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**TO: HOPWA Formula and Competitive Grantees:
October 28, 2011**

The Office of HIV/AIDS Housing is pleased to announce that information technology improvements are being made to support the management of your HOPWA program. The related HOPWA annual reporting forms have also been updated and available for your use, as detailed below.

HUD has completed the first set of HOPWA-related enhancements to the Department's *Integrated Disbursement Information System (IDIS)* that will be released on November 3, 2011. This advisory provides initial guidance to HOPWA formula grantees regarding how the updates to IDIS will impact financial transactions (drawdown of funds, project setup additions or edits) and in coming months the related performance reporting on results including housing outputs and beneficiary information. **Please note that training on these changes will be forthcoming to help you make use of these improvements in IDIS.** A new report based on the HOPWA profile will also become available with this next release and other report tools will be programmed in future months. There is user acceptance testing underway, and small modifications are being made in preparation for this new release. Please note that as you make use of this enhanced HOPWA tool, if issues or questions are identified in its functionality for your grant activities, you should share them with our IDIS support team to allow for review and corrective action, as needed. The current testing shows that the project information currently in IDIS will transfer to the equivalent new system screens to allow for your continued access to the funds committed to these projects, based on current practices used to drawdown funds under your approved current programs.

HOPWA Formula grantees should read this advice carefully as the new revised IDIS screens will become live on November 3, 2011.

In addition, the HOPWA reporting forms have been updated and approved for your use. See attached the new editions of the *Consolidated Annual Performance Evaluation Report (CAPER)*, form HUD-40110-D, and the *Annual Progress Report (APR)*, form HUD-40110-C, expiration date 10/31/2014. These forms can now be use by formula and competitive grantees respectively and by project sponsors. Additional information regarding the implementation of the new performance report, training and technical assistance resources, and other materials will be announced shortly in a future notice.

Thank you for your dedication in supporting clients through your HOPWA program. I trust this conversion to information technology has been anticipated and that the new HOPWA elements in IDIS will help support your programs in recording these accomplishments.

Sincerely,

David Vos
Director
Office of HIV/AIDS Housing

HOPWA Advisory 10-28-11 - IDIS Update for Formula Grantees:

Integrated Disbursement Information System (IDIS): With the November 3, 2011 system release, IDIS is revised to update the activity set-up, activity funding, and activity accomplishment paths for the HOPWA

program. HOPWA formula grantees are required to use IDIS (as revised) for the set-up and draw down of their funds, as well as in coming months, for program reporting. This newly released IDIS update fixes errors in the system related to reporting accomplishment data and creates an ability to submit all required annual reporting data via the IDIS system. With this update and upon full implementation of the system, HOPWA formula grantees will be able to complete all annual reporting requirements through IDIS and use a profile report to review the data in IDIS and share results with program stakeholders.

HUD is currently developing an implementation plan to allow for the full use of IDIS, as a part of the plan HOPWA formula grantees are instructed to note the following:

1. *Current IDIS Projects and Activities.* For grants currently established in IDIS, the new activity set-up or accomplishment screens will not affect the grantee's ability to draw down funds. HUD has tested these screens and all financial functions appear to be operating as normal. If, however, during the use of IDIS grantees have problems with accessing or drawing of funds, grantees are requested to contact the IDIS Technical Assistance Unit (877) 483-8282 or via HUD's website at <http://www.hud.gov/offices/cpd/systems/idis/tau.cfm>. Additionally, grantees should report IDIS problems to Amy Richter, Collaborative Solutions, Inc. at 202-402-3563 or at one of the following email addresses: amy@collaborative-solutions.net or amy.b.richter@hud.gov.
2. *Adding New Activities.* If a grantee needs to add or edit an activity, the new activity set-up screens will be required. Minimal changes have been made to the activity set-up screens including:
 - a. *Assignment of an accomplishment year.* During activity set-up, a grantee must identify the grantee program year for which accomplishment data is being reported—most likely this will be the current year of operations. This would tie to the normal reporting year that is traditionally provided on the CAPER. It should be noted, that the program accomplishment year is not the year of the grant allocation.
 - b. *Set accomplishment targets for the year.* Grantees will also be required to report the activity budget and the number of households that are proposed to be served. Targets should be consistent with the HUD approved Consolidated Plan and annual Action Plans.
3. *Future implementation of IDIS reporting.* As stated above, HOPWA formula grantees are instructed to continue the use and report annual results with the new edition of the CAPER that incorporated the associated Beneficiary Worksheets. This continued use of the CAPER will help in validation of reports to be generated directly from IDIS information as a means to help ensure your record of accomplishment is correctly shown in this new HOPWA use of IDIS—the annual report will help support this transition to later reliance on IDIS for annual reporting. Over the next six months, HUD will be working with select/volunteer grantees to test the new functionalities in the IDIS—and comments from all grantees will be welcomed. During this time, HUD will be working to ensure the system screens, reporting functions and related training are all fully functional and meet the requirements for financial and programmatic accomplishment reporting. It is estimated that HOPWA formula grantees will begin utilizing all the accomplishment reporting features of IDIS by mid-2012. Grantees that continue to follow HOPWA guidance on the set-up of IDIS projects and activities will be able to begin use of accomplishment data entry on screens that correctly reflect HOPWA standards, including beneficiary information previously collected on a supplemental worksheet. This will result in coming months to a complete migration to a information technology platform as the basis for annual accomplishment reporting to HUD.

Technical Assistance on IDIS. Grantees needing general technical assistance with the utilization of IDIS should contact the IDIS Technical Assistance Unit at (877) 483-8282. HOPWA specific program questions in applying performance reporting to IDIS may be directed to our HOPWA Data Verification and Analysis Project

contact, Amy Richter at 202-402-3563 or via email at one of the following email addresses: amy@collaborative-solutions.net or amy.b.richter@hud.gov. Additionally, to aid in the use of IDIS, HUD is developing a series of technical assistance tools that will be made available to grantees. As these become available, HUD will make these resources available to grantees and their program sponsors.

IDIS Update for Competitive Grantees:

Integrated Disbursement and Information System (IDIS). The release of the November 3, 2011 version of IDIS creates the beginning ability for HOPWA competitive grantees to use IDIS for financial and program reporting. HUD has begun working on a migration strategy for the conversion of the HOPWA competitive program from the current Voice Response System (VRS)/LOCCS system for financial management and the submission of the APR form to IDIS. HUD will be forthcoming with addition information on this migration in the next few months. In the meantime, HOPWA competitive grantees should continue to operate their programs consistent with their HUD approved grant agreements including the use of the VRS/LOCCS system and annual submission of the new edition of the APR.

New Editions of the HOPWA APR and CAPER. The standard HOPWA reporting forms have been updated and approved for your use. See attached the new editions of the *Consolidated Annual Performance Evaluation Report (CAPER)*, form HUD-40110-D, and the *Annual Progress Report (APR)*, form HUD-40110-C, expiration date 10/31/2014. These forms can now be use by formula and competitive grantees respectively and by project sponsors. The new editions make only a few modest revisions, including:

1. clarifications and additions in definitions and instructions;
2. on service area summaries, uses Congressional District of primary service area in place of listing of zip codes for these areas;
3. on reporting results in using short-term rent, mortgage and utility assistance (STRMU) allows for reporting by the type of payment such as households served with mortgage only payments, along with a related edit in the planning estimate for unmet needs for STRMU payments;
4. in reporting beneficiary information and demographics, removes collection on domestic violence survivorships, provides for summary line on persons assisted from prior situations of homelessness, adds gender information for transgender individuals and in reporting on household incomes, removes a fourth category (51-60%); allows reporting of non-HIV positive beneficiaries living with HOPWA-assisted households
5. revises the leveraging page to allow for specific program source and clarifies program income and resident rent sections;
6. clarifies the access to care section;
7. incorporates the separate CAPER Beneficiary Worksheet into the CAPER as a new section;
8. removes submission of logic models in the APR (as a duplication of data).

These changes **add** only one new data element (addition of gender information for transgender individuals) **and facilitate reporting under the others.** As such, formula and competitive grantees will be required to use the new version of the CAPER and APR beginning **with reports submitted on or after** January 1, 2012. In the case of this new element and on type of STRMU payment, such information may be obtained from the related client level information systems (such as homeless management information systems/HMIS or HOPWA data reported by equivalent CARE systems). If not available in this first year of use, please note as not yet available, as you begin collection in the new annual cycle by all your project sponsors. A copy of the forms are attached for your reference and will be posted on HUD-clips and the HOPWA websites (e.g. www.HUDHRE.info/HOPWA).

Additional information regarding the implementation of the new performance report, training and technical assistance resources, and other materials will be announced shortly in a future notice.

Questions regarding this message can also be directed to HOPWA@hud.gov .

CC: CPD Field Office Directors

IDIS Technical Assistance Unit

Phone:(877) 483-8282

Email: IDIS.Help@hud.gov

HOPWA Data Verification and Analysis Project

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