

EPIC FAQ #3
As of April 28, 2013

Q1. I am a Qualified PHA, am I required to report in EPIC?

A1. Yes, Qualified PHAs are required to report in EPIC. The current EPIC reporting requirement is not linked to the PHA plan, so the fact that an agency is a qualified agency does not impact the requirement to report. The reporting requirement comes from a provision in the Capital Fund ACC amendment.

Q2. I am using all of my Capital Fund Grants for Operations. Do I need to report? If so, how do I report?

A2. Yes, PHAs transferring all of its Capital Funding to Operations are required to report in EPIC. For each Capital Fund grant where this is the case, the PHA should pick a development/AMP and select the "non-dwelling" work type. The PHA should indicate in the narrative that it transferred all of its funding to operations.

Q3. How do I edit grantee information for total award amount disbursed? I need to update the amount.

A3. The disbursed amounts are pulled periodically from LOCCS and are for display purposes only. Please ignore and go ahead and report.

Q4. My grant has been completely expended but I cannot figure out how to submit a final report.

A4. After a grant is placed in pre-audit status in ELOCCS, PHAs need to complete one more EPIC report (indicating no activity) before they are able to finalize the report. At that time you will see a button to mark your report as final on the Section Review and Submission page (page CA9)). So depending when you placed your grant in pre-audit will determine if this is a final report.

Q5. Can a PHA go into EPIC to report on previous Quarter (s) that they did not report in?

A5. No. Once the new Quarter of reporting starts, a PHA is unable to report on the previous Quarter(s). PHA(s) in this situation report for this Quarter, and include any new units that were previously not reported.