens in IDIS, complete the following steps below. These instructions continue from Section 3.3, wherein the user has navigated to the **Edit Activity** screen. The steps below are the common steps for each Housing/Non-Housing Service Activity. Activity-Specific steps are listed in Table 2.

When the performance data is ready for HUD review, the user will need to click **Yes** in the field labeled **Final Data for Final Report** before saving and notify both their local HUD field office and the Office of HIV/AIDS Housing at HOPWA@hud.gov that the report is ready for review.

The steps below will guide the user to enter the necessary data to enable IDIS to save the accomplishment screens.

Steps to follow (Common to all Activities)	What image/icon to look for
1. From the **Edit Activity** screen, click **Add HOPWA Accomp.** or **Add HOPWA-C Accomp.** in the column labeled **Accomplishment.**	**Accomplishment** Add HOPWA Accomp. Add HOPWA-C Accomp. *Note: Image has been modified.*
2. Type the Accomplishment Year in the **Accomplishment Year** field. See Appendix C for the Grant terms for the 2015-2016 Accomplishment Year. Example: "2015" or "2016".	**Accomplishments** ***Accomplishment Year:**
3. Click **Yes** in the field **Final Data for Annual Report.** Do not click **Yes** until all of the data entry fields following it are completed and verified.	**Final Data for Annual Report:** Yes No
4. Accomplishment Narrative	HOPWA Formula and Competitive Grantees are not required to enter their narrative in IDIS at this time.
5. Enter the total number of **Households served with HOPWA Funds / Units developed with HOPWA Funds** *(UNITS reported in Facility Based Development ONLY)*	HOPWA/HOPWA-C Grantees should enter "0" in this row.
6. **Performance Outcomes/ Client Outcomes (Housing Status) (STRMU ONLY)** chart. **(IDIS Screens are inconsistent with the label of this chart.)**	For all Housing Service Activities, this chart should be left entirely blank. **STRMU Accomplishment Screen**: **Client Outcomes (Housing Status)** **All Other Housing Service Accomplishment Screens:** **Performance Outcomes**
7. **Total Funds Drawn To Date**	No action needed – field will populate automatically from IDIS draw downs. This will include any funds drawn before or after the accomplishment/operating year ended.
8. Enter **Total Funds Spent/Expended for … during the Program Year. (IDIS Screens are inconsistent between "Spent" vs. "Expended")**	For all HOPWA/HOPWA-C Activities, this chart should be left blank.

9. Click **Save.** The system returns the user to the **Edit Activity** screen. Clicking **Cancel** returns the user to the **Search Activities** screen.	Save

5.1a: Activity-Specific Notes

Appendix H shows the Accomplishment Screens for all Housing and Non-Housing Service Activities:

- Figure 42: Tenant Based Rental Assistance
- Figure 43: Facility Based Housing Subsidy Assistance
- Figure 44: Facility Based Housing Development
- Figure 45: Short-Term Rent, Mortgage and Utility Assistance
- Figure 46: Permanent Housing Placement
- Figure 47: Supportive Services
- Figure 48: Housing Information Services
- Figure 49: Resource Identification
- Figure 50: Stewardship
- Figure 51: Administration

Category & Data Field	Activity-Specific Notes
TBRA:	
Households served with HOPWA funds	Enter "0" to be able to save the accomplishment screen.
Total Funds Expended for … during the Program Year.	This field is not required.
Facility-Based Housing Assistance/Development:	
Total # of Units by Bedroom Type	Enter "0" in any column to be able to save the accomplishment screen.
Site Expenditures	This chart is not required.
Total Number of Households whose tenure exceeded 24 months:	This field is not required**.**
Milestones:	**Facility Based Housing Development:** This field is not required**.**
Wait List/ Placed into Service	**Facility Based Housing Development:** This field is not required**.**
Performance Outcomes	**Facility Based Housing Development:** This chart is not required**.**
Lead Based Paint Requirement	**Facility Based Housing Assistance & Development:** Click the radial button next to **Otherwise exempt** to be able to save the Accomplishment screen.
STRMU:	
STRMU Activity Breakdown (with Site Expenditures)	This chart is not required**.**

# of Households that received HOPWA Assistance this year and two prior years/ this year and prior year	This field is not required**.**
Supportive Services:	
Listing of Supportive Services	Leave the entire Accomplishment screen blank. Entering any expenditure data requires household data to also be entered.
Of those households served with HOPWA-funded Case Management…	This chart is not required**.**
Stewardship:	
Number of Actual Units in Stewardship during the operating year:	HOPWA/HOPWA-C Grantees should enter "0" in this field.

5.1b Troubleshooting Individual Activity Accomplishment Screens

Error Messages/Issue	Activity-Specific Notes
Error Message: "Accomplishment Year is required."	Select the Accomplishment Year for the activity.
Error Message: "Households assisted / Units developed with HOPWA Funds is required."	User must enter "0" to allow the screen to be saved.
Error Message: "Total Number of Client Housing Outcome must equal Households assisted with HOPWA Funds."	Client Outcomes chart should be left blank for all HOPWA Housing Service Activities.
Error Message: "Total # Actual Units by Number of Bedrooms is Required."	User must enter "0" to allow the screen to be saved.
Error Message: "Number receiving HOPWA-funded Case Management services from the Project Sponsor cannot be greater than the total number households served with …"	This row should be left blank.
Error Message: "Total Number of Households that received … must equal to Total Performance Outcomes."	**Total Performance Outcomes** should be blank.
Error Message: "HOPWA Funds Expended must be entered when # of households populated."	In the section entitled HOPWA **Households and Expenditures,** each row (both Households and Expenditures) should be blank. Also applies to the **STRMU Activity Breakdown** table.
Error Message: "Applicable Lead Based Paint Requirement is required."	Complete the questions concerning Lead Based Paint Requirements and Remediation Actions.
Error Message: "Total funds drawn this Program Year must equal Total of Site Expenditures."	**Facility Based Housing Development: Total of Site Expenditures** should be blank.

Error Message: "Number assisted this year and two prior years cannot exceed Households assisted with HOPWA Funds."	**STRMU:** Each row should be blank.

5.2 Reporting Activities

With the discontinuation of HOPWA/HOPWA-C Grantees' requirement to report accomplishments in IDIS, HOPWA/HOPWA-C Grantees will no longer utilize the Reporting Activities in IDIS. All data currently reported in the reporting activities (access to care information, sources of leveraging, beneficiary demographic information, household area median income, information on stewardship units) will continue to be reported in the paper CAPER/APR.

Section 6: Completing HOPWA Activities

Both HOPWA Formula and Competitive Grantees are required to close out all activities no later than 90 days after the end of the last Accomplishment Year associated with the activity. (This timeframe is the same as the submission of the paper CAPER/APR.

Since HOPWA Grantees (both Formula and Competitive) operate with 3-year Grant Terms, activities may remain open for 3 years, plus 90 additional days after the end of the last accomplishment year in order to reconcile accounts and process all final invoices associated with services provided during the accomplishment year. Closing an activity indicates that the Project Sponsor or Grantee has completed all services associated with the activity and has completed all drawdowns for services rendered.

Closing an activity indicates that the Grantee (or Project Sponsor/Subrecipients) has 1) Ended all provision of services associated with the activity; 2) Finalized invoice processing and IDIS drawdowns, and 3) Completed the necessary data elements required on the accomplishment screens.

Steps to follow	What image/icon to look for
1. Complete **Accomplishment Screens** for each Activity.	See Section 5 for information on completing Accomplishment Screens.
2. Click **Check HOPWA/ Check HOPWA-C** in the **Completion Check** column on the **Edit Activity** Screen.	**Completion Check** Check HOPWA Check HOPWA-C *Note: Image has been modified*
3. The Message "HOPWA activity pathway is complete" or "HOPWA-C activity pathway is complete" will be displayed if the Completion Check has been successful. The **Completion Check** button will not be displayed until the Accomplishment Screen has been completed, and the necessary data fields completed.	• **HOPWA activity pathway is complete.** • **HOPWA-C activity pathway is complete.** *Note: Image has been modified*
4. Change the **Activity Status** on each activity from **Open** to **Completed**. **Note:** To re-open an activity, Click **Reopen Activity.** The user will need to repeat all steps to close an activity after it has been re-opened and revised.	**Activity Status:** Open Open Completed Canceled Reopen Activity
5. Click **Save**.	Save
6. The **Completion Date** field will automatically populate with the current date (the date that the	**Activity Status:** Completed **Completion Date:** 07/07/2015

status of the activity is changed to **Completed.)**	

Section 7: Using MicroStrategy Reports

IDIS Online has the capability to produce summary reports using a separate online platform called MicroStrategy. These reports have been designed to help Grantees and HUD staff in monitoring and tracking performance on HOPWA formula and competitive grants. HUD has created a full user manual for MicroStrategy entitled *IDIS Online Reports User Guide* that can be downloaded from the HUD website at: https://www.hudexchange.info/resource/2533/idis-online-reports-user-guide/.

The following reports are available for use by the HOPWA program:

PR01: HUD Grants and Program Income: This report will list by type and year all HUD grants for a designated Grantee. *Eligible for both Formula and Competitive Grantees.*

Fields Available

- Grantee Name
- Grant Number
- Authorized Amount
- Suballocated Amount
- Amount Committed to Activities
- Net Drawn Amount
- FY YTD Net Draw Amount
- Available to Commit
- Available to Draw
- Recapture Amount

Grantee Name	Grant Number	Authorized Amount	Suballocated Amount	Amount Committed to Activities	Net Drawn Amount	FY YTD Net Draw Amount	Available to Commit	Available to Draw	Recapture Amount

Questions this report can answer:

1. What is the history of allocations received by this Grantee?
2. How much money do we have left from prior allocations that still needs to be committed to a HOPWA activity?
3. How much money do we have left from prior allocations that still needs to be spent down through HOPWA activities?

PR02: List of Activities by Program year and Project: This report will list activities for each Project by Program Year. This report can be pulled for the history of the grant or for a specific Program Year. *Eligible for both Formula and Competitive Grantees*

Fields Available

- Plan Year
- IDIS Project
- Project
- IDIS Activity ID
- Activity Name
- Activity Status
- Program
- Funded Amount
- Draw Amount
- Balance

Questions this report can answer:

1. What structure and naming conventions are currently in use for HOPWA Projects/Activities?
2. How much of the allocation was budgeted, encumbered, as well as and spent to-date on for each HOPWA-eligible activity set-up in IDIS?
3. Which activities are currently "open," "closed" or "canceled"?

PR05: Drawdown Report by Project and Activity: This report displays voucher line items by project and activity. It includes all successfully completed vouchers – any voucher that has been cancelled, revised or rejected will not be displayed. All activities that have draws against them will be listed (those activities that have not have funds drawn will not be listed.) The report produces totals by activity, project, and program year.

Fields Available:

- Program Year
- IDIS Project ID
- IDIS Activity ID
- Activity Name
- Voucher Number
- Line Item
- Voucher Status
- LOCCS Send Date
- Grant Year
- Grant Number
- Fund Type
- Drawn Amount

Questions this report can answer:

1. What funding source was used for each voucher created for this grantee?
2. What is the status of each voucher? (Cancelled, Revised or Rejected)
3. What is the complete list of vouchers created for each activity?

PR06: Summary of Consolidated Plan Projects for Report Year: This report summarizes the commitments and draws by project for a single grantee. This report will be useful for HOPWA Grantees to confirm that all of the HOPWA Projects were set up accurately in AP-35.

Fields available:

- Plan Year
- IDIS Project #
- Project Title and Description
- Program
- Project Estimate
- Committed Amount
- Amount Drawn thru Report Year
- Amount available to draw
- Amount Drawn in Report Year

Questions this report can answer:

1. Were all of my HOPWA projects accurately added to AP-35?
2. Are Projects named according to the required naming convention?
3. Are there Projects that were created to hold space for HOPWA Projects that need cancelled?

PR07: Drawdown Report by Voucher Number: This report displays the details for all of the grantee's drawdown vouchers in date order. It lists their statuses, the committed and disbursed amounts, and the date of the last draw for a single grantee. For Grantees this would list drawdowns for the service area. HUD staff may pull this information for multiple Grantees. Vouchers are listed in order of the voucher number, and are not categorized by Project/Activities/Funding Source.

Fields Available:

- Voucher Number
- Line Item
- IDIS Project ID
- IDIS Activity ID
- Voucher Created
- Voucher Status
- Status Date
- LOCCS Send Date
- Grant Number
- Grant Year
- Fund Type
- Recipient TIN
- Payee TIN
- Program

Questions this report can answer:

1. What funding source was used for each voucher created for this grantee?
2. Which vouchers were drawn for a specific allocation?
3. Which vouchers were submitted to LOCCS during a specific time frame?
4. Who was the recipient (by Tax ID Number) of a specific (or group) voucher(s)?

PR30: Security Administrator User Profile List: This report lists user id's in IDIS, their statuses and associated privileges.

Fields Available:

- User ID
- First Name
- Last Name
- Access [(A) = Active; (D) = Deleted]
- Role
- Grantee Characteristics
- Program Access

Questions this report can answer:

1. What current (or former) staff members have access to IDIS?
2. Which permissions/rights in IDIS does each staff member have?

PR88: HOPWA Timeliness Dashboard Report: This report provides a HOPWA Timeliness Dashboard that lists all HOPWA Formula grantees with their three most recent grant years. There are 3 tabs to this report: 1) Summary; 2) Current Period Timeliness; 3) Month over Month Comparison. Timeliness ratio is calculated by the current balance available divided by the current allocation. An adjustment is given based on months remaining of the current allocation.

Example:

Grantee		Grant Number	Reporting Year Start	Reporting Year End	Obligated Amount	Disbursed Amount	Balance	Months Left on Grant	Timeliness Adjustment	Timeliness	Timeliness Description	Adjusted Timeliness	Adjusted Timeliness Description
NEW MEXICO		NMH13F999	01/01/2013	12/31/2013	$593,615.00	$593,615.00	$0.00						
		NMH14F999	01/01/2014	12/31/2014	$623,968.00	$508,797.65	$115,170.35						
		NMH15F999	01/01/2015	12/31/2015	$615,154.00	$369,162.24	$245,991.76	-2	0.17				
	Total				**$1,832,737.00**	**$1,471,574.89**	**$361,162.11**		**0.17**	**0.59**	**Timely**	**0.76**	**Awaiting Allocation Timely**

Questions this report can answer:

1. What is the current Timeliness Ratio for my agency?
2. Which allocations still have remaining balances to draw?

al Assistance Resources

hile working on IDIS Online, there are several resources available. In addition to getting help from their local Field act the following:

	Monday – Saturday 7:00 a.m. - 10:00 p.m. (Eastern) and all Federal Holidays
	https://www.hudexchange.info/get-assistance/
	HUD National Help Desk Toll Free: 1-888-297-8689, Option 3
bout IDIS	https://www.hudexchange.info/programs/idis/
Desk	https://www.hudexchange.info/resource/2641/econ-planning-suite-desk-guide-idis-conplan-action-plan-caper-per/
er Guide	https://www.hudexchange.info/resource/4465/idis-online-quick-tips-user-guide/
Guide	https://www.hudexchange.info/resource/2533/idis-online-reports-user-guide/.
out the	https://www.hudexchange.info/programs/hopwa/

Appendix

Appendix A: Creating HOPWA Projects in IDIS (AP 35 in eCon Planning Suite)

Figure 9: AP-35

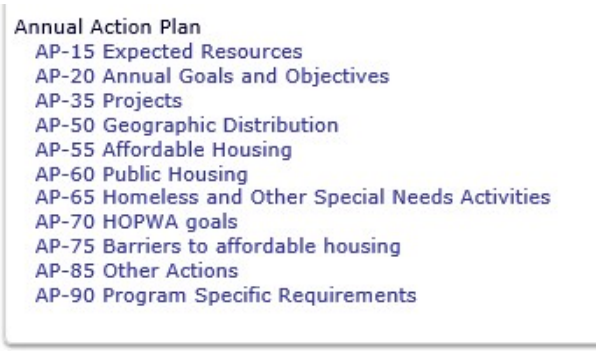


Figure 10: AP-35 - Project Creation

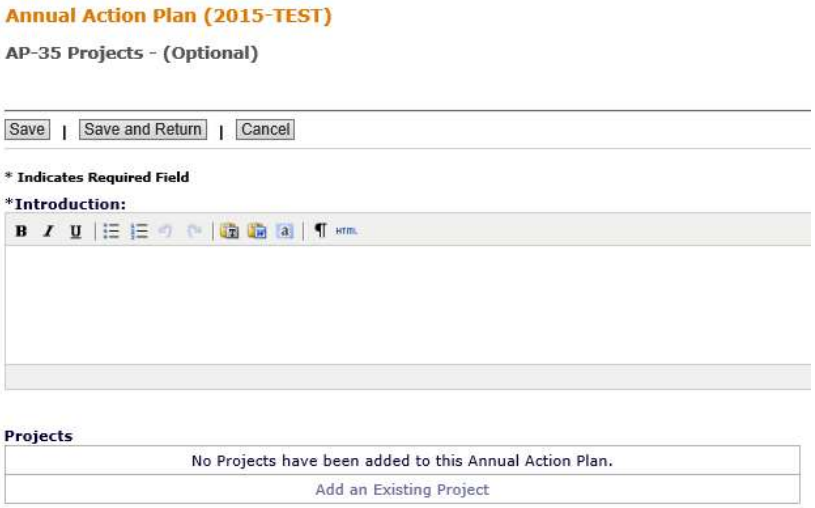


Figure 11: AP-35 - Search Projects

Figure 12: AP-35 - Add Project

Project

Add Project

Save | Cancel

***Indicates Required Field**

Grantee/PJ Name:
ALABAMA

Program Year:
2015

IDIS Project ID:

***Project Title:**

Grantee/PJ Project ID:

Description:

Allow Another Organization to Set up Activities under this Project:

Select Organization

Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs):

Select Sponsor Organization

Grant # (only for HOPWA-C program): Select Grant

Estimated Amount (Including Program Income)

Section 108 Loan amount	$ 0.00
CDBG	$ 0.00
HOME	$ 0.00
ESG	$ 0.00
HOPWA	$ 0.00
CDBG-R	$ 0.00
HPRP	$ 0.00
TCAP	$ 0.00
HESG	$ 0.00
HOPWA-C	$ 0.00
Total	0.00

Expected Resources

No Expected Resources have been defined for the Annual Action Plan.

Annual Goals Supported

No Goals have been defined for the Annual Action Plan.

Priority Needs Addressed

No Priority Needs have been defined for the Annual Action Plan.

Estimate the number and type of families that will benefit from the proposed activities:

Location Description: (Note:If applicable, include the addresses where activities will be undertaken)

Target Areas Included

No Target Areas have been defined for the Annual Action Plan.

Planned Activities:

Goal Outcome Indicators

No.	Goal Outcome Indicator	Quantity	Unit of Measures
1	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit		Persons Assisted
2	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit		Households Assisted
3	Public service activities other than Low/Moderate Income Housing Benefit		Persons Assisted
4	Public service activities for Low/Moderate Income Housing Benefit		Households Assisted
5	Facade treatment/business building rehabilitation		Business
6	Brownfield acres remediated		Acre
7	Rental units constructed		Household Housing Unit
8	Rental units rehabilitated		Household Housing Unit
9	Homeowner Housing Added		Household Housing Unit
10	Homeowner Housing Rehabilitated		Household Housing Unit
11	Direct Financial Assistance to Homebuyers		Households Assisted
12	Tenant-based rental assistance / Rapid Rehousing		Households Assisted
13	Homeless Person Overnight Shelter		Persons Assisted
14	Overnight/Emergency Shelter/Transitional Housing Beds added		Beds
15	Homelessness Prevention		Persons Assisted
16	Jobs created/retained		Jobs
17	Businesses assisted		Businesses Assisted
18	Housing for Homeless added		Household Housing Unit
19	Housing for People with HIV/AIDS added		Household Housing Unit
20	HIV/AIDS Housing Operations		Household Housing Unit
21	Buildings Demolished		Buildings
22	Housing Code Enforcement/Foreclosed Property Care		Household Housing Unit
23	Other		Other

Save | Cancel

Appendix B: List of HOPWA Formula Grantees with HOPWA Competitive Awards

HOPWA Formula Grantee	1st Competitive Award	2nd Competitive Award
City of Baltimore	MDH140018 (3/1/2015 - 2/28/2018)	MDH120015 (4/1/2013-3/31/2016)
City of Chicago	ILH120009 (1/1/2013 - 12/31/2015)	
City of Dallas	TXH120026 (1/1/2013 - 12/31/2015)	
City of Los Angeles	CAH120002 (7/1/2012 - 6/30/2015)	
City of San Francisco/ San Francisco Mayor's Office of Housing	CAH130013 (12/1/2013 - 11/30/2016)	
City of San Jose	CAH130005 (7/7/2013 - 7/6/2016)	
State of New Jersey	NJH130006 (8/1/2013 – 7/31/2016)	
State of Oregon	ORH130020 (1/1/2014 – 12/31/2016)	ORH130021 (7/1/2014-6/30/2017)
State of Washington	WAH140012 (1/1/2015 – 12/31/2017)	

Appendix C: HOPWA Grantees' Grant Terms

The following list details all HOPWA and HOPWA-C Grantees and their operating year, quarter in which their report is due, and corresponding Program/ Accomplishment Years that should be utilized in IDIS to ensure accurate reporting. This information is current for the 2015-2016 Program Year, for reports due 10/1/2015 – 9/30/2016. All changes to Grant Terms must be communicated to OHH. All Grantees should use the "2015" Accomplishment Year for the activities conducted during the terms listed below.

Quarter 1: Reports due 10/1/2015 - 12/31/2015 **Quarter 2: Reports due 1/1/2016 - 3/31/2016**

Quarter 3: Reports due 4/1/2016 - 6/30/2016 **Quarter 4: Reports due 7/1/2016 - 9/30/2016**

Formula Grantees	Grant Term		Report Due	Quarter Report is Due
	Grant Begin	Grant End		
City of Albany	6/1/2015	5/31/2016	8/31/2016	4
City of Anaheim	7/1/2015	6/30/2016	9/30/2016	4
City of Atlanta	1/1/2015	12/31/2015	3/31/2016	2
City of Augusta	1/1/2015	12/31/2015	3/31/2016	2
City of Austin	10/1/2014	9/30/2015	12/31/2015	1
City of Baltimore	7/1/2015	6/30/2016	9/30/2016	4
City of Baton Rouge	10/1/2014	9/30/2015	12/31/2015	1
City of Birmingham	7/1/2015	6/30/2016	9/30/2016	4
City of Boston	7/1/2015	6/30/2016	9/30/2016	4
City of Bridgeport	7/1/2015	6/30/2016	9/30/2016	4
City of Buffalo	5/1/2014	9/30/2015	12/31/2015	1
City of Camden	7/1/2015	6/30/2016	9/30/2016	4
City of Charleston	6/1/2015	5/31/2016	8/31/2016	4
City of Charlotte	7/1/2015	6/30/2016	9/30/2016	4
City of Chicago	1/1/2015	12/31/2015	3/31/2016	2
City of Cincinnati	1/1/2015	12/31/2015	3/31/2016	2
City of Cleveland	6/1/2015	5/31/2016	8/31/2016	4
City of Columbia	7/1/2015	6/30/2016	9/30/2016	4
City of Columbus	1/1/2015	12/31/2015	3/31/2016	2
City of Dallas	10/1/2014	9/30/2015	12/31/2015	1
City of Denver	1/1/2015	12/31/2015	3/31/2016	2
City of Detroit	7/1/2015	6/30/2016	9/30/2016	4
City of Durham	7/1/2015	6/30/2016	9/30/2016	4
City of El Paso	9/1/2014	8/30/2015	11/30/2015	1
City of Fort Worth	10/1/2014	9/30/2015	12/31/2015	1
City of Ft. Lauderdale	10/1/2014	9/30/2015	12/31/2015	1
City of Greensboro	7/1/2015	6/30/2016	9/30/2016	4
City of Greenville	7/1/2015	6/30/2016	9/30/2016	4
City of Hartford	7/1/2015	6/30/2016	9/30/2016	4

Formula Grantees	Grant Term		Report Due	Quarter Report is Due
	Grant Begin	Grant End		
City of Honolulu	7/1/2015	6/30/2016	9/30/2016	4
City of Houston	7/1/2015	6/30/2016	9/30/2016	4
City of Indianapolis	1/1/2015	12/31/2015	3/31/2016	2
City of Jackson	10/1/2014	9/30/2015	12/31/2015	1
City of Jacksonville	10/1/2014	9/30/2015	12/31/2015	1
City of Jersey City	7/1/2015	6/30/2016	9/30/2016	4
City of Kansas City	5/1/2015	4/30/2016	7/31/2016	4
City of Las Vegas	7/1/2015	6/30/2016	9/30/2016	4
City of Little Rock	1/1/2015	12/31/2015	3/31/2016	2
City of Los Angeles	4/1/2015	3/31/2016	6/30/2016	3
City of Louisville	7/1/2015	6/30/2016	9/30/2016	4
City of Lowell	7/1/2015	6/30/2016	9/30/2016	4
City of Memphis	7/1/2015	6/30/2016	9/30/2016	4
City of Miami	4/1/2015	3/31/2016	6/30/2016	3
City of Milwaukee	1/1/2015	12/31/2015	3/31/2016	2
City of Minneapolis	6/1/2015	5/31/2016	8/31/2016	4
City of Nashville	4/1/2015	3/31/2016	6/30/2016	3
City of New Haven	7/1/2015	6/30/2016	9/30/2016	4
City of New Orleans	1/1/2015	12/31/2015	3/31/2016	2
City of New York City	1/1/2015	12/31/2015	3/31/2016	2
City of Newark	9/1/2014	8/30/2015	11/30/2015	1
City of Oakland	7/1/2015	6/30/2016	9/30/2016	4
City of Oklahoma City	7/1/2015	6/30/2016	9/30/2016	4
City of Orlando	10/1/2014	9/30/2015	12/31/2015	1
City of Paterson	7/1/2015	6/30/2016	9/30/2016	4
City of Philadelphia	7/1/2015	6/30/2016	9/30/2016	4
City of Phoenix	7/1/2015	6/30/2016	9/30/2016	4
City of Pittsburgh	4/1/2015	3/31/2016	6/30/2016	3
City of Portland	7/1/2015	6/30/2016	9/30/2016	4
City of Providence	7/1/2015	6/30/2016	9/30/2016	4
City of Richmond	7/1/2015	6/30/2016	9/30/2016	4
City of Riverside	7/1/2015	6/30/2016	9/30/2016	4
City of Rochester	7/1/2015	6/30/2016	9/30/2016	4
City of Sacramento	1/1/2015	12/31/2015	3/31/2016	2
City of Salt Lake City	7/1/2015	6/30/2016	9/30/2016	4
City of San Antonio	10/1/2014	9/30/2015	12/31/2015	1
City of San Diego	7/1/2015	6/30/2016	9/30/2016	4
City of San Francisco	7/1/2015	6/30/2016	9/30/2016	4
City of San Jose	7/1/2015	6/30/2016	9/30/2016	4
City of Santa Ana	7/1/2015	6/30/2016	9/30/2016	4
City of Seattle	1/1/2015	12/31/2015	3/31/2016	2

Formula Grantees	Grant Term		Report Due	Quarter Report is Due
	Grant Begin	Grant End		
City of Springfield	7/1/2015	6/30/2016	9/30/2016	4
City of St. Louis	1/1/2015	12/31/2015	3/31/2016	2
City of Tampa	10/1/2014	9/30/2015	12/31/2015	1
City of Tucson	7/1/2015	6/30/2016	9/30/2016	4
City of Tulsa	7/1/2014	6/30/2015	9/30/2016	4
City of Virginia Beach	7/1/2015	6/30/2016	9/30/2016	4
City of Warren	7/1/2015	6/30/2016	9/30/2016	4
City of West Palm Beach	10/1/2014	9/30/2015	12/31/2015	1
City of Wilmington	7/1/2015	6/30/2016	9/30/2016	4
City of Worcester	7/1/2015	6/30/2016	9/30/2016	4
Commonwealth of Kentucky	7/1/2015	6/30/2016	9/30/2016	4
Commonwealth of Puerto Rico	7/1/2015	6/30/2016	9/30/2016	4
District of Columbia	10/1/2014	9/30/2015	12/31/2015	1
Municipio de San Juan	7/1/2015	6/30/2016	9/30/2016	4
State of Alabama	4/1/2015	3/31/2016	6/30/2016	3
State of Arizona	7/1/2015	6/30/2016	9/30/2016	4
State of Arkansas	7/1/2015	6/30/2016	9/30/2016	4
State of California	7/1/2015	6/30/2016	9/30/2016	4
State of Colorado	4/1/2015	3/31/2016	6/30/2016	3
State of Connecticut	7/1/2015	6/30/2016	9/30/2016	4
State of Delaware	7/1/2015	6/30/2016	9/30/2016	4
State of Florida	7/1/2015	6/30/2016	9/30/2016	4
State of Georgia	7/1/2015	6/30/2016	9/30/2016	4
State of Hawaii	7/1/2015	6/30/2016	9/30/2016	4
State of Illinois	1/1/2015	12/31/2015	3/31/2016	2
State of Indiana	7/1/2015	6/30/2016	9/30/2016	4
State of Iowa	1/1/2015	12/31/2015	3/31/2016	2
State of Kansas	1/1/2015	12/31/2015	3/31/2016	2
State of Louisiana	4/1/2015	3/31/2016	6/30/2016	3
State of Maryland	7/1/2015	6/30/2016	9/30/2016	4
State of Massachusetts	7/1/2015	6/30/2016	9/30/2016	4
State of Michigan	7/1/2015	6/30/2016	9/30/2016	4
State of Minnesota	10/1/2014	9/30/2015	12/31/2015	1
State of Mississippi	7/1/2015	6/30/2016	9/30/2016	4
State of Missouri	4/1/2015	3/31/2016	6/30/2016	3
State of Nebraska	7/1/2015	6/30/2016	9/30/2016	4
State of Nevada	7/1/2015	6/30/2016	9/30/2016	4
State of New Jersey	7/1/2015	6/30/2016	9/30/2016	4
State of New Mexico	1/1/2015	12/31/2015	3/31/2016	2
State of New York	1/1/2015	12/31/2015	3/31/2016	2
State of North Carolina	1/1/2015	12/31/2015	3/31/2016	2

Formula Grantees	Grant Term		Report Due	Quarter Report is Due
	Grant Begin	Grant End		
State of Ohio	7/1/2015	6/30/2016	9/30/2016	4
State of Oklahoma	4/1/2015	3/31/2016	6/30/2016	3
State of Oregon	1/1/2015	12/31/2015	3/31/2016	2
State of Pennsylvania	1/1/2015	12/31/2015	3/31/2016	2
State of South Carolina	4/1/2015	3/31/2016	6/30/2016	3
State of Tennessee	7/1/2015	6/30/2016	9/30/2016	4
State of Texas	2/1/2015	1/31/2016	4/30/2016	3
State of Utah	7/2/2015	7/1/2016	9/30/2016	4
State of Virginia	7/1/2015	6/30/2016	9/30/2016	4
State of Washington	7/1/2015	6/30/2016	9/30/2016	4
State of West Virginia	7/1/2015	6/30/2016	9/30/2016	4
State of Wisconsin	4/1/2015	3/31/2016	6/30/2016	3
Town of Islip	7/1/2015	6/30/2016	9/30/2016	4
Township of Edison	7/1/2015	6/30/2016	9/30/2016	4
Wake County	7/1/2015	6/30/2016	9/30/2016	4

Grant Terms by Quarter:

Quarter 1	Quarter 2	Quarter 3	Quarter 4			
City of Austin	City of Atlanta	City of Los Angeles	City of Albany	City of Las Vegas	City of San Jose	State of Hawaii
City of Baton Rouge	City of Augusta	City of Miami	City of Anaheim	City of Louisville	City of Santa Ana	State of Indiana
City of Buffalo	City of Chicago	City of Nashville	City of Baltimore	City of Lowell	City of Springfield	State of Maryland
City of Dallas	City of Cincinnati	City of Pittsburgh	City of Birmingham	City of Memphis	City of Tucson	State of Massachusetts
City of El Paso	City of Columbus	State of Alabama	City of Boston	City of Minneapolis	City of Virginia Beach	State of Michigan
City of Fort Worth	City of Denver	State of Colorado	City of Bridgeport	City of New Haven	City of Warren	State of Mississippi
City of Ft. Lauderdale	City of Indianapolis	State of Louisiana	City of Camden	City of Oakland	City of Wilmington	State of Nebraska
City of Jackson	City of Little Rock	State of Missouri	City of Charleston	City of Oklahoma City	City of Worcester	State of Nevada
City of Jacksonville	City of Milwaukee	State of Oklahoma	City of Charlotte	City of Paterson	Commonwealth of Kentucky	State of New Jersey
City of Newark	City of New Orleans	State of South Carolina	City of Cleveland	City of Philadelphia	Commonwealth of Puerto Rico	State of Ohio
City of Orlando	City of New York City	State of Texas	City of Columbia	City of Phoenix	Municipio de San Juan	State of Tennessee
City of San Antonio	City of Sacramento	State of Wisconsin	City of Detroit	City of Portland	State of Arizona	State of Utah
City of Tampa	City of Seattle		City of Durham	City of Providence	State of Arkansas	State of Virginia
City of West Palm Beach	City of St. Louis		City of Greensboro	City of Richmond	State of California	State of Washington
District of Columbia	State of Illinois		City of Greenville	City of Riverside	State of Connecticut	State of West Virginia
State of Minnesota	State of Iowa		City of Hartford	City of Rochester	State of Delaware	Town of Islip
	State of Kansas		City of Honolulu	City of Salt Lake City	State of Florida	Township of Edison
	State of New Mexico		City of Houston	City of San Diego	State of Georgia	Wake County
	State of New York		City of Jersey City	City of San Francisco		
	State of North Carolina		City of Kansas City			
	State of Oregon					
	State of Pennsylvania					

HOPWA-C Grantees – 2015-2016 Program Year – Includes all reports due 10/1/2015 – 9/30/2016

Quarter 1: Reports due 10/1/2015 - 12/31/2015

Quarter 2: Reports due 1/1/2016 – 3/31/2016

Quarter 3: Reports due 4/1/2016 - 6/30/2016

Quarter 4: Reports due 7/1/2016 - 9/30/2016

Grantee	Grant Number	Grant Start	Grant End	Program Year Start	Program Year End	Report Due	Quarter
Action, Inc.	MA-H130030	10/1/2014	9/30/2017	10/1/2014	9/30/2015	12/30/2015	1
AIDS Alabama, Inc.	AL-H130024	2/1/2014	1/31/2017	2/1/2015	1/31/2016	4/30/2016	3
	AL-H140017	12/1/2014	11/30/2017	12/1/2014	11/30/2015	2/28/2016	2
AIDS Foundation of Chicago	IL-H140015	2/1/2015	1/31/2018	2/1/2015	1/31/2016	4/30/2016	3
	IL-H120012	2/1/2013	1/31/2016	2/1/2015	1/31/2016	4/30/2016	3
	IL-H140002	8/1/2014	7/31/2017	8/1/2014	7/31/2015	10/31/2015	1
AIDS Interfaith Residental Services	MD-H140022	4/1/2015	3/31/2018	4/1/2015	3/31/2016	6/30/2016	3
AIDS Resource Center of Wisconsin	WI-H120028	4/1/2013	3/31/2016	4/1/2015	3/31/2016	6/30/2016	3
	WI-H130032	5/1/2014	4/30/2017	5/1/2015	4/30/2016	7/30/2016	4
Alameda County Community Development Agency	CA-H120003	3/1/2013	2/29/2016	3/1/2015	2/29/2016	5/30/2016	3
Alaska Housing Finance Corporation	AK-H150012	1/1/2013	12/31/2015	1/1/2015	12/31/2015	3/31/2016	2
	AK-H140010	1/1/2015	12/31/2017	1/1/2015	12/31/2015	3/31/2016	2
Asociacion De Puertorriquenos en Marcha, Inc.	PA-H130022	8/1/2014	7/31/2017	8/1/2014	7/31/2015	10/30/2015	1
Bailey House, Inc.	NY-H120024	11/1/2012	10/31/2015	11/1/2014	10/31/2015	1/30/2016	2
	NY-H140020	3/1/2015	2/28/2018	3/1/2015	2/28/2016	5/28/2016	3

Grantee	Grant Number	Grant Start	Grant End	Program Year Start	Program Year End	Report Due	Quarter
Board of Trustees of the University of Illinois, College of Medicine	IL-H130002	9/1/2013	9/1/2016	9/1/2014	9/1/2015	12/1/2015	1
Burlington Housing Authority	VT-H120027	12/21/2015	12/20/2018	12/21/2014	12/20/2015	3/20/2016	2
Calcutta House	PA-H150002	6/16/2015	6/15/2018	6/16/2015	6/15/2016	9/15/2016	4
Cambridge Cares About AIDS/AIDS Action Committee	MA-H120014	4/1/2013	3/31/2016	4/1/2015	3/31/2016	6/30/2016	3
CASS Community Social Services	MI-H150005	7/1/2015	6/30/2018	7/1/2015	6/30/2016	9/30/2016	4
Chicago House & Social Service Agency, Inc.	IL-H120011	2/1/2013	1/31/2016	2/1/2015	1/31/2016	4/30/2016	3
City of Baltimore	MD-H120015	4/1/2013	3/31/2016	4/1/2015	3/31/2016	6/30/2016	3
	MD-H140018	3/1/2015	2/28/2018	3/1/2015	2/28/2016	5/30/2016	3
City of Chicago	IL-H120009	1/1/2013	12/31/2015	1/1/2015	12/31/2015	3/31/2016	2
City of Dallas	TX-H120026	1/1/2013	12/31/2015	1/1/2015	12/31/2015	3/31/2016	2
	TX-H11-0001	1/1/2012	12/31/2016	1/1/2015	12/31/2015	3/31/2016	2
City of Key West	FL-H130026	3/27/2014	3/26/2017	3/27/2015	3/26/2016	6/26/2016	3
City of Los Angeles	CA-H150003	7/1/2015	6/30/2018	7/1/2015	6/30/2016	9/30/2016	4
City of Nashua	NH-H140026	5/1/2015	4/30/2018	5/1/2015	4/30/2016	7/30/2016	4
City of San Francisco	CA-H130013	12/1/2013	11/30/2016	12/1/2014	11/30/2015	2/28/2016	2
City of San Jose	CA-H130005	7/7/2013	7/6/2016	7/7/2014	7/6/2015	10/6/2015	1
City of Savannah	GA-H130028	5/16/2014	5/15/2017	5/16/2015	5/15/2016	8/15/2016	4
	GA-H130029	5/1/2014	4/30/2017	5/1/2015	4/30/2016	7/30/2016	4
Clare Housing	MN-H140008	3/1/2015	2/28/2018	3/1/2015	2/28/2016	5/28/2016	3
	MN-H130003	5/1/2014	4/30/2017	5/1/2015	4/30/2016	7/30/2016	4
Cochise County	AZ-H140014	1/1/2015	12/31/2017	1/1/2015	12/31/2015	3/31/2016	2
Community Healthlink, Inc.	MA-H120013	10/19/2012	10/18/2015	10/19/2014	10/18/2015	1/18/2016	2
Cornerstone Services, Inc.	IL-H130027	4/1/2014	3/31/2017	4/1/2015	3/31/2016	6/30/2016	3
Del Norte Neighborhood Development Corp.	CO-H140001	6/1/2014	5/31/2017	6/1/2015	5/31/2016	8/30/2016	4

Grantee	Grant Number	Grant Start	Grant End	Program Year Start	Program Year End	Report Due	Quarter
Delaware HIV Consortium	DE-H130016	1/1/2014	12/30/2016	1/1/2015	12/31/2015	3/31/2016	2
Downtown Emergency Service Center	WA-H130009	4/1/2014	3/31/2017	4/1/2015	3/31/2016	6/30/2016	3
Frannie Peabody Center	ME-H120018	3/1/2013	2/29/2016	3/1/2015	2/29/2016	5/30/2016	3
	ME-H120017	11/1/2012	4/30/2016	11/1/2014	4/30/2016	7/30/2016	4
	ME-H150004	7/1/2015	6/30/2018	7/1/2015	6/30/2016	9/30/2016	4
	ME-H11-0004	12/1/2011	11/30/2015	12/1/2014	11/30/2015	2/28/2016	2
Grace House	MS-H140023	4/1/2015	3/31/2018	4/1/2015	3/31/2016	6/30/2016	3
Gregory House Programs	HI-H120008	12/1/2012	11/30/2015	12/1/2014	11/30/2015	2/28/2016	2
Greyston Health Services, Inc.	NY-H140007	9/1/2014	8/31/2017	9/1/2014	8/31/2015	11/30/2015	1
Harbor Homes, Inc.	NH-H140009	10/1/2014	9/30/2017	9/1/2014	9/30/2015	12/30/2015	1
Health Care for the Homeless, Inc	MD-H130010	10/1/2013	9/30/2016	10/1/2014	9/30/2015	12/30/2015	1
Health Services Center, Inc.	AL-H140025	5/1/2015	4/30/2018	5/1/2015	4/30/2016	7/30/2016	3
	AL-H130012	12/1/2013	11/30/2016	12/1/2014	11/30/2015	2/28/2016	2
Housing Services Affiliate-Bernal Heights Neighborhood Center	CA-H130025	3/1/2014	2/28/2017	3/1/2015	2/28/2016	5/28/2016	3
I.M. Sulzbacher Center for the Homeless	FL-H130017	1/1/2014	12/31/2016	1/1/2015	12/31/2015	3/31/2016	2
Idaho Housing & Finance Association	ID-H140005	10/1/2014	9/30/2017	10/1/2014	9/30/2015	12/30/2015	1
Interfaith Residence (DOORWAYS)	MO-H120020	1/1/2013	12/31/2015	1/1/2015	12/31/2015	3/31/2016	2
	IL-H120010	4/1/2013	3/31/2016	4/1/2015	3/31/2016	6/30/2016	3
Justice Resource Institute, Inc.	MA-H130019 PSH	1/1/2014	12/30/2016	1/1/2015	12/31/2015	3/31/2016	2
	MA-H11-0007	1/1/2012	12/31/2015	1/1/2015	12/30/2015	3/30/2016	2
Kentucky Housing Corporation	KY-H130007 PSH	9/1/2013	8/31/2016	9/1/2014	8/31/2015	11/30/2015	1
Kingsport Housing and Redevelopment Authority	TN-H140016	5/1/2015	4/30/2018	5/1/2015	4/30/2016	7/30/2016	3

Grantee	Grant Number	Grant Start	Grant End	Program Year Start	Program Year End	Report Due	Quarter
Lexington-Fayette Urban County Government	KY-H140011	1/1/2015	12/31/2017	1/1/2015	12/31/2015	3/31/2016	2
Lutheran Social Services	CA-H120004	1/28/2013	1/27/2016	1/28/2015	1/27/2016	4/27/2016	3
Maui AIDS Foundation	Renewal of HI-H120007	5/1/2015	4/30/2018	5/1/2015	4/30/2016	7/30/2016	4
Methodist Training and Outreach Center	VI-H140004	8/1/2014	7/31/2017	8/1/2014	7/31/2015	10/30/2015	1
Ministry of Caring, Inc.	DE-H120006	4/15/2013	4/14/2016	4/15/2015	4/14/2016	7/14/2016	4
New Jersey Department of Human Services	NJ-H130006 PSH	8/1/2013	7/31/2016	8/1/2014	7/31/2015	10/30/2015	1
Our House of Portland	OR-H130008 PSH	9/1/2013	8/31/2016	7/31/2014	8/31/2015	11/30/2015	1
Pima County Community Development and Neighborhood Conservation Dept.	AZ-H130015 LT	1/1/2014	12/31/2016	1/1/2015	12/31/2015	3/31/2016	2
Rhode Island Housing	RI-H130023 PSH	1/1/2014	12/31/2016	1/1/2015	12/31/2015	3/31/2016	2
	RI-H130014 PSH	12/1/2013	11/30/2016	12/1/2014	11/30/2015	2/28/2016	2
River Region Human Services, Inc.	FL-H11-0006	11/1/2011	10/31/2015	11/1/2014	10/30/2015	1/30/2016	2
Santa Fe Community Housing Trust	NM-H130031 PSH	7/1/2014	6/30/2017	7/1/2015	6/30/2016	9/30/2016	4
State of Montana	MT-H140006	9/1/2014	8/31/2017	9/1/2014	8/31/2015	11/30/2015	1
	MT-H120021	9/1/2012	8/31/2015	9/1/2014	8/31/2015	11/30/2015	1
State of New Hampshire	NH-H140019	3/1/2015	2/28/2018	3/1/2015	2/28/2016	5/28/2016	3
	NH-H120023	3/1/2013	2/29/2016	3/1/2015	2/28/2016	5/28/2016	3
State of Oregon	OR-H130021	7/1/2014	6/30/2017	7/1/2015	6/30/2016	9/30/2016	4
	OR-H130020	1/1/2014	12/31/2016	1/1/2015	12/31/2015	3/31/2016	2
State of Washington	WA-H140012	1/1/2015	12/31/2017	1/1/2015	12/31/2015	3/31/2016	2
Tarrant County Community Development Division	TX-H140024	4/1/2015	3/31/2018	4/1/2015	3/31/2016	6/30/2016	3

Grantee	Grant Number	Grant Start	Grant End	Program Year Start	Program Year End	Report Due	Quarter
The Fortune Society	NY-H130004	7/1/2013	6/30/2016	7/1/2015	6/30/2016	9/30/2016	4
The Salvation Army, Alegria	CA-H120005	3/1/2013	2/29/2016	3/1/2015	2/29/2016	5/28/2016	3
The Salvation Army, Harbor Lights	MN-H140003	8/1/2014	7/31/2017	8/1/2014	7/30/2015	10/30/2015	1
UNITY for the Homeless	LA-H130018	1/1/2014	12/31/2016	1/1/2015	12/31/2015	3/31/2016	2
Vermont Housing and Conservation Board	VT-H140021	3/1/2015	2/28/2018	3/1/2015	2/28/2016	5/28/2016	3
Wyoming Department of Health	WY-H140013	1/1/2015	12/31/2017	1/1/2015	12/31/2015	3/31/2016	2

Appendix D: Project/Activity /Accomplishment Year Tracking

As discussed throughout this Manual, HOPWA Formula Grantees could be in position of drawing down funds from more than one allocation during a single program year (12-month operating period). A tracking tool, such as the one shown below, that identifies the linkages between each Program Year's activities will be helpful for Grantees to ensure that each Program Year's Project/Activity structure has continuity between funding sources/allocations.

In the example below, The City of Cincinnati manages a TBRA voucher program. With their FFY2015 allocation, they fund Activity #1000 for Program Year 2015. At the end of the Program Year 2015, they still have FFY2015 funds available to draw. They will continue to draw these remaining FFY2015 funds through Activity #1000, and establish Accomplishment Year 2016 in both the **Activity Setup Detail** and **Activity Accomplishment** screens.

If the City receives it's FFY2016 during the time in which they are spending their FFY2015 allocation, and wishes to begin drawing vouchers against that allocation simultaneously with the FFY2015 allocation, they will create the Projects/Activities according to Sections 2 and 3. If the same sponsor will receive both FFY2015 and FFY2016 funds for TBRA (as shown below), the Grantee would draw vouchers against Activity #1000 to draw the FFY2015 allocation, and against Activity #2000 to draw the FFY2016 allocation. The Grantee should utilize this (or a similar tracking system) to track invoice numbers, dates and amounts.

Project Name	FFY Allocation	Program Year/ Project ID *(Assigned by IDIS)*	Activity ID *(Assigned by IDIS)*	Activity Name	1st Accomplishment Year of Activity	2nd Accomplishment Year of Activity	3rd Accomplishment Year of Activity	Connect to Program Year/Project ID - Activity Name/ Activity ID
2015-2018 City of Cincinnati OHH15F001 (Cin)	2015	2015/1	1000	2015-2018 OHH15F001 TBRA Cin	2015-2016 "2015"	2016-2017 "2016"	2017-2018 "2017"	2016/1 – "2016-2019 OHH16F001 TBRA Cin"/2000
2016-2019 City of Cincinnati OHH16F001 (Cin)	2016	2016/1	2000	2016-2019 OHH16F001 TBRA Cin	2016-2017 "2016"	2017-2018 "2017"	2018-2019 "2018"	2017/1 – 2017-2020 OHH17F001 TBRA Cin / 3000
2017-2020 City of Cincinnati OHH17F001 (Cin)	2017	2017/1	3000	2017-2020 OHH17F001 TBRA Cin	2017-2018 "2017"	2018-2019 "2018"	2019-2020 "2019"	

Appendix E: Setup Screens

Figure 13: Tenant Based Rental Assistance Setup Screen

Tenant-Based Rental Assistance (TBRA)

Save | Cancel | Add Another Year | Delete Program Year

*** Indicates Required Field**

Grantee Activity ID:	**Activity Name:** 2014 LIVING ROOM TBRA	**Program Year/Project ID:** 2014/85
IDIS Activity ID: 4599	**Activity Owner:** ATLANTA	**Project Title:** Living Room

Proposed Accomplishments

Select Year: 2014 Select **Accomplishment for Program Year:** 2014

***Budget for Tenant-Based Rental Assistance (TBRA):**	1508387.00
Budget for Other Rental Assistance (RA) Activities as approved:	0.00
***Proposed Households to be served with HOPWA TBRA :**	180
Proposed Households to be served with HOPWA RA :	
Proposed Households to be served with Leveraged TBRA :	
Proposed Households to be served with Leveraged RA :	

Figure 14: Facility Based Housing Subsidy Assistance Setup Screen

Facility-Based Housing Subsidy Assistance

Save | Cancel | Add Another Year | Delete Program Year

* Indicates Required Field

Grantee Activity ID:	**Activity Name:** 2014 LIVING ROOM FACILITY BASED HOUSING	**Program Year/Project ID:** 2014/85
IDIS Activity ID: 4598	**Activity Owner:** ATLANTA	**Project Title:** Living Room

Proposed Accomplishments

Select Year: 2014 Select **Accomplishment for Program Year:** 2014

***Budget:**	288000.00
***Proposed Households to be served with HOPWA Facility-Based Housing Subsidy Assistance funds:**	85
Proposed Households to be served with Leveraged Facility-Based Housing Subsidy Assistance Funds:	

***Total # Planned Units by Number of Bedrooms:**

Number of Bedrooms	SRO/0	1	2	3	4	5+
	85					

Subrecipient

Identify Subrecipient:

Select Organization

***Performance Objective:** Provide decent affordable housing

***Performance Outcome:** Affordability

***Facility Type:** Single room occupancy dwelling

If Other, specify:

***Housing Type:** Short-term shelter or Transitional supportive housing facility/unit

Is the Site Owned by a Public Entity:

○ Yes ◉ No

Facility was a capital development project and placed into service this operating year:

○ Yes ◉ No

Figure 15: Facility Based Housing Development Setup Screen

Facility-Based Housing Development

Return to Activity

* Indicates Required Field

Grantee Activity ID:	**Activity Name:** New Construction	**Program Year/Project ID:** 2012/1
IDIS Activity ID: 5034	**Activity Owner:** ALABAMA	**Project Title:** AIDS Alabama, Inc. HOPWA 2012

Proposed Accomplishments

Select Year: 2012 Select **Accomplishment for Program Year:** 2012

***Proposed Housing Units to be developed with HOPWA funds:**	3
Proposed Leveraged Housing Units to be developed with Leveraged Funds:	
***Budget:**	100.00

***Total # Planned Units by Number of Bedrooms:**

Number of Bedrooms	SRO/0	1	2	3	4	5+
	3					

Subrecipient

Identify Subrecipient:

Select Organization

***Performance Objective:** Provide decent affordable housing

***Performance Outcome:** Availability/accessibility

***Facility Type:** Community Residence

If Other, specify:

***Housing Type:** Permanent housing

Is the Site Owned by a Public Entity: Yes No

***Type of Development:** New Construction

Figure 16: Short Term Rent, Mortgage and Utility Payments Setup Screen

Short Term Rent, Mortgage and Utility Payments (STRMU)

Save | Cancel | Add Another Year | Delete Program Year

* Indicates Required Field

Grantee Activity ID:	**Activity Name:** 2014 LIVING ROOM STRMU	**Program Year/Project ID:** 2014/85
IDIS Activity ID: 4600	**Activity Owner:** ATLANTA	**Project Title:** Living Room

Proposed Accomplishments

Select Year: 2014 Select **Accomplishment for Program Year:** 2014

***Budget:**	240000.00
***Proposed Households to be served with HOPWA Short Term Rent, Mortgage and Utility Payments (STRMU) funds:**	175
Proposed Households to be served with Leveraged Short Term Rent, Mortgage and Utility Payments (STRMU) Funds:	

Figure 17: Permanent Housing Placement Setup Screen

Permanent Housing Placement

Save | Cancel | Add Another Year | Delete Program Year

* Indicates Required Field

Grantee Activity ID:	**Activity Name:** 2014 LIVING ROOM PERMANENT HOUSE PLACEMENT	**Program Year/Project ID:** 2014/85
IDIS Activity ID: 4603	**Activity Owner:** ATLANTA	**Project Title:** Living Room

Proposed Accomplishments

Select Year: 2014 Select **Accomplishment for Program Year:** 2014

***Budget:**	120000.00
***Proposed Households to be served with HOPWA Permanent Housing Placement funds:**	150
Proposed Households to be served with Leveraged Permanent Housing Placement Funds:	

Figure 18: Supportive Services Setup Screen

Supportive Services

Save | Cancel | Add Another Year | Delete Program Year

* Indicates Required Field

Grantee Activity ID:	**Activity Name:** 2014 LIVING ROOM SUPPORTIVE SERVICES	**Program Year/Project ID:** 2014/85
IDIS Activity ID: 4602	**Activity Owner:** ATLANTA	**Project Title:** Living Room

Proposed Accomplishments

Select Year: 2014 Select **Accomplishment for Program Year:** 2014

***Budget:**	1347068.00
***Proposed Households to be served with HOPWA Supportive Services:**	1500

Figure 19: Housing Information Services Setup Screen

Edit HOPWA Setup Detail

Housing Information Services

Save | Cancel | Add Another Year | Delete Program Year

* Indicates Required Field

Grantee Activity ID:	**Activity Name:** Housing Information 2014-2016	**Program Year/Project ID:** 2014/5
IDIS Activity ID: 5482	**Activity Owner:** ALABAMA	**Project Title:** AIDS Alabama HOPWA Entitlement Grant 2014

Proposed Accomplishments

Select Year: 2014 Select **Accomplishment for Program Year:** 2014

***Budget:**	15000.00
***Proposed Households to be served with HOPWA Housing Information Services:**	100

Figure 20: Resource Identification Setup Screen

Resource Identification

Save | Cancel | Add Another Year | Delete Program Year

* Indicates Required Field

Grantee Activity ID:	**Activity Name:** 2014 GRANTEE RESOURCE IDENTIFICATION	**Program Year/Project ID:** 2014/88
IDIS Activity ID: 4610	**Activity Owner:** ATLANTA	**Project Title:** Resource Identification (Grantee)

Proposed Accomplishments

Select Year: 2014 Select **Accomplishment for Program Year:** 2014

***Budget:**	85000.00

Figure 21: Stewardship Setup

Stewardship

Save | Cancel | Add Another Year

* Indicates Required Field

Grantee Activity ID:	**Activity Name:** stewerdhip	**Program Year/Project ID:** 2014/5
IDIS Activity ID: 5632	**Activity Owner:** ALABAMA	**Project Title:** AIDS Alabama HOPWA Entitlement Grant 2014

Proposed Accomplishments

***Accomplishment Year:**

***Proposed Stewardship Units developed with HOPWA Funds to be kept in service during the operating year:**	
Goal Amount of Leveraged Funds to be used during the operating year:	

***Total # Planned Units by Number of Bedrooms**

Number of Bedrooms	SRO/0	1	2	3	4	5+

***Performance Objective:** Provide decent affordable housing

***Performance Outcome:** Affordability

***Facility Type:** Select

If Other, specify:

***Housing Type:** Select

Type of Development: Select

Date Stewardship Starts: (mm/dd/yyyy)

Date Stewardship Ends: (mm/dd/yyyy)

Specify year of stewardship: Select

Date Facility Began Operations : (mm/dd/yyyy)

Figure 22: Administration Setup Screen

Administration

Save | Cancel | Add Another Year | Delete Program Year

*** Indicates Required Field**

Grantee Activity ID:	**Activity Name:** 2014 NARNIA HOUSING PROGRAM ADMINISTRATION	**Program Year/Project ID:** 2014/87
IDIS Activity ID: 4608	**Activity Owner:** ATLANTA	**Project Title:** Narnia Housing

Proposed Accomplishments

Select Year:
2014 Select **Accomplishment for Program Year:** 2014

***Budget:**	10302.00

Appendix F: Funding Screens

Figure 23: Activity Funding - Search Activities

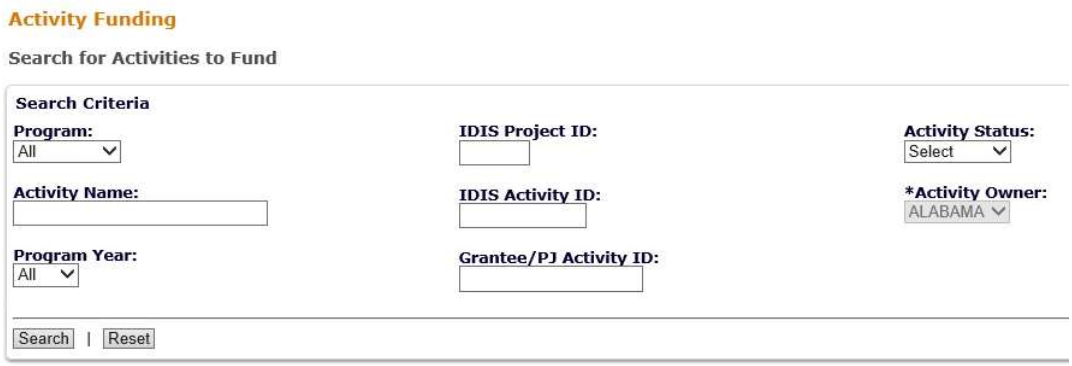
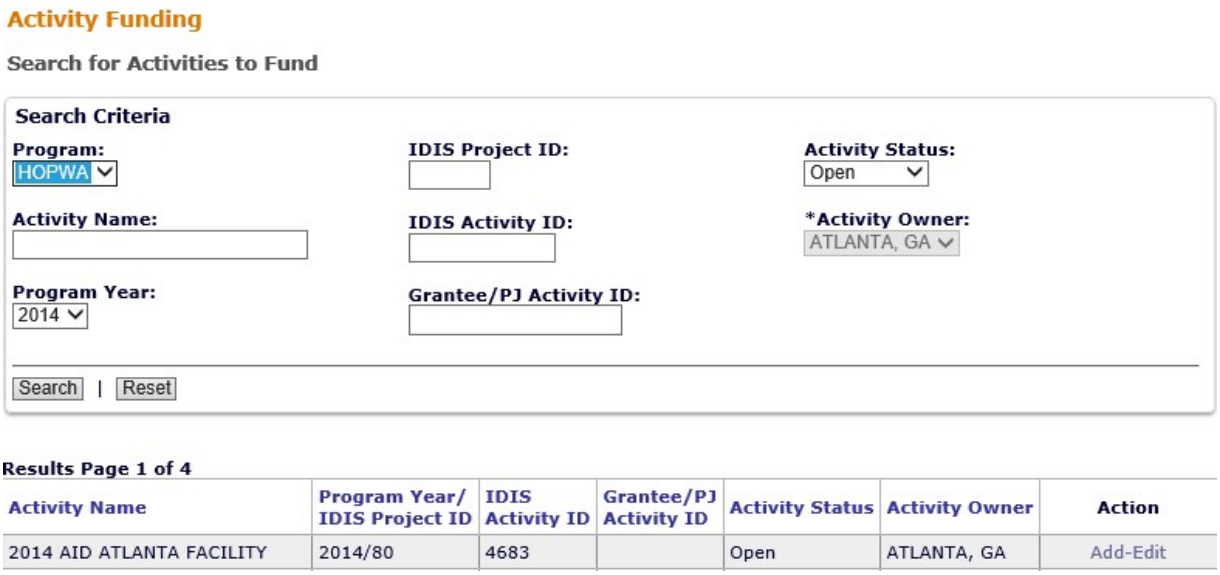


Figure 24: Activity Funding - Search Results



Activity Name	Program Year/ IDIS Project ID	IDIS Activity ID	Grantee/PJ Activity ID	Activity Status	Activity Owner	Action
2014 AID ATLANTA FACILITY	2014/80	4683		Open	ATLANTA, GA	Add-Edit

Figure 25: Activity Funding - Edit Activity Funding - FORMULA

Activity Funding

Edit Activity Funding

Return to Search for Activities to Fund

***Indicates Required Field**

Activity Owner:
ATLANTA, GA

Program Year/Project:
2014/80

IDIS Activity ID:
4683

Total Funded:

Activity Name:
2014 AID ATLANTA FACILITY

Total Drawn:
$0.00

Funding Sources

Recipient Name: All Recipients

Program: All Programs

Fund Type: All Fund Types

Filter | Reset Filter

Available Funds

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
ATLANTA, GA	HOPWA	EN	HUD	HH			$0.00	Add-Edit | View

Figure 26: Activity Funding – Edit Activity Funding - COMPETITIVE

***Indicates Required Field**

Activity Owner:
AIDS FOUNDATION OF CHICAGO, IL

Program Year/Project:
2015/5

IDIS Activity ID:
51

Total Funded:

Activity Name:
2015-2018 HOW TBRA

Total Drawn:

Funding Sources

Recipient Name: All Recipients

Program: All Programs

Fund Type: All Fund Types

Filter | Reset Filter

Available Funds

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
AIDS FOUNDATION OF CHICAGO, IL	HOPWA-C	CP	HUD	ILH140015 (06)	$0.00			Add-Edit | View

Figure 27: Activity Funding - Add-Edit Funding Line Item - FORMULA

Activity Funding

Add-Edit Funding Line Item

Return to Add-Edit Funding | Save | Cancel

Activity Owner:
ATLANTA, GA

Program Year/Project:
2014/80

IDIS Activity ID:
4683

Total Funded:

Activity Name:
2014 AID ATLANTA FACILITY

Total Drawn:
$0.00

Funding Source Pre-2015

Program	Grant Year (tip)	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HOPWA	Pre-2015	EN	HUD	HH	ATLANTA, GA			$0.00

Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount
2014	$	$0.00

Add Grant Year

Figure 28: Activity Funding - Add-Edit Funding Line Item - COMPETITIVE

Activity Owner:
AIDS FOUNDATION OF CHICAGO, IL

Program Year/Project:
2015/5

IDIS Activity ID:
51

Total Funded:

Activity Name:
2015-2018 HOW TBRA

Total Drawn:

Funding Source

Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Funded Amount	Drawn Amount
HOPWA-C	CP	HUD	ILH140015 (06)	AIDS FOUNDATION OF CHICAGO, IL	$0.00		

Current Funding for This Source

Grant Year (tip)	Funded Amount	Drawn Amount
2015	$	

Add Grant Year

Appendix G: Voucher Creation Screens

Figure 29: Create Voucher – (Select Activities - 1 of 4)

Create Voucher - Page 1 of 4 (Select Activities)

Continue

* Indicates Required Field

*Voucher Created For: (tip)
ATLANTA, GA

Requested LOCCS Submission Date: (tip)
(mm/dd/yyyy)

Activity Owner: (tip)
ATLANTA, GA

*IDIS Activity ID

Search for Activities | Reset

Figure 30: Create Voucher/Search for Activities

Drawdown

Search for Activities

Add Selected Activities | Remove Selected Activities

Search Criteria

Program:
HOPWA

IDIS Project ID:

Status:
Open

Activity Name:

IDIS Activity ID:
5483

Activity Owner:
ALABAMA

Program Year:
Select

Grantee/PJ Activity ID:

Search | Reset | Return to Select Activities

Results Page 1 of 1 (1 activities found)

Activity Name	Program Year/ IDIS Project ID	IDIS Actv ID	Grantee/PJ Activity ID	Status	Activity Owner	Select
Sponsor Administration 2014-2016	2014/5	5483		Open		☑

Add Selected Activities | Remove Selected Activities

Figure 31: Create Voucher (Drawdown Amounts - 2 of 4)

Drawdown

Create Voucher - Page 2 of 4 (Drawdown Amounts)

Return to Select Activities | Confirm Voucher | Cancel Voucher

Activity 1 of 1

IDIS Activity ID:
5483

Activity Name:
Sponsor Administration 2014-2016

Voucher Created For:
ALABAMA

Grantee/PJ Activity ID:

Activity Owner:
ALABAMA

Available Drawdown Amounts for This Activity

Recipient Name	Program	Grant Year	Fund Type	Source Name	Source Type	Prior Program Year	Funded Amount	Available to Draw	Drawdown Amount
ALABAMA	HOPWA	Pre-2015	EN	HUD	HS	N/A	$102,648.00	$31,353.36	$ 0

Confirm Voucher | Previous Activity | Next Activity

Progress by Activity ID
Entered:
Not Entered: 5483 (#1)
Invalid:

Figure 32: Create Voucher (Confirmation - 3 of 4)

Drawdown

Create Voucher - Page 3 of 4 (Confirmation)

- **Click "Generate Voucher" to complete voucher creation**

Generate Voucher | Cancel Voucher

Voucher Created For:
ALABAMA

Requested LOCCS Submission Date:
(mm/dd/yyyy)

Activity Owner:
ALABAMA

Voucher Line Items

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
1	5483	Sponsor Administration 2014-2016	HOPWA	2014	EN	HUD	HS	ALABAMA	N/A	$500.00
									Total	$500.00

Generate Voucher | Cancel Voucher

Figure 33: Create Voucher (View Voucher - 4 of 4)

Drawdown

Create Voucher - Page 4 of 4 (View)

- **Voucher created successfully**

Return to Create Voucher

Voucher Created For:
ALABAMA

IDIS Voucher #:
5814497

Activity Owner:
ALABAMA

Created By:
C58118

Requested LOCCS Submission Date:

Creation Date:
06/07/2015

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount
1	5483	Sponsor Administration 2014-2016	HOPWA	2014	ALH14F999	EN	HUD	HS	ALABAMA	N/A	$500.00
										Total	$500.00

Return to Create Voucher

Figure 34: Approve Vouchers - Search for Vouchers

Drawdown

Search Vouchers For Approval

Search Criteria

IDIS Voucher #:

IDIS Activity ID:

Earliest Creation Date:
(mm/dd/yyyy)

Line Item Status:
Open

Search | Reset

Figure 35: Approve Voucher - Results

Search Vouchers For Approval

Search Criteria

IDIS Voucher #: **IDIS Activity ID:** **Activity Owner:** ALABAMA

Earliest Creation Date: **Line Item Status:** Open

(mm/dd/yyyy)

Search | Reset

Results Page 1 of 1 (1 voucher line items found)

IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Grant Number	Activity Name	Line Item Status	Drawdown Amount	Action
5814497	1	06/07/2015	5483	ALH14F999	Sponsor Administration 2014-2016	Open	$500.00	Maintain-Approve | View

Figure 36: Approve Voucher Line Item Details

Maintain and Approve Voucher

Return to Search Vouchers

Voucher Created For: ALABAMA

IDIS Voucher #: 5814497

Activity Owner: ALABAMA

Created By: C58118

Creation Date: 06/07/2015

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	5483	Sponsor Administration 2014-2016	HOPWA	2014	ALH14F999	EN	HUD	HS	ALABAMA	N/A	$500.00	Open	06/07/2015	Approve | Revise Cancel | View

Figure 37: Confirm Voucher Line Item Approval

Approve This Voucher Line Item | Return to Maintain and Approve Voucher

Voucher Created For: TEXAS

IDIS Voucher # / Line Item #: 5497883/1

Grant #: TXH11F999

Transaction Type: Receivable

Activity Owner: TEXAS

Created By: C12196

Approved By:

Pay To: TEXAS

Creation Date: 11/15/2012

Approval Date:

IDIS Information

IDIS Status: Open
Batch #:
Batch Date:
LOCCS Control #:
LOCCS Status: Blank

Voucher Update

Voucher Updated By: C12196
Date Updated: 11/15/2012

LOCCS Confirmation Information

Confirm Batch #:
Confirm Batch Date:
Confirmation Code:
Pay Method:
Payment Date:
Schedule #:
Reschedule:
Effective Date:

Line Item

IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date
34065	Lubbock-PASO TBRA	HOPWA	2011	EN	HUD	HS	TEXAS	N/A	Receivable ($1,009.45)	Open	

Approve This Voucher Line Item | Return to Maintain and Approve Voucher

Figure 38: Revise Vouchers - Search Vouchers

Drawdown

Search Vouchers

Search Criteria

*Indicates Required Field

IDIS Voucher #: | IDIS Activity ID: | Line Item Status: Select

Grant #: | Earliest Creation Date: (mm/dd/yyyy) | *Activity Owner: ALABAMA

Search | Reset

Figure 39: Revise Vouchers - Search Results

Search Vouchers

- The status of the line items may have changed. To view the latest status, click on "Search"

Search Criteria

*Indicates Required Field

IDIS Voucher #: | IDIS Activity ID: | Line Item Status: Open

Grant #: | Earliest Creation Date: (mm/dd/yyyy) | *Activity Owner: ALABAMA

Search | Reset

Results Page 1 of 1 (1 voucher line items found)

IDIS Voucher #	Line Item #	Creation Date	IDIS Actv ID	Grant Number	Activity Name	Line Item Status	Drawdown Amount	Action
5814497	1	06/07/2015	5483	ALH14F999	Sponsor Administration 2014-2016	Open	$500.00	Maintain-Approve | View

Figure 40: Revise Vouchers: Maintain/Approve

Maintain and Approve Voucher

Return to Search Vouchers

Voucher Created For: ALABAMA

IDIS Voucher #: 5814497

Activity Owner: ALABAMA

Created By: C58118

Creation Date: 06/07/2015

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Grant #	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	5483	Sponsor Administration 2014-2016	HOPWA	2014	ALH14F999	EN	HUD	HS	ALABAMA	N/A	$500.00	Open	06/07/2015	Approve | Revise Cancel | View

Figure 41: Revise Voucher Line Item

Drawdown

Revise Voucher Line Item

Save | Return to Maintain and Approve Voucher

Voucher Created For: ALABAMA
IDIS Voucher # / Line Item #: 5814497/1
Grant #: ALH14F999
Transaction Type: Payment

Activity Owner: ALABAMA
Created By: C58118
Approved By:
Pay To: ALABAMA

Creation Date: 06/07/2015
Approval Date:

IDIS Information

IDIS Status: Open
Batch #:
Batch Date:
LOCCS Control #:
LOCCS Status: Blank

Voucher Update

Voucher Updated By: C58118
Date Updated: 06/07/2015

LOCCS Confirmation Information

Confirm Batch #:
Confirm Batch Date:
Confirmation Code:
Pay Method:
Payment Date:
Schedule #:
Reschedule:
Effective Date:

Line Item

IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Program Year	Drawdown Amount	Line Item Status	Submission Date
5483	Sponsor Administration 2014-2016	HOPWA	2014	EN	HUD	HS	ALABAMA	N/A	$500.00	Open	06/07/2015 (mm/dd/yyyy)

Revise Funds to Another Activity

IDIS Actv ID	Amount
	$

Required Justification*:

Appendix H: Accomplishment Screens

Figure 42: TBRA Accomplishment Screen

Accomplishments

***Accomplishment Year:**

Final Data for Annual Report:
○ Yes ◉ No

Accomplishment Narrative: (Maximum 4000 characters)

Narrative not required.

Total Number of Households that received HOPWA Tenant-Based Rental Assistance:	
Total Number of Households that received HOPWA Other Rental Assistance Programs:	
Of the households served with HOPWA-funded TBRA or RA, how many also received HOPWA-funded Case Management services from the project sponsor during the operating year?	
Total number of households served with Leveraged Funds for TBRA:	
Total number of households served with Leveraged Funds for Other Rental Assistance (RA):	

Not required.

Performance Outcomes

Number of Households that Continued Receiving TBRA into the Next Operating Year:	

Not required.

For each destination type, capture number exiting the program

Emergency Shelter:	
Temporary Housing:	
Private Housing:	
Other HOPWA:	
Other Subsidy:	
Institution:	
Jail/Prison:	
Disconnected:	
Death/Life Event:	
Total:	

Not required.

Figure 43: Facility Based Housing Accomplishment Screen

Accomplishments

***Accomplishment Year:**

Final Data for Annual Report:
○ Yes ◉ No

Accomplishment Narrative: (Maximum 4000 characters)

Narrative not required.

*Households Served with HOPWA Funds:	
Of the total number of households served with HOPWA-funded Facility-based Housing Subsidy Assistance, how many households also received HOPWA-funded Case Management services from the Project Sponsor during the operating year?	
Households Served with leveraged Funds:	

Not required.

***Total # Actual Units by Number of Bedrooms:**

Number of Bedrooms	SRO/0	1	2	3	4	5+

Not required.

Households and Expenditures:

	# of households	HOPWA funds Expended
Lease:		
Operating costs:		
Project-Based Rental assistance:		
Other (Only if HUD-Approved):		

This chart should be blank.

Total number of households whose tenure exceeded 24 months:	

For each destination type, capture number exiting the program
Performance Outcomes

Emergency Shelter:	
Temporary Housing:	
Private Housing:	
Other HOPWA:	
Other Subsidy:	
Institution:	
Jail/Prison:	
Disconnected:	
Death/Life Event:	
Total Number of Households that Continued Receiving Facility Based Housing Subsidy Assistance into the N	
Total:	

This chart should be blank.

Lead Paint

***Applicable Lead Paint Requirement:**
○ Housing constructed before 1978
○ Exempt: housing constructed 1978 or later
○ Otherwise exempt

***Lead Hazard Remediation Actions:**
○ Risk Assessment (24 CFR 35.930 (c) and (d))
○ Visual Assessment (24 CFR 35.1015)
○ Paint Stabilization (24 CFR 35.1015)
○ Interim Controls or Standard Practices (24 CFR 35.930(c))
○ Ongoing lead-based paint maintenance and Re-evalaution (24 CFR 35.715 (c))

Figure 44: Facility Based Housing Development Accomplishment Screen

Accomplishments

***Accomplishment Year:**

Final Data for Annual Report:
○ Yes ◉ No

Accomplishment Narrative: (Maximum 4000 characters)

Narrative not required.

*Units developed with HOPWA Funds:	
Units developed with Leveraged Funds:	

Total # of units in facility:

***Total # Actual Units by Number of Bedrooms:**

Number of Bedrooms	SRO/0	1	2	3	4	5+

Not required.

Site Expenditures:

	HOPWA Funds Expended (if applicable)	Non-HOPWA funds Expended (if applicable)
Acquisition:		
Rehabilitation/conversion/repair:		
Lease:		
New construction:		
Other (Only if HUD-Approved):		
Total:		

This chart should be blank.

Milestones:

Purchase/lease of property	
Construction/Rehab Started	
Construction/Rehab Completed	
Residents Began to Occupy	
Supportive Services Started	

This chart should be blank.

Is waiting list maintained for the facility?
○ Yes ◉ No

If yes, number of participants on the list at end of operating year:

Was facility placed into service during the operating year?
○ Yes ◉ No

Total # of units placed into service during operating year:

Performance Outcomes:

	Rental units constructed (new) and/or aquired with or without rehab	Rental Units Rehabbed	Homeownership units assisted (if approved)
Number Energy-Star Compliant:			
Number 504 Accessible:			
Number Designated to Assist the Homeless:			
Number Designated for the Chronically Homeless:			

This chart should be blank.

Figure 45: Short Term Rent, Mortgage and Utility Payments Accomplishment Screen

Accomplishments

***Accomplishment Year:**

Final Data for Annual Report:
○ Yes ◉ No

Accomplishment Narrative: (Maximum 4000 characters)

Narrative not required.

*Households assisted with HOPWA Funds:	
Of the total number of households served with HOPWA Funded STRMU, how many households also received HOPWA funded Case Management services from the project sponsor during the operating year?	
Households assisted with Leveraged Funds:	

Not required.

STRMU Activity Breakdown (with Site Expenditures)

	# of households	HOPWA funds expended
Total Short-term mortgage, rent and/or utility (STRMU) assistance:		
Direct program delivery costs (e.g., program operations staff time):		
Of total assisted, the number who received assistance with mortgage costs ONLY:		
Of total assisted, the number who received assistance with mortgage and utility costs:		
Of total assisted, the number who received assistance with rental costs ONLY:		
Of total assisted, the number who received assistance with rental and utility costs:		
Of total assisted, the number who received assistance with utility costs ONLY:		

This chart should be blank.

Client Outcomes (Housing Status)

	# of households
Maintain Private Housing without subsidy:	
Other Private Housing without subsidy:	
Other HOPWA Housing Subsidy Assistance:	
Other Housing subsidy (PH):	
Institution:	
STRMU is needed to maintain current housing arrangements:	
Transitional/Short-term:	
Temporary/Non-Permanent Housing Arrangment:	
Emergency Shelter/Street:	
Jail/Prison:	
Disconnected:	
Death:	
Total:	

This chart should be blank.

# of households that received HOPWA assistance this year and two prior years:	
# of households that received HOPWA assistance this year and prior year:	

This chart should be blank.

Figure 46: Permanent Housing Placement Accomplishment Screen

Accomplishments

***Accomplishment Year:**

Final Data for Annual Report:

○ Yes ◉ No

Accomplishment Narrative: (Maximum 4000 characters)

Narrative not required.

*Households served with HOPWA PHP funds:	
Of the total number of households served with HOPWA funded permanent housing placement, how many households also received HOPWA funded Case Management:	Not required.
Households served with Leveraged PHP Funds:	

Figure 47: Supportive Services Accomplishment Screen

Accomplishments

***Accomplishment Year:**

Final Data for Annual Report:
○ Yes ◉ No

Accomplishment Narrative: (Maximum 4000 characters)

Narrative not required.

List of Supportive Services

	# households	HOPWA Expenditures
Adult Day Care and Personal Assistance:		
Alcohol and Drug Abuse Services:		
Case Management:		
Child Care and Other Child Services:		
Education:		
Employment Assistance and Training:		
Health/Medical/Intensive Care Services, if Approved:		
Legal Services:		
Life Skills Management (Outside of Case Management):		
Meals/Nutritional Services:		
Mental Health services:		
Outreach:		
Transportation:		
Other (Only if HUD-Approved):		
Adjustment to eliminate duplication:		
Total:		

This chart should be blank.

Of those households served with HOPWA-funded Case Management, how many households also received HOPWA-funded Housing Subsidy Assistance (TBRA, STRMU, PHP, Facility-based housing Subsidy Assistance, Master Leasing) from the project sponsor during the operating year?

Figure 48: Housing Information Services Accomplishment Screen

Accomplishments

***Accomplishment Year:** 2015

Final Data for Annual Report:
○ Yes ◉ No

Accomplishment Narrative: (Maximum 4000 characters)

Narrative not required.

*Households served with HOPWA funded Housing Information Services:

Total Funds Drawn to Date:
$0.00

Total Funds Spent during the Accomplishment Year:

Figure 49: Resource Identification Accomplishment Screen

Accomplishments

***Accomplishment Year:** 2015

Final Data for Annual Report:
○ Yes ◉ No

Accomplishment Narrative: (Maximum 4000 characters)

Narrative not required.

Total Funds Drawn to Date:
$0.00

Total Funds Spent during the Accomplishment Year:

Figure 50: Stewardship Accomplishment Screen

Add HOPWA Accomplishment

Stewardship

Save | Cancel

*** Indicates Required Field**

Grantee Activity ID:	**Activity Name:** test steweead	**Program Year/Project ID:** 2015/10
IDIS Activity ID: 13290	**Activity Owner:** BIRMINGHAM	**Project Title:** Housing Opportunities for Persons with AIDS (HOPWA) TEST TEST TEST

Accomplishments

***Accomplishment Year:** 2015

Final Data for Annual Report:
○ Yes ◉ No

Accomplishment Narrative: (Maximum 4000 characters)

Narrative not required.

Number of actual units in stewardship during the operating year:	Not required.
Amount of leveraging used to support units during the operating year:	

***Total # Actual Units by Number of Bedrooms:**

Number of Bedrooms	SRO/0	1	2	3	4	5+

Authorized offical of the organization that operates the facility	Contact at grantee agency who can answer questions about the report
First Name:	First Name:
Mid Init:	Mid Init:
Last Name:	Last Name:
Title:	Title:
Phone:	Phone:
Email:	Email:

Figure 51: Administration Accomplishment Screen