



HOPWA/COVID-19: HOPWA IDIS Set-Up and Draws Instructions for CARES Act Grants

June 5, 2020



Presenters

Office of HIV/AIDS Housing:

Katie Pittenger, Financial Operations Analyst

Benjamin Ayers, Supervisor Housing Specialist

Rita Harcrow, Director

Collaborative Solutions, HIV Housing and Health Program:

Becky Blalock

Kate Briddell



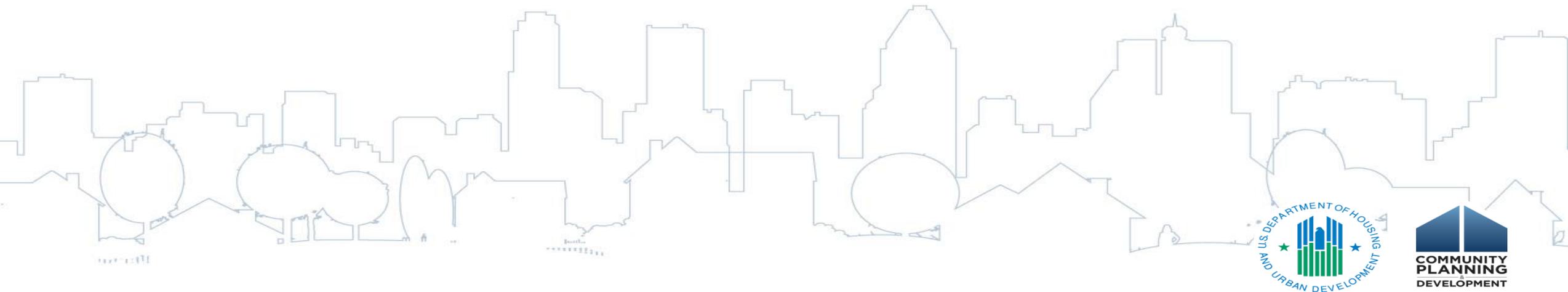
Webinar Objectives

- Review preliminary steps grantees should complete before setting up IDIS
- Discuss reminders on tracking CARES Act funds and setting up project sponsor agreements
- Discuss key elements of setting up CARES Act projects and activities in IDIS and walk through IDIS screens
- FAQs
- Identify where webinar participants can go for additional information and assistance



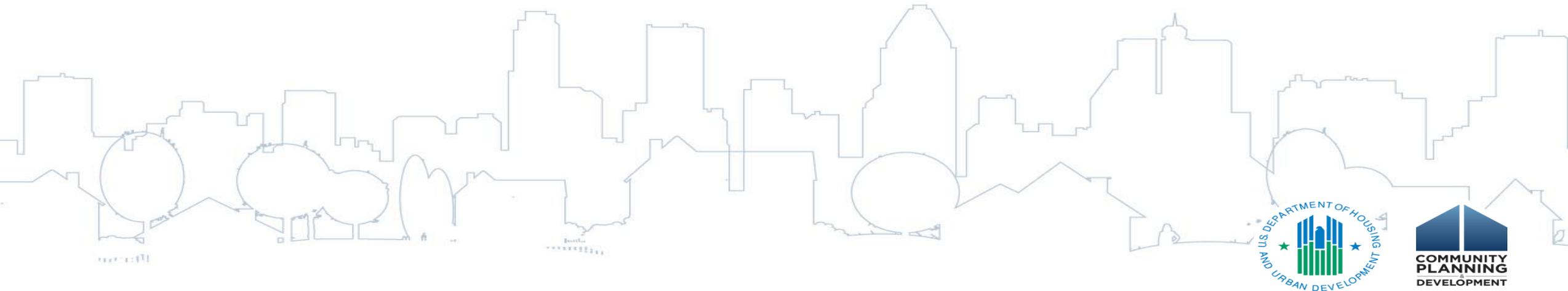
HOPWA/COVID19 Webinar Reminders

Guidance related to funding and implementation of COVID-19 activities is evolving as new information and requirements emerge. HOPWA grantees and project sponsors should stay tuned to the [HOPWA Listserv](#) and the HOPWA guidance for COVID-19 page on the HUD Exchange. [HOPWA COVID-19 Guidance](#)



HOPWA IDIS Set-Up and Draws Instructions for CARES Act Grants

Issued: June 4, 2020



Prerequisites - General

Read [Notice CPD-20-05: CARES Act Implementation Instructions and Related Flexibilities for the HOPWA Program](#)

Join [HUD Exchange listserv](#) for HOPWA to receive program updates

Familiar with [Using IDIS Online for the HOPWA Program](#) manual

Familiar with the [HOPWA Ask-A-Question \(AAQ\)](#) portal



Prerequisites – Formula and Competitive

Formula:

- Submitted Plan information for CARES Act funding through the eCon Planning Suite in IDIS in the form of either an amendment to an existing Annual Action Plan (AAP), or incorporated into a new Consolidated Plan/AAP. *(Instructions [here](#) with a walk through of the instructions via webinar [here](#).)*

Competitive:

- Submit a brief description of planned uses to HOPWA@HUD.gov *(Instructions outlined in Notice CPD-20-25 with a walk through via webinar [here](#).)*



Grantees with Project Sponsors

- Grantee partnering locally with project sponsors have 14 days from the signing of the grant agreement to execute or amend project sponsor agreements.
- Grantees should **start work immediately (if not already in progress)**, determining how best to navigate local contracting processes to assign emergency funding from the CARES Act out to HOPWA project sponsor agreements as quickly as possible.



Establishing New or Amending Existing Project Sponsor Agreements:

- Grant Based Accounting methodology - Regardless of how the local agreements are structured, grantees must be able to trace costs to a specific HOPWA grant.
- Grantees with agreements that are amended to add CARES Act funding to other existing HOPWA funding, must clearly outline and track funding, allowable administration caps and allowable costs for each of the grants on the agreement.
- All agreements and associated invoicing forms should identify the grant number(s) and allowable activities for each grant.
- *Reach out to the AAQ if you need help.*



Identifying Grant Numbers

Traditional Grant Number Format

<i>Baltimore</i>		STATE	PROGRAM	FISCAL YEAR	F is for FORMULA	GRANTEE
HOPWA	MDH20F001	MD	H	20	F	001
HOPWA-C	MDH200002	MD	H	20	0	002

New CARES Act Grant Number Format

<i>Baltimore</i>		STATE	PROGRAM	FISCAL YEAR	F is for FORMULA	SOURCE TYPE	GRANTEE
HOPWA	MDH20FHW001	MD	H	20	F	HW	001
HOPWA-C	MDH2001W002	MD	H	20	0	1W	002

Quick Tip: The MicroStrategy Report PR01 is a quick way to export all the HOPWA or HOPWA-C grants in a list.



Setting Up IDIS Projects

- After the grant agreement is signed:
 - **Competitive grantees** – Create new projects
 - **Formula grantees** – Review projects created in the AAP to address any pending “dummy projects” so that each project sponsor has a project
- One 2020 project for the grantee and one 2020 for each project sponsor
- Add “CV-COVID-19” to the standard HOPWA naming convention format:
Ex. CV-COVID-19 2020-2023 City of Baltimore MDH20HWF001 (Balt)
- Assign a Project Sponsor (if applicable)
- Enter project description

**Formula grantees have additional fields to complete after the project is linked to an AAP’s AP-35 screen (and should add budget level details)*



Setting Up IDIS Activities

- Establish new, separate CARES Act activities for each assistance type under the corresponding project (one IDIS activity per facility).
- Add “CV-COVID-19” to the standard HOPWA naming convention format:
 - CV-COVID-19 2020 - 2023 Grantee 6% Admin MDH20FHW001 (Balt) (*add percentages on admin activities*)
 - CV-COVID-19 2020 - 2023 STRMU MDH20FHW001 (Balt)
- Select activity category (Note all leasing and operating activities including hotel/motel should be assigned to a “Facility-Based Housing Subsidy Assistance” category)
- Complete the environmental review status
- Activity Setup Detail (for direct service activities) choose Performance Objective “Prevent, prepare for, and respond to coronavirus”.



Hotel / Motel Activities in IDIS

- **Ensure Hotel/Motel is in the activity name:**
Ex: CV-COVID-19 2020 – 2023 Leasing Hotel/Motel MDH20FHW001 (Balt)
- **Use the correct IDIS Activity Category:** Facility-Based Housing Subsidy Assistance
- **Select correct Environmental Review Status:** Exempt
- **Activity Setup Detail – Performance Objective:** Prevent, prepare for, and respond to coronavirus
- **Activity Setup Detail – Facility Type:** COVID-19 Response Hotel/Motel
- **Activity Setup Detail – Housing Type:** Short-term shelter or transitional supportive housing facility/unit



Making Draws in IDIS

- Maintain Grant Based Accounting
- HOPWA grants are three-year grants (can expend faster)
- Grantees should draw at least quarterly from all active grants
- Recommended that grantees create separate vouchers (not just separate voucher line items) for CARES Act draws



Approximate “Cost Incurred” Date

- For CARES Act, grantees are allowed to bill for COVID-19-related costs regardless of the date on which such costs were incurred (back to **January 21, 2020**).
- This new flexibility requires updates in IDIS for the dates available for the “Approximate Cost Incurred Date” field on the voucher screen.
- The **mid-June 2020** IDIS release update (11.20) will allow grantees to include those dates on CARES Act grant draws for COVID-19-related costs.
- If you are trying to select a date that is not available prior to this release:
 - Choose the closest available dates
 - Send in a message to the AAQ desk with the grantee name, voucher number, voucher line item number and requested cost incurred date
 - A system correction will be made



IDIS Set-Up Walk Through

Homes & Communities
U.S. Department of Housing and Urban Development

Community Planning and Development

▼ IDIS

- Guides, Tools and Webinars
- Reporting
- Training
- Frequently Asked Questions (FAQs)

USA.gov
Government Made Easy

Community Planning & Development

CPD Grants Portal Login

Enter your Username (C*****, B***** or H*****) and Password:

Username:

Password:

By using this U.S. Government information system you understand and consent to the following:

- The information system Rules of Behavior (RoB) provides the rules that govern the appropriate use of the information system for all government, contract personnel and other federally funded users. The RoB is intended to enhance and further define the specific rules each user must follow while accessing the information system and enforcing user understanding of:
 1. HUD's policy requiring a separation of duties between the requestor and approver for financial transactions;
 2. Prohibition from misusing the information system, i.e., exceeding their

I agree to the Terms of Service

Login

If your account is locked, call the HITS National Help Desk at **1-888-297-8689**, option 3, for a password reset.

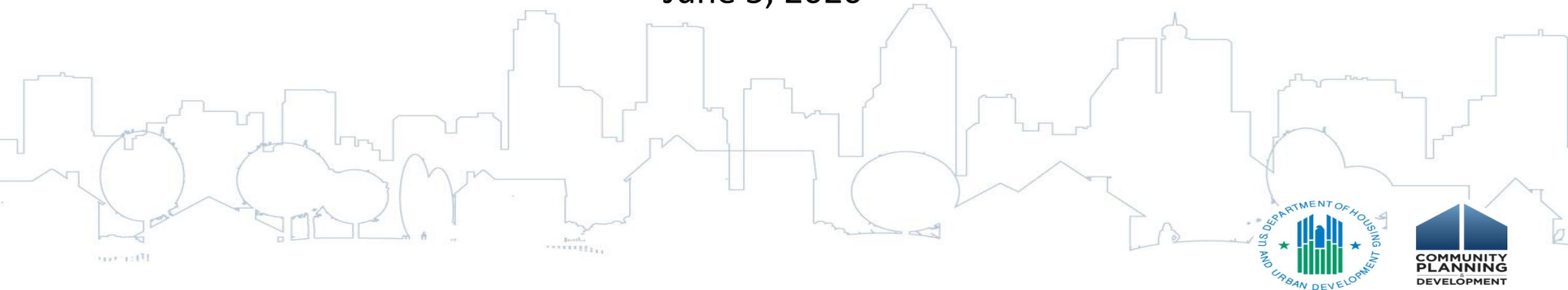
[FOIA](#) [Privacy](#) [Web Policies and Important Links](#) [Home](#) 



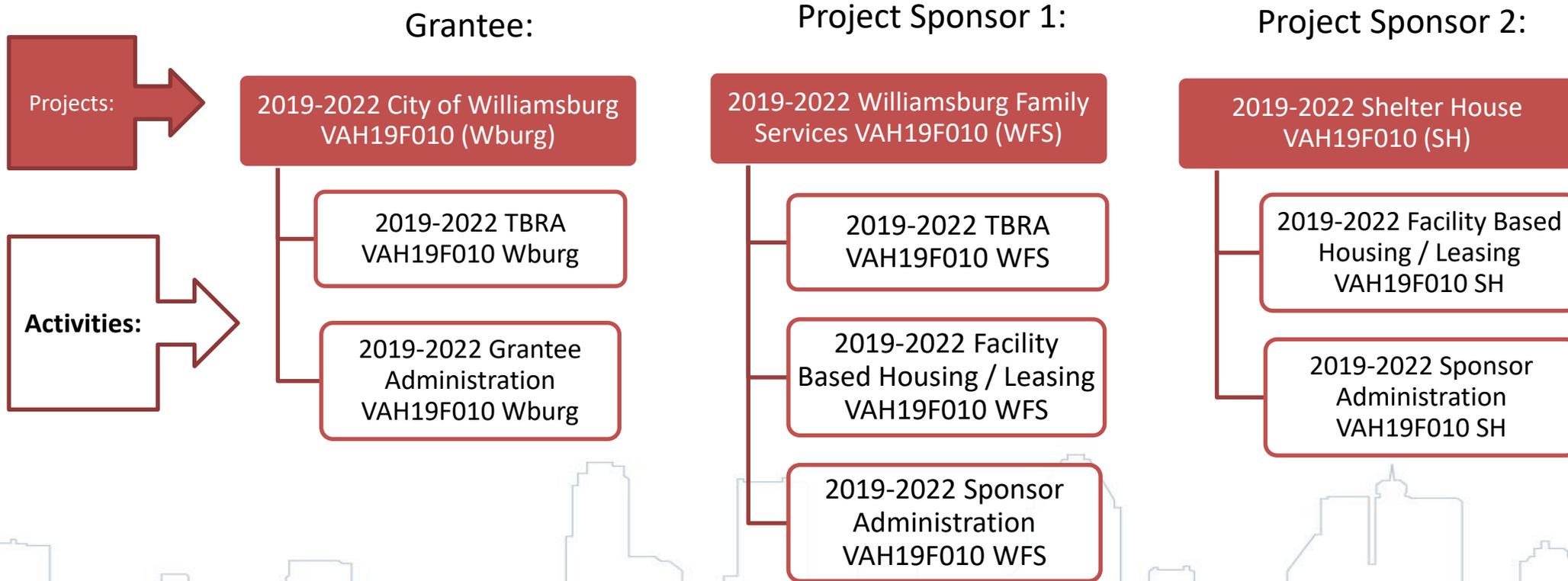


CARES Act - IDIS Walkthrough

June 5, 2020



Overview: HOPWA Projects/Activities



Review: Add Project

Plans/Projects/Activities | Funding/Drawdown

You have 7 CDBG activities that have been flagged. Click on the number to go to the review page.

Program Year

*Program Year:

Estimated Amount (Including Program Income)

Section 108 Loan amount	\$	<input type="text" value="0.00"/>
CDBG	\$	<input type="text" value="0.00"/>

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

Select Sponsor Organization

Grant # (only for HOPWA-C program):

CDBG-K	\$	<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"/>

1. Add Project
2. Choose Program Year
3. Name Project
4. Enter Description
5. Assign Sponsor (If Applicable)
6. Enter Estimated Amount

Review: Add Activity

Plans/Projects/Activities | Funding/Drawdown | Grant | Grantee/PJ | Admin | Reports

Project

Search Project

Search Criteria

Program Year: 2019

IDIS Project

Results Page

Program Year: 2019

Utilities

Links

Program	*Activity Category	Action
CDBG	Does this activity use Section 108 loan?*	No
CDBG	Will this activity use Section 108 loan?*	No
ESG	None	
HOME	None	
HOME	Tenant-Based Rental Assistance (TRPA)	

*Environmental Review:

- Select
- COMPLETED
- EXEMPT**
- UNDERWAY

Environmental Review ID

1. Add Activity
2. Assign Activity to Project
3. Name Activity
4. Choose Activity Category
5. Environmental Review
6. Save

Review: Set Up Activity

Activity

Program	*Activity Category (i)	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					Accomp.	
HOME					Accomp.	
HOPWA					Accomp.	
CDBG					Accomp.	
HPRP					Accomp.	
TCAP					Accomp.	
HESG					Accomp.	
HOPWA-C	None				Accomp.	
HTF	None				Accomp.	

***Performance Objective:**

- Provide decent affordable housing
- Create suitable living environments
- Provide decent affordable housing
- Create economic opportunities

***Performance Outcome:**

- Affordability
- Availability/accessibility
- Affordability
- Sustainability

Activity Funding

Proposed Households to be served with HOPWA RA :

Proposed Households to be served with Leveraged TBRA :

Proposed Households to be served with Leveraged RA :

“Add HOPWA”
 to Set Up Detail Screen
 after Accomplishment Year
 after Budget
 after Goal Households
 Performance Objective
 Performance Outcome
 Objective”

IDIS-Related CARES Act Changes

- Additional Activities when using existing grants to temporarily fund COVID-19 CARES response (while awaiting CARES Act Funds)
- Additional Set of Projects/Activities when using CARES Act Funds
- Naming Convention changes
- Increased Administration Caps
- Leasing Hotel/Motel – Activity Name
- Performance Objective - Setup Detail Screen
- Facility Type - Setup Detail Screen

CARES Act Related Changes to Structure - Grantees

New Projects/Activities for CARES Act Funds

FY2019 HOPWA Allocation Project

2019-2022 City of Williamsburg VAH19F010 (Wburg)

2019-2022 TBRA VAH19F010 Wburg

2019-2022 Grantee Administration VAH19F010 Wburg

2019-2022 Leasing Hotel/Motel CARES Act Adjustment VAH19F010 Wburg

2019-2022 STRMU CARES Act Adjustment VAH19F010 Wburg

2019-2022 Grantee Admin CARES Act Adjustment VAH19F010 Wburg

New Activities Added to separately track COVID-19 Response

Name Change

Max of 6% of CARES Award amount towards Grantee Admin, even if a portion is temporarily drawn from existing grants

CARES Act Funding

CV-COVID-19 2020-2023 City of Williamsburg VAH20FHW010 (Wburg)

Name Change

CV-COVID-19 2020-2023 TBRA VAH20FHW010 Wburg

CV-COVID-19 2020-2023 Leasing Hotel/Motel VAH20FHW010 Wburg

“Leasing Hotel/Motel” in the Activity name

CV-COVID-19 2020-2023 Grantee Administration 6% VAH20FHW010 Wburg

Call out increased Admin Cap

Set Up Detail Screen

All Activities for CARES Response:

***Performance Objective:**
Provide decent affordable housing
Create suitable living environments
Provide decent affordable housing
Create economic opportunities
Prevent, prepare for, and respond to coronavirus

***Performance Outcome:**
Affordability

If Other, specify:

Activity Set Up Changes

Facility Based Housing Subsidy Assistance – Hotel /Motel Vouchers

***Facility Type:**
Select
Select
COVID-19 Response Hotel/Motel
Community Residence
Other Housing Facility
Project-based rental assistance units or leased units
Single room occupancy dwelling

If Other, specify:

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

Vouchers – Approximate Cost Date Incurred

Drawdown

Create Voucher - Page 2 of 4 (Drawdown Amounts)

[Return to Select Activities](#) | [Confirm Voucher](#) | [Cancel Voucher](#)

Activity 1 of 1

IDIS Activity ID: 8459
Williamsburg, VA

Voucher Created For: Williamsburg, VA

Activity Owner: BALTIMORE, MD
Williamsburg, VA

Activity Name: CV-COVID-19 2020-2023 City of Williamsburg VAH20FHW010

Grantee/PJ Activity ID:

Drawdown Amounts for This Activity \$50,000 \$40,000

Recipient Name	Program	Grant Year	Fund Type	Source Name	Source Type	Approx. Cost Incurred Date ⓘ	Funded Amount	Available to Draw	Drawdown Amount
BALTIMORE, MD	HOPWA	Pre-2015	EN	HUD	HH	<input type="text" value=""/>	\$882,000.63	\$597,021.64	\$ <input type="text" value="0"/>

Progress by Activity ID
Entered:
Not Entered: 8459 (#1)
Invalid:

Calendar for January 2020:

Jan 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 21, 2020 is earliest date for CARES response

[Return to Select Activities](#) | [Confirm Voucher](#) | [Cancel Voucher](#)

Microstrategy: PR02

THIS IS A MODIFIED PR-02

Plan Year	IDIS Project	Project	IDIS Activity ID	Activity Name	Activity Category	Activity Status
2019	1	2019-2022 City of Williamsburg VAH19F010 (Wburg)	1000	2019-2022 TBRA VAH19F010 Wburg	Tenant-Based Rental Assistance (TBRA)	Open
			2000	2019-2022 Grantee Administration VAH19F010 Wburg	Grantee Administration	Open
			3000	2019-2022 Grantee Admin CARES Act Adjustment VAH19F010 Wburg	Grantee Administration	Open
			4000	2019-2022 STRMU CARES Act Adjustment VAH19F010 Wburg	Short Term Rent, Mortgage and Utility Payments (STRMU)	Open
			5000	2019-2022 Leasing Hotel/Motel CARES Act Adjustment VAH19F010 Wburg	Facility Based Housing Subsidy Assistance	Open
2020	2	CV-COVID-19 2020-2023 City of Williamsburg VAH20FHW010 (Wburg)	6000	CV-COVID-19 2020-2023 TBRA VAH20FHW010 Wburg	TBRA	Open
			7000	CV-COVID-19 2020-2023 Leasing Hotel/Motel VAH20FHW010 Wburg	Facility Based Housing Subsidy Assistance	Open
			8000	CV-COVID-19 2020-2023 Grantee Administration 6% VAH20FHW010 Wburg	Grantee Administration	Open
Project Total			Project Total			

AAQ and TA Requests

GET ANSWERS!

GET ASSISTANCE!

Answers:

Grantee and Sponsors may ask program, policy and COVID-related questions through the HOPWA AAQ:

HOPWA Ask A Question (AAQ) Portal

Technical Assistance:

HUD is making additional technical assistance (TA) available to grantees to support HOPWA/COVID-19 planning, program development, problem-solving. Those needing TA assistance in managing COVID-19-related program issues may submit an online request through the HUD Exchange at:

<https://www.hudexchange.info/program-support/technical-assistance/>



Q. How do I handle COVID-19 response expenditures in IDIS prior to access to CARES Act Funding?

A. On April 22, 2020, OHH determined grantees could use existing HOPWA funds to temporarily cover COVID-19 response costs until the CARES Act funds are available.

Grantees that are taking advantage of this options should:

- Reach out to the HOPWA TA team through the AAQ portal
- Establish new activities under the year of funding that will be used to temporarily cover COVID-19 costs using standard naming conventions and include *CARES Act Adjustment* in the title.
- Track the voucher numbers, voucher line items, amounts and a description of the costs to be adjusted to the CARES Act grant when the funds are available

HOPWA TA will conduct targeted reach out and work with grantees through the adjustment process with step-by-step instructions.



Q. Can I use my formula grant funds that are set to cancel for COVID-19 response?

A. Formula grantees may choose to initially fund their COVID-19 response using these older “at-risk” funds with a few caveats:

- In order to bill against these older funds (and keep the costs associated with these older grants), the grantee would need to be sure the costs were **eligible under the HOPWA regulation 24 CFR 574 with applicable waiver flexibilities.** (The expanded CARES Act language would not be applicable here.)
- By doing this, the grantee would not need to do the adjustment later because the costs would be eligible under the older grants and so the grantee could keep the COVID-19-response costs associated with these older funds.
- This would allow the grantees to use these old funds first that are at highest risk of being swept back to Treasury and no longer available to the HOPWA program.
- OHH has been in touch with field office staff about funds set to cancel.
- Grantees should discuss any COVID-19 response plans for older funds with their field office to determine if AAP amendments and spend down plan adjustments are needed.



Q. How should I prepare for CARES Act Reporting for HOPWA?

A. HOPWA reporting requirements are still being determined; however, grantees should be able to provide the level of detail currently needed in the HOPWA performance reports (APR/CAPER) for CARES Act grants (separate from other HOPWA grants).

- Formula grantees have traditionally reported out across all grants with activity within a 12-month reporting period but should ensure they are now able to parse out the standard reporting data elements specifically for the CARES Act funding (not comingling with the expenditures and outputs/outcomes from other HOPWA grants).
- Competitive grantees have traditionally reported on a single grant at a time and should be prepared to continue this practice for the CARES Act.

More on this topic will be coming as HUD finalizes requirements.



Resources

HOPWA Guidance for COVID- 19 Webpage on the HUD Exchange

Waiver Memorandum

Available waiver flexibilities and notification process

CPD Director Contact Information For Waiver Notification

Email addresses that must be utilized by grantees to notify CPD Directors of intent to utilize available waivers

CPD Program Formula Allocations and CARES Act Supplemental Funding for FY2020

HOPWA Notice CPD-20-05



AAQ and TA Requests

GET ANSWERS!

GET ASSISTANCE!

Answers:

Grantee and Sponsors may ask program, policy and COVID-related questions through the HOPWA AAQ:

HOPWA Ask A Question (AAQ) Portal

Technical Assistance:

HUD is making additional technical assistance (TA) available to grantees to support HOPWA/COVID-19 planning, program development, problem-solving. Those needing TA assistance in managing COVID-19-related program issues may submit an online request through the HUD Exchange at:

<https://www.hudexchange.info/program-support/technical-assistance/>



