



Completing the CAPER

September 30, 2020



Introductions

- Moderator
 - Rob Sronce, The Cloudburst Group
- Panelists
 - Laura Detert, The Cloudburst Group
 - Ben Sturm, The Cloudburst Group
 - Susan Walsh, The Cloudburst Group
 - Joel Warren, The Cloudburst Group
- HUD
 - Gloria Coates, OBGA



Housekeeping

Logistics:

- 60-minute webinar
- All lines are muted
- Submit technical issues through WebEx “Question” toolbar
- Please close email and other programs on your computer

Asking questions:

- Submit technical issues through WebEx “Question” toolbar
- There is time reserved at the end for Q&A

Materials:

- To be posted on the HUD Exchange
- Slides, transcript, recording



This webinar is made possible by



Session Objectives

1. How do I create the CAPER template?
2. Where does the pre-populated data in the CAPER come from?
3. What reports are required to be submitted with the CAPER?
4. How do I utilize reports as a validation tool alongside the CAPER?
5. How do I submit the CAPER?

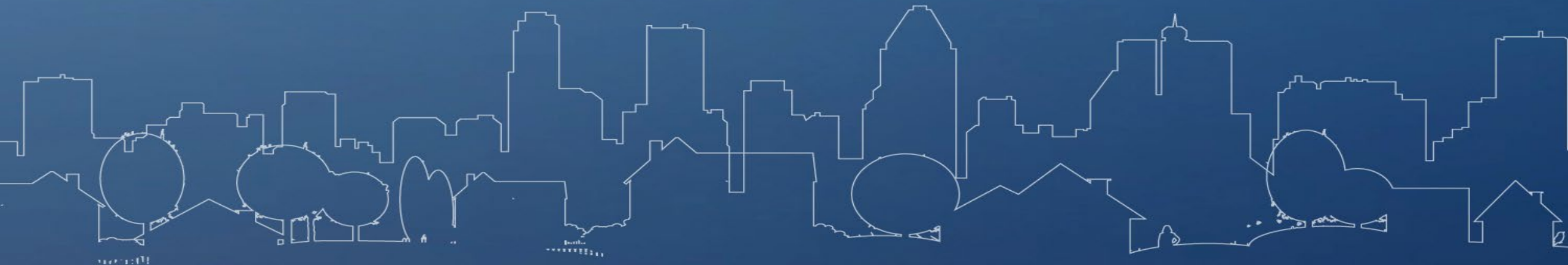


Agenda

1. Creating the CAPER template
2. Data in CAPER Screens
3. Reports
4. CAPER and ESG
5. Submitting the CAPER
6. Troubleshooting Common Issues
7. Question and Answer



CREATING THE CAPER



Creating the CAPER

- **ALL** grantees create a CAPER template
Even participating members in a Consortium
- Selecting the CAPER Program Year: IDIS will associate CAPER to latest AAP marked “Review Completed”
- The CAPER is due to HUD 90 days after close of program year

Program Year 2019 CAPERs are due within 180 days per the May 7, 2020 HUD Memo: [Availability of a Waiver and Alternate Requirement for the CAPER for CPD Grant Programs in Response to the Spread of Coronavirus](#)



Creating the CAPER

Consolidated
Annual
Performance
Evaluation Report

- Add

- Search

Consolidated Annual Performance Evaluation Report

CR-00 - Administration

Save

|

Cancel

Program Year:*

Program Year

Title:

Any Title

Version:*

Unique Version ID



Creating the CAPER

CR-00 - Administration

Save | Save and Return | Cancel

Program Year:*

2019

Title:

City of Dover CAPER

Version:*

1

Programs included:

☒ CDBG

☐ HOME

☐ HOPWA

☐ ESG

AAP Plan Year:

2019

AAP Title:

City of Dover Action Plan

AAP Plan Version:

[2020-04-22 11:33]

- Verify AAP association before spending time in template
- **Can't** change plan association once CAPER is created

Associated AAP



Creating the CAPER

Setup

CR-00 Administration

Consolidated Annual Performance Evaluation Report

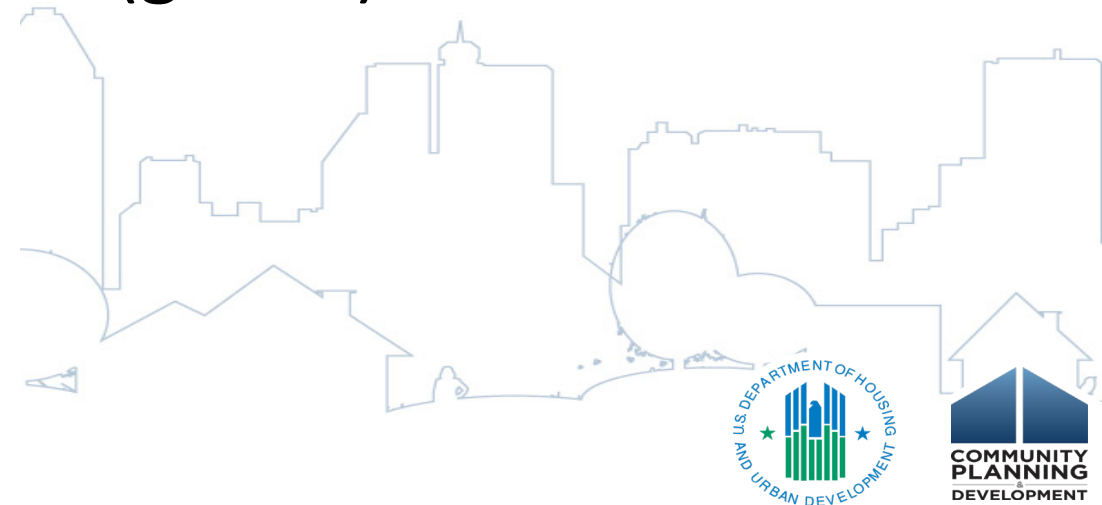
CR-05 - Goals and Outcomes - 91.520(a)
CR-10 Racial and Ethnic composition of (person/households/families) assisted
CR-15 Resources and Investments 91.520(a)
CR-20 Affordable Housing 91.520(b)
CR-25 Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)
CR-30 Public Housing 91.220(h); 91.320(j)
CR-35 Other actions 91.220(j)-(k); 91.320(i)-(j)
CR-40 Monitoring 91.220(d, e); 91.520(c)

CR-45 CDBG 91.520(c)
CR-50 HOME 91.520(d)
CR-55 HOPWA 91.520(e)

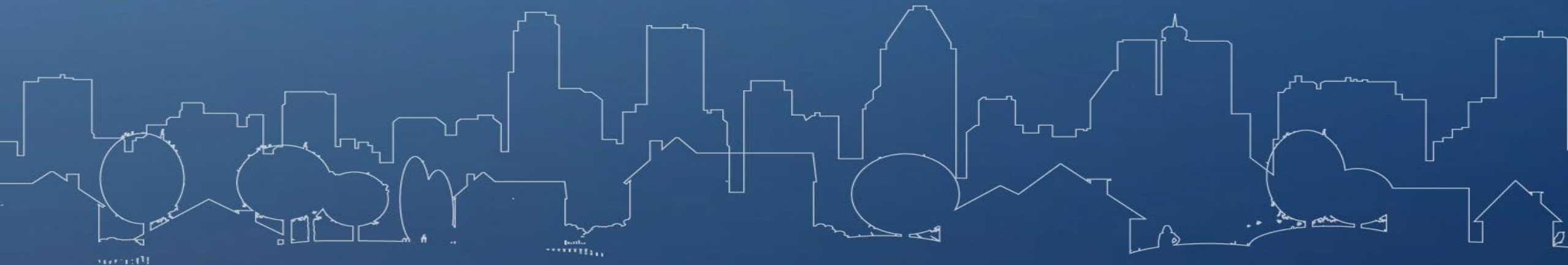
ESG

CR-60 Subrecipient Information
CR-65 Persons Assisted ESG 91.520(g)
CR-70 Assistance Provided and Outcomes
CR-75 Expenditures

Available screens
determined by
administered programs
(grants)



DATA IN CAPER SCREENS



Completing the CAPER

- All data and narrative screens can be manually adjusted
- Review *Con Plan Desk Guide* and *24 CFR Part 91* for guidance on CAPER requirements
- Grantees can upload up to 5 unique appendices

Includes reports and other supporting documents



CAPER Data

Data used in CAPER comes from:

- Strategic Plan & Action Plan: **Expected** accomplishment numbers/GOIs
- Activity Accomplishments: **Actual** accomplishment numbers
CDBG & Home report differently
- Grant funding and drawdowns: HMIS (ESG CAPER submission in Sage)*

CAPER organizes accomplishment **data by goal**

* Not auto-populated



CR-05

Table 1

- Accomplishments associated with a project for the program year
- **Expected** (numbers/ GOIs) and **Unit of Measure** come from the Goal (AP-20) associated with the project
- **Actual** comes from accomplishment data recorded in the system in the activity

Table 1 - Accomplishments - Program Year

Goal	Category	Funding		Outcome				
		Source	Amount	Indicator	Expected	Actual	Unit of Measure	Percent complete
Assist Home Owners with Needed Repairs	Affordable Housing	CDBG	\$70,198.40	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	4	0	Households Assisted	0.00
							%	

CR-05

Table 2 - Accomplishments - Strategic Plan to Date

Goal	Category	Funding	Outcome				
			Indicator	Expected	Actual	Unit of Measure	Percent complete
Assist Home Owners with Needed Repairs	Affordable Housing		Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	0	0	Households Assisted	0 %
			Homeowner Housing Added	0	0	Household Housing Unit	0 %
			Homeowner Housing Rehabilitated	80	0	Household Housing Unit	0.00 %

Table 2

- Accomplishments associated with a goal included in Consolidated Plan (ConPlan SP-45)
- Activity --> Project --> Con Plan Goal

CR-10

Describe the families assisted (including the racial and ethnic status of families assisted 91.520(a))

	CDBG
Race:	
White	<input type="text" value="0"/>
Black or African American	<input type="text" value="7"/>
Asian	<input type="text" value="0"/>
American Indian or American Native	<input type="text" value="0"/>
Native Hawaiian or Other Pacific Islander	<input type="text" value="0"/>
Total	<input type="text" value="7"/>
Ethnicity:	
Hispanic	<input type="text" value="0"/>
Not Hispanic	<input type="text" value="7"/>

- Data is populated from IDIS accomplishment screens for the program year
- Table description states “families assisted” but data is both **families** and **persons** assisted

CR-15

Identify the resources made available.

Source of Funds	Resources Made Available	Amount Expended During Program Year Program Year 2019
CDBG	595742	
General Fund	490000	

Column populated from
AP-15

Column populated as total
dollars from drawdowns
from program year

CR-15

This table is only applicable for those grantees that utilize geographic priorities

This column is populated from the AP-50 screen if used

Grantees will need to update this column manually

Carried forward from AP-50

Identify the geographic distribution and location of investments.

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CDBG Projects Geographic Area	<input type="text"/>	<input type="text"/>	<input type="text"/>
HOME Projects Geographic Area	<input type="text"/>	<input type="text"/>	<input type="text"/>



CR-20

Number of households to be supported	One-Year Goal	Actual
Homeless	<input type="text" value="0"/>	<input type="text"/>
Non-Homeless	<input type="text" value="4"/>	<input type="text" value="9"/>
Special-Needs	<input type="text" value="0"/>	<input type="text"/>
Total	<input type="text" value="4"/>	<input type="text" value="9"/>

- “One-Year Goal” populated from AP-55 Affordable Housing (AAP)
- “Actual” column should be updated manually

Number of households supported through:	One-Year Goal	Actual
Rental Assistance	<input type="text" value="0"/>	<input type="text"/>
The Production of New Units	<input type="text" value="0"/>	<input type="text"/>
Rehab of Existing Units	<input type="text" value="4"/>	<input type="text" value="9"/>
Acquisition of Existing Units	<input type="text" value="0"/>	<input type="text"/>
Total	<input type="text" value="4"/>	<input type="text" value="9"/>

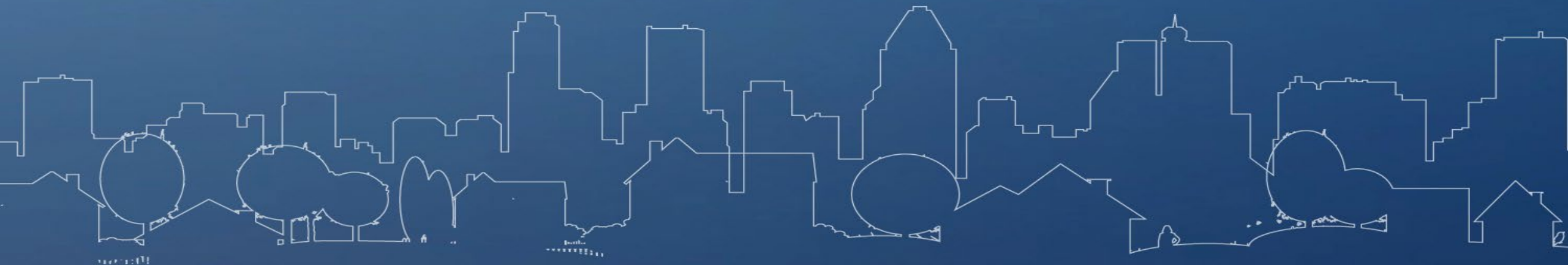


CR-20

- Numbers populated by accomplishments reported in IDIS for program year
- Grantees should adjust values to correct any discrepancies

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	214	6
Low-income	156	22
Moderate-income	54	0
Total	424	28

REPORTS



Reports

Useful reports for CAPER

- Con Plan Goals and Accomplishments Report**
- PR03 – CDBG Activity Summary**
- PR22 – Status of HOME Activities**
- PR26 – CDBG Financial Summary
- PR28 – CDBG State PER
- PR33 – HOME Matching Liability**
- PR91 – ESG Financial Summary**

**These reports are helpful, but not required for CAPER



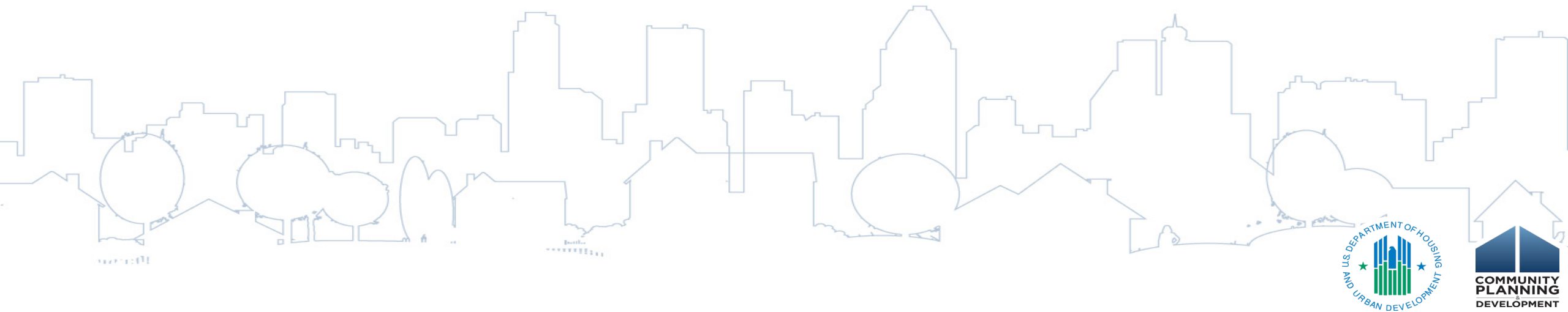
Reports

PR03 – CDBG Activity Summary

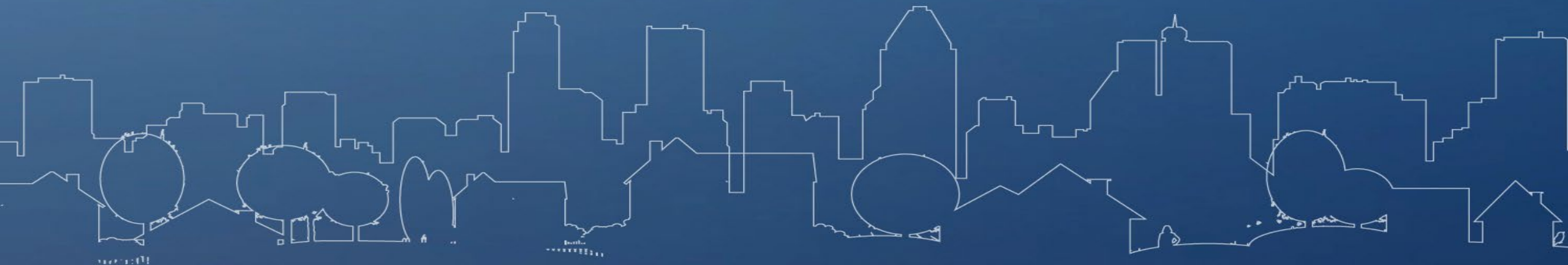
PR03 – BOSMAC

PR22 – Status of HOME/TCAP Activities

PR26 – CDBG Financial Summary



CAPER AND ESG



CAPER and ESG

- ESG grantees are required to complete CR-60 and CR-70
- CR-60: Subrecipients should populate from list of organizations funded in the IDIS Activity funding screens.
- Sage
 - Recipients must submit accomplishment data in Sage HMIS Repository
 - CR-65 and CR75: Recipients now leave blank (now reporting in Sage)
 - CR-00: Recipients upload Sage report as PDF attachment
 - Quarterly ESG-CV reporting to be done in Sage, not in IDIS



SUBMITTING THE CAPER



Submitting the CAPER

Setup

CR-00 Administration

Attachments

Attachment 1

Browse to Attach

Attachment 2

Browse to Attach

Attachment 3

Browse to Attach

Attachment 4

Browse to Attach

Attachment 5

Browse to Attach

Attach required reports & other appendices you may have here

Status:

Open in Progress

Status changed on:

Open in Progress

Open - in Progress/FO Review

Submitted for Review

Mark as *Submitted for Review* and click "Save"

Save


Save and P



COMMON ISSUES



Common Issues

Issue	Solution
Latest AAP is not marked as “Review Completed” in IDIS	Contact your HUD Field Office to ensure the plan is marked as “Review Completed” before creating the CAPER template
GOI Unit of Measure in the latest AAP is different than the one used in the Consolidated Plan	Amend the relevant plan to align GOIs and associated Unit of Measure in AAP and associated Con Plan. (Options: Minor Amendment vs CR-05 Screen)
GOI Unit of Measure in Projects is different from the AAP	Amend the AAP to adjust the AP-35 Projects or the AP-20 Goals screen to align the GOI to match the Strategic Plan GOI
Error while saving a screen	If copying text from Microsoft Word, use the Paste Widget  Remove any extraneous characters that may populate from special characters, potentially placing a text box in error due to too many characters (4,000 limit)

Must Do's

Complete checklist before creating CAPER:

- ☐ Ensure AAP is marked as “Review Complete”
- ☐ Enter all amendments in IDIS, submit and ensure marked as “Review Complete”
- ☐ Ensure AAP includes correct projects (associated with activities AND correct PY)
- ☐ Enter all accomplishment data in IDIS
- ☐ Use micro-strategy reports prior to creating CAPER



Must Do's

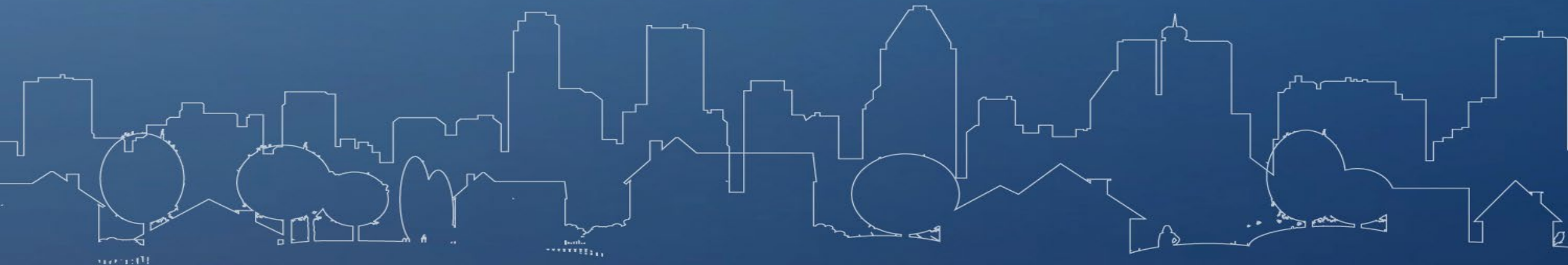
If you have already created your CAPER template:

Do not create a new CAPER Template

- Use Con Plan requisite data
- Manually enter Goals and Accomplishments Report and other IDIS Reports to gatherer data into Con Plan template



RESOURCES



Resources


HUD Exchange Resources

- [Quick Guides](#)
 - Creating a CAPER for All Grantees
 - Amending the Consolidated Plan & Annual Action Plan
 - Creating a Consolidated Plan
 - Creating a Year 2-5 Annual Action Plan
- [Consolidated Plan Desk Guide](#)
- [ESG CAPER Guidebook](#)
- [IDIS Report Guide](#)



Resources

Ask a Question

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Ask a Question



Ask a basic policy or reporting system question.

Request In-Depth Assistance



Request in-depth assistance with implementing a HUD-funded program.

QUESTIONS???



Question and Answer

- Please submit any questions you have via the Questions pane.
- If you submit questions that are not answered, please submit them to the HUD Exchange Ask-a-Question

