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:

- 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.

- 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”.
The work activities and plan information has been saved. To add another work activity, click on 'Create New Work Activity' button. To fund 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:
- There are no changes to submit for this plan.

Create New Work Activity
Funge Work Activities
Submit Plan
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.
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”.

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### 5 Year Action Plan Details for 2017 to 2021

#### 1. Type of Plan:
- [ ] Fixed Plan  [ ] Rolling Plan

#### 2. Fiscal Year End:
- 06/30

#### 3. 5 Year Action Plan Starting Year:
- 2017

#### 4. Estimated Amounts by Plan Year:

<table>
<thead>
<tr>
<th>Year</th>
<th>Estimated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>$435,771.00</td>
</tr>
<tr>
<td>2018</td>
<td>$100.00</td>
</tr>
<tr>
<td>2019</td>
<td>$100.00</td>
</tr>
<tr>
<td>2020</td>
<td>$100.00</td>
</tr>
<tr>
<td>2021</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

| Total Estimated 5 Year Action Plan Amount: | $435,771.00 |

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**Legend**
- [ ] SBG Work Activity
- [ ] CLO Work Activity
- [x] Edited Work Activity
- [ ] View Work Activity Log
- [ ] Approved Working Activity
- [ ] Submitted Annual Statement/Budget
- [ ] Draft Annual Statement/Budget
- [ ] Approved Working Activity
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.