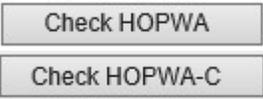


Section 6: Completing HOPWA Activities

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.	<p>Completion Check</p>  <p><i>Note: Image has been modified</i></p>
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.	<ul style="list-style-type: none"> • HOPWA activity pathway is complete. • HOPWA-C activity pathway is complete. <p><i>Note: Image has been modified</i></p>
4. Change the Activity Status on each activity from Open to Completed .	<p>Activity Status:</p> 
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.	
5. Click Save .	
6. The Completion Date field will automatically populate with the current date (the date that the	<p>Activity Status: Completed</p> <p>Completion Date: 07/07/2015</p>

status of the activity is changed to Completed.)	
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