

EXERCISE 2: Practice Setting Up and Funding Activities
HOPWA Formula IDIS Training
July 2012

Purpose: To practice setting up activities in the User Acceptance Testing (UAT) server

Scenario: The city of Chesapeake, Department of Community Development (DCD), received \$500,000 to implement HOPWA services. DCD has contracted out with one project sponsor to provide the following:

- Chesapeake Housing Provider (CHP) will receive \$451,050 to provide Tenant Based Rental Assistance and \$33,950 for Administration costs.
- DCD will retain \$15,000 for Grantee Administration Costs.

This is the second year the Grantee has received formula funds for HOPWA. For this Accomplishment Year, the Grantee plans to use some funds still available from Grant Year 2011 and some from Grant Year 2012. Last year the grantee labeled activities as Program Year 2011.

Decision Points:

1. What activities should you set up for each project?
2. In what order should you set up these activities?
3. What Program Year will you associate with these activities?
4. How will you name these activities?

Exercise:

Part One: Setting up Services Activities

1. Go to <http://www.hud.gov/offices/cpd/systems/idis/idis.cfm>
2. Scroll to the bottom of the page until you see **Training on the UAT Test Server**.
3. Click on **External Users (Grantees)**
4. Log into the UAT Test Server using your IDIS account number and password
5. Click the **Plans/Projects/Activities** tab at the top of the screen.
6. Click **Add** under Activity in the left side of the screen.
7. Complete the Activity Common Set Up Screen by following the steps below:
 - a. Select the Grantee in the **Activity Owner** drop down box.
 - b. Assign a **Grantee/PJ ID**. This step is optional but may be for used for the Grantee for internal tracking purposes (e.g., project sponsor contract numbers).
 - c. Select the **Program Year** for the Project. Remember the Program Year is the Grant Year being used to fund active projects and activities and should match the Program Year for the Project.

- d. Click the arrow on the right side of the box labeled **IDIS Project ID/Title** and choose a project to associate to the activity. Refer to your tracking sheet if you forgot the **IDIS Project ID/Title**.
 - e. Using the naming conventions in Handout 2, enter a name for the activity in the box labeled **Activity Name**.
 - f. In the table labeled **Activity** in the column **Activity Category** in the Row labeled **HOPWA**, choose the HOPWA eligible service to be funded.
 - g. Under **Environment Assessment** choose whether the project has completed the environmental review requirements according to 24 CFR part 574.510; is exempt from the standard; or is in the process of completing the environmental review.
 - h. Write a description of the activity to be completed in the **Activity Description** box. The description should provide enough detail for HUD field offices and headquarters to understand the type of agency implementing the activity (e.g., housing authority, faith-based organization), the target population to be served (e.g., formerly incarcerated women and their families), and how the activity will be delivered (e.g. Permanent Housing and Supportive Services will be provided to all eligible women with children under the age of 12).
8. Click **Save** button. IDIS has now saved the activity common screen and the user can complete the Set Up screens specific to that activity by clicking on **Add HOPWA** in the column labeled **Set Up Detail**.
 9. Click **Accomplishment Year** and enter the Accomplishment Year for activity. Remember this is the 12-month period for which the activity will operate according the Consolidated Plan/Annual Action Plan. Accomplishment year may be different than the Grant Year or the Program Year.
 10. Enter the proposed **Budget** for the activity including all direct and indirect costs associated with the activity. Do not include administrative costs unless setting up the Administration Activity.
 11. Answer any additional questions on the Set Up screen including those that may request proposed households to be served with HOPWA funds and leveraged funds. Activity set up screens for Facility-Based Housing Subsidy Assistance and Facility-Based Housing Development will include additional questions about the type of Housing Facility, type of Facility Development Project, and the number units by bedroom type.
 12. If another organization(s) will be completing activities as a subrecipient on behalf of the Project Sponsor or the Grantee, click **Select Organization** to associate an organization as a subrecipient.
 13. Choose a **Performance Objective** and a **Performance Outcome**. This should align with what was reported in the Consolidated Plan and Annual Action plan for the formula service area.
 14. Enter the **Address(es)** from where the activity will be operated. Do not enter addresses for each client household. Click **Validate Address** to save the address.
 15. Click **Save** button. IDIS has now saved the activity and the user can now fund the activity. **Note:** Be sure to write down the **IDIS Activity ID** number for each activity established. The user will need this number throughout the year for funding activities, searching for activities and for tracking purposes (See Appendix B in the IDIS User Manual for the HOPWA Program for sample tracking tool).

16. Repeat steps 6 – 15 for all direct services activities to be implemented by the Project agency. In this way, you may set up multiple services activities for the same project agency.
17. Repeat steps 6 – 15 to set up an administration activity for the Project. Remember the budget should not be more than 3% of the total grant costs by Grantees and 7% of the total grant costs by sponsors.

Part Two: Setting up Project Reporting Activity

1. Complete Steps 1-9 above. Choose **Project Sponsor Reporting Activity**. Remember that each project established for a project sponsor should have one **Project Sponsor Reporting Activity** associated with it. The Project Sponsor Reporting activity will allow the grantee to de-duplicate household counts between TBRA, STRMU, PHP, and Facility-Based Housing Subsidy Assistance for households that received more than one service from the same Project Sponsor. Remember that the Grantee should complete this activity if providing direct services to clients.
2. A table entitled **Housing Subsidy Assistance Target Goals Adjustment for Duplication** will appear pre-populated with the household targets entered by the user in the TBRA, Facility Based Housing Subsidy Assistance, STRMU, and PHP activity set up detail for the Project. One column contains targets for **Households to be assisted with HOPWA Funds** and the other contains targets for **Households to be assisted with leveraged funds**. The only data entry field for the user in each of these columns is the row labeled **Goal Adjustment for Households that received more than one type of Housing Subsidy Assistance from the same Project Sponsor (subtract)**. In this row the user should enter the total number of households expected to receive more than one type of HOPWA-funded service from the same Project Sponsor in Column 1 and the total number of households expected to receive more than one type of leveraged service from the same Project Sponsor in Column 2. The system will automatically subtract the adjustment from the total to get an unduplicated household target for households to be served by the Project Sponsor with HOPWA and those to be served with leveraged funds.
Note: Because this table pre-populates with household counts entered in the TBRA, Facility Based Housing Subsidy Assistance, STRMU and PHP activity set up screens, the table will not pre-populate correctly if the user does not complete those direct services activity set up screens prior to setting up the Project Sponsor Reporting activity.
3. Click **Save** button. **Note:** Be sure to write down the **IDIS Activity ID** number for each activity established. The user will need this number throughout the year for funding activities, searching for activities and for tracking purposes (See Appendix B in the IDIS User Manual for the HOPWA Program for sample tracking tool).

Part Three: Setting up Grantee Reporting Activity. Complete this Part only if the Project/Activities being established are associated with the Grantee

1. Complete Steps 1-9 above. Be sure to associate this activity to the Project established for the Grantee only. Choose **Grantee Reporting Activity**. The Grantee Reporting activity will allow the grantee to de-duplicate household counts between TBRA, STRMU, PHP, and Facility-Based Housing Subsidy Assistance for households that received more than one service from the different Project Sponsor and to report unmet need.

2. Click **Yes** or **No** to indicate whether or not the **Budgets and output goals are ready for FO review**. Once the user indicates **Yes** the field office will review the activity in IDIS to make sure that the budget and goals entered are the same as the budget and targets agreed upon in the HOPWA grant agreement.
3. The first table entitled **Housing Subsidy Assistance Target Goals Adjustment for Duplication** will appear pre-populated with the household targets entered by the user in the TBRA, Facility Based Housing Subsidy Assistance, STRMU, and PHP activity set up detail. One column contains targets for **households to be assisted with HOPWA funds** and the other contains targets for **households to be assisted with leveraged funds**. The table will also be pre-populated with the **Goal Adjustment for Households that received more than one type of Housing Subsidy Assistance from the Same Project Sponsor**. This has been pre-populated from the Project Sponsor Reporting Activity. The only data entry field for the user in this table is the row labeled **Goal Goals Adjustment for Duplication between [different] Project Sponsors (subtract)**. In this row the user should enter in Column 1 the total number of households expected to receive more than one type of HOPWA service from different Project Sponsors in the same jurisdiction and in column 2 the total number of households expected to receive more than one type of leveraged service from different Project Sponsors. The system will automatically subtract the adjustment from the total to get a final unduplicated household target for households served with HOPWA and those to be served with leveraged funds in the Grantee service area. **Note:** Because this table pre-populates with household counts entered in the TBRA, Facility Based Housing Subsidy Assistance, STRMU and PHP activity set up screens and the Project Sponsor Reporting Activity, the table will not pre-populate correctly if the user does not complete those direct services activity set up screens prior to setting up the Grantee Reporting activity.
4. The second table entitled **Supportive Services Proposed Goal Adjustment for Duplication** populates automatically from data entered in the Supportive Services Activity. The only data entry field is the line entitled **Supportive Services Goal Adjustment for Duplication between Project Sponsors (subtract)**. In this box enter the number of households that received more than one supportive service from different Project Sponsors in the service area.
5. Enter **Unmet Need**. The first row entitled **Total Number of Households that Have an Unmet Housing Subsidy Assistance Need** will automatically populate with the total of the rows entitled **Tenant Based Rental Assistance (TBRA), Short Term Rent, Mortgage, Utility Payments (STRMU), Permanent Housing Placement, and Housing Facilities such as community residences, SRO dwellings, Other Housing Facilities**.
6. Indicate the data and research sources used to determine unmet need in the chart labeled **Unmet Need Data Sources (check all that apply)**.
7. Click **Save** button. **Note:** Be sure to write down the **IDIS Activity ID** number for each activity established. The user will need this number throughout the year for funding activities, searching for activities and for tracking purposes (See Appendix B in the IDIS User Guide for the HOPWA Program Manual for sample tracking tool).

Part Four: Encumbering Funds

1. Go to <http://www.hud.gov/offices/cpd/systems/idis/idis.cfm>
2. Scroll to the bottom of the page until you see **Training on the UAT Test Server**
3. Click on **External Users (Grantees)**
4. Log into the UAT Test Server using your IDIS account number and password
5. Navigate to the **Edit Activity Funding** screen by one of the following methods:
 - a. Click on the **Funding/Drawdown** tab at the top of the screen.
 - b. On the left side of the screen under **Activity Funding**, click **Search** and complete the steps to search for the activity for which funding will be added.

OR

- c. From the Activity Common Screen for the activity to be funded, click **Activity Funding**.
6. The system will display the **Edit Activity Funding** screen for the selected Activity. The Fund Type for all activities should be EN unless the Grantee has established a Subfund. Subfunds are not required. Click **Add-Edit** to fund the activity.
7. Complete the **Add-Edit Funding Line Item** by entering the **Grant Year** from which the activity will be funded and the **Funded Amount** to be encumbered to the activity.
8. Click **Save**. If successful, an "Activity funded successfully" message will appear near the top of the screen. The Grantee may now draw HOPWA funds for activity services rendered.
9. Repeat steps 5 – 7 for all direct services activities and the administration activity. Do not encumber funds for the reporting activities.