

# **HOPWA Reporting in IDIS Online**

The following guidance applies to all HOPWA grantees using IDIS Online to set up their projects, activities and draw funds.

## **IDIS ONLINE**

HOPWA grantees must use IDIS Online for project set up and for disbursement of funds. However, in reporting the performance outcomes and beneficiary information on these projects, an alternative method should be used. The HOPWA path data fields in IDIS Online do not correspond in many reporting elements to the revised HOPWA CAPER (form HUD-40110-D, available at <http://www.hud.gov/offices/adm/hudclips/forms/files/40110-d.doc>) as issued by HUD on January 24, 2008. CPD plans to update these screens when IT funding is available. As such, HOPWA grantees will be required to report program accomplishment data in the CAPER and their beneficiary data in the HOPWA Beneficiary Verification Worksheets (see below, with copy to be send by direct email). Given the differences between the required data and the existing IDIS screens, **HOPWA grantees do not need to report beneficiary or accomplishment data in IDIS Online.** This guidance will simplify the reporting process by allowing grantees to report the essential performance data only once and the use of a verification step up front should reduce needs for later corrective actions.

**This reporting guidance takes effect immediately; including reports now pending from HOPWA grantees whose program years run July to June.** If grantees have already consolidated their annual HOPWA project data and attempted to report this project and beneficiary data in IDIS and in their CAPER, the Office of HIV/AIDS Housing requests that they use this consolidated data to complete the Verification Worksheets to allow the office access the grantee validated annual data in the formats established in 2008. These would be sent to HUD in your state or area CPD office as part of the CAPER and the HOPWA sections to this HQ office (via email to [HOPWA@hud.gov](mailto:HOPWA@hud.gov) or other means)

Note: All HOPWA grantees must continue to set up IDIS projects and activities in IDIS per the HOPWA IDIS Guide and use the enhanced system for drawing down funds and reporting in the IDIS Common Path.

IDIS Online has been streamlined to eliminate several fields from the “common path.” Additionally, matrix codes have been replaced with Activity Categories (selected from a dropdown list).

1. HOPWA projects must be set up in IDIS as the organization directly carrying out the activity. Projects should correspond to the year of the funding allocation.
2. Activities must be set up for the grantee and each project sponsor. Activities should correspond to a program or reporting year.

## **DRAWING FUNDS**

Once an activity is properly set up in IDIS, funds can be committed and then drawn down.

1. On the Activity Funding screen, select the activity that requires funding.
2. Select the program code for HOPWA (“H”) and enter the dollar amount in the Funded Amount field.

## **HOPWA Beneficiary Verification Worksheets**

In lieu of submitting required HOPWA performance data through IDIS, grantees will be complete the CAPER Beneficiary Verification Worksheets (available on HUD’s website). The information collected (beneficiary demographics, supportive services, housing facilities), will be the same as that authorized to be collected on HOPWA accomplishments and should be an easy form to use, pending related system enhancements. HUD expects that this use of a worksheet will also reduce the need for verification actions and corrections to the data that have been undertaken in prior years.

The 2008 edition of the HOPWA CAPER form will continue as the primary performance reporting document for HOPWA formula grantees. HOPWA formula grantees will complete and submit the CAPER and the HOPWA Beneficiary Verification Worksheets within 90 days of the end of their program year.

It is expected that the use of the IDIS Online enhances for project setup and disbursements will be of great value to programs and that annual reporting on these project activities will be connected in these related efforts. Grantees must continue to link their IDIS projects and activities in IDIS Online to corresponding data for annual accomplishments as submitted through the CAPER for their program year.

For more information, please see the HOPWA information posted on the program’s section of the HUD Homelessness Resource Exchange website at <http://www.HUDHRE.info/HOPWA>

Inquiries on this matter can be sent to [HOPWA@hud.gov](mailto:HOPWA@hud.gov).