

HANDOUT 2: IDIS Training for HOPWA Formula Users July 2012

Guidelines for Setting Up New Activities

- Only use the Services Activities that will be funded according to the Consolidated Plan/Annual Action Plan (for formula grantees). You do **NOT** need to set up activities for those services that will not be funded.
- Associate the service activities to the project that will be performing the services. If there are two project sponsors who will be providing the same service, the user should establish separate activities to associate with each of these projects. As a result, the grantee may establish multiple activities for the same type of services.
- Be sure to associate the activity to the project named for the Program Year from which the activity will be funded and the agency delivering the services.
- During the Accomplishment Year, all activities should be associated with the same single Program Year used to identify projects for the Accomplishment Year.
- If the same project will be used for multiple Accomplishment Years, the same activities may also be used. Click the **Add Another Year** button within the activity to establish another accomplishment year for the activity.
- Set up separate activities for each Facility-Based Housing program to be funded with HOPWA dollars even if operated by the same project sponsor agency. This applies to programs funded by either Facility-Based Housing Subsidy Assistance and/or Facility-Based Housing Development. Scattered Site units operated by the same project may be reported in a single activity.
- Each project may only have one **Administration Activity** associated with it. This activity is used to fund allowable administration costs for the project. Remember HOPWA regulations limit administrative costs to 3% of total grant costs by grantees and 7% of total grant costs by sponsors. For project sponsors funded for multiple activities, the administration activity will include the combined administration allocation for all activities associated with the project.
- Subrecipients should be identified at the activity level. Multiple subrecipients may be attached to the same activity. Subrecipients include all organizations contracted by a project sponsor to perform administrative or direct service activities as well as those administrative agents assisting the grantee with administrative activities.
- Each project set up for a project sponsor must have a **Project Sponsor Reporting Activity** associated with it. This activity is used to report agency-wide accomplishments such as leveraged resources and to adjust for duplication for households that received more than one type of HOPWA service from the same project sponsor during the operating year.
- Each project set up for the grantee must have a **Grantee Reporting Activity** associated with it. This activity is used to report accomplishments for the entire service area and to adjust for duplication for households that received more than one type of HOPWA service from different HOPWA funded projects.
- Grantees that provide direct HOPWA services to client households must have both a **Project Sponsor Reporting Activity** and a **Grantee Reporting Activity** associated with the project. In this case, be sure to report Leveraged Resources in the **Grantee Reporting Activity** only.
- Because some of the data fields in the reporting activities automatically populate from the direct services activities, it is important to set up activities in the order listed below so that the numbers will populate correctly:
 1. Direct Services Activities
 2. Project Sponsor Reporting Activity

3. Grantee Reporting Activity

- Use the Stewardship Activity to annually certify that units developed, acquired or rehabilitated with HOPWA funds but no longer supported with HOPWA funds are still meeting terms of usage according to 24 CFR part 574.310 (c).

Activity Naming Convention

Activities: The **Activity Name** should include the following information:

- Grant Year(s) from which the activity will be funded
- Project agency name or abbreviations
- Type of activity

For example, a STRMU activity funded from Grant Years 2011 and 2012 would be named:

2011/2012 MSHC STRMU