



CAPER/PER Template in IDIS

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CAPER/PER Template in IDIS

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Today's Webinar

- Today's webinar will last approximately 90 minutes and is being recorded.
- Recording on the OneCPD Resource and Exchange Training and Events Page (<http://www.onecpd.info/training-events>)
- A brief feedback survey and instructions to get credit will be emailed following the webinar.

Today's Webinar

- You are in “listen only mode”
- Please use the Q&A Pod at the left of your screen to submit questions at any time during the webinar.
- There will be time reserved at the end of the webinar for Q&A
- If we are unable to get to your question, please submit it at <https://www.onecpd.info/ask-a-question/>
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Today's Webinar

- At certain points in today's presentation, we will be demonstrating a website and sharing our computer screen.
- To see this most clearly, you may want to use the "Full Screen" button in the upper right of the Adobe Connect window.
- In order to submit a question, you will need to click the "Full Screen" button again to resume normal view.

Training Objectives

- Learn how to create, edit and submit a CAPER using the IDIS template
- Learn how to use the Con Plan Goals and Accomplishments Report

CAPER Basics

- Due to HUD 90 days after close of program year
 - IDIS template required for AAPs submitted in IDIS
 - IDIS sections required for all ESG grantees
- Purpose
 - Report on progress in carrying out plans
 - Comparison of proposed vs. actual outcomes
- Audience
 - HUD
 - Public
- Keep CAPER in mind when establishing Annual Goals and Projects in AAP

24 CFR 91.520

- General
 - Progress, Goals vs. Outcomes
 - Beneficiaries
 - Resources Made Available/Investment of Resources
 - Geographic Distribution/Location of Investment
 - Actions to Affirmatively Further Fair Housing
 - Other Actions
- Other Sections
 - Affordable Housing
 - Homelessness
 - Program-Specific

Additional Requirements

- Apart from template, grantees need to update IDIS to demonstrate compliance
- Examples:
 - CDBG Financial Summary (PR26)
 - CDBG Activity Summary (PR03)

Process

- Are all amendments made to CP/AP?
- Update all activity-level data in IDIS
 - Provide accomplishment data
 - Change status to complete where applicable
- Run Con Plan Goals and Accomplishments Report
- Evaluate performance of projects and programs
- Create and edit CAPER template
- Use “Download as Word Document” tool to create version for public participation
- Submit to HUD within 90 days of close of program year

Con Plan Goals and Accomplishments Report

- Three sections
 - Accomplishments associated with a single strategic plan goal
 - Accomplishments with more than one strategic plan goal
 - Accomplishments not associated with a strategic plan goal
 - Will include any project add via Add Projects as opposed to through AP template, including projects from older years that were active in the current year

Con Plan Goals and Accomplishments Report

- Download into Excel
- Assign accomplishments in sections 2 and 3 to goals in section 1
- Works for grantees who have submitted an Action Plan template in IDIS

CAPER Template in IDIS

- Required for
 - grantees who have used IDIS to submit their Con Plan or Action Plan
 - ESG grantees (have to complete ESG section starting PY2012)
- Benefits
 - Provides baseline of required info per the regs
 - Pre-populated data
 - Goals from Action Plan
 - Accomplishments from activity-level data

Adding a CAPER Template to IDIS

- Where is it?
 - Plans/Projects/Activities in IDIS Menu
 - Consolidated Annual Performance Evaluation Report -> Add
- Prerequisites
 - For full template, Action Plan must have status of “Review Completed”
 - For ESG-only, no prerequisite.

CAPER screens: General

- CR-00 Administration
- CR-05 Goals and Outcomes 91.520(a)
- CR-10 Racial and Ethnicity of Beneficiaries
- 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)

CAPER screens: Program -specific

- CR-45 CDBG 91.520(c)
- CR-50 HOME 91.520(d)
- CR-55 HOPWA 91.520(e)
- ESG-specific
 - CR-60 Subrecipient Information
 - CR-65 Persons Assisted ESG 91.520(g)
 - CR-70 Assistance Provided and Outcomes
 - CR-75 Expenditures

CR-05 Goals and Outcomes

- Narrative: assess progress and use of funds
- Two summary tables

Table 1 - Accomplishments - Program Year

Goal	Category	Funding		Outcome				
		Source	Amount	Indicator	Expected	Actual	Unit of Measure	Percent complete
Acquisition/Rehabilitation of Blighted Properties	Affordable Housing	CDBG	1000000	Rental units constructed	100	0	Household Housing Unit	0.00 %
				Homeowner Housing Added	50	0	Household Housing Unit	0.00 %
Affordable Rental	Affordable Housing	HOME	525177	Rental units constructed	60	0	Household Housing Unit	0.00 %
				Rental units rehabilitated	140	0	Household Housing Unit	0.00 %

CR-10 Race and Ethnic Composition of Families Assisted

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

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

CR-15 Resources and Investments

- Overall summary – pre-populated
- Geographic Distribution of investments by target area
- Leveraging
- HOME Match
- HOME MBE/WBE information

CR-20 Affordable Housing

	One-Year Goal	Actual
Number of homeless to be provided affordable housing units		
Number of non-homeless to be provided affordable housing units	690	
Number of special-needs to be provided affordable housing units	150	
Total	840	0

Number of households supported through:	One-Year Goal	Actual
Rental Assistance	375	
The Production of New Units	100	
Rehab of Existing Units	215	
Acquisition of Existing Units	150	
Total	840	0

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

CR-25 Homeless and Other Special Needs

Evaluate progress in meeting its objectives for reducing and ending homelessness through:

- Outreach
- Emergency Shelter and Transitional Housing
- Homeless Prevention
- Transitioning to permanent housing

CR-30 Public Housing

- Actions taken to:
 - address the needs of public housing
 - encourage involvement in management and participate in homeownership
 - provide assistance to troubled PHAs.

CR-35 Other Actions

- Barriers to Affordable Housing
- Actions to address obstacles to meeting underserved needs
- Anti-poverty Strategy
- Institutional Structure
- Increased Coordination
- Fair Housing Actions

CR-40 Monitoring

- Monitoring standards and procedures, especially HOME long-term compliance (affordability), MBE outreach
- Public participation efforts

CR-45 CDBG

- Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.
- If applicable, Describe Brownfields Economic Development Initiative (BEDI) accomplishments and program outcomes during the last year.

CR-50 HOME

- Results of on-site inspections of rental housing
 - Indicate which units were inspected
 - Summarize issues detected
 - For units not inspected, indicate why and remedy
- Assessment of affirmative marketing actions
- Use of program income, including # of projects and owner and tenant characteristics.
- Other actions to foster & maintain affordable housing.
 - STATES ONLY: Discuss LIHTC coordination

CR-55 HOPWA

Number of Households Served Through:	One-Year Goal	Actual
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	<input type="text"/>	<input type="text"/>
Tenant-based rental assistance	<input type="text"/>	<input type="text"/>
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	<input type="text"/>	<input type="text"/>
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	<input type="text"/>	<input type="text"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>

CR-60 ESG Subrecipient Info

- Identify Continuum of Care(s)
- Specify Subrecipients

* Indicates Required Field

*Subrecipient or Contractor Name:

*City:

*State:

Select Zip -

DUNS:

DUNS Ext:

*Organization Type:

Select

Is subrecipient a victim services provider? ☐ Yes ☒ No

ESG Subgrant or Contract Award Amount:

CR-65 ESG Persons Assisted

- Adults & children served for each activity type
- Sub-population table:

Subpopulation	Total	Total Persons Served - Prevention	Total Persons Served - RRH	Total Persons Served in Emergency Shelters
Veterans	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Victims of Domestic Violence	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Elderly	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HIV/AIDS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chronically Homeless	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Persons with Disabilities:				
Severely Mentally Ill	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chronic Substance Abuse	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Disability	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total (Unduplicated if possible)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CR-70 ESG Assistance Provided and Outcomes

- Shelter Utilization

	Number of units
Number of Beds - Rehabbed	<input type="text"/>
Number of Beds - Conversion	<input type="text"/>
Total Number of bed-nights available	<input type="text"/>
Total Number of bed-nights provided	<input type="text"/>
Capacity Utilization	0%

- Outcomes of performance measure standards

CR-75 ESG Expenditures

- Expenditures by source year, activity type

	FY 2010	FY 2011	FY 2012
Expenditures for Rental Assistance		<input type="text"/>	<input type="text"/>
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance		<input type="text"/>	<input type="text"/>
Expenditures for Housing Relocation & Stabilization Services - Services		<input type="text"/>	<input type="text"/>
Expenditures for Homelessness Prevention under Emergency Shelter Grants Program	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subtotal Homelessness Prevention	0	0	0

- Match by year and source

Wrap-Up

- OneCPD Resource Library
 - Online Manual: Using IDIS to Prepare the Consolidated Plan, Annual Action Plan, and CAPER/PER
 - ESG CAPER Webinar
 - 24 CFR Part 91.520
 - For States: CPD Notice 11-03:
<http://portal.hud.gov/hudportal/documents/huddoc?id=11-03cpdn.pdf>
- OneCPD Ask a Question:
<https://www.onecpd.info/ask-a-question/>