



Updated HOPWA CARES Act Reporting Requirements Guidance

December 14, 2020



Presenters

From the Cloudburst Group:

Jonathan Sherwood, HUD Compliance Expert

Heather Rhoda, Sr. Analyst

Steve Ellis, Sr. Analyst

Morgan Stephenson, Jr. Analyst

From HUD's Office of HIV Housing (OHH), who are available for questions:

Claire Donze – Program and Management Analyst

Stefanie Rhodes – Community Planning and Development Specialist



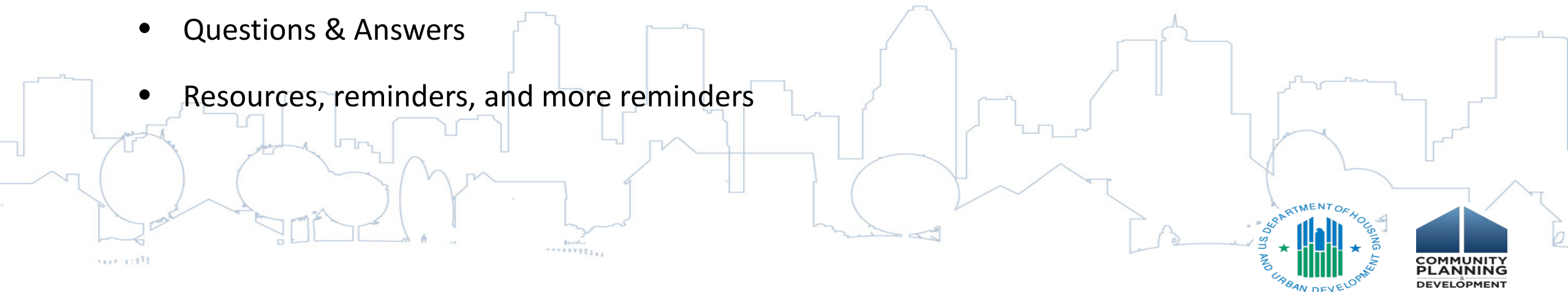
Webinar Objectives

In today's webinar, we will provide updated guidance from the Office of HIV/AIDS Housing regarding reporting requirements for HOPWA CARES Act formula and competitive grant awards.



Webinar Agenda

- Review Standard HOPWA Reporting Requirements
 - Financial
 - Performance
- Review CARES Act (HOPWA-CV) Reporting Requirements – What’s New?
- Other HOPWA-CV Administrative Reporting
- Questions & Answers
- Resources, reminders, and more reminders



Terminology

HOPWA-CV = HOPWA Awards for FORMULA Grantees through the 2020 CARES Act

HOPWA-C-CV = HOPWA Awards for COMPETITIVE Grantees through the 2020 CARES Act

IDIS = Integrated Disbursement and Information System. It is HUD's portal for Grantees (including HOPWA grantees) to report project-level spending and draw down funds for reimbursement.

CAPER = Consolidated Annual Performance and Evaluation Report. It is the annual report completed by FORMULA HOPWA grantees.

APR = Annual Performance Report. It is the annual report completed by COMPETITIVE HOPWA grantees.



Overview of Standard HOPWA Financial Reporting

Financial Reporting:

- **All grantees** use the Integrated Disbursement and Information System (IDIS), to report expenditures and draw down funds from the federal government.
- **All spending** reported by grantees to HUD (via IDIS) must connect all dollars spent to particular HUD awards, meaning sponsors and grantees must track all spending at the funding source level. (aka 'Grants Based Accounting')
- **All spending** tracked in IDIS requires the new (as of Dec. 2019) 'Approximate Date Cost Incurred' (ADCI) data element. This means that all HOPWA expenses entered in IDIS will have a date assigned by the user that connects the expenses with the particular grantee HOPWA reporting year within which the costs were incurred.
- IDIS data based on invoices sent from project sponsors to grantees

More info regarding ADCI data element: <https://www.hudexchange.info/news/new-hopwa-idis-field-approximate-cost-incurred-date-functionality/>

Note: only grantees use IDIS; project sponsors would not interact with this system



HOPWA CARES Act – Financial Reporting – What You Need To Know

- Since grantees must be able to trace costs to a specific HOPWA award for reporting expenditures and drawing funds in IDIS, **all HOPWA grant funds (including HOPWA-C and HOPWA-C-CV funds) must be drawn down through their own separate set of projects and activities in IDIS.** The HOPWA AAQ is an available resource if you need assistance.
- HOPWA CARES Act awards (HOPWA-CV and HOPWA-C-CV) use unique identifiers in IDIS.
- This will help users identify the correct 2020 award(s) to use in IDIS to report costs and draw down funds.

Baltimore		STATE	PROGRAM	FISCAL YEAR	F is for FORMULA	SOURCE TYPE	GRANTEE
HOPWA	MDH20FW001	MD	H	20	F	HW	001
HOPWA-C	MDH2001W002	MD	H	20	0	1W	002

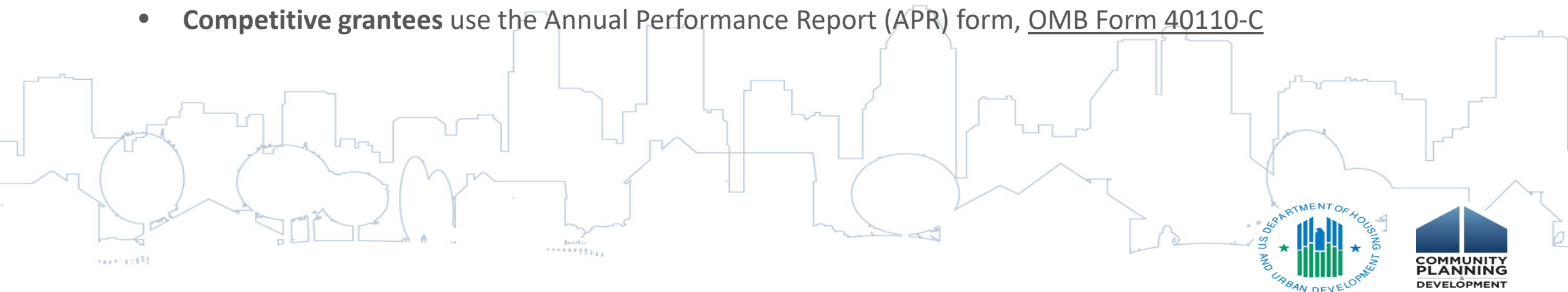
<https://www.hud.gov/sites/dfiles/CPD/documents/HOPWA-IDIS-Set-Up-and-Draw-Instructions-for-CARES-Act-Grants.pdf>



Overview of Standard HOPWA Performance Reporting

Performance Reporting:

- **All grantees** submit annual performance to HUD within 90 days of the end of their award's operating year
- **All project sponsors** track grant-based outputs (e.g. households served) and outcomes (e.g. housing outcomes) and report to grantee; grantee compiles into a single annual report.
- **Formula grantees** use the Consolidated Annual Performance and Evaluation Report (CAPER) form, OMB Form 40110-D
- **Competitive grantees** use the Annual Performance Report (APR) form, OMB Form 40110-C



HOPWA Annual Performance Report Documents

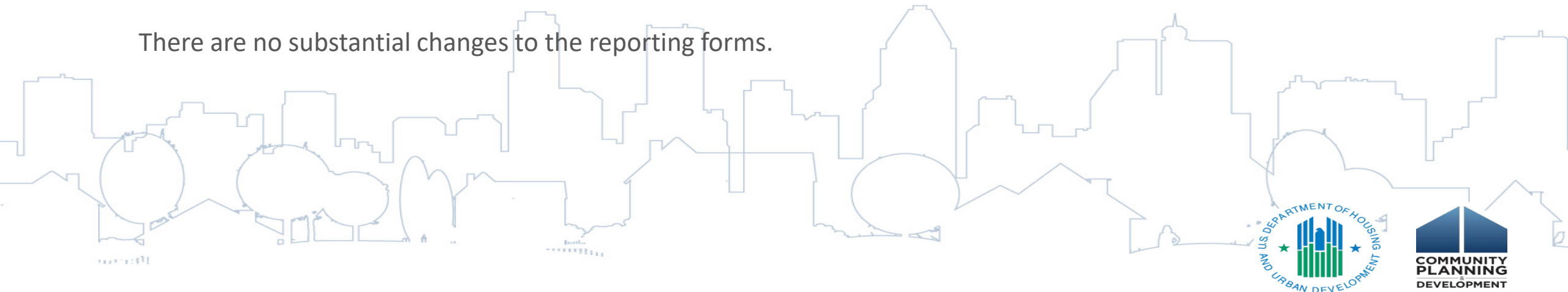
Please note: HUD recently released new copies of the CAPER and APR Report documents, with expiration dates of 11/30/23.

Formula CAPER: <https://www.hud.gov/sites/dfiles/OCHCO/documents/40110-D.pdf>

Competitive APR: <https://www.hud.gov/sites/dfiles/OCHCO/documents/40110-C.pdf>

Grantees can use these forms for reporting right away. Grantees MUST start using for reports due on or after February 1, 2021

There are no substantial changes to the reporting forms.



HOPWA-CV Performance Reporting for **Formula** Grantees - What You Need To Know

Formula Grantee Performance Reporting:

- Annual reporting only, using existing HOPWA CAPER document
- Formula grantees will submit a SINGLE CAPER report on their usual operating year schedule, covering all activities on both 'standard' HOPWA and HOPWA-CV grants in that 12-month period into a single CAPER report
- Report due to HUD 90 days after the end of the grantee's operating year
- Outputs and outcomes – to extent practicable – should be de-duplicated across all awards (including HOPWA-CV), as in other years where grantee may be reporting on multiple FY awards in a single 12-month period



HOPWA-CV Performance Reporting for Formula Grantees - What You Need To Know

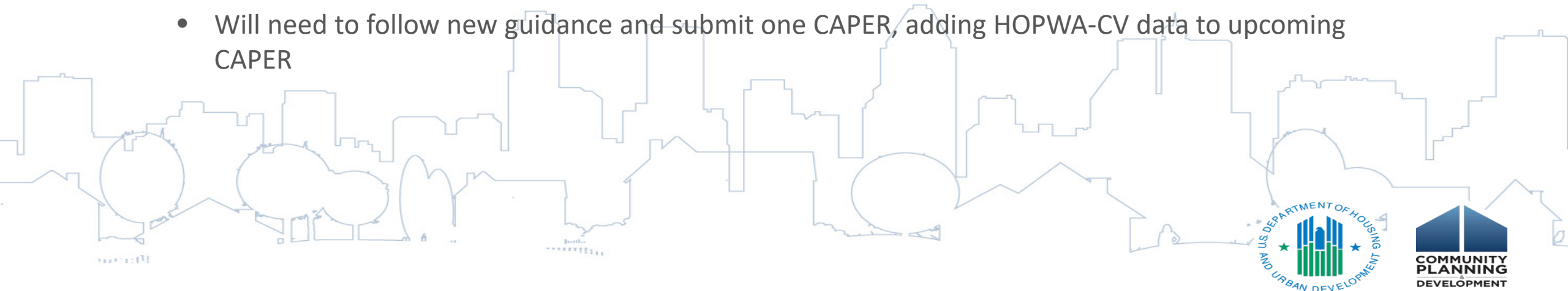
Q: Some formula grantees will already have had reportable activities on their HOPWA-CV award and they recently submitted or are about to submit CAPER reports. What should they do?

Grantees whose operating year **has already ended** and CAPER report already submitted:

- No need to submit revised reports.
- Capture 'missed' HOPWA-CV data in **next year's HOPWA CAPER report**.

Grantees whose operating year has not already ended and/or CAPER not yet submitted:

- Will need to follow new guidance and submit one CAPER, adding HOPWA-CV data to upcoming CAPER



HOPWA-C-CV Performance Reporting for Competitive Grantees – What You Need To Know

Competitive Grantee Performance Reporting:

- Annual reporting only, using existing HOPWA APR document
- Competitive grantees will NOT bundle HOPWA-C-CV and other HOPWA awards into a single APR report
- Competitive grantees will report on each ‘standard’ and HOPWA-C-CV award that they have **separately**
- HOPWA-C-CV APR **will only contain expenditure/output/outcome information** about CARES Act grant activities
- HOPWA-C-CV APR will be due **90 days after the end of the CARES Act award program year, that is, 12 months plus 90 days** after the grant start date



Other Administrative Reporting

FFATA

What is the **Federal Funding Accountability Transparency Act (FFATA)**?

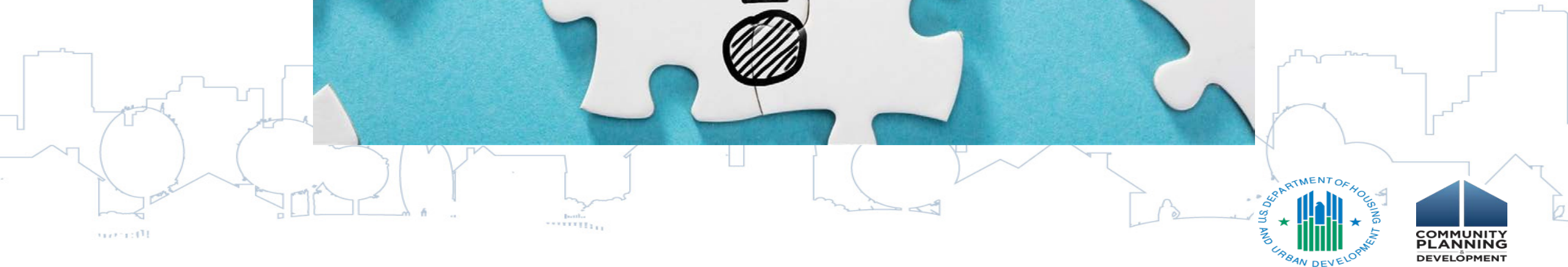
- The FFATA requires information about Federal awards to be maintained in a single, searchable website available to the public.
- The FFATA was enacted in 2006 to collect information from prime recipient about executive compensation and sub-recipient/contractors.
- Requires prime recipients to electronically report their sub-recipient/contractors activity for compliance.

The **FFATA Sub-award Reporting System (FSRS)** is a reporting tool that Federal prime awardees (i.e. HOPWA grantees) use to capture and report project sponsor/contractor awards and executive compensation data. <https://www.fsrs.gov/>

Reporting in FSRS is expected to be submitted **one month after the project sponsor/contractor funds have been awarded**. Once the grantee has submitted the project sponsor/contractor data, there will be no further reporting deadlines for FSRS.

For further information, please view HUD OCFO FFATA/FSRS Training:
<https://www.youtube.com/watch?v=u5sojy3eluc&feature=youtu.be>





What's Next?

Watch HUD Exchange list-serv for announcements regarding any additional training and guidance regarding HOPWA-CV reporting and other topics.

HUD-directed guidance will be provided through the HUD.gov HOPWA listserv. This listserv is separate from the HUD Exchange. Sign up for the HUD.gov HOPWA listserv here:

<https://www.hud.gov/subscribe/maillinglist>

Make sure you are signed up to receive HOPWA listservs on both the HUD Exchange and HUD.gov.

Upcoming HOPWA CARES Act Webinar

- **[COVID-19 Related Policy and Procedure Development for HOPWA](#)**, December 16, 2020, 1:00 p.m. EST



HOPWA Technical Assistance – *In Depth Program Assistance*

Technical assistance is available!

HOPWA Grantees can submit a request for individualized TA related to responding to COVID-19 or regular HOPWA program administration.

To submit a TA request simply visit the HUD Exchange portal and request TA request via the “Request Program Assistance” at:

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

In the TA request submission process, select “HOPWA: Housing Opportunities for Persons With AIDS” as the topic and write “Health Preparedness and Response” in the subject line.



Resources

[HOPWA Guidance for COVID- 19 Webpage on the HUD Exchange](#) and on [HUD.gov](#)

[Mega Waiver 1 \(April 2020\),](#) and [Mega Waiver 2 \(May 2020\)](#)

[Flexibilities/Waivers Granted by the CARES Act + Mega Waiver and Guidance](#)

[HOPWA Notice CPD-20-05](#)

[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 IDIS Set-Up and Draw Instructions for CARES Act Grants](#)



HOPWA Ask-A-Question (AAQ)

Have a question about the HOPWA Program, a HOPWA Notice, waivers, or implementing COVID-19 activities?

We love to hear from you; submit your question to the HOPWA AAQ - [HOPWA AAQ Portal](#)

In Step 2 of the question submission process, select “HOPWA: Housing Opportunities for Persons With AIDS”



Stay Informed

All guidance for HOPWA grantees and project sponsors related to infectious disease preparedness and response and COVID-19 will be sent to the HOPWA Mailing List:

<https://www.hudexchange.info/mailinglist/subscribe/>

- To subscribe, enter the requested contact information, select “HOPWA – Housing Opportunities for Persons With AIDS” then select Subscribe.

[Updates on HOPWA Guidance for COVID-19](#) is also available on the HUD Exchange and HUD.gov



Reminders

Make sure you are applying HUD guidance to the proper program(s).

- Waivers and program guidance issued for other programs such as CoC and ESG in most cases do not apply to HOPWA

Grantees are responsible for waiver notifications and development of new procedures

- Project sponsors are reminded to follow plans and develop new procedures as outlined by their grantees.

Guidance related to funding and implementation of COVID-19 activities is evolving as new information and requirements emerge.

- Stay tuned to the [HOPWA Listserv](#) and the HOPWA COVID-19 page on the HUD Exchange. [HOPWA COVID-19 Guidance](#) and [HUD Community Planning and Development HOPWA COVID-19](#)



Thank You

