Grant Based Accounting for HOPWA Grantees Transcript through 13:00 Minutes

Sue:

All right. Hello again everybody. Thanks for joining us today. We are going to get started now on our Grant Based accounting for HOPWA webinar.

So, welcome again. My name is Sue Vargo and I work for the American Institutes for Research. I'll be moderating today's webinar.

Before we start, I'd like to make some logistical announcements:

Our time together will last about 75 minutes, so we should be wrapping up around 3:15 or so.

And we are recording our webinar today, and that recording will be made available in about a week on the HUD Exchange Training and Events course page. So, if you miss a point or you want to hear something again, you'll have that opportunity.

A Satisfaction Survey link and instructions to get credit for participating will also be emailed to you following today's presentation.

As I said a minute ago, participants will be in listen-only mode using your computer speakers, so, make sure that they are turned up and you are able to hear clearly, and that if you do have a microphone, it is muted during the webinar.

In terms of asking questions today, you can submit content-related questions at any time in the Q&A Pod that appears on the right-hand side of your screen. You just type in the little box there and submit your question. Your questions are important to us, and today's resource advisor will be doing her best to answer your questions during the webinar. Presenters will also verbally answer questions you've submitted toward the end of the webinar, as time allows us.

It is possible that not all questions will be answered during the webinar. So, common questions that remain unanswered from today's presentation will be addressed in an FAQ that will be posted on the HUD Exchange.

In addition, there are a few points during the webinar where we will be providing a live demonstration of some of the things we're talking about. After each of these segments, we're going to ask you to use the hand raise function here in the webinar room to give us some feedback about how well we're doing at explaining things. So, if you would take a minute right

now to locate the icon in the upper kind of left-hand corner of your screen, of your webinar window, you'll see a little person there with their hand up. If you click on the arrow next to the person, you'll get a drop down menu and you'll see you have the option to raise your hand. So, if you want to try it now and see if you can raise your hand for us to see you taking a look at that. There we go – people are raising their hands like crazy! So, that's how you do it, and we'll put your hands down for you right now, and we'll ask you later on to raise your hands a few times today, so thanks for trying that out with us.

One final thing: if you do have a technical issue with participating today, you can put that question in the Q & A pod as well and our technical support team will troubleshoot the issue with you.

Today's presentation features the following presenters:

- Benjamin Ayers is a Senior Program Specialist for the Office of HIV/AIDS Housing. He is the senior HOPWA program staff with expertise in developing HOPWA program policies and guidance and is responsible for the HOPWA reporting data and IDIS portfolio.

- Our other presenter is Becky Blalock. She is a Project Specialist for Collaborative Solutions. She is a Technical Assistance provider for the Office of HIV/AIDS Housing, with expertise on HOPWA Reporting and IDIS.

Our resource advisor today who is assisting with the Q&A is Katie Pittenger. She is a Program Specialist for Collaborative Solutions. She is also a Technical Assistance provider for the Office of HIV/AIDS Housing, and has expertise on HIV Housing, Health Evaluation, HOPWA Reporting and IDIS.

So, with that introduction, I'm going to turn it over to Benjamin and Becky to begin the presentation.

Ben:

Hi, everyone. This is Benjamin Ayers, again the Senior Program Specialist for the Office of HIV/AIDS Housing, and I'm just going to give you a kind of a quick, you know, overview of the grants based accounting. We're doing this phased elimination of first-in-first-out. So, beginning with 2015 funds, IDIS will utilize this grants based accounting methodology. So what this means is that your federal fiscal year allocations, your action plan for that allocation, your projects set up for that action plan, and the activities for those projects – including funding and drawing down – will all kind of flow down from one another.

So, under FIFO, when you were putting in your voucher, it didn't really matter, you know, what accounts you vouchered from because the money was always really kind of billed against the oldest money first. But with the grants based accounting, the charges are now no longer going

to be automatically billed against the oldest available funds in the account. So, grantees are going to have to go in and manually identify which federal fiscal year allocation is being used to fund an activity, and when you go in and voucher against that activity, you should be selecting that same fiscal federal year funding stream to voucher against.

So, as an example, just take 2015. You get your 2015 allocation. You got your 2015 annual action plan. And then, when you go and set up your projects, you're going to be setting up 2015 projects for that action plan. And then, you go and set up your projects you're going to be setting up 2015 projects for that action plan. And then, you're going to set up your 2015 activities for those projects. And, you're going to be assigning the 2015 funding year allocation to those activities. And then, when you draw down, you're going to use that 2015 allocation.

Becky is going to give you a quick demo of all of those things as we go throughout this webinar today. One thing I did want to mention is those of you that have a HOPWA competitive grant as well: You know HOPWA competitive grants are in IDIS already operating on a grants based methodology, so no worries there. You're not going to need to do anything for your competitive grant. We are just kind of updating the naming conventions for the projects and activities and will be sending out updated guidance on that as well as going over that on today's webinar. It's very similar to the formula. And, then we'll be sending out our IDIS manual soon as well.

So, we're going to do a quick poll. So, we kind of just want to gauge where everybody is at with tracking their allocations, so when you see this question, what we really want you to think about is your department's financial system and the HOPWA funds spent over the last month. So, is it currently feasible for you to identify the source that the funds came from. So, we're talking about more than just, you know, identifying 15,000 from the HOPWA account that was spent in July of 2015. So, what we're really talking about here is can you identify when the funding was actually allocated. So, as an example, you know, in July 2015, the HOPWA program spent 15,000, and all of the 15,000 spent last month originated from HUD's 2013 federal fiscal allocation. So, we'll just do, I'm going to turn it over to the moderator, and we'll do the poll.

It looks like it might be done. Eighty-four percent. That's good news.

I'm going to turn this over to Becky, and she's going to take you through a few demos.

Becky:

Thanks, Ben. I think we're going to finish up and let the poll close in just a minute. Thanks, Sue.

With the introduction of the eCon Planning Suite, which hopefully most of you are familiar with by now, projects for the HOPWA formula grantees are now created as part of the annual action

plan process that grantees conduct prior to receiving each allocation. The part of the annual action plan where projects are created is called AP-35. When this step is complete, projects will now be directly aligned with the appropriate annual action plan. For HOPWA grantees, this means that there will be one IDIS project to the grantee, and one IDIS project for each project sponsor.

The project for each sponsor should be assigned to the appropriate agency using the 'assigned sponsor for this project' button. The updated manual that will be released this fall details the new structure that HOPWA grantees should use when setting up their projects and activities. There will be a handout available in the download section below this presentation. And you can download that to show you the new set-up for projects and activities.

Grantees with more than two project sponsors - which is what this handout shows you – grantees with more than two project sponsors should follow the same structure.

To download this handout, you just click on it, and it will, and then click 'download files', and it will show you a new pop-up window to continue downloading this file. If everyone can download that file now, it will help.

The handout also describes the new naming conventions required for HOPWA grantees to follow during their projects. For those HOPWA grantees who have already set up their 2015 projects, you should work with your CPD colleagues to ensure that those projects are added to the 2015 annual action plan through AP-35, as well as ensuring that the correct structure and naming conventions are used. Projects created with program year 2015 are only to be used with a 2015 annual action plan, and should only be funded with the federal fiscal year 2015 allocation. If grantees are currently using a different structure and need assistance making the transition to the new structure, they should submit a request through the Ask A Question help desk immediately.

Let's take another poll, a few polls to see where everyone is in the planning process. Sue?

Sue:

Okay, so here's our next question for everyone. A few people are reading it. Have you submitted your 2015 con plan and annual action plan? So, go ahead and vote now, and we can see where people are at in taking care of that con plan and annual action plan. Looks like 68, almost 70 percent are saying, yes, they submitted. Okay, looks like that poll is pretty much done, Becky.

Becky:

Okay. I think there was one more, two more polls for this slide.

Sue:

Okay. Next question. Here we go. Did you work with your CPD colleagues to ensure that HOPWA projects were created correctly? Okay, so more variation here. Pretty equally split between yes, no, and I don't know. Okay. Looks like that one's pretty much done. So, it looks like one more, Deirdre.