



# EPIC User Manual

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## Activity Planning Module

The Activity Planning Module (APM) within HUD's Energy and Performance Information Center (EPIC) automates the development, submission, approval, and revision of Capital Fund Program (CFP) 5-Year Action Plans, Budgets and Performance & Evaluation (P&E) Reports.

**Office of Capital Improvements**  
Public and Indian Housing



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# Energy and Performance Information Center



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## 1.0 ACTIVITY PLANNING MODULE OVERVIEW

The Activity Planning Module (APM) within HUD's Energy and Performance Information Center (EPIC) automates the development, submission, approval, and revision of Capital Fund Program (CFP) 5-Year Action Plans (Form HUD-50075.2), Budgets and Performance & Evaluation (P&E) Reports (Form HUD-50075.1).

All Public Housing Authorities (PHAs) are required to use EPIC for FY2018 and later CFP awards. Therefore, all PHAs must obtain HUD approval of a 5-Year Action Plan in EPIC that includes FY2018 among the grant years and must electronically submit Annual Statements/Budgets in EPIC for their FY2018 CFP grant in order to access the funds. This requirement applies to all future CFP grant awards as well. HUD staff do not have discretion to waive this requirement.

To access the Activity Planning Module, a user will log in to the EPIC system using this link: [https://portalapps.hud.gov/app\\_epic/](https://portalapps.hud.gov/app_epic/).

From the EPIC homepage, the user will click on the **Activity Planning Module** tab that is listed in the row across the top of the page. Once a user selects the **Activity Planning Module** tab, the user may be presented with a window to select a PHA. Once the user selects a PHA, they will be presented with the Activity Planning functions. See figures below.

The screenshot shows the Energy and Performance Information Center (EPIC) homepage. At the top, there is a blue navigation bar with the text "Energy and Performance Information Center (EPIC)" and "RU101, Welcome back!". Below this, there is a row of tabs: "Home", "Core Activity/Energy Module", "Development of New Housing", "Activity Planning (CFP grant planning)", "EPC", "PNA", and "User and Group Tools". The "Activity Planning (CFP grant planning)" tab is highlighted. To the right of the navigation bar, there is a "Logout" button. Below the navigation bar, the main content area is titled "Welcome to EPIC" and includes a "Help?" link. The main content area is divided into two columns. The left column is titled "Tab Instructions" and lists three tabs: "PHAs", "Core Activity", "Development of New Housing", and "Activity Planning". The right column contains a welcome message and instructions for users.

**Figure 1: Activity Planning Module Tab Displayed at Top Center of EPIC Homepage**

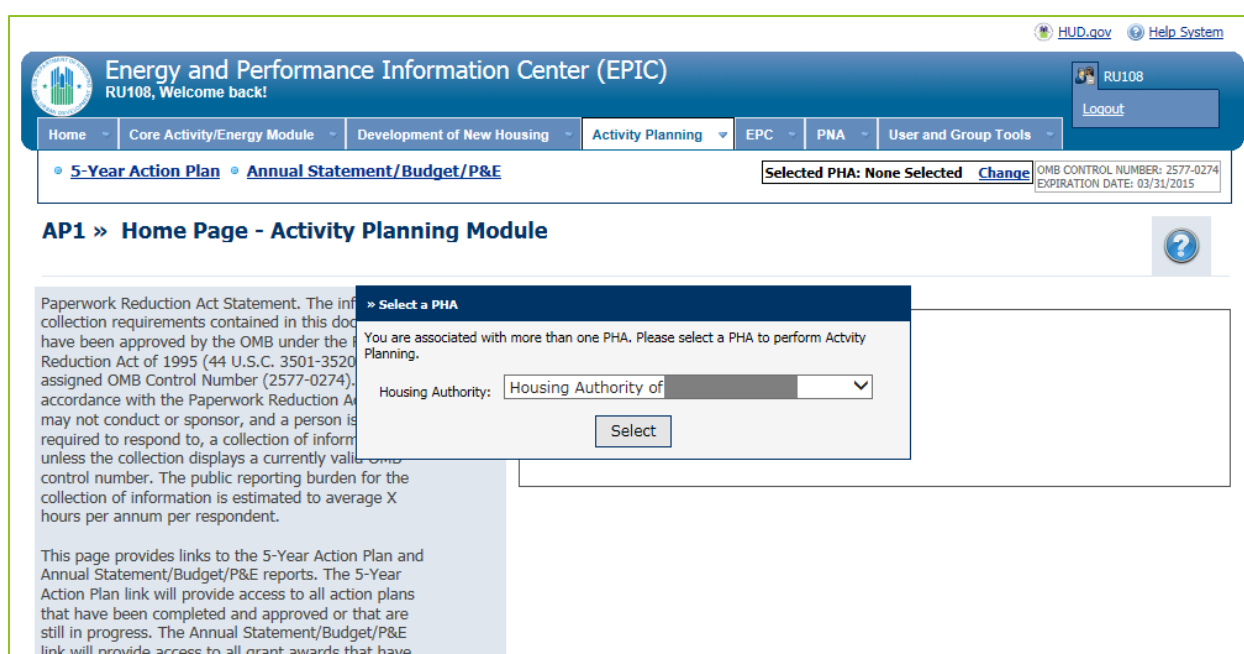


Figure 2: Select a PHA Window

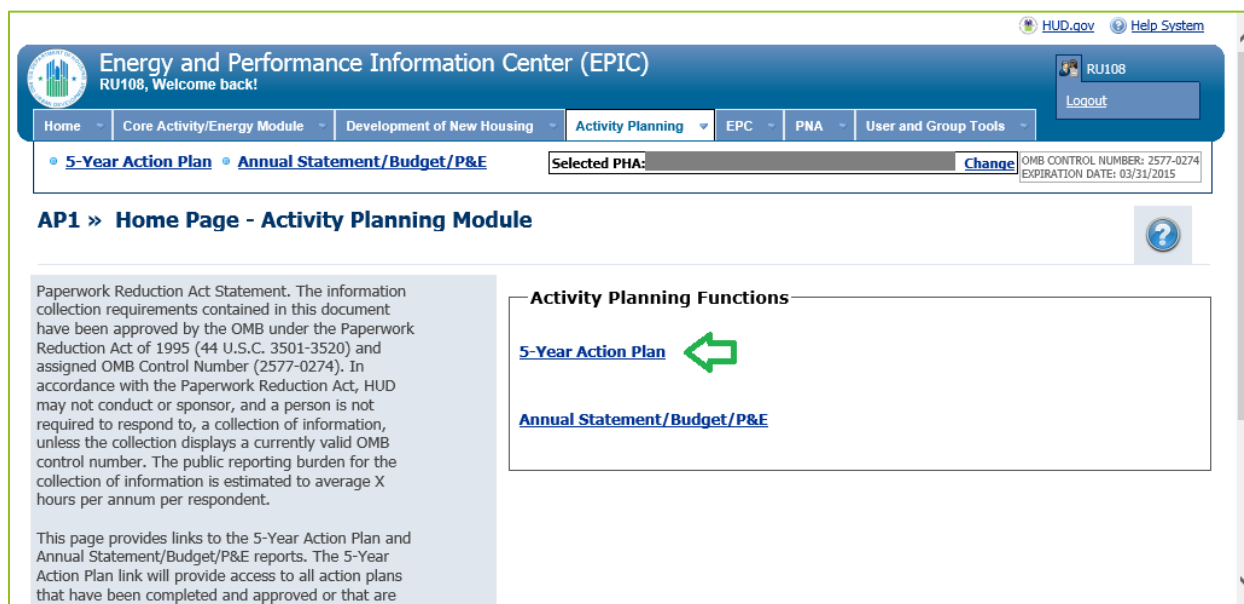


Figure 3: 5-Year Action Plan within Activity Planning Functions

Under the heading *Activity Planning Functions*, users see two options:

- 5-Year Action Plan
- Annual Statement/Budget/P&E



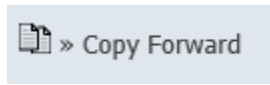
## 2.0 FIVE-YEAR ACTION PLAN

Selecting *5-Year Action Plan* will take the user to the **5-Year Action Plan Reporting** Homepage, from which the user can choose to copy forward a new 5-Year Acton Plan (5YAP) or edit an existing 5YAP.

The **5-Year Action Plan Reporting** Homepage contains a legend which indicates the meaning of various symbols used on the page.

### 2.1 Copy Forward a 5YAP

From the **5-Year Action Plan Reporting** Homepage, to create a the next required 5YAP, users select the “*Copy Forward*” icon next to the last approved 5YAP. As the legend indicates, the icon looks like this:



**Icon 1: Copy Forward**

Note: If a PHA has never created 5YAP, the user will need to create a new 5YAP using the green plus sign, this icon will only be available if there is no 5YAP, even in a draft status.



**Icon 2: Create New**

**5YAP1 » 5-Year Action Plan Reporting** Help?

**Legend**

- This plan has been submitted and cannot be edited
- Create New
- Edit Plan
- Unsubmit Plan
- Delete
- Copy Forward
- View
- View PDF
- Export Report
- Comments

Plan	Type	Created Date	Last Modified	Report Year	Status	Submitted On	Approved By	Approved On	Options
<a href="#">5-Year Action Plan for 2020-2024</a> ( 0/1 )	Rolling	07/31/2020	07/31/2020	2020-2024	Approved	07/31/2020	EPIC SYSTEM	07/31/2020	
<a href="#">5-Year Action Plan for 2019-2023 Rev. 1</a>	Rolling	07/02/2020	07/31/2020	2019-2023	Approved	07/02/2020	SYSTEM	07/02/2020	
<a href="#">5-Year Action Plan for 2019-2023</a>	Rolling	09/18/2018	05/21/2020	2019-2023	Approved		MARK	05/08/2019	
<a href="#">5-Year Action Plan for 2018-2022</a> ( 0/1 )	Rolling	07/19/2018	09/19/2018	2018-2022	Approved				
<a href="#">5-Year Action Plan for 2017-2021</a> ( 0/1 )	Rolling	01/19/2017	07/19/2018	2017-2021	Approved				

**Figure 4: 5-Year Action Plan Reporting Page**



5YAP10 » Confirm - Copy Action Plan

[Help?](#)

This will result in creating a new 5YAP. The HA will be allowed to edit or fudge Work Activities from the previous report.

**Figure 5: Confirm – Create Action Plan**

Once the PHA selects *Copy Forward* the PHA will be asked to enter information about the 5-year reporting period on the **5YAP Details** Page.

5YAP13 » 5YAP Details for

Housing Authority - 2021 to 2025

[Help?](#)

Please select the criteria for Copy Forward of the 5 year Action Plan.

1 5 Year Action Plan Information      2 Review Summary

**5 Year Action Plan Information**

**Summary**

1. Type of Plan:  Fixed Plan  Rolling Plan

2. Five Year Action Plan starting year:

3. Estimated amounts by plan year

Year 2021:	<input type="text" value="\$352,625.00"/>
Year 2022:	<input type="text" value="\$352,625.00"/>
Year 2023:	<input type="text" value="\$352,625.00"/>
Year 2024:	<input type="text" value="\$352,625.00"/>
Year 2025:	<input type="text" value="\$0.00"/>
<b>Total Estimated 5 Year Action Plan Amount:</b>	<input type="text" value="\$1,410,500.00"/>

**Figure 6: 5YAP Details Page: Rolling Plan**

5YAP13 » 5YAP Details for

Housing Authority - 2023 to 2027

[Help?](#)

Please select the criteria for Copy Forward of the 5 year Action Plan.

1 5 Year Action Plan Information      2 Review Summary

**5 Year Action Plan Information**

**Summary**

1. Type of Plan:  Fixed Plan  Rolling Plan

2. Five Year Action Plan starting year:

3. Estimated amounts by plan year

Year 2023:	<input type="text" value="\$0.00"/>
Year 2024:	<input type="text" value="\$0.00"/>
Year 2025:	<input type="text" value="\$0.00"/>
Year 2026:	<input type="text" value="\$0.00"/>
Year 2027:	<input type="text" value="\$0.00"/>
<b>Total Estimated 5 Year Action Plan Amount:</b>	<input type="text" value="\$0.00"/>

**Figure 7: 5YAP Details Page: Fixed Plan**



## 2.2 5YAPDetails Page:

- ***Type of Plan:*** Users may select between *Fixed Plan* and *Rolling Plan*. The system will default to the last type of plan the PHA selected. If the PHA wishes to change from one type to another the PHA must ensure they are at the end of a 5-year reporting period.<sup>1</sup>
- ***Five Year Action Plan Starting Year:*** The starting year for the 5YAP. This will be automatically populated by the system. The 5YAP that the system will populate will depend on whether the PHA wishes to operate under a Fixed or Rolling Plan, and the years covered under the PHA's current 5YAP.
- ***Estimated Amounts by Plan Year:*** Users should enter the current year funding amount as an estimate for each year. PHAs may edit the *Estimated Amounts* in 5YAPs after they have been created. These amounts are meant to be estimates only and are only required to balance upon submission. For PHAs with Fixed Plans the *Piggy Bank* will likely not balance as the years go forward, which is not a problem as the PHA will be forced to balance their annual budget submissions.

Estimated amounts for each year of the 5YAP should include any Replacement Housing Factor (RHF) grant funds received, in addition to Formula Grants (including any Demolition Disposition Transitional Funding (DDTF)) or any other CFP Grants such as Lead Based Paint or Emergency grants, among others in the appropriate year.

When entering *estimated amounts* for all future years of the 5YAP, PHAs must enter the dollar amount for the most recent grant year that has been awarded, subject to the following exceptions:

- PHAs must adjust *estimated amounts* for the expiration or reduction of eligibility for RHF and DDTF grants. PHAs that expect to borrow funds either through the Capital Fund Financing Program (CFFP) or an Energy Performance Contract (EPC) should include the expected proceeds in their estimates.
- PHAs anticipating other substantial influxes of funds (e.g., tax credit proceeds) should include these funds in their estimates.
- PHAs that receive extra CFP funds awarded through successful application to a Notice of Funding Opportunity (NOFO), such as Lead Based Paint grants, or Housing Related Hazard grants, in addition to awards for Emergency Safety and Security grants should add the amounts awarded to the appropriate year of source funds awarded. This may not be the same as the year the funds were awarded. For example, if the award was made in 2020, but the funding source is 2019, the PHA should add the grant amount to their 2019 funding estimates.

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<sup>1</sup> PHAs should refer to [Appendix B](#) of this User Guide for additional information regarding types of plans.





- PHAs with Rental Assistance Demonstration (RAD) CHAP, portfolio, or multi-phase awards that plan to remove units from their public housing portfolio through RAD should deduct the estimated amount of the Capital Fund grant associated with the RAD project. This number should be the same as the estimate included in the PHA Plan or RAD Significant Amendment.
- PHAs with fewer than 250 Public Housing dwelling units (“Small PHAs”) with Fixed Plans may choose to estimate that they will receive a larger grant amount in future years than in the current year, in order to include “standby” work activities in future years. For example, a PHA with a fixed plan and most recent grant amount of \$100,000 may enter estimated amounts of \$120,000 in years 4 and 5 of the 5YAP in order to include standby items while keeping the expected revenue and expenses in balance. This option provides additional flexibilities to these Small PHAs.
  - This exception is not available to PHAs with Rolling Plans, as the nature of a Rolling Plan ensures that there will always be four years of future work activities available to fudge, or reassign, to the current year.

While the **5YAP Details** Page displays the PHA Fiscal Year End, this information cannot be edited. It is based on data reported through other HUD systems. Once the user has entered all necessary information on the **5YAP Details** Page, the user selects **Copy Forward**.

The user will be directed to the **Review Summary** Page. This page will display any work activities that the system will automatically copy forward into the new plan.

5YAP14 » Copy 5YAP - Housing Authority - 2023 to 2027 Help?

1 5 Year Action Plan Information
2 Review Summary

**Summary**

1. Type of Plan: Fixed

2. Five Year Action Plan starting year: 2023

3. Estimated amounts by plan year

Year	Amount
Year 2023	\$100,000.00
Year 2024	\$100,000.00
Year 2025	\$100,000.00
Year 2026	\$100,000.00
Year 2027	\$100,000.00
<b>Total Estimated 5 Year Action Plan Amount:</b>	<b>\$500,000.00</b>

**Work Activity Actions**

The following work activities will be included in the New Modified Five Year Plan.

Identifier	Activity	Dev/AMP	From Year	To Year	Amount
ID0001	Central Office - Parking Lot	(000003)	2018	2023	\$10,000.00
ID0002	Central Office - Front Entrance	(000003)	2018	2023	\$25,000.00
ID0003	Development Activities	Not associated with any specific development	2018	2023	\$357,245.00
ID0008	Clearance	000002	2018	2023	\$123,418.00
ID0009	Administration	Not associated with any specific development	2018	2023	\$98,418.00
ID0010	Fees and Costs	Not associated with any specific development	2018	2023	\$200,902.00
ID0032	Relocation Costs	Not associated with any specific development	2018	2023	\$178,106.00

Complete
Cancel

**Figure 8: 5 Year Action Review Summary Page: Fixed Plan**

Note: Because Fixed plans have no overlapping years, there may be no work activities to be copied forward.



5YAP14 » Copy 5YAP - Housing Authority - 2021 to 2025 Help?

1 5 Year Action Plan Information      2 Review Summary

**Summary**

1. Type of Plan: Rolling

2. Five Year Action Plan starting year: 2021

3. Estimated amounts by plan year

Year 2021:	\$352,625.00
Year 2022:	\$352,625.00
Year 2023:	\$352,625.00
Year 2024:	\$352,625.00
Year 2025:	\$352,625.00
<b>Total Estimated 5 Year Action Plan Amount:</b>	<b>\$1,763,125.00</b>

**Work Activity Actions**

The following work activities will be included in the New/ Modified Five Year Plan.

Identifier	Activity	Dev/AMP	From Year	To Year	Amount
ID0002	Management Fee to	0000001	2020	2021	\$39,500.00
ID0006	Building Envelope Project	0000001	2020	2021	\$315,852.00
ID0014	Capital Improvements - Excess Cash Portion	0000001	2020	2021	\$40,318.00

Complete    Cancel

Figure 9: 5 Year Action Review Summary Page: Rolling Plan

The user should select *Complete* to proceed in creating the new 5YAP or *Cancel* if the user does not wish to copy forward their plan. Once the user selects *Complete*, the user will be returned to the *5-Year Action Plan Reporting* Page.

### 2.3 Fixed Plans Create New Work Activities

Once a new Fixed 5YAP has been created, users will begin editing the newly created Draft Plan. Click on the Edit Plan icon to navigate to the *Activities List* Page.

5YAP1 » 5-Year Action Plan Reporting Help?

**Legend**

- This plan has been submitted and cannot be edited
- Create New
- Edit Plan
- Unsubmit Plan
- Delete
- Copy Forward
- View
- View PDF
- Export Report
- Comments

**Five Year Action Plan**

Plan	Type	Created Date	Last Modified	Report Year	Status	Submitted On	Approved By	Approved On	Options
5-Year Action Plan for 2023-2027	Fixed	09/23/2020	09/23/2020	2023-2027	Draft	NA	NA	NA	
5-Year Action Plan for 2018-2022 Rev. 3 (0/1)	Fixed	05/12/2020	09/23/2020	2018-2022	Approved	05/12/2020	IA, IE	05/12/2020	
5-Year Action Plan for 2018-2022 Rev. 2 (0/1)	Fixed	05/07/2020	05/12/2020	2018-2022	Approved	05/07/2020	IA, IE	05/08/2020	
5-Year Action Plan for 2018-2022 Rev. 1	Fixed	08/03/2018	05/07/2020	2018-2022	Approved				
5-Year Action Plan for 2018-2022 (0/1)	Fixed	09/01/2017	08/03/2018	2018-2022	Approved				

Figure 10: 5 Year Action Review Reporting Page: Edit Draft



5YAP3 » Activities List for Housing Authority - 2023 to 2027 Help?

Go back to Plans Listing

Edit Plan Information

View PDF

Export Report

Piggy Bank			
Year	Work Activity Cost		
	Estimated	Consumed	Balance
2023	\$100,000.00	\$0.00	\$100,000.00
2024	\$100,000.00	\$0.00	\$100,000.00
2025	\$100,000.00	\$0.00	\$100,000.00
2026	\$100,000.00	\$0.00	\$100,000.00
2027	\$100,000.00	\$0.00	\$100,000.00
<b>Total</b>	<b>\$500,000.00</b>	<b>\$0.00</b>	<b>\$500,000.00</b>

**Legend**

- Edit Work Activity
- Clone Work Activity
- Delete Work Activity
- View Work Activity Log
- Submitted Annual Statement/Budget (Cannot be Edited)
- Draft Annual Statement/Budget (Cannot be Edited)
- Approved Work Activity

Work Activities: No work activities found based on search criteria.

The work activities and plan information has been saved. To add another work activity, click on 'Create New Work Activity' button. To funge work activities, click on 'Funge Work Activities' button. When all estimated amounts are consumed, the plan will be eligible for submission and a 'Submit Plan' button is displayed. You can submit the plan by clicking the 'Submit Plan' button. Once a plan is submitted, it will be locked and cannot be edited until Field Office approves or rejects the plan.

**This plan cannot be submitted because:**

- For Year 2023, estimated amount is greater than consumed amount.
- For Year 2024, estimated amount is greater than consumed amount.
- For Year 2025, estimated amount is greater than consumed amount.
- For Year 2026, estimated amount is greater than consumed amount.
- For Year 2027, estimated amount is greater than consumed amount.

Create New Work Activity
Funge Work Activities
Submit Plan

**Figure 11: Create New Work Activity Button on Activities list Page**

On this page users will select either *Create New Work Activity* or *Funge Work Activities*. Users may notice a yellow warning message indicating that the plan cannot be submitted because estimated amounts are greater than consumed amounts. As work activities are added for each year to indicate how estimated funds will be used, these messages will disappear.

## 2.4 Rolling Plans Create/Edit/Delete/Clone Work Activities

Once a new Rolling 5YAP has been created, users will begin editing the newly created Draft Plan. Click on the *Edit Plan* icon to navigate to the *Activities List* page.

5YAP1 » 5-Year Action Plan Reporting Help?

**Legend**

- This plan has been submitted and cannot be edited
- Create New
- Edit Plan
- Unsubmit Plan
- Delete
- Copy Forward
- View
- View PDF
- Export Report
- Comments

**Five Year Action Plan**

Plan	Type	Created Date	Last Modified	Report Year	Status	Submitted On	Approved By	Approved On	Options
5-Year Action Plan for 2021-2025	Rolling	09/23/2020	09/23/2020	2021-2025	Draft	NA	NA	NA	
5-Year Action Plan for 2020-2024 ( 0/1 )	Rolling	07/31/2020	09/23/2020	2020-2024	Approved	07/31/2020	EPIC SYSTEM	07/31/2020	
5-Year Action Plan for 2019-2023 Rev. 1	Rolling	07/02/2020	07/31/2020	2019-2023	Approved	07/02/2020	SYSTEM	07/02/2020	
5-Year Action Plan for 2019-2023	Rolling	09/18/2018	05/21/2020	2019-2023	Approved		MARK.	05/08/2019	
5-Year Action Plan for 2018-2022 ( 0/1 )	Rolling	07/19/2018	09/18/2018	2018-2022	Approved				
5-Year Action Plan for 2017-2021 ( 0/1 )	Rolling	01/18/2017	07/19/2018	2017-2021	Approved				

**Figure 12: 5 Year Action Review Reporting Page: Edit Draft**

When a Rolling 5YAP is copied forward any unused approved work items that correspond to the new 5-year period will be copied forward by the system. The last year of the plan will contain no work activities and therefore, new activities will have to be created or cloned from other years.

For example, if a user copied forward a 2019-2023 Rolling 5YAP, the system would create a new plan for 2020-2024 and any unused and approved work activities from 2020-2023 would be copied into the new plan, with 2024 being blank. Users may notice a yellow warning message



indicating that the plan cannot be submitted because estimated amounts are greater than consumed amounts. As work activities are added for each year to indicate how estimated funds will be used, these messages will disappear.

Note: If a work activity is tied to a Budget (has been imported into a draft or submitted budget), the system will see it as being “used” and not bring it into a new plan. Please see section **2.10 Funge Work Activity** for how to resolve this issue.

## 2.5 Adding/Creating a Work Activity

Users create new work activities by selecting the *Create New Work Activity* button at the bottom of the *Activities List* page. This action navigates users to the *Add Work Activity* page. The *Add Work Activity* page contains four sections: *Work Activity Information*, *Affected Developments/AMPs*, *Component Categories from PNA* (not operational), and *Work Categories*. Users can select the *Click to Expand* links to expand the latter three sections.

The screenshot shows the 'Add Work Activity' page. The 'Work Activity Information' section is expanded, showing the following fields:

- 1. Title: Site Improvements
- 2. Description: Resurface parking lots, improve sidewalks and dumpster enclosures, playgrounds and other landscaping as needed.
- 3. Force Account: Yes  No
- 4. Cost: \$182,105.00
- 5. Projected Year: 2023

Below the 'Work Activity Information' section are three expandable sections:

- Affected Developments/AMPs (Click to Expand)
- Component Categories from PNA (Click to Expand)
- Work Categories (Click to Expand)

At the bottom of the form are 'Save' and 'Cancel' buttons.

**Figure 13: Add Work Activity Page**

- ***Work Activity Information:*** Users enter a Title, Description, Cost, and Projected Year for the Work Activity. In entering *Work Activity Information*, PHAs must adhere to the following:
  - PHAs planning to complete a work activity using force account labor must check the box that says *Force Account*. Should a PHA wish to complete an activity using force account labor that was not designated as such at the time of 5YAP approval, or wish to complete an activity designated as force account at approval using another vehicle, the PHA user must copy or “clone” the work activity in EPIC, change the radio button for Force Account, and submit the activity for Field Office approval.



- 
- HUD will use PHAs' selections in EPIC to update BLIs in LOCCS; therefore, EPIC will only allow each work activity to be associated with a single BLI. In addition, each Work Activity must be associated with a single Projected Year and Development. PHAs must create multiple work activities for work items combining funds across multiple grant years or spanning multiple developments. For example, if kitchens will be upgraded in 10 units, with 5 units upgraded using 2020 Capital Funds and 5 units upgraded using 2021 Capital Funds, the PHA user would enter a separate work activity for each year and reflect the costs separately. The *Clone Work Activity* feature described later in this manual can assist users in quickly copying work items that can then be modified to cover different years.
  - The Work Item Description must provide sufficient specificity to facilitate effective HUD Field Office review of the plan, including enabling the Field Office to assess the level and type of environmental review required. PHAs are encouraged to enter information in the Description field on the scope of the activity (e.g., number of units impacted).

For example, for a work activity covering roof replacement at a particular development, a sufficient description may read: "Installing new 20-year roof, as well as gutters and soffits, at low-rise building containing 5 Public Housing units." A work description simply stating "Roof" would be insufficient, because it does not indicate whether the activity will cover full-scale replacement of the roof or simply patching portions of the roof, a distinction with implications for the level and type of environmental review required.

- *Affected Developments/AMPs*: Once the Work Activity Information has been entered, users click the *Click to Expand* link next to *Affected Developments/AMPs*. Users will then view a list of development numbers and names along with ACC unit counts. In addition, users will see a record with a Development Number of "N/A".

For each work activity, the user marks the radio button to the left of the development at which the activity will take place. For work not tied to a specific development (e.g., Administration), the user selects *N/A* for the *Affected Developments/AMPs*. For construction activities on a non-dwelling building or site (e.g., capital items at administrative offices), the user must select the specific development of which the site is a part; "N/A" should only be selected if the site is not contiguous to or included within a development. If a work item spans multiple developments, the user must create separate Work Activities. The *Clone Work Activity* feature described later in this manual can assist users in quickly copying work items that can then be modified to cover different years.



Affected Developments/AMPs <a href="#">(Click to Expand)</a>			
5. Affected Developments/AMPs:			
	Development Number	Development Name	Total ACC Units
<input type="radio"/>	N/A	Not associated with any specific development	N/A
<input type="radio"/>	[REDACTED]000101	[REDACTED]	200
<input type="radio"/>	[REDACTED]000102	[REDACTED]	255
<input type="radio"/>	[REDACTED]000103	[REDACTED]	290
<input type="radio"/>	[REDACTED]000104	[REDACTED]	154
<input type="radio"/>	[REDACTED]000105	[REDACTED]	127

**Figure 14: Expanded View of Affected Developments/AMPs on Add Work Activity Page**

- **Component Categories from PNA:** This functionality is not yet available. Once implemented, it will enable users to select capital needs identified within a PHA’s Physical Needs Assessment (PNA) and quickly add them to a 5YAP. In the interim, users will not see any component categories listed when they expand this section of the page, and no selections are needed.
- **Work Categories:** Upon selecting the *Click to Expand* link next to **Work Categories**, users will see a listing of categories. Users will notice that some categories, such as “Dwelling Unit” are marked with a plus sign to the left of the category name; other categories, such as “Dwelling Unit – Conversion” are not marked with a plus sign. Users will also see that each work category name includes the Budget Line Item (BLI) in parentheses. These BLIs reflect the simplified BLI structure announced in PIH Notice 2016-21 (see: <http://portal.hud.gov/hudportal/documents/huddoc?id=PIH-2016-21.pdf>).

Users will select the appropriate Work Category and, if applicable, Sub-Category or Sub-Categories for each new work item. For example, if the Work Activity covers roof installation on a dwelling structure, the PHA would select “Dwelling Unit-Exterior (1480)” as the Work Category. As the Dwelling Unit-Exterior category is marked with a plus sign, the PHA user would expand the category and select the appropriate sub-categories as well—in this case, “Roofs”, “Gutters - Downspouts”, and “Soffits”. These selections are displayed in Figure 10.

HUD will use PHAs’ selections in EPIC to update BLIs in LOCCS; therefore, it is imperative that each Work Activity be associated with a single BLI. PHAs may select more than one Work Category for any Work Activity, provided that the Work Categories do not fall under different BLIs. For example, a PHA user may select Dwelling Unit-Interior (1480) and Dwelling Unit-Exterior (1480), along with the applicable sub-



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categories, for a work item including both types of work in a single development and using a single year's grant. However, a user may not select both Dwelling Unit-Interior (1480) and Management Improvements (1408) because these Work Categories fall under different BLIs.

Each work activity should approximately tie to each contract or project at a site, and when selecting work categories, they should in turn be specific enough for the Field Office to monitor the appropriate use of funds for each work item. For example, one work activity should not be a catch all for every type of work being performed in a building. This also allows the PHA the flexibility to adjust the scope of work being performed over time and reschedule as needed.



**Work Categories** [\(Click to Expand\)](#)

7. Work Categories:

- Administration (1410)
- Contract Administration (1480)
- Debt Service Bond Payment-Paid by HUD (9000)
- Debt Service Bond Payment-Paid by PHA (1501)
- Dwelling Unit - Conversion (1480)
- Dwelling Unit - Demolition (1480)
- Dwelling Unit-Development (1480)
- Dwelling Unit-Exterior (1480)
  - Balconies-Porches-Railings-etc
  - Building Slab
  - Canopies
  - Carports -Surface Garage
  - Columns and Porches
  - Decks and Patios
  - Exterior Doors
  - Exterior Lighting
  - Exterior Paint and Caulking
  - Exterior Stairwells - Fire Escape
  - Foundations
  - Gutters - Downspouts
  - Landings and Railings
  - Mail Facilities
  - Other
  - Roofs
  - Siding
  - Soffits

**Figure 15: Screenshot of Portion of EPIC Add Work Activity Page, Displaying Work Categories and Sub-Categories**





- Force Account: PHAs should select the appropriate radio button if planning to complete a work activity using force account labor. Should a PHA wish to complete an activity using force account labor that was not designated as such at the time of 5YAP approval, the PHA must change the *Work Activity Information* selection for 3 .Force Account from *No* to *Yes*, which will trigger a revision of the plan and requires resubmission to the Field Office for approval.

**Figure 16: Force Account Radio Button**

Upon entering all necessary information for the new work activity, the user clicks *Save*. If any required information is missing, the user will receive a message explaining which items are missing. If all items are complete, the work item will be saved. The user will then be returned to the *Activities List* page, where the new work item will appear. The *Piggy Bank* on the left side of the screen will then include the cost of the work activity under the “Consumed” cost for the given year.

# Energy and Performance Information Center

**Piggy Bank**

Work Activity Cost			
Year	Estimated	Consumed	Balance
2020	\$395,670.00	\$395,670.00	\$0.00
2021	\$352,625.00	\$352,625.00	\$0.00
2022	\$352,625.00	\$352,625.00	\$0.00
2023	\$352,625.00	\$352,625.00	\$0.00
2024	\$352,625.00	\$352,625.00	\$0.00
<b>Total</b>	<b>\$1,806,170.00</b>	<b>\$1,806,170.00</b>	<b>\$0.00</b>

**Legend**

- Edit Work Activity
- Clone Work Activity
- Delete Work Activity
- View Work Activity Log
- Submitted Annual Statement/Budget (Cannot be Edited)
- Draft Annual Statement/Budget (Cannot be Edited)
- Approved Work Activity

**Work Activities**

Search for Work Activities records using a Year Range, Development/AMP, and/or Work Activity name

Years to View: [2020] - [2024]

Development/AMP: [ ]

Work Activity Name: [ ]

[Search] [Clear Search]

Year	Identifier	Development/AMP	Activity	Amount	Options
<input type="checkbox"/>	2020	ID0002	Management Fee to	\$39,500.00	[ ] [ ] [ ] [ ]
<input type="checkbox"/>	2020	ID0006	Building Envelope Project	\$315,852.00	[ ] [ ] [ ] [ ]
<input type="checkbox"/>	2020	ID0014	Capital Improvements - Excess Cash Portion	\$40,318.00	[ ] [ ] [ ] [ ]
<input type="checkbox"/>	2021	ID0003	Management Fee to	\$36,550.00	[ ] [ ] [ ] [ ]
<input type="checkbox"/>	2021	ID0008	Additional Building Envelope Work	\$316,075.00	[ ] [ ] [ ] [ ]
<input type="checkbox"/>	2022	ID0004	Management Fee to	\$35,260.00	[ ] [ ] [ ] [ ]
<input type="checkbox"/>	2022	ID0009	Upgrade Building Interiors as Needed at Unit Turnaround	\$317,365.00	[ ] [ ] [ ] [ ]
<input type="checkbox"/>	2023	ID0005	Management Fee to	\$35,260.00	[ ] [ ] [ ] [ ]
<input type="checkbox"/>	2023	ID0010	Transfer to Operations	\$50,000.00	[ ] [ ] [ ] [ ]
<input type="checkbox"/>	2023	ID0011	Management Improvements	\$35,260.00	[ ] [ ] [ ] [ ]

[Save Changes]

The work activities and plan information has been saved. To add another work activity, click on 'Create New Work Activity' button. To purge work activities, click on 'Purge Work Activities' button. When all estimated amounts are consumed, the plan will be eligible for submission and a 'Submit Plan' button is displayed. You can submit the plan by clicking the 'Submit Plan' button. Once a plan is submitted, it will be locked and cannot be edited until Field Office approves or rejects the plan.

**This plan cannot be submitted because:**

[ ]

[Create New Work Activity] [Purge Work Activities] [Submit Plan]

Figure 17: Activities List Page

## 2.6 Edit Work Activity

After a new work activity has been created, users have two options for editing a work activity, depending on what needs to be changed.

If the user only needs to edit the year a work activity, the user selects the check box next to the work activity and dropdown options to change the year will become available. Likewise, if the user wants to change the amount of the activity the user checks the box and the cost field becomes editable. The user can select as many or as few activities as they wish. The user must hit save changes at the bottom for the changes to take effect and show up in the Piggy Bank.

### 5YAP3 » Activities List for [ ] Housing Authority - 2020 to 2024

**Piggy Bank**

Work Activity Cost			
Year	Estimated	Consumed	Balance
2020	\$395,670.00	\$395,670.00	\$0.00
2021	\$352,625.00	\$352,625.00	\$0.00
2022	\$352,625.00	\$352,625.00	\$0.00
2023	\$352,625.00	\$352,625.00	\$0.00
2024	\$352,625.00	\$352,625.00	\$0.00
<b>Total</b>	<b>\$1,806,170.00</b>	<b>\$1,806,170.00</b>	<b>\$0.00</b>

**Legend**

- Edit Work Activity
- Clone Work Activity
- Delete Work Activity
- View Work Activity Log
- Submitted Annual Statement/Budget (Cannot be Edited)
- Draft Annual Statement/Budget (Cannot be Edited)
- Approved Work Activity

**Work Activities**

Search for Work Activities records using a Year Range, Development/AMP, and/or Work Activity name

Years to View: [2020] - [2024]

Development/AMP: [ ]

Work Activity Name: [ ]

[Search] [Clear Search]

Year	Identifier	Development/AMP	Activity	Amount	Options
<input type="checkbox"/>	2020	ID0002	Management Fee to	\$39,500.00	[ ] [ ] [ ] [ ]
<input checked="" type="checkbox"/>	2020	ID0006	Building Envelope Project	\$315,852.00	[ ] [ ] [ ] [ ]
<input checked="" type="checkbox"/>	2020	ID0014	Capital Improvements - Excess Cash Portion	\$40,318.00	[ ] [ ] [ ] [ ]
<input type="checkbox"/>	2021	ID0003	Management Fee to	\$36,550.00	[ ] [ ] [ ] [ ]
<input type="checkbox"/>	2021	ID0008	Additional Building Envelope Work	\$316,075.00	[ ] [ ] [ ] [ ]
<input type="checkbox"/>	2022	ID0004	Management Fee to	\$35,260.00	[ ] [ ] [ ] [ ]
<input type="checkbox"/>	2022	ID0009	Upgrade Building Interiors as Needed at Unit Turnaround	\$317,365.00	[ ] [ ] [ ] [ ]
<input type="checkbox"/>	2023	ID0005	Management Fee to	\$35,260.00	[ ] [ ] [ ] [ ]
<input type="checkbox"/>	2023	ID0010	Transfer to Operations	\$50,000.00	[ ] [ ] [ ] [ ]
<input type="checkbox"/>	2023	ID0011	Management Improvements	\$35,260.00	[ ] [ ] [ ] [ ]

[Save Changes]



**Figure 18: Quick Edit Checkbox: Year and Amount**

If any other changes need to be made to a work item, the user can edit the work activity by selecting the Edit Work Activity Icon next to that work activity on the *Activities List* Page. The icon looks like this:



**Icon 3: Edit Icon**

**Work Activities**

Search for Work Activities records using a Year Range, Development/AMP, and/or Work Activity name

Years to View:  -

Development/AMP:

Work Activity Name:

Year	Identifier	Development/AMP	Activity	Amount	Options
<input type="checkbox"/> 2020	ID0002		<a href="#">Management Fee to</a>	\$39,500.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> 2020	ID0007		<a href="#">Building Envelope Project</a>	\$360,410.00	
<input type="checkbox"/> 2020	ID0008		<a href="#">Additional Building Envelope Work</a>	\$356,170.00	
<input type="checkbox"/> 2021	ID0003		<a href="#">Management Fee to</a>	\$35,260.00	
<input type="checkbox"/> 2022	ID0004		<a href="#">Management Fee to</a>	\$35,260.00	
<input type="checkbox"/> 2022	ID0009		<a href="#">Upgrade Building Interiors as Needed at Unit Turnaround</a>	\$317,365.00	
<input type="checkbox"/> 2023	ID0005		<a href="#">Management Fee to</a>	\$35,260.00	
<input type="checkbox"/> 2023	ID0010		<a href="#">Transfer to Operations</a>	\$50,000.00	
<input type="checkbox"/> 2023	ID0011		<a href="#">Management Improvements</a>	\$35,260.00	
<input type="checkbox"/> 2023	ID0012		<a href="#">Vehicle Replacement</a>	\$50,000.00	

**Figure 19: Activities List page – Edit Work Activities Icon**

Upon selecting the *Edit* icon on the *Activities List* page, the user can make edits to the work activity via the *Edit Work Activity* Page. To edit the Affected Development/AMPs, Component Categories from PNA, or Work Categories sections, the user will need to select the link to expand the appropriate section. The user will select *Save* to update the work activity information. Note that once the 5YAP has been submitted to HUD, and once work activities have been connected to a Budget in EPIC, options for editing work activities become more limited.



5YAP4 » Housing Authority - 2020 to 2024 » Edit Work Activity (ID0006)

A brief description of work activity detail.

[Go back to Plan Details](#)

Piggy Bank			
Work Activity Cost			
Year	Estimated	Consumed	Balance
2020	\$395,670.00	\$395,670.00	\$0.00
2021	\$352,625.00	\$352,625.00	\$0.00
2022	\$352,625.00	\$352,625.00	\$0.00
2023	\$352,625.00	\$352,625.00	\$0.00
2024	\$352,625.00	\$352,625.00	\$0.00
<b>Total</b>	<b>\$1,806,170.00</b>	<b>\$1,806,170.00</b>	<b>\$0.00</b>

**Work Activity Information**

1. Title:

2. Description:

3. Force Account:  Yes  No

4. Cost:

5. Projected Year:

[Affected Developments/AMPs \(Click to Expand\)](#)

[Component Categories from PNA \(Click to Expand\)](#)

[Work Categories \(Click to Expand\)](#)

Figure 20: Edit Work Activity Page

## 2.7 Clone Work Activity

After a new work activity has been created, users can create a copy, or clone, of the work activity. Users may find this option helpful in cases where the same or similar work is being done across multiple developments or years. For example, suppose a work activity was created for roof installation in 2020 in development AB123000001. If roof installation will also be done in 2020 in development AB123000002, the user may wish to copy the existing work activity and then edit the copy to change the development number and cost, as needed.

Users create a copy of an existing work activity by selecting the *Clone Work Activity* Icon next to that particular work activity on the *Activities List* Page. The icon looks like this:



Icon 4: Clone Icon

Upon selecting the Clone Work Activity Icon next to a particular work activity, the user will receive a message asking to confirm the action.

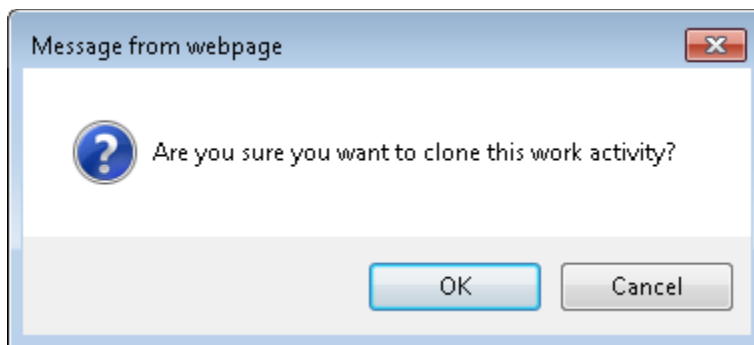


Figure 21: Clone Work Activity Confirmation



Upon selecting “OK”, the user will see that a copy of the existing work activity has been added to the *Activities List* Page. The “Piggy Bank” on the left side of the *Activities List* Page will have adjusted accordingly.

**Work Activities**

Search for Work Activities records using a Year Range, Development/AMP, and/or Work Activity name

Years to View:  -

Development/AMP:

Work Activity Name:

Year	Identifier	Development/AMP	Activity	Amount	Options
2020	ID0002		<a href="#">Management Fee to</a>	\$39,500.00	
2020	ID0007		<a href="#">Building Envelope Project</a>	\$360,410.00	
2020	ID0008		<a href="#">Additional Building Envelope Work</a>	\$356,170.00	
2020	ID0015		<a href="#">Copy of Additional Building Envelope Work</a>	\$356,170.00	
2021	ID0003		<a href="#">Management Fee to</a>	\$35,260.00	
2022	ID0004		<a href="#">Management Fee to</a>	\$35,260.00	
2022	ID0009		<a href="#">Upgrade Building Interiors as Needed at Unit Turnaround</a>	\$317,365.00	
2023	ID0005		<a href="#">Management Fee to</a>	\$35,260.00	
2023	ID0010		<a href="#">Transfer to Operations</a>	\$50,000.00	
2023	ID0011		<a href="#">Management Improvements</a>	\$35,260.00	

**Figure 22: Clone of Work Activity on Activities List Page**

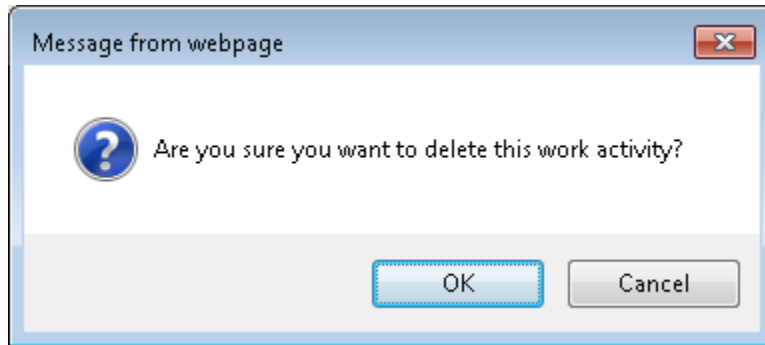
## 2.8 Delete Work Activity

Users can delete an existing work activity by selecting the Delete Work Activity Icon next to the particular work activity on the *Activities List* Page. The icon looks like this:



**Icon 5: Delete Icon**

Upon selecting the “Delete Work Activity” icon, users will receive a popup message confirming the action.



**Figure 23: Delete Work Activity Confirmation**

Upon selecting “OK”, users will be returned to the *Development List* page, and the deleted work activity will no longer be displayed. The “Piggy Bank” on the left side of the *Activities List* Page will have adjusted accordingly.

**2.9 Work Activity Log**

Users can select the Work Activity Log icon to see a history including when the work activity was created, edited, and copied/cloned, and the user ID of the user who entered these actions. The icon looks like this:



**Icon 6: Log Icon**

Upon selecting the Work Activity Log icon for a particular work activity, a log similar to that shown below will be displayed.

Work Activity Log for ID0001		
Activity	Performed By	Activity Date
Work Activity has been cloned to create a copy as ID0002	RU108	07/10/2015
Work Activity has been created	RU108	07/10/2015

**Figure 24: Work Activity Log**

**2.10 Funge Work Activities**

For work activities that are not yet connected to a Budget in EPIC, users can move the work activity from one year to another through the Edit Work Item functionality. However, once work items are connected to a Budget in EPIC, moving work items between years requires users to utilize the Funge Work Items functionality.

In order to funge work activities between years, users select the *Funge Work Activities* button at the bottom of the *Activities List* Page.



HUD.gov Help System

Energy and Performance Information Center (EPIC)  
RU108, Welcome back!

Home Core Activity/Energy Module Development of New Housing Activity Planning EPC PNA User and Group Tools

5-Year Action Plan Annual Statement/Budget/P&E Selected PHA: [redacted] Change OMB CONTROL NUMBER: 2577-0274 EXPIRATION DATE: 03/31/2015

RU108 Logout

5YAP3 » Activities List for [redacted] - 2016 to 2020

5 Year Action Plan Activities page displays high level view of active work activities for this PHA.

Go back to Plans Listing  
Edit Plan Information  
View PDF

Piggy Bank			
Year	Work Activity Cost		
	Estimated	Consumed	Balance
2016	\$100,000.00	\$0.00	\$100,000.00
2017	\$100,000.00	\$0.00	\$100,000.00
2018	\$100,000.00	\$0.00	\$100,000.00
2019	\$100,000.00	\$0.00	\$100,000.00
2020	\$100,000.00	\$0.00	\$100,000.00
<b>Total</b>	<b>\$500,000.00</b>	<b>\$0.00</b>	<b>\$500,000.00</b>

**Legend**

- Edit Work Activity
- Clone Work Activity
- Delete Work Activity
- View Work Activity Log

**Work Activities**  
No work activities found based on search criteria.

The work activities and plan information has been saved. To add another work activity, click on 'Create New Work Activity' button. To funge work activities, click on 'Funge Work Activities' button. When all estimated amounts are consumed, the plan will be eligible for submission and a 'Submit Plan' button is displayed. You can submit the plan by clicking the 'Submit Plan' button. Once a plan is submitted, it will be locked and cannot be edited until Field Office approves or rejects the plan.

**This plan cannot be submitted because:**

- For Year 2016, estimated amount is greater than consumed amount.
- For Year 2017, estimated amount is greater than consumed amount.
- For Year 2018, estimated amount is greater than consumed amount.
- For Year 2019, estimated amount is greater than consumed amount.
- For Year 2020, estimated amount is greater than consumed amount.

Create New Work Activity Funge Work Activities Submit Plan

Figure 18: Funge Work Activities Button on Activities list Page

Upon selecting the *Funge Work Activities* button, users are directed to the *Funge Work Activities* page. On this page, users will first select the Source Year. This is the year from which the work activity is moving. Upon selecting a Source Year, the work activities currently listed in that Source Year are displayed. Users check the work item or items they would like to move and select “Add to Queue”. The work item(s) selected then appear in the queue.

Note that multiple items from the same Source Year may be selected and added to the queue. In addition, once work items from one Source Year are selected and added to the queue, users may then select another Source Year and add items from that Source Year to the queue. Therefore, the queue may include multiple work items, including multiplying work items from different Source Years.

Once all items to be moved to a new Fiscal Year are displayed in the queue, the user selects “Continue”.



**5YAP6 » Funge Work Activities**

1 Select Work Activities from Source Year    2 Select Destination for Work Activities    3 Review Work Activity Fungibility    4 Summary of Completed Fungibility Actions

**Piggy Bank**

Year	Estimated Amount	Current Planned Amount
2016	\$100,000.00	\$100,000.00
2017	\$100,000.00	\$100,000.00
2018	\$100,000.00	\$0.00
2019	\$100,000.00	\$0.00
2020	\$100,000.00	\$0.00

Please select a year to start the work activity organization process.

To start, select a Source Year to see a list of fungible work activities. The list will be displayed in the Source Work Activities table. You can change the Source Year at anytime, including after you add work activities to the queue.

Select Source Year: 2016

**Source Work Activities**

Select the desired work activities by using the check box and clicking on the Add to Queue button.

	Identifier	Development/AMP	Activity	Amount	Annual Statement/Budget
<input type="checkbox"/>	ID0001		Roof Installation	\$100,000.00	2016

Add To Queue

**Work Activities Queued for Fungibility**

The queue displays a list of selected work activities to be funged. To remove a work activity, use the Remove link for the desired work activity.

Year	Identifier	Development/AMP	Activity	Amount	Annual Statement/Budget
There are no work activities in the queue.					

Continue    Cancel

**Figure 25: Funge Work Activities-Select Work Activities from Source Year**

Upon selecting *Continue* from the **Funge Work Activities** Page, the user will be directed to a new webpage listing the queued work items. The user selects a Destination Year. This is the year into which the work item is moving. The user then selects a work item or work items and selects the *Funge* button to move the work item(s) to the Destination Year. If the user has added multiple work items to the Funge Work Items Queue, the user can then select another Destination Year and repeat the process to funged work items to that Destination Year. Funged Work Items appear in the table at the bottom of the screen. Once the user has funged all queued work items to a new Destination Year, the user selects *Continue*.





### SYAP7 » Funge Work Activities ?

**1** Select Work Activities from Source Year

**2** Select Destination for Work Activities

**3** Review Work Activity Fungibility

**4** Summary of Completed Fungibility Actions

**Piggy Bank**

Year	Estimated Amount	Current Planned Amount	Amount Change
2016	\$100,000.00	\$100,000.00	\$0.00
2017	\$100,000.00	\$100,000.00	\$0.00
2018	\$100,000.00	\$0.00	\$0.00
2019	\$100,000.00	\$0.00	\$0.00
2020	\$100,000.00	\$0.00	\$0.00

Select the destination year and fungue the appropriate work activities to associate with that destination year. This process can be performed on one or more work activities and repeated as needed until all work activities are fungued.

Select a Destination Year. This will allow destination options to appears within the Work Activities Queued for Fungibility table. You can change the Destination Year at any time, including after you Funge Work Activities.

Select Destination Year:

**Work Activities Queued for Fungibility**

Select the desired work activities by using the check box. Select the desired destination year or Annual Statement/Budget by using the To drop down box. Click on the Funge button to perform the fungibility action which will move the work activity to the Funged Work Activities table.

	Identifier	Development/AMP	Activity	Amount	From	To	
<input type="checkbox"/>	ID0001		Roof Installation	\$100,000.00	2016	<input type="text" value=""/>	<a href="#">Remove</a>
<input type="checkbox"/>	ID0003		Roof Installation	\$100,000.00	2017	<input type="text" value="2016"/>	<a href="#">Remove</a>

**Funged Work Activities**

The list of Funged Work Activities displays the fungibility actions currently selected. To remove a work activity, use the Remove link for the desired work activity.

Identifier	Development/AMP	Activity	Amount	From	To	
There have be no work activities selected.						

**Figure 26: Funge Work Activities-Select Destination for Work Activities**

Upon funging activities to a new Destination Year and selecting Continue, the user will be directed to a summary/confirmation page. This page includes a *Piggy Bank* showing the current amounts and the changes that would be applied as a result of funging work activities. It also displays a summary of the fungability actions (i.e., a list of work activities and the years in which they are moving *from* and *to*.) If the user needs to make changes, they may select the *Back* or *Cancel* buttons. To complete the fungability actions, the users selects *Complete*.



**5YAP8 » Funge Work Activities**

1 Select Work Activities from Source Year    2 Select Destination for Work Activities    3 **Review Work Activity Fungibility**    4 Summary of Completed Fungibility Actions

**Piggy Bank**

Year	Estimated Amount	Current Planned Amount	Amount Change	Planned Amount After Funge
2016	\$100,000.00	\$100,000.00	-\$100,000.00	\$0.00
2017	\$100,000.00	\$100,000.00	-\$100,000.00	\$0.00
2018	\$100,000.00	\$0.00	\$100,000.00	\$100,000.00
2019	\$100,000.00	\$0.00	\$100,000.00	\$100,000.00
2020	\$100,000.00	\$0.00	\$0.00	\$0.00

Please review the summary of changes resulting from the organization of work activities.

**Work Activities**

Please review the work activities changes resulting from this organization.

Identifier	Development/AMP	Activity	Amount	From	To
ID0001		Roof Installation	\$100,000.00	2016	2018
ID0003		Roof Installation	\$100,000.00	2017	2019

**Fungibility Actions**

Please review the actions resulting from this organization.

- 1 Move Activity ID0001 (Roof Installation) from 2016 to 2018
- 2 Move Activity ID0003 (Roof Installation) from 2017 to 2019

Back Complete Cancel

**Figure 27: Funge Work Activities - Review Work Activity Fungibility**

Upon selecting *Complete*, the user views another summary page with a link to *Return to Activity List*.

**5YAP9 » Funge Work Activities**

1 Select Work Activities from Source Year    2 Select Destination for Work Activities    3 Review Work Activity Fungibility    4 **Summary of Completed Fungibility Actions**

The following list shows a summary of the completed fungibility actions and any associated reports that have changed. Use the links within the actions list to view the affected Annual Statements/Budget.

**Summary**

Action Summary	
1	Activity ID0001 (Roof Installation) was moved from 2016 to 2018
2	Activity ID0003 (Roof Installation) was moved from 2017 to 2019

Return to Activity List

**Figure 28: Funge Work Activities – Summary of Completed Fungibility Actions**

**2.11 Submit Plan**

From the *Activities List* Page, users can select the *View PDF* link on the left side of the page above the *Piggy Bank* to view a PDF of their plan. This facilitates saving copies of the plan



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outside of the EPIC system and printing the plan. This option is available for 5YAPs in all statuses, whether Draft, Submitted, or Approved. It is available to both PHA and HUD users.

Once all work activities have been added and the cost of those work activities matches the estimated cost for each year of the 5YAP, the user may submit the 5YAP for HUD approval.

Note that the plan may not be submitted until the *Piggy Bank* on the **Activities List** Page shows balanced estimated revenues and expenses. The *Piggy Bank* is in balance when the Estimated and Consumed costs match for each year and the Balance for each year is \$0.00. If the *Piggy Bank* is out of balance, adjustments may be made on the revenue side by editing projected amounts for each year. To make these changes, select the *Edit Plan Information* link on the **Activities List** page above the *Piggy Bank*. Adjustments may also be made to the cost estimates by editing work activities or funding work activities.

Once the *Piggy Bank* is in balance, yellow warning messages will no longer appear at the bottom of the **Activities List** Page and the *Submit* button at the bottom of the **Activities List** Page will be activated. Note that once a 5YAP is submitted, it will be locked and cannot be edited until the Field Office approves or rejects the plan.



**5YAP3 » Activities List for [REDACTED] - 2016 to 2020**

5 Year Action Plan Activities page displays high level view of active work activities for this PHA.

[Go back to Plans Listing](#)

[Edit Plan Information](#)

[View PDF](#)

Piggy Bank			
Work Activity Cost			
Year	Estimated	Consumed	Balance
2016	\$100,000.00	\$100,000.00	\$0.00
2017	\$100,000.00	\$100,000.00	\$0.00
2018	\$100,000.00	\$100,000.00	\$0.00
2019	\$100,000.00	\$100,000.00	\$0.00
2020	\$100,000.00	\$100,000.00	\$0.00
<b>Total</b>	<b>\$500,000.00</b>	<b>\$500,000.00</b>	<b>\$0.00</b>

**Legend**

- » Edit Work Activity
- » Clone Work Activity
- » Delete Work Activity
- » View Work Activity Log
- » Submitted Annual Statement/Budget
- » Draft Annual Statement/Budget
- » Approved Work Activity

**Work Activities**

Search for Work Activities records using a Year Range, Development/AMP, and/or Work Activity name

Years to View: [Dropdown] - [Dropdown]

Development/AMP: [Dropdown]

Work Activity Name: [Text Box]

[Search] [Clear Search]

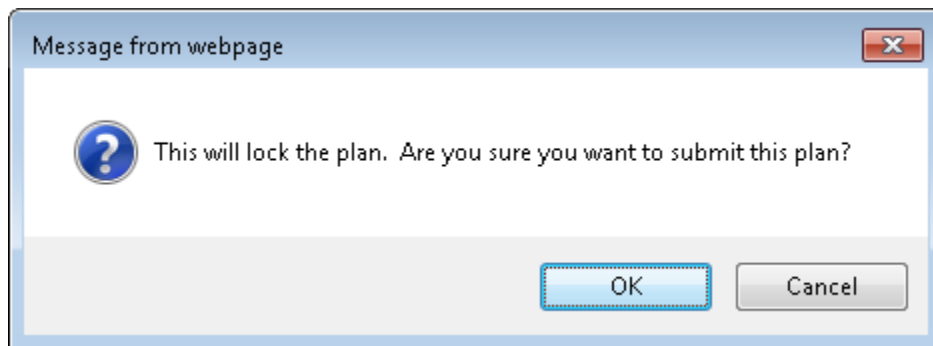
Year	Identifier	Dev/AMP	Activity	Amount	Options
2016	ID0004	[REDACTED]	<a href="#">Roof Installation</a>	\$100,000.00	
2017	ID0005	[REDACTED]	<a href="#">Roof Installation</a>	\$100,000.00	
2018	ID0001	[REDACTED]	<a href="#">Roof Installation</a>	\$100,000.00	
2019	ID0003	[REDACTED]	<a href="#">Roof Installation</a>	\$100,000.00	
2020	ID0006	[REDACTED]	<a href="#">Roof Installation</a>	\$100,000.00	

The work activities and plan information has been saved. To add another work activity, click on 'Create New Work Activity' button. To fudge work activities, click on 'Funge Work Activities' button. When all estimated amounts are consumed, the plan will be eligible for submission and a 'Submit Plan' button is displayed. You can submit the plan by clicking the 'Submit Plan' button. Once a plan is submitted, it will be locked and cannot be edited until Field Office approves or rejects the plan.

[Create New Work Activity] [Funge Work Activities] [Submit Plan]

**Figure 29: Activities List Page – Submit Plan Button**

Upon selecting “Submit”, users will receive a popup message.



**Figure 30: Submit Plan Confirmation**



Upon selecting “OK”, the user will be directed to the **5-Year Action Plan Reporting** Page. The 5-Year Action Plan will be displayed with a lock icon, indicating the plan has been submitted and cannot be edited.



**Icon 7: Submitted Icon**

**5YAP1 » 5-Year Action Plan Reporting** [Help?](#)

Please begin the reporting process by selecting an Award. Please contact your Administrator if you do not have access to a specific Award in the Award List below.

Please enter search criteria. A cumulative search is performed including all parameters provided.  
 PHA Code:   
 PHA Name:   [Clear Search Results](#)

**Five Year Action Plan**

PHA	Plan	Type	Created Date	Last Modified	Report Year	Status	Submitted On	Approved By	Approved On	Options
	<a href="#">5-Year Action Plan for 2020-2024</a>	Rolling	04/21/2020	04/21/2020	2020-2024	Submitted	04/21/2020	NA	NA	
	<a href="#">5-Year Action Plan for 2019-2023 Rev. 3</a>	Rolling	10/28/2020	10/28/2020	2019-2023	Draft	NA	NA	NA	
	<a href="#">5-Year Action Plan for 2019-2023 Rev. 1</a>	Rolling	11/15/2019	04/21/2020	2019-2023	Submitted	04/21/2020	NA	NA	
	<a href="#">5-Year Action Plan for 2019-2023</a> ( 0 / 1 )	Rolling	07/03/2019	11/15/2019	2019-2023	Approved	07/03/2019		11/05/2019	
	<a href="#">5-Year Action Plan for 2018-2022 Rev. 1</a>	Rolling	11/15/2019	11/15/2019	2018-2022	Submitted	11/15/2019	NA	NA	
	<a href="#">5-Year Action Plan for 2018-2022</a> ( 0 / 2 )	Rolling	07/21/2018	07/03/2019	2018-2022	Approved				

**Figure 31: 5-Year Action Plan Reporting Page Showing Submitted 5YAP**

## 2.12 5-Year Action Plan Approvals

There are two ways a 5YAP will be approved.

1. Field Office Approval/EPIC System Approval
2. System Approval

When a PHA submits a plan that contains changes that require HUD approval the system will show a status of “Submitted” until the Field Office begins its review. EPIC will display where in the process the submitted plan is under the categories of “Under Review,” or “Approved/Rejected”. A column will also show who approved the plan. The PHA will not be able to edit or copy their Plan until this process is complete. However, please note that between the dates of May 14, 2020 and December 31, 2020 HUD waived this requirement. For further information please refer to PIH Notice 2020-07 and corresponding Reporting Guidance. During this time-frame EPIC will automatically approve any PHA Plan that is successfully submitted by a PHA. The Plan will show EPIC System under the “Approved By” column.

When a PHA funges work activities in their 5YAP it does not require HUD approval, but the system will generate a revision and it will show as approved by “System.”



### 3.0 ANNUAL STATEMENT/BUDGET/P&E

Once a PHA has an approved 5YAP, the next step in the process is to create a Budget (formerly referred to as an Annual Statement). The approved 5YAP becomes the basis for Budget reporting within EPIC. The Budget can only be created after a 5YAP has been approved, and it will be linked to the approved plan.

The Budget will consist only of approved work activities from the 5YAP. PHAs will select work activities from the applicable year of their 5YAP to add to the Budget. In addition, PHAs may import approved work activities from other years of the 5YAP into the Budget; PHAs may use this option if they have had a change of plans and would like to complete the activities included in the 5YAP in a different order, shifting some activities between years.

Selecting *Annual Statement/Budget/P&E* from the *Activity Planning Module* homepage will direct the user to the *Annual Statement /Budget Reporting* Page.

The screenshot displays the EPIC Activity Planning Module homepage. At the top, there is a navigation bar with the following items: Home, Core Activity/Energy Module, Development of New Housing, Activity Planning (selected), EPC, PNA, and User and Group Tools. Below the navigation bar, there are two main sections: '5-Year Action Plan' and 'Annual Statement/Budget/P&E'. The 'Annual Statement/Budget/P&E' link is highlighted with a green arrow. To the right of these links is a 'Selected PHA:' field with a 'Change' button. Below the navigation bar, there is a 'Paperwork Reduction Act Statement' section on the left and an 'Activity Planning Functions' section on the right. The 'Activity Planning Functions' section contains two links: '5-Year Action Plan' and 'Annual Statement/Budget/P&E', with a green arrow pointing to the latter. At the bottom of the page, there is a footer with the text: 'This page provides links to the 5-Year Action Plan and Annual Statement/Budget/P&E reports. The 5-Year Action Plan link will provide access to all action plans that have been completed and approved or that are'.

**Figure 32: Annual Statement/Budget/P&E Function of Activity Planning Module**

The *Annual Statement/Budget Reporting* Page enables a user to create a new Budget, associate a Budget with a grant award, and edit and submit Budgets. These functions will be detailed in the following sections.

#### 3.1 Create a New Annual Statement/Budget

To create a new Budget, users select the *Create New Annual Statement/Budget* link on the *Annual Statement/Budget Reporting* Page. This option will not be available if the PHA does not yet have an approved 5YAP in EPIC.



Before selecting the *Create New Annual Statement/Budget* link to create a Budget for a particular year, the user should confirm that a Budget for that year has not already been created in EPIC. Any Budgets not yet linked to a grant award would display on the right side of the screen under *Annual Statements/Budget not associated with Awards*; if a Budget for the year of interest appears here, the user should not create a new Budget. Instead, the user should refer to [Section 1.2.4](#) for instructions on linking the draft Budget to an award. Budgets already linked to an award would display on the left side of the screen under *Annual Statements/Budgets linked to Awards*; if a Budget for the year of interest appears here, the user should not create a new Budget. Instead, the user should refer to [Section 1.2.6](#) for information on viewing, editing, and revising Budgets.

AS1 » Annual Statement/Budget Reporting

[Help?](#)

This page lists the awards for which Annual Statements/Budget are created. This page also allows users to create new Annual Statements/Budget.

This section displays the awards that have Annual Statements/Budget.

Award Year	PHA Code	Award ID	Award Amount (HUD Obligation)	Options
2017		0117	\$249,964.00	<a href="#">View Statements</a>
2018		0118	\$355,815.00	<a href="#">View Statements</a>
2019		0119	\$369,832.00	<a href="#">View Statements</a>
2020		0120	\$395,670.00	<a href="#">View Statements</a>

Showing 1 to 4 of 4 entries

This table lists all the annual statements/Budget that are not associated with an award. Click on 'Assign to Award' link to associate corresponding annual statement/Budget with an award.

Award Year	PHA Code	Award ID	Title	Create Date	Options
No Annual Statement/Budget reports found.					

Showing 0 to 0 of 0 entries

[Create New Annual Statement/Budget](#)

**Legend**

Has Comments (Open/Total Comments) Edit Statement Delete Statement View PDF Assign to Award

**Figure 33: Annual Statement/Budget Reporting Screen – Create New Annual Statement/Budget Button**

Upon selecting the *Create New Annual Statement/Budget* button, users will be directed to a new page on which they will enter the following pieces of information:

- **Title:** The title for the Budget. This title may refer to the grant award or funding source and the year (e.g., 2015 Formula Grant)
- **5YAP Year:** Indicate to which 5YAP year the Budget corresponds.
- **Applicable 5-Year Action Plan:** Indicate which 5-Year Action Plan should be linked to the Budget. The system will automatically populate the most recent and appropriate 5YAP. For Rolling Plans, the PHA must have a 5YAP where the beginning year corresponds to the same starting year as the Budget year being entered. For example, for a 2020 Budget, the PHA must have a 5YAP that begins with 2020.



- **Award and Estimated Award Amount:** At the time of creation of a new Budget, the PHA may or may not have received the Capital Fund grant or other source of funding for the year specified.

If the Capital Fund grant for the year selected has been received, the user selects the award from the Select Award drop-down box. This grant information is pre-populated from LOCCS. If a grant award is selected, the amount will be automatically displayed in the Estimated Award Amount box and cannot be edited. An example is shown in Figure 31 below.

If the Capital Fund Award for the selected year has not yet been received, the user may proceed in creating the Budget using an estimated award amount. In this case, selecting the arrow in the Select Award box will display a message stating *No Awards Found*. The user will leave that message in the Award box and will enter an Estimated Award Amount. This estimate will likely match the estimate entered in the approved 5YAP. An example is shown in Figure 32 below. Once the grant award is received, the PHA will link the Budget to the award in EPIC; PHAs cannot submit Budgets in EPIC until the Budget is linked to an award. HUD will not spread the budget in LOCCS, and the PHA may not draw down funds, until the Budget in EPIC is linked to the grant award and submitted.

AS5 » Create New Annual Statement/Budget [Help?](#)

1 Select Award Year and Award
2 Select Work Activities

**Annual Statement/Budget Information**

1. Title:

2. Fiscal Year End:

3. 5YAP Year:

4. Select Applicable 5-year Action Plan:

**Award Information:**

5. Select Award:

6. Estimated Award Amount:

**Figure 34: Create New Annual Statement/Budget – Select Award Year and Award**





**AS5 » Create New Annual Statement/Budget** [Help?](#)

1 Select Award Year and Award      2 Select Work Activities

**Annual Statement/Budget Information**

1. Title: 2021 Budget

2. Fiscal Year End: 09/30

3. 5YAP Year: 2021

4. Select Applicable 5-year Action Plan: 5-Year Action Plan for 2018-2022 Rev. 3 - Fixed

**Award Information:**

5. Select Award: No Awards Found

6. Estimated Award Amount:

[Continue](#) [Cancel](#)

**Figure 32: Create New Annual Statement/Budget – Enter Estimated Award Amount**

Upon selecting *Continue*, users will be directed to a new page on which they will select the work activity or activities for the Budget. The work activities listed will be those for the selected year in the approved 5YAP. The user will then select the *Complete* button at the bottom to create the new Budget.

**AS6 » Create New Annual Statement/Budget** [Help?](#)

1 Select Award Year and Award      2 Select Work Activities

Piggy Bank		
AS Amount	WA Planned Amount	Balance
\$500,000.00	\$0.00	\$500,000.00

**2021 Work Activities from 5YAP 2018-2022**

<input type="checkbox"/>	Identifier	Dev/AMP	Activity	Amount
<input type="checkbox"/>	ID0027	NAWASD	Development Activities	\$460,000.00
<input type="checkbox"/>	ID0031	NAWASD	Relocation Costs	\$200,000.00
<input type="checkbox"/>	ID0033	NAWASD	Fees and Costs	\$200,000.00
<input type="checkbox"/>	ID0035	NAWASD	Administration	\$98,418.00
<input type="checkbox"/>	ID0037	NAWASD	Management Improvements	\$25,767.00

[Back](#) [Complete](#) [Cancel](#)

**Figure 35: Create New Annual Statement/Budget – Select Work Activities**

### 3.2 Import Work Activities

Once a Budget is created, the user will be directed to the *Activity List for Annual Statement/Budget Page*.

The user may select the *Import Work Activities* button at the bottom of the screen to import work activities from other years.



**Work Activities**

Show  entries Search:

Identifier	Activity	Amount	BLI	Options
ID0027	<a href="#">Development Activities</a>	\$460,000.00	1480	
ID0031	<a href="#">Relocation Costs</a>	\$200,000.00	1480	
ID0033	<a href="#">Fees and Costs</a>	\$200,000.00	1480	
ID0035	<a href="#">Administration</a>	\$98,418.00	1410	
ID0037	<a href="#">Management Improvements</a>	\$25,767.00	1408	

Showing 1 to 5 of 5 entries ◀ Previous Next ▶

**Figure 36: Activity List Page for Annual Statement/Budget – Import Work Activities Button**

Upon selecting *Import Work Activities*, the user is directed to the *Add Activities to the Annual Statement/Budget* Page. On this page, approved work activities included in the 5YAP for different years are displayed. The user may select from among these activities and add them to Budget by using the *Add Work Activities* link. Users may want to use this functionality if the PHA has had a change of plans and would like to complete the activities included in the 5YAP in a different order, shifting some activities between years. However, once an activity is imported into a Budget of a different year, the 5YAP will update to reflect that year. Users will not be able to edit these activities in the 5YAP until they are no longer associated to a Budget.



**Work Activities**

<input type="checkbox"/> All	Identifier	Activity	Amount	Year
<input type="checkbox"/>	ID0022	Operations	\$60,000.00	2022
<input type="checkbox"/>	ID0028	Development Activities	\$400,000.00	2022
<input type="checkbox"/>	ID0029	Operations	\$60,000.00	2022
<input type="checkbox"/>	ID0030	Operations	\$123,418.00	2022
<input type="checkbox"/>	ID0034	Fees and Costs	\$200,000.00	2022
<input type="checkbox"/>	ID0036	Administration	\$98,418.00	2022
<input type="checkbox"/>	ID0038	Management Improvements	\$40,798.40	2022
<input type="checkbox"/>	ID0039	Operations	\$109,181.60	2022

Figure 37: Add Activities to Budget

Once the user has added the work activities, the user selects the *Add Work Activities* button. The user will then be directed to the *Activity List for Annual Statement/Budget* Page. On this page, the BLI *Piggy Bank* will appear.

AS3 » Activity List for Annual Statement/Budget » 5 Year Action Plan for 2018 - 2022 Rev. 3 Help?

**Piggy Bank**

AS Amount	WA Planned Amount	Balance
\$524,000.00	\$524,185.00	-\$185.00

**BLI Piggy Bank**

BLI Number	Budget Line Item	Cumulative Amount	Percentage	Maximum Allowable Amount
1408	Management Improvement	\$25,767.00	4.92%	N/A
1410	Administration	\$98,418.00	18.78%	N/A
1480	General Capital Activity	\$400,000.00	76.34%	N/A

**Legend**

- AS » Annual Statement/Budget
- WA » Work Activity
- Edit Activity
- Remove Activity
- New Work Activity
- Modified Work Activity

**Annual Statement/Budget Information**

1. Title:

2. Fiscal Year End:

3. Fiscal Year:

**Grant/Award Information:**

4. Award Number:

5. Cost:

**Work Activities**

Show 10 entries

Identifier	Activity	Amount	BLI	Options
ID0031	<a href="#">Relocation Costs</a>	\$200,000.00	1480	
ID0033	<a href="#">Fees and Costs</a>	\$200,000.00	1480	
ID0035	<a href="#">Administration</a>	\$98,418.00	1410	
ID0037	<a href="#">Management Improvements</a>	\$25,767.00	1408	

Figure 38: Activity List for Annual Statement/Budget

On the bottom of the *Activity List for Annual Statement/Budget* Page, the user may select *Save Report* at any time to save the report as a draft. Selecting *Save Report* returns the user to the *Annual Statement/Budget Reporting* Page.

### 3.3 Assign Annual Statement/Budget to an Award

On the *Annual Statement/Budget Reporting* page, Budgets that are not yet linked to an award appear on the right side of the screen. Users with the appropriate permissions can click on the



“Assign to Award” icon next to a Budget to associate a Budget with an Award. The Assign to Award icon looks like this:



**Icon 8: Assign to Award Icon**

This table lists all the annual statements/Budget that are not associated with an award. Click on 'Assign to Award' link to associate corresponding annual statement/Budget with an award.

**Annual Statements/Budgets not linked to Awards**

Show  entries Search:

Award Year	PHA Code	Award ID	Title	Create Date	Options
2021			<a href="#">2021 Budget</a>	09/25/2020	

**Figure 39: Annual Statement/Budget Reporting – Assign to Award Icon**

Upon selecting the Assign to Award icon, the Associate Annual Statement/Budget with Award page is displayed. The user can select the radio button for the award and then click the Complete button to assign an award to the Budget.

**AS7 » Associate Annual Statement/Budget with Award**

Select one of the Awards from the list below to associate to the Annual Statement/Budget. This process will update the Annual Statement/Budget estimated amount to reflect the amount of the Award.

Piggy Bank		
AS Amount	WA Planned Amount	Balance
\$50,000.00	\$50,000.00	\$0.00

List of Awards		
Select	Award ID	Amount
<input checked="" type="radio"/>		\$95,052.00

**Figure 40: Associate Annual Statement/Budget with Award**

Upon selecting a grant award and selecting Complete, the user will be returned to the **Annual Statement/Budget Reporting** Page. The Budget that is newly linked to a grant award will no longer be displayed on the right side of the screen in the table for *Annual Statements/Budget not associated with Awards*. However, the Budget will now be displayed on the left side of the screen in the table for *Awards with Annual Statements/Budget List*.



AS1 » Annual Statement/Budget Reporting

Help?

This page lists the awards for which Annual Statements/Budget are created. This page also allows users to create new Annual Statements/Budget.

This section displays the awards that have Annual Statements/Budget.

**Annual Statements/Budgets linked to Awards**

Show 10 entries Search:

Award Year	PHA Code	Award ID	Award Amount (HUD Obligation)	Options
2018		50118	\$993,089.00	<a href="#">View Statements</a>
2019		50119	\$1,031,517.00	<a href="#">View Statements</a>
2020		50120	\$1,091,616.00	<a href="#">View Statements</a>

Showing 1 to 3 of 3 entries

This table lists all the annual statements/Budget that are not associated with an award. Click on 'Assign to Award' link to associate corresponding annual statement/Budget with an award.

**Annual Statements/Budgets not linked to Awards**

Show 10 entries Search:

Award Year	PHA Code	Award ID	Title	Create Date	Options
2021			2021 Budget	09/25/2020	<a href="#">Assign to Award</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View PDF</a>

Showing 1 to 1 of 1 entries

[Create New Annual Statement/Budget](#)

**Legend**  
 Has Comments (Open/Total Comments) Edit Statement Delete Statement View PDF Assign to Award

**Figure 41: Annual Statement/Budget Reporting Page – Annual Statement/Budget Associated with Award**

The user will be directed to the *Annual Statements/Budget List* Page for the specific award. The user will then select *View Statements*. The user may then edit and import work activities as previously described.

AS2 » Annual Statements/Budget List » 50120

**Annual Statements/Budget**

Show 10 entries Search:

Statement	Plan Name	Created Date	Last Modified	Report Year	Status	Options
<a href="#">(DRAFT) Annual Statement/Budget Original</a>	5 Year Action Plan for the 2020 - 2024	08/07/2020	08/31/2020	2020	Draft	<a href="#">Edit Statement</a> <a href="#">Delete Statement</a> <a href="#">View PDF</a> <a href="#">Export Report</a>

Showing 1 to 1 of 1 entries

**Legend**  
 This statement has been submitted and cannot be edited  
 Revise the current statement (copies the statement)  
 Edit the statement (does not copy the statement)  
 Submitted as final Annual Statement/Budget/P&E  
 Delete  
 Create P&E Report  
 View PDF  
 Export Report  
 Mark as Final (Grant close-out process)  
 Unmark as Final (Cancel the Grant close-out process)

**Figure 42: Annual Statement/Budget List for a Grant Award**

**3.4 Edit Work Activities**

Once work activities have been added to the Budget, users can click on *Edit* option next to an activity on the *Activity List for Annual Statement/Budget* Page to edit the work activity.



AS3 » Activity List for Annual Statement/Budget » 5 Year Action Plan for 2020 - 2024 Help?

[Go back to Statement Listing](#)

Piggy Bank		
AS Amount	WA Planned Amount	Balance
\$1,904,544.00	\$1,904,544.00	\$0.00

BLI Piggy Bank				
BLI Number	Budget Line Item	Cumulative Amount	Percentage	Maximum Allowable Amount
1410	Administration	\$190,400.00	10.00%	\$285,681.00
1480	General Capital Activity	\$1,629,144.00	85.54%	N/A
1503	RAD-CFP	\$35,000.00	1.84%	\$30,160.00
1504	Rad Investment Activity	\$50,000.00	2.63%	N/A

**Legend**

AS » Annual Statement/Budget

WA » Work Activity

» Edit Activity

✖ Remove Activity

» New Work Activity

» Modified Work Activity

Annual Statement/Budget Information

1. Title:

2. Fiscal Year End:

3. Fiscal Year:

Grant/Award Information:

4. Award Number:

5. Cost:

Work Activities

Show 10 entries

Identifier	Activity	Amount	BLI	Options
ID0002	Parking lot replacement	\$264,351.00	1480	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
ID0004	Administration	\$190,400.00	1410	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
ID0007	Highrise water and sewer replacement	\$971,925.00	1480	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
ID0012	High rise roof replacement	\$142,868.00	1480	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
ID0016	Roof replacement	\$250,000.00	1480	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
ID0020	Test - RAD	\$35,000.00	1503	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
ID0021	RAD - Test	\$50,000.00	1504	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Showing 1 to 7 of 7 entries

[Import Work Activities](#)

AS4 » Work Activity Details » 5 Year Action Plan for 2020 - 2024 Help?

[Go back to Work Activity Listing](#)

Piggy Bank		
AS Amount	WA Planned Amount	Balance
\$1,904,544.00	\$1,904,544.00	\$0.00

Work Activity Information

1. Title:

2. Description:

3. Cost:

4. Development/AMP:

Component Categories from PNA [Click to Expand](#)

Work Categories [Click to Expand](#)

Other Measures [Click to Expand](#)

Figure 43: Work Activity Details Page

The **Work Activity Details** page displays the following information on the work activity, some of which may be edited.

- **Work Activity Information:** Users may wish to edit certain elements of the work activity, such as the cost, and may do so using this functionality.
- **Budget Line Item Information:** This can only be edited in the 5YAP as it must be approved by HUD.
- **Component Categories from PNA:** This functionality is not yet available.
- **Work Categories:** PIH Notice 2016-21 (see: <http://portal.hud.gov/hudportal/documents/huddoc?id=PIH-2016-21.pdf>) provides information on editing this section. PHA users may update the work sub-categories that were selected upon creation of the Work Activity in the 5-Year Action Plan. It is permissible to check or un-check sub-categories to reflect a change in the scope of a work activity; for example, if an approved work activity originally included “Roofs”, “Gutters - Downspouts”, and “Soffits”, the user may un-check the sub-category for “Gutters - Downspouts” during the creation of the Budget to reflect a reduction in the scope of the work. However, users may not check or un-check work sub-categories if the changes would be inconsistent with the description of the approved work activity; for example, for



a roof replacement work activity, a PHA may not un-check “Roofs, “Gutters - Downspouts”, and “Soffits” and check “Exterior Lighting”. In this latter case, the user would need to return to the 5YAP to add or edit work activities and receive Field Office approval before adding the work items to a Budget.

- **Other Measures:** Users may select the option to expand the Other Measures section. In this section, users may enter information on whether the work item has accessible features built in, security costs, energy/water conservation components, or lead based paint components. In accordance with PIH Notice 2016-21 (see: <http://portal.hud.gov/hudportal/documents/huddoc?id=PIH-2016-21.pdf>), this section is not mandatory at this time.

Other Measures <a href="#">(Click to Expand)</a>	
10. Other Measures:	
	Estimated Cost
<input type="checkbox"/> Section 504/other accessibility measure	<input type="text"/>
<input type="checkbox"/> Security - Hard Costs	<input type="text"/>
<input type="checkbox"/> Security - Soft Costs	<input type="text"/>
<input type="checkbox"/> energy/water conservation measure	<input type="text"/>
<input type="checkbox"/> lead based paint related measure	<input type="text"/>

**Figure 44: Edit Work Activities in Annual Statement/Budget – Expanded View of Other Measures**

### 3.5 Submit Report

Once the Budget has been linked to a grant award, and the *Piggy Bank* balances out (i.e., Annual Statement/Budget Amount is equal to Work Activity Planned Amount and Balance is \$0.00), a *Submit Report* button will appear at the bottom of the *Activity List for Annual Statement/Budget* Page. The *Piggy Bank* also shows the BLI amounts, Percentages and Maximum Allowable Amounts (where applicable). The user may then select *Submit Report* to submit the Budget to HUD.



[Go back to Statement Listing](#)

Piggy Bank		
A.S Amount	WA Planned Amount	Balance
\$1,904,544.00	\$1,904,544.00	\$0.00

BLI Piggy Bank				
BLI Number	Budget Line Item	Cumulative Amount	Percentage	Maximum Allowable Amount
1410	Administration	\$190,400.00	10.00%	\$285,581.60
1480	General Capital Activity	\$1,829,144.00	85.54%	N/A
1503	RAD-CFP	\$35,000.00	1.84%	\$30,160.00
1504	Rad Investment Activity	\$50,000.00	2.63%	N/A

**Legend**

- AS = Annual Statement/Budget
- WA = Work Activity
- Edit Activity
- Remove Activity
- New Work Activity
- Modified Work Activity

**Annual Statement/Budget Information**

1. Title:

2. Fiscal Year End:

3. Fiscal Year:

Grant Award Information:

4. Award Number:

5. Cost:

**Work Activities**

Show  entries

Identifier	Activity	Amount	BLI	Options
ID0002	<a href="#">Parking lot replacement</a>	\$264,351.00	1480	
ID0004	<a href="#">Administration</a>	\$190,400.00	1410	
ID0007	<a href="#">Highrise water and sewer replacement</a>	\$971,925.00	1480	
ID0012	<a href="#">High rise roof replacement</a>	\$142,868.00	1480	
ID0016	<a href="#">Roof replacement</a>	\$250,000.00	1480	
ID0020	<a href="#">Test - RAD</a>	\$35,000.00	1503	
ID0021	<a href="#">RAD - Test</a>	\$50,000.00	1504	

Showing 1 to 7 of 7 entries

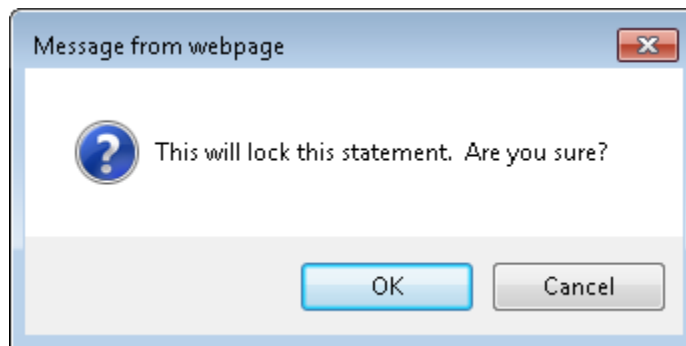
Finished with all work activities?

If you are done entering all work activities for this Award, Submit your Annual Statement/Budget and lock the report. If you are not yet done, select "Save Report" to save annual statement/Budget as draft. Use the View PDF link to inspect the report prior to submission. Use the "Export Report" link to download a Excel report.

[View PDF](#)  
[Export Report](#)

**Figure 45: Submit Annual Statement/Budget Report**

Upon selecting “Submit Report”, the user will receive a popup message.



**Figure 46: Submit Budget Confirmation**

Upon selecting OK, the user will either be directed to the Annual Statements/Budget List page for the grant award and the Budget will be displayed with a lock icon and a status of “Submitted” if there were no errors.





AS2 » Annual Statements/Budget List » 50120

**Legend**

- This statement has been submitted and cannot be edited
- Revise the current statement (copies the statement)
- Edit the statement (does not copy the statement)
- Submitted as final Annual Statement/Budget/P&E
- Delete
- Create P&E Report
- View PDF
- Export Report
- Mark as Final (Grant close-out process)
- Unmark as Final (Cancel the Grant close-out process)

**Annual Statements/Budget**

Show 10 entries

Statement	Plan Name	Created Date	Last Modified	Report Year	Status	Options
<a href="#">Annual Statement/Budget Original</a>	5 Year Action Plan for the 2018 - 2022 Rev. 3	05/13/2020	08/18/2020	2020	Submitted	<a href="#">View PDF</a> <a href="#">Export Report</a> <a href="#">Revise Statement</a> <a href="#">Create New P&amp;E Report</a> <a href="#">Mark as Final</a>

Showing 1 to 1 of 1 entries

◀ Previous Next ▶

**Figure 47: Annual Statement/Budget List for Grant Award - Status Submitted**

If not, the user will receive errors at this point. These must be corrected before proceeding. The error message will contain details of what items need correcting.

AS3 » Activity List for Annual Statement/Budget » 5 Year Action Plan for 2020 - 2024

Help?

[Go back to Statement Listing](#)

Piggy Bank		
AS Amount	WA Planned Amount	Balance
\$1,904,544.00	\$1,904,544.00	\$0.00

BLI Piggy Bank				
BLI Number	Budget Line Item	Cumulative Amount	Percentage	Maximum Allowable Amount
1410	Administration	\$190,400.00	10.00%	\$285,681.60
1480	Capital Activity	\$1,629,144.00	85.24%	\$1,629,144.00
1503	RAD-CFP	\$35,000.00	1.84%	\$30,160.00
1504	Raid Investment Activity	\$50,000.00	2.63%	N/A

**Error**

There are errors with the form that are preventing you to continue to next step. Please review the errors below and correct them before continuing.

- BLI 1503 – The total of all work activities assigned to RAD (BLI 1503) does not match the BLI 1503 amount in LOCCS. In EPIC budget submissions, PHAs must exactly match the spread of funds to the RAD BLIs in LOCCS. The amount in EPIC is \$35,000.00 and the amount in LOCCS is \$30,160.00.
- BLI 1504 – The total of all work activities assigned to RAD Investment Activity (BLI 1504) does not match the BLI 1504 amount in LOCCS. In EPIC budget submissions, PHAs must exactly match the spread of funds to the RAD BLIs in LOCCS. The amount in EPIC is \$50,000.00 and the amount in LOCCS is N/A.
- The award amount for this grant in EPIC does not match the award amount in LOCCS. This discrepancy may have been caused by an adjustment to the award amount in LOCCS; there may be a time delay before EPIC reflects the new award amount in LOCCS. If the discrepancy persists, please email EPICHelp@hud.gov. The award amount in EPIC is \$1,904,544.00 and the award amount in LOCCS is \$1,904,548.00.

**Annual Statement/Budget Information**

1. Title:

2. Fiscal Year End:

3. Fiscal Year:

Grant/Award Information:

4. Award Number:

5. Cost:

**Figure 48: Annual Statement/Budget List for Grant Award-Error**

Once the Budget is successfully submitted. Users may select the *Budget* link in the table to return to the *Activity List for Annual Statement/Budget* Page. For submitted reports, the information is Read-Only.



**Legend**

- This statement has been submitted and cannot be edited
- Revise the current statement (copies the statement)
- Edit the statement (does not copy the statement)
- Submitted as final Annual Statement/Budget/P&E
- Delete
- Create P&E Report
- View PDF
- Export Report
- Mark as Final (Grant close-out process)
- Unmark as Final (Cancel the Grant close-out process)

**Annual Statements/Budget**

Show 10 entries Search:

Statement	Plan Name	Created Date	Last Modified	Report Year	Status	Options
Annual Statement/Budget Original	5 Year Action Plan for the 2018 - 2022 Rev. 3	05/13/2020	08/18/2020	2020	Submitted	<a href="#">View PDF</a> <a href="#">Export Report</a> <a href="#">Revise Statement</a> <a href="#">Create New P&amp;E Report</a> <a href="#">Mark as Final</a>

Showing 1 to 1 of 1 entries ◀ Previous Next ▶

This Annual Statement/Budget is READ-ONLY  
 This Annual Statement/Budget has already been submitted and is currently read only. This means that you cannot make edits to this statement.

**Figure 49: Activity List for Annual Statement/Budget Report – Read-Only for Submitted Reports**

Within a few days of the Budget submission in EPIC, the Budget will spread in ELOCCS. PHA Executive Director should receive an email notification confirming the Budget submission.

### 3.6 Revise a Budget/Annual Statement Report

From the *Annual Statements/Budget List* page for the grant award, the user may select the appropriate link in the Options column of the table to view a PDF or Excel File of the Budget, Revise a Budget, Create a New P&E Report or Mark a Budget as Final.

Once a PHA has submitted a Budget in EPIC, PHA users may determine that they need to revise the Budget. These revisions may be prompted by a change in the PHA’s plans.

When a user revises a submitted Budget, a copy of the submitted Budget is created as the latest version. The revised report will be marked with a revision number.



**Annual Statements/Budget**

Show  entries Search:

Statement	Plan Name	Created Date	Last Modified	Report Year	Status	Options
<a href="#">Annual Statement/Budget Original</a>	5 Year Action Plan for the 2019 - 2023	08/05/2019	09/18/2020	2019	Submitted	<a href="#">View PDF</a> <a href="#">Export Report</a>
<a href="#">Annual Statement/Budget Rev. 1</a>	5 Year Action Plan for the 2019 - 2023	04/08/2020	09/18/2020	2019	Submitted	<a href="#">View PDF</a> <a href="#">Export Report</a> <a href="#">Unsubmit Statement</a> <a href="#">Revise Statement</a> <a href="#">Create New P&amp;E Report</a> <a href="#">Mark as Final</a>

**Figure 50: Annual Statement/Budget List – Displaying Revised Report**

Some types of changes that need to be made to a Budget also requiring revising the 5YAP, while other types of changes do not require this additional step. Users should refer to the lists below to determine whether the changes they wish to make to a Budget are likely to also require revising the 5YAP.

- Changes to Budgets that do NOT require revising the 5-Year Action Plan:
  - Changing the amounts for work activities
  - Adding approved work activities to the budget
  - Removing work activities from the budget
  - Checking or un-checking sub-categories to reflect a change in the scope of the work; for example, if an approved work activity originally included “Roofs”, “Gutters - Downspouts”, and “Soffits”, the PHA may un-check the sub-category for “Gutters - Downspouts” in the budget. However, if the changes would be inconsistent with the description of the approved work activity, the PHA would need to make the revisions in the 5-Year Action Plan and obtain Field Office approval before adding the work activity to the budget; for example, for a roof replacement work activity, a PHA wishing to un-check “Roofs, “Gutters - Downspouts”, and “Soffits” and check “Exterior Lighting” would need to return to the 5-Year Action Plan.
- Changes to Budgets that DO require revising the 5-Year Action Plan:
  - Changing the Work Category associated with a work activity, which is necessary to change the BLI associated with an activity. For example, changing a work activity to reflect the assignment of funds to BLI 9002 instead of BLI 9000.
  - Changing the number of Work Categories associated with an activity. For example, changing a work activity that includes Work Categories under BLI 1410 and 1480 to only include Work Categories associated with BLI 1480. (Note that changes to the Work Activity Sub-Categories to reflect a change in the scope of a work activity do not require revising the 5-Year Action Plan, provided the changes are consistent with the description of the work activity.)
  - Changing the development number associated with a work activity
  - Adding work activities to the budget that are not yet approved in a 5-Year Action Plan



### 3.7 Marking a Budget as Final

Once a PHA has finished making all revisions to their Budget and it reflects the PHAs final expenditures items and amounts, the PHA can mark their Budget as “Final.” This indicates the grant is ready for closeout. To do so the user selects the link under the Options Column.

**Annual Statements/Budget**

Show  entries Search:

Statement	Plan Name	Created Date	Last Modified	Report Year	Status	Options
<a href="#">Annual Statement/Budget Original</a>	5 Year Action Plan for the 2019 - 2023	08/05/2019	09/18/2020	2019	Submitted	<a href="#">View PDF</a> <a href="#">Export Report</a>
<a href="#">Annual Statement/Budget Rev. 1</a>	5 Year Action Plan for the 2019 - 2023	04/08/2020	09/18/2020	2019	Submitted	<a href="#">View PDF</a> <a href="#">Export Report</a> <a href="#">Unsubmit Statement</a> <a href="#">Revise Statement</a> <a href="#">Create New P&amp;E Report</a> <a href="#">Mark as Final</a>

*Figure 51: Annual Statement/Budget List – Mark Budget as Final*

### 3.8 Performance and Evaluation Report and Lead-Based Paint Measures

PHAs that have an approved 5-Year Action Plan and that have submitted an Annual Statement/Budget can create a Performance & Evaluation (P&E) Report in EPIC. PHAs with Lead-Based Paint Capital Fund grants may be required to submit a P&E Report for these grants on an annual basis. Field Office staff may also require submission of P&E Reports throughout the lifecycle of a grant award by PHAs as part of risk-based monitoring and portfolio management. Field Office staff will notify PHAs in this category.

The P&E Report functionality in EPIC is similar to the Budget Revision functionality but collects additional information. This additional information may assist HUD staff in conducting grant closeout and annual risk-based monitoring activities.

The P&E Report will be based on the most recently submitted Budget or Budget Revision for the grant award. If PHAs have made any significant changes that would affect the most recent Budget, they must submit an Annual Statement/Budget Revision first before creating a new P&E report.

1. If you are reporting on a Lead-Based Paint Capital Fund grant, you must have a separate Budget in which you report specifically on that separate award. Awards for Lead Based Paint will have a slightly different number than a regular Capital Fund grant, typically, they contain an L in the grant number. Follow the steps above for creating a Budget and attaching it to an award then follow the instructions and then add the details outlined in step 4 below.



2. Your Budget must include the Lead-Based Paint related measures before you can create a P&E Report. If you are not reporting on a Lead-Based Paint Capital Fund grant; and your work under the grant does not include any Section 505/accessibility measures, energy/water conservation measures, or lead-based paint related measures; or the previously-submitted Lead-Based Paint Budget is current you may skip ahead to Step 8.
3. If you selected “Revise Statement” in order to reflect significant changes, you will see a Draft Annual Statement/Budget Revision appear; you should select the *Edit Statement* link next to the new Annual Statement/Budget Revision. If you selected *Edit Statement* in the step above, proceed.

AS2 » Annual Statements/Budget List » 50119

**Legend**

- This statement has been submitted and cannot be edited
- Revise the current statement (copies the statement)
- Edit the statement (does not copy the statement)
- Submitted as final Annual Statement/Budget/P&E
- Delete
- Create P&E Report
- View PDF
- Export Report
- Mark as Final (Grant close-out process)
- Unmark as Final (Cancel the Grant close-out process)

**Annual Statements/Budget**

Show 10 entries Search:

Statement	Plan Name	Created Date	Last Modified	Report Year	Status	Options
<a href="#">Annual Statement/Budget Original</a>	5 Year Action Plan for the 2018 - 2022 Rev. 1	09/24/2019	08/18/2020	2019	Submitted	<a href="#">View PDF</a> <a href="#">Export Report</a>
<a href="#">Annual Statement/Budget Rev. 1</a>	5 Year Action Plan for the 2018 - 2022 Rev. 3	09/23/2020	09/23/2020	2019	Submitted	<a href="#">View PDF</a> <a href="#">Export Report</a>
<a href="#">(DRAFT) Annual Statement/Budget Rev. 2</a>	5 Year Action Plan for the 2018 - 2022 Rev. 3	09/25/2020	09/25/2020	2019	Draft	<a href="#">Edit Statement</a> <a href="#">Delete Statement</a> <a href="#">View PDF</a> <a href="#">Export Report</a>

Showing 1 to 3 of 3 entries Previous Next

**Figure 52: Draft Budget on List Page (AS2)**

4. Select each work activity one at a time. Upon selecting the link on the Work Activity name, you will be directed to the *Work Activity Details* page; on that page, click to expand the *Other Measures* section.



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Home
Core Activity/Energy Module
Development of New Housing
Activity Planning (CFP grant planning)
EPC
PNA

5-Year Action Plan • Annual Statement/Budget/P&E

Selected PHA: Housing Authority of [redacted]  
[Change](#)
OMB CONTROL NUMBER: 2577-0274  
EXPIRATION DATE: 07/31/2017

AS3 » Activity List for Annual Statement/Budget » 5 Year Action Plan for 2017 - 2021 Rev. 1 [?](#)

← [Go back to Statement Listing](#)

Piggy Bank		
AS Amount	WA Planned Amount	Balance
\$1,000,000.00	\$1,000,000.00	\$0.00

BLI Piggy Bank			
BLI Number	Budget Line item	Cumulative Amount	Percentage
1480	General Capital Activity	\$1,000,000.00	100%

**Legend**

AS » Annual Statement/Budget

WA » Work Activity

» Edit Activity

» Remove Activity

» New Work Activity

» Modified Work Activity

**Annual Statement/Budget Information**

1. Title:

2. Fiscal Year End:

3. Fiscal Year:

**Grant/Award Information:**

4. Award Number:

5. Cost:

**Work Activities**

Show  entries   Search:

Identifier	Activity	Amount	BLI	Options
ID0074	<a href="#">LBP - Risk Assessment</a>	\$100,000.00	1480	
ID0075	<a href="#">LBP - Hazard Controls</a>	\$700,000.00	1480	
ID0076	<a href="#">LBP - Relocation</a>	\$100,000.00	1480	
ID0077	<a href="#">LBP - Clearance Examinations</a>	\$100,000.00	1480	

*Figure 53: Activity List for Annual Statement/Budget (AS3)*



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Home > Core Activity/Energy Module > Development of New Housing > Activity Planning (CFP grant planning) > EPC > PNA

5-Year Action Plan • Annual Statement/Budget/P&E

Selected PHA: Housing Authority of [redacted]
OMB CONTROL NUMBER: 2577-0274  
EXPIRATION DATE: 07/31/2017

**AS4 » Work Activity Details » 5 Year Action Plan for 2017 - 2021 Rev. 1**

[Go back to Work Activity Listing](#)

Piggy Bank		
AS Amount	WA Planned Amount	Balance
\$1,000,000.00	\$1,000,000.00	\$0.00

**Work Activity Information**

1. Title:

2. Description:

3. Cost:

4. Development/AMP:

Component Categories from PNA [\(Click to Expand\)](#)

Work Categories [\(Click to Expand\)](#)

Other Measures [\(Click to Expand\)](#) ←

**Figure 54: Work Activity Details Page (AS4)**

- Complete the “Other Measures” section by checking the box to the left of each appropriate category and entering the estimated cost. Then, click “Save”.



[← Go back to Work Activity Listing](#)

Piggy Bank		
AS Amount	WA Planned Amount	Balance
\$1,000,000.00	\$1,000,000.00	\$0.00

**Work Activity Information**

1. Title:

2. Description:

3. Cost:

4. Development/AMP:

**Component Categories from PNA** [\(Click to Expand\)](#)

**Work Categories** [\(Click to Expand\)](#)

**Other Measures** [\(Click to Expand\)](#)

10. Other Measures:

	Other Measure Detail	Estimated Cost
<input type="checkbox"/>	Section 504/other accessibility measure	<input type="text"/>
<input type="checkbox"/>	Security - Hard Costs	<input type="text"/>
<input type="checkbox"/>	Security - Soft Costs	<input type="text"/>
<input type="checkbox"/>	energy/water conservation measure	<input type="text"/>
<input checked="" type="checkbox"/>	lead based paint related measure	<input type="text" value="100,000"/>

**Figure 55: Other Measures Section of the Work Activity Details Page (AS4)**

6. Repeat Steps 5 and 6, above, for each work activity. Once you have completed the “Other Measures” section for each work activity and made any other necessary updates to the Annual Statement/Budget, select the *Submit Report* button to submit the Annual Statement/Budget or Annual/Statement/Budget Revision. You will receive a warning message indicating that this action will lock the statement; click “OK”.
7. Select the *Create New P&E Report* link. (If your agency has not yet submitted an Annual Statement/Budget for the grant, you will not see the *Create New P&E Report* link; submitting a Budget must be completed before creation of a P&E Report.)





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[Home](#)   [Core Activity/Energy Module](#)   [Development of New Housing](#)   [Activity Planning \(CFP grant planning\)](#)   [EPC](#)   [PNA](#)

 Selected PHA: Housing Authority of XXXXXXXXXX   OMB CONTROL NUMBER: 2577-0274  
[Change](#)   EXPIRATION DATE: 07/31/2017

**AS2 » Annual Statements/Budget List**

**Legend**

- This statement has been submitted and cannot be edited
- Revise the current statement (copies the statement)
- Edit the statement (does not copy the statement)
- Submitted as final P&E
- Delete
- Create P&E Report
- View PDF
- Export Report

**Annual Statements/Budget**

Show  entries   Search:

Statement	Plan Name	Created Date	Last Modified	Report Year	Status	Options
<a href="#">Annual Statement/Budget Original</a>	5 Year Action Plan for the 2017 - 2021 Rev. 1	11/08/2019	12/12/2019	2017	Submitted	<a href="#">View PDF</a> <a href="#">Export Report</a>
<a href="#">Annual Statement/Budget Rev. 1</a>	5 Year Action Plan for the 2017 - 2021 Rev. 1	12/12/2019	12/12/2019	2017	Submitted	<a href="#">View PDF</a> <a href="#">Export Report</a> <a href="#">Revise Statement</a> <a href="#">Create New P&amp;E Report</a>

Showing 1 to 2 of 2 entries   [Previous](#)   [Next](#)

**Figure 56: Annual Statement/Budget List Page (AS2)**

8. You will be presented with an informational message asking you to confirm whether you would like to proceed further and create a P&E Report. Select *Create P&E Report*.



**Figure 57: Confirm P&E Report Creation (PE7)**

- In the drop-down box, select the Fiscal Year on which you are reporting. One by one, select the *Edit Activity Details* link next to each of the work activities that were executed during the fiscal year and follow the instructions below to provide the necessary information. You should report for all work activities that were executed during the fiscal year.

Identifier	Activity	Amount	Options
ID0074	<a href="#">LBP - Risk Assessment</a>	\$100,000.00	<a href="#">Edit Activity Details</a>
ID0075	<a href="#">LBP - Hazard Controls</a>	\$700,000.00	<a href="#">Edit Activity Details</a>
ID0076	<a href="#">LBP - Relocation</a>	\$100,000.00	<a href="#">Edit Activity Details</a>
ID0077	<a href="#">LBP - Clearance Examinations</a>	\$100,000.00	<a href="#">Edit Activity Details</a>

**Figure 58: Activity List for P&E Report Page (PE1)**

- Upon selecting the *Edit Activity Details* link for a work activity, the **Work Activity Information** screen will display. Enter the amount of funds obligated, the amount of



funds expended, the actual cost, and the status of work performed. These amount should match what has been reported in LOCCS at the time of your submission. Then, select *Next*.

PE2 » Award ID ██████████ 50117 » Work Activity Information ?

[Go back to P&E Activity Listing](#)

**LOCCS Information**

Total Amount of Award	Award Balance Remaining (Not included in Annual Statement/Budget)
\$1,000,000.00	\$0.00

**Work Activity Details**

[Budget Line Items](#)

[Other Measures](#)

[Installation Information](#)

**Work Activity Information (READ-ONLY)**

1. Title:

2. Description:

3. Cost:

4. Grant Amount:   
Reference Only

---

**Status As Of Report Date**

5. Has your Budget Line Item information changed?  YES  NO

6. Funds Obligated:  ←

7. Funds Expended:  ←

8. Actual Cost:  ←

9. Status of Work:  ←

→

**Figure 59: Work Activity Information Page (PE2)**

11. On the **Other Measures Information** page, please identify how much of the amount of the work activity was used to perform lead-based paint related measures and other measures by entering the *Obligated Cost* and *Expended Cost*. The *Estimated Cost* is populated based on the prior Annual Statement/Budget or Annual Statement/Budget Revision. After you have entered the necessary information, select *Next*



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Selected PHA: Housing Authority of     OMB CONTROL NUMBER: 2577-0274  
EXPIRATION DATE: 07/31/2017

**PE4 » Award ID   50117 » Other Measures Information**

[Go back to P&E Activity Listing](#)

LOCCS Information	
Total Amount of Award	Award Balance Remaining (Not included in Annual Statement/Budget)
\$1,000,000.00	\$0.00

[Work Activity Details](#)

[Budget Line Items](#)

[Other Measures](#)

[Installation Information](#)

**Work Activity Information - LBP - Risk Assessment**

Work Activity Funds Obligated: \$50,000.00    Work Activity Funds Expended: \$25,000.00

**1. Other Measures Information**

Other Measure Detail	Estimated Cost	Obligated Cost	Expended Cost
<input checked="" type="checkbox"/> lead based paint related measure	\$100,000.00	50,000	25,000

« Previous
Next »
Cancel

*Figure 60: Other Measures Information Page (PE4)*

12. Select “Manage Installation Items by Dev” to identify the units within the development where the work was executed and to enter the quantity of work performed.



[← Go back to P&E Activity Listing](#)

LOCCS Information	
Total Amount of Award	Award Balance Remaining (Not included in Annual Statement/Budget)
\$1,000,000.00	\$0.00

[Work Activity Details](#)

[Budget Line Items](#)

[Other Measures](#)

**Installation Information**

**Work Activity Information - LBP - Risk Assessment**

**Work Activity Funds Obligated: \$50,000.00      Work Activity Funds Expended: \$25,000.00**

**1. Component Categories from PNA**

---

**2. Installations by Development/AMP**

Installations	Manage Information
<div style="background-color: #cccccc; padding: 2px;">██████████ 0001</div> <ul style="list-style-type: none"> <li>↳ Contract Administration (1480) » Other Fees and Costs ( 0.00 )</li> </ul>	<div style="background-color: #e0e0e0; padding: 5px; border: 1px solid #ccc;"> <a href="#">Manage Installation Items by Dev</a> </div>

« Previous
Save
Cancel

**Figure 61: Installation By Development/AMP (PE5)**

13. As appropriate, report information on the quantity of work performed and affected developments. Then, select “Save Selections”.



[← Go back to P&E Activity Listing](#)

[Work Activity Details](#)

[Budget Line Items](#)

[Other Measures](#)

[Installation Information](#)

**Work Activity Information - LBP - Risk Assessment**

**Work Activity Funds Obligated: \$50,000.00      Work Activity Funds Expended: \$25,000.00**

**1. Installation Item**

Installation Item	Quantity	Quantity Type	Type Of System
Contract Administration (1480) » Other Fees and Costs »	<input type="text" value="0.0"/>	<input type="text"/>	<input type="text" value="Select"/>

**2. Affected Developments/AMPs**

Building	
██████████ 0001	<a href="#">[Select All]</a> <a href="#">[Deselect All]</a>
<input type="checkbox"/> L TUIQ ISZIRM JV1 02 BIRMINGHAM, AL	
<input type="checkbox"/> L TUIQ ISZIRM JV1 032 BIRMINGHAM, AL	
<input type="checkbox"/> L TUIQ ISZIRM JV1 20 BIRMINGHAM, AL	
<input type="checkbox"/> L TUIQ ISZIRM JV1 412 BIRMINGHAM, AL	
<input type="checkbox"/> L TUIQ ISZIRM JV1 613 BIRMINGHAM, AL	
<input type="checkbox"/> L TUIQ ISZIRM JV1 633 BIRMINGHAM, AL	

**Figure 62: Installation Information for Development/AMP (PE6)**

14. Confirm the information submitted for the work activity – funds obligated, funds expended, and units where work was performed. Then, select “Save”. Repeat the process outlined in the steps above to report on all work activities that were executed during the fiscal year.
  
15. PHAs will have an option to mark a P&E Report as “Final” in EPIC if the amount left to be expended does not exceed \$500 and all awarded funds are recorded as obligated. If the P&E Report is being used to support grant closeout, the PHA must mark the P&E Report as “Final”.



✔ Work Activity report saved!

[← Go back to P&E Report Listing](#)

---

**LOCCS Information**

Total Amount of Award	Award Balance Remaining (Not included in Annual Statement/Budget)
\$1,000,000.00	\$0.00

---

**Legend**

» Edit Activity Details

**Fiscal Year Information**

1. Fiscal Year End:

2. Fiscal Year:

4. Status:

---

**Work Activities for P&E Report**

Identifier	Activity	Amount	Options
ID0074	<a href="#">LBP - Risk Assessment</a>	\$100,000.00	<a href="#">Edit Activity Details</a>
ID0075	<a href="#">LBP - Hazard Controls</a>	\$700,000.00	<a href="#">Edit Activity Details</a>
ID0076	<a href="#">LBP - Relocation</a>	\$100,000.00	<a href="#">Edit Activity Details</a>
ID0077	<a href="#">LBP - Clearance Examinations</a>	\$100,000.00	<a href="#">Edit Activity Details</a>

---

**Finished with all work activities?**

If you are finished reporting on all the work activities for this Award, contact PHA Executive Director to submit your Performance and Evaluation report and lock the report. If not finished, click the "Save Report" button to return to the P&E Report listing page.

[View PDF](#)

3. Mark P&E Report As Final

**This report could not be marked as final because:**

- Amount left to be Expended is more than \$500
- Obligated amounts should be no less than the Award amount
- Expended amounts is less than the Obligated amounts

Figure 63: "Mark P&E Report As Final" Check Box on PE1 Page

16. You can either "Save Report" which will place it in a draft status, making it available for future editing, or "Submit Report" which will lock the P&E. **NOTE: EPIC does not notify the Field Office of submissions of P&E Reports; PHAs should always send an email to FO representatives informing them of their EPIC P&E Report submission.**

#### 4.0 HUD FIELD OFFICE ROLES AND RESPONSIBILITIES WITHIN EPIC

Field Office Staff members review submissions and *Recommend Approval* or *Recommend Approval Withheld* for a submitted 5YAP Report, *Unsubmit* Budgets and *Unmark* Budgets as *Final*. Field Office Directors, and their designees can *Approve* or *Reject* 5YAPs. Field Offices can also review P & E Reports directly in EPIC.

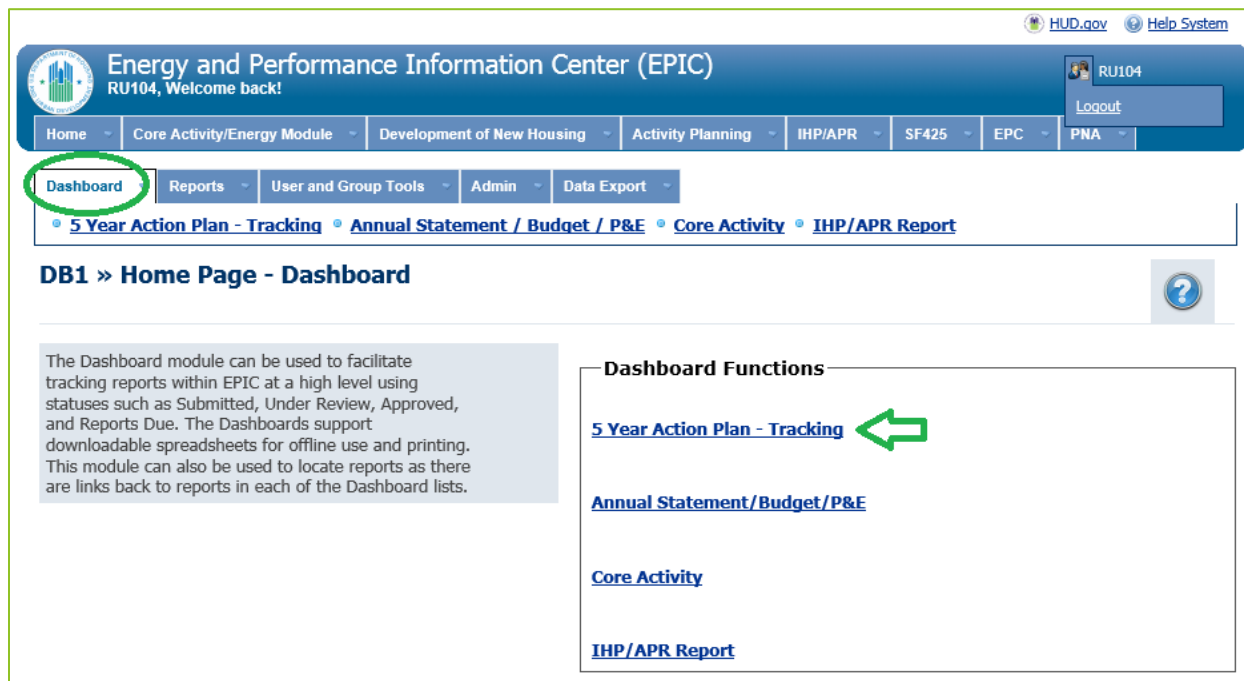
March 3, 2021

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#### 4.1 Field Office Review of 5YAP

Upon logging in to EPIC, the Field Office user navigates to the Dashboard tab and selects *5-Year Action Plan – Tracking* under Dashboard Functions. PHA users will not see this “Dashboard” tab displayed, as this functionality is reserved for HUD users.



**Figure 64: 5-Year Action Plan - Tracking Dashboard Function**

The Field Office user is then directed to the *5 Year Action Plan – Tracking Dashboard* page. The Field Office user may select the *Search by PHA Code* link to search for the 5YAP of a particular PHA. Alternatively, the Field Office User may use the options on this page to select the Field Office or make other selections. In addition, the Field Office user may choose to filter the list to display only 5YAPs in a certain status. Upon locating a 5YAP, the Field Office user may select the *View* link to view the 5YAP.





• 5 Year Action Plan - Tracking • Annual Statement / Budget / P&E • Core Activity • IHP/APR Report • SF425 Report

DB2 » 5 Year Action Plan - Tracking Dashboard

Help?

Search by PHA Code

Field Offices:

PHA Fiscal Year: ALL

PHA Fiscal Year End: ALL

Include 5 Year Action Plans:  Original  Revisions  Both

**5 Year Action Plans List Filter**

All (52) Submitted to FO (1) Under Review by FO Staff (0)  
 Approved (48) Approval Withheld (0) Action Plans Due (0)

**All 5 Year Action Plans**

Show 10 entries Search:

HA Code	Action Plan Detail	Report Status	Plan Type	Total Estimated Amount	Submit Date	Approval Date	Approved By	Action
001	5-Year Action Plan for 2020-2024 Rev. 1	Approved	Rolling	\$12,703,785.00	09/14/2020	09/14/2020	EPIC SYSTEM	<a href="#">View</a>
001	5-Year Action Plan for 2020-2024	Approved	Rolling	\$12,703,785.00	08/26/2020	08/26/2020	EPIC SYSTEM	<a href="#">View</a>

Figure 65: Tracking Dashboard Filtered for FO and Submitted Status

When viewing a 5YAP, Field Office users will be able to select work activities to view the details of each item. In addition, Field Office users will be able to select the *View Work Activity Log* icon next to work activities to see information on their history. Field Office users may not add or edit work items or fudge work items between years.

Field Office users will see options displayed to add comments. The *View/Add Comment* link facilitates communications between HUD and the PHA; comments entered via this link are sent to the PHA. The *Internal Comments* link facilitates communication within HUD, between HUD staff.

Field Office users will see links displayed on the *Activities List* page to *Recommend Approval* or *Recommend Approval Withheld*. Refer to PIH Notice 2016-21 (see: <http://portal.hud.gov/hudportal/documents/huddoc?id=PIH-2016-21.pdf>) for guidance on HUD review and approval of 5YAPs in EPIC.



**Energy and Performance Information Center (EPIC)**  
 RU103, Welcome back!
 

 RU103  
[Logout](#)

Home
Core Activity/Energy Module
Development of New Housing
Activity Planning
IHP/APR
SF425
EPC
PNA
Dashboard

Reports
User and Group Tools

• 5-Year Action Plan
• Annual Statement/Budget/P&E
OMB CONTROL NUMBER: 2577-0274  
EXPIRATION DATE: 03/31/2015

### 5YAP3 » Activities List for [REDACTED] - 2015 to 2019

5 Year Action Plan Activities page displays high level view of active work activities for this PHA.

[Go back to Plans Listing](#)

[View PDF](#)

Piggy Bank			
Work Activity Cost			
Year	Estimated	Consumed	Balance
2015	\$260,000.00	\$260,000.00	\$0.00
2016	\$260,000.00	\$260,000.00	\$0.00
2017	\$260,000.00	\$260,000.00	\$0.00
2018	\$260,000.00	\$260,000.00	\$0.00
2019	\$260,000.00	\$260,000.00	\$0.00
<b>Total</b>	<b>\$1,300,000.00</b>	<b>\$1,300,000.00</b>	<b>\$0.00</b>

**Legend**

- Edit Work Activity
- Clone Work Activity
- Delete Work Activity
- View Work Activity Log
- Submitted Annual Statement/Budget
- Draft Annual Statement/Budget
- Approved Work Activity

[View/Add Comment](#)

[Internal Comments](#)

**Work Activities**

Search for Work Activities records using a Year Range, Development/AMP, and/or Work Activity name

Years to View:  -

Development/AMP:

Work Activity Name:

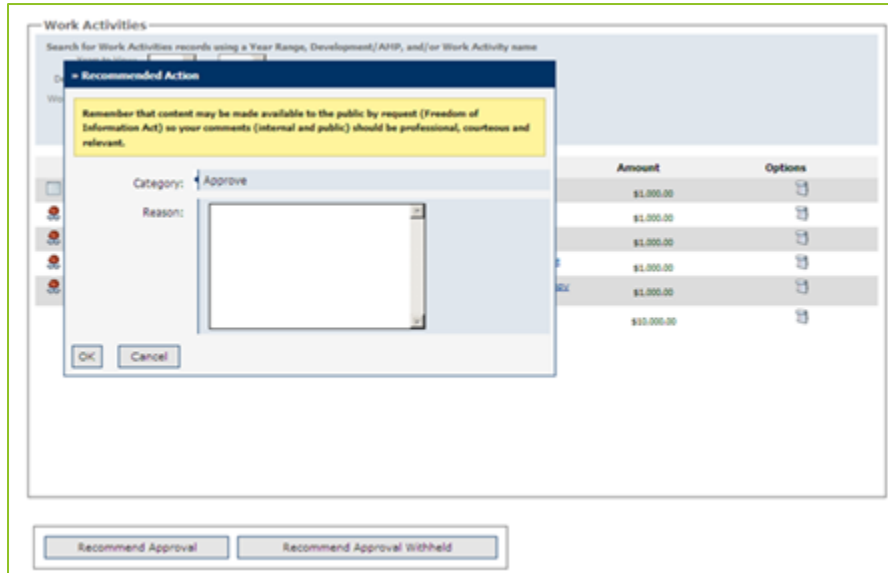
Year	Identifier	Dev/AMP	Activity	Amount	Options
2015	ID0001	[REDACTED]	<a href="#">Admin 2015</a>	\$25,000.00	
2015	ID0007	[REDACTED]	<a href="#">Frazier Village Window Replacement</a>	\$201,000.00	
2015	ID0011	[REDACTED]	<a href="#">Frazier Air conditioning upgrade</a>	\$34,000.00	
2016	ID0002	[REDACTED]	<a href="#">Admin 2016</a>	\$26,000.00	
2016	ID0006	[REDACTED]	<a href="#">Roof replacement - Grant View Cherry Court</a>	\$200,000.00	
2016	ID0012	[REDACTED]	<a href="#">Fort Cumberland Air conditioning upgrade</a>	\$34,000.00	
2017	ID0003	[REDACTED]	<a href="#">Admin 2017</a>	\$26,000.00	
2017	ID0008	[REDACTED]	<a href="#">Fort Cumberland Window Replacement</a>	\$200,000.00	

**Figure 66: View of Activities List Page for Field Office Staff**

Upon selecting the *Recommend Approval* or *Recommend Approval Withheld* button, a Field Office user will see a screen displayed on which to confirm the action and enter comments. Field Office users are required to enter a comment when recommending that the FO Director withhold approval of a 5-Year Action Plan.

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**Figure 67: FO Staff Recommend Approval of 5YAP and Enter Comments**

Field Office Directors are authorized to approve or withhold approval for 5YAPs. The Field Office Director logs into EPIC and navigates to the 5YAP by using the Dashboard functionality as described above. When viewing a 5YAP, the recommendation by Field Office staff is displayed just above the Approve/ Approval Withheld buttons.

[Go back to Plans Listing](#)

[View PDF](#)

[Export Report](#)

Piggy Bank			
Work Activity Cost			
Year	Estimated	Consumed	Balance
2019	\$90,548.00	\$90,548.00	\$0.00
2020	\$60,457.00	\$60,457.00	\$0.00
2021	\$60,457.00	\$60,457.00	\$0.00
2022	\$60,457.00	\$60,457.00	\$0.00
2023	\$60,457.00	\$60,457.00	\$0.00
<b>Total</b>	<b>\$332,376.00</b>	<b>\$332,376.00</b>	<b>\$0.00</b>

**Legend**

- Edit Work Activity
- Clone Work Activity
- Delete Work Activity
- View Work Activity Log
- Submitted Annual Statement/Budget (Cannot be Edited)
- Draft Annual Statement/Budget (Cannot be Edited)
- Approved Work Activity

[View/Add Comment](#)

[Internal Comments](#)

**Work Activities**

Search for Work Activities records using a Year Range, Development/AMP, and/or Work Activity name

Years to View: [ ] - [ ]

Development/AMP: [ ]

Work Activity Name: [ ]

Year	Identifier	Development/AMP	Activity	Amount	Options
2019	ID0001	FOUR SEASONS/SCATTERED (MN100000001)	Operations	\$10,452.00	
2019	ID0002	FOUR SEASONS/SCATTERED (MN100000001)	Administration	\$2,911.00	
2019	ID0003	FOUR SEASONS/SCATTERED (MN100000001)	Architect Fees	\$4,000.00	
2019	ID0004	FOUR SEASONS/SCATTERED (MN100000001)	Replace siding/insulation/windows at 2 houses	\$73,185.00	
2020	ID0005	FOUR SEASONS/SCATTERED (MN100000001)	Operations	\$3,337.00	
2020	ID0006	FOUR SEASONS/SCATTERED (MN100000001)	Administration	\$2,000.00	
2020	ID0007	FOUR SEASONS/SCATTERED (MN100000001)	Replace siding, etc at 2 houses	\$55,120.00	
2021	ID0008	FOUR SEASONS/SCATTERED (MN100000001)	Administration	\$1,237.00	
2021	ID0009	FOUR SEASONS/SCATTERED (MN100000001)	Architect Fees	\$3,000.00	
2021	ID0010	FOUR SEASONS/SCATTERED (MN100000001)	Replace siding/insulation/windows at 2 houses	\$56,220.00	
2022	ID0011	FOUR SEASONS/SCATTERED (MN100000001)	Operations	\$9,000.00	

Posted Date/Time	Posted By	Category	Comments
2020-11-16 08:39:09.0		Recommendation	Request to Approve: no lbp or asbestos concerns
2020-11-05 12:48:20.0		Recommendation	Request to Approve: LBP and Asbestos concerns noted as not present.

**Figure 68: FO Director Approval of 5YAP**

If approval is withheld, the Field Office Director will be required to enter a comment. The 5YAP will then become unlocked so that the PHA can fix the problem in the 5YAP and re-submit it to HUD for approval.



A Field Office user can Create a New 5 Year Action Plan, even if there is one already in place. This should only be used on rare occasions when there is no alternative.

**5YAP1 » 5-Year Action Plan Reporting** [Help?](#)

Please begin the reporting process by selecting an Award. Please contact your Administrator if you do not have access to a specific Award in the Award List below.

Please enter search criteria. A cumulative search is performed including all parameters provided.

PHA Code:

PHA Name:   [Clear Search Results](#)

PHA	Plan	Type	Created Date	Last Modified	Report Year	Status	Submitted On	Approved By	Approved On	Options
	<a href="#">5-Year Action Plan for 2020-2024</a>	Rolling	01/23/2020	03/16/2020	2020-2024	Approved	03/16/2020		03/16/2020	
	<a href="#">5-Year Action Plan for 2015-2019 Rev. 16</a> (0/1)	Fixed	04/02/2020	04/02/2020	2015-2019	Approved	04/02/2020		04/02/2020	
	<a href="#">5-Year Action Plan for 2015-2019 Rev. 15</a> (0/1)	Fixed	07/24/2019	03/30/2020	2015-2019	Approved	07/24/2019		09/16/2019	
	<a href="#">5-Year Action Plan for 2015-2019 Rev. 14</a> (0/1)	Fixed	07/16/2019	07/24/2019	2015-2019	Approved	07/16/2019		07/17/2019	
	<a href="#">5-Year Action Plan for 2015-2019 Rev. 13</a> (0/1)	Fixed	07/09/2019	07/16/2019	2015-2019	Approved	07/09/2019		07/16/2019	
	<a href="#">5-Year Action Plan for 2015-2019 Rev. 12</a> (0/1)	Fixed	06/12/2019	07/09/2019	2015-2019	Approved	06/12/2019		06/21/2019	

Figure 69: FO User Options on 5YAP Reporting Page

## 4.2 Field Office Role in Annual Budget Reporting

Field Office users do not review or approve Budgets. Once a Budget is successfully submitted it will be loaded into ELOCCS within a few business days. However, a Field Office user can Unsubmit a Budget, which sets it back to draft, if a PHA has made a mistake and would like to make changes and resubmit. Under *Activity Planning, Annual Statement/Budget* Screen the Field Office selects the year and clicks on the *View Statements* Link. On the AS2 Screen the option to *Unsubmit* appears next the last submitted statement, so long as no other draft exists.

**Annual Statements/Budget**

Show  entries Search:

Statement	Plan Name	Created Date	Last Modified	Report Year	Status	Options
<a href="#">Annual Statement/Budget Original</a>	5 Year Action Plan for the 2019 - 2023	08/05/2019	08/18/2020	2019	Submitted	
<a href="#">Annual Statement/Budget Rev. 1</a>	5 Year Action Plan for the 2019 - 2023	04/08/2020	08/18/2020	2019	Submitted	

Showing 1 to 2 of 2 entries ◀ Previous Next ▶

Figure 70: FO User Option to Unsubmit a Budget on the AS2 Page



Field Office Users can also Unmark a Budget as Final, if A PHA accidentally checks that button.

**Annual Statements/Budget**

Show 10 entries Search:

Statement	Plan Name	Created Date	Last Modified	Report Year	Status	Options
<a href="#">Annual Statement/Budget Original</a>	5 Year Action Plan for the 2019 - 2023	08/05/2019	08/18/2020	2019	Submitted	<a href="#">View PDF</a> <a href="#">Export Report</a>
<a href="#">Annual Statement/Budget Rev. 1</a>	5 Year Action Plan for the 2019 - 2023	04/08/2020	11/17/2020	2019	Submitted	<a href="#">View PDF</a> <a href="#">Export Report</a> <a href="#">Unsubmit Statement</a> <a href="#">Create New P&amp;E Report</a> <a href="#">Unmark as Final</a>

Showing 1 to 2 of 2 entries ◀ Previous Next ▶

**Figure 71: FO User Option to Unmark a Budget as Final on AS2 Page**



**5.0 APPENDICES**

**5.1 Acronyms**

Table 1 below provides definitions and explanations for terms and acronyms relevant to the content presented within this document.

*Table 1: Appendix A – Acronyms*

Acronym	Definition
APM	Activity Planning Module (of EPIC)
BLI	Budget Line Item
EPIC	Energy and Performance Information Center
FO	Field Office
FYE	Fiscal Year End
HUD	U.S. Department of Housing and Urban Development
LOCCS	Line of Credit Control System
P&E	Performance and Evaluation
PHA	Public Housing Authority
PIH	Public and Indian Housing
5YAP	5-Year Action Plan
PNA	Physical Needs Assessment

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### 5.3 5 YEAR ACTION PLAN TYPE AND STARTING YEAR SUBMISSION TIMELINES

The 5-Year Action Plan starting year is the first year of the five-year period covered by the plan. PHAs should submit plans for each span of years based on the suggested timeline below to provide time for field office review and approval and timely access to capital funds.

- Fixed Plan – Covers a static, five-year period. At the conclusion of this period, a new plan is created covering the next five-year period. Fixed plans should not have any overlapping years.
- Rolling Plan – Covers a rolling, five-year period. Annually a new plan is created, removing the oldest year and adding on an additional year.

PHAs elect to create either a “Fixed” or “Rolling” 5-Year Action Plan and may change their election at the end of a 5-Year Action Plan reporting period. For example, a PHA currently operating under a Fixed Plan may shift to a Rolling Plan with its next submission as long as the PHA continues to cover 5 years within the plan, including the current year. Small PHAs should refer to part iii below for a discussion of the different flexibilities afforded under Fixed and Rolling Plans.

#### **FIXED 5-YEAR ACTION PLANS: EPIC Submission Requirements**

- Fixed Plans – PHAs operating under fixed plans should consider whether their latest existing, approved 5-Year Action Plan in EPIC covers the next fiscal year of CFP awards. If so, the PHA need not take any action in EPIC<sup>2</sup> in advance of the PHA’s FYE or the date capital funds are awarded and made available. HUD encourages submission of a 5YAP for the next five-year time-period by the PHA’s FYE or the CFP award date (whichever comes first).
- For example, a PHA with an approved, Fixed 2016-2020 5YAP in EPIC need not take any action in advance of the issuance of FY 2020 CFP awards. However, by the date FY 2021 CFP funds are awarded or the PHA’s FYE (e.g., 12/31/2020, 3/31/2021, 6/30/2021, or 9/30/2021), the PHA should have submitted a 2021-2025 Fixed 5YAP in EPIC.

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<sup>2</sup> Please note, however, that PHAs may still be required to submit various certifications to HUD, as detailed at 24 CFR 905.300(b)(1)(v)(B)(2). EPIC’s Activity Planning Module does not automate these certifications, and PHAs must continue to submit these certifications as prescribed by HUD under current or future guidance. For further information, please see the annual processing guidance posted on the Office of Capital Improvements Web page at: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/capfund](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/capfund)



### **ROLLING PLAN 5-YEAR ACTION PLANS: EPIC Submission Requirements**

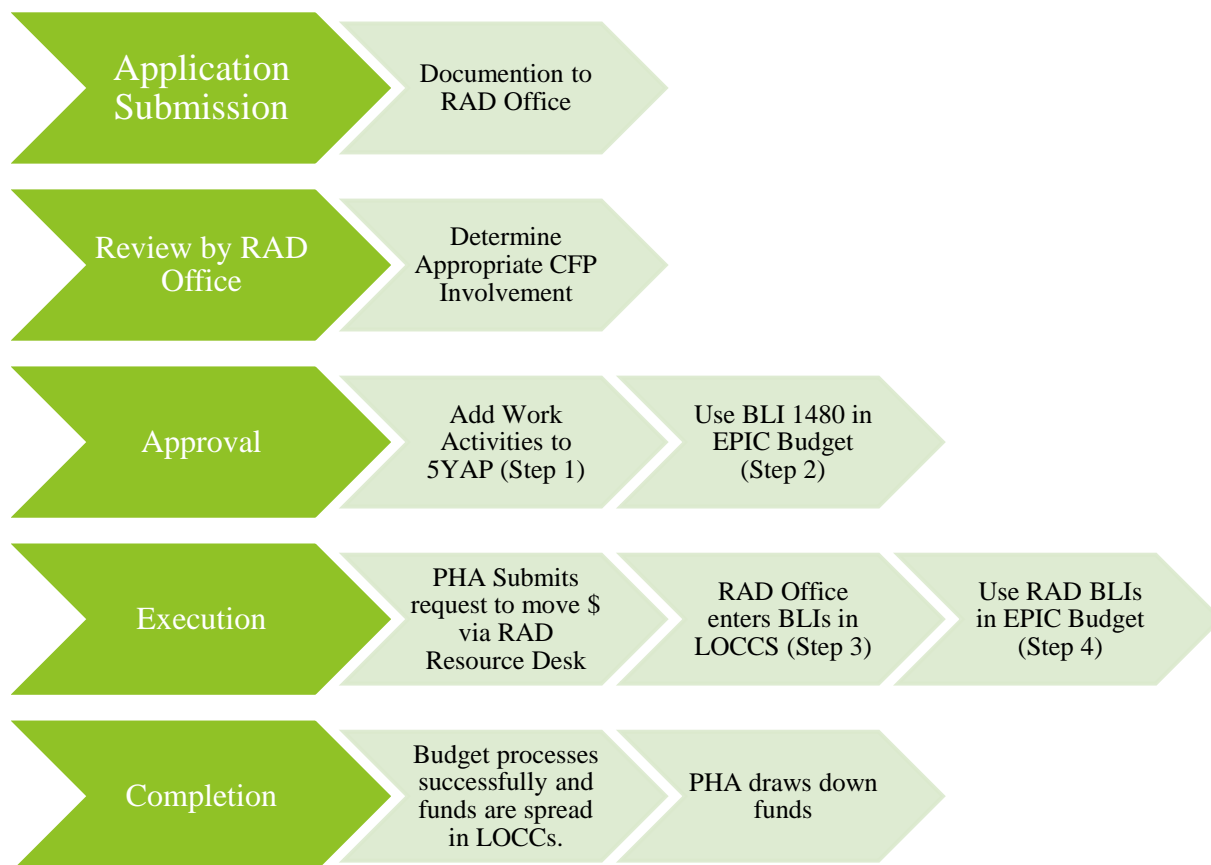
- PHAs operating under Rolling 5-Year Action Plans must submit 5-Year Action Plans annually, adding one year to the start year. HUD encourages submission of a the 5-Year Action Plan by the PHA's FYE (i.e., 12/31/2019, 3/31/2020, 6/30/2020, or 9/30/2020) or the award date for CFP awards (whichever comes first). This same guidance applies in subsequent years.

#### **5.4 Reporting on Non-Formula Capital Fund Grants**

- PHAs that receive extra CFP funds awarded through successful application to a Notice of Funding Opportunity (NOFO), such as Lead Based Paint grants, or Housing Related Hazard grants, in addition to awards for Emergency Safety and Security grants should add the amounts awarded to the appropriate year of source funds awarded. This may not be the same as the year the funds were awarded. For example, if the award was made in 2020, but the funding source is 2019, the PHA should add the grant amount to their 2019 funding estimates.
- To report activities for an approved grant application such as an Emergency and Disaster Grant, the PHA will first need to create new work activities and add the activities to the applicable 5YAP.
  - For example, if the grant was awarded with 2020 funds, the activities should be added to the Rolling 5YAP plan that begins with 2020 or the Fixed 5YAP that includes 2020.
- Once those activities are approved by the Field Office, the PHA will then create a new Budget for the specific grant and associate the Budget to the grant in the same way a PHA would do if it were a regular CFP grant. This means the PHA will end up with 2 (or more) Budgets for the same year each tied to the same 5YAP one for the regular CFP grant and one for any other award.
- EPIC will not populate an error message for this scenario as it will recognize that these are two separate awards with different award numbers.



## 5.5 Reporting on RAD Transactions



We recommend that PHAs converting properties to RAD use the following process in EPIC:

### Before closing:

When a PHA is anticipating closing on RAD during one of the years covered by an EPIC 5-Year Action Plan, they should include separate work activities for each of the relevant RAD related work categories:

- In EPIC Activity Planning-5 Year Action Plan: Edit/Revise appropriate 5YAPs with work activities for RAD Pre-closing (1480) and any relevant RAD BLI (1503, 1504, 1505) in consultation with RAD Office and submit for approval.
- i. BLI 1480 should be used if the RAD closing will not occur in the next 6 months.
  - ii. PHAs place Capital Funds into BLI 1503 for use as Housing Assistance Payments during the year of the RAD conversion since the Section 8 conversion does not take effect until January 1 of the following year.
  - iii. PHAs place Capital Funds into BLI 1504 for use as a source in the RAD conversion--to cover hard cost of construction, soft costs, and/or reserves.



- iv. BLIs place Capital Funds into BLI 1505 when they have removed units from PIC for a RAD transaction that is not expected to close for several years, and they want to set aside the Capital Funds for that transaction.
  1. The money should be allocated to the RAD Funds Pre-Closing work activity in the 5YAP, but the other relevant work activities should be entered with \$1.00 as place holders. The 5YAP is approved with the multiple work activities (the *Piggy Bank* may be slightly out of balance- this is OK).
  2. The PHA should submit an Annual Statement/Budget that includes the RAD Pre-Closing work activity, but not the other two placeholder RAD work activities.

**At/after closing:**

In EPIC Activity Planning- Annual Statement/Budget-Create or revise a Budget for the applicable CFP grant year importing the appropriate BLI depending on where in the transaction cycle the deal is.

3. Recap office will re-spread the BLIs in LOCCS by moving money from 1480 to either RAD (1503) and/or RAD Investment Activity (1504) based on the approved RAD financing plan. The RAD Office is solely responsible for moving funds in LOCCs onto RAD BLIs.
4. At this point LOCCS and EPIC will be out of synch. To get back in synch, the PHA will need to revise the Annual Statement/Budget that will match what the Recap office has done in LOCCS. It should import the relevant placeholder RAD work activities into the revised Annual Statement/Budget and remove the *Pre-Closing 1480 Work Activity*. The PHA should then submit the revised Annual Statement/Budget that reflects the status of the funding after closing as it is reflected in LOCCS.

**Post Closing:**

If a PHA will be awarded CFP after a RAD transaction has closed, the PHA may create work activities in their 5YAP for eligible close-out expenses. The PHA will then submit a Budget using the eligible post-closing work items and submit to be spread in EPIC.

**5.6 Reporting on Operating Fund Grants**

Notice 2016-18 Outlines the steps to use Operating Fund Grants for Capital Fund Purposes.



