Chapter 11

Chapter 11: Completing HOPWA Activities

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11.1.1 Overview

The Housing Opportunities for Persons with Aids (HOPWA) program provides housing assistance and supportive services for persons or their families with AIDS or related diseases. HOPWA formula grants are awarded to eligible states and cities in statistical areas with the largest number of AIDS cases.

This chapter describes the 10 completion paths used by HOPWA formula grant recipients. Section 11.4 provides the flow of completion path screens for each Activity Type. The user will note that several different Activity Types require many of the same screens. Therefore, to avoid redundancy, details for each screen are summarized only once in order of screen number (e.g., C04MP02) under Section 11.5. Users can quickly find a particular screen by referring to the table on the following page or the Table of Contents.

The screens on these paths let the user update the beneficiary information and actual expenditures for each HOPWA-eligible activity. The information entered on these screens is used to generate both the Consolidated Annual Performance and Evaluation Report (CAPER) and other ad hoc reports.

Users should also reference *"IDIS for HOPWA Grantees,"* which can be found at the HOPWA Formula Grantee Annual Reporting webpage (http://www.hud.gov/offices/cpd/aidshousing/programs/formula/operatinginstructions/annualreporting.cfm). This document provides important conventions for properly setting up HOPWA projects and activities. Before entering data in the completion screens, users should confirm that they have complied with the general guidance on defining activities and projects. Explained in greater detail in the guidance document, highlights include:

Project Overview

Each year, HOPWA grantees should set up a separate IDIS project for themselves and a separate project for each project sponsor performing HOPWA-related tasks. IDIS projects are tied to the Consolidated Plan year in which they are created and the year of the grant allocation. Projects can (and often do) span multiple years. Projects serve to organize and associate specific activities undertaken to the responsible grantee/project sponsor, and to the initial allocation year.

Activity Overview

Activities, unlike projects, are created and updated for a specific program year and report annual accomplishment data for that program year. Activities report annual accomplishments for a project sponsor or grantee and are directly tied to the CAPER submitted by the HOPWA Formula Grantee. As funds are needed to pay administrative expenses and sponsor activities, grantees draw against the corresponding activities. HOPWA grantees should close out each activity at the end of the program year.

Associating Activities

When setting up HOPWA activities, users should associate the activity to the project sponsor (or grantee) undertaking the activity and initial allocation year by selecting the appropriate project in the *CPS Project* and *Program Year* fields, located on the MA01 screen of the common path.

Screen	Page	HOPWA Completion Path									
		Facility-based Housing Operations	Facility-based Housing Development	Facility-based Non-Housing	Tenant-based Rental Assistance	Short-term Rent Mortgage Utility	Housing Information	Resource Identification/TA	Administration	Supportive Services	Permanent Housing Placement
MP01 – HOPWA Activity	8	√	√	√	√	√	√	√	√	√	√
MP02 – Facility Type	14	√	√								
MP03 – Site Expenditures	18	√	√								
MP05 – Housing Assistance and Demographic Information	22	√			√	√					
MP06 – Age/gender/income of persons served	27	√			√	√					
MP07 – Stability Outcomes	31	√			√	√					
MP08 – Recent living situation counts	37	√			√	√					
MP09 – Supportive Services Provided	40									√	
MP10 – Available HOPWA funding	43	√	√	√	√	√	√	√		√	√
MP11 – Expenditures of HOPWA funds	45						√	√	√		
MP12 – Race/ethnicity of persons served	48	√			√	√					
MP14 – Description of construction/rehab activity	53			√							
MP15 – Site Expenditures	55			√							
MP16 – Households and expenditures	58						√				√
MP17 – Demographics of Persons Served	60									√	√
MP18 – Objective and Outcome	63	√	√	√	√	√	√	√		√	√
MP19 – Special Characteristics	65	√	√	√	√	√	√	√		√	√
MP20 – Facility Based Housing Outcomes	67		√								

Defining Activities

Activities must represent the eligible HOPWA activities as defined in CFR 374.300. The following eligible activity categories correspond to the HOPWA Completion Paths identified in the MP01 Screen.

- Facility-Based Housing - Development*, *including: Acquisition, Rehabilitation, and New Construction*
- Facility-Based Housing - Operations*, *including Operating Costs, Lease, Project-based Rental Assistance, and Technical Assistance for a community resident/SRO dwelling.*
- Short-Term Rent, Mortgage, and Utility Payments (Scattered Site Housing)
- Tenant-Based Rental Assistance (Scattered Site Housing)
- Facility-based Non-Housing
- Supportive Services
- Permanent Housing Placement
- Housing Information Services
- Resource Identification
- Administration

*Note: ***HUD requires a separate activity for <u>each</u> site address providing facility-based housing***. Multiple sites cannot be aggregated into a single activity.

A separate activity should be set up for each eligible activity category a specific Sponsor undertakes. Thus, there are often two or more activities set up under each project in IDIS.

Labeling HOPWA Activities in IDIS

Each Activity should include both the name of the Eligible Activity and the Program year for which it is reporting in the IDIS "Activity Name" field (e.g. 2006 TBRA).

Annual Reporting

At a minimum, grantees should report all annual accomplishments within 90 days of the completion of its program year. All relevant data should be entered in both the common path and the HOPWA Completion screens. Remember, the activity reports only those accomplishments that occurred during the reporting year. On the MA04 screen of the common path, users should ensure that the "Report Year" field reflects the program year in which the accomplishments occur.

Completing the Activity

An activity should be closed after entering the annual accomplishment data by changing the *Activity Status* to "Complete" on the MA04 screen. The *Completion Date*, which defaults to the date the activity status is changed, should be revised to reflect either a) the actual completion date, or b) the end of the program year being reported upon for ongoing, multi-year activities. Completing the activity will de-obligate any unexpended funds, which can be committed to new activities set up under the same project.

Users are strongly encouraged to read the "IDIS for HOPWA Grantees" previously referenced for additional guidance.

11.2 Selecting HOPWA on the Activity Setup "Money" Screen (C04MA08)

Purpose: This screen serves two purposes: to give your activity a budget and to route you to the HOPWA completion path screens. Chapter 4 explained how to enter the estimated budget for an activity. For more information on completing the money portion of this screen, read Chapter 4.

Getting To the Money Screen:

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to go to the HOPWA Menu (C04MP01).

1. On the IDIS Main Menu, select **Option B**, Revise Activity. The system displays the Revise Activity Screen (C04MA09).
2. Type the Project Number and Program Year for the activity, or press **<F2>** to select the Project Number/Program Year from the list displayed.

   After the list appears, type **X** next to the one activity you want to revise and then press **<Enter>**. The system displays the Revise Activity Screen (C04MA10). This is the first screen in the four-screen Setup Activity common path.
3. Press **<Enter>** to move through the next two screens in the common path, the Process Activity Screen (C04MA03) and the Setup Activity Screen (C04MA04). You should now see the Setup Activity "Money" Screen (C04MA08).

```
04/01/04   03:27              SETUP  ACTIVITY                          C04MA08

GRANTEE ACTIVITY NBR:                          HUD ACTIVITY NBR:  000000000634

ACTIVITY NAME:  0H0030 RAP, INC.
TOTAL ESTIMATED AMOUNT:        $100,000.00

INDICATE PROGRAM(S) TO BE ADDRESSED

ENTER (X) TO SELECT PROGRAM, (D) TO DELETE EXISTING PROGRAM PATH

                _   CDBG

                _   ESG

                _   HOME

                x   HOPWA



F3 = VALDT   F4 = MAIN MENU   F5  = PROJ INFO   F7 = PREV   F8 = NEXT
F9 = SAVE    F10 = MA09       F13 = DELETE
```

How To Complete This Screen:

Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to go to the next screen.

TOTAL ESTIMATED AMOUNT

1. Type the estimated sum, in dollars and cents, of funding your activity will receive from *all* CPD formula grant programs. (You can use dollar signs but not commas.)

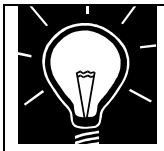
ENTER (X) TO SELECT PROGRAM

2. Place an **X** next to HOPWA, then press **<F9>**, then press **<Enter>**.

   The system displays the HOPWA Menu (C04MP01). After processing the HOPWA program-specific screens, you will see the Setup Activity Screen (C04MA08) displayed again.

11.3 Selecting a Completion Path from the HOPWA Activity Screen (C04MP01)

Purpose: On this screen, you select the correct HOPWA completion path. These choices are based on the type of housing or service the activity provides and the matrix code you assigned to the activity on the Process Activity screen (CO4MA03).



NOTE:

Carefully review the type of housing and supportive services the activity provides before making a selection on this screen. Set up a separate IDIS activity for each Activity Type identified on this screen. If you do inadvertently choose the wrong path, type an "X" next to the correct path and press <Enter>. IDIS will prompt you to press <F13> to delete the old path or <F7> to cancel the delete request. When you delete an incorrect path, all existing HOPWA data will be lost.

How To Complete This Screen:

When you have completed the field on this screen, press **<Enter>** to go to the next screen.

PLEASE SELECT ONE

1. Place an "**X"** to select the type of activity:

   Facility-based Housing Operations
   Facility-based Housing Development
   Facility-based Non-Housing
   Tenant-based Rental Assistance
   Short-term Rent Mortgage Utility
   Housing Information
   Resource Identification/TA
   Administration
   Supportive Services
   Permanent Housing Placement

2. Name of Organization carrying out the activity, if not grantee: Field is required if organization carrying out activity is not grantee.
3. Is organization faith-based? Can be Y or N.
4. Is organization community-based? Can be Y or N.

```
05/08/06  15:57                HOPWA ACTIVITY                          C04MP01
  Project Number: ___         Program Year: 9999       IDIS Activity ID: 9999999
  Project Title:  _______________
  Activity Name:  ____________________________________________

  Place an 'X' to select the type of activity:
                  _   Facility-based Housing Operations
                  _   Facility-based Housing Development
                  _   Facility-based Non-housing
                  _   Tenant-based Rental Assistance
                  _   Short-term Rent Mortgage Utility
                  _   Housing Information
                  _   Resource Identification/TA
                  _   Administration
                  _   Supportive Services
                  _   Permanent Housing Placement

  Name of Organization carrying out the activity, if not grantee:
  ____________________________________________________________________
  Is organization faith-based? (Y/N) N
  Is organization community-based? (Y/N) N

  F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
  F10=GO TO REVISE ACTIVITY
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number		The system-generated ID for the Plan project under which the activity was set up. It was generated when the grantee's project data was transferred to IDIS; or when a project was added on the Add Project screen (C04MK01).	Protected field
Program Year		The grantee's Consolidated Plan year, also referred to as the Program Year. This year may differ from the HUD fiscal year of the grant.	Protected field
IDIS Activity ID		The system-generated ID for the activity assigned by IDIS after all fields on the Setup Activity screen (C04MA01) have been validated and the screen saved.	Protected field
Project Title		The name of the project entered into IDIS on the Add Project screen (C04MK01).	Protected field
Activity Name		The name the grantee assigned to the activity on the Setup Activity screen (C04MA01) or changed on the Revise Activity screen (C04MA10).	Protected field
Place an "X" to select the type of activity	✓	Facility-based Housing Operations Facility-based Housing Development Facility-based Non-Housing Tenant-based Rental Assistance Short-term Rent Mortgage Utility Housing Information Resource Identification/TA	X

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
		Administration Supportive Services Permanent Housing Placement	
Name of Organization carrying out the activity, if not grantee		Not a required field. If user enters something, it will be saved to the database	45 characters
Is organization faith-based? (Y/N)		Can be Y or N. Default to N if nothing entered.	Y or N
Is organization community-based?		Can be Y or N. Default to N if nothing entered.	Y or N
Press <**Enter**> to save the information and go to the next screen (C04MP18). Only if user selects Administration, the next screen is C04MP11.			

11.4 The HOPWA Completion Paths

The HOPWA completion path to follow depends on whether the activity provides facility-based housing – operations, facility-based - development, facility-based non-housing, permanent housing, short-term rental, tenant-based rental, housing information/resource ID/administration, or supportive services. The following sections provide a navigation diagram for each Activity Type. Since the same screens appear many times within these paths, they are displayed in numeric order only once (see Section 11.5). The user should consult the appropriate Activity Type path below and refer to the appropriate screen in Section 11.5 for guidance on completing each screen.

11.4.1 Facility Based Housing

Facility Based Housing - Development	Facility Based Housing - Operations
MP01 – HOPWA Activity	MP01 – HOPWA Activity
MP18 – Objective and Outcome	MP18 – Objective and Outcome
MP19 – Special Characteristics	MP19 – Special Characteristics
MP02 – Facility Type	MP02 – Describes the housing facility
MP20 – Facility Based Housing Outcomes	MP05 – Housing Assistance and Demographic Information for Persons Served
MP03 – Site Expenditures	MP12 – Race/ethnicity of persons served
MP10 – Available HOPWA funding	MP06 – Age/gender/income of persons served
	MP08 – Recent living situation counts
	MP07 – Stability Outcomes
	MP10 – Available HOPWA funding
	MP03 – Site Expenditures

11.4.2 Facility Based Non-Housing

Facility Based Non-Housing
MP01 – HOPWA Activity
MP18 – Objective and Outcome
MP19 – Special Characteristics
MP14 – Description of construction/rehab activity
MP10 – Available HOPWA funding
MP15 – Site Expenditures

11.4.3 Permanent Housing Placement

Permanent Housing Placement
MP01 – HOPWA Activity
MP18 – Objective and Outcome
MP19 – Special Characteristics
MP10 – Available HOPWA funding
MP16 – Households and expenditures
MP17 – Demographics of Persons Served

11.4.4 Short Term Rent, Mortgage, and Utility Payments (STRMU)

Short term Rent, Mortgage, and Utility Payments (STRMU)
MP01 – HOPWA Activity
MP18 – Objective and Outcome
MP19 – Special Characteristics
MP05 – Housing Assistance and Demographic Information for Persons Served
MP12 – Race/ethnicity of persons served
MP06 – Age/gender/income of persons served
MP08 – Recent living situation counts
MP07 – Stability Outcomes
MP10 – Available HOPWA funding

11.4.5 Tenant-Based Rental Assistance (TBRA)

Tenant-Based Rental Assistance (TBRA)
MP01 – HOPWA Activity
MP18 – Objective and Outcome
MP19 – Special Characteristics
MP05 – Housing Assistance and Demographic Information for Persons Served
MP12 – Race/ethnicity of persons served
MP06 – Age/gender/income of persons served
MP08 – Recent living situation counts
MP07 – Stability Outcomes
MP10 – Available HOPWA funding

11.4.6 Supportive Services

Supportive Services
MP01 – HOPWA Activity
MP18 – Objective and Outcome
MP19 – Special Characteristics
MP10 – Available HOPWA funding
MP17 – Demographics of persons served
MP09 – Supportive Services Provided

11.4.7 Housing Information Services

Housing Information Services
MP01 – HOPWA Activity
MP18 – Objective and Outcome
MP19 – Special Characteristics
MP10 – Available HOPWA funding
MP16 – Households and expenditures
MP11 – Expenditures of HOPWA funds

11.4.8 Resource Identification

Resource Identification
MP01 – HOPWA Activity
MP18 – Objective and Outcome
MP19 – Special Characteristics
MP10 – Available HOPWA funding
MP11 – Expenditures of HOPWA funds

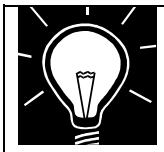
11.4.9 Administration

Administration
MP01 – HOPWA Activity
MP11 – Expenditures of HOPWA funds

11.5 The HOPWA Screens

11.5.1 Describing the Housing Facility (C04MP02)

Complete the Facility-Based Housing screens if your HIV/AIDS-related housing program is carried out at one or more permanent sites (i.e., a facility). There are two versions of this screen based on the Activity Type selected on the HOPWA Activity screen.



NOTE:

Effective with IDIS Version 6.9, Facility-Based housing activities should not include funds for supportive services. For activities with supportive services data that existed prior to Version 6.9, this path will display the Supportive Services screen (C04MP09) after the MP02 screen. Grantees will see a message that a new Supportive Services activity should be created and any funding and draws for supportive services should be revised to the new activity. Grantees will also have the ability to "zero out" any data already entered on the MP09 screen. Once all fields on the MP09 screen are blank, the screen will no longer display on the Facility-Based Housing path.

Effective with IDIS Version 10.0, Facility-Based housing development or Operations activities will display screen MP02.

All dates are applicable only to activities with an activity type of "Facility-Based Housing Development." They will not display for "Facility-Based Housing Operations" activities.

Getting To the Facility-Based Housing screen:

When you have completed the fields on this screen, go to the next screen.

- From the HOPWA SPECIAL CHARACTERISTICS of "Facility-Based Housing – Development" screen (C04MP19), and press **<Enter>**. IDIS displays the Facility-Based Housing - Development screen (C04MP02) for facility-based housing development.
- From the HOPWA SPECIAL CHARACTERISTICS of "Facility-Based Housing – Operations" screen (C04MP19), and press **<Enter>**. IDIS displays the Facility-Based Housing - Operations screen (C04MP02) for facility-based housing operations.

Purpose: On this screen, describe details about the housing facility.

How To Complete This Screen:

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen (Operations), press **<Enter>** to save the information and display the Facility Based Operation Screen (C04MP05).

When you have completed the fields on this screen (Development), press **<Enter>** to save the information and display the Facility Based Housing Development Screen (C04MP20).

FACILITY TYPE

1. Type the number that corresponds to the facility type:

   1 Short-term facility
   2 Single-room occupancy dwelling
   3 Community residence
   4 Other housing facility

UNITS BY FACILITY TYPE

2. Indicate how many units of each type the facility provides:

   SRO Single-room occupancy dwellings
   0 BDRM Efficiency units
   1 BDRMS One-bedroom units
   2 BDRMS Two-bedroom units
   3 BDRMS Three-bedroom units
   4 BDRMS Four-bedroom units
   5+ BDRMS Five- or more-bedroom units

DATE OF CLOSING/LEASE EXECUTION

3. Type the date you closed on the purchase of a building; or the date you executed the lease (Only for development screen).

DATE CONSTRUCTION/ REHAB

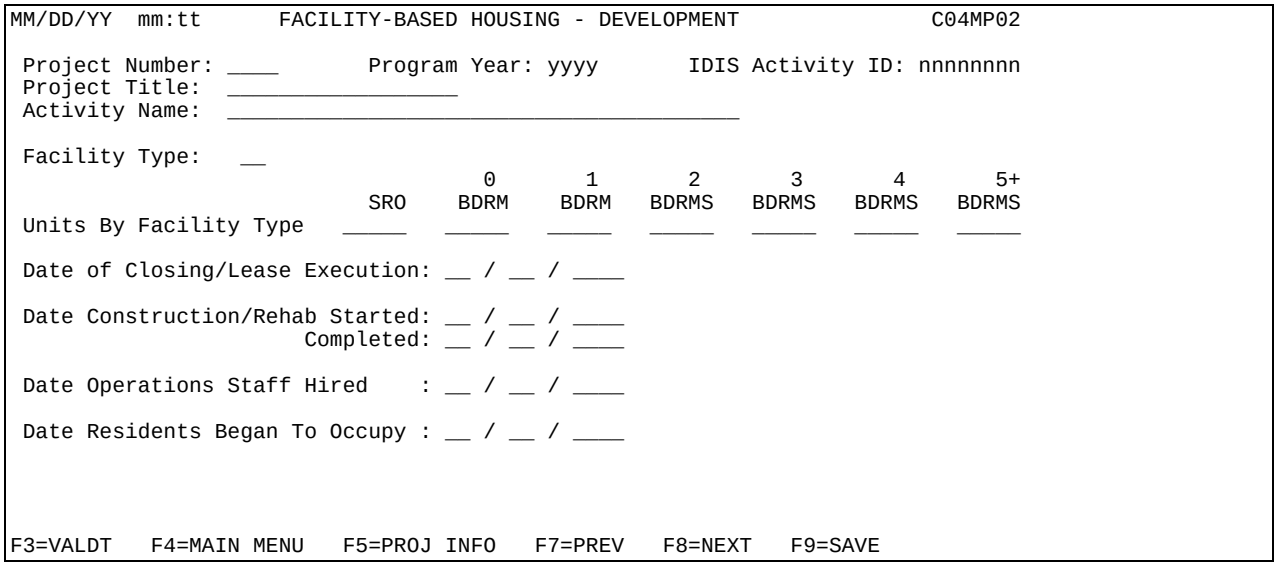
4. Type the start and end date of any new construction or rehabilitation (Only for development screen).

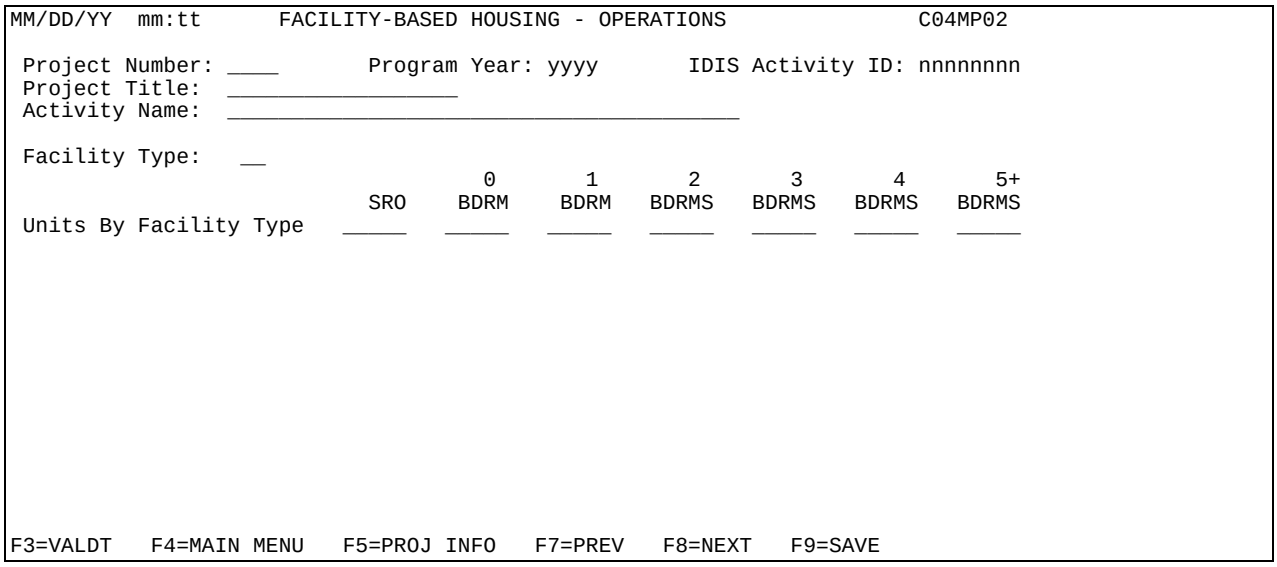
DATE OPERATIONS STAFF HIRED

5. Type the date that the *first* operations staff member was hired (Only for development screen).

DATE RESIDENTS BEGIN TO OCCUPY

6. Type the date that residents began to occupy the facility (Only for development screen).



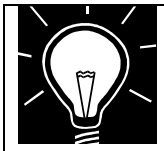


DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number		The system-generated ID for the Plan project under which the activity was set up. It was generated when the grantee's project data was transferred to IDIS; or when a project was added on the Add Project screen (C04MK01).	Protected field
Program Year		The grantee's Consolidated Plan year, also referred to as the Program Year. This year may differ from the HUD fiscal year of the grant.	Protected field
IDIS Activity ID		The system-generated ID for the activity assigned by IDIS after all fields on the Setup Activity screen (C04MA01) have been validated and the screen saved.	Protected field
Project Title		The name of the project entered into IDIS on the Add Project screen (C04MK01).	Protected field
Activity Name		The name the grantee assigned to the activity on the Setup Activity screen (C04MA01) or changed on the Revise Activity screen (C04MA10).	Protected field
Facility Type	✓	What is the facility type? **1** Short-term facility **2** Single-room occupancy dwelling **3** Community residence **4** Other housing facility	1, 2, 3, or 4

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Units by Facility Type		Indicate how many units of each type the facility provides: **SRO** Single-room occupancy dwellings **0 BDRM** Efficiency units **1 BDRMS** One-bedroom units **2 BDRMS** Two-bedroom units **3 BDRMS** Three-bedroom units **4 BDRMS** Four-bedroom units **5+ BDRMS** Five- or more-bedroom units	5 numeric characters
Date of Closing/Lease Execution		What date did you close on the purchase of a building; or what date did you execute a lease? (For development screen)	mm/dd/yyyy
Date Construction/ Rehab		What date did construction/ rehabilitation start and end? (For Development screen)	mm/dd/yyyy
Date Operations Staff Hired		What date is the first operations staff member hired? (For Development screen)	mm/dd/yyyy
Date Residents Begin To Occupy		What date did residents begin to occupy the facility? (For development screen)	mm/dd/yyyy
Press **<Enter>** to save the information and display the Facility Based Operations screen (C04MP05) or display the Facility Based Development screen (C04MP20).			

11.5.2 Entering Site Expenses (C04MP03)

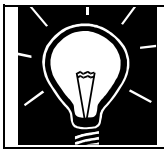
Purpose: All grantees should use this screen to enter the expenses incurred in developing the activity's housing units. If the property purchased or constructed through HOPWA funds is owned or retained by a public entity (state, city, or other local government agency), the grantee should answer "Y" to the Public Entity prompt. If the activity involves substantial rehabilitation, the grantee should answer "Y" to the Substantial Rehab prompt. There are two versions of this screen based on the Activity Type selected on the HOPWA Activity screen. For Facility-based Housing – Operations activities expenditure should be entered for Lease, Operating Costs, Technical Assistance, Rental Assistance and/or Other. For Facility Based Housing – Development activities expenditure data should be entered for either Rehab/Conversion/Repair or New Construction, but not both.



NOTE:

For HOPWA grantees, stewardship reporting is triggered when a property purchased or constructed through HOPWA funds is owned or retained by a public entity (state, city, or other local government agency). This includes assistance involving capital development, such as:

New construction
Acquisition
Rehabilitation



CAUTION:

Be sure to enter all dollar amounts as whole dollars, rounded to the nearest dollar. Do not enter commas. Do not enter cents.

How To Complete This Screen:

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen (C04MP03 for Facility Based Housing- Operations), press **<Enter>** to save the information and display the HOPWA SETUP ACTIVITY Screen (C04MA08).

When you have completed the fields on this screen (C04MP03 for Facility Based Housing- Development), press **<Enter>** to save the information and display the Available HOPWA a funding Screen (C04MP10).

ACQUISITION

1. Type the dollar amount spent to acquire the housing units (For Facility-Based Housing Development screen).

REHAB/CONVERSION/ REPAIR

2. Type the dollar amount spent to rehabilitate/convert/repair the housing units (For Facility-Based Housing Development screen).

LEASE

3. Type the dollar amount spent to lease the housing units. (For Facility-Based Housing Operations screen)

NEW CONSTRUCTION

4. Type the dollar amount spent to construct the housing units (For Facility-Based Housing Development screen).

OPERATING COSTS

5. Type the dollar amount spent to operate the housing units. Operating costs as defined in 24 CFR 574.300 (8) are: costs for housing including maintenance, security, operation, insurance, utilities, furnishings, equipment, supplies, and other incidental costs (For Facility-Based Housing Operations screen).

TECHNICAL ASSISTANCE

6. Type the dollar amount spent for technical assistance on the housing units (For Facility-Based Housing Operations screen).

RENTAL ASSISTANCE

7. Type the dollar amount spent on rental assistance for the housing units (For Facility-Based Housing Operations screen).

OTHER

8. Type the dollar amount spent on *other* expenses for the housing units (For Facility-Based Housing Operations and Facility-Based Housing Development screens).

[Description of Other Expenses]

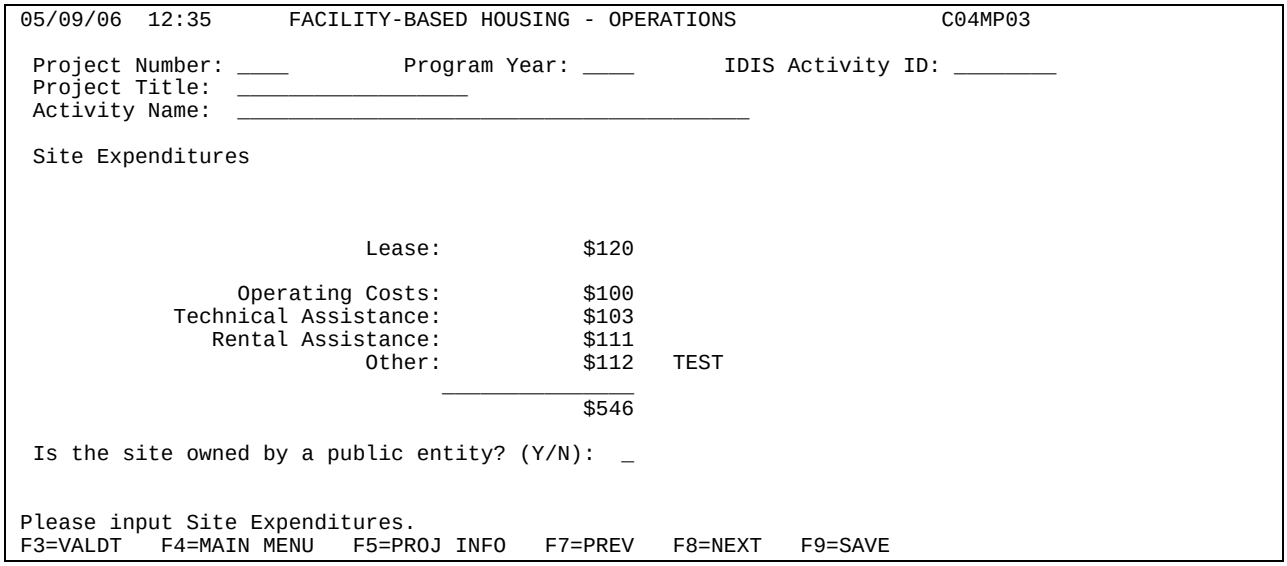
9. If you indicated *other* expenses in the preceding field, type a description here (For Facility-Based Housing Operations and Facility-Based Housing Development screens).

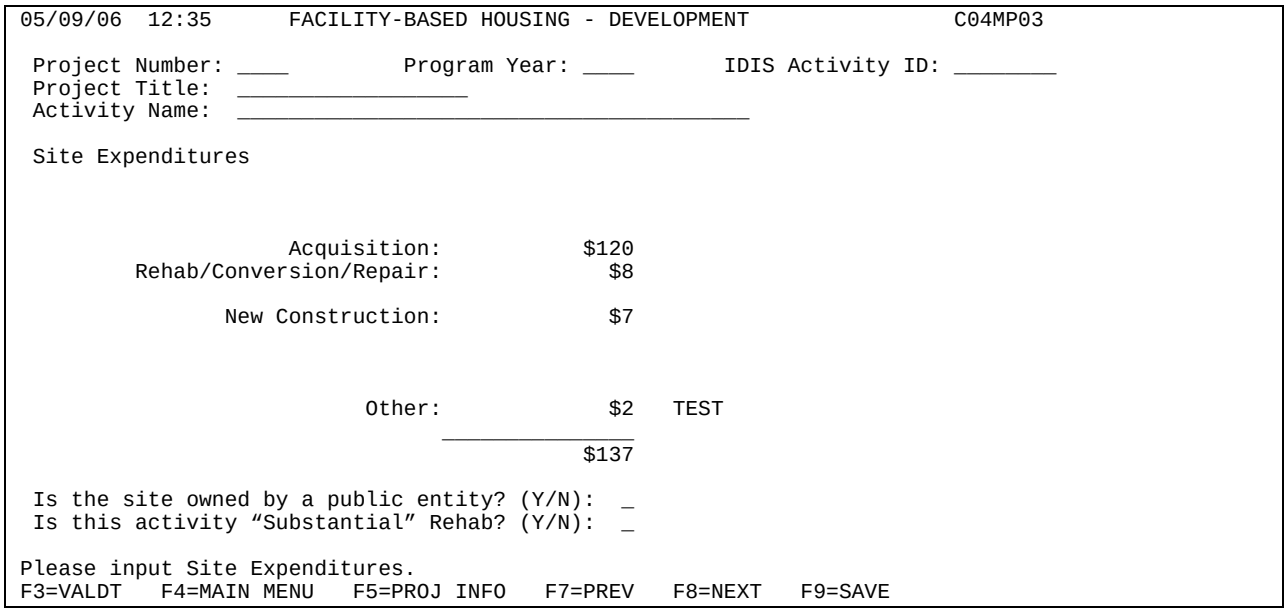
IS THE SITE OWNED BY A PUBLIC ENTITY? (Y/N)

10. If the housing facility is owned by a unit of the state or local government, answer "Y." Answer "N" if the facility is not owned by a public entity (i.e., it is owned by a nonprofit agency. For Facility-Based Housing Operations and Facility-Based Housing Development screens).

IS THIS ACTIVITY "SUBSTANTIAL" REHAB? (Y/N)

11. *Substantial rehabilitation* means rehabilitation that involves costs that are more than 75 percent of the value of the building after rehabilitation. If the activity involves substantial rehabilitation, answer "Y;" otherwise, answer "N." (For Facility-Based Housing Development screen).





DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number		The system-generated ID for the Plan project under which the activity was set up. It was generated when the grantee's project data was transferred to IDIS; or when a project was added on the Add Project screen (C04MK01).	Protected field
Program Year		The grantee's Consolidated Plan year, also referred to as the Program Year. This year may differ from the HUD fiscal year of the grant.	Protected field
IDIS Activity ID		The system-generated ID for the activity assigned by IDIS after all fields on the Setup Activity screen (C04MA01) have been validated and the screen saved.	Protected field
Project Title		The name of the project entered into IDIS on the Add Project screen (C04MK01).	Protected field
Activity Name		The name the grantee assigned to the activity on the Setup Activity screen (C04MA01) or changed on the Revise Activity screen (C04MA10).	Protected field
Site Expenditures			
Acquisition		What is the dollar amount spent to acquire the housing units (For Facility-Based Housing Development screen)?	$n,nnn,nnn,nnn
Rehab/Conversion/Repair		What is the dollar amount spent to rehabilitate/convert/repair the housing units (For Facility-Based Housing Development screen)?	$n,nnn,nnn,nnn
Lease		What is the dollar amount spent to lease the housing units (For Facility-Based Housing Operations screen)?	$n,nnn,nnn,nnn

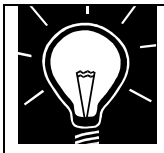
DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
New Construction		What is the dollar amount spent to construct the housing units (For Facility-Based Housing Development screen)?	$n,nnn,nnn,nnn
Operating Costs		What is the dollar amount spent to operate the housing units? Operating costs as defined in 24 CFR 574.300 (8) are: costs for housing including maintenance, security, operation, insurance, utilities, furnishings, equipment, supplies, and other incidental costs (For Facility-Based Housing Operations screen).	$n,nnn,nnn,nnn
Technical Assistance		What is the dollar amount spent for technical assistance on the housing units (For Facility-Based Housing Operations screen)?	$n,nnn,nnn,nnn
Rental Assistance		What is the dollar amount spent on rental assistance for the housing units (For Facility-Based Housing Operations screen)?	$n,nnn,nnn,nnn
Other		What is the dollar amount spent on other expenses for the housing units (For Facility-Based Housing Operations and Development screens)?	$n,nnn,nnn,nnn
[Description of Other Expenses]		If you indicated *other* expenses in the preceding field, type a description here (For Facility-Based Housing Operations and Development screens).	25 alphanumeric characters
Is the site owned by a public entity? (Y/N)		Can type Y or N (For Facility-Based Housing Operations and Development screens).	Y or N
Is this activity "Substantial" Rehab? (Y/N)		Can type Y or N (For Facility-Based Housing Development screen)	Y or N

Press **<Enter>** on Site Expenditures of Facility-Based Housing Operations screen to save the information and display the Setup Activity screen (CO4MA08).

Press **<Enter>** on Site Expenditures of Facility-Based Housing Development screen to save the information and display the available HOPWA Funds screen (CO4MP10).

11.5.3 Entering Housing Assistance and Demographic Information for Persons Served (C04MP05)

Purpose: On this screen, you quantify the number of households, persons with HIV/AIDS, and other family members who received housing assistance under the activity. You quantify the number of households receiving housing assistance that were previously Homeless, and were Chronically Homeless. For STRMU activities, you will enter the number assisted with mortgage assistance. You also enter the total expenditures. There are three versions of this screen based on the Activity Type selected on the HOPWA Activity screen.



NOTE:

HOPWA defines a *family* as a household composed of two or more related persons. The term family also includes one or more eligible persons living with another person(s) who are determined to be important to their well being, and the surviving number or member of any family described in this definition who are living in a unit assisted under the HOPWA program with the person with AIDS at the time of his or her death. [Section 574.3]

How To Complete This Screen:

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and display the Racial/Ethnicity Characteristics screen (C04MP12).

RECEIVING HOUSING ASSISTANCE

1. Type the number of households Receiving Housing Assistance. This field must be greater than zero to save the screen.

PREVIOUSLY HOMELESS

2. Type the number of previously homeless, which can be zero but cannot be greater than number of persons receiving housing assistance.

THE NUMBER OF CHRONICALLY HOMELESS

3. Type the number of chronically homeless, which can be zero but cannot be greater than number of persons previously homeless.

THE NUMBER ASSISTED WITH MORTGAGE ASSISTANCE

4. Type the number assisted with mortgage assistance, which can be 0, but cannot be greater than the number of receiving housing assistance. (For Short-Term Rent Mortgage Utility only)

PERSONS WITH HIV/AIDS

5. Type the number of persons (adults and children) with HIV/AIDS who received housing assistance.

OTHER FAMILY MEMBERS

6. Type the number of other persons in the same family unit who received housing assistance.

   To view the Total number of persons receiving housing assistance, press **<F3>** or **<F9>**. On the next screen (C04MP12), you must enter the racial and ethnic characteristics for the total number of persons entered here.

TOTAL EXPENDITURES

Facility-Based Housing Operations screen

Total Facility-Based Housing Operations Expenditures

Short Term Rent Mortgage Utility screen

Total STRMU Expenditures

Tenant-Based Rental Assistance screen

Total TBRA Expenditures

7. Type the total expenditures, which must be greater than zero.

THE AMOUNT OF STRMU EXPENDITURES SPEND ON MORTGAGE

Short Term Rent Mortgage Utility screen

8. Type the mortgage expenditures, which cannot be greater than total STRMU expenditures. Amount can be zero.

DATA CURRENT AS OF

For all versions of this screen

9. Type a valid date. At the time the activity is completed (status changed to '2'), system will check that this field has a valid date.

FINAL DATA FOR ANNUAL REPORT

10. Type 'Y' or 'N'.

```
04/13/06  14:39      FACILITY-BASED HOUSING - OPERATIONS                        C04MP05

 Project Number: 14         Program Year: 2000              IDIS Activity ID:   2260
 Project Title:  TESTING FOR CDBG
 Activity Name:  HOPWA FACILITY-BASED HOUSING OPERATIONS

 Number of Households:                                              Households
    A) Receiving Housing Assistance:                                  99999
    B) Of A (above), Previously Homeless:                             99999
    C) Of B (above), the Number of Chronically Homeless:              99999

 Number of Persons Receiving HOPWA Assistance:                       Persons
                                      Persons with HIV/AIDS:         99999
                                       Other Family Members:         99999
                                                     Total:        999999

          Total Facility-Based Housing Operations Expenditures:      9999999


    Data current as of: 01 / 01 / 2004       Final Data for Annual Report (Y/N): N


F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

```
04/13/06  15:22          SHORT-TERM RENT MORTGAGE UTILITY                      C04MP05

 Project Number: 14        Program Year: 2000              IDIS Activity ID: 2253
 Project Title:  TESTING FOR CDBG
 Activity Name:  HOPWA STRMU

 Number of Households:                                              Households
    A) Receiving Housing Assistance:                                  99999
    B) Of A (above), Previously Homeless:                             99999
    C) Of B (above), the Number of Chronically Homeless:              99999
    D) Of A (above), the Number assisted with mortgage assistance:    99999

 Number of Persons Receiving HOPWA Assistance:                       Persons
                                         Persons with HIV/AIDS:      99999
                                          Other Family Members:      99999
                                                        Total:     999999

                                    i) Total STRMU Expenditures:     9999999
     ii) Of i), the amount of STRMU Expenditures spent on Mortgages: 9999999

  Data current as of: __ / __ / ____      Final Data for Annual Report (Y/N):  _


F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

```
04/13/06  15:31         TENANT-BASED RENTAL ASSISTANCE                        C04MP05

 Project Number: 14      Program Year: 2000                IDIS Activity ID: 2252
 Project Title:  TESTING FOR CDBG
 Activity Name:  HOPWA TENANT-BASED RENTAL ASSISTANCE

 Number of Households:                                            Households
    A) Receiving Housing Assistance:                                99999
    B) Of A (above), Previously Homeless:                           99999
    C) Of B (above), the Number of Chronically Homeless:            99999

 Number of Persons Receiving HOPWA Assistance:                     Persons
                                   Persons with HIV/AIDS:          99999
                                    Other Family Members:          99999
                                                  Total:          999999

                                 Total TBRA Expenditures:          9999999


 Data current as of: __ / __ / ____          Final Data for Annual Report (Y/N): _
```

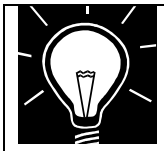
```
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number		The system-generated ID for the Plan project under which the activity was set up. It was generated when the grantee's project data was transferred to IDIS; or when a project was added on the Add Project screen (C04MK01).	Protected field
Program Year		The grantee's Consolidated Plan year, also referred to as the Program Year. This year may differ from the HUD fiscal year of the grant.	Protected field
IDIS Activity ID		The system-generated ID for the activity assigned by IDIS after all fields on the Setup Activity screen (C04MA01) have been validated and the screen saved.	Protected field
Project Title		The name of the project carried forward or entered into IDIS on the Add Project screen (C04MK01).	Protected field
Activity Name		The name the grantee assigned to the activity on the Setup Activity screen (C04MA01) or changed on the Revise Activity screen (C04MA10).	Protected field
Demographics			
Receiving Housing Assistance		How many households received Housing Assistance	5 numeric characters
	Yes	Facility-Based Housing Operations screen	Unprotected field
	Yes	Short Term Rent Mortgage Utility screen	Unprotected field
	Yes	Tenant-Based Rental Assistance screen	Unprotected field
Previously Homeless		Of Households Receiving Assistance, how many were previously Homeless	5 numeric characters
The number of Chronically Homeless		Of Previously Homeless, how many were Chronically Homeless	5 numeric characters
The number assisted with mortgage assistance		Short Term Rent Mortgage Utility screen Of Households Receiving Assistance, how many were assisted with mortgage assistance	5 numeric characters
Persons with HIV/AIDS	Yes	How many persons with HIV/AIDS received housing assistance?	5 numeric characters
Other Family Members		How many persons in the same family unit received housing assistance?	5 numeric characters

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Total		To view the Total number of persons receiving housing assistance, press **<F3>** or **<F9>**. On the next screen (C04MP12), you must enter the racial and ethnic characteristics for the total number of persons entered here.	Protected field 6 numeric characters
Total TBRA Expenditures	Yes	Tenant-Based Rental Assistance screen Type the total TBRA expenditures. It must be greater than zero.	7 numeric characters
Total Facility-Based Housing Operations Expenditures	Yes	Facility-Based Housing Operations screen Type the total Facility-based Housing – Operations expenditures. It must be greater than zero.	7 numeric characters
Total STRMU Expenditures	Yes	Short Term Rent Mortgage Utility screen Type the total expenditures for STRMU. It must be greater than zero.	7 numeric characters
The amount of STRMU Expenditures spent on Mortgages		Short Term Rent Mortgage Utility screen Type the amount of STRMU expenditures spent on Mortgages.	7 numeric characters
Data current as of		Type a valid date	mm/dd/yyyy
Final Data for Annual Report (Y/N)		Type 'Y' or 'N'. If the field is blank, it will be defaulted to 'N'. This field must by "Y" in order to change the status of an activity to "completed". In addition, a new Summary of Housing Stability Outcomes Report (PR80) that is under development will aggregate data only from activities for which this field equals "Y".	'Y', 'N', or blank
Press **<Enter>** to save the information and display the screen (C04MP12).			

11.5.4 Categorizing Persons Who Received Housing Assistance (C04MP06)

Purpose: On this screen, you categorize the number of persons and family units who received housing assistance by age, gender, and monthly household income. There are three versions of this screen based on the Activity Type selected on the HOPWA Activity screen.



TIP:

This screen asks you to categorize the **total number** of persons receiving housing assistance by age, gender, and monthly household income. The counts that you type in for age and gender should be based on the number of persons receiving housing assistance with HIV/AIDS *plus* other family members making up the family unit who also receive housing assistance as reported on the Facility-Based Housing, Short-Term and Tenant-based screens (C04MP05). For example, if the total of persons with HIV/AIDS receiving housing assistance plus the other persons in the family receiving housing assistance equals 25, you should report 25 as the total in the fields below. The counts you type in for income group of individuals and family units should be the households' monthly income.

How To Complete This Screen:

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and display the Facility-Based Housing screen (C04MP08).

AGE AND GENDER/ MALE

1. Type the number of males who received assistance who fall into the following age groups:

   Under 18

   18-30

   31-50

   Over 50

AGE AND GENDER/ FEMALE

2. Type the number of females who received assistance who fall into following age groups:

   Under 18

   18-30

   31-50

   Over 50

INCOME GROUP OF INDIVIDUALS AND FAMILY UNITS

3. At the time they entered the program, type the number of households whose gross monthly income fell into these categories:

   $0-250

   $251-500

   $501-1000

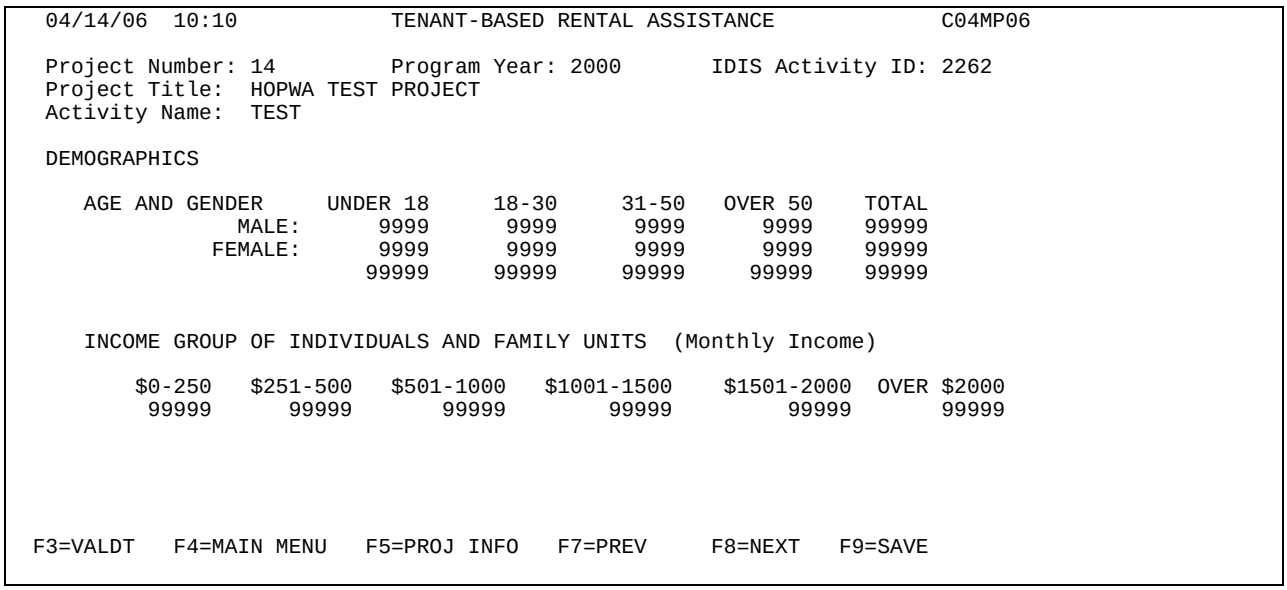
   $1001-1500

   $1501-2000

   Over $2000

```
 04/14/06  10:10            FACILITY-BASED HOUSING - OPERATIONS        C04MP06

 Project Number: 14         Program Year: 2000       IDIS Activity ID: 2260
 Project Title:  HOPWA TEST PROJECT
 Activity Name:  TEST

 DEMOGRAPHICS

    AGE AND GENDER     UNDER 18     18-30     31-50   OVER 50    TOTAL
                MALE:      9999      9999      9999      9999    99999
              FEMALE:      9999      9999      9999      9999    99999
                           99999     99999     99999     99999    99999


    INCOME GROUP OF INDIVIDUALS AND FAMILY UNITS  (Monthly Income)

        $0-250   $251-500   $501-1000   $1001-1500    $1501-2000  OVER $2000
         99999      99999       99999        99999         99999       99999




F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV     F8=NEXT   F9=SAVE
```

```
 04/14/06  10:10            SHORT TERM RENT MORTGAGE UTILITY           C04MP06

 Project Number: 14         Program Year: 2000       IDIS Activity ID: 2261
 Project Title:  HOPWA TEST PROJECT
 Activity Name:  TEST

 DEMOGRAPHICS

    AGE AND GENDER     UNDER 18     18-30     31-50   OVER 50    TOTAL
                MALE:      9999      9999      9999      9999    99999
              FEMALE:      9999      9999      9999      9999    99999
                           99999     99999     99999     99999    99999


    INCOME GROUP OF INDIVIDUALS AND FAMILY UNITS  (Monthly Income)

        $0-250   $251-500   $501-1000   $1001-1500    $1501-2000  OVER $2000
         99999      99999       99999        99999         99999       99999




F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV     F8=NEXT   F9=SAVE
```



DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number		The system-generated ID for the Plan project under which the activity was set up. It was generated when the grantee's project data was transferred to IDIS; or when a project was added on the Add Project screen (C04MK01).	Protected field
Program Year		The grantee's Consolidated Plan year, also referred to as the Program Year. This year may differ from the HUD fiscal year of the grant.	Protected field
IDIS Activity ID		The system-generated ID for the activity assigned by IDIS after all fields on the Setup Activity screen (C04MA01) have been validated and the screen saved.	Protected field
Project Title		The name of the project entered into IDIS on the Add Project screen (C04MK01).	Protected field
Activity Name		The name the grantee assigned to the activity on the Setup Activity screen (C04MA01) or changed on the Revise Activity screen (C04MA10).	Protected field
Age and Gender/ Male		How many males who received assistance fall into the following age groups? **Under 18** **18-30** **31-50** **Over 50**	4 numeric characters

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Age and Gender/ Female		How many females who received assistance fall into the following age groups? **Under 18** **18-30** **31-50** **Over 50**	4 numeric characters
Income Group of Individuals and Family Units		At the time they entered the program, how many households fell into each of these gross monthly income groups? **$0-250** **$251-500** **$501-1000** **$1001-1500** **$1501-2000** **Over $2000**	5 numeric characters
Press <**Enter**> to save the information and display the C04MP08 screen (Facility-Based Housing Operations, or STRMU or TBRA).			

11.5.5 Entering Housing Stability Outcomes (C04MP07)

Purpose: On this screen, you quantify the number of households continuing to access housing subsidy assistance into the next operating year, and the number of households that exited the program during the operating year. Exited households are identified by their housing destination or life event. There are three versions of this screen based on the Activity Type selected on the HOPWA Activity screen.

How To Complete This Screen:	Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.) When you have completed the fields on this screen, press **<Enter>** to save the information and display the Facility-Based Housing screen (C04MP10).
Continuing Facility-Based Housing into Following Year (FACILITY-BASED HOUSING STABILITY OUTCOME screen)	1. Type the number of households continuing Facility-Based Housing into Following Year.
Continuing TBRA into Following Year (TBRA HOUSING STABILITY OUTCOME screen)	**2.** Type the number of households continuing TBRA into Following Year.
Number assisted in prior report year (STRMU HOUSING STABILITY OUTCOMES)	3. Type the number of households assisted in the prior report year.
Number assisted in 2 prior report year (STRMU HOUSING STABILITY OUTCOMES)	4. Type the number of households assisted in the 2 prior report years.
Private Housing	5. Type the number of households exiting to (or living in at end of program year for STRMU assisted households) Private Housing.
Temporary Housing	6. Type the number of households exiting to (or living in at end of program year for STRMU assisted households) Temporary Housing.
Other HOPWA	7. Type the number of households exiting to (or living in at end of program year for STRMU assisted households) Other HOPWA assisted housing.

Emergency Shelters

8. Type the number of households exiting to (or living in at end of program year for STRMU assisted households) Emergency Shelters.

Other Housing Subsidy

9. Type the number of households exiting to (or living in at end of program year for STRMU assisted households) non-HOPWA subsidized Housing.

Jail/Prison

10. Type the number of households exiting to (or living in at end of program year for STRMU assisted households) Jail or Prison or juvenile detention facility.

Institution

11. Type the number of households exiting to (or living in at end of program year for STRMU assisted households) an Institution, e.g. psychiatric hospital or other psychiatric facility; Foster care home or foster care group home; or other residence or long-term facility.

Disconnected

12. Type the number of households for which destination is unknown or assessment of housing needs was refused.

Death/Life Event

13. Type the number of households discontinued due to Death or Life event.

Data current as of

14. Type a valid date.

Final Data for Annual Report (Y/N)

15. Type 'Y' or 'N'.

```
 04/14/06  11:29   FACILITY-BASED HOUSING STABILITY OUTCOMES          C04MP07

 Project Number: 14         Program Year: 2000       IDIS Activity ID: 2260
 Project Title:  HOPWA TEST PEOJECT
 Activity Name:  TEST

   Total Supported with Facility-Based Housing Operations:   999999
    Continuing Facility-Based Housing into Following Year:   999999


 # of Households exiting Facility-Based Housing for (Destination/Life Event):

  Private Housing:       99999                Temporary Housing:   99999
  Other HOPWA:           99999                Emergency Shelters:  99999
  Other Housing Subsidy: 99999                Jail/Prison:         99999
  Institution:           99999                Disconnected:        99999
  Death/Life Event:      99999
                                              Total Exiting:     999,999

Data current as of: 02 / 01 / 2004  Final Data for Annual Report (Y/N): N



F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV     F8=NEXT   F9=SAVE
```

```
 04/14/06  11:59        STRMU HOUSING STABILITY OUTCOMES              C04MP07

 Project Number: 14         Program Year: 2000       IDIS Activity ID: 2261
 Project Title:  HOPWA TEST PROJECT
 Activity Name:  TEST

 A) Total Supported STRMU Assistance (Current Report Year):  999999
 B) Of A (above), number assisted in prior report year:      999999
 C) Of A (above), number assisted in 2 prior report years:        1

 Status of STRMU Assisted Households (End of Operating Year):

  Private Housing:       99999                 Temporary Housing:   99999
  Other HOPWA:           99999                 Emergency Shelters:  99999
  Other Housing Subsidy: 99999                 Jail/Prison:         99999
  Institution:           99999                 Disconnected:        99999
  Death/Life Event:      99999
                                               Total Exiting:     999,999

Data current as of: 02 / 01 / 2000  Final Data for Annual Report (Y/N): N



F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV     F8=NEXT   F9=SAVE
```

```
 04/14/06  10:37         TBRA HOUSING STABILITY OUTCOMES              C04MP07

 Project Number: 14         Program Year: 2000       IDIS Activity ID: 2252
 Project Title:  HOPWA TEST PROJECT
 Activity Name:  TEST

                     Total Supported with TBRA Assistance:  999999
                      Continuing TBRA into Following Year:  999999


 Number of Households exiting TBRA Assistance for (Destination/Life Event):

  Private Housing:       99999                 Temporary Housing:   99999
  Other HOPWA:           99999                 Emergency Shelters:  99999
  Other Housing Subsidy: 99999                 Jail/Prison:         99999
  Institution:           99999                 Disconnected:        99999
  Death/Life Event:      99999
                                               Total Exiting:     999,999

Data current as of: 02 / 01 / 2005  Final Data for Annual Report (Y/N): N



F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV     F8=NEXT   F9=SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number		The system-generated ID for the Plan project under which the activity was set up. It was generated when the grantee's project data was transferred to IDIS; or when a project was added on the Add Project screen (C04MK01).	Protected field
Program Year		The grantee's Consolidated Plan year, also referred to as the Program Year. This year may differ from the HUD fiscal year of the grant.	Protected field
Activity Number		The system-generated ID for the activity assigned by IDIS after all fields on the Setup Activity screen (C04MA01) have been validated and the screen saved.	Protected field
Project Title		The name of the project entered into IDIS on the Add Project screen (C04MK01).	Protected field
Activity Name		The name the grantee assigned to the activity on the Setup Activity screen (C04MA01) or changed on the Revise Activity screen (C04MA10).	Protected field
Total Supported with Facility-Based Housing Operations (FACILITY-BASED HOUSING STABILITY OUTCOMES screen)		The number of households is from the MP05 screen	Protected field
Total Supported with TBRA Assistance (TBRA HOUSING STABILITY OUTCOMES screen)		The number of households from the MP05 screen	Protected field
Total Supported with STRMU Assistance (STRMU HOUSING STABILITY OUTCOMES screen)		The number of households is from the MP05 screen	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Continuing Facility-Based Housing into Following Year (FACILITY-BASED HOUSING STABILITY OUTCOMES screen)		How many households will be continuing Facility-Based Housing into Following Year?	6 numeric characters
Number assisted in prior report year (STRMU Housing Stability Outcomes screen)		How many households assisted in prior report year?	6 numeric characters
Number assisted in 2 prior report year (STRMU Housing Stability Outcomes screen)		How many households assisted in 2 prior report year?	6 numeric characters
Continuing TBRA into Following Year (TBRA HOUSING STABILITY OUTCOMES screen)		How many households will be continuing TBRA into following Year?	6 numeric characters
Private Housing		How many of households were for Private Housing?	5 numeric characters
Temporary Housing		How many of households were for Temporary Housing?	5 numeric characters
Other HOPWA		How many of households were for Other HOPWA?	5 numeric characters
Emergency Shelters		How many of households were for Emergency Shelters?	5 numeric characters
Other Housing Subsidy		How many of households were for Other Housing Subsidy?	5 numeric characters
Jail/Prison		How many of households were for Jail/Prison?	5 numeric characters

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Institution		How many of households were for Institution?	5 numeric characters
Disconnected		How many of households were for Institution?	5 numeric characters
Death/Life Event		How many of households were for Death/Life Event?	5 numeric characters
Total Exiting		Total exiting is a calculated field and will equal the sum of all the individual number of households entered.	Protected field
Data current as of		This field must contain a valid date when other data has been entered.	mm/dd/yyyy
Final Data for Annual Report (Y/N)		This field must be "Y" or "N". Default to "N" if nothing entered. (Facility-Based Housing Stability Outcomes screen, TBRA Housing Stability Outcomes screen, and STRMU Housing Stability Outcomes screen) If answer is "Y", then the system confirms that the number continuing plus the number exiting = total supported. (Facility-Based Housing Stability Outcomes screen or TBRA Housing Stability Outcomes screen) This field must by "Y" in order to change the status of an activity to "completed". In addition, a new Summary of Housing Stability Outcomes Report (PR80) that is under development will aggregate data only from activities for which this field equals "Y".	'Y' or 'N'
Press **<Enter>** to save the information and display the Facility-Based Housing screen (C04MP10).			

11.5.6 Entering Recent Living Situations Counts (C04MP08)

Purpose: On this screen, you identify where persons resided before they entered your program. There are three versions of this screen based on the Activity Type selected on the HOPWA Activity screen.

How To Complete This Screen:

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and display the Facility-Based Housing screen (C04MP07).

RECENT LIVING SITUATION COUNTS

1. Type the number of persons who resided in the following situations prior to entering your program.

   Homeless/streets
   Transitional housing
   Emergency shelter
   Psychiatric facility
   Substance abuse treatment
   Hospital/medical
   Jail/prison
   Domestic violence
   Living w/relatives/friends
   Rental housing
   Participant-owned housing
   Other situations

[Description of Other Situations]

2. If you indicated persons who resided in Other situations prior to entering your program, type a short description of the situation.

```
04/17/06  09:52           FACILITY-BASED HOUSING - OPERATIONS        C04MP08
Project Number: 14        Program Year: 2000       IDIS Activity ID: 2260
 Project Title:  HOPWA PROJECT TEST
 Activity Name:  TEST


 RECENT LIVING SITUATION COUNTS

        PARTICIPANT COUNTS / FROM ....... Homeless/Streets: 99999
                                      Transitional Housing: 99999
                                         Emergency Shelter: 99999
                                      Psychiatric Facility: 99999
                                 Substance Abuse Treatment: 99999
                                           Hospital/Medical: 99999
                                                Jail/Prison: 99999
                                         Domestic Violence: 99999
                                Living W/Relatives/Friends: 99999
                                             Rental Housing: 99999
                                  Participant-Owned Housing: 99999
                XXXXXXXXXXXXXXXXXXXXXXXX  Other Situations: 99999


F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

```
04/17/06  09:52            SHORT-TERM RENT MORTGAGE UTILITY        C04MP08
Project Number: 14         Program Year: 2000       IDIS Activity ID: 2261
 Project Title:  HOPWA PROJECT TEST
 Activity Name:  TEST


 RECENT LIVING SITUATION COUNTS

         PARTICIPANT COUNTS / FROM ....... Homeless/Streets: 99999
                                       Transitional Housing: 99999
                                          Emergency Shelter: 99999
                                       Psychiatric Facility: 99999
                                  Substance Abuse Treatment: 99999
                                            Hospital/Medical: 99999
                                                 Jail/Prison: 99999
                                          Domestic Violence: 99999
                                 Living W/Relatives/Friends: 99999
                                              Rental Housing: 99999
                                  Participant-Owned Housing: 99999
                  XXXXXXXXXXXXXXXXXXXXXXX  Other Situations: 99999


F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

```
04/17/06  09:52          TENANT-BASED RENTAL ASSISTANCE              C04MP08
Project Number: 14         Program Year: 2000       IDIS Activity ID: 2262
 Project Title:  HOPWA PROJECT TEST
 Activity Name:  TEST


 RECENT LIVING SITUATION COUNTS

         PARTICIPANT COUNTS / FROM ....... Homeless/Streets: 99999
                                       Transitional Housing: 99999
                                          Emergency Shelter: 99999
                                       Psychiatric Facility: 99999
                                  Substance Abuse Treatment: 99999
                                            Hospital/Medical: 99999
                                                 Jail/Prison: 99999
                                          Domestic Violence: 99999
                                 Living W/Relatives/Friends: 99999
                                              Rental Housing: 99999
                                  Participant-Owned Housing: 99999
                  XXXXXXXXXXXXXXXXXXXXXXX  Other Situations: 99999


F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number		The system-generated ID for the Plan project under which the activity was set up. It was generated when the grantee's project data was transferred to IDIS; or when a project was added on the Add Project screen (C04MK01).	Protected field
Program Year		The grantee's Consolidated Plan year, also referred to as the Program Year. This year may differ from the HUD fiscal year of the grant.	Protected field
IDIS Activity ID		The system-generated ID for the activity assigned by IDIS after all fields on the Setup Activity screen (C04MA01) have been validated and the screen saved.	Protected field
Project Title		The name of the project entered into IDIS on the Add Project screen (C04MK01).	Protected field
Activity Name		The name the grantee assigned to the activity on the Setup Activity screen (C04MA01) or changed on the Revise Activity screen (C04MA10).	Protected field
Recent Living Situation Counts		Where did persons residing at the facility live most recently? Homeless/Streets Transitional Housing Emergency Shelter Psychiatric Facility Substance Abuse Treatment Hospital/Medical Jail/Prison Domestic Violence Living with Relatives/Friends Rental Housing Participant-Owned Housing Other	5 numeric characters
[Description of Other Situations]		If you entered a count in the Other field indicating that you had program participants formerly residing in a category not listed, enter a short description of the living situation.	25 alphanumeric characters
Press **<Enter>** to save the information and display the Facility-Based Housing screen (C04MP07).			

11.5.7 Entering Supportive Services Information (C04MP09)

Purpose: Use this screen to identify how the activity spent HOPWA funds for supportive services. In addition, when grantees/project sponsors provide job training and other employment assistance as a supportive service, they should report the number of jobs resulting from such training.

How To Complete This Screen:

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to return to the Setup Activity screen (C04MA08).

SUPPORTIVE SERVICES BEGAN

1. Type the date your program began offering supportive services.

ENTER AMOUNT FOR SUPPORTIVE SERVICE(S) WHICH APPLY

2. Type the dollar amount for each of the following supportive services provided by your program:

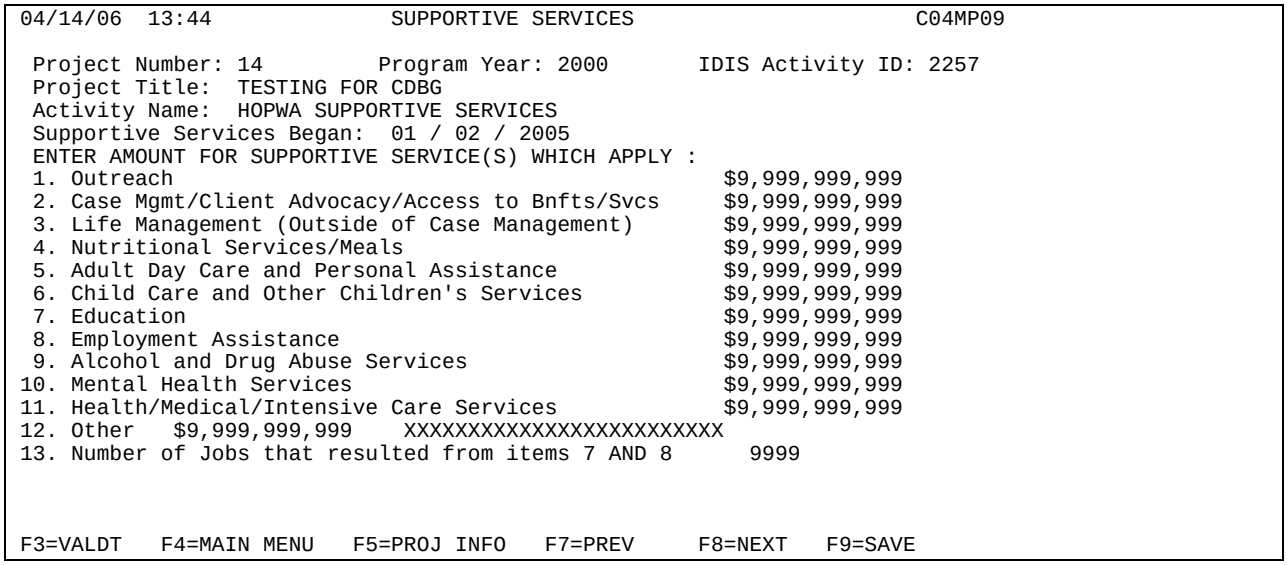
- OUTREACH
- CASE MGMT/CLIENT ADVOCACY/ACCESS TO BNFTS/SCVS
- LIFE MANAGEMENT (OUTSIDE OF CASE MANAGEMENT)
- NUTRITIONAL SERVICES/MEALS
- ADULT DAY CARE AND PERSONAL ASSISTANCE
- CHILD CARE AND OTHER CHILDREN'S SERVICES
- EDUCATION
- EMPLOYMENT ASSISTANCE
- ALCOHOL AND DRUG ABUSE SERVICES
- MENTAL HEALTH SERVICES
- HEALTH/MEDICAL/INTENSIVE CARE SERVICES
- OTHER

[Other Description]

3. Enter the description of any other supportive services provided by your program.

NUMBER OF JOBS THAT RESULTED FROM ITEMS 7 AND 8

4. For job training reported under the Education category or employment assistance activities that result in job creation, enter the number of jobs created.



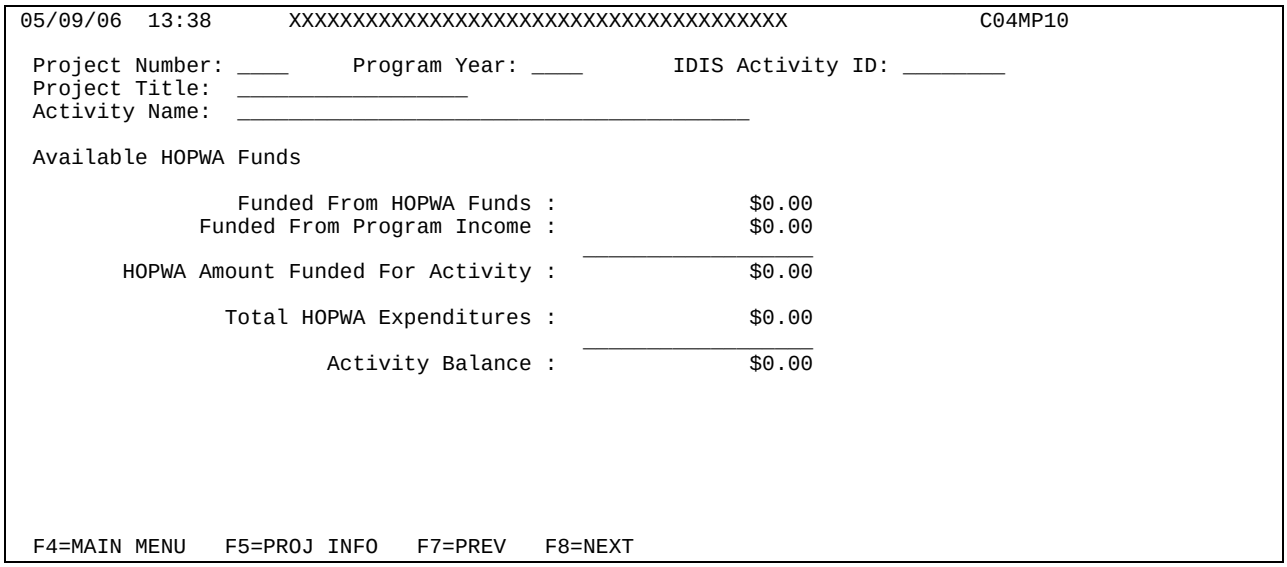
```
04/14/06  13:44              SUPPORTIVE SERVICES                      C04MP09

 Project Number: 14         Program Year: 2000       IDIS Activity ID: 2257
 Project Title:  TESTING FOR CDBG
 Activity Name:  HOPWA SUPPORTIVE SERVICES
 Supportive Services Began:  01 / 02 / 2005
 ENTER AMOUNT FOR SUPPORTIVE SERVICE(S) WHICH APPLY :
 1. Outreach                                          $9,999,999,999
 2. Case Mgmt/Client Advocacy/Access to Bnfts/Svcs    $9,999,999,999
 3. Life Management (Outside of Case Management)      $9,999,999,999
 4. Nutritional Services/Meals                        $9,999,999,999
 5. Adult Day Care and Personal Assistance            $9,999,999,999
 6. Child Care and Other Children's Services          $9,999,999,999
 7. Education                                         $9,999,999,999
 8. Employment Assistance                             $9,999,999,999
 9. Alcohol and Drug Abuse Services                   $9,999,999,999
10. Mental Health Services                            $9,999,999,999
11. Health/Medical/Intensive Care Services            $9,999,999,999
12. Other   $9,999,999,999    XXXXXXXXXXXXXXXXXXXXXXXXX
13. Number of Jobs that resulted from items 7 AND 8      9999



F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV     F8=NEXT   F9=SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number		The system-generated ID for the Plan project under which the activity was set up. It was generated when the grantee's project data was transferred to IDIS; or when a project was added on the Add Project screen (C04MK01).	Protected field
Program Year		The grantee's Consolidated Plan year, also referred to as the Program Year. This year may differ from the HUD fiscal year of the grant.	Protected field
IDIS Activity ID		The system-generated ID for the activity assigned by IDIS after all fields on the Setup Activity screen (C04MA01) have been validated and the screen saved.	Protected field
Project Title		The name of the project entered into IDIS on the Add Project screen (C04MK01).	Protected field
Activity Name		The name the grantee assigned to the activity on the Setup Activity screen (C04MA01) or changed on the Revise Activity screen (C04MA10).	Protected field
Supportive Services Began		What date did the activity begin offering supportive services?	mm/dd/yyyy
Enter Amount for Supportive Services Which Apply		How many HOPWA dollars were spent for each of the following supportive services? 1. OUTREACH 2. CASE MGMT/CLIENT ADVOCACY/ACCESS TO BNFTS/SCVS 3. LIFE MANAGEMENT (OUTSIDE OF CASE MANAGEMENT) 4. NUTRITIONAL SERVICES/MEALS	$9,999,999,999

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
		5. ADULT DAY CARE AND PERSONAL ASSISTANCE 6. CHILD CARE AND OTHER CHILDREN'S SERVICES 7. EDUCATION 8. EMPLOYMENT ASSISTANCE 9. ALCOHOL AND DRUG ABUSE SERVICES 10. MENTAL HEALTH SERVICES 11. HEALTH/MEDICAL/INTENSIVE CARE SERVICES 12. OTHER	
[Description of Other Services]		If the facility provides supportive services not listed and you indicated Other dollars in the previous field, type a description of the services.	25 alphanumeric characters
Number of Jobs That Resulted From Items 7 and 8		For job training reported under the Education category or employment assistance activities that result in job creation, enter the number of jobs created.	4 numeric characters
Press **<Enter>** to save the information and return to the Setup Activity screen (C04MA08).			

11.5.8 Viewing Available HOPWA Funds (C04MP10)

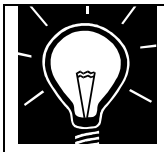
Purpose: On this screen, you can view (but not change) the amount funded and drawn for this activity from your HOPWA grant or from receipted program income. It will be displayed for all activities except those with a type of "Administration." There are nine versions of this screen based on the Activity Type selected on the HOPWA Activity screen.



DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number		The system-generated ID for the Plan project under which the activity was set up. It was generated when the grantee's project data was transferred to IDIS; or when a project was added on the Add Project screen (C04MK01).	Protected field
Program Year		The grantee's Consolidated Plan year, also referred to as the Program Year. This year may differ from the HUD fiscal year of the grant.	Protected field
IDIS Activity ID		The system-generated ID for the activity assigned by IDIS after all fields on the Setup Activity screen (C04MA01) have been validated and the screen saved.	Protected field
Project Title		The name of the project entered into IDIS on the Add Project screen (C04MK01).	Protected field
Activity Name		The name the grantee assigned to the activity on the Setup Activity screen (C04MA01) or changed on the Revise Activity screen (C04MA10).	Protected field
Funded from HOPWA Funds		System generated from the Activity Funding Screen (C04MD05).	Protected field
Funded From Program Income		System generated from the Create Receipt screen (C04MMI01).	Protected field
HOPWA Amount Funded for Activity		The total amount funded to this activity from grant funds and program income.	Protected field
Total HOPWA Expenditures		The total amount drawn on this activity.	Protected field
Activity Balance		The amount available to be drawn. (Amount Funded minus Amount Drawn.)	Protected field
Press **<Enter>** to save the information and display the next screen.			

11.5.9 Entering How You Spent HOPWA Funds (C04MP11)

Purpose: On this screen, you identify the amount of funds you expended on housing information, resource identification, and/or administration for this activity. There are three versions of this screen based on the Activity Type selected on the HOPWA Activity screen.



CAUTION

IDIS will display an error message if the sum of the totals you enter does not equal the amount of funds actually drawn (expended) for the activity. You will not be able to continue on to the next screen until your individual totals equal the amount expended.

Be sure to enter all dollar amounts as whole dollars, rounded to the nearest dollar. Do not enter commas. Do not enter cents.

How To Complete This Screen:

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and return to the Setup Activity Screen (C04MA08).

HOUSING INFORMATION SERVICES

1. Type the dollar amount spent by the activity for housing information services (For Housing Information screen).

RESOURCE ID

2. Type the dollar amount spent by the activity for resource identification (For Resource Identification/TA screen).

GRANTEE ADMINISTRATION COSTS

3. Type the dollar amount spent by the activity for grantee administrative costs. If you enter an amount in this field, leave the next field blank (For Administration screen).

GRANTEE SPONSOR ADMINISTRATIVE COSTS

4. Type the dollar amount spent by the activity for grantee sponsor administrative costs. If you enter an amount in this field, you must leave the previous field blank (For Administration screen).

```
MM/DD/YY  mm:tt              HOUSING INFORMATION                        C04MP11

 Project Number: ____       Program Year: ____       IDIS Activity ID: ________
 Project Title:  ____________________
 Activity Name:  ________________________________________

 Expenditures of HOPWA Funds



              Housing Information Services: ___________________


                                            ___________________
                 Total HOPWA Expenditures:                 $0


Please input HOPWA expenditures.
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

```
MM/DD/YY  mm:tt           RESOURCE IDENTIFICATION/TA                    C04MP11

  Project Number: ____         Program Year: ____       IDIS Activity ID: ________
  Project Title:  ____________________
  Activity Name:  ________________________________________

  Expenditures of HOPWA Funds




                              Resource ID:    _______________


                                            ___________________
                  Total HOPWA Expenditures:                 $0




 Please input HOPWA expenditures.
 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

```
MM/DD/YY  mm:tt                ADMINISTRATION                           C04MP11

 Project Number: ____       Program Year: ____       IDIS Activity ID: ________
 Project Title:  ____________________
 Activity Name:  ________________________________________

 Expenditures of HOPWA Funds




              Grantee Administrative Costs:    _______________
     Grantee Sponsor Administrative Costs:    _______________
                                              ___________________
                 Total HOPWA Expenditures:                 $0



Please input HOPWA expenditures.
F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number		The system-generated ID for the Plan project under which the activity was set up. It was generated when the grantee's project data was transferred to IDIS; or when a project was added on the Add Project screen (C04MK01).	Protected field
Program Year		The grantee's Consolidated Plan year, also referred to as the Program Year. This year may differ from the HUD fiscal year of the grant.	Protected field
IDIS Activity ID		The system-generated ID for the activity assigned by IDIS after all fields on the Setup Activity screen (C04MA01) have been validated and the screen saved.	Protected field
Project Title		The name of the project entered into IDIS on the Add Project screen (C04MK01).	Protected field
Activity Name		The name the grantee assigned to the activity on the Setup Activity screen (C04MA01) or changed on the Revise Activity screen (C04MA10).	Protected field
Expenditures of HOPWA Funds			
Housing Information Services		Type the dollar amount spent by the activity for housing information services (For Housing Information screen).	$n,nnn,nnn,nnn
Resource ID		Type the dollar amount spent by the activity for resource identification (For RESOURCE IDENTIFICATION/TA screen).	$n,nnn,nnn,nnn
Grantee Administrative Costs		Type the dollar amount spent by the activity for grantee administrative costs. If you enter an amount in this field, leave the next field blank (For ADMINISTRATION screen).	$n,nnn,nnn,nnn
Grantee Sponsor Administrative Costs		Type the dollar amount spent by the activity for grantee sponsor administrative costs. If you enter an amount in this field, leave the previous field blank (For ADMINISTRATION screen).	$n,nnn,nnn,nnn
Total HOPWA Expenditures		The total expenditures (draws) for this activity.	Protected field
Press **<Enter>** to save the information and return to the Setup Activity Screen (C04MA08).			

11.5.10 Entering Racial/Ethnicity Characteristics (C04MP12)

Purpose: On this screen, you approximate the racial and ethnic background of persons receiving housing assistance from your program. You must enter racial and ethnic characteristics for the same "Total persons receiving housing assistance" that you entered on the previous screen or you will not be able to continue on to the next screen. There are three versions of this screen based on the Activity Type selected on the HOPWA Activity screen.

How To Complete This Screen:

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and display the Facility-Based Housing screen (C04MP06).

 # TOTAL
 # HISPANIC

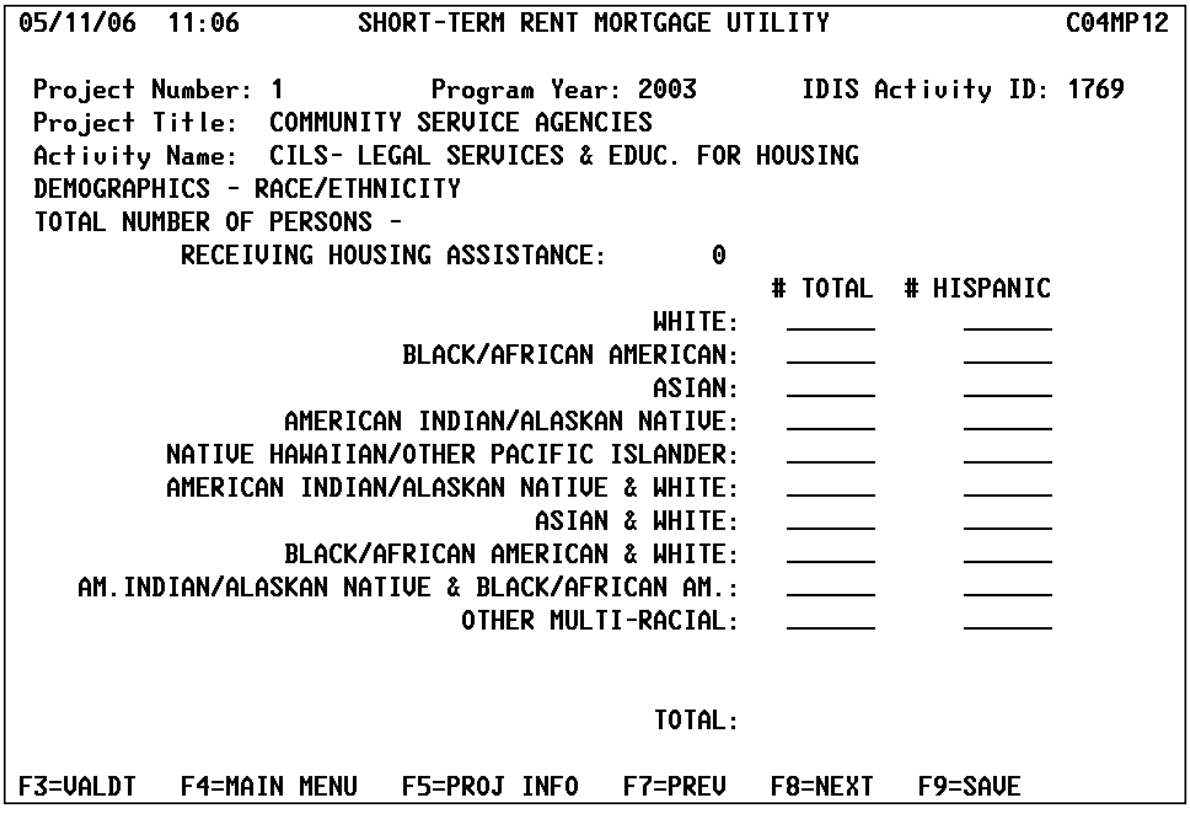
- Based on the Total Persons Receiving Housing Assistance, carried forward from MP05 screen, report the number of persons served who fall into the following categories.

  Effective with Version 7.0, IDIS follows the OMB standard for reporting racial and ethnicity data that includes five single race categories and five multi-race categories. IDIS data entry and display screens for activities created before Version 7.0 will show any existing counts for race data including those in the "Asian/Pacific Islander" and "Hispanic" categories. Activities created after Version 7.0 will not.

  Effective with Version 7.0, Hispanic will be an ethnicity category within IDIS that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or Other Multi-Racial may also be counted as being Hispanic.

Race	Total #	# Hispanic
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		

Race	Total #	# Hispanic
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black/African American		
Other Multi-Racial		
Asian/Pacific Islander*		
Hispanic*		



```
05/11/06  11:06        SHORT-TERM RENT MORTGAGE UTILITY                C04MP12

 Project Number: 1          Program Year: 2003       IDIS Activity ID: 1769
 Project Title:  COMMUNITY SERVICE AGENCIES
 Activity Name:  CILS- LEGAL SERVICES & EDUC. FOR HOUSING
 DEMOGRAPHICS - RACE/ETHNICITY
 TOTAL NUMBER OF PERSONS -
           RECEIVING HOUSING ASSISTANCE:       0
                                                   # TOTAL  # HISPANIC
                                          WHITE:   ______     ______
                        BLACK/AFRICAN AMERICAN:   ______     ______
                                          ASIAN:   ______     ______
                 AMERICAN INDIAN/ALASKAN NATIVE:   ______     ______
         NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER:   ______     ______
         AMERICAN INDIAN/ALASKAN NATIVE & WHITE:   ______     ______
                                 ASIAN & WHITE:   ______     ______
                 BLACK/AFRICAN AMERICAN & WHITE:   ______     ______
   AM.INDIAN/ALASKAN NATIVE & BLACK/AFRICAN AM.:   ______     ______
                            OTHER MULTI-RACIAL:   ______     ______



                                          TOTAL:

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

* This field will not display for activities created after Version 7.0. For activities that existed prior to Version 7.0, IDIS will copy any value in the Hispanic race category to the new Hispanic ethnic category. Grantees will have the option of revising any existing racial data for “Asian/Pacific Islander” and “Hispanic” until March 31, 2004.

```
05/11/06  11:07          TENANT-BASED RENTAL ASSISTANCE                  C04MP12

 Project Number: 1          Program Year: 2003       IDIS Activity ID: 1769
 Project Title:  COMMUNITY SERVICE AGENCIES
 Activity Name:  CILS- LEGAL SERVICES & EDUC. FOR HOUSING
 DEMOGRAPHICS - RACE/ETHNICITY
 TOTAL NUMBER OF PERSONS -
           RECEIVING HOUSING ASSISTANCE:       0
                                                    # TOTAL  # HISPANIC
                                          WHITE:    _______     _______
                          BLACK/AFRICAN AMERICAN:   _______     _______
                                          ASIAN:    _______     _______
                  AMERICAN INDIAN/ALASKAN NATIVE:   _______     _______
          NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER:   _______     _______
          AMERICAN INDIAN/ALASKAN NATIVE & WHITE:   _______     _______
                                  ASIAN & WHITE:    _______     _______
                  BLACK/AFRICAN AMERICAN & WHITE:   _______     _______
    AM.INDIAN/ALASKAN NATIVE & BLACK/AFRICAN AM.:   _______     _______
                               OTHER MULTI-RACIAL:  _______     _______


                                          TOTAL:

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

```
05/11/06  11:08       FACILITY-BASED HOUSING - OPERATIONS                C04MP12

 Project Number: 1          Program Year: 2003       IDIS Activity ID: 1769
 Project Title:  COMMUNITY SERVICE AGENCIES
 Activity Name:  CILS- LEGAL SERVICES & EDUC. FOR HOUSING
 DEMOGRAPHICS - RACE/ETHNICITY
 TOTAL NUMBER OF PERSONS -
           RECEIVING HOUSING ASSISTANCE:       0
                                                    # TOTAL  # HISPANIC
                                          WHITE:    _______     _______
                          BLACK/AFRICAN AMERICAN:   _______     _______
                                          ASIAN:    _______     _______
                  AMERICAN INDIAN/ALASKAN NATIVE:   _______     _______
          NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER:   _______     _______
          AMERICAN INDIAN/ALASKAN NATIVE & WHITE:   _______     _______
                                  ASIAN & WHITE:    _______     _______
                  BLACK/AFRICAN AMERICAN & WHITE:   _______     _______
    AM.INDIAN/ALASKAN NATIVE & BLACK/AFRICAN AM.:   _______     _______
                               OTHER MULTI-RACIAL:  _______     _______


                                          TOTAL:

F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number		The system-generated ID for the Plan project under which the activity was set up. It was generated when the grantee's project data was transferred to IDIS; or when a project was added on the Add Project screen (C04MK01).	Protected field
Program Year		The grantee's Consolidated Plan year, also referred to as the Program Year. This year may differ from the HUD fiscal year of the grant.	Protected field
Activity Number		The system-generated ID for the activity assigned by IDIS after all fields on the Setup Activity screen (C04MA01) have been validated and the screen saved.	Protected field
Project Title		The name of the project entered into IDIS on the Add Project screen (C04MK01).	Protected field
Activity Name		The name the grantee assigned to the activity on the Setup Activity screen (C04MA01) or changed on the Revise Activity screen (C04MA10).	Protected field
Total Number of Persons Receiving Housing Assistance			
# Total # Hispanic		Based on the Total Persons Receiving Housing Assistance, report the number of persons served who fall into the following categories: Effective with Version 7.0, IDIS follows the OMB standard for reporting racial and ethnicity data that includes five single race categories and five multi-race categories. IDIS data entry and display screens for activities created before Version 7.0 will show any existing counts for race data including those in the "Asian/Pacific Islander" and "Hispanic" categories. Activities created after Version 7.0 will not.	6 numeric characters each

<table>
<tr><th>DATA FIELD</th><th>REQ'D</th><th>DESCRIPTION</th><th>VALID ENTRIES</th></tr>
<tr><td># Total
Hispanic,
Cont'd</td><td></td><td>Effective with Version 7.0, Hispanic will be an ethnicity category within IDIS that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or Other Multi-Racial may also be counted as being Hispanic.
<table>
<tr><th>Race</th><th>Total #</th><th># Hispanic</th></tr>
<tr><td>White</td><td></td><td></td></tr>
<tr><td>Black/African American</td><td></td><td></td></tr>
<tr><td>Asian</td><td></td><td></td></tr>
<tr><td>American Indian/Alaskan Native</td><td></td><td></td></tr>
<tr><td>Native Hawaiian/Other Pacific Islander</td><td></td><td></td></tr>
<tr><td>American Indian/Alaskan Native & White</td><td></td><td></td></tr>
<tr><td>Asian & White</td><td></td><td></td></tr>
<tr><td>Black/African American & White</td><td></td><td></td></tr>
<tr><td>American Indian/Alaskan Native & Black/African American</td><td></td><td></td></tr>
<tr><td>Other Multi-Racial</td><td></td><td></td></tr>
<tr><td>Asian/Pacific Islander*</td><td></td><td></td></tr>
<tr><td>Hispanic*</td><td></td><td></td></tr>
</table></td><td>6 numeric characters each</td></tr>
<tr><td colspan="4">Press <Enter> to save the information and display the Facility-Based Housing screen (C04MP06).</td></tr>
</table>

* This field will not display for activities created after Version 7.0. For activities that existed prior to Version 7.0, IDIS will copy any value in the Hispanic race category to the new Hispanic ethnic category. Grantees will have the option of revising any existing racial data for "Asian/Pacific Islander" and "Hispanic" until March 31, 2004

11.5.11 Describing Facility-Based Non-Housing (C04MP14)

Purpose: On this screen, you describe details about the construction or rehabilitation.

How To Complete This Screen:

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and display the Facility-Based Non-Housing screen (C04MP10).

DATE OF CLOSING/LEASE EXECUTION

1. Type the date you closed on the purchase of a building; or the date you executed the lease.

DATE CONSTRUCTION/ REHAB STARTED

2. Type the start a date of any new construction or rehabilitation.

DATE CONSTRUCTION/ REHAB COMPLETED

3. Type the end date of any new construction or rehabilitation.

DATE OPERATIONS STAFF HIRED

4. Type the date that the *first* operations staff member was hired.

DATE SUPPORT SERVICES STARTED

5. Type the date that residents began to occupy the facility.

```
11/29/05  14:18              FACILITY-BASED NON-HOUSING              C04MP14

 Project Number:    2    Program Year: 2002          IDIS Activity ID: zzzzz9
 Project Title: HOPWA TEST PROJECT
 Activity Name: TEST




 DATE OF CLOSING/LEASE EXECUTION: __ / __ / ____

 DATE CONSTRUCTION/REHAB STARTED: __ / __ / ____
                       COMPLETED: __ / __ / ____

 DATE OPERATIONS STAFF HIRED    : __ / __ / ____

 DATE SUPPORT SERVICES STARTED  : __ / __ / ____







 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number		The system-generated ID for the Plan project under which the activity was set up. It was generated when the grantee's project data was transferred to IDIS; or when a project was added on the Add Project screen (C04MK01).	Protected field
Program Year		The grantee's Consolidated Plan year, also referred to as the Program Year. This year may differ from the HUD fiscal year of the grant.	Protected field
Activity Number		The system-generated ID for the activity assigned by IDIS after all fields on the Setup Activity screen (C04MA01) have been validated and the screen saved.	Protected field
Project Title		The name of the project entered into IDIS on the Add Project screen (C04MK01).	Protected field
Activity Name		The name the grantee assigned to the activity on the Setup Activity screen (C04MA01) or changed on the Revise Activity screen (C04MA10).	Protected field
Date of Closing/Lease Execution		What date did you close on the purchase of a building; or what date did you execute a lease?	mm/dd/yyyy
Date Construction/ Rehab		What date did construction/ rehabilitation start and end?	mm/dd/yyyy
Date Operations Staff Hired		What date was the *first* operations staff member hired?	mm/dd/yyyy
Date Support Services Started		What date did residents begin to occupy the facility?	mm/dd/yyyy
Press **<Enter>** to save the information and display the Facility-Based Non-Housing screen (C04MP10).			

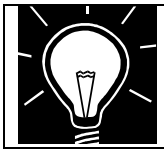
11.5.12 Entering Site Expenses (C04MP15)

Purpose: Use this screen to enter the expenses incurred in construction or rehabilitation of a non-housing facility. If the property purchased or constructed through HOPWA funds is owned or retained by a public entity (state, city, or other local government agency), the grantee should answer "Y" to the Public Entity prompt. If the activity involves substantial rehabilitation, the grantee should answer "Y" to the Substantial Rehab prompt.

NOTE:

For HOPWA grantees, stewardship reporting is triggered when a property purchased or constructed through HOPWA funds is owned or retained by a public entity (state, city, or other local government agency). This includes assistance involving capital development, such as:

New construction
Acquisition
Rehabilitation



CAUTION:

Be sure to enter all dollar amounts as whole dollars, rounded to the nearest dollar. Do not enter commas. Do not enter cents.

How To Complete This Screen:

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and display the Setup Activity screen (C04MA08).

ACQUISITION

1. Type the dollar amount spent to acquire the facility.

REHAB/CONVERSION/ REPAIR

2. Type the dollar amount spent to rehabilitate/convert/repair the facility.

LEASE

3. Type the dollar amount spent to lease the facility.

OPERATING COSTS

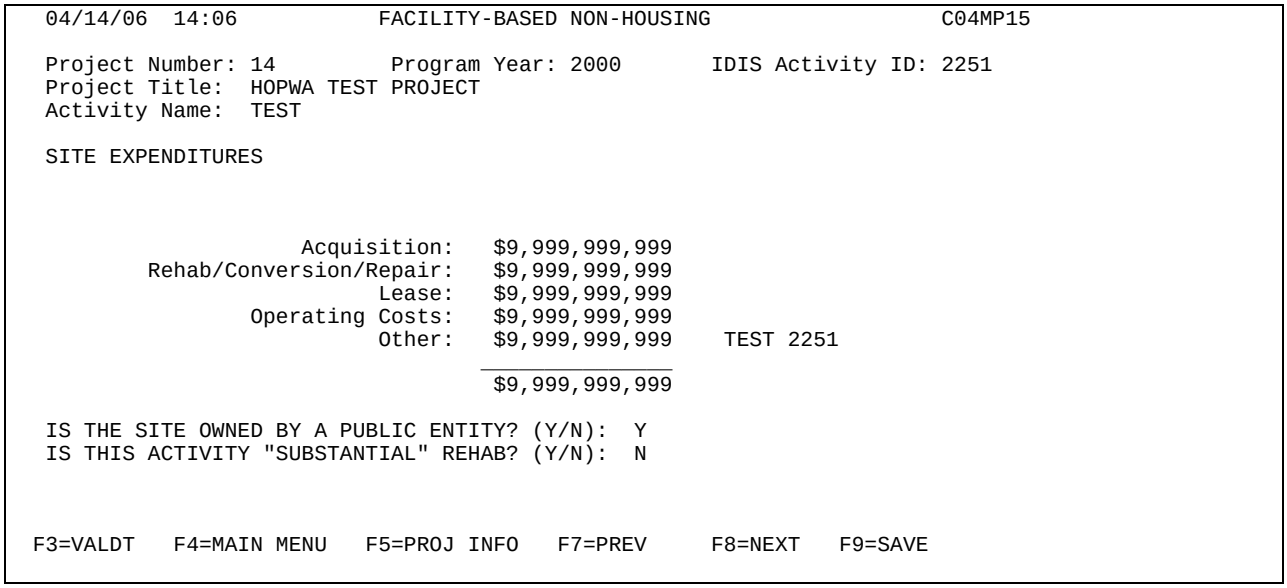
4. Type the dollar amount spent to operate the facility. Operating costs as defined in 24 CFR 574.300 (8) are: costs for housing including maintenance, security, operation, insurance, utilities, furnishings, equipment, supplies, and other incidental costs.

OTHER

5. Type the dollar amount spent on *other* expenses for the facility.

[Description of Other Expenses]

6. If you indicated *other* expenses in the preceding field, type a description here.

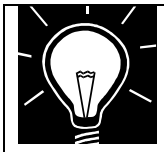


DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number		The system-generated ID for the Plan project under which the activity was set up. It was generated when the grantee's project data was transferred to IDIS; or when a project was added on the Add Project screen (C04MK01).	Protected field
Program Year		The grantee's Consolidated Plan year, also referred to as the Program Year. This year may differ from the HUD fiscal year of the grant.	Protected field
IDIS Activity ID		The system-generated ID for the activity assigned by IDIS after all fields on the Setup Activity screen (C04MA01) have been validated and the screen saved.	Protected field
Project Title		The name of the project entered into IDIS on the Add Project screen (C04MK01).	Protected field
Activity Name		The name the grantee assigned to the activity on the Setup Activity screen (C04MA01) or changed on the Revise Activity screen (C04MA10).	Protected field
Site Expenditures			
Acquisition		What is the dollar amount spent to acquire the facility?	$9,999,999,999
Rehab/Conversion/Repair		What is the dollar amount spent to rehabilitate/convert/repair the facility?	$9,999,999,999
Lease		What is the dollar amount spent to lease the facility?	$9,999,999,999

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Operating Costs		What is the dollar amount spent to operate the facility? Operating costs as defined in 24 CFR 574.300 (8) are: costs for housing including maintenance, security, operation, insurance, utilities, furnishings, equipment, supplies, and other incidental costs.	$9,999,999,999
Other		What is the dollar amount spent on *other* expenses for the housing units?	$9,999,999,999
[Description of Other Expenses]		If you indicated *other* expenses in the preceding field, type a description here.	25 alphanumeric characters
IS THE SITE OWNED BY A PUBLIC ENTITY? (Y/N)	Yes	Type 'Y' or 'N'	'Y' or 'N'
IS THIS ACTIVITY "SUBSTANTIAL" REHAB? (Y/N)	Yes	Type 'Y' or 'N'	'Y' or 'N'
Press **<Enter>** to save the information and display the Setup Activity screen (C04MA08).			

11.5.13 Entering Households and Expenditures (C04MP16)

Purpose: On this screen, you can edit Total households receiving assistance or total expenditures from Housing Information or Permanent Housing Placement. There are two versions of this screen based on the Activity Type selected on the HOPWA Activity screen.



NOTE:

HOPWA defines a *family* as a household composed of two or more related persons. The term family also includes one or more eligible persons living with another person(s) who are determined to be important to their well being, and the surviving number or member of any family described in this definition who are living in a unit assisted under the HOPWA program with the person with AIDS at the time of his or her death. [Section 574.3]

How To Complete This Screen:

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and display the Housing Info/Permanent Housing Placement screen (C04M10).

Total Households Receiving Assistance

1. Type the total amount of total households that received housing assistance.

Total Expenditures

2. Type the expenditures.(For Permanent Housing Placement)

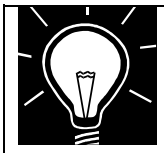
```
MM/DD/YY  mm:tt              HOUSING INFORMATION                        C04MP16

 Project Number: ____       Program Year: ____       IDIS Activity ID: ________
 Project Title:  ____________________
 Activity Name:  ________________________________________




          Total Households Receiving Assistance:  ______

                            Total Expenditures:    ___________









F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

```
MM/DD/YY  mm:tt          PERMANENT HOUSING PLACEMENT                  C04MP16

 Project Number: ____       Program Year: ____       IDIS Activity ID: ________
 Project Title:  ____________________
 Activity Name:  ________________________________________


          Total Households Receiving Assistance:  ______

                           Total Expenditures:  ______


F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number		The system-generated ID for the Plan project under which the activity was set up. It was generated when the grantee's project data was transferred to IDIS; or when a project was added on the Add Project screen (C04MK01).	Protected field
Program Year		The grantee's Consolidated Plan year, also referred to as the Program Year. This year may differ from the HUD fiscal year of the grant.	Protected field
IDIS Activity ID		The system-generated ID for the activity assigned by IDIS after all fields on the Setup Activity screen (C04MA01) have been validated and the screen saved.	Protected field
Project Title		The name of the project entered into IDIS on the Add Project screen (C04MK01).	Protected field
Activity Name		The name the grantee assigned to the activity on the Setup Activity screen (C04MA01) or changed on the Revise Activity screen (C04MA10).	Protected field
Total Households Receiving Assistance		How much assistance received for total households?	5 numeric characters
Total Expenditures		How much money spends on screen C04MP11 (For the Housing Information)? How much money spends (For the Permanent Housing Placement screen)?	Protected field 5 numeric characters
Press <**Enter**> to save the information and display the Housing Information/Permanent Housing Placement (C04MP11/C04MP17).			

11.5.14 Entering Demographic Information for Persons Served (C04MP17)

Purpose: On this screen, you quantify the number of persons with HIV/AIDS and their families who received supportive service with housing assistance or supportive services only from your program. There are two versions of this screen based on the Activity Type selected on the HOPWA Activity screen.



NOTE:

HOPWA defines a *family* as a household composed of two or more related persons. The term family also includes one or more eligible persons living with another person(s) who are determined to be important to their well being, and the surviving number or member of any family described in this definition who are living in a unit assisted under the HOPWA program with the person with AIDS at the time of his or her death. [Section 574.3]

How To Complete This Screen:

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and display the Setup Activity screen (C04MA08).

Persons With HIV/AIDS

1. Type the number of persons (adults and children) with HIV/AIDS who received:

   Receiving Supportive Services W/ Housing Assistance

   Receiving Supportive Services Only

Other Persons In Family Units

2. Type the number of other persons in the same family unit who received:

   Receiving Supportive Services W/ Housing Assistance

   Receiving Supportive Services Only

```
MM/DD/YY  mm:tt          PERMANENT HOUSING PLACEMENT                    C04MP17

 Project Number: ____       Program Year: ____       IDIS Activity ID: ________
 Project Title:  ____________________
 Activity Name:  ________________________________________

 Demographics


                                        Receiving        Receiving
                                       Supportive       Supportive
                                Services W/Housing         Services
                                       Assistance             Only
                  Persons With HIV/AIDS:     ______          ______
           Other Persons In Family Units:     ______          ______
                                           ---------       ---------
                                Total:     ________        ________




F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

```
MM/DD/YY  mm:tt             SUPPORT SERVICES                            C04MP17

 Project Number: ____       Program Year: ____       IDIS Activity ID: ________
 Project Title:  ____________________
 Activity Name:  ________________________________________

 Demographics


                                        Receiving        Receiving
                                       Supportive       Supportive
                                Services W/Housing         Services
                                       Assistance             Only
                  Persons With HIV/AIDS:     ______          ______
           Other Persons In Family Units:     ______          ______
                                           ---------       ---------
                                Total:     ________        ________




F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number		The system-generated ID for the Plan project under which the activity was set up. It was generated when the grantee's project data was transferred to IDIS; or when a project was added on the Add Project screen (C04MK01).	Protected field
Program Year		The grantee's Consolidated Plan year, also referred to as the Program Year. This year may differ from the HUD fiscal year of the grant.	Protected field
IDIS Activity ID		The system-generated ID for the activity assigned by IDIS after all fields on the Setup Activity screen (C04MA01) have been validated and the screen saved.	Protected field

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Title		The name of the project entered into IDIS on the Add Project screen (C04MK01).	Protected field
Activity Name		The name the grantee assigned to the activity on the Setup Activity screen (C04MA01) or changed on the Revise Activity screen (C04MA10).	Protected field
Demographics			
Persons with HIV/AIDS		How many persons with HIV/AIDS received: **Receiving Supportive Services W/ Housing Assistance** **Receiving Supportive Services Only**	5 numeric characters
Other Persons in Family Units		How many persons in the same family unit received: **Receiving Supportive Services W/ Housing Assistance** **Receiving Supportive Services Only**	5 numeric characters
Total		After you press **<F3>** or **<F9>** to save data on this screen, the screen refreshes with system-generated totals.	Protected field
Press **<Enter>** on Permanent Housing screen to save the information and display the Setup Activity screen (C04MA08). Press **<Enter>** on Support Services screen to save the information and display the Support Services screen (C04MP09).			

11.5.15 Objective and Outcome Screen (C04MP18)

Purpose: On this screen, you indicate the primary objective and outcome of the services your project is designed to provide.

How To Complete This Screen:

On this screen, you indicate the primary objective and outcome of the services your project is designed to provide.

Where appropriate, type in the following data, (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and go to the next screen (Special Characteristics).

OBJECTIVE

1. Type 1, 2, or 3 to describe your objective.

OUTCOME

2. Type 1, 2, or 3 to describe your outcome.

```
04/14/06  14:23            OBJECTIVE AND OUTCOME                      C04MP18

 Project Number: 14         Program Year: 2000       IDIS Activity ID: 2251
 Project Title:  HOPWA PROJECT TEST
 Activity Name:  TEST


 OBJECTIVE            2
                      1  Create suitable living environments
                      2  Provide decent affordable housing
                      3  Create economic opportunities

 OUTCOME              2
                      1  Availability/accessibility
                      2  Affordability
                      3  Sustainability







F1=HELP   F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number		The system-generated ID for the Plan project under which the activity was set up. It was generated when the grantee's project data was transferred to IDIS; or when a project was added on the Add Project screen (C04MK01).	Protected field
Program Year		The grantee's Consolidated Plan year, also referred to as the Program Year. This year may differ from the HUD fiscal year of the grant.	Protected field
IDIS Activity ID		The system-generated ID for the activity assigned by IDIS after all fields on the Setup Activity screen (C04MA01) have been validated and the screen saved.	Protected field
Project Title		The name of the project entered into IDIS on the Add Project screen (C04MK01).	Protected field
Activity Name		The name the grantee assigned to the activity on the Setup Activity screen (C04MA01) or changed on the Revise Activity screen (C04MA10).	Protected field
Site Expenditures			
Objective		Enter 1, 2, or 3 to indicate your project's intended objective. If Objective is left blank by the user, the system will default to "2."	1, 2, or 3
Outcome		Enter 1, 2, or 3 to indicate your project's intended outcome. If Outcome is left blank by the user, the system will default to "2."	1, 2, or 3
Press **<Enter>** to save the information and display the Special Characteristic screen (C04MP19).			

11.5.16 Special Characteristics Screen (C04MP19)

Purpose: On this screen, you indicate if your project's location possesses certain special characteristics.

How To Complete This Screen:

Where appropriate, type in the following data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information.

YES OR NO

1. Type Y to indicate if the activity's location qualifies as any of the following:

   CDBG STRATEGY AREA

   LOCAL TARGET AREA

   PRESIDENTIALLY DECLARED MAJOR DISASTER AREA

   HISTORIC PRESERVATION AREA

   BROWNFIELDS REDEVELOPMENT AREA

   CONVERSION FROM NON-RESIDENTIAL TO RESIDENTIAL USE

   COLONIA

   It is not necessary to Type N for any field that does not apply to this activity. IDIS will default to N if Y is not entered.

```
  MM/DD/YY  HH:MM            SPECIAL CHARACTERISTICS                  C04MP19

Project Number: ____       Program Year: ____       IDIS Activity ID: ________
Project Title:  ____________________________________________________________
Activity Name:  ___________________________________

ACTIVITY        Type 'Y' next to all that apply:
LOCATION
                _  CDBG strategy area
                _  Local target area
                _  Presidentially declared major disaster area
                _  Historic preservation area
                _  Brownfield redevelopment area
                _  Conversion from non-residential to residential use
                _  Colonia









F1=HELP   F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Program Year	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
IDIS Activity ID	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Project Title	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Activity Name	**N/A**	Carried forward from the Setup Activity screen (C04MA01).	Protected field
Activity is located in	**N**	Enter Y or N to indicate whether or not your project's location qualifies as any of the following: CDBG strategy area Local target area Presidentially declared major disaster area Historic preservation area Brownfield redevelopment area Conversion from non-residential to residential use Colonia **[The COLONIA field is displayed only if the activity is located in Arizona, California, New Mexico, or Texas]**	Y/N
Press **<Enter>** to save the information and move to the next screen in the path.			

11.5.17 Facility-Based Housing Development Screen (C04MP20)

Purpose: On this screen, you describe details about the construction or rehabilitation.

How To Complete This Screen:

This screen will only be shown for Facility-Based Housing Development activities.

Where appropriate, type in the following data, (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and go to the next screen (C04MP03).

The number meeting Energy Star standards

1. Report the number of units meeting Energy Star standards

Section 504-accessible

2. Report the number of units that are section 504-accessible

Designated for the homeless

3. Report the number of units designated for the homeless.

The number for the chronically homeless

4. Report the number of units designated for chronically homeless.

```
04/14/06  14:45      FACILITY-BASED HOUSING - DEVELOPMENT            C04MP20

 Project Number: 14         Program Year: 2000       IDIS Activity ID: 2250
 Project Title:  HOPWA PROJECT TEST
 Activity Name:  TEST

 Activity involved: Enter "X" by the appropriate category:
      X Construction
      _ Rehabilitation
                                                              Units

                            Units completed (from MP02):     9999
               The number meeting Energy Star standards:     9999

                                 Section 504-accessible:     9999

                            Designated for the homeless:     9999
      Of those, the number for the chronically homeless:     9999




F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV     F8=NEXT   F9=SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Project Number		The system-generated ID for the Plan project under which the activity was set up. It was generated when the grantee's project data was transferred to IDIS; or when a project was added on the Add Project screen (C04MK01).	Protected field
Program Year		The grantee's Consolidated Plan year, also referred to as the Program Year. This year may differ from the HUD fiscal year of the grant.	Protected field
IDIS Activity ID		The system-generated ID for the activity assigned by IDIS after all fields on the Setup Activity screen (C04MA01) have been validated and the screen saved.	Protected field
Project Title		The name of the project entered into IDIS on the Add Project screen (C04MK01).	Protected field
Activity Name		The name the grantee assigned to the activity on the Setup Activity screen (C04MA01) or changed on the Revise Activity screen (C04MA10).	Protected field
Site Expenditures			
Construction / Rehabilitation		Type 'X' for construction or rehabilitation. Only choose one. If choose construction, leave blank for rehabilitation. If choose rehabilitation, leave blank for construction.	'X'
Units completed		The 'Units completed' is from MP02	Protected field
The number meeting Energy Star standards		Report the total number of meeting Energy Star standards completed units. It can be zero, but cannot be greater than number of units completed.	4 numeric characters
Section 504-accessible		Report the total number of 504-accessible completed units. It can be zero but cannot be greater than number of units completed. It can be zero but cannot be greater than number of units completed.	4 numeric characters
Designed for the homeless		Report the total number of designed for the homeless completed units. It can be zero but cannot be greater than number of units completed.	4 numeric characters
The number for the chronically homeless		Report the total number of the chronically homeless completed units. It can be zero but cannot be greater than number of units "Designated for the homeless."	4 numeric characters
Press <**Enter**> to save the information and display the C04MP03 screen.			