



**U. S. DEPARTMENT OF HOUSING AND
URBAN DEVELOPMENT**

CAPITAL FUND GUIDEBOOK TRAINING

**THE ENERGY AND PERFORMANCE
INFORMATION CENTER (EPIC)**

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EPIC PRESENTER



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Investments
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Information Specialist, Office of
Capital Improvements



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AGENDA



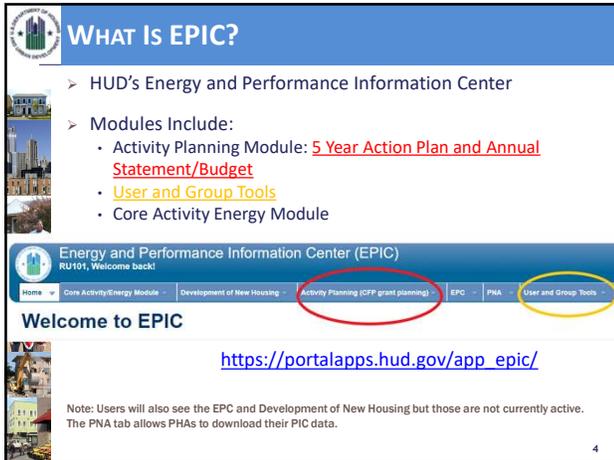
- > EPIC Overview
- > Document Management Center
- > CFP Five-Year Plan
- > Creating and Revising an Annual Budget
- > Reporting on Non-Formula Capital Funds, RAD and
Debt Service
- > Grant Close-out and Creating and Submitting
Performance & Evaluation Reports
- > User Administration

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NOTE: Video and slides may differ slightly ,however the HUD guidance is consistent and these are the most current version of the slides.

WHAT IS EPIC?

- > HUD's Energy and Performance Information Center
- > Modules Include:
 - Activity Planning Module: [5 Year Action Plan and Annual Statement/Budget](#)
 - [User and Group Tools](#)
 - Core Activity Energy Module



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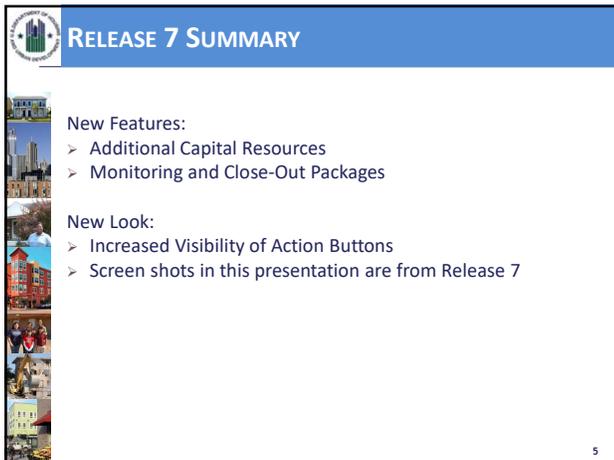
RELEASE 7 SUMMARY

New Features:

- > Additional Capital Resources
- > Monitoring and Close-Out Packages

New Look:

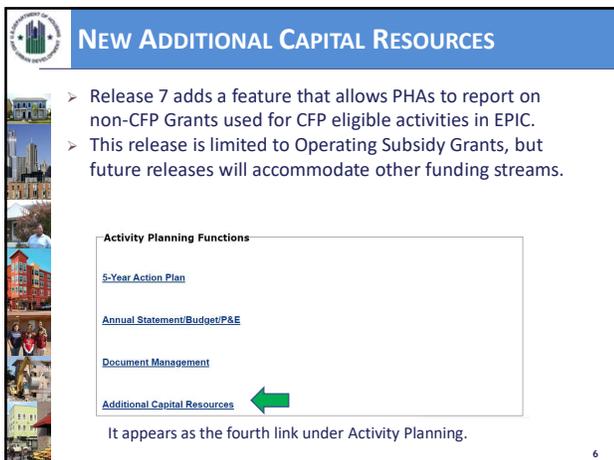
- > Increased Visibility of Action Buttons
- > Screen shots in this presentation are from Release 7



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NEW ADDITIONAL CAPITAL RESOURCES

- > Release 7 adds a feature that allows PHAs to report on non-CFP Grants used for CFP eligible activities in EPIC.
- > This release is limited to Operating Subsidy Grants, but future releases will accommodate other funding streams.



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ACTIVITY PLANNING - NEW DOCUMENT MANAGEMENT CENTER

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NEW DOCUMENT MANAGEMENT CENTER

- A significant new feature was added to EPIC last year – the Document Management Center. PHAs can now submit “packages,” which are a collection of required documents related to a specific grant award to HUD via the Document Management Center. The ability to do new kinds of Packages is part of Release 7.

Activity Planning Functions

[5-Year Action Plan](#)

[Annual Statement/Budget/P&E](#)

[Document Management](#) ←

[Additional Capital Resources](#)

It appears as the third link under Activity Planning.

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INITIAL PACKAGE

- PHAs create an Initial Package for each Grant/Award.



- This is where PHAs need to upload their ACC Amendments.
- Each PHA will need to upload specific documents depending on the type of Grant and their specific designation.

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HUD REVIEW OF PACKAGES

- The Field Office will review the PHA package to ensure compliance with submission requirements for each Award type.
- The Capital Fund formula Grant that is detailed in the Processing Guidance for each year. For other Capital Fund Grants PHAs should refer to the specific guidance that accompanies their ACC Amendment.
- Field Offices Accept or Reject each package for formula grants. HQ is reviewing those for non-formula grants.

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LIST OF DOCUMENTS FOR CONTRACTING GRANTS

1. Initial Award
 - a. ACC Amendment
 - b. Required Certifications:
 - i. Statement of Significant Amendment
 - ii. A statement certifying that the PHA conducted a public hearing in compliance with 24 CFR Part 905, signed and dated by the executive director.
 - iii. HUD form 50071, Certification of Payments to Influence Federal Transactions
 - iv. Civil Rights Certification
 - v. Lobbying Form – SFLL (if required in accordance with the form's instructions)
 - vi. Other (e.g. MTW Agreement)

DM3 > Document Management > GA01L02050121 > Upload Documents

Document Package Status

Number: 10484888888888888888
 New Number: 80000000
 Name: [Blank]
 Status: Submitted

Document Package

File Name

- 1. ACC Amendment
- 2. Statement of Significant Amendment
- 3. HUD Form 50071
- 4. Civil Rights Certification
- 5. Lobbying Form
- 6. Other

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REMEMBER TO.....

- Go to the Document Log to see why a document may have been returned. [View Logs](#)
- Because it wasn't signed?
- The correct ACC boxes weren't checked?
- The forms submitted have expired?

Status	Comments
Approved	ACC Amendment Signed and Dated
Submitted	Document Package Submitted
Draft	There are 3 ACCs attached, 2 have yes for paragraph 9 & PHA under Corrective Action Order and one that is No. Which is correct? If yes please provide a copy of the Corrective Action Order
Submitted	Document Package Submitted
Submitted	Document Package Submitted
Draft	PHA checked Yes to Box in Paragraph 9, but did not include corrective action order
Submitted	Document Package Submitted
Draft	PHA checked yes in Paragraph 9, but did not attach a corrective action order.
Submitted	Document Package Submitted
Draft	Document Package Created

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 **NEW PACKAGE TYPES**

These package types are available in Release 7

- Monitoring**
 - Environmental Review(s)
 - Certifications related to 5YAP Revisions that qualify as Significant Amendment
 - Other
- Closeout**
 - Actual Development Cost Certificate (ADCC) or Actual Modernization Cost Certificate (AMCC)
 - Signed Final Budget and/or P & E
 - Other

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 **QUESTIONS**



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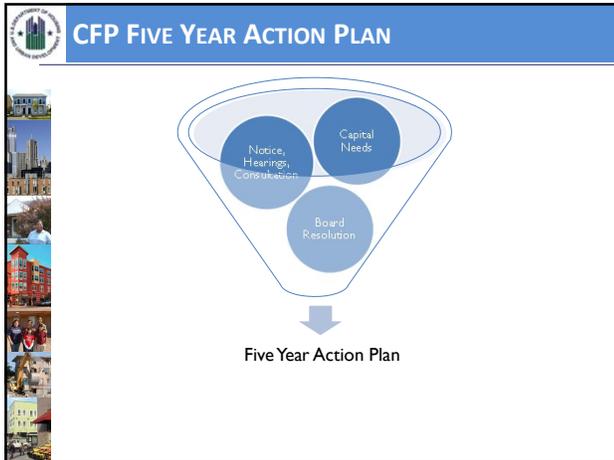


ACTIVITY PLANNING - CFP FIVE-YEAR ACTION PLAN

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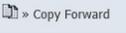
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5-YEAR ACTION PLAN – WHERE TO BEGIN?

Step 1: Beginning a Plan

- From the 5-Year Action Plan Reporting Homepage, PHAs use the copy forward icon under Options to create the next 5-Year Plan using the last approved 5YAP. 
- The user will select a Fixed Plan or Rolling Plan
 Note: EPIC defaults to Rolling (Radio Button)
 1. Type of Plan: Fixed Plan Rolling Plan
- A Fixed Plan covers 5 static years
- A Rolling Plan is updated every year
- The system will prompt a funding estimate for the next 5 years.

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5-YEAR ACTION PLAN WORK ACTIVITIES

Step 2: Adding Work Activities

- The Create New Activity button at the bottom of the screen adds a new work item.
- The Edit icon allows editing of an existing work item.
- The Clone icon makes a copy of an existing work item.
- The Delete icon removes an existing work item.
- Click the checkbox for "quick edits" to a work activity such as "rescheduling."

Buttons shown:  Edit Work Activity,  Clone Work Activity,  Delete Work Activity,  View Work Activity Log

Create New Work Activity

Year	Identifier	Development/AMP	Activity	Amount
<input checked="" type="checkbox"/>	2022	ID0624 SITE (1002003003)	Site Upgrades	\$45,359.27

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WORK ACTIVITY DETAILS

Step 3: Work Activity Details

- Either action navigates users to the Work Activity Details page, which contains 4 sections:
 - Work Activity Information
 - Affected Developments/AMPs
 - Component Categories from PNA (not operational)
 - Work Categories
- The First Section is important. Here the user enters the:
 - Title
 - Description
 - Force Account Y/N
 - Projected Year
 - Amount

3. Force Account: Yes No

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BUDGET LINE ITEMS (BLI)/WORK CATEGORIES

Annual Statement Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OPHI No. 2175-0127
 Page No. 311/2030

Part 1. Summary

PHI Name: User Type and Number:
 Capital Fund Program Name No. Date of Issue:
 Administration Working Factor Value No. Date of Issue:
 Date of Issue: FY of Issue Approval:

Type of Issue: Proposed Annual Renewal Renewal for Disasters/Contingencies Work Categories Work Categories

Work Categories	Work Categories
<input type="checkbox"/> Administration (1410)	<input type="checkbox"/> Management Improvement (1400)
<input type="checkbox"/> Bond Debt Obligation (3001)	<input type="checkbox"/> Non-Dwelling Construction - Mechanical (1400)
<input type="checkbox"/> Contract Administration (1400)	<input type="checkbox"/> Non-Dwelling Construction-New Construction (1400)
<input type="checkbox"/> Debt Service Bond Payment Paid	<input type="checkbox"/> Non-Dwelling Equipment Expendable/Non-Expendable (1400)
<input type="checkbox"/> Debt Service Bond Payment Paid	<input type="checkbox"/> Non-Dwelling Exterior (1400)
<input type="checkbox"/> Dwelling Unit - Conversion (1400)	<input checked="" type="checkbox"/> Non-Dwelling Interior (1400)
<input type="checkbox"/> Dwelling Unit - Demolition (1400)	<input type="checkbox"/> Non-Dwelling Site Work (1400)
<input type="checkbox"/> Dwelling Unit-Development (1400)	<input type="checkbox"/> Operations (1400)
<input type="checkbox"/> Dwelling Unit-Exterior (1400)	<input type="checkbox"/> Preparing for Coronavirus (1500)
<input type="checkbox"/> Dwelling Unit-Interior (1400)	<input type="checkbox"/> Preventing Coronavirus (1500)
<input type="checkbox"/> Dwelling Unit-Site Work (1400)	<input type="checkbox"/> RAD (1500)
<input type="checkbox"/> Loan Debt Obligation (3002)	<input type="checkbox"/> RAD Funds Pre-Closing (1400)
<input type="checkbox"/> MFM (1400)	<input type="checkbox"/> RAD Investment Activity (1500)
<input type="checkbox"/> Management Improvement (1400)	<input type="checkbox"/> RAD-CPI (1400)
	<input type="checkbox"/> Responding to Coronavirus (1500)

Page 1 Form IIR-10-50075 (1) (07/2014) 20

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5-YEAR ACTION PLAN APPROVAL

- Once the SYAP is finalized the PHA will submit it for Approval.
- Approval can be:
 - Field Office Approval/EPIC System Approval
 - System Approval

Five Year Action Plan

PHA	Plan	Type	Created Date	Last Modified	Report Year	Status	Submitted On	Approved On	Options
GA001									
GA001	5-Year Action Plan for 2020-2024 Rev. 2	Rolling	06/07/2020	06/07/2020	2020-2024	Approved	06/07/2020	EPIC	06/07/2020
GA001	5-Year Action Plan for 2020-2024 Rev. 1	Rolling	05/20/2020	06/07/2020	2020-2024	Approved	05/20/2020	EPIC	05/20/2020
GA001	5-Year Action Plan for 2020-2024	Rolling	01/07/2020	05/20/2020	2020-2024	Approved	01/15/2020	THURMAN	04/20/2020
GA001	5-Year Action Plan for 2019-2023 Rev. 4	Rolling	03/04/2020	03/05/2020	2019-2023	Submitted	03/05/2020	NA	
GA001	5-Year Action Plan for 2019-2023 Rev. 3	Rolling	01/07/2020	01/07/2020	2019-2023	Approved	01/07/2020	EPIC/TEM	01/07/2020
GA001	5-Year Action Plan for 2019-2023 Rev. 2	Rolling	01/07/2020	01/07/2020	2019-2023	Approved	01/07/2020	EPIC/TEM	01/07/2020
GA001	5-Year Action Plan for 2019-2023 Rev. 1	Rolling	01/07/2020	01/07/2020	2019-2023	Submitted	01/07/2020	NA	
GA001	5-Year Action Plan for 2019-2023	Rolling	06/06/2019	01/07/2020	2019-2023	Approved	06/15/2019	BAWNETT	01/01/2019

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 **KNOWLEDGE CHECK: QUESTION #2**

The 5-Year Action Plan Piggybank does not need to balance at all times/under all circumstances.

True or False?



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 **QUESTIONS**





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ACTIVITY PLANNING - ANNUAL STATEMENT AND BUDGET



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 **KNOWLEDGE CHECK: QUESTION #3**

Once an Annual Statement/Budget is submitted a PHA may NOT make revisions.

True or False?

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 **KNOWLEDGE CHECK: QUESTION #4**

For all grants obligated by HUD after 2/1/21 an initial document package is required.

True or False?

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 **QUESTIONS**

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REPORTING ON NON-FORMULA CAPITAL FUNDS, RAD AND DEBT SERVICE

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REPORTING ON NON-FORMULA CAPITAL FUNDS

Go back to Plans Listing	Year 2020: <input type="text" value="\$118,645.00"/>
Edit Plan Information	Year 2021: <input type="text" value="\$118,645.00"/>
View PDF	Year 2022: <input type="text" value="\$118,645.00"/>
Export Report	Year 2023: <input type="text" value="\$118,645.00"/>
	Year 2024: <input type="text" value="\$118,645.00"/>

- Add the grant amount to the correct year funding estimates in the SYAP by Editing the Plan Information.
- To report activities for such a grant, first create new work activities and add the activities to the applicable SYAP (Revision).
 - For example, if the grant was awarded with 2020 funds, the activities should be added to the Rolling SYAP plan that begins with 2020 or the Fixed SYAP that includes 2020.
- Once those activities are approved by the Field Office, the PHA will then create a new Budget for this new Award/Grant.

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PROCESS FOR REPORTING ON NON-FORMULA CAPITAL FUNDS (LBP, HRH, EMERGENCY)

- NOT-EPIC**
 - Signed ACC Amendment sent to PHA
 - PHA signs and scans ACC Amendment
- SYAP-EPIC**
 - PHA edits SYAP to cover Work Item for grant year of funding source (last 2 digits in award), e.g. Grant is 2020 PHAs add items to SYAP that covers 2020 (Rolling start year = 2020)
 - PHA submits to FO/FO Approves
- PHA-EPIC**
 - PHA creates a package in EPIC
 - PHA uploads signed ACC Amendment only
- HQ-EPIC**
 - HQ Scans for submitted packages for its review
 - HQ Reviews and Accepts/Rejects Packages
- HQ LOCCS and EPIC**
 - HQ scans accepted packages
 - EPIC email to PHA to Create Budget

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 **REPORTING ON RAD AND DEBT SERVICE BLIS**

- These BLI's funds are moved in LOCCS first and then Budgets in EPIC must be submitted to match.
- For Debt Service, the funds are placed onto the correct BLI by HUD HQ and then automatically disbursed via LOCCS.
- These allocations do not get moved until after the transaction has closed.
- PHAs need to submit "before" and "after" closing Budgets to reflect the BLI's in LOCCS.
- These before and after Work Activities also need to be in the SYAP.

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 **CLOSE-OUT AND RELATED ACTIVITIES**

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 **CLOSE-OUT ACTIVITIES**

- PHA marks Budget "Final" which reflects final expenditures.
- If the Field Office or HQ requests, do a Performance & Evaluation Report (P&E Report).
- Actual Modernization Cost Certificate (AMCC)/ Actual Development Cost Certificate (ADCC), Other Close-Out related forms are submitted to the Field Office in EPIC by uploading them to the Document Management Center.

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PERFORMANCE AND EVALUATION REPORT (P&E)

- PHAs that have an approved 5-Year Action Plan and submitted Budget can create a P&E in EPIC.
- If PHAs have made any significant changes that would affect the most recent Budget, they must submit a Budget Revision first before creating a new P&E report.

Statement	Plan Name	Created Date	Last Modified	Report Year	Status	Options
Annual Statement/Draft Oct 2023	5 Year Action Plan for the 2023-2023 Rev. 1	11/08/2019	12/12/2019	2017	Submitted	View PDF, Export Report
Annual Statement/Submit Rev. 1	5 Year Action Plan for the 2017-2023 Rev. 1	12/12/2019	12/12/2019	2017	Submitted	View PDF, Export Report, Recycle Statement, Create New P&E Report

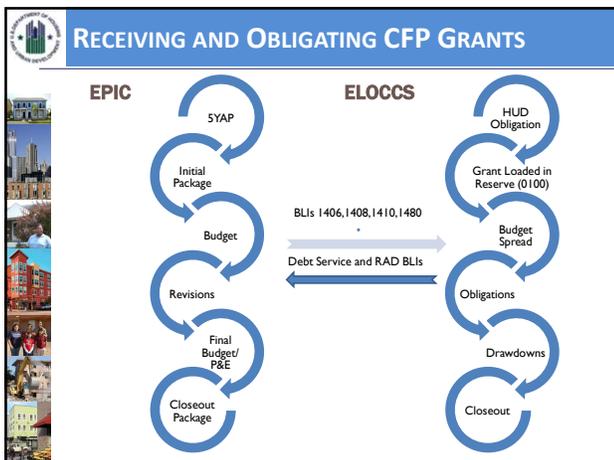
- You cannot create a Budget Revision if there is a Draft P&E as it will block creating a new Budget while it is still in Draft form.

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WHEN IS A (P&E) REQUIRED?

- There is a difference between an Annual P&E and a Final P&E. In some cases one or both may be required.
- The decision to require a P&E is at HUD discretion. Depending on the Office responsible for the monitoring of the Grant that could be HUD HQ or the Field Office.
- For example, PHAs with Lead-Based Paint Capital Fund grants are required to submit a P&E Report for these grants.
- 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.

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 **KNOWLEDGE CHECK: QUESTION #5**



You can not create a Budget Revision if there is still a draft P&E.

True or False?

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 **QUESTIONS**





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USER ADMINISTRATION



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EPIC ACCESS

- The Field Office is the first point of contact for EPIC Access.
- All PHA users can create new users within their PHA(s)
- If there is no PHA user established, they must contact their FO.
- There is a user guide for adding users on our website.



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QUESTIONS

For more information and help with EPIC, visit our [website](#) and please contact your Field Office.

Only after contacting your Field Office, if you need additional technical assistance email EPIChelp@HUD.GOV, but be sure to always copy your Field Office

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APPENDICES

DETAILS REGARDING RAD AND EPIC

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RAD BLIs			
1480	1503	1504	1505
RAD Pre-Closing	HAP	Source for RAD Conversion	For RAD conversion closing
Used to set funds aside for a RAD transaction until the RAD deal is closed. PHAs cannot use 1406 as a parking lot for RAD.	PHAs place Capital Funds in this BLI for use as Housing Assistance Payments during the year of RAD conversion since the Section 8 conversion does not take effect until Jan. 1 of the following year.	Use this as a source for RAD conversion to cover hard cost of construction, soft costs and/or reserves.	For when a PHA has 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.

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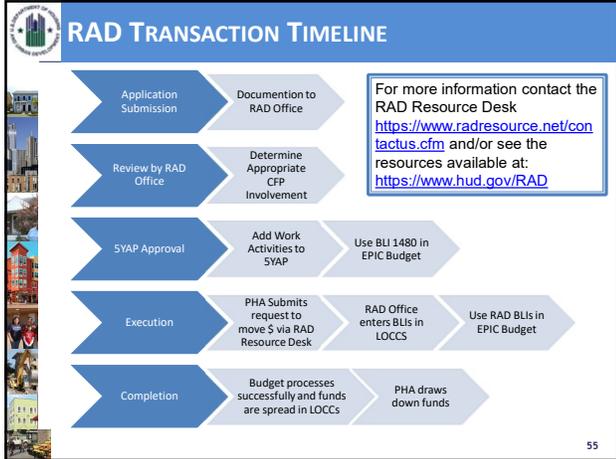
STEPS TO REPORTING RAD TRANSACTIONS
<p>Pre-Closing (1480)</p> <ol style="list-style-type: none"> 1. SYAP: Create multiple work activities for RAD. 2. Pre-closing (1480) where the funding set aside for RAD. 3. Any relevant RAD BLI(s) (1503 and/or 1504) with \$1 Placeholders. 4. The SYAP is approved with the multiple work activities (the Piggy Bank may be slightly out of balance-this is OK). 5. Budgets should only contain RAD Pre-Closing work activity, not other placeholders.

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STEPS TO REPORTING RAD TRANSACTIONS, CONT.
<p>At/Post Closing (1503 or 1504)</p> <ol style="list-style-type: none"> 1. 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. 2. 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 <i>Pre-Closing 1480 Work Activity</i>.

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