

Questions & Answers from the 2022 Best Practices for Setting Up and Completing the CAPER Webinar

July 27, 2022

#	Question	Response
1	Is there a way to delete a CAPER template that was set up incorrectly?	No, users cannot delete a CAPER template after it has been set up in the system. Users can set up another CAPER if the first CAPER template was set up incorrectly. The only requirement is that each CAPER for the same program year has a unique version id. If grantees set up multiple CAPERs for the same program year, it is important to ensure that the correct version is edited and submitted to HUD. Users can change the title of an obsolete CAPER to "Do Not Use" or "Obsolete" to indicate that it should not be used moving forward.
2	How does the submission of the substantial amendment to the 2021 Action Plan to incorporate the HOME-ARP Allocation Plan impact the 2021 CAPER?	HUD guidance recommends that users attach the HOME-ARP Allocation Plan as a PDF file to the AD-26 screen of the 2021 Action Plan (or AD-25 of the Consolidated Plan). There is currently no HUD guidance requiring HOME-ARP grantees to report HOME-ARP accomplishments (if available) in the 2021 CAPER.
3	What Section 3 requirements are there for the CAPER?	Grantees reporting on Section 3 are required to complete the <i>CR-58 Section 3</i> of the CAPER. Grantees should also attach the Section 3 Microstrategy Report to the CAPER in the CR-00 Administration screen.
4	What screens should grantees complete for ESG in the CAPER?	For all 2021 CAPERs and moving forward, ESG grantees should complete <i>CR-60 Subrecipient Information</i> . Grantees will complete the <i>CR-65 Persons Assisted</i> , <i>CR-70 Assistance Provided and Outcomes</i> , and <i>CR-75 Expenditures</i> in the SAGE Report that is attached to the CR-00 Administration screen. Please see the SAGE ESG CAPER Guidebook for ESG-funded Programs for more information.
5	Why does the auto-populated data in the CAPER include CDBG accomplishments from activities that are still "Open?"	In general, the auto-populated data in the CAPER includes accomplishments that have been reported for the given program

		<p>year. For CDBG activities, the CAPER will include outcomes if there are reported accomplishments for the given program year, regardless of the CDBG activity's status ("Open" or "Completed"). This is because CDBG activities report accomplishments as they occur and there can be multi-year CDBG activities. The accomplishment reporting year is indicated on Page 1 of the Accomplishments in the "Accomplishments for Program Year:" field.</p> <p>In contrast, HOME activities report accomplishments in the program year that the activity is marked "Completed" in IDIS. HOME accomplishment data will only be included in the CAPER once the HOME activity is marked "Complete" in IDIS.</p>
6	What reports must grantees submit with the CAPER?	<p>For Entitlement grantees:</p> <ul style="list-style-type: none"> • PR-26 CDBG Financial Summary • PR-26 CDBG Activity by Selected Grant • PR-26 CDBG-CV Financial Summary <p>For State grantees:</p> <ul style="list-style-type: none"> • PR-28 Activity Summary • PR-28 PER Financial Summary • PR-28 Grant Financial Summary for State CDBG-CV <p>For ESG grantees:</p> <ul style="list-style-type: none"> • Sage Report <p>For grantees reporting on Section 3:</p> <ul style="list-style-type: none"> • Section 3 Microstrategy Report
7	Does the CAPER template automatically include ESG data from Sage?	No, the auto-populated data in the CAPER template does not include data from Sage. There is no data connection between IDIS and Sage.
8	If you incorrectly set up your first CAPER template and then make a second CAPER template, will the second include the same information as the first?	If a user incorrectly set up their first CAPER template and needs to set up a second template, they can do so, but should first address the issue that caused the first CAPER template to be set up incorrectly. For example, if a grantee created their first CAPER when the corresponding Action Plan was marked "Open - Amendment,"

		then the first CAPER would contain data from the Action Plan before it was amended. If the grantee would like to create a second CAPER, they should first ensure that the corresponding Action Plan is marked "Review Completed." Once the Action Plan is marked "Review Completed," the grantee can then create a second CAPER template that will include the most recent information from the corresponding Action Plan.
9	How do you report on CDBG-CV accomplishments on CR-05 if CARES Act funds were incorporated into an Action Plan from a different program year?	<p>In the situation where there is no goal within the CR-05 table related to your CDBG-CV accomplishments, grantees should use the narrative at the bottom of the CR-05 screen to report on CDBG-CV accomplishments occurring during the program year.</p> <p>Grantees may also include a custom table within the CR-05 screen by selecting the "Add Table" button at the bottom of the page.</p>
10	Are there updated instructions on completing the Sage Report?	Yes, please see the SAGE ESG CAPER Guidebook for ESG-funded Programs for more information.
11	The CAPER due 09/28/22 will be for which program year?	<p>The due date example given would be for grantees with a 2021 program year starting July 1, 2021, and ending June 30, 2022. In every program year, the CAPER is due 90 days after the end of the program year.</p> <p>Grantees may request an extension of the CAPER deadline through communication with the HUD Field Office Representative.</p>
12	What are the key differences that are new this year?	<p>There were three new things highlighted in the 2022 CAPER webinar.</p> <ol style="list-style-type: none"> 1. Grantees reporting on Section 3 should complete the CR-58 Section 3 screen as well as attach the Section 3 Microstrategy report to the CR-00 Administration screen. 2. Beginning with 2021 CAPERs, ESG grantees will complete the CR-65, CR-70, and CR-75 screens within the Sage report. Only the CR-60 screen will be completed in the CAPER template. 3. Grantees should report CDBG-CV accomplishments. The best places to report those accomplishments are the CR-05 and CR-45 screens.

13	Our City's FY 2021 Annual Action Plan has been amended with the HOME-ARP Allocation Plan. How will we report on HOME-ARP Accomplishments?	The requirements for HOME-ARP reporting will be forthcoming. If a grantee has HOME-ARP accomplishments to report, please reach out to the HUD Field Office Representative to discuss.
14	For the PR-03 report, there are lots of options. Which BOSMAC version should I use?	The PR03-BOSMAC (original) report will be the most useful BOSMAC version to validate CAPER data. Upon running the report, it will be best to export the report as an Excel file to manipulate the file and identify the exact data desired.
15	Within the Con Plan Goals and Accomplishments report, is the Strategic Plan to date column all of the years so far in the plan?	The "Strategic Plan to date" column in the Con Plan Goals and Accomplishments Report includes accomplishment data for all program years of the related Consolidated Plan (Strategic Plan).
16	For ESG grantees, is it OK to populate ESG information in the CR-65, CR-70, CR-75 screens AND ALSO report that information in the Sage report?	Yes, grantees may still include information in the CR-65, CR-70, and CR-75, and also include that same information in the attached Sage report.
17	For CDBG, should projects listed in the Action Plan (AP-35), and therefore carried over into the CAPER, include all projects underway during the program year and not only limited to those projects funded or closed during the program year?	The CAPER should include all accomplishment data that occurred during the program year. This may include accomplishment data tied to projects that began or were initially funded in previous program years.