

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

- 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:

Materials:

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

• 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?



COMMUNIT

- 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



• 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: <u>Availability of a Waiver and Alternate Requirement for the CAPER for CPD</u> <u>Grant Programs in Response to the Spread of Coronavirus</u>





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

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







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 ulletthe activity

Goal	Category	Funding		Outcome				
Assist Home Owners with	Affordable Housing	Source	Amount	Indicator	Expected	Actual	Unit of	Percent
Needed Repairs		CDBG	\$70,198.40	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	4	0	Households Assisted	0.00 %
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Goal	Category	Funding	Outcome				
Assist Home Affordable Owners with Housing		Indicator	Expected	Actual	Unit of Measure	Percent complete	
			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	0
Black or African American	7
Asian	0
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
Total	7
Ethnicity:	
Hispanic	0
Not Hispanic	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



month



Identify the resources made available.



DEVELÔPMENT



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



Identify the geographic distribution and location of investments.

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CDBG Projects Geographic Area			
HOME Projects Geographic Area			
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CR-20

Number of households to be supported	One-Year Goal	Actual
Homeless	0	
Non-Homeless	4	9
Special-Needs	0	
Total	4	9

Number of households supported through:	One-Year Goal	Actual
Rental Assistance	0	
The Production of New Units	0	
Rehab of Existing Units	4	9
Acquisition of Existing Units	0	
Total	4	9
	book.	

• "One-Year Goal" populated from AP-55 Affordable Housing (AAP)

 "Actual" column should be updated manually



- 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
	7	









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





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



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 AAF 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 character potentially placing a text box in error due to too many characters (4,000 lim		
	Bent.		

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





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
- <u>Consolidated Plan Desk Guide</u>

ESG CAPER Guidebook

Report Guide



Ask a Question



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.





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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

