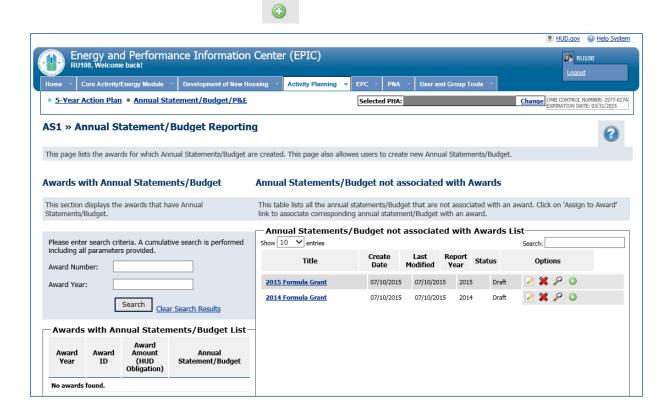
QUICK REFERENCE GUIDE: Linking a Previously-Created, Draft Budget to a Grant Award in EPIC

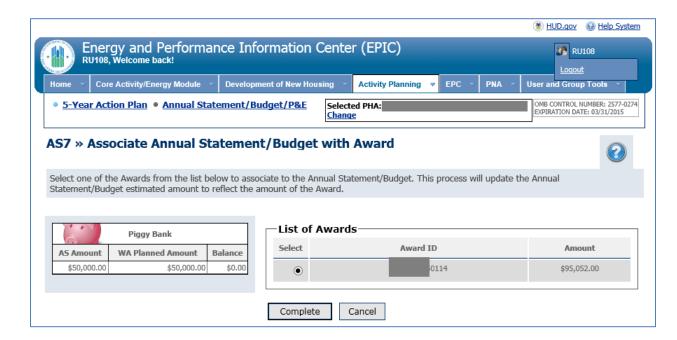
PHAs with approved 5-Year Action Plans in EPIC may submit Budgets in EPIC. <u>Condensed instructions for linking a previously-created, draft Budget to a grant award are below</u>. There is a separate Quick Reference Guide to assist PHAs that wish to create a Budget from scratch. PHAs that would like more detailed instructions on either task should consult the Activity Planning Module User Manual available at:

https://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/capfund

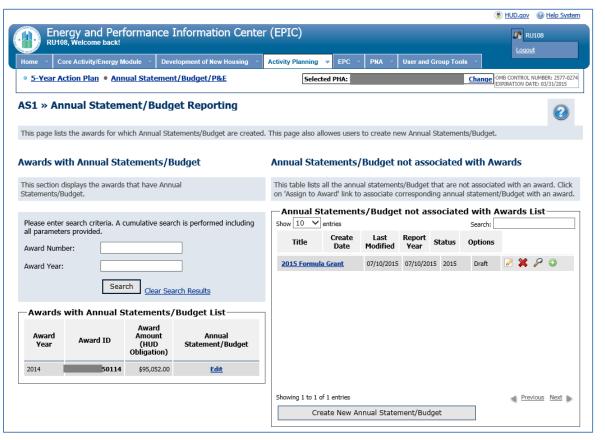
1. On the Annual Statement/Budget Reporting page, draft Budgets that are not yet linked to grant awards are listed on the right side of the screen. Click on the "Assign to Award" icon next to a Budget to associate a Budget with an Award. The Assign to Award icon is a green circle with a plus sign in the middle; it looks like this:



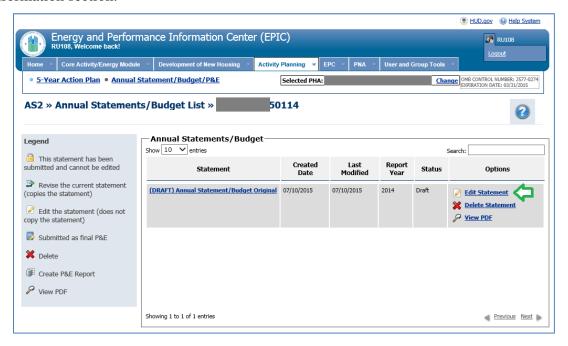
2. Upon selecting the Assign to Award icon, the Associate Annual Statement/Budget with Award page is displayed. Select the radio button for the award and then click the Complete button to assign an award to the Budget.



3. Upon selecting a grant award and selecting Complete, the user will be returned to the Annual Statement/Budget Reporting Page. The Budget will now be displayed on the left side of the screen in the table for "Awards with Annual Statements/Budget List".



4. Select the Edit link next to the award in the table for Awards with Annual Statements/Budget list (see screenshot above). Then, on the Annual Statements/Budget List Page for the specific award, select "Edit Statement". Edit work activities and amounts and import work activities as needed. Users should ignore the Budget Line Item Information section.



5. 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. Select Submit Report to submit the Budget to HUD.

