User Manual for the Activity Planning Module

Energy and Performance Information Center (EPIC)

U.S. Department of Housing and Urban Development

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1.0 ACTIVITY PLANNING MODULE TAB

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).

To access the Activity Planning Module, a user will log in to the EPIC system using this link: 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 Public Housing Authority (PHA). Once the user selects a PHA, they will be presented with the Activity Planning functions. See figures below.

![Figure 1: Activity Planning Module Tab Displayed at Top Center of EPIC Homepage](image-url)
Under the heading “Activity Planning Functions”, users see two options:

- 5-Year Action Plan
- Annual Statement/Budget/P&E
1.1 5-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 create a new 5-Year Action 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.

![Figure 4: 5-Year Action Plan Reporting Page](image)

1.1.1 Create New 5YAP

From the 5-Year Action Plan Reporting Homepage, to create a new 5YAP, users select the “Create New” icon next to the appropriate period. As the legend indicates, the icon looks like this:

![Icon 1: Create New](image)

If a 5YAP has already been created, the user will receive a warning message indicating the action will result in creating a new 5YAP and the previous report will not be editable. Selecting “Cancel” will return the user to the 5-Year Action Plan Reporting Homepage, while selecting
“Continue” will direct the user to the 5 Year Action Plan Details page from which a new 5YAP can be created.

The 5 Year Action Plan Details Page enables users to enter the following 5YAP Details:

- **Type of Plan:** Users select between Fixed Plan and Rolling Plan. Fixed Plans cover a static, five-year period; at the conclusion of this period, a new plan is created covering the next five-year period. Rolling Plans cover a rolling, five-year period; annually a new plan is created, removing the oldest year and adding on an additional year.

  This selection cannot be edited once the plan has been created, so users should take care in making this selection. However, users may change their election upon creation of a new 5-Year Action Plan. 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 PIH Notice 2016-21 (see: http://portal.hud.gov/hudportal/documents/huddoc?id=PIH-2016-21.pdf) or the information on “Estimated Amounts by Plan Year” below for a discussion of the different flexibilities afforded under Fixed and Rolling Plans.

- **5 Year Action Plan Starting Year:** The starting year for the 5YAP. For example, entering a Starting Year of 2017 will create a plan from 2017 through 2021. Users are limited in their ability to edit the Starting Year for 5YAPs once they have been created, so users should take care to enter an accurate year in this field.

  The 5-Year Action Plan Starting Year that a PHA should enter depends on the PHA’s Fiscal Year End (FYE), whether the PHA wishes to operate under a Fixed or Rolling Plan, the years covered under the PHA’s current 5-Year Action Plan, and, for 9/30 and 12/31 FYE PHAs, whether the PHA elects to transition to EPIC early. PHAs that selected “Rolling” for the Type of Plan may refer to Appendix B of this User Guide, which provides information on selecting the Starting Year for the initial Rolling Plan.
submission in EPIC. Similarly, PHAs that selected “Fixed” for the Type of Plan may refer to Appendix C of this User Guide for this information.

➢ Estimated Amounts by Plan Year:

PHAs are limited in their ability to edit Estimated Amounts in 5-Year Action Plans after they have been created, so users should take care in entering these estimates. We anticipate that a change implemented in a future system release will restore the ability to change to these figures under additional conditions.

Estimated amounts for each year of the 5-Year Action Plan should include any Replacement Housing Factor (RHF) grant funds received, in addition to Formula Grants (including any Demolition Disposition Transitional Funding (DDTF)).

In entering estimated amounts for each year of the 5-Year Action Plan, PHAs must enter for all future years the same amount received for the most recent grant year, 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 with 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 5-Year Action Plan 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 funge, or reassign, to the current year.
These estimates may be edited at any time prior to plan submission by using the Edit Plan functionality on the 5-Year Action Plan Reporting Home Page.

While the 5 Year Action Plan Detail Page displays the PHA Fiscal Year End, this information cannot be edited. It is based on data reported through other HUD systems.

![5 Year Action Plan Details Page](image)

**Figure 6: 5 Year Action Plan Details Page**

Once the user has entered all necessary information on the 5-Year Action Plan Detail Page, the user selects “Save and Continue”.

Upon selecting “Save and Continue”, the user will be directed to the Activities List page.
1.1.2 Create New Work Activity

Once a new 5YAP has been created, users can then use the Activity List page to create new work activities. The “Create New Work Activity” button is at the bottom of the Activity List page.

Note that PHAs with at least two years remaining on the Fixed 5-Year Action Plan in place immediately prior to their initial 5-Year Action Plan submission in EPIC may retain the plan Starting Year and enter work activities only for the remaining years of the plan. PHAs with Fixed 5-Year Action Plans should refer to Appendix C of this User Guide for additional details on this.

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 plan for how all estimated funds will be consumed, these messages will disappear.

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.

Figure 7: Create New Work Activity Button on Activities list Page
The Add Work Activity page contains four sections: Work Activity Information, Affected Developments/AMPs, Component Categories from PNA, and Work Categories. Users can click links to expand the latter three sections.


- PHAs planning to complete a work activity using force account labor must include the words “Force Account” in parentheses in the title of the work activity (e.g., “Roof Replacement at Main Street Development (Force Account)”). Should a PHA wish to complete an activity using force account labor that was not designated as such at the time of 5-Year Action Plan 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, modify the title accordingly, and submit the activity for Field Office approval.
- 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. 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 2016 Capital Funds and 5 units upgraded using 2017 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.
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 clicking 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-categories, for a work item including both types of work in a single development and using a single year’s grant. However, a user must not select both Dwelling Unit-Interior (1480) and Management Improvements (1408) because these Work Categories fall under different BLIs.
<table>
<thead>
<tr>
<th>Work Categories</th>
<th>(Click to Expand)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Work Categories:</td>
<td></td>
</tr>
<tr>
<td>☑  Administration (1410)</td>
<td></td>
</tr>
<tr>
<td>Contract Administration (1480)</td>
<td></td>
</tr>
<tr>
<td>Debt Service Bond Payment-Paid by HUD (9000)</td>
<td></td>
</tr>
<tr>
<td>Debt Service Bond Payment-Paid by PHA (1501)</td>
<td></td>
</tr>
<tr>
<td>Dwelling Unit - Conversion (1480)</td>
<td></td>
</tr>
<tr>
<td>Dwelling Unit - Demolition (1480)</td>
<td></td>
</tr>
<tr>
<td>☑  Dwelling Unit-Development (1480)</td>
<td></td>
</tr>
<tr>
<td>☑  Dwelling Unit-Exterior (1480)</td>
<td></td>
</tr>
<tr>
<td>Balconies-Porches-Railings-etc</td>
<td></td>
</tr>
<tr>
<td>Building Slab</td>
<td></td>
</tr>
<tr>
<td>Canopies</td>
<td></td>
</tr>
<tr>
<td>Carports -Surface Garage</td>
<td></td>
</tr>
<tr>
<td>Columns and Porches</td>
<td></td>
</tr>
<tr>
<td>Decks and Patios</td>
<td></td>
</tr>
<tr>
<td>Exterior Doors</td>
<td></td>
</tr>
<tr>
<td>Exterior Lighting</td>
<td></td>
</tr>
<tr>
<td>Exterior Paint and Caulking</td>
<td></td>
</tr>
<tr>
<td>Exterior Stairwells - Fire Escape</td>
<td></td>
</tr>
<tr>
<td>Foundations</td>
<td></td>
</tr>
<tr>
<td>☑  Gutters - Downspouts</td>
<td></td>
</tr>
<tr>
<td>Landings and Railings</td>
<td></td>
</tr>
<tr>
<td>Mail Facilities</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>☑  Roofs</td>
<td></td>
</tr>
<tr>
<td>Siding</td>
<td></td>
</tr>
<tr>
<td>☑  Soffits</td>
<td></td>
</tr>
</tbody>
</table>

*Figure 10: Screenshot of Portion of EPIC Add Work Activity Page, Displaying Work Categories and Sub-Categories*
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.

1.1.3 Edit Work Activity

After a new work activity has been created, users can edit the work activity by selecting the Edit Work Activity Icon next to that particular work activity on the Activities List Page. The icon looks like this:

![Icon 2: Edit 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.
1.1.4 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 2016 in development AB123000001. If roof installation will also be done in 2016 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:

Figure 13: Edit Work Activity Page

Icon 3: 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.
Upon selecting “OK”, the user will see that a copy of the existing work activity has been added to the Activity List Page. The “Piggy Bank” on the left side of the Activity List Page will have adjusted accordingly.

1.1.5 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:
Upon selecting the “Delete Work Activity” icon, users will receive a popup message confirming the action.

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 Activity List Page will have adjusted accordingly.

1.1.6 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/clone, and the user ID of the user who entered these actions. The icon looks like this:

![Icon 5: Log Icon](image)

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

<table>
<thead>
<tr>
<th>Work Activity Log for ID0001</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activity</strong></td>
</tr>
<tr>
<td>----------------------------</td>
</tr>
<tr>
<td>Work Activity has been cloned to create a copy as ID0002</td>
</tr>
<tr>
<td>Work Activity has been created</td>
</tr>
</tbody>
</table>

![Figure 17: Work Activity Log](image)
1.1.7 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 Activity 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”.

![Figure 18: Funge Work Activities-Select Work Activities from Source Year](image)

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 funging 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”.

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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.
Upon selecting “Complete”, the user views another summary page with a link to return to the Activity List page.

**Figure 20: Funge Work Activities - Review Work Activity Fungibility**

1.1.8 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.
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 Activity 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 Activity List page above the Piggy Bank. Adjustments may also be made to the cost estimates by editing work activities or funging work activities.

Once the Piggy Bank is in balance, yellow warning messages will no longer appear at the bottom of the Activity List Page and the Submit button at the bottom of the Activity 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.
Upon selecting “Submit”, users will receive a popup message.

![Message from webpage](image)

This will lock the plan. Are you sure you want to submit this plan?

Figure 23: 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.

1.1.9 FO Staff Recommend Approval/Recommend Approval Withheld for a 5YAP Report

Field Office Staff members are authorized to Recommend Approval or Recommend Approval Withheld for a submitted 5YAP Report.

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.
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.
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 funge 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.

**Figure 26: Tracking Dashboard Filtered for FO and Submitted Status**
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.

Figure 27: View of Activities List Page for Field Office Staff
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.

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.

1.2 Annual Statement/Budget/P&E

Once a PHA has an approved 5-Year Action Plan, 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 once 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 5-Year Action Plan. PHAs will select Work Activities from the applicable year of their 5-Year Action Plan to add to the Budget. In addition, PHAs may import approved work activities from other years of the 5-Year Action Plan 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 5-Year Action Plan 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 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.

1.2.1 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 “Awards with Annual Statements/Budget List”; 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.
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. Users in agencies with more than one approved 5YAP for the applicable year (e.g., an original 5YAP and a revised 5YAP) should make sure to select the version of the plan with the work activities they wish to add to the Budget.
- **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.

![Figure 31: Create New Annual Statement/Budget – Select Award Year and Award](image-url)
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.
Figure 32: Create New Annual Statement/Budget – Select Work Activities

1.2.2 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.
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.

Figure 33: Activity List Page for Annual Statement/Budget – Import Work Activities Button
1.2.3 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.
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**: Users should ignore this section. Because BLI information is based on the work categories selected for the work activity, it is not necessary to update this section of the Budget.

- **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](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 5-Year Action Plan 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 or not 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](http://portal.hud.gov/hudportal/documents/huddoc?id=PIH-2016-21.pdf)), this section is not mandatory at this time.
Once all work activity information has been edited or updated, the user selects the Save 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.
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.

1.2.4 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 6: 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.
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”.
Figure 40: Annual Statement/Budget Reporting Page – Annual Statement/Budget Associated with Award

If the estimated amount recorded in the Budget differs from the grant award amount, the user will need to make corrections. To do so, the user clicks the Edit link next to the award in the table for Awards with Annual Statements/Budget list.

The user will be directed to the Annual Statements/Budget List Page for the specific award. The user will then select “Edit Statement”. The user may then edit and import work activities as previously described.
1.2.5 Submit Report

Once the Budget has been linked to a grant award, the Piggy Bank balances out (i.e., Annual Statement/Budget Amount is equal to Work Activity Planned Amount and Balance is $0.00) and the BLI Piggy Bank indicates the BLI amounts also match (i.e., Percentage is equal to 100%), a Submit Report button will appear at the bottom of the Activity List for Annual Statement/Budget Page. The user may then select Submit Report to submit the Budget to HUD.
Upon selecting “Submit Report”, the user will receive a popup message.

Upon selecting OK, the user will 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”.

**Figure 42: Submit Annual Statement/Budget Report**

**Figure 43: Submit Budget Confirmation**
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.

**Figure 45: Activity List for Annual Statement/Budget Report – Read-Only for Submitted Reports**
Within a few days of the initial Budget submission in EPIC, the PHA Executive Director should receive an email notification on the status of the Budget submission. This email will either notify the Executive Director that BLIs were successfully spread in LOCCS based upon the EPIC Budget submission, or that BLIs were not spread in LOCCS because of a problem with the EPIC Budget submission. Email notifications pointing to errors in Budget submissions will describe the type of error to facilitate corrections.

If a user needs to edit the information in the submitted report, the user should follow the instructions below.

1.2.6 Edit/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 of the Budget, Un-submit a Budget or Revise a Budget.

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 or by an email notification that HUD identified an error in the budget submission (e.g., the budget submission allocated too high a percentage to BLI 1406, 1408, or 1410; included work activities crossing BLIs; or included a debt service or RAD BLI spread that differs from LOCCS).

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.
Some types of changes that need to be made to a Budget also requiring revising the 5-Year Action Plan, 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 5-Year Action Plan. Once this determination is made, users may refer to Appendix D for step-by-step instructions on creating and submitting a budget revision when changes to the 5-Year Action Plan are NOT needed, or refer to Appendix E for similarly detailed instructions for changes to budgets that DO require also revising the 5-Year Action Plan.

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

1.2.7 Performance and Evaluation Report

While EPIC’s Activity Planning Module automates the development, submission, approval, and revision of CFP 5-Year Action Plans, Budgets and Performance & Evaluation (P&E) Reports, this user manual currently provides technical instructions only on utilizing EPIC’s 5-Year Action Plan and Budget functionality. As indicated in PIH Notice 2016-21 (see: http://portal.hud.gov/hudportal/documents/huddoc?id=PIH-2016-21.pdf), HUD is reviewing the P&E Report functionality and is not moving to electronic submissions of P&E Reports within EPIC at this time.
1.3 Appendix A: 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*

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>APM</td>
<td>Activity Planning Module (of EPIC)</td>
</tr>
<tr>
<td>BLI</td>
<td>Budget Line Item</td>
</tr>
<tr>
<td>EPIC</td>
<td>Energy and Performance Information Center</td>
</tr>
<tr>
<td>FO</td>
<td>Field Office</td>
</tr>
<tr>
<td>FYE</td>
<td>Fiscal Year End</td>
</tr>
<tr>
<td>HUD</td>
<td>U.S. Department of Housing and Urban Development</td>
</tr>
<tr>
<td>LOCCS</td>
<td>Line of Credit Control System</td>
</tr>
<tr>
<td>P&amp;E</td>
<td>Performance and Evaluation</td>
</tr>
<tr>
<td>PHA</td>
<td>Public Housing Authority</td>
</tr>
<tr>
<td>PIH</td>
<td>Public and Indian Housing</td>
</tr>
<tr>
<td>5YAP</td>
<td>5-Year Action Plan</td>
</tr>
<tr>
<td>PNA</td>
<td>Physical Needs Assessment</td>
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</table>
### Appendix B: ROLLING 5-YEAR ACTION PLANS: EPIC Submission Requirements

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

<table>
<thead>
<tr>
<th>PHA FYE</th>
<th>Timeline for Submission of 5-Year Action Plan in EPIC</th>
<th>FY2017</th>
<th>FY2018</th>
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<td>3/31/17</td>
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<td>2017-2021</td>
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<td>EPIC submission not required. May submit in EPIC* or may continue to submit paper version of 50075.1</td>
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<tr>
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<td>EPIC submission not required. May submit in EPIC* or may continue to submit paper version of 50075.2</td>
<td>EPIC submission not required. May submit in EPIC* or may continue to submit paper version of 50075.1</td>
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</table>

*PHAs may transition to EPIC early with Field Office permission. PHAs that transition early must submit a 5-Year Action Plan in EPIC covering 2017-2021.
1.5 Appendix C: FIXED 5-YEAR ACTION PLANS: 2017 and 2018 EPIC Submission Requirements

**FIXED 5-YEAR ACTION PLANS: 2017 EPIC Submission Requirements**

<table>
<thead>
<tr>
<th>PHA FYE</th>
<th>Timeline for Submission of 5-Year Action Plan in EPIC</th>
<th>Current Plan (FY2016)</th>
<th>FY2017 Submission</th>
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<tr>
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<td>Years Covered by Prior, Paper-Based Fixed 5YAP</td>
<td>Years Remaining On Prior, Paper-Based Plan</td>
<td>5-Year Period Covered in FY 2017 EPIC 5-Year Action Plan Submission</td>
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<td></td>
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<td>2013–2017</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2016-2020</td>
<td>4</td>
</tr>
<tr>
<td>9/30</td>
<td>Before 2018 ACC submission date</td>
<td>2012–2016</td>
<td>0</td>
</tr>
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</table>
**EPIC submission not required. May submit in EPIC* or may continue to submit paper version of 50075.2**

<table>
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<th>Year</th>
<th>EPIC* or may continue to submit paper version of 50075.1</th>
</tr>
</thead>
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<td>2014-2018</td>
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</tr>
<tr>
<td>2015-2019</td>
<td>3</td>
</tr>
<tr>
<td>2016-2020</td>
<td>4</td>
</tr>
</tbody>
</table>

*PHAs may transition to EPIC early with Field Office permission. PHAs that transition early must submit a 5-Year Action Plan in EPIC in accordance with the instructions for the years remaining on the paper-based plan.*
## FIXED 5-YEAR ACTION PLANS: 2018 EPIC Submission Requirements

<table>
<thead>
<tr>
<th>PHA FYE</th>
<th>Timeline for Submission of 5-Year Action Plan in EPIC</th>
<th>Current Plan (FY2017)</th>
<th>FY2018 Submission</th>
</tr>
</thead>
<tbody>
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<td></td>
<td>Years Covered by Prior, Paper-Based Fixed 5YAP</td>
<td>Years Remaining On Prior, Paper-Based Plan</td>
<td>5-Year Period Covered in FY 2018 EPIC 5-Year Action Plan Submission</td>
</tr>
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<td>3/31</td>
<td>N/A; Fixed FY2017 Plan Entered in EPIC in 2017</td>
<td>N/A; Fixed FY2017 Plan Entered in EPIC in 2017</td>
<td>2017-2021</td>
</tr>
<tr>
<td>6/30</td>
<td>N/A; Fixed FY2017 Plan Entered in EPIC in 2017</td>
<td>N/A; Fixed FY2017 Plan Entered in EPIC in 2017</td>
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<tr>
<td>2017-2021</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>
1.6 Appendix D: QUICK REFERENCE GUIDE: Revising a Budget in EPIC, When Revisions to the 5-Year Action Plan are NOT Needed

Once a PHA has submitted a Budget in EPIC, the PHA may determine that they need to revise that budget. These revisions may be prompted by a change in the PHA’s plans or by an email notification that HUD identified an error in the budget submission (e.g., the budget submission allocated too high a percentage to BLI 1406, 1408, or 1410; included work activities crossing BLIs; or included a debt service or RAD BLI spread that differs from LOCCS). This Quick Reference Guide provides step-by-step instructions on creating and submitting a budget revision when no change to the 5-Year Action Plan is needed. There is a separate Quick Reference Guide to assist PHAs that wish to create a budget revision when the changes demand that the 5-Year Action Plan also be revised.

The following changes can be made directly to budgets without 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.

To make changes to a previously-submitted budget that do not require revising the 5-Year Action Plan:

1. Select Annual Statement/Budget/P&E from the Activity Planning Module homepage.
2. Select the Edit link next to the Budget.
3. Select the Revise Statement link. This will create a draft budget revision.

4. Select the Edit Statement icon next to the budget revision.
5. Make the necessary changes in the budget revision.
   a. Select “Import Work Activities” to add approved work activities to the budget.
   b. Select the red “X” icon next to a work activity to remove it from the budget.
   c. To modify a work activity that is already part of the budget, select the title of the work activity; you would do this if you wish to change the amount allocated to a work activity or to check or un-check sub-categories to reflect a change in the scope of the work (see pg. 1 for restrictions on this action).

Follow the prompts to make and save your changes. Use the buttons at the bottom of the screen to save the budget revision and, when you’re ready, to submit it.

6. Upon selecting “Submit Report”, you will receive a pop-up message confirming the submission. Select OK to submit the budget revision.
7. You will be returned to the Annual Statement/Budget List screen, on which you will see that the budget revision has been submitted.
1.7 Appendix E: QUICK REFERENCE GUIDE: Revising a Budget in EPIC, When Revisions to the 5-Year Action Plan ARE Needed

Once a PHA has submitted a Budget in EPIC, the PHA may determine that they need to revise that budget. These revisions may be prompted by a change in the PHA’s plans or by an email notification that HUD identified an error in the budget submission (e.g., the budget submission allocated too high a percentage to BLI 1406, 1408, or 1410; included work activities crossing BLIs; or included a debt service or RAD BLI spread that differs from LOCCS). This Quick Reference Guide provides step-by-step instructions on creating and submitting a budget revision when the changes require that the 5-Year Action Plan also be modified. There is a separate Quick Reference Guide to assist PHAs that wish to create a budget revision when the changes do not demand revisions to the 5-Year Action Plan.

The following changes to budgets require also 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

To make changes to a previously-submitted budget that require revising the 5-Year Action Plan:

1. Select Annual Statement/Budget/P&E from the Activity Planning Module homepage.
2. Select the Edit link next to the Budget.

3. Select the Revise Statement link. This will create a draft budget revision.
4. Select the Edit Statement icon next to the budget revision.

5. Depending upon the changes you wish to make to the budget, take the following actions:

   a. If you wish to add a work activity to the budget but that work activity is not yet approved in a 5-Year Action Plan, skip this step and proceed to Step 6 below.

   b. If you wish to change the Work Category associated with a work activity (which is necessary to change the BLI associated with an activity), to change the number of Work Categories associated with a work activity, or to change the development number associated with a work activity, you will need to first remove the work activity from the budget and then make the change(s) in the 5-Year Action Plan.

      Begin by selecting the red “X” icon next to the name of the work activity requiring modification.
You will receive a pop-up message asking: “Are you sure you want to remove this Work Activity from this Annual Statement/Budget?” Select OK.

You will be returned to the Activity List for Annual Statement/Budget Page. Select the “Save Report” button at the bottom of the screen.
6. Navigate to the 5-Year Action Plan by selecting the 5-Year Action Plan link at the top of the screen.

7. Select the 5-Year Action Plan name or the Edit Plan icon next to the 5-Year Action Plan.

8. Make the necessary changes to the 5-Year Action Plan.

   ➢ If you wish to add a work activity, do so by selecting the “Create New Work Activity” button at the bottom of the screen, inputting the necessary information, and saving your inputs. You will receive a warning message confirming plan revision; select “Continue”.

   ➢ If you wish to change the Work Category associated with a work activity (which is necessary to change the BLI associated with an activity), to change the number of Work Categories associated with a work activity, or to change the development number associated with a work activity, select the work activity name, enter your changes on the next screen, and save your changes. You will receive a warning message confirming plan revision; select “Continue”.
9. Upon selecting “Continue” on the screen above, you will be directed to the 5-Year Action Plan Reporting Page, where you will see a revision to the 5-Year Action Plan. The revision will be in Draft status. Select the link on the 5-Year Action Plan name for the revised plan or the Edit icon next to it.

10. Does the piggy bank balance? Before submitting the revised 5-Year Action Plan, the piggy bank must balance. If the piggy bank is in balance and the “Submit Plan” button is activated, skip to Step 11. If the piggy bank is out of balance, this may be due to a difference between the actual amount of the award to which the budget is linked and the estimated award amount included in the 5-Year Action Plan.

To remedy this, select Edit Plan Information.
Adjust the Estimated Amounts by Plan Year and then select “Save and Continue”.

11. Once all changes have been made and the piggy bank is in balance, the “Submit Plan” link should be activated. Select “Submit Plan.”
12. Upon selecting “Submit Plan”, you will receive a pop-up message indicating that the plan will become locked. Select “OK”.

13. You will be returned to the 5-Year Action Plan Reporting page, on which you will see that the 5-Year Action Plan revision now has a status of “Submitted” and a lock icon. Reach out to your Field Office and ask them to approve the revised 5-Year Action Plan.

14. Once the revised 5-Year Action Plan is approved, you are ready to complete the budget revision process. Navigate to the Annual Statements/Budget List page by following the instructions in Steps 1 and 2 above. Select “Edit Statement” to edit the budget revision.
15. Whether you modified a work activity in the 5-Year Action Plan or added a new work activity to the 5-Year Action Plan, you now need to add that work activity or activities to the budget. Do so by selecting “Import Work Activities”.
16. Mark the check box next to the work activities you wish to add to the budget and select “Add Work Activities”.

17. The newly-added work activity will appear in the budget with a light-bulb icon, indicating it has been modified. Once all necessary changes have been made and the piggy bank is in balance, select “Submit Report”. (Note: If the piggy bank is not in balance, edit the amounts of work activities and/or add or subtract work activities to bring estimated and consumed amounts into balance. You will be unable to submit the budget until the piggy bank balances.)
18. Upon selecting “Submit Report”, you will receive a pop-up message confirming the submission. Select OK to submit the budget revision.

19. You will be returned to the Annual Statement/Budget List screen, on which you will see that the budget revision has been submitted.
Energy and Performance Information Center

5 Year Action Plan  Annual Statement/Budget/PBE

AS2 » Annual Statements/Budget List » 5 Year Action Plan for 2017 - 2021

Legend
- This statement has been submitted and cannot be edited
- Review 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

<table>
<thead>
<tr>
<th>Statement</th>
<th>Created Date</th>
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Showing 1 to 2 of 2 entries