Rob Sronce: Welcome, and thanks so much for attending this webinar, Best Practices to Setting Up and Completing the CAPER. My name is Rob Sronce. I'm with the Cloudburst Group.

There are still some people joining. But, in the meantime, we'll go ahead and take care of some housekeeping details. Today's webinar will last around 90 minutes. It's scheduled to last 90 minutes. Do note that all participant lines are muted. We will be taking questions, but they need to be submitted through the WebEx™ Q&A pod. That's part of the WebEx™ app.

We'll pause in the middle and at the end to answer those questions submitted. Also, know that if you do have to leave early, that's okay. Our feelings won't get hurt. This session is being recorded. For those of you who have to leave early, or if you have colleagues that were not able to make it today, the recording along with the transcript, and this presentation, and this PowerPoint will all be posted on the HUD Exchange training and events page.

We do recommend that you close your e-mail and other distractions, making sure that the WebEx™ app is going to work the best.

If you do run into any difficulties, the first thing we suggest is trying to close the app and login again. I hope that everything is running smoothly for you. You can also request assistance by using the question and answer pod on your screen.

We'll help you as soon as we can. We have folks in the background who are keeping an eye on that. We'll assist you as soon as possible.

I do want to give you a quick orientation to the WebEx™ screen. I mentioned the question and answer pod, which you may not be seeing right now as we're presenting the slides. If you go to the top center of your screen and hover there, you'll see them drop down. You can select the Q&A pod to turn it on. It's not on or active by default. Make sure you click that so that you can access the question and answer pod; and put your questions in there, so that we can grab them and answer them.

Remember that we won't be taking any verbal questions. Please put them there and we'll answer them. We'll answer as many as we can. If you have a question, and it doesn't get answered, please also remember there is the Ask-a-Question and lots of FAQs on the HUD Exchange.

Also, if you find yourself out of the presentation and back on the main WebEx™ screen, there's a box in the middle of the screen that will take you back to the presentation.

That's our instructions, most of our instruction today. We have a really large audience today. It's continuing as people log in here. Welcome, everyone, welcome.

You will be on mute. You will need to use that Q&A pod to submit your questions. We'll then pause and answer. We also encourage you to go ahead and submit questions as you're thinking of them. You don't need to wait until Q&A time.

Actually, we encourage you to enter them, so we can start grabbing them, and logging them, and pulling them out to answer. Again, we'll try to respond to as many as possible. If we don't get to answer the question, please feel free to submit a question to Ask-a-Question.

Today, we are joined by Gloria Coates, at HUD Headquarters from the Office of Block Grant Assistance. Would you like to say a quick hello, Gloria?

Gloria Coates: Yes, good morning and good afternoon, everyone.

Rob Sronce: Thanks. Thank you for joining us, Gloria. We appreciate that. Presenting today are myself, and Jon Kunz from the Cloudburst Group. Jon, do you want to say hello?

Jon Kunz: Yes. Thank you so much for joining us, everybody. We look forward to the session.

Rob Sronce: Thanks, Jon. We are being assisted in the background, with Q&A by Ben Sturm, also with Cloudburst. Helena Waziri is at the controls today; and me, Rob Sronce with the Cloudburst Group. We thank you again for joining us.

This webinar is made possible by the Community and Planning Development, CPD Office of HUD. Thank you. Thank you, HUD, for making this possible. Before we do get started with CAPER, we want to give you a timely reminder. That is the Action Plan. The statutory deadline for submitting your Action Plan is August 16th.

If you don't submit that on time, you will not get your funding for 2019. Gloria, did you want to add anything here?

Gloria Coates: Yes. I just want to remind you all that the SF-424 must be in your local field office by August 16th. Thank you.

Rob Sronce: Thank you, Gloria. Yes. Even though you can attach things to your CAPER or, I'm sorry, your Action Plan, you do need to submit those forms to your field office. Please be in consultation with your field office, making sure that you understand their instructions clearly.

Let's go over today's agenda. We're going to talk a little bit about the basics of the CAPER; including how the CAPER works in IDIS and as part of the eCon Planning Suite

We'll look at how the CAPER data, what you see in the CAPER is pulled from several sources. Its relationship with the strategic plan, Action Plans, goals, as well as the projects and activities; how those pieces fit together.

How you can use the Con Plan Goals and Accomplishments Report to help you create your CAPER, and then troubleshoot any issues. We'll talk to the setting up the CAPER; so, creating your CAPER, completing some of the CAPER screens.

We have some specific slides about the CAPER and ESG. We'll go through troubleshooting common issues and, of course, question and answer.

We have a couple of objectives today. Our first is to identify the strategies that will ensure that your data properly populates in CAPER. When you've entered in IDIS, it will show up in the CAPER template correctly.

We'll help you understand, again, how to use, not only the Con Plan Goals and Accomplishments Report but other MicroStrategy reports to see what is in IDIS. Your path to correcting your CAPER: and talking about completing the CAPER set-up and submitting it in IDIS. We'll go through some common issues and describe how to address them.

With that, I am going to now pass it off to my colleague, Jon Kunz.

Jon Kunz: Thank you, Rob. Let's see. Do I have control here?

Rob Sronce: Alright. There you go, Jon. It's all yours.

Jon Kunz: Thank you very much. Thanks again, Rob. Excuse me. Before we take a deeper dive into the CAPER, let's do a quick review of a few of the basics for those of you who may not be as familiar with the CAPER, or the Consolidated Plan, or the eCon Planning Suite.

The CAPER, it stands for Consolidated Annual Performance and Evaluation Report. It is the key component of the Consolidated Plan cycle. While the five-year Consolidated Plan and a one-year Annual Action Plan plays out your community goals and anticipated results, the CAPER is how you look at how your community is doing in meeting both those long-term five-year goals and the short-term one-year goals.

The CAPER provides a great platform for you to tell your story; all of the successes to your community, your stakeholders, including its leadership, HUD, and so forth. To assess whether any mid-course corrections are needed. It's a key part of that whole Consolidated Planning cycle.

The CAPER will incorporate much of the financial accomplishment data you entered into IDIS during the program year, and then again immediately following the program year as you receive reports and continue with your drawdowns.

You'll be able to adjust the data, collect it, and do provide some analysis for your success of the challenges you face in meeting the annual goals and the long-term goals as well.

Your CAPER is due 90 calendar days after the end of the program year, which gives you time to make those final draws and collect performance information from all of your subrecipients.

Of course, you do want to make sure you build in at least 15 days to provide a draft to your community for that citizen participation review. I know many of you on the webinar have program years that start July 1 and end on June 30.

You're probably all updating your activity level data now in IDIS. Then, you should be creating your CAPER in the eCon Planning Suite sometime in August or even early September. We'll get into the timing a little bit later.

Then, I know, there are a lot of other participants who start their program year October 1. You'll be getting into the CAPER much more in the fall. That's still a lot for you to prepare.

All CAPERs must be entered and submitted in IDIS. That was news the last couple of years. But, it's pretty much standard. I think everybody knows that.

This is all part of the eCon Planning Suite, which helps you link your data from your consolidated plan all the way through your Action Plan, and into your CAPER – so one big system.

Finally, a note for grantees that are part of a HOME Consortia. Remember that each member, each participating grantee must create their own CAPER in IDIS. This also applies to any grantees that may be doing a regional Consolidated Plan.

I particularly mentioned this on the Consortia. Because it's different. The CAPER is different than the Con Plan and Action Plan, which in those cases are set up by the lead grantee for the Consortia.

Just give me a moment here, I'm going to switch to a little animation. I'm going to dig a little bit deeper here. To understand how the CAPER works in the eCon Planning Suite, it is important to understand how the CAPER fits into all of the different components of the eCon Planning Suite.

Let's look at a three-year scenario that shows how the data in the CAPER relates back to the Consolidated Plan and Action Plan. On top of the screen, in this case that we're looking at; you can see that there are five goals that were designated by this grantee as part of the Con Plan five-year Strategic Plan.

In that first year, the grantee decides, say, they're going to pursue three of those goals. They add three goals into their year one Action Plan in the AP-

20 screen.

As the end of the year rolls around, then, they will create the CAPER. Those goals will roll down. The grantee will need to report upon those goals.

Much of the information here of the accomplishment data actually comes from IDIS activity screens. When you go into the IDIS system, and you enter accomplishment screen data, those are associated with specific projects. They, in turn, are associated with goals, the Action Plan template, and the eCon Planning Suite.

We're going to focus on the goals here because the CAPER in the eCon Planning Suite summarizes how well you are doing in meeting your one year and five-year goals. You'll hear a big theme about, "We're focusing on goals," during this presentation.

Now, let's move to year two. This year, the second year, the grantee is ready to pursue a couple of more of those goals they had for a five-year plan. But they weren't quite ready to begin those in year one. Again, they will add those goals that are part of the Consolidated Plan to the Action Plan. Likewise, they will report upon those goals in the CAPER in the CR-05 screen.

Again, much of the data gets populated into the CR-05 screen from IDIS itself. But this is the general structure. That works out pretty well.

Then, let's say year three works around. There is a new need that arises. Let's say you're ready to do some economic development that wasn't part of your five-year goal. But conditions are such that their priorities turn that economic development is going to be a goal for this year. You cannot just add it into your Annual Action Plan.

You must first create the goal in your Five-Year Consolidated Plan and the SP-45 screen. You'll put it into your five-year goal plan. Then, you'll be able to add it into your Annual Plan as well. Finally, when you create the CAPER, kaboom, that goal will carry forward into the CAPER. You'll have a platform to relate the actual accomplishments for the year against the anticipated goals.

Again, we're going to talk about projects later. But really, this is just a mechanism for linking all of the IDIS level activity to the goals.

Alright. Now, let's just take another look. Again, we're really focused very much on how we relate the measurements of actual accomplishments versus the goals themselves.

Take a look at the graphic here, if you would. We're going to look at one goal that is very common among grantees; so, rehabilitation of housing stock, just as an example.

Up top, you can see the grantee has set up five, a five-year goal to rehabilitate 200 units. Then, they selected the goal outcome indicator. That's GOI for short.

But, the goal outcome indicator of homeowner units rehabbed, that's something that's in the system. One that each grantee will select from a variety of allowable and prepopulated indicators.

Again, they're planning to do 200 units. That's over the five years. Moving down to the one-year Action Plan, and this can be any given year. Let's say the goal is going to be complete 40 of those 500 – of those 200 units.

In that case, again, they'll select the goal outcome indicator of rehabilitated existing housing stock. They will identify 40 units. Rehab is their goal.

They will then move into the project screens. It's still in the Action Plan. They can identify, again, homeowner rehab, as a goal outcome indicator; and identify in this case, say, 40 units rehab. Although, you certainly could divide that goal into several different projects, if that fits your needs.

At the end of the year, that first year, again, your Strategic Plan year goal, that's your five-year goal – is 200 units. Your Action Plan expectations are 40 units. But you actually only accomplished 35. Then, IDIS would calculate a percentage of completing towards those goals.

That can be fine. You're not always going to meet your goals. You may exceed it. But you have an opportunity in the CAPER to explain if you were delayed. Or, things did not move as quickly as anticipated.

Alright. Let's talk again, a little bit more about where that data comes from. The data in the CAPER comes from just a few different areas. One is the Action Plan. It brings the planned activities, the plan numbers, as well as the Consolidated Plan.

It takes the Activity Accomplishment Report data that you do directly in IDIS. For ESG, there's HMIS data that ESG grantees or recipients can submit through Sage. We'll talk about that a little bit later.

Let's move on one more screen. This is a little bit of a visual look. You'll hear us talk about the CR-05 Goals and Outcome screen. That's the one that we're going to demonstrate a little bit later in the session. It's the critical screen, the heart of the function of the CAPER. That is comparing your actual accomplishments with your expected outcomes.

It is organized where the top of that screen deals with just the program year. That's dealing with, say, the 2018 program year for which you're developing a CAPER. But also, at the bottom of the screen, you will see Strategic Plan to date.

That will look at all of your accomplishments and your goals for the entire Consolidated Plan cycle. You might be in year three of your Con Plan Cycle. Up above, it looks at the one-year 2018. Below, it will start for everything you've done to date.

Now, if we look on the left side, you'll see the expected outcomes by goal. Everything is by the goal. That's the focus here. It comes from the Annual Action Plan AP-20 screen. That's the goals.

We're going to do housing rehab, public facilities, and so on. It says how many units you expect to do of each of those. That gets populated there.

On the right-hand side with the actual outcomes by goal again; and that will come, really, from those specific accomplishment screens that are associated with every activity in IDIS. That is something that you'll see there for almost every activity except for administration.

The activity is associated with a project in all cases. That project is in turn associated with the actual outcome – with the goals. What you're looking at is the project serving as that magic link between activity level data, and the goals. You don't actually report at the end of the year at the project level.

It's very similar down below when we're looking at the year to date or the Strategic Plan to date. You have the expected outcomes. Those come from the SP-45 screen.

Likewise, you have the actual accomplishments that come from activities. Those would be associated, again, with different projects that are associated with any particular Action Plan year in the Consolidated Plan cycle.

Rob, I think I'm going to pass it back to you.

Rob Sronce: Great. Thanks, Jon. Again, if you have any questions, go ahead. I see a lot of questions in the Q&A pod. Folks who are getting their questions submitted. If you have a question, please go ahead and submit it as you think of it.

We'll log them and get to as many as we can. We want to go with a couple of the reasons why your CAPER data may not…. Your CAPER may not populate correctly or completely. Some of these you may be guessing now having Jon going through how the CAPER works.

This is one of the most common issues that we see. Your Action Plan is not marked review completed. You've submitted it. But it has not been marked review completed. Or, maybe you haven't submitted it, which should be highly unlikely. But you've submitted it and it has not been marked as review completed.

What you'll need to do here is to reach out to your field rep or field office and ask them to please mark that as review completed. Often, the review has been completed. But, it's just a matter of flipping the switch in IDIS.

The other is that Action Plan amendments have either not been submitted or not been approved. You'll need to get those submitted if they haven't been submitted, amendments. If they haven't been approved, get them approved.

If you've been paying attention to, and regularly attending our other webinars, you'll recognize this from our best practices, and also our amendments, webinars. You'll need to get these submitted and approved. You want to get them into approved status, so everything will work correctly.

Because remember that the CAPER is taking a snapshot of what's in IDIS at the time that's created. It's going to look at the most recent approved plan. If your plan hasn't been approved, it's not going to see it. If your amendment is not approved, it's going to look at the older version of your Action Plan.

The next one is duplicative projects. "How does this happen?" first, you might be asking? We see it quite often. Typically, what we think is going on. The project is first created when the Action Plan is created through the AP-35.

Then, at some point, either yourself or someone else goes and creates the project through the projects tab, and not through the Action Plan. You end up creating two projects, duplicate projects. The problem here is that one of these is connected to the Action Plan and one isn't.

One of these has the activities set up in it. One doesn't. The same project, which has activities must be connected to the Action Plan. One note here is best practice. Always create your projects through the AP-35. Scan the Action Plan, so that you're placing them in the correct Action Plan and the plan year that connect it.

It's the Action Plan. You're completing all of the fields required for the project that the eCon Plan uses, the eCon Planning Suite uses, and your CAPER will use.

You'll see that we've got two projects here. One was created first, number three, so 2016, 3, and in most cases, later, 2016, 12. You'll also notice that the naming convention is not consistent. It's not really helping us figure out which one is the correct one?

Another best practice, name, and number your projects in a meaningful way, so you can make sense of them when you see them on these screens. Also, work closely with others in your office, and keep a list of these. Think about how you're going to name them? How you're going to enter them before you start to work in IDIS.

Next thing, how can we correct this? There are really two ways to correct this. One is to move the activities to the correct project. You've got activities underneath the project; go ahead and change the association.

Go and edit those activities to change their association to the correct project; meaning the one that's connected to the Action Plan. Or, amend your Action Plan, so that it actually includes the project that has the activities underneath it. In either case, you'll need to get rid of that. You'll need to cancel those incorrect projects after you’re done, so they don't get used.

Another question you might I have is, "How do I know which one is correct?" Which one is connected to the Action Plan? Which one is not? You'll look in the AP-35 screen of your Action Plan to see which are in there.

Again, you may need to drill down a bit and look at those to determine which are which. Which ones are actually in your Action Plan and which are not? You'd also know, of course, by the program you're in, Project ID number.

They may not populate correctly. If you've got prior year projects that have been copied into your Annual Action Plan. Again. If you've been following along with us through the year, you'll know.

When you copy your Action Plan; we create a new Action Plan by copying your old one. It brings the projects along with it. If you'll remember, what you'll need to do is remove those copied projects and create new ones.

Also note, as I mentioned in the previous slide. This is not always clear because the AP-35 screen isn't going to show the project year and number. Remember to use some sort of naming convention that's going to help you identify the plan year and project number. If you've got similar projects going from year to year, this is especially important.

If this is the case, then you are going to need to amend your Action Plan to get those correct projects, and get the current plan, your project into your current plan year Action Plan, and remove those prior year projects from the Action Plan.

This is all, of course, for your CAPER to work properly the first time around. Or, when you actually create it. This needs to be done before you create it.

Another one is that you just have not entered your accomplishment data in IDIS. If the accomplishment data is not entered at the activity level, it's not going to roll up into the CAPER.

But this is just a reminder in terms of your order of operation and your workflow, to get your accomplishments entered before you create the CAPER.

Jon alluded to this earlier in terms of how the setup of your Action Plan determines whether or not your CAPER is going to work if the goal outcome indicators are not compatible.

The goal outcome indicator at the project level, the one selected at the project is not the same as the one selected in the Action Plan. Or, the goal outcome indicator in their Action Plan is not compatible with the activity type. How do we know which ones are compatible?

If you go into the Con Plan IDIS Desk Guide, the eCon Plan Desk Guide, you will see it in Appendix B. That's Appendix B as in boy. It will show by program the correct pairing of compatible goal outcome indicators and activity types.

CDBG, those are by matrix code. It'll show the goal outcome indicator with its associated unit of measure. Then, the activity types that are compatible with it. You kind of need to work a little bit backward on this to make sure it's all working. But, it's sort of common sense. You can't have an activity collecting persons, and then a goal outcome indicator that's households. That's not going to work.

Your CAPER isn't working right. There are a couple of things to look at here to see if you have some data issues. First, you don't need to create a new template. You can use some reports, which we'll go over. The Con Plan Goals and Accomplishments report see what's going on, to be able to troubleshoot and fix your CAPER.

There are some other MicroStrategy reports that you can use to see what's in IDIS to know what to fix. Then ultimately update the data fields that are in the CAPER template. Don't lose hope, you can fix these things manually in IDIS.

Jon is going to show us how to do that. Yeah, just a minute here. Hey Jon, I'm going to pass it to you. Alright, Jon, you are presented now. Jon, we're not hearing you.

Jon Kunz: Thank you. Can you hear me now?

Rob Sronce: Yeah. It's loud and clear. Okay, thanks, Rob. Rob talked about the need to use the IDIS MicroStrategy reports in preparation of the CAPER. We're going to talk just briefly about some of the key reports you'll probably want to use, including one that is required to be submitted for every grantee.

We'll also talk about how to use that Con Plan and accomplishment report before you get into the CAPER.

Let's just start from the top, the PR03 CDBG Activity Summary Report. The main PR03 report that many are probably familiar with is the one that's downloaded as a PDF. That has the details of CDBG activity setup and accomplishment information edited in IDIS editing is available for all of your activities that were active during the program year.

They may still be open activities. They may have been completed during that program year. Or, they may have draws against them during that program year in which you did not use the prior year flat.

It runs about two pages per activity. It's a really important report. It gives you, and then, really, your field office can download it too if they want to look at the details. Everything from the activity status, the amount budgeted and drawn during the program year, and since its inception, a description of accomplishment narratives – it gives the detailed beneficiary data of who has actually benefited from the program.

It's a great deal of detail. That's a good one to review your data as you're preparing for your CAPER. Because as Rob noted earlier, you really want to get your IDIS data as sound, complete, and as accurate as possible before you create the CAPER.

We will be able to change it later. But it really creates a smoother process for you, if you can get that data nailed down first.

I do want to mention a second version of the PR03 report, which is called the BOSMAC. It's short for Boston Macro. That's a long story. But, it's one that some grantees use, and many may not be familiar with it. It's particularly good for grantees with a whole lot of activities.

It essentially takes the same data as the regular PR03 report that you download as a PDF. But in this case, it's exported into an Excel database in a usable form. You can download it into Excel. From there, it's just a much easier way to look at the financial accomplishment data in a more systemic, systematic way.

You can also apply filters and do summing of activity. It's just a great way to actually manipulate, to be able to look for patterns, and so forth in your data.

One of those things, it's not as good for looking at the narratives. For those, you would want to look at the PDF version, probably. But it really is my number one CDBG tool when I do develop a CAPER to make sure everything is aligned. There is consistency in the outcome indicators, and in the objective indicators, and identify activities that still need to be completed, et cetera.

Let's switch over now to the PR22 Status of HOME Activities. For HOME, that's a really good activity level report to look at as you prepare for your CAPER. It includes a lot of the key information on each activity such as activity category, number of units, committed and drawn amounts, and activity status.

One thing to note, there are two options when you run this report. One of them is for all open activities, and activities completed or canceled in the last year. The other one is just for all open activities. You may be tempted to use that first one-year option.

But you should note that the way IDIS interprets that one year. It will literally go back one calendar year from the date you were running the report. It may work just fine if you run it on the last day of the year. But, most of you will be looking at that report at various times during the year, and the following year as you're preparing your CAPER.

In this case, we would recommend that you run the PR22 version. That is for all years instead of that one-year option. Download that into Excel; so, from Excel, you can then filter, sort, and see what activities have been completed during the program year for which you are reporting. That's a good way to just look at the details of each activity and make sure they're bubbling up correctly to the gold level.

Okay. Another critical CDBG report is the PR26 CDBG Financial Summary report for entitlement communities; and the PR28 CDBG State PER or States. These are required reports. The ones that are actually your respective one, whether your entitlement or state, must be included in your CAPER.

You can upload that in the first Administration screen. We'll show you where that is later. For CDBG, these reports are critical in that they help demonstrate that your CDBG funds are primarily used to benefit low- and moderate-income persons.

That you are in compliance with the 20 percent administration and 15 percent public service caps. It's really an important report that HUD will look at for compliance.

They're special in a couple of ways. One of which, that you actually need to add information on a parameter screen. You can't just run it and get the end results you might want. You'll need to fill in some information in the parameter screen.

Then, do remember, you always need to add a new report each year. Then, go ahead and update those parameter fields. For example, in terms of updating the data each year, you'll need to add the ending balance of the previous program year.

Then, you may also need to use that screen to make adjustments if your financial data captured in IDIS does not accurately reflect the financial status during the program year for which you're reporting. Maybe there was some late program income coming in or something like that.

It's not required to be submitted. But I do want to quickly note a second PR26 activity summary by selecting grant report. This is a report that came to the fore just in the last few years as grant-based accounting was implemented.

Again, it's not really part of the CAPER. But it does apply the second administration cap. You need to meet that each year. Not only does it look at what happened during the year but also looks back at the source year of the grant.

You want to keep an eye on that report during the program year to avoid the possibility of actually having to pay money back. It's a good thing to do and highly recommended. HUD is running a webinar on the CDBG Origin Year Expenditure Test this afternoon and tomorrow. You can probably still sign up for tomorrow's session.

If you're responsible for that, I would really recommend you do it to keep yourself out of trouble and make sure you meet those caps. I would imagine, they will also be putting it on the HUD Exchange after they have a chance to record it and get it pulled up.

The PR26 report, it is a little bit complicated. We clearly just can't go through everything now. But I do want to draw your attention that there are some great resources on the PR26 report. There is something called the Updated Instructions Completing CDBG Financial Summary Report, also known as the PR26 CDBG Financial Summary Report Troubleshooting Guide.

Don't be fooled by the troubleshooting; it does that. But, it's also just something you'll want to have a great reference right by your side as you're putting together your PR26 CDBG Financial Summary Guide or your PR28 guide.

Going back over to the HOME side, there's the PR33 HOME Match Liability report.

This is the key to helping you determine your liability for your HOME match for the year of the CAPER. You'll need that as part of that CR15 screen. Again, we'll take a look at that in a little while.

Important to note on the issue, there's some confusion about this with a lot of grantees. When you do report the HOME match, it is actually the federal fiscal year and not your program year. Just as an example, say you're in your 2018 CAPER. You have calculated your match liability and calculate the match that you did create during the new year.

But you have to do it for the federal fiscal year. That begins on October 1, 2017, for 2018. It goes right through October – or rather, September 30, 2018. That is the 2018 federal fiscal year. In some cases, it might match up with your year; but for many others, it may not.

Then, we have for ESG recipients, the PR91 ESG Financial Summary report. That's a really very helpful report. It summarizes your draws by subrecipients. That is needed in your CAPER. There are a bunch of other reports that are helpful.

We may be able to come back on some of those, either through questions or as issues come up. We did want to draw your attention to the typical PR091 reports or PR reports; which is what you've seen there for many years for the core IDIS part of the system.

One final report and we'll actually take a little bit of a deeper look into that. The Con Plan Goals and Accomplishment report. This is one that takes all that details you put into both IDIS activity level information, and also the Con Plan and Action Plan goals. It lets you run that at any time.

You don't have to create your CAPER yet. But rather, you can run this report anytime. In fact, you are strongly encouraged to run this report before you create your CAPER. This will let you see how everything bubbles up as it will in the CR05 screen.

A little bit of a different format, but it will pull it right in there; or show you the data that's going to be there. You can compare that against the details of the activity level that you can get from some of those other reports that we mentioned.

This report is available in the IDIS Reports tab. You just look for it at the very top. There is a folder there for it. It's the only one, probably, that you'll see that does not have a PR number in front of it.

What's important and one of the key things to take away. It does list the accomplishment information in three general categories. I'm going to show you that on a report in a moment. But one is that it's associated with one Strategic Plan or Action Plan goal. Another section is associated with multiple Strategic Plan and Action Plan goals. A third is just not associated with any goals.

Now, give me a moment. I'm actually going to share my screen again. Here's an example of one of these reports. Again, for this Any Town, USA, it starts with the accomplishments associated with a single Strategic Plan goal.

This is the section that takes all the activities that were active during that year; meaning they were associated with goals. That's part of the Action Plan. They're open. Or, you have completed them during the year and so forth. It will pull that data in and help populate this report here.

You'll see right below it. If you look across, it's all organized by goals just like the CR05 screen. It gives the category. You get some information and funding. It identifies the goal outcome indicator. Then, it splits it going across.

This report was probably run early. You can see, there's not much that has been accomplished yet. But, as you look through the year, that information will be populated.

Again, that first area is very clear. You've got an activity that is associated with a project. That's associated with a single goal. One of these ones that are displayed here. That will pull directly into this report.

As we go down, there's another section that says, "Accomplishments associated with more than one Strategic Plan goal." In this case, and for this grantee, none of them fit these criteria. They were perhaps careful to keep that alignment, kind of, easy for themselves.

There is nothing wrong with associating a project in IDIS with more than one goal. It's certainly allowed. But it does affect how your data comes over into IDIS. This would be a case where perhaps there was an activity that was associated with a project.

That, in turn, was associated with two or more goals. It just didn't know where to put it, so it put it here. Then, you'll need to move the data that was here, up above to the top section on the CR05 screen; so, not right in this report. But you'll pull that and have to put it in its proper place.

Finally, we come down to the third part of the report. The accomplishments not associated with a Strategic Plan goal. Here may be a bunch of activities, that for whatever reason, just IDIS does not see that data or projects that you created is associated with a current goal in your Consolidated Plan.

That may be, and I think Rob alluded to this earlier. It could be something such as your activity is left over from a prior cycle of the Consolidated Plan. Perhaps you're starting a new Consolidated Plan in 2018.

You've got some older activities associated with an older Action Plan and Consolidated Plan that did produce results during this CAPER program year. But they're just not tied in with a current Action Plan year. Those will come down here.

Again, they'll have that information. You can check it for accuracy. Finally, you can fix the data in the CR05 screen, which we'll get to in a little while.

Let's see. How are our questions looking? Have you been able to take a look at those? Rob or Ben, do we have some coming in?

Rob Sronce: We do have quite a few questions. Yes, we do.

Jon Kunz: Okay. Let's take a moment. Let me just switch over. Ben, are you there? I can see some here.

Ben Sturm: Yes. I am Jon. We do have quite a few questions. The first couple of questions related to the setup CAPER process. This is for you, Jon. It's regarding CAPERs for Consortium members.

We've been getting quite a few questions for clarification on what the requirements are for CAPERs for HOME Consortium members? For our first question, I am a participating member of a HOME consortium; do I need to wait for the lead entity to create my CAPER?

Jon Kunz: A good question and that's key. Because sometimes there is confusion. Many folks that are a participating jurisdiction of a Consortium know that you're kind of waiting for the lead to set up your Consolidated Plan and your Action Plan.

You can't get ahead of them. You need to be tightly coordinating with them. It is different for the CAPER. You're welcome to create your CAPER at any time. What we'll go over about when is a suitable time? When it makes sense for you?

But, you're not beholden to the lead entity for the CAPER. You can really go ahead and create your CAPER when the time fits. As we mentioned, both Rob and I mentioned earlier, that time should probably be after you've been able to get most of your IDIS activity level accomplishment data cleared up; as well as do all of your draws for the prior program year.

Ben Sturm: Jon, on the follow-up question to that for Consortium members; do they have to do a CAPER, even if they don't have an Action Plan or a Con Plan?

Jon Kunz: I'm trying to think of the case, where if you're a Consortium member, I mean, if you don't have an Action Plan or a Consolidated Plan? I think you would certainly just be contributing to the Consortia. Do you have any input on that?

Rob Sronce: Yeah.

Ben Sturm: Yeah. To clarify, this appears that it would be a nonentitlement Consortium member. I would say if you are an entitlement Consortium member and you receive CDBG funds or ESG HOPWA funds. You create and you have an Action Plan in the system, in IDIS.

Then, you would create a CAPER. If you don't receive CDBG funds, ESG, or HOPWA funds, then you would not need to submit a CAPER in IDIS.

Jon Kunz: Thanks, Ben. Any others?

Ben Sturm: We have a bunch of questions on data population and MicroStrategy reports. I think I'm going to switch gears to questions regarding data and reports. We'll get to other questions about the set-up of the CAPER later.

For the first question on data, and Rob, this would be for you. Can you review again, what to do with accomplishments that are related to an older Consolidated Plan?

Rob Sronce: Yeah. If it's related to an older Consolidated Plan, you're going to need to make that manual entry to have them reflected in your current Consolidated

Plan.

Ben Sturm: Thank you, and as a second question. If CAPER populates data to match the Annual Action Plan of the same program year, what happens to activities completed during the program year? But those activities were from prior years?

Jon Kunz: I can take that one, Ben. I see another one, just, I think, a little bit more specific even that came in. How do we deal with projects that were part of our 2017 Action Plan in our 2018 CAPER? I think that's what we're getting at. You're doing your 2018 CAPER now, but you have activities that are producing results during that program year.

Again, the CAPER typically really focuses on your accomplishments during that year. It doesn't necessarily just deal with what year they were funded from, or, what Action Plan they were from.

Anything that shows accomplishments for an activity that is still open but reported as accomplished during that particular CAPER year; so, from the IDIS accomplishment screens, a 2018 year was inserted. Results were entered there on perhaps the number of beneficiaries.

It would come into the CAPER. That's regardless, whether it was originally an activity associated with a project and an Action Plan from 2017. You're dealing with 2018, or even older.

As long as it's accomplishments that occurred during that particular CAPER year you're reporting upon, you'll enter it there. Those results may not show everywhere in the CAPER, but it will always be…. Actually, it will. It will come across on your current year, one-year actual accomplishment data in the CR05 screen.

How are we doing on time? I think we might want to keep moving forward unless you have one other question that you're dying to ask, Ben? I just want to make sure we get through everything.

Alright, with that, Rob – I'm going to send it over to you.

Rob Sronce: Alright. Thank you, Jon. Thank you for your questions. Please continue to submit those. We'll get to as many as we can. I hope some of your questions will be answered as we go through the presentation.

Jon is getting ready to show the system live to you. We want to go, and a few reminders about creating, and completing the CAPER, though, and setting it up. When you're creating it, you want to create it after you've entered all of your annual accomplishments at the activity level.

You'll also remember that you'll want to make sure your Action Plan is approved. We just had that question, that great question about who is responsible for setting up the CAPER in IDIS, if you're part of a Consortium?

When you're creating that CAPER make sure you enter the program year. Give it a version number so you can connect it to the correct Action Plan. You can give it a version number, so you can find it if you need to.

Also remember, all of the actual fields in the CR05 can be manually adjusted. again, don't panic, you can manually adjust those. We hope you've seen how you can find out what's going on IDIS, and see those accomplishments, and move them into the CAPER, to that CR05 screen.

Always, if you're not sure what to enter into any of the fields, please consult the Desk Guide the eCon Plan Desk Guide. That is a great resource for what's expected to be entered into the CAPER. Also, of course, the Federal Regulations 24 CFR Part 91 for both local grantees, entitlements, and state requirements that are listed in the regulations.

Also, remember to take advantage of your field office. They're there to help you. If you have any questions, they can provide guidance for you on what to enter. We also want to remind you that the CAPER does allow you in different places to upload attachments.

Also, to the CAPER in general, you can put five appendices that can be uploaded. If you have anything like notices, special plans, or just additional information that doesn't fit somewhere, you can append that. Or, you can upload it to some of the screens there. In general, there are quite a few places that have an optional discussion, additional discussions that you can enter additional information in there.

Jon, are you ready to walk us through IDIS live?

Jon Kunz: Yes, indeed. Let me pull it up. In the meantime, Rob, feel free to tell a CAPER joke or entertain folks –

Rob Sronce: There….

Jon Kunz: – As I share my screen. There we go.

Rob Sronce: Okay, with LOCCS, yeah.

Jon Kunz: Yeah. That’s right.

Rob Sronce: That's also an IDIS joke, LOCCS.

Jon Kunz: That's very deep. Okay. Thank you, Rob. Can you see my screen?

Rob Sronce: Yes, you can.

Jon Kunz: Finally, we're getting into the system itself.

Rob Sronce: Okay.

Jon Kunz: We want to go through just a few of the key areas. Most of you, we presume have been in IDIS. You're familiar with the system. You'll notice one thing here. I'm in the training region. I selected a random grantee.

If they're watching, don't worry. We're not messing with your data. We're in a special training region. In fact, for those of you out there, you can get access for this, if you want to do any of your own training. You can send in an AAQ for information.

One thing before we get into this, a special reminder for folks that may have their CAPER coming up. In IDIS every 90 days or so, which is the period that HUD sets, they will do a purge of IDIS users who have not logged into the system for the past 90 days. I don't know if it's exactly consistent. They will do a purge of IDIS users who have not logged into the system for the past 90 days.

If you're one of those users who are infrequent. Maybe you don't deal with IDIS on a regular basis. But you do the CAPER or any other section. If you're one of those infrequent users or don't use IDIS on a regular basis, but do the CAPER or any other section, I highly encourage you to just log into the system at least every 30 days just as a safety precaution, so that you don't get purged.

Because if you're purged, you need to go through the whole process again. It's not just to call up the desk and get yourself reset. You have to submit all of the paperwork again. But, that's a quick plug, particularly for some of our team that's on the IDIS AAQ.

Now, most of the Consolidated Plan, CAPER, and so forth are located in the first tab, the Plans, Projects, and Activities. As we move down, first we see as we go past the project activity level, the Consolidated Plan, the Annual Action Plans; and then finally, the CAPER, the Consolidated Annual Performance Evaluation Report. To actually add a CAPER is one of the more straightforward things.

I'm going to just click add. You'll notice there are just three things you need to add; the program year, the title, and a version. Now, the reason you don't have to do much is that IDIS is using its own logic to say, "Hey, I'm going to sync this CAPER created with the most current Action Plan that has been reviewed and approved in that way."

In other words, if you put in 2018 here, it is going to look at what's the most recent approved Action Plan, even if there have been amendments. Just to show you that you want to be careful when you go and create the CAPER. You want to make sure everything is in order.

What I'm going to do quickly is just look at the Annual Action Plan. I'm going to come back to search. Let's say we're talking about 2018. I can say, "Okay, there are two Action Plans." There's the final; but then, there was an amendment, a final first amendment. We'll say this is the most current one.

In fact, we can see, hey, the status is review completed. As Rob was saying earlier; you really do want to make sure that your Action Plan has a status of review completed before you create your CAPER. Otherwise, it may be aligned with an older version of your Action Plan.

Now that we've done that, and just to assure us I'm going to go and quickly add the CAPER. What I'll just put here is, say, 2018. For the title, I just might say, "City of Tulsa 2018 CAPER." Here, I'm going to say, "Version one."

You can name it how you want. Many of these things will get carried over into the header or footer when you download a Word version of the CAPER. Then, all I need to do is save. You're done.

Because this takes a minute or so to process sometimes, to save a little time, I actually created this just a little bit earlier. I'm just going to go back and pull up the CAPER as we could have just created; or, as I cheated a little bit to save some time a little bit earlier.

Here we have basically a table of contents. We want to show a few key things here. One, just let's take a look at this setup CR-00 Administration screen. We'll notice, good, it's 2018.

It noted the title that I gave it, and the version, final first amendment. But that's as you may recall the same version as the Action Plan.

You'll also notice there is a place to do a lot of projects, but attachments here. For example, you could attach your PR26 report, your citizen participation information, et cetera.

Finally, there is a status. You've got a couple of options here. One is you can submit for review to your field office. Once you're sure everything is complete, and within 90 days after the end of your program year, you could change that status to submit and save it.

Or, you could even select the open in progress field office review. Perhaps you want your field office to review the CAPER before you do a final submission; so that he or she can provide some comments to you. You can make sure you got it right. Then, they can pass it back to you.

Then, you could submit it as a final option. You do want to be careful. If you do submit it, there are no take-backs, if you submit it as a final. It's not something that you can open up again, in the same form. I'm going to move back a screen.

Again, we come to basically our table of contents. We'll see the very first screen, which is really the most important screen at the CR-05 Goals and Outcomes screen. You've heard me mention that a lot. We're going to spend a little bit of time in that.

There is Racial and Ethnic composition of persons assisted, resources, and investment. We're going to spend a little bit of time in there. Some various other screens for which you, in most cases, may add just a little bit of data or fill in some narrative fields.

You'll notice down below, there are some specific ones for CDBG, HOME, HOPWA, and ESG. We want to really spend our time first on the CR-05 screen, the Goals and Outcomes. As we look at this screen, we'll see a couple of things.

First is this box up here where it provides an opportunity for you to put a narrative of your accomplishments. It's a good place to also identify any problems you had in meeting your goals, and provide an explanation, the status, and so forth.

There is that. As we come down, however, we'll see a little bit similar to that Con Plan Goals and Accomplishment report that I was able to download from MicroStrategy. In this case, though, it's right on the screen. There are two tables.

The first table is the accomplishments for this program year. This would be 2018. Down below, table two is the accomplishments for the Strategic Plan to date. You are in a 2015 through 2019 Consolidated Plan cycle. This, in 2018 would provide the information of everything to date that has been accomplished since 2015 against that five-year strategy.

As we move back up top, we'll see again. It's organized by goals. I think if you sort of think about the goals as your main organizing principle. When you write about your CAPER, that's helpful. Because all of the data is really, kind of trying to take that broader perspective.

You still very much need to complete the activity details in the screens. Your HUD field office will look those over for compliance and look at the details. But this is kind of the main show once you get into the eCon Planning Suite.

It identifies affordable housing category, some funding information, and then various indicators. It has, in this case for example, the first goal is acquisition, acquisition and new construction of housing. This particular grantee identified that and created that goal as part of both their Consolidated Plan and their Action Plan.

Then, they identify either homeowner housing added or direct financial assistance to homebuyers as goal outcome indicators related to this particular goal. There could be several different projects and many more activities that will get bubbled up here.

Again, they showed expected and the actual. One thing you may notice here for homeowner housing added; this is acquisition and new construction. It could well be a HOME activity. It showed it's expected zero; actual 33.

It may be a case where you expected to do 30 units last year in 2017. But you didn't complete those in that particular year. Now, they're coming here. There are all sorts of explanations.

Or, it could be that you have some issues with the data; either they didn't all get reported as you identified. Or, there could be activities linked to the wrong projects, and so forth.

The good thing is, you can come right in here. These are all editable. You can correct them, and say, "We actually meant to be 25 this year." Or the actual down here, it didn't capture it the way we wanted.

Perhaps it was one of the things that Rob alluded to about the matrix code not aligning with the type of goal outcome indicator you identified, or the activity category. You can always override information and put it in here. As you do that and save things, you'll get percentages.

Going down, again, you'll see each of the grantees' goals, and the categories that were selected as part of that goal. These come all from the Consolidated Plan Action Plan Goal screens. Data on the right for the actual all comes from the activity details and lined up by their association with the project, and the project's association with the goal.

As we go down below, again, it's really the same organization. It's just, this is dealing with the five-year goals. You'll need to check all of the active years in your current Consolidated Plan cycle to make sure this data populated accurately and to make any corrections as needed.

Okay. Let's look at a few other areas. I do want to take a moment on the Resources and Investments above. Again, some of this is auto-populated, others not. You can write in, fill in the blank fields there.

But what I really wanted to deal with for a moment is HOME. This is where, I think, I mentioned earlier, I believe it was the PR 33 report. It is a good one for HOME match. Those of you who are HOME PJs, you'll need to fill this information out.

Using that PR 33 report and making sure you're lining up with the fiscal year. You notice right here. It actually says fiscal year. You can put it there. Then, let's see. That's all good. Coming down, another thing. just to make sure you're focused on, particularly for the HOME PJs, to insert in the information on minority business enterprises, women-owned businesses and business enterprises.

This is the information you need put in there. You'll just want to pay attention to that. It asks for some additional details below.

It's running low on time. I'm going to go pretty quickly here. Again, I just want to go back to note one more time in the Administration screen. This is where you can put attachments.

Certainly, your PR 26 report can go up there. You can put the documentation on your citizen participation process where you advertise the availability, any comments received, and so forth. You can attach it right here, and upload PDFs to there, and finally submit it here.

With that, we may be able to come back into this a little bit later to answer some direct questions. But I do want to get back to make sure we have time to finish up a few other items. That's alright.

A couple of notes for our ESG grantees. You may have noticed in the previous screen, there are four screens available. They are for ESG specific grantees. In fact, you only need to adjust three of those. There is the CR-60 report or screen, which is for the sub-recipient information.

Again, some of the reports we identified early are great for helping you populate that. The CR-70 screen, which details the assistance provided and the outcome. Finally, the CR-75 screen, which is dealing with your expenditures.

But you do not need to enter data into the CR-65 Persons Assisted ESG screen. Because since October 2017, the ESG recipients are submitting their accomplishment data in a Sage HMIS repository. The ESGs uploaded that Sage report as a PDF on the Administration screen of the eCon Planning Suite.

That's the screen I just showed you. That Administration screen, you can upload it there.

Now, we don't have time to go into a lot of details. But I do want to let you know. If you look at this screen here. This will be posted to the HUD Exchange once we get the transcripts and so forth completed.

You'll be able to access this great information on the Sage reporting requirements. In fact, if you go into that page, you'll even notice, there are a whole lot of other documents that you can get to.

Alright, Rob, we'll pass it back over to you.

Rob Sronce: Thank you so much, Jon. Let me go through some quick do's and don'ts here, and some reminders here. Remember that this presentation along with the recording and transcript will be available on the HUD Exchange.

To ensure that your Action Plan is marked as review complete, do enter all of your accomplishments in IDIS, all amendments in IDIS, and make sure they're submitted, and ensure they're marked as review completed also.

Do make sure your Action Plan includes the correct projects associated with the activities and the correct project of the plan year. It's the program year. Make sure that all of your accomplishment data are in IDIS. Use those MicroStrategy reports prior to creating the CAPER to ensure that everything is working properly as intended.

The one big don't; Do not create a new CAPER template once you've created one. Do all your work up front and create it once; and then, you can make any manual adjustments, if you need to.

Okay. Some common issues that we went over. Your accomplishments may not be associated with a goal. We'll wrap it up really quick. You went over how to correct that. You mainly adjust those accomplishments in the CAPER.

Sometimes not all of your accomplishment data are appearing in the CAPER. Again, make sure you've got the correct order of operations there. When you create a CAPER, make sure everything is entered correctly and run those reports to see what's in there. What's in IDIS?

Again, some of your older activities are not appearing in your CAPER. They're not going to automatically appear there. You have to manually add them to the accomplishment table also.

That takes us to the end of our questions. Remember that Ask-a-Question is available. HUD Exchange Ask-a-Question is available for you as a resource. Also, a lot of great resources are available on the HUD Exchange. Alright, that takes us to the end. We have a few minutes left for questions, Ben and Jon?

Ben Sturm: Okay. I think for our first question, now to John. Can you repeat which MicroStrategy reports must be included with the submission of the CAPER?

Jon Kunz: Sure. Thanks, Ben, a good question. There is really just one MicroStrategy report that's required to be submitted as part of your CAPER. That is the PR 26 report if you're an entitlement. Or, PR 28 report, if you're a state. Those are the CDBG financial management reports.

Now, it doesn't mean you can't enter others. I know many grantees do like to, for example, attach their PR03 report to show the details. In fact, I know some of the field offices may even appreciate that.

Likewise, perhaps the match report might be uploaded for HOME. There's discretion you can have. But, the only one that is required is the PR 26. Because your field offices cannot go into the system and obtain those as such.

You need to put a little care and to fix those up.

Ben Sturm: Okay. Thank you, Jon. Rob, this question is for you. This is related to outcomes and how they are tracked. How are outcomes tracked when they are not completed within a year? For example, new construction and multifamily rental projects are awarded after HUD approval of the Annual Action Plan. Completion is two years later.

Rob Sronce: Okay. That's a great question. We had some similar ones about accomplishments happening within a program year, but not quite being done, or happening outside the program year. I just wanted to back up and remind you this.

Jon mentioned that the CAPER is looking at what has been completed during your program years. Whether that's June, July, August, September, or January, or December. It's looking at what you've entered. What you've reported as being completed during that program year at the activity level?

In the case of CDBG, you're going to report those with the program year that's associated with the accomplishment screen at the activity level. If you have questions about how to do that, again, IDIS Ask-A-Question can help you with that.

Then also remember that for HOME the completion is when it's actually occupied, and not when it's funded. If a question about how to set up your HOME activities and funding them, IDIS Ask-A-Question can help with that.

The short answer is that although you may be doing things, the accomplishments are when it's completed. They should be reported in the program year in which it's actually completed. There is a lot of room and narratives to talk about other things that you've been doing during the program year.

I hope that answers that question. I know some of that probably involves HOME setup and completion, which is a little bit outside the scope of this webinar. How that impacts? I don't know, Jon, if you want to add anything about how that interacts with the CAPER, especially as it relates to HOME?

Jon Kunz: No. I think we should try to get a couple more in. We only have actually three minutes left.

Rob Sronce: Okay, great.

Ben Sturm: Okay. This question is related to goal outcome indicators. How do I know which GOI to use, or should be used?

Rob Sronce: Yeah.

Jon Kunz: I can take that one. Okay.

Rob Sronce: That's Appendix B. Yes, appendix B is going to be that. Use those tables there to see which are compatible with each other. How they aligned related to the activity type. It's going to be related to your activity type. In the case of CDBG, it's going to be down to the matrix code.

Jon Kunz: Yes. If I could just even add to that? In some ways, I even work backward. When you are actually developing your Consolidated Plan and your Action Plan, and you identify your goal outcome indicators there, I would be, at that point, looking at Appendix B.

You really need to do it up front, if you want everything to align perfectly so that the data gets populated in the right little boxes. For example, if one of my goals is single-family rehab, I would be thinking, "Okay. I know what I'm going to end up doing."

I would look at that table B; identify, okay, matrix code 14A in this case. Look at the way they are counting it with housing units, then, I would apply that right up front.

Rob Sronce: Yeah, a good reminder for those of you who are in the midst of creating your Con Plans. Set it up correctly, so that you can make less work for yourself in the next five years.

Ben Sturm: Okay. Thank you. This question is for either Rob or Jon. This is related to – since ESG data is entered in Sage and not IDIS, do you have to manually add in ESG accomplishment data to the final CAPER total of all persons assisted throughout the year?

To add to this question. Do you need to manually add in ESG accomplishment data to the CR-05 table for the goals and outcomes?

Rob Sronce: Ben, do you want to actually take that one? Just, I'm having a little technical issue here.

Ben Sturm: Sure. Yes. ESG data is entered into Sage. Sage prints out a PDF printout that is required to be added as an attachment on the CR 00 Administration screen. However, in addition to adding that Sage report, ESG recipients are also required to update the CR-05 table on the Goals and Accomplishments screen.

Any ESG related goals, there would be expected outcomes listed. Since that is not reported in IDIS, grantees would need to update the actual accomplishment numbers for their ESG activities in the CR-05. Sometimes that data may not easily be found in the Sage report.

It may require following up with HMIS providers, or other recipients, or subrecipients to help you gather that accomplishment data.

Rob Sronce: Thank you, Ben.

Jon Kunz: Thank you, Ben

Rob Sronce: I'm looking where actually we went a minute over. I want to thank everybody for participating today. A couple of notes, one is that, unfortunately, we had so much material. There were a lot of good questions.

We weren't able to get them all. But we do encourage you to submit any questions that you did not get answered here into the HUD Exchange Ask-A-Question. Do make sure you place that in the eCon Planning Suite. Most likely, although if it was something more directly involved with IDIS; perhaps some of the reports there, you could put into the IDIS Ask-A-Question, right.

Then, even Sage has its own Ask-A-Question. If you had questions in Sage, you can put it there. Rob, any closing sentiments?

Rob Sronce: No. Thank you so much, Jon, Ben, and Helena. Thank you, Gloria, for joining us today. Yeah. Make use of the Ask-A-Question. Make use of the FAQs. Thank you so much and best of luck!

Jon Kunz: Yeah. As one final thing as I mentioned earlier, this will be posted on the HUD Exchange. Be on the lookout for the webinar materials being posted in case you want to view a transcript or review the webinar again or download the slides. Thank you.

Rob Sronce: Good afternoon, everyone.

[END OF TAPE]