

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.

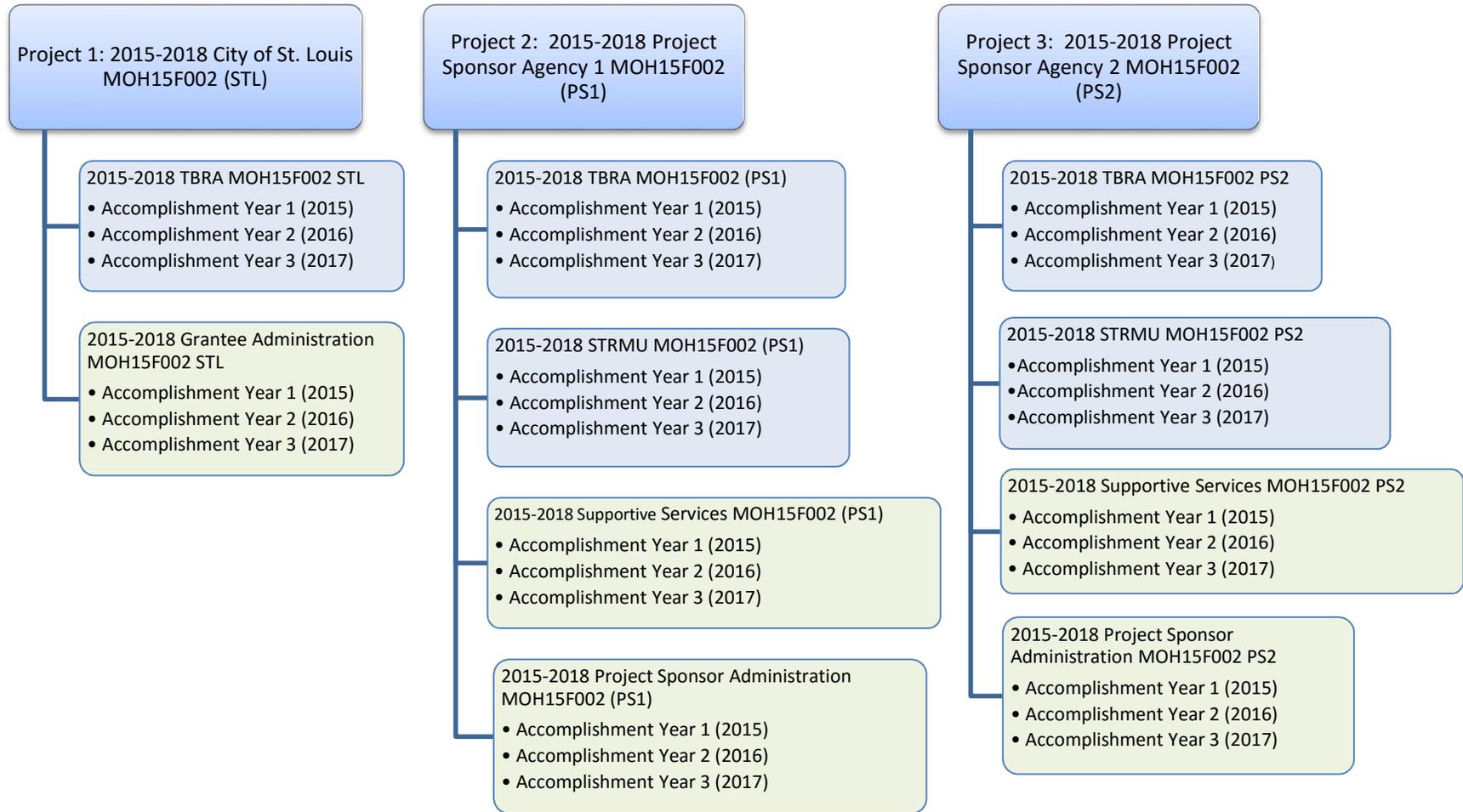
After these projects are created and linked to the corresponding AAP (AP-35), HOPWA program staff (Grantee staff) will create the activities for each project. HOPWA Formula Grantees will use one set of Projects and Activities for each Allocation, creating distinct Accomplishment Years within each activity 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>.

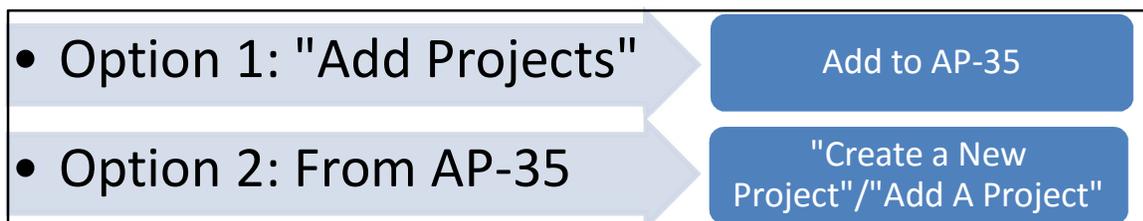
There are two different options for creating/adding HOPWA Projects in IDIS:

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.)

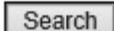
For HOPWA State Grantees, AP-35 has historically been optional. With the introduction of Grants Based Accounting requirements, this section is no longer optional for States. If the HOPWA Projects were *not* created when the 2015 Consolidated Plan/Annual Action was approved, these Grantees will have to 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	
3. Click Add under <i>Project</i> on the left side of the screen.	<p>Project</p> <ul style="list-style-type: none"> - Add - Search - Copy
4. The Add Project screen is displayed.	<p>Required Project Details:</p> <p>Program Year (Choose existing Program Year in dropdown box, or Add New Program Year.) (Program Year = Federal Fiscal Year of Allocation)</p> <p>Project Title Grantee/PJ Project ID Description Allow Another Organization to Set Up Activities... Assign Sponsor for this Project Estimated Amount</p>
5. Complete the Project Details and click 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.	<p>Consolidated Plans</p> <ul style="list-style-type: none"> - Add - Copy - Search <p>Or</p> <p>Annual Action Plans</p> <ul style="list-style-type: none"> - Add - Copy - Search
8. The Search Page is displayed. Choose the Year and Status to search for the current Con Plan/Annual Action Plan.	<p>Year: <input type="text" value="All Years"/></p> <p>Status: <input type="text" value="Select"/></p>
9. Click Search	
10. The Search Results page is displayed. To Edit the Con Plan/ AAP, click Edit in the Action column.	<p>Action</p> <p> </p>
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.	<p>Annual Action Plan</p> <ul style="list-style-type: none"> 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						
<p>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.”</p> <p>If projects <i>have</i> 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.</p>	<p>No Projects have been added to this Annual Action Plan.</p> <p style="text-align: center;">Add an Existing Project</p> <p>Or</p> <p>Projects</p> <table border="1" data-bbox="776 478 1425 579"> <thead> <tr> <th>Sort*</th> <th>Project Title</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>AIDS INTERFAITH RESIDENTIAL SERVICES, INC.</td> <td>View Edit Remove</td> </tr> </tbody> </table> <p style="text-align: center;">Add a Project View Summary</p>	Sort*	Project Title	Action	1	AIDS INTERFAITH RESIDENTIAL SERVICES, INC.	View Edit Remove
Sort*	Project Title	Action					
1	AIDS INTERFAITH RESIDENTIAL SERVICES, INC.	View Edit Remove					
<p>14. To add the 1st Project to the AAP, click Add an Existing Project.</p> <p>To add subsequent projects to the AAP, click Add a Project.</p>	<p style="text-align: center;">Add an Existing Project</p> <p style="text-align: center;">Add a Project</p>						
<p>15. The Search Projects screen is displayed. Enter search criteria to find the newly created projects.</p> <p>NOTE: In order for a Project to be Searchable by Program, the HOPWA Estimated Amount must be completed in the Edit Project screen.</p>	<p>Search Criteria:</p> <p>Program Year Program</p> <p>Project Title IDIS Project ID</p> <p>Grantee/PJ Project ID</p>						
<p>16. Search Results are displayed. To add the Project to the Annual Action Plan, click Add in the Action column.</p>	<p>Action</p> <p style="text-align: center;">Add</p>						
<p>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.</p>	<p style="text-align: center;">Project</p> <p style="text-align: center;">Edit Project</p>						
<p>18. Complete this screen and click Save.</p>	<p style="text-align: center;">Save</p>						
<p>19. Repeat steps 14-18 for each existing Project that needs to be added to AP-35.</p>							

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												
<p>1. In Plans/Projects/Activities, click Search to find the appropriate Consolidated Plan or Annual Action Plan.</p>	<p>Plans/Projects/Activities</p> <p>Consolidated Plans</p> <ul style="list-style-type: none"> - Add - Copy - Search <p>Or</p> <p>Annual Action Plans</p> <ul style="list-style-type: none"> - Add - Copy - Search 												
<p>2. The Search Page is displayed. Choose the Year and Status to search for the current Con Plan/Annual Action Plan.</p>	<p>Year: <input type="text" value="All Years"/></p> <p>Status: <input type="text" value="Select"/></p>												
<p>3. Click Search.</p>	<p><input type="button" value="Search"/></p>												
<p>4. The Search Results page is displayed. To Edit the Con Plan/ AAP, click Edit in the Action column.</p>	<p>Action</p> <p><input type="button" value="Edit"/> <input type="button" value="View"/></p>												
<p>5. Scroll to the Annual Action Plan portion – it will be farther down the page if you are editing a Con Plan.</p>	<p>Annual Action Plan</p> <ul style="list-style-type: none"> AP-15 Expected Resources AP-20 Annual Goals and Objectives AP-35 Projects AP-50 Geographic Distribution 												
<p>6. Click AP-35 Projects to see the list of Projects that have already been created.</p>	<p>AP-35 Projects</p>												
<p>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.”</p> <p>If projects <i>have</i> already been added to the AP-35, “Add a Project” will be displayed at the bottom of the list of Projects.</p>	<p>No Projects have been added to this Annual Action Plan.</p> <p style="text-align: center;">Add an Existing Project</p> <p>Or</p> <table border="1" data-bbox="776 1549 1422 1667"> <thead> <tr> <th colspan="3">Projects</th> </tr> <tr> <th>Sort*</th> <th>Project Title</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>AIDS INTERFAITH RESIDENTIAL SERVICES, INC.</td> <td>View Edit Remove</td> </tr> <tr> <td colspan="3" style="text-align: center;">Add a Project View Summary</td> </tr> </tbody> </table>	Projects			Sort*	Project Title	Action	1	AIDS INTERFAITH RESIDENTIAL SERVICES, INC.	View Edit Remove	Add a Project View Summary		
Projects													
Sort*	Project Title	Action											
1	AIDS INTERFAITH RESIDENTIAL SERVICES, INC.	View Edit Remove											
Add a Project View Summary													
<p>8. To create the 1st Project, click Add an Existing Project.</p>	<p>Add an Existing Project</p>												
<p>9. The Search Projects screen will be displayed. Click Create a New Project.</p>	<p>Create a New Project</p>												

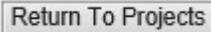
10. The Add Project screen will be displayed. Complete all of the fields, including the planning details requested.	Appendix A Shows the the screens for the entire AP-35 process.												
11. Click Save when complete. IDIS will return you to the Annual Action Plan AP-35 screen.													
12. To create additional Projects, click Add a Project .	<table border="1"> <thead> <tr> <th colspan="3">Projects</th> </tr> <tr> <th>Sort*</th> <th>Project Title</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>AIDS INTERFAITH RESIDENTIAL SERVICES, INC.</td> <td>View Edit Remove</td> </tr> <tr> <td colspan="3" style="text-align: center;">Add a Project View Summary</td> </tr> </tbody> </table>	Projects			Sort*	Project Title	Action	1	AIDS INTERFAITH RESIDENTIAL SERVICES, INC.	View Edit Remove	Add a Project View Summary		
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.

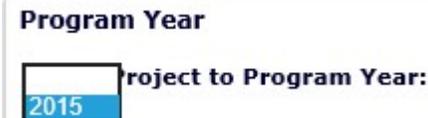
Steps to follow	What image/icon to look for
1. In Plans/Projects/Activities , click Search under Projects on the left side of the screen.	 
2. The Search Projects screen is displayed. Enter search criteria to find the newly created projects. NOTE: In order for a Project to be Searchable by Program, the 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 

<p>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.</p>	<p>Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs):</p> <p>Select Sponsor Organization</p>
<p>5. Click Select Sponsor Organization</p>	<p>Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs):</p> <p>Select Sponsor Organization</p>
<p>6. The Select Sponsor Organization screen is displayed.*</p> <p>Section 1.2.3 details how to add a new organization as a Carrying Out Organization (Project Sponsor).</p>	<p>Select Sponsor Organization</p> <p>Cancel Add Organization</p>
<p>7. Enter search criteria to search for an existing Organization (listed in IDIS as “Carrying Out Organizations”).</p>	<p>Search Criteria:</p> <p>Organization Name DUNS # City EIN/TIN # State</p> <p><i>Note: IDIS Defaults to the State of the Grantee, but can be changed if the Grantee operates across state lines.</i></p>
<p>8. Search Results screen is displayed.</p>	
<p>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.</p>	<p><input type="radio"/> AIDS Services Coalition PO Box 169</p>
<p>10. Click Select.</p>	<p>Select</p>
<p>11. The system returns to the Edit Project screen, this time showing the assigned Sponsor.</p>	<p>Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs): AIDS Services Coalition</p>

12. Click Return to Projects to return to the Search Results screen.	
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.	
2. Click on Copy located underneath <i>Project</i> on the left side of the screen.	
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	
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.	 Or <input checked="" type="checkbox"/> Copy Project to New Program Year: <input type="text" value="2016"/> (ex: yyyy)
7. Click Copy next to each Project to be copied. (Multiple Projects can be copied in the same step.)	
8. When all projects to be copied have been selected, click Copy Projects .	
9. Project(s) copied will be displayed.	

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

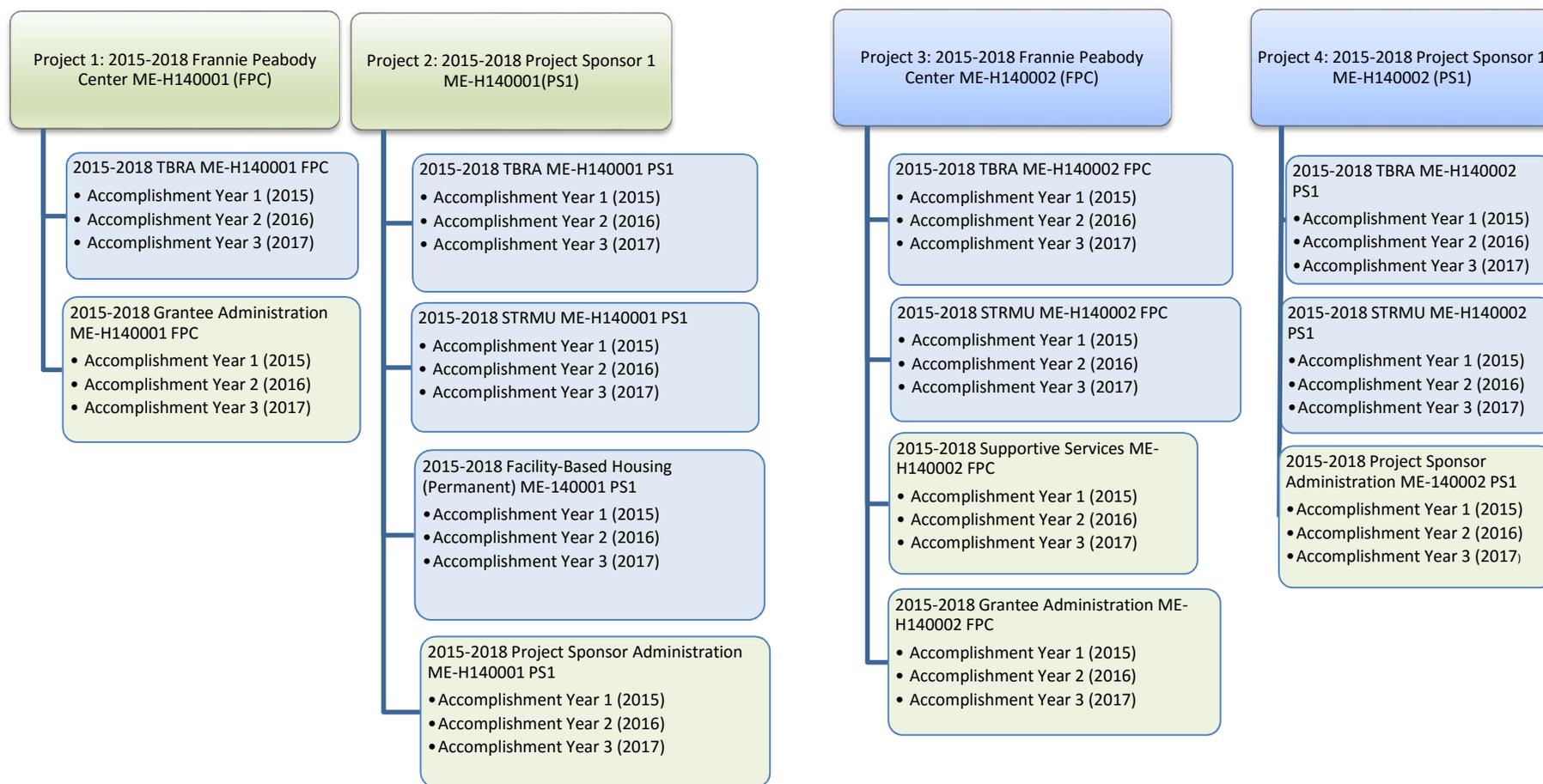
Error Message/Issue	Solution
<p><i>Issue: When searching for a Con Plan/Annual Action Plan, the Action column displays View as the only option (not Edit.)</i></p> <p>Action Action</p> <p>Example: View vs Edit View</p>	<p>Contact your local IDIS Administrator to request Edit Con Plan rights. Otherwise,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

<i>following error message: "There are no results to display."</i>	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.
<i>Issue: I assigned the incorrect sponsor to a Project.</i>	From the Edit Project screen, click Change Sponsor Organization to choose a different organization. Follow steps in 2.1.1c.
<i>Issue: I assigned a sponsor to my Grantee's Project.</i>	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.
<i>Issue: My Con Plan/AAP was approved with an incorrect structure of HOPWA projects.</i>	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.
<i>Error Message: "New Program Year cannot be greater than the current calendar year +1"</i>	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.
<i>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."</i>	User entered text in the Copy Project to New Program Year box, but did not check the checkbox. <input type="checkbox"/> Copy Project to New Program Year: <input type="text" value="2017"/> Either check the checkbox, or remove the text from the box.
<i>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."</i>	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.

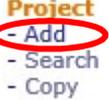
Steps to follow	What image/icon to look for
1. Log into IDIS.	
2. Click the Plans/Projects/Activities tab at the top of the screen.	
3. Click Add under <i>Project</i> on the left side of the screen.	
4. The Edit Project screen is displayed. Complete the Project Details and click Save .	Project Details: 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)

Project
Add Project

Save | Reset

*Indicates Required Field
Grantee/PJ Name:
 BAILEY HOUSE, INC.

Program Year
 *Program Year: Add New Program Year:
(ex: yyyy)

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):

Estimated Amount (Including Program Income)

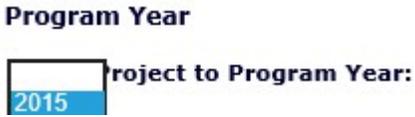
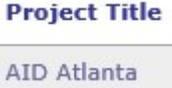
Section 108 Loan amount	\$	<input type="text" value="0.00"/>
CDBG	\$	<input type="text" value="0.00"/>
HOME	\$	<input type="text" value="0.00"/>
ESG	\$	<input type="text" value="0.00"/>
HOPWA	\$	<input type="text" value="0.00"/>
CDBG-R	\$	<input type="text" value="0.00"/>
HPRP	\$	<input type="text" value="0.00"/>
TCAP	\$	<input type="text" value="0.00"/>
HESG	\$	<input type="text" value="0.00"/>
HOPWA-C	\$	<input type="text" value="0.00"/>
Total		<input type="text" value="0.00"/>

Save | Reset

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.	
2. Click on Copy located underneath <i>Project</i> on the left side of the screen.	

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					
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.	 <p>Project to Program Year:</p> <p>Or</p> <p><input checked="" type="checkbox"/> Copy Project to New Program Year: <input type="text" value="2016"/> (ex: yyyy)</p>				
7. Click Copy next to each Project to be copied. (Multiple Projects can be copied in the same step.)	<table border="1"> <tr> <td data-bbox="792 823 1263 856">Project Title</td> <td data-bbox="1268 823 1377 856">*Copy</td> </tr> <tr> <td data-bbox="792 863 1263 911">AID Atlanta</td> <td data-bbox="1268 863 1377 911"><input type="checkbox"/></td> </tr> </table>	Project Title	*Copy	AID Atlanta	<input type="checkbox"/>
Project Title	*Copy				
AID Atlanta	<input type="checkbox"/>				
8. When all projects to be copied have been selected, click Copy Projects .					
9. Project(s) copied will be displayed.					
10. After Project(s) have been copied, the search results screen will be displayed again.					
11. To continue editing the newly copied projects, click Search under Project on the left side of the screen.					
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 .					
15. The Search Results screen is displayed. For each newly copied Project that needs edited, click Edit in the Action column.					
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.	
18. Click Cancel Project if the Project was created in error.	
19. Repeat steps 11 -18 to edit each Project that was copied.	

2.2c Troubleshooting Project Setup Screens – Competitive Grantees

Error Message/Issue	Solution
<i>Issue: I assigned the incorrect sponsor to a Project.</i>	From the Edit Project screen, click Change Sponsor Organization to choose a different organization. Follow steps in 2.1.1c.
<i>Issue: I assigned a sponsor to my Grantee's Project.</i>	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.
<i>Issue: I am not able to choose my HOPWA-C Grant number.</i>	Try entering the Estimated Amount first (in the HOPWA-C row) and then choose your HOPWA-C grant number.
<i>Error Message: "New Program Year cannot be greater than the current calendar year +1"</i>	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.
<i>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."</i>	User entered text in the Copy Project to New Program Year box, but did not check the checkbox. <input type="checkbox"/> Copy Project to New Program Year: <input type="text" value="2017"/> Either check the checkbox, or remove the text from the box.
<i>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."</i>	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.