

## QUICK REFERENCE GUIDE:

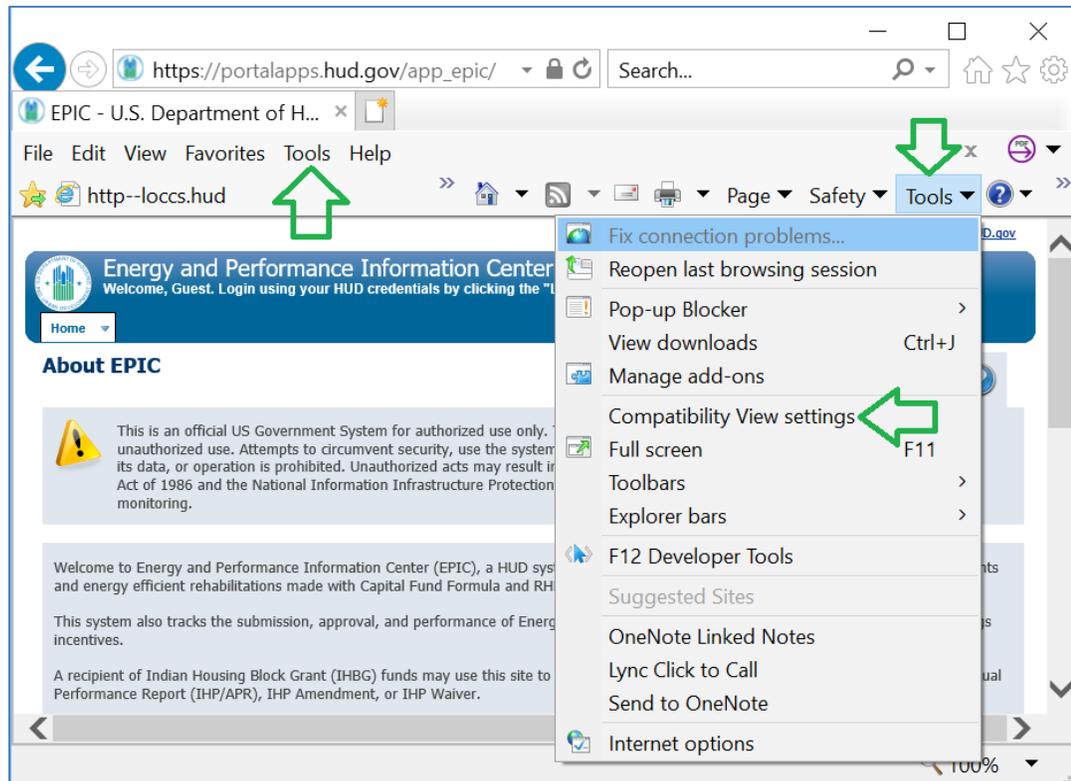
### *Creating a 5-Year Action Plan from Scratch*

*PHAs newly transitioning to EPIC will create an EPIC 5-Year Action Plan from scratch. Condensed instructions on completing this task are below.*

*PHAs with an approved 5-Year Action Plan in EPIC do not need to create a plan from scratch, as they may easily create a plan for a new reporting period by using the “Copy Forward” feature. This feature enables PHA staff to carry forward work activities from the prior approved plan, so that they don’t have to re-enter this information. There is a separate Quick Reference Guide on this topic. PHA staff may also consult the Activity Planning Module User Manual. The Quick Reference Guides and User Manual are available on the Office of Capital Improvements web page at:*

[https://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/programs/p/h/capfund](https://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/p/h/capfund)

1. The EPIC system works best in the Internet Explorer browser with Compatibility View Settings turned on. Using a different browser or using Internet Explorer without Compatibility View Settings will cause multiple issues in EPIC. Before proceeding, please verify that you are using the Internet Explorer browser, and follow the instructions below to check or change your Compatibility View Settings.
  - A. Open a new Internet Explorer browser window. Access the “Tools” menu in Internet Explorer by selecting the gear icon at the top right or the “Tools” drop-down box at the top right or in the ribbon. From the menu, select “Compatibility View settings”.



**Figure 1: Tools Menu in Internet Explorer**

- B. In the box at the top, type “hud.gov” and then select the “Add” button. The hud.gov website should then move into the box at the bottom of the window, indicating that it is a website you’ve added to Compatibility View. Select “Close.”

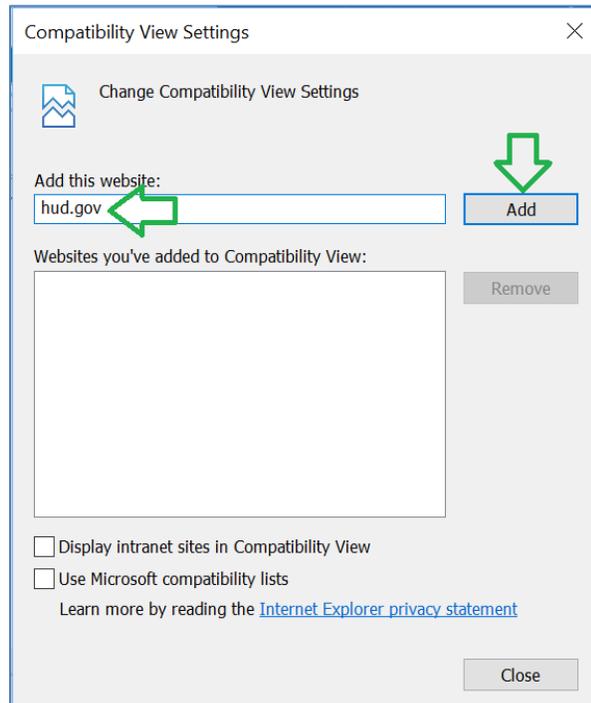


Figure 2: Compatibility View Settings Window

2. Log in to EPIC at this link: [https://portalapps.hud.gov/app\\_epic/](https://portalapps.hud.gov/app_epic/) Navigate to the Activity Planning Module by selecting Activity Planning in the ribbon at the top of the screen. Select “5-Year Action Plan” from the Activity Planning Module homepage.

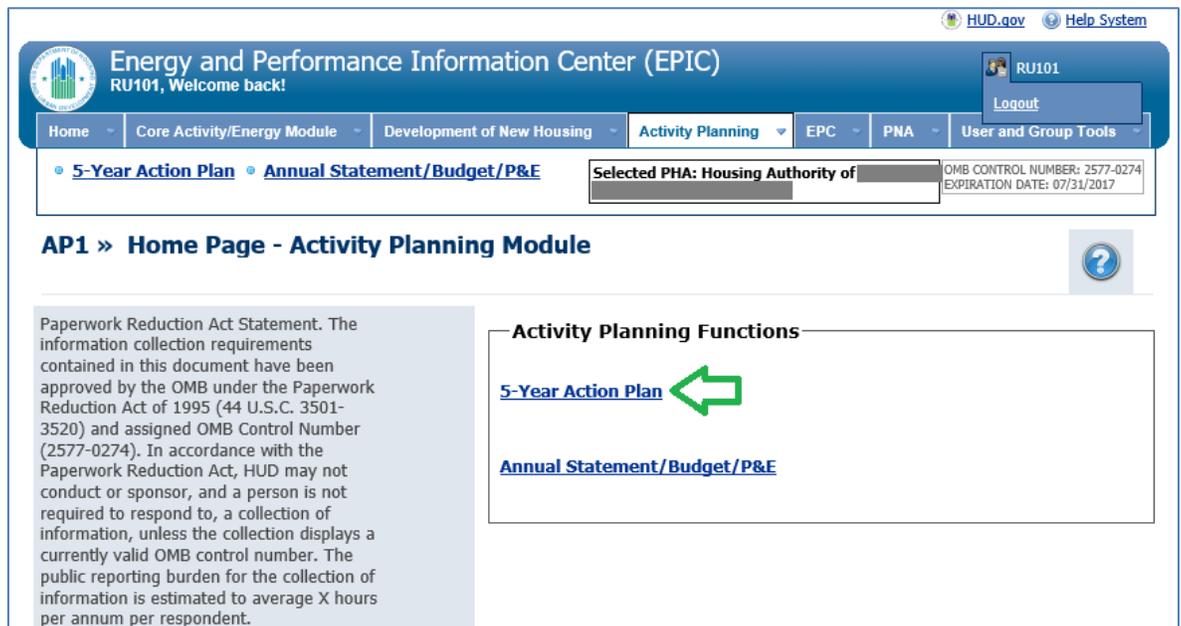


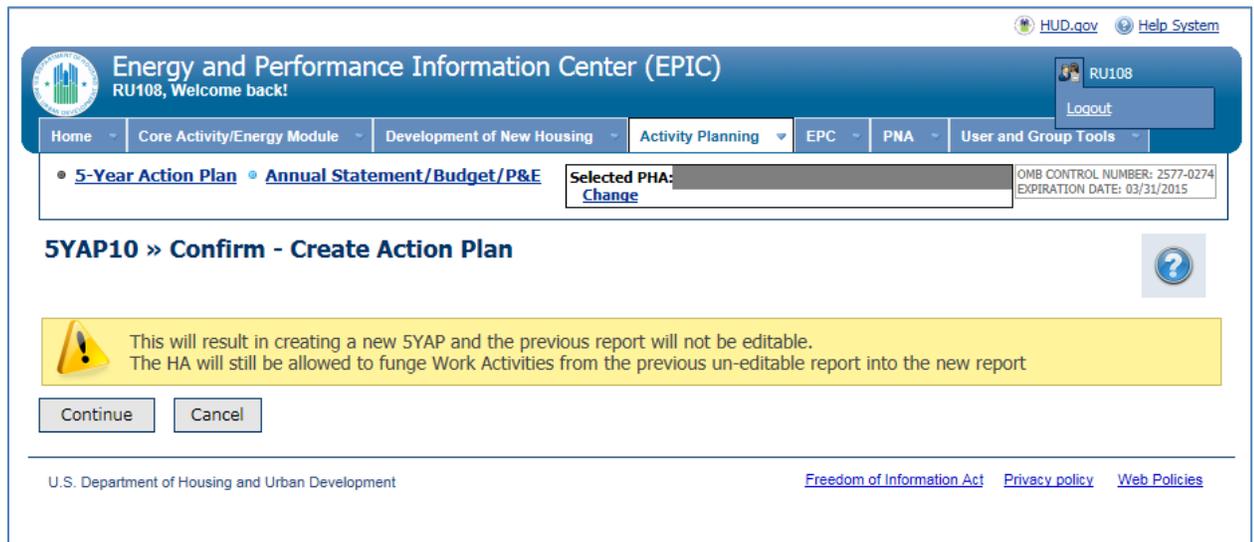
Figure 3: Activity Planning Module Homepage

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



*Icon 1: Create New*

- 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.



*Figure 4: Confirm – Create Action Plan*

- 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.
  - 5 Year Action Plan Starting Year: The starting year for the 5YAP. For example, entering a Starting Year of 2018 will create a plan from 2018 through 2022.

PHAs with rolling plans that are newly transitioning to EPIC for their 2018 Capital Fund grant awards should enter 2018 for the Starting Year. In general, this applies to PHAs with 9/30 and 12/31 Fiscal Year Ends (FYE) that did not elect to transition to EPIC early.

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. For example, PHAs newly transitioning to EPIC for their 2018 Capital Fund grant awards that are currently operating under Fixed plans covering 2015-2019, 2016-2020, and 2017-2021 could enter a fixed plan in EPIC covering that same period. In general, this applies to PHAs with 9/30 and 12/31 Fiscal Year Ends (FYE) that did not elect to transition to EPIC early.

Charts with transition schedules for PHAs using Fixed and Rolling plans are available 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)

➤ Estimated Amounts by Plan Year:

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 fudge, or reassign, to the current year.

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] OMB CONTROL NUMBER: 2577-0274  
Change EXPIRATION DATE: 03/31/2015

Logout

5YAP2 >> 5 Year Action Plan Details for [redacted]

Please use the form below to enter 5 Year Action Plan Details.

**5 Year Action Plan Details**

1. Type of Plan:  Fixed Plan  Rolling Plan

2. Fiscal Year End: 06/30

3. 5 Year Action Plan Starting Year: [empty field]

**4. Estimated Amounts by Plan Year**

Year 1: [empty field]

Year 2: [empty field]

Year 3: [empty field]

Year 4: [empty field]

Year 5: [empty field]

Total Estimated 5 Year Action Plan Amount: \$0.00

Save and Continue Cancel

*Figure 5: 5 Year Action Plan Details Page*

6. 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.
7. 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.

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RU108  
Logout

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

### 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 6: 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.

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] OMB CONTROL NUMBER: 2577-0274 EXPIRATION DATE: 03/31/2015

5YAP4 » [Redacted] - 2016 to 2020 » Add Work Activity

A brief description of work activity detail.

Go back to Plan Details

Piggy Bank			
Work Activity Cost			
Year	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>

**Work Activity Information**

1. Title:

2. Description:

3. Cost:

4. Projected Year:

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

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

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

Save Cancel

Figure 7: Add Work Activity Page

- **Work Activity Information:** Users enter a Title, Description, Cost, and Projected Year for the Work Activity. In accordance with PIH Notice 2016-21 (see: <http://portal.hud.gov/hudportal/documents/huddoc?id=PIH-2016-21.pdf>), in entering Work Activity Information, PHAs must adhere to the following:
  - 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)”).
  - 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 2018 Capital Funds and 5 units upgraded using 2019 Capital Funds, the PHA user would enter a separate Work Activity for each year and reflect the costs separately.
  - 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).

- Affected Developments/AMPs: Once the Work Activity Information has been entered, users click the “Click to Expand” link next to “Affected Developments/AMPs”. 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.

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 8: 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 Work Categories including the Budget Line Item (BLI) numbers in parentheses; selecting the plus sign (+) next to a category displays the sub-categories. Users will select the appropriate Work Category and, if applicable, Sub-Category or Sub-Categories for each new work item.

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.

Work Categories <a href="#">(Click to Expand)</a>	
7. Work Categories:	
+ <input type="checkbox"/>	<b>Administration (1410)</b>
+ <input type="checkbox"/>	<b>Contract Administration (1480)</b>
<input type="checkbox"/>	<b>Debt Service Bond Payment-Paid by HUD (9000)</b>
<input type="checkbox"/>	<b>Debt Service Bond Payment-Paid by PHA (1501)</b>
<input type="checkbox"/>	<b>Dwelling Unit - Conversion (1480)</b>
<input type="checkbox"/>	<b>Dwelling Unit - Demolition (1480)</b>
+ <input type="checkbox"/>	<b>Dwelling Unit-Development (1480)</b>
- <input checked="" type="checkbox"/>	<b>Dwelling Unit-Exterior (1480)</b>
<input type="checkbox"/>	<i>Balconies-Porches-Railings-etc</i>
<input type="checkbox"/>	<i>Building Slab</i>
<input type="checkbox"/>	<i>Canopies</i>
<input type="checkbox"/>	<i>Carports -Surface Garage</i>
<input type="checkbox"/>	<i>Columns and Porches</i>
<input type="checkbox"/>	<i>Decks and Patios</i>
<input type="checkbox"/>	<i>Exterior Doors</i>
<input type="checkbox"/>	<i>Exterior Lighting</i>
<input type="checkbox"/>	<i>Exterior Paint and Caulking</i>
<input type="checkbox"/>	<i>Exterior Stairwells - Fire Escape</i>
<input type="checkbox"/>	<i>Foundations</i>
<input checked="" type="checkbox"/>	<i>Gutters - Downspouts</i>
<input type="checkbox"/>	<i>Landings and Railings</i>
<input type="checkbox"/>	<i>Mail Facilities</i>
<input type="checkbox"/>	<i>Other</i>
<input checked="" type="checkbox"/>	<i>Roofs</i>
<input type="checkbox"/>	<i>Siding</i>
<input checked="" type="checkbox"/>	<i>Soffits</i>

Figure 9: 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.

The screenshot displays the Energy and Performance Information Center (EPIC) interface. At the top, there is a navigation menu with options like Home, Core Activity/Energy Module, Development of New Housing, Activity Planning, EPC, PNA, and User and Group Tools. A user profile for RU108 is visible in the top right corner. Below the navigation, there are links for 5-Year Action Plan and Annual Statement/Budget/P&E. A search bar for PHA is present, along with OMB control and expiration information.

The main heading is "5YAP3 » Activities List for [redacted] - 2016 to 2020". Below this, a message states: "5 Year Action Plan Activities page displays high level view of active work activities for this PHA."

On the left side, there is a "Piggy Bank" section with a piggy bank icon. It contains a table titled "Work Activity Cost" with columns for Year, Estimated, Consumed, and Balance. The table shows a balanced budget for each year from 2016 to 2020, with a total of \$500,000.00 estimated, \$100,000.00 consumed, and a \$400,000.00 balance.

On the right side, there is a "Work Activities" section with a search bar and a table of activities. The search bar includes fields for Years to View, Development/AMP, and Work Activity Name. The table below shows a single activity: "Roof Installation" for the year 2016, with an amount of \$100,000.00.

Year	Estimated	Consumed	Balance
2016	\$100,000.00	\$100,000.00	\$0.00
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>\$100,000.00</b>	<b>\$400,000.00</b>

Year	Identifier	Dev/AMP	Activity	Amount	Options
2016	ID0001	[redacted]	<a href="#">Roof Installation</a>	\$100,000.00	[edit] [delete] [print]

Figure 10: Activities List Page

- 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 funding 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.

**5YAP3 » Activities List for** **- 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:  -

Development/AMP:

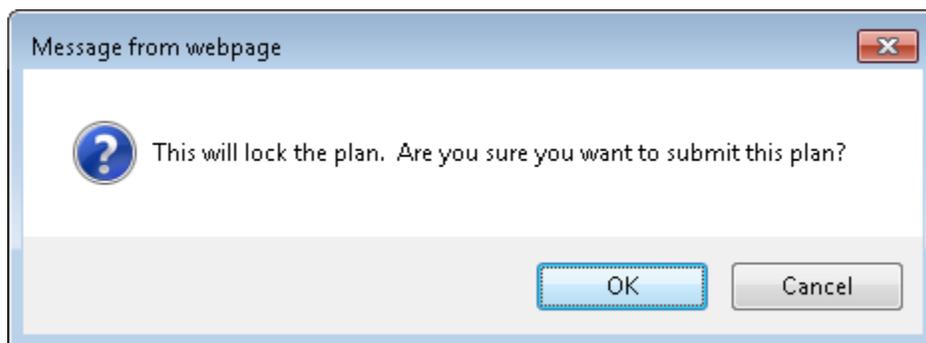
Work Activity Name:

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

**Figure 11: Activities List Page – Submit Plan Button**

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



**Figure 12: Submit Plan Confirmation**

11. Upon selecting “OK”, the user will be directed to the 5-Year Acton 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.

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**Energy and Performance Information Center (EPIC)**  
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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] OMB CONTROL NUMBER: 2577-0274  
EXPIRATION DATE: 03/31/2015  
[Change](#)

### SYAP1 » 5-Year Action Plan Reporting

?

**Legend**

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

**Five Year Action Plan**

Plan	Type	Created Date	Last Modified	Report Year	Status	Options
<a href="#">5-Year Action Plan for 2016-2020</a>	Fixed	07/09/2015	07/10/2015	2016-2020	Submitted	

*Figure 13: 5-Year Action Plan Reporting Page Showing Submitted SYAP*