COLLABORATIVE SOLUTIONS, INC.

Moderator: Valencia Moss
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SLIDE 1

Valencia Moss: Hello, everyone, and thank you for joining us for the HOPWA/COVID-19: HOPWA IDIS Set-Up and Draw Instructions for the CARES Act Grants. Today's webinar will begin promptly in five minutes.

Hello, everyone, and thank you for joining us for HOPWA/COVID-19: HOPWA IDIS Set-Up and Draw Instructions for the CARES Act Grants.

My name is Valencia Moss and I will be your producer for today. If you encounter any audio problems or computer problems, please email me at Valencia@collaborativesolutions.net. Today's webinar is being recorded and will be made available after today's webinar for on demand watching.

To download a copy of today's PowerPoint presentation, you may do so by locating the link box located in the left-hand corner of your screen, select HOPWA/COVID IDIS Set-Up Number 2, and select Open.

We will also be reviewing the CARES Act IDIS walk-through and we have uploaded a copy of the walk-through under Number one. Also, we've also uploaded links to the HOPWA IDIS Set-Up and Draw Instructions under Number 3.

I would like to introduce to you your speaker today, Kate Briddell.

Kate Briddell: Good morning, everyone or afternoon, I'm on the West Coast. Collaborative Solutions is pleased to welcome you all to this webinar titled "HOPWA IDIS Set-Up and Draw Instructions for CARES Act Grantees."

Today's speakers are actually Katie Pittenger who's the financial operations analyst from the Office of HIV/AIDS Housing, and Becky Blalock from Collaborative Solutions. Also on the line from Office of HIV/AIDS Housing are Rita Harcrow, the Director, and Ben Ayers, the Deputy Director. Monitoring the chat box today are myself and Emily Fischbein from Collaborative Solutions.

SLIDE 2

And now it's my pleasure to turn this over to Katie Pittenger.

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Katie Pittenger: Great, thank you. Good afternoon and good morning to some of you. As Kate said, my name is Katie Pittenger and I'm glad to join you all today to talk about IDIS set-up for CARES Act grants.

Today, we'll be going over the preliminary steps grantees should complete before moving to the next step of IDIS set-up. We'll talk a little bit about project sponsor agreements; we'll discuss IDIS projects and activities and do a walk-through using screenshots; then we'll touch on a couple FAQs, talk about how to reach out for help, and answer questions.

This webinar should be really helpful for HOPWA and formula competitive grantee staff that have a hand in IDIS set-up and draws. Please enter questions in the chat box. We will not be able to answer all of them during this webinar, but we will be following up.

SLIDE 4

So as we all know the CARES Act guidance is evolving every day, so please stay tuned through the HOPWA listserv and on the HUD Exchange at the HOPWA COVID-19 Guidance page.

SLIDE 5

All right, so hopefully many of you saw the HOPWA listserv message that went out last night. A new HOPWA document was published called the HOPWA IDIS Set-Up and Draw Instructions for CARES Act Grants.

The purpose of this document is to give HOPWA formula and competitive grantees guidance on how to set up IDIS for CARES so that grantees can use these critical funds to prevent, prepare for and respond to COVID-19. And as Valencia mentioned, this document is available in the links page of this webinar.

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So today we're going to walk through some information that's in that document. To start, grantee staff that are involved in setting up projects and activities in IDIS should already have a few things sort of in their toolbox before they get started.

They need to be familiar with the HOPWA CARES Act Notice, the CPD-20-05, along with the waivers. They should know how to get emails from the HUD Exchange, be familiar with the existing HOPWA IDIS manual that's online, and familiar with how to get questions answered through the AAQ by HOPWA TA providers.

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So as we all know formula grantees must submit a plan amendment or a new Annual Action Plan to address CARES Act funds through the eCon Planning Suite screens in IDIS. I just want to mention and quickly say that we will be talking about project set-up today.

Formula grantees should create projects through the Annual Action Plan amendment process and can review after to confirm that any dummy projects that they may have created have been updated. Competitive grantees must submit a descriptive package and the deadline for that was June 1st. There are links here providing more information for both formula and competitive grantees on these steps.

Grantees should be focusing on getting these preliminary steps completed in order to get to a signed grant agreement.

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So we know that many grantees partner within the community with project sponsors. One thing that grantees should start doing now, if they haven't already, is determining the best way to navigate local contracting processes to expedite assigning CARES Act funds on project sponsor agreements. Grantees have 14 days from signing the grant agreement with HUD to execute or amend project sponsor agreements for the CARES Act.

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As a reminder, when grantees are establishing new or amending existing project sponsor agreements, they need to be thinking in terms of Grant-Based Accounting. Regardless of how the local agreements are structured, grantees must be able to trace costs to a specific grant from the project sponsor's invoicing through the grantees' accounting system up to IDIS.

Amended project sponsor agreements that includes two funding sources must be able to track Admin caps and allowable costs by grant. If any of this sounds confusing or new to you, please reach out to the HOPWA AAQ helpdesk for support.

SLIDE 10

All right, so when we walk through the IDIS to verify your CARES Act funds are, you will first notice the grant number format has changed slightly. So, traditionally, the HOPWA grant number followed a two-digit date, an H for HOPWA, two-digit fiscal year, and then an F for formula or a zero for competitive, or in IDIS, the competitives were identified as HOPWA-C, and then a three-digit grantee number.

Now, the format includes a two-digit source type code, so you see that in the orange in the chart at the bottom. This will help MicroStrategy reports isolate CARES Act funding for upcoming reports.

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So if you see a new grant number, then you know the funds are in place and you can create new projects if you're a competitive grantee, or review existing projects created in the Annual Action Plan if you are a formula grantee. This is especially important for formula grantees that originally used dummy projects before selecting the project sponsors.

So grantees should have one 2020 project for the grantee and one 2020 project for each project sponsor for the CARES Act. The name should be updated to include CV-COVID-19 and the naming convention tool, which hopefully some of you all are familiar with, is being updated now to include some of these new elements for the naming conventions for CARES Act. So that should be available in the next – within the next week.

Grantees should assign a project sponsor, if applicable, to the project and enter a project description and then save. This is reminder that formula grantees link projects back to the AP-35 screen in the Annual Action Plan. Once the project is linked, additional data fields will populate. For more information on the Annual Action Plan screen, grantees can go back to the prerequisite link and also follow the link here to the amendment instructions.

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All right, so setting up activities. So all formula and competitive grantees should set up new CARES Act activities under the corresponding CARES Act project. Again, the naming convention structure is updated to include the CV-COVID-19.

There are some other naming changes like adding the Admin percentage to the name since those have been increased for CARES. So you see under the second bullet, we have a grantee 6 percent Admin listed there. Naming – so again the naming convention tool is being updated and that will help generate – auto-generate names with basic information plugged into the tool. So that should be available next week.

Grantees should select the right activity category. Note that both leasing and operating, including hotel/motel should go under Facility-Based Housing

Subsidy Assistance. Grantees should complete the environmental review status, and grantees should be able to identify the Performance Objective that reflects the purpose of the CARES Act on the Set-up Detail screen for the direct service activities.

So we're talking through these projects (inaudible) now and in a little bit we're going to see more of this through a walk-through that Becky will do.

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All right, so many grantees are using Hotel/Motel flexibilities in the CARES Act to quarantine clients and their families. So here's some specific information on setting up these activities in IDIS.

Names should include Leasing Hotel/Motel. The IDIS category should be Facility-Based Housing Subsidy Assistance. The Environmental Review status, Exempt. The Activity Set-up Detail options will include the performance objective update for CARES; and the facility type, COVID-19 Response Hotel/Motel. And this is a brand-new dropdown option in IDIS that's being pushed today actually and this will allow HUD and grantees to be able to better track specifically hotel/motel costs through the reports – MicroStrategy reports that we pull out of IDIS.

Grantees should select Short-term shelter or transitional supportive housing facility/unit for the housing type.

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All right, so just a few reminders about making draws in IDIS. Grantees should maintain Grant-Based Accounting, tracking each grant separately, and keeping in mind that HOPWA grants are three-year grants, but that CARES Act grant can be spent faster. Grantees should draw at least quarterly on each active grant, and where possible, separate CARES Act draws should be completed on separate vouchers instead of just separate voucher line items just to keep it really clean separating CARES Act draws.

SLIDE 15

OK, so hopefully formula and competitive grantees on the call are familiar with an IDIS feature that went live in December 2019 with the Approximate

Date Cost Incurred field. We realized there is a natural lag between when costs are incurred and when expenses are drawn down in IDIS.

The Approximate Date Cost Incurred field allows HUD to identify the approximate date when those costs actually took place and will be very helpful as HUD develops more streamlined ways to collect data by program year in the future.

So for CARES, grantees can bill costs regardless of the date based – regardless of the date. So based on news reports, the first U.S. COVID case happened around January 21st, 2020, so this is the oldest cost incurred date for CARES that we would expect. Allowing grantees to select that date back to January 2020 for CARES Act requires an update in IDIS that should be live in mid-June.

But in the meantime, if you are a grantee and you cannot get to a sufficiently close Approximate Date Cost Incurred when you're doing your voucher, you should reach out to the HOPWA AAQ and just provide some information about the voucher, the voucher number and the preferred date that you want listed as the Approximate Date Cost Incurred and we'll be able to do a system correction and track those adjustments.

SLIDE 16

So there are some grantees that have incurred COVID-19 costs prior to receiving CARES Act funds. On April 22nd, OHH determined grantees could use existing HOPWA funds to temporarily cover costs while awaiting CARES Act awards.

Grantees that are taking advantage of this option should: reach out to the TA through the AAQ, and establish new CARES Act adjustment activities under the year and project that match the grant that will be temporarily covering the cost. This is new so – this is the second bullet – second bullet there.

So if you are using your FY – this is an example, so if you're using your FY19 grant to cover costs, then a new adjustment activity will get set up under that FY19 project. So as I said again this is new and we realize that some grantees have already drawn without creating this new adjustment activity. The

intention of this adjustment activity is to allow the grantee and TA providers to quickly identify the costs that have been associated with this temporary adjustment.

So as long as grantees can identify the voucher number, line item, amount and description of the cost, the TA team will be able to walk you through the adjustment steps. So it's just very important that grantees that are utilizing this option are in touch with the TA providers at the HOPWA AAQ.

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OK, now, we're going to turn over the presentation to Becky to walk us through some of the screenshots for IDIS.

SLIDE 18

Rebecca Blalock: Thanks, Katie. Hi, everyone, and I'm so glad you're joining us today for this walk-through through IDIS. As most of you are familiar, IDIS is best learned seeing the screens for yourself so we're going to try to do as close to a representation of that as we can.

Today, we're going to look – we're going to start with the foundation of the existing process for HOPWA grantees for both formula and competitive because we know there is such a large amount of turnover in staff, we kind of wanted to do a refresher of the basic steps and basic processes before we get into what's changed with the CARES Act.

SLIDE 19

So this first slide shows the existing structure as it currently exists for all HOPWA competitive and formula grantees. There is one project for the grantee and the activities listed under that project are the activities that the grantee conducts for themselves. So in this case, the City of Williamsburg, which is conveniently where I'm located, provides tenant-based rental assistance and takes their 3 percent grantee administration.

The next two columns indicate that the City of Williamsburg also has two project sponsors that they contract with to provide services, and you can see that the activities listed underneath each of those projects are the activities that

each sponsor provides. So you can see that the naming convention follows through – all the projects are named similarly - named with the same structure and all the activities are named with the same naming convention as well.

SLIDE 20

So the first step that we're going to walk through in the hierarchy of HOPWA projects in IDIS is the HOPWA Project, so that's the top thing – that's the first thing you have to create when working in IDIS. So we're starting from when you first log into IDIS, the first thing you see is your Search Activity screen which is close to what we want to do, but it's not exactly where we want someone to start.

So we're going to look on the left-hand side of our screen and we'll see a blue outlined box that has Project written in orange and Add is the first option underneath Project, so we're going to click on that and that will take us to the Add Project screen. So it's pretty hard to see because it's so large – so long, so we're going to call out each different field that is required for HOPWA grantees to complete.

So after you clicked on the Add Project button and you get the Add Project screen, the first thing that you have to do is you have to assign this Project to a program year. Like Katie said, with Grants-Based Accounting, you are required to assign the project to the program year that matches the funding source that you are planning on using to fund the activities.

So in this case, most grantees are still working with their most current grants of 2019, so that's what we're going to use for all of our examples today. So we would assign 2019 as the program year for this project.

The next required field is the Project Title and we've looked at the naming convention a couple of times so I won't detail all of it, but you'll see that it's the same pattern that we've talked about before and that the naming convention tool will help you walk through to follow along and create your project titles appropriately.

The next field on this screen is the Description field and this can be as – should be as broad as it needs to be to describe all of the services that the City

of Williamsburg will provide. So this is just for the city. This is not for either one of their sponsors. This is just what the city itself will be providing with its HOPWA funds.

The next field on this screen that are required for HOPWA grantees is the assigned sponsor for this project and since this specific project that we are looking at right now is only for the grantee, we would not have to do this part. But when you are creating projects for your sponsors, you would go through this process and click the Select Sponsor Organization and it will take you through a Search screen and a search process for you to assign your project sponsor to this Project.

And for HOPWA competitive grantees, this is where you identify the grant that you are working with if you have multiple grants in - which - when you get your CARES money, everybody will have multiple grants.

The last field on this screen is the Estimated Amount screen – the Estimate Amount field, sorry. And for HOPWA grantees, you would enter an estimated amount in the HOPWA row; and for HOPWA competitive grantees, you would enter an amount in the HOPWA competitive row. And again this is just the amount that all of the City of Williamsburg for this example would be spending, so this would be everything they would spend through TBRA and all of their administration costs.

And just a reminder from what Katie said, after you click Save and have established this Project, for formula grantees, they should go back to their eCon Planning Suite and their Annual Action Plan and to Section AP-35, and they will need to complete more fields that are required for the Annual Action Plan – Annual Action Plan Planning process.

SLIDE 21

So after we've done that step and saved it, the next thing that we get to that we actually – this is the default screen again in IDIS – it's the Search Activity screen. But we don't want to search activities, we actually want to add a new activity, so now that we've created our project, now we can start assigning the

work that - what the City of Williamsburg is actually going to be doing to provide services for HOPWA.

So we don't want to search yet, we want to add. So we're going to go back to the left-hand side of the screen. We're going to look for the Activity box and underneath that word Activity, we're going to see Add. So we're going to click on Add and that will bring up the Add Activity screen, and again it's very small so we're going to call out each section that is required for HOPWA grantees to complete.

First one that we come to is we have to tell IDIS through this step who does this activity belong to, who's going to be providing these services. So we have to click the Select Project button underneath the IDIS Project I.D./Project Title, and once you click that button, it will bring up the Search Project screen. And since we've already created the projects that we want to use, it helps slightly to filter. If you only have a few projects, you cannot filter things and it's just as fine, you get there either way. You just get a few more results if you have a lot of projects.

For this activity I've already entered that we would search with Program Year 2019 and we just want it to return HOPWA projects. So after you enter your filters, if you're going to use them, click on Search and this returns your search results. So in this case, we only have one project and we would choose in the action column on the right-hand side, we would choose Select. Once you choose Select, it takes you back to the Add Activity screen and it tells you that the project has been selected and that it has been assigned to the specific project named, but it has not yet been saved.

So, before we even get to the Save step, we still have a couple more things that we need to do. Before we can save the Activity, we have to name it and again we've looked at the naming convention a couple of times, so here's the naming convention for what would be the City of Williamsburg TBRA Activity for 2019. So we'll put that in our Activity name.

The next section that we have to do is – so I want to go back and show you – is - I call it the little black and white or gray and white spreadsheet-type-

looking chart thing in the middle, and that actually is the Program Activity category sections. So it has one row for each program that exists in IDIS. So we have to look carefully to choose the HOPWA row, and it is defaulted to none and now when you click on it, you see dropdown list with all the possible HOPWA activities that could be chosen.

Like I said before, we are choosing Tenant-Based Rental Assistance, so we'll select that for our option. And the next required field is the Environmental Review status, and for Tenant-Based Rental Assistance, the option there is Exempt. And once you click on Exempt, you are allowed to save your Project – you save your Activity, I'm sorry.

But lest you think that you are done, that's actually only the first step that you need to complete before you're allowed to start funding your activities. After you have done all those steps and saved your Activity, you then have to – your screen will change. It will have gone from Add Activity into - now it will be shown as Edit Activity. And I've highlighted just this one chart since this is the only thing you'll have to – this is where you'll go on the Edit Activity screen to get to our next step.

SLIDE 22

So as you can see in the HOPWA row, we've identified Tenant-Based Rental Assistance and you can see that our activity is not Ready to Fund, and therefore it has not yet been funded. And in the Set-up Detail column, you see Add HOPWA. So we'll click on that, which brings up the Add HOPWA Tenant-Based Rental Assistance Set-up detail, and there's a few fields on this screen that will need completed before you're allowed to save the Activity screen.

The first one is Accomplishment Year. The second one is in the next chart below. You have to enter a budget for what the City of Williamsburg is planning on spending on Tenant-Based Rental Assistance. And then the third row down is required and the asterisk indicates that those – that these fields are required before you're allowed to save it. It's how many households the grantee indicates - proposes to serve with HOPWA during this year.

The next one down that I didn't show in the bigger screen is the Performance Objective, and for all HOPWA activities, this is defaulted to Provide Decent Affordable Housing. And the next one is the Performance Outcome and that is defaulted to Affordability. So once you click and you enter all of those fields, you are allowed – the system will let you save the Set-up Detail screen and it will automatically return you back to the Edit Activity screen and now you can see that your Activity is Ready to Fund.

SLIDE 23

So, that's a brief refresher of what – of how we get to where we need to go, so now we can start changing things because of CARES. So that was a brief overview of names, structure, activities, process. If you noticed we used all existing entitlement funds, none of that had anything to do with CARES Act, that was just kind of a refresher to get to where we are right now.

So these are the changes that the CARES Act has brought into IDIS that we're going to walk through. Katie has gone through them all; now we're going to look at them and see what they look like in IDIS.

Like Katie said, when – if a grantee chooses to use existing funds, using grant funds to temporarily fund your COVID-19 response, you got to – you'll create additional activities under those existing projects. Once you get your CARES funds, you will set up a brand new set of projects and activities, and that goes for both formula and competitive grantees.

The naming convention changes, as Katie talked about - so we'll look at that and see how that is played out in IDIS. We'll look at increased in Admin caps. We'll look and see how the activity name changes if you're doing hotel/motel vouchers for your community, and we'll look at some changes to the Performance Objective and the Facility types. We'll see what those look like in IDIS.

SLIDE 24

So back to our beginning - we're starting from the same starting point of our 2019 allocation for the City of Williamsburg. This is what they – this is what their Set-up would have looked like back in February before COVID was

affecting our communities as strongly as it is now. So they were doing TBRA, they were doing grantee administration, and everything was good.

And then COVID-19 came along and they realized they needed to respond. So then the City of grantee – City of Williamsburg now has had to do a little bit more with their FY19 and they have chosen to start spending some of that money first in anticipation of getting their CARES money later; they've gone ahead and started spending some of their FY19 money on that response.

So they didn't have to create a new project. We're still in the same project that we already had. We've just gotten now a few new activities. So you can see the City of Williamsburg had decided that they have a lot of clients that needed quarantine in hotel/motels, and we now have some STRMU needs and we are taking some of the Admin – we're using - we're fronting some of the admin costs that have increased because of the CARES response.

So we've got the new activities added to the existing project. The name has changed - you can see that now that we're calling out Leasing in Hotel/Motel in the Activity name, so everyone involved can immediately see this is a Facility-Based Hotel/Motel service that is being provided.

Additionally, we want the grantee to separate out what is already had – what is already being drawn as their 3 percent Admin from their allocation. We want you to start tracking and making sure that you're separating - that you're delineating how much of your CARES Administration costs you're spending and -in anticipation of getting the CARES funds.

So that's where City of Williamsburg is now. Hopefully, they will be getting their CARES Act funding soon. When that happens, they will need to set up an entirely new set of projects and activities. So I'm only showing you the City of Williamsburg, but all of this would be replicated for any sponsors that the grantees have as well.

So the first thing that we see right away is that our names have changed, that we've got the CV-COVID-19 as an activity name and as a project name header, or the precursor. And we can also see that the grant number has

changed, we've got HW for the formula grantees and for competitive grantees you would see a 1W in that activity name or project name.

Additionally, you can see that the Leasing hotel/motel carries through in this activity name as well and that we are further clarifying that this 6 percent of the last activity in the CARES column is the grantee administration 6 percent Admin of their CARES award.

And grantees should already know what their CARES award is going to be even if they haven't gotten it yet, so they should take great care to calculate what that 6 percent Administration cap is going to be, and make sure that they track those expenditures and make sure that they do not go over that 6 percent Administration cap.

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The last two Set-up Detail screen changes actually are…

Operator: The leader has disconnected. The conference will be terminated in five minutes.

Rebecca Blalock: We're going to keep going and hope Valencia comes back.

The Performance Objective now for all CARES response activities that you can see - now it looks different than the last time I showed you this section. There's now a Performance Objective of Prevent, prepare for, and respond to Coronavirus.

And for Facility-Based Housing Subsidy Assistance, which is what Katie has said that that's where all – that the activity category, that all hotel/motel vouchers and response should be used – should be listed as – and the facility type for that Activity, there's now a specific COVID-19 Response Hotel/Motel. So not only it's in the activity name, it's also spelled out in the Set-up detail screen.

SLIDE 26

So once you have finished that Set-up detail screen and you have done all those changes, you have set up a project, you have set up an activity – you

have created an activity, you set up the activity, you have funded your activity, and now you're drawing, you're ready to draw vouchers.

So like Katie said, for all CARES funds, grantees will be able to go back to January 21st, 2020 for the earliest Approximate Cost Date Incurred and this is just showing that the calendar will let you do that for all – for CARES mot only, for those services that you may have started providing in preparation for the virus.

SLIDE 27

The last screen that I want to show you is what the MicroStrategy PR02 report would look like. So again we're starting back from the beginning, this is what City of Williamsburg PR02 would have looked like back before the CARES response started.

Once they started spending their FY19 funds in response to COVID-19 in our community, they would add these three new activities. They would still be listed as- with program 2019. And when they get their CARES response …

Operator: The leader has disconnected. The conference will be terminated in five minutes.

Rebecca Blalock: This is what the City of Williamsburg's PR02 would look like with their CARES Act activities added.

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So that's the end of my slides - of my walk-through and I just want to reiterate if you have questions along any steps of the way, if you have new staff – if you have staff that just need a refresher because it's been a while, if you just need help with any steps or all the steps, please reach out for assistance, myself and other TA providers are more than happy and willing to help you through what is one of many confusing and weird things that we're all experiencing right now.

So please don't hesitate to reach out with any questions that - we are glad to help to make sure that everyone has access to serve their – serve the

community as best they can. So with that, I will turn it back over to Katie Pittenger and she will finish the presentation.

SLIDE 29

Katie Pittenger: Thank you. It sounds like there might be some technical difficulties with Valencia, our leader, so I'm not sure if she's able to bring back the other slide deck. Great, it's here.

SLIDE 30

OK, so we wanted to talk through a couple questions that we've received. The first one is about the formula grantees with old FY14 funds that are set to cancel. So formula grantees can use old canceling funds to cover COVID response, but in order to keep costs associated with these old grants, all the costs have to be eligible under the HOPWA regs and the waivers applicable to that year's funding.

By drawing these costs first for COVID, this would use the canceling funds before they are swept back to Treasury. OHH has been in touch with field offices on FY14 funds that will cancel in September that could be used for this purpose. So grantees should work with their field offices to discuss these older funds and determine if an Annual Action Plan amendment or Spend Down plan update would be needed.

SLIDE 31

Next slide, are you able to advance the slide? Great. OK, so we've gotten a lot of questions about reporting as well. So the question here, How should I prepare for CARES Act reporting for HOPWA?

The answer is that the requirements are still being determined, but the grantee should be able to collect the current performance data elements for CARES Act grant. The formula grantees need to be able to parse out expenditures, outputs, and outcomes for CARES Act specifically. Traditionally, formula grantees report on all active grants in a 12-month reporting period so this might be a change for them.

Competitive grantees have reported separately all along, so this is standard practice. Again, this is all preliminary. We do not have reporting requirements finalized yet and we will be reaching out as soon as possible to provide that guidance.

SLIDE 32

OK, and so just to summarize the things that we talked about today, there are prerequisites grantees should complete before going into IDIS to start their Set-up process. Grantees have projects – grantees that have project sponsors should be working to get those projects sponsor agreements in place as soon as possible after the grant agreement is signed with HUD.

Grantees need to keep in mind that we are still operating under Grant-Based Accounting and that includes CARES Act funds as well. Project and Activity Set-ups follow largely the same standard practice, with some name changes and a few key things to consider, so the things that Becky just walked through.

So grantees using old funds to either temporarily cover COVID costs or to spend down old balances should reach out for assistance. And of course, the reporting requirements are still being developed, and we will be communicating out about those as soon as we have additional information.

SLIDE 33

So if you've been on these webinars, you - this slide looks familiar. So these are the resources. We've added the Mega-Waiver 2 that came out in May 2020 on the second line there as well as at the bottom, the IDIS Set-up and Draw Instructions that went out to the listserv last night.

If you are trying to figure out where to start, sifting through all of the resources, if you go to the HOPWA guidance for COVID-19 webpage on the HUD Exchange, that's a great place to look. And of course, make sure that you're set up to receive emails through the HUD Exchange listserv.

SLIDE 34

And of course, and Becky mentioned this as well, please send in questions if you are running into challenges. We know grantees across the country are

working quickly to try and get these funds set up in IDIS and get activities moving. So if you have questions, please reach out. You can get individualized quick policy and system answers through the HOPWA AAQ, and you can also request more intensive technical assistance support if there are kind of larger issues that you're grappling with that you need some support on.

SLIDE 35

All right, and we have gotten to the question portion, so Kate and Emily, do you have any questions for us?

Kate Briddell: Hi, yes, Katie, we do have some questions. The first one is do HOPWA formula and competitive grantees use the same rules for naming IDIS Projects and Activities?

Rebecca Blalock: I can answer this one. Yes, HOPWA formula and competitive grantees both have the same naming convention structures for both Projects and Activities. The CARES Act just brings in a few new elements like throwing the CV-COVID-19 in front and the grant number change.

The naming convention tool currently shows how formula and competitive grantees name Projects and Activities, and it will be updated sometime in the next week, hopefully sooner, and will allow you to properly name both formula and competitive CARES Act grant Projects and Activities.

Emily Fischbein: OK, great. Another question that we had here is "When do HOPWA formula grantees create CARES Act Projects, if I already made projects in my Annual Action Plan for the CARES Act, do I have to make duplicates?"

Katie Pittenger: Thank you for that question. This is Katie, I'll take that one.

So HOPWA formula grantees originally set up CARES Act projects in the submission of the Annual Action Plan, linking those projects to the plan using the AP-35 screen. So those same projects are the ones that are used to identify the grantee and the project sponsor, and link to the IDIS activities.

For some grantees, the project sponsors were not identified at the time of their Annual Action Plan submission, their (inaudible) submission, and so they used dummy sort of placeholder projects. So the instructions today and in the IDIS instructions document encourage formula grantees to review those projects that were already made just to make sure that they are following the correct naming convention and that the project sponsors have been identified.

Kate Briddell: Great, thanks, Katie. We have another question from a project sponsor. It says, "I represent a new project sponsor and will be receiving CARES Act funding from our grantee; what is my role in IDIS?"

Katie Pittenger: Great, I can take that question too. So HOPWA project sponsors do not have a direct role to play in IDIS. They are not involved in the creation of the projects and activities or drawing down the funds. The most (inaudible) project sponsor function is to ensure strong financial management and internal control at the project sponsor level.

Costs submitted to the grantee from the project sponsor should be able to be linked directly to a single HOPWA grant whether it's the CARES Act or otherwise. So if you're a project sponsor and you have these sorts of questions about financial tracking in the system, it's important to reach out to your HOPWA grantee. The grantee is responsible to ensure that there is a coordinated expectation across their project sponsors.

Emily Fischbein: Thanks, Katie. We have another question related to project sponsors and this one is "I am a grantee and I'm concerned that our project sponsor agreements will not be in place within the 14 days. Also, I'd like to talk with someone to confirm our contract and invoicing forms cover the necessary data elements to track our CARES Act expenses."

Katie Pittenger: Great, I can answer this one and then, Ben and Rita, I don't know if you want to chime in at all.

But thank you so much for your work in expediting process to execute project sponsor agreement. If you would like to talk to someone about your unique situation regarding establishing project sponsor agreement, we recommend

reaching out to your local HUD field office and/or to the HOPWA AAQ desk to help navigate those issues.

Ben and Rita, I don't know if you have anything else you'd want to add to that.

Rita Harcrow: Hey, Katie, this is Rita. So the question around the 14-day expectation has come up since the letters announcing your awards went out and that expectation was put forward. And the intent of the CARES Act is really to respond immediately to the crisis that we've all been experiencing in this country.

So I know that some cities in particular have extensive processes in place for executing those agreements and we really are hoping that you have found a way to work around that, to navigate that, to get money out on the ground quicker. That's why the 14-days was put forward as an expectation to really get those funds out quickly.

If you are having issues, it would be great if you could reach out through the AAQ or the field office and ask for some assistance, some further guidance on how we can help you expedite that process. Thanks.

Kate Briddell: Thanks, Rita. We have another question here, "For the CARES Act STRMU Activity, not all of our clients will need the 24 months of assistance. Should costs covering shorter STRMU time periods be billed to a separate CARES Act STRMU Activity?

Rebecca Blalock: I can take this one. Thank you for your question. That's a great question.

The answer – simple answer is, no, any HOPWA CARES Act funds that go to cover STRMU costs for up to 24 months is allowed for - that the grantee or project sponsor incurs can be drawn through the grantee or project sponsor STRMU activity for that project. That is, you don't need to separate them out by length of time of service of the systems provided.

Emily Fischbein: OK, thanks, Becky, for that good answer. We have another question here, "You talked through two different scenarios regarding using existing funds to

cover COVID-19 response. Can you describe how they are different from each other?"

Katie Pittenger: Sure, I think that was me talking about the two scenarios. So the first scenario describes an option that the grantees can use when they face – when they're faced with the COVID-19 costs prior to accessing CARES Act grant. So grantees can temporarily use an existing grant to cover the cost, but must make an adjustment when the CARES Act funds are available. So in this situation, the grantee may use CARES Act flexibility since the costs will ultimately be associated with the CARES Act grant.

The second scenario that I talked through described in the Q&A was an option that grantees could use when they had old HOPWA funds that were set to cancel, like their FY14 funds which are set to cancel at the end of the fiscal year, so this one is specifically for formula grantees. So to avoid having those funds lost to the HOPWA program, grantees could look at how they can use the standard HOPWA regs and any applicable waivers for that funding source to spend down those funds.

So in this situation, the cost will remain with the old grant, and so the costs must be eligible under those funds. So you could be responding to CARES Act, to the COVID crisis, but continuing with the rules in the standard HOPWA regulations and applicable waivers.

So in that situation, when you're using the old funds and you want to keep the costs associated to those old funds, an adjustment would not be needed. Hopefully, that distinction is helpful and if you have questions about that, please feel free to reach out; and if you're trying to figure out what to do with older funds and in particular the FY14 funds or FY15 funds, please reach out to your field office. We are communicating with them about balances that we're seeing and - or having those conversations in your field offices. We'll be available for those conversations as well.

Kate Briddell: Perfect, thanks, Katie. I've got a couple of questions here that seemed to be related so I'm going to ask them together.

The first one is, "I already drew existing funds to cover COVID-19 response and did not establish an adjustment activity; what should I do?" And then the related question is, "Does that adjustment activity have to be under a new project?"

Rebecca Blalock: I can answer this one, I was talking about that. If you – first of all, thank you for the question. Second, if you haven't already – if you haven't set up the adjustment activity, that I - that I showed you when we did our walk-through, it's OK. This guidance is being developed in real-time. We're writing the rules as we go.

The adjustment activity will help grantees and the TA team quickly identify expenses that need to be adjusted. So if you haven't already done it, just reach out to the HOPWA AAQ to get instructions on how to proceed and we will walk you through the steps. And note the adjustment tweak doesn't need to be set up under a new Project. It can be under the corresponding Project for the year of the grant like we showed you with the City of Williamsburg.

They were doing a small amount and they added work in their existing project. So that could be an example to follow.

Emily Fischbein: Thanks, Becky. OK, we have a question that is related to what you went over regarding naming conventions and the question is, "Can I still use the HOPWA naming convention tool to create the Project and Activity names?"

Katie Pittenger: Great, thank you for that question. Yes, the HOPWA naming convention tool is still a very useful tool to help grantees auto-generate names. So grantees plug in a few variables, information on the grant number, the Project name – or excuse me, the grantee name, project sponsor name, the years of the grant, and some other key pieces of information, and then it will auto-generate the appropriate naming convention.

So it's a great tool. It is in the process of being developed – or excuse me, updated right now so that it includes some additional information for CARES. Those updates should be out next week, if not sooner. So just keep a lookout on the listserv for an update on that. But, yes, that naming convention tool is still very useful and we encourage grantees to use it.

Kate Briddell: Great, thanks, Katie. It looks like we just have a couple more questions. So the next question is, "Will we have to report out on CARES Act separately from other HOPWA grants?"

Rebecca Blalock: I can answer this one. Ben and Rita, feel free to chime in if you've gotten new information in the past hour.

The reporting – at this point, the HOPWA reporting requirements for CARES Act funds are still being finalized. In the meantime, grantees should make sure that their system can track all of their standard performance reporting data elements for their CARES Act funds. If you'll follow the general theme of just keep doing what you're doing as far as reporting and collecting data, then you'll be OK when it comes time for whatever reporting looks like, when we're ready for it.

We've heard – we've heard from grantees and we know – we know that this is on your mind, so if you'll just keep doing your traditional standard practices for data reporting and collecting, and we will roll up guidance on reporting as soon as it is possible – as soon we have it available.

Emily Fischbein: Thanks, Becky. We have one more question –

Rita Harcrow: I'm sorry, this is Rita. I was going to just add to that. Thanks, Becky, that was a good answer and what you said is correct that we're still working on that internally and there – the CARES Act does have some unique aspects of – there's some provisions around reporting that we're trying to work through as a department, so we have work groups and some other things going on.

We're really trying to simplify the reporting as much as we can, but we don't know yet how much we'll be able to do that. But as Becky said, the best thing is to go ahead and track everything separately.

So the CARES Act was such a huge supplement and such a huge act for the country, it will have some specialized reporting and can't just get lumped into everything else that's already going on. We need to be able to measure those activities separately for that reason. Thanks.

Emily Fischbein: Thanks, Rita, and thanks, Becky. It looks like we have one – time for one last question and the question addresses something you went over, but I think just a little brief clarification is what they're looking for here. "Our program will be providing hotel/motel assistance for the first time with CARES Act funding. How should I set this up in IDIS?"

Katie Pittenger: All right, so you should set up a new activity for hotel/motel following the guidance and the instructions released through the HUD Exchange listserv last night and in the slide deck presented today.

So there's a separate slide that specifically talks about the hotel/motel piece. You should call out Leasing Hotel/Motel in the name of the activity and select COVID-19 Response hotel/motel on the Activity Set-up screen.

All of those instructions are in the slide deck if you pull that down and in the instruction doc. And if you have specific questions about your Set-up, you may submit questions to the HOPWA AAQ deck.

Kate Briddell: Great, thanks, Katie, and thanks to both you and Becky, and Rita, and Ben for being here, and Emily for helping field questions.

That is all the time we have today. Thank you all for being here that have joined us on our webinar. Stay well and we look forward to working with you in the future.

Valencia Moss: This concludes today's presentation. If you would like to re-watch this presentation, you will receive an email with an on-demand link on how to re-watch it. Thank you all so much. Have a great day.

Operator: The leader has disconnected. The conference -

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