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/ph/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”.

![Tools Menu in Internet Explorer](image)
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.”

![Compatibility View Settings Window](image)

**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.

![Activity Planning Module Homepage](image)

**Figure 3: Activity Planning Module Homepage**
3. 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](image)

4. 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](image)

5. 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

➢ 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 funge, or reassign, to the current year.
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.
8. 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.
➢ 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.

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<th>Development Name</th>
<th>Total ACC Units</th>
</tr>
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<tr>
<td>☐ 000105</td>
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<td>127</td>
</tr>
</tbody>
</table>

*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.
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.

Figure 10: Activities List Page

9. 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.
10. Upon selecting “Submit”, users will receive a popup message.

11. 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.
Figure 13: 5-Year Action Plan Reporting Page Showing Submitted 5YAP