

HANDOUT 1: IDIS Training for HOPWA Formula Users July 2012

Guidelines for Establishing a Project

- For each Accomplishment Year, there should only be one active (1) project for each Project sponsor agency and one (1) for the Grantee.
- All projects created for the Accomplishment Year will be associated with a single Program Year.
 - If the Grantee will be using a single Grant Year to fund projects/activities, select that Grant Year as the Program Year.
 - If the Grantee will be using a multiple Grant Years to fund projects, the Grantee may use either the earliest Grant Year funding projects/activities or the Grant Year that will fund most of the projects/activities.
 - Formula Grantees who already have established a logical sequence of Program Years in IDIS may use the next logical program year in the sequence.
- To differentiate between a project established for a Grantee and a project established for a Project Sponsor use the **Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs)** button.
 - You are required to associate an agency for all projects set up for a project sponsor.
 - You will only be able to associate a single agency for each project.
- Use Transition Tool for Formula Grantees (Appendix D in IDIS User Manual) to assist in implementing any changes.

Project Naming Convention

In order to prevent confusion users are required to use the following naming convention when establishing projects in IDIS Online.

Projects: The **Project Title** should include the following information:

- Program Year
- Project Agency Name
- Abbreviation for Project that may be used for setting up activities

For example, a project associated with Program Year 2012 would be named:
2012 Main Street Housing Corporation (MSHC)

Key Definitions

Grant Year: The fiscal allocation year associated with the HOPWA grant awarded to the Grantee by HUD.

Program Year: The Grant Year being used to fund active projects and activities. Because a single grant may fund up to 3 years of activities, the Program Year may correspond to any of the 3 available Grant Years.

Accomplishment Year: The 12-month period for which activities will operate according to either the Consolidated Plan/Annual Action Plan or the Competitive Grant Agreement.