

Jon Kunz: Question and answer session on the CAPER and eCon Planning Suite. We will begin the presentation shortly, which will be followed by a question and answer session. First let's meet our presenters. With us today are Chris Andrews, a senior planner of the Cloudburst Group. He is the lead trainer for the HUD eCon Planning Suite and the primary author of the HUD eCon Planning Suite and the primary author of the *eCon Plan and IDIS Guide* and other resources materials. Susan Walsh, senior subject matter expert at the Cloudburst Group, is an expert on the HUD eCon Planning Suite, as well as IDIS. Beth Hendrix from the HUD's Office of Block Grants Assistance.

Before we begin into the content, we have a few logistical announcements. Today's webinar will last approximately 90 minutes and is being recorded. The PowerPoint presentation, transcript, and recording will be posted on the HUD Exchange training and events pages. To improve the performance of the webinar application, you may wish to close email and other programs on your computer. If you experience any technical difficulty, please first log off and then log in again. This may clear up the problem. You may also request assistance by using the question pod on your screen and we will do our best to quickly assist you. Because of the large size of the audience, all attendees will remain on mute for the duration of the webcast. Your questions are important to us. You may submit questions at any time through the question pod on the right side of your screen. There will be a formal question and answer session following the presentation. The presenters will answer your questions verbally. Due to the many anticipated questions, we may not have time to answer all of them during the webinar. We will provide information on how to address unanswered questions after the presentation.

As we get started, we would like to know a little bit about where you are in the Consolidated planning process and the timing of your Consolidated plan. You will see two question polls on the screen. Please click on the appropriate button. All responses are anonymous. The first question: when did you first submit your first annual action plan to HUD? In 2016, you are about to submit it, or have recently submitted in 2015, 2014, or 2013 and earlier. So please select the appropriate response and send that in to us. TJ, if you show the results once they appear. Terrific. All right. So it looks like many of you submitted in 2015, a little over a third, many more submitted in 2013 or earlier, and a small amount in 2014 and still 16 percent of you are more recent. Many of you have finished the annual action plan and will be moving into the CAPER in the foreseeable future. Terrific.

TJ, can we go to the next question? For the next question is what are your program year dates? Are you in January 1 through December 31, April 1 through March 31, July 1 through June 30, or October 1 through September 30? Go ahead and submit your answers. TJ, if you can load up the answers. All right, great, so it looks like a good many of you are in the July 1 through June 30. So you are really coming up in the next month and a half onto your CAPER due date, so this is great timing for you. I appreciate everybody's response. That helps us gear the program a little bit better. Now, we will turn over the webinar to our presenter, Chris Andrews.

Chris Andrews: Great, thank you, John. Good morning, good afternoon to everyone. Thank you for joining us and it looks like so many of you are July 1 grantees. So you are right in the midst of your CAPER period here, so hopefully Susan and I can answer as many questions as you have and we will really try to get to all of the questions and talk and the lessons learned and some of the best practices that we have experienced on the CAPER. Susan gets to be here with you. Good morning to you.

Just to give everyone a lay of the land of where we are headed today, we are going to do a quick presentation, as Jon said, to talk through some of the elements of the CAPER, some of the data elements, CAPER, ESG, and then we will move to the Q&A session of today's webinar. So we will start with a review of CAPER basics just around the timeline and the process and elements of CAPER data. We will talk about the con plan goals and accomplishments reports, through the Micro Strategy report, that matches the accomplishments that should be reported in your CAPER. We are actually going to go into IDIS. We will walk through the process in setting up the CAPER, completing the CAPER screening. Then we will talk a little bit about CAPER and ESG and the requirements for the eCART tool. We will share some troubleshooting for common issues that we will see. Then we will move to the Q&A session of today's webinar.

So with that, our objectives for today's session, we want to help you identify strategies to ensure that your data is properly populating in the CAPER template. We have already gotten a couple of questions that have been submitted through the Q&A pod on this already, questions on the data. We want to talk through the steps of what you need to do to make sure the data is properly populating in your CAPER template. If it's not, what are some of the strategies that you can use and employ to report that correct data in your CAPER.

Second, we would like to talk through the process for using the con plan goals and accomplishments micro strategy report and how that report can be used to complement the CAPER. This is an incredibly valuable report for you to use if you are looking at your action plan accomplishments before you create your CAPER, during the CAPER process, and really during your program year, just to measure your accomplishments to date. We will do a quick demonstration completing the CAPER set up and submission of talking through a couple of key points and tips. The CAPER template is a little bit different than the con plan and the action plan template and how they are organized. We will talk about some of the nuances. Then finally, identify common issues and describe how to address them for you. Really, our overall goal is to work with you to answer as many questions as we can. Before moving to talking through the CAPER basics, I would like to just pull up one more poll question here.

TJ, if we can pull up poll question number three. We would just like to know what your role is within IDIS. We will give everyone another 30 seconds or so to respond. Okay and it looks like the majority of you are responsible for the action plan and the CAPER. This is great. We will talk through elements of inputting the data into the action plan and what that means for the CAPER process as well. For those of you are just focused on the CAPER, we will give you some tips and tricks and what information you can bring back to those who are responsible on the action plan and make sure that that data is getting entered correctly at the start of the program year. Okay, it looks like we had a few questions from folks coming in and saying there seems to be a little bit of a lag in your screen. That's going to be from your browsing speed, from your internet speed. So we will try to go slow. We will try to give you an extra second or two as I transition just so everyone can stay caught up if your internet is moving a little bit slower this afternoon.

Let's start with the CAPER basics. The goal of your CAPER, this is where you get to brag about what you have done for the past year. The goal of the CAPER is where you get to report on what you have done, assess the progress that you have made to achieve your strategic plan and your annual plan goals. The CAPER is due 90 days after the end of your program year. So for those of you who submit and who are on a July 1 schedule, your CAPER is due three months after that. So

your CAPER is due the end of September. Your CAPER must be entered and submitted in IDIS, once that corresponding action plan has been submitted and entered in IDIS. So for those of you who just submitted your action plan for the first time in 2016, your 2015 CAPER will actually still be a paper based CAPER. If you didn't do that 2015 action plan in IDIS, the 2015 CAPER will still be a paper based CAPER. For those of you submitted your action plan and IDIS for the first time in 2015 or earlier, those CAPER going forward must be submitted in IDIS. A quick reminder for consortia grantees we have on the line, consortia grantees, you are responsible for creating your own CAPER. So all consortia grantees lead and participating grantees, you create your own CAPER. This is different than the con plan and the action plan. It is the responsibility of the lead grantee to create the template for all of the participating grantees. For the CAPER, participating grantees must create their own CAPER template in IDIS.

Can we pull up poll question number four? Do you have a schedule or timeline for developing your CAPER? Do you have a schedule that you stick to every year? Great, it looks like a resounding majority of you do use a schedule in developing your CAPER. For those of you who don't, it may be helpful to include this especially if you are start thinking about some of the data elements. For those of you who do have a schedule or timeline that you use for the CAPER in the past, as we talk through some of these data elements in the CAPER, if you were to think about how those can be built into your CAPER timeline. You make sure that you are entering your accomplishment data in IDIS to make sure that you are including any amendments that you need to do to your action plan. Your plan is marked as reviewed and completed. Make sure that all of that data is populating forward. We will talk through some of these issues on the data side now.

The data that is used in your CAPER, this data is coming from a number of different sources. It's coming from your action plan. CAPER is a time to look back and report on what you thought you were going to do and what you actually did and compare those sets of numbers. So all of your plan numbers, your proposed outcomes that you included in your action plan, those numbers will automatically populate into your CAPER. The second piece of data is all of your activity accomplishment reports. Those are the actual numbers. They are the outputs and outcomes that you want to be reporting on and comparing it to those plan numbers from the action plan. All of that data will populate forward from your activities in IDIS into your CAPER. Finally, for the ESG CAPER, that data from HMIS will be used to populate those requirements for the ESG CAPER. We can talk more about that in a little bit.

So there have been a number of questions that have come in already. We will just talk through these and really it is a best practice to confirm each of these items have been done before creating your CAPER in IDIS. Let me talk through the reasons why your data may not be populating correctly. For those of you who have already created your CAPER template, we will talk through strategies and actions that you can take to identify and pull the data in and enter it manually. But as a best practice and something to include in those timelines and checklists that you have going forward. I strongly, strongly encourage you to build these into your checklist and to confirm that you have done each of these steps before creating your CAPER in IDIS. This will help ensure that you have the most accurate data going forward.

Okay, let's go to the first one here. So the first reason your data may not be populating correctly, if your annual action plan is not marked as review completed in IDIS, when you set up the CAPER, it is automatically pulling from your most recently approved annual action plan. Your one annual action plan, that is also your consolidated plan. You want to make sure that annual action plan is

marked as review completed, otherwise your CAPER template will not be associating itself with that annual action plan.

We will review exactly what needs to be done there. Your annual action plan must be marked as review completed. If it is not marked as review completed, this is the step that your field office will need to take. You need to request that your field office and ask them to mark you annual action plan as review completed in IDIS.

The next reason your data may not populate correctly is if your annual action plan amendments have not been submitted in IDIS. You have created amendments to your annual action plan, if you changed a project or if you reallocated funding from one project to another and you have not included that in your annual action plan in IDIS, that information, that data will not populate correctly in IDIS. The goal prior to creating your CAPER is to make sure that you are entering and creating all of your annual action plan amendments and they are submitted in IDIS. Again, just with the first reason here, the annual action plan amendments must be marked as review completed. Those amendments aren't marked as review completed, your CAPER template will not be associating itself with that amended annual action plan.

Moving on to the next reason of why your data may not populate correctly in the CAPER is that you may have duplicative projects. That is if you create a project in the annual action plan template and then you also create the same sets of projects under the projects tab in IDIS. Remember that when you create a project in your annual action plan, that will automatically carry that project over to the project tab. You don't need to create projects in both locations. If you create that project in your annual action on the AP-35 screen, that project will automatically carry over to the project tab. You want to ensure that those projects in the action plan are the same as those that are associated with activities under the project tab. The way to do that is I take a screenshot of the AP-35 screen that lists all of the projects. Then I align that with the projects under the projects tab, in IDIS and make sure that list of projects is the same.

If that is not the case, if you have created duplicate projects, you have two options to address this. Your first option is to reassociate your activities with the projects that are created in the annual action plan. If you created projects and activities that are associated with the project created under the projects tab that is not the same project that was created in the action plan. It's to reassociate those activities with the project that is in the annual action plan. Your second option is to amend your annual action plan to associate the correct project with the AP-35 screen. That would go in and create an amendment to your annual action plan. You would add those projects that have had activities, have had accomplishments realized under those projects and make sure that those projects are included in the AP-35 screen.

The next reason your data may not be populating correctly is if prior year projects were copied into your current annual action plan. When you create a copy of your annual action plan, if your year one annual action plan was in 2014 and you created a copy of that annual action plan for 2015, it will automatically copy forward all of those prior year projects and it will not update the program year for those projects. It will just carry those projects forward as 2014 projects. What you need to do is you need go through and remove those projects and create new 2015 projects. We will go through in IDIS and how to look for all of this. But you will want to check your projects in your plan and under the AP-35 screen, where you can view your projects, makes sure that those projects are with the program year and is the same program year as the annual action plan. If that's not the

case, you will want to make an amendment to your annual action plan and create new projects with the correct program year. Just to reiterate, remember when you are copying your annual action plan, you will need to remove those copied projects and update with the projects for the current program year.

The last reason for why your data may not populate properly is if your accomplishment data is not entered into IDIS. All of your accomplishment data must be entered into IDIS prior to creating your CAPER. Your CAPER is pulling from the data up until the point in time when that caper is created. If you create your CAPER and then add your accomplishment data after creating that CAPER, that accomplishment data will not be linked to your CAPER. It will not update the numbers in your CAPER. It doesn't have a dynamic relationship like that. You will want to make sure that all of your accomplishment data is being entered in IDIS. All of your activities prior to creating your CAPER, again, as we talk about your timeline, this is something that you want to make sure that you are doing. You are building in this step prior to creating your CAPER template in IDIS. You will want to add of your accomplishments under the activity tab and you will want for the HOME projects, you want those activities to be completed.

That was a lot of information. A number of questions have come in. we will go through those questions, but first I would like to pause, Beth, and for those of you who are joining us late, Beth is from the Office of Block Grant Assistance for HUD. She is, I believe her HUD headquarters on the eCon Planning Suite including the CAPER. Beth, I just want to make sure if you have anything else you would like to add on these elements of the CAPER data.

Beth Hendrix: Thanks, Chris. It's really important for all of us to remember that we need to complete the steps that Chris just discussed before you create that CAPER in the system. It will eliminate a lot of extra work. It's also going to minimize the amount of data reconciliation that you will have to do to make your CAPER data correct. Chris is going to walk you through some examples on how to do that. But we want to get it as right as possible the first time.

Chris Andrews: Great, thank you, Beth. So now that we have gotten all of your nervous, for those of you who have started your CAPER and you are realizing that you may not have gone through all of those steps, let's talk through some strategies of how to address that. If you have started your CAPER and you are having that issue, you don't need to go through those steps necessarily and create a new template. You can gather a lot of that data from different micro strategy reports in IDIS. Susan will talk through these reports in detail. The first report is the con plan goals and accomplishments report. This is a micro strategy report that came out when the CAPER template came out. It provides that report on all of your accomplishment data that has been entered for the corresponding program year. It's very close to a one to one match with the CR-05 screen, which is report all of your accomplishments.

There are a number of other micro strategy reports that you are able to use to walk through that process as well to gather additional data. Then ultimately, you are able to manually update the data field in the template. All of the data fields for the actuals are editable. You are able to manually adjust those numbers to reflect your actual accomplishments that have been realized. You are able to go and use the con plan goals and accomplishments reports, use other micro strategy reports, or use other data that you may keep at your internal or city or county or state level and update those data fields in the template.

With that, Susan, I will turn it over to you to talk about the con plan goals and accomplishments report. Susan are you there? You may be on mute. It seems that Susan may be having technical difficulties with her phone. While she is sorting that I will just start talking through the con plan goals and accomplishments report.

Again, this is a report that before creating your CAPER you really want to run. You want to run and review the accomplishment data. If that data looks correct, then you know that you are in a good position, that most of your accomplishment data is able to run that CAPER and create that CAPER. If a lot of those numbers are looking off, it's a good indication that you should go back. You should check. Make sure that you can actually create duplicative projects, that your accomplishments data has indeed been entered into your activities tab, into IDIS. That is the report that is available in the micro strategy in IDIS report tabs. We have already had three or four questions that have come in asking what that report number is for the con plan goals and accomplishments report. It actually does not have a PR number. It is just called the con plan goals and accomplishments report when you go through the shared reports tab in IDIS.

We will look at a few examples of this report, but it's a report that lists your accomplishment information that is associated with your strategic plan and your action plan goal that is associated with potentially with multiple strategic plan annual action plan goals. Then accomplishment data that may not be associated with any strategic plan or action goals. It may be data that you will need to manually enter into your CR-05 screen. Often what falls in that third category is data that may be from a prior year before this con plan cycle.

We will pull up here a screen shot of reports. We will pull up a couple of the report itself. The first report, if we could zoom this in and make sure that everyone is seeing. This report can be downloaded both as a cell document or it can be downloaded as a PDF. The report is broken into three different tables. The first table is either accomplishments that are associated with an activity that is associated with a project that is linked to a single strategic plan goal. The report, as you see, and we will look at an actual report, but it provides your goal. It provides basic information about that goal, the outcome indicator for it, your unit of measure, and then your expected and actual value. Remember early in the presentation, I said the data is pulling from both your plan numbers from your annual action plan. It's also pulling from the actual numbers from the accomplishment data that you are reporting in your activities. Here you will see what those expected numbers are from your strategic plan or from your annual action plan and the outcome expected for the strategic plan and program year tabs. Then you will see the actuals. What has actually been realized for those accomplishments?

The second table and we will just scroll down here a little bit, the second table is reporting on accomplishments that are associated with more than one strategic plan goal. This table is in all of your accomplishments, but if you had a project that was maybe linked to two different goals, excuse me. So this would be accomplishments that are linked to two strategic plan goals. What you want to do when you are adding those into your CR-05 stream is manually under the accomplishments you allude to one goal or the other. You can make a note and a comment and provide additional detail and make sure that that information is being recorded in your accomplishment tab.

Susan Walsh: Hi, Chris, I am here, by the way.

Chris Andrews: Welcome back, Susan. Hope all technical difficulties are sorted out.

Susan Walsh: Yeah, sorry about that. I was talking and no one could hear me. We had to get it all figured out. So do you want me to cover the last section?

Chris Andrews: Sure, go ahead.

Susan Walsh: Okay, so in the bottom of this screen shows the accomplishments that are not associated with the strategic plan goals at all. This is the third part of the report. We will see an actual report in a minute. That could be from activities that were under projects that were not associated with an action plan that you did in the eCon planning suite. So this is a common question. All of these older projects that you may have from 2012, 2013, and 2014 and so forth that you never submitted in eCon planning suite, these will not show up as having been associated with the strategic plan goal.

So now we can switch and look at an actual report.

Chris Andrews: Let me just pull that up for you.

Susan Walsh: Thank you. Now, this might look a little fuzzy, but this is an example of an actual report with the numbers filled in. Hopefully, a lot of your report is in that first section. Again, it shows you as you look at this, it shows you your goals and if you go across, you can see the number, your accomplishments that are reported for both through the strategic plans, the five year con plan and also through just annual action plan. Again, these are in these three sections. So if you scroll down a little bit on the report, then you will see in this example that there aren't any in the second section where it says data associated with more than strategic plan goal. So that's great. Then of course, we do have some at the bottom that were not associated with a strategic plan goal. Those numbers will have to add manually if you have already created your CAPER.

We have talked a lot about why you should wait to create the CAPER until after you have done a lot of this work ahead of time. I am sure there are some people out there that have already created the CAPER and maybe you are thinking "Oh my goodness, what am I going to do?" But everything can be fixed. As Chris mentioned, all of the fields in the CAPER can be inputted manually. That's where these reports come in to help you with entering these numbers to correct.

So let's look at the next slide. We are going to talk about some IDIS reports.

Chris Andrews: I think since that is transitioning of that slide, it is really important to note that this report is so, so valuable to run before you create your CAPER template. That report is giving you all of that information. If you are seeing zeros across the board in your actual outcomes for the program year and for the strategic plan, you know that you have some accomplishments in the program year, it means that one of those data issues that I just talked about is preventing that data from populating your CAPER. If you are seeing zeros there, when you create your CAPER, it will be zeros on your accomplishments and other fields in the CAPER template as well.

Susan Walsh: Okay, thank you. So these are some IDIS reports that can help you with some information to put into your CAPER. I want to point out a very common question we get is what are the required IDIS reports for your CAPER? Because we know in the past that many grants that are submitted lots and lots of IDIS reports. Some field offices may ask you for additional reports just to

help them see some more information about your program, but the only actual required report from IDIS that has to be submitted with your CAPER are the PR-26, the CDBG financial summary for entitlement, or the PR-28, the CDBG state PER for the states. So just know that those, you would do one or the other to be attached to your CAPER and submitted. Those are the only ones that actually have to be submitted.

These other reports can be helpful in comparing information to the accomplishment report. The PR-03 is for CDBG. That is the report that you can run at the bottom of mac report or as a regular report. You can run it as a PDF where it gives you about two pages per activity or as an Excel document. It gives you those accomplishments in a more readable format. There is a slight problem with the PR03 in that it can be reporting some duplicate beneficiary data, but if you run it as an Excel document, you will be able to see it only for activities where you have prior year flagged and you should be able to see where that is happening, if it happens to you at all. That will be fixed very shortly.

The PR-22 report, the status of HOME activities, and that's a helpful report to show what you have done last year with your HOME activity. As you may know, HOME activities are not reported in the CAPER until they are completed. So unlike CDBG activities that can have multiple year accomplishment data and you report each year, the HOME activities will only be reported on CAPER when you complete them. So the PR-22 report could be run. There are two ways to run it. You can run it for all activities or you can run it for on the open activities or those completed in the last year. Just a caution though, if you run the report with just the activities completed in the last year and open activities, it will only go back 12 calendar months. So if you already ending your program year, it won't capture everything that you may have done in that program year. You may want to just run it for all activities and then download it into Excel and filter it. Then you can see just the accomplishments you had for the past program here. Then the other two reports here are the PR-33, which is the HOME matching liability report. That is just helpful for you to see what your liability is for your match when you enter that information in CAPER and the PR-91 is a helpful summary of financial data for the ESG program.

Of course, there are a lot of other reports in IDIS that can be helpful. We didn't want to go into all of those now. If you have any other questions about IDIS or reports from IDIS after the webinar, you can always submit a question through the active question, IDIS ask a question.

We can go to the next slide now.

Chris Andrews: Absolutely. Start talking a little bit and we can do a quick demo in IDIS. We should have a few minutes of presentation left before we move to your questions. We are just going to talk through ah few key points in IDIS. So I know Susan and I, we sound like a broken record on this, but again, really confirm that all of your accomplishments and amendments are entered into IDIS. There are so many questions that come into the Q&A pool on a weekly basis about CAPER data not reporting correctly or having issues with that CAPER data. It's because the amendments or the accomplishments were not entered before the CAPER was created in IDIS. You need to enter it. You need to create that information prior to creating the CAPER. Again, all grantees, even participating grantees in a consortia, you are responsible for setting up your CAPER in IDIS. As we said, you are not actually manually linking your CAPER to an annual action plan. It automatically linking to the most recently approve annual action plan in IDIS.



Let's go into IDIS. Let me hold that up here. We will go to the CAPER screen. I will just make sure we give everyone a second to catch up here. So that the CAPER template is under your plans projects and activities tab, right where the top plan and the action plan are. If for some reason, you are not seeing that, consolidated annual performance and evaluation report, check with your local IDIS administrator and they will be able to make sure that you have access privileges to add CAPER.

I am going to go ahead and create a new CAPER. I will make it for 2015. I will just call it Cap. We will just give it today's date, 08/18. I will go ahead and click save. IDIS is moving a little bit slow here. Hopefully, it comes back. We will be able to just go into a previously created CAPER. Okay, it looks good. Moving forward here.

In the CAPER template, you will see that it's laid out in a similar fashion to your con plan, to your action plan and that you have a listing on the screen. You have it in your administration screen. You are able to click through each of those screens. Just like the action plan and the con plan, you are able to download it as a work document. You have your download it blue document button here. If you prefer to draft your CAPER in Word, if you are download it, write it, and then manually copy and paste it back into your CAPER. You still have the same limitations of characters and a limiting of formatting options that you can do if you are in the con plan and the action plan for your narrative field. You are able to download that and work on it as a Word document.

Just a couple of points that I want to point out here. We will just go ahead real quickly on the global outcomes, CR-05. This is what matches your con plan goals and accomplishments, micro strategy report. First point that I want to note, these fields, these actual fields, they are all editable. If you created your CAPER early and you hadn't entered all of your accomplishments, you are able to go through and enter those accomplishments by just manually typing in those numbers directly into the accomplishment table here. That is true for all of the data tables, all of the actual tables. You are able to manually adjust those numbers.

The second point that I want to make if you are looking at this table and looking at the narrative field, you will notice something that is a little bit different in that you don't have the option to upload or add additional text boxes or additional narrative fields, or upload jpegs. You don't have as many options to upload additional content in the CAPER, as you did with the con plan and the annual action plan.

Let me show you where you can put a lot of that information. I am going to quick cancel and go back to the main menu. Then from the main menu, I am going to go into the administration screen, the CR-00 administration screen. Let me just click to get there. Here we are. You will notice that you have the option to upload five unique attachments. These attachments, these can be additional texts. These may be IDIS reports or other reports that you would like to include in part of your CAPER submission. They can be maps, they can be other reports, whatever it is that you would like, you are able to upload five attachments. If you have more than five attachments, you can merge a document into a single PDF and just upload those as one PDF and include that in your attachment. The submission process is exactly the same as it was for the content and for the action plan to change your status of open and progress, to get in to review. Go ahead and click on return. Now, I am going to turn it over to Susan to talk a little bit more about the ESG requirements which is one of those attachments that would be included here would be the eCART tool. Susan, I will pull back up the PowerPoint and turn that over to you.

Susan Walsh: Okay, thanks, Chris. So just to talk very briefly about the ESG requirements. In the CAPER template, there is still the requirement to fill out the CR-60, the CR-70, and the CR-75 screens. But there is a new requirement for in lieu of the CR-65, we use the new eCART, which is the ESG CAPER annual reporting tool. This is for anyone submitting a CAPER for 2015.

So this is a tool that is available. There are a lot of resources that are on the HUD exchange that will help you with this. There are instructions that are embedded in the tool itself that tells you how to use it. There is guidance on the HUD exchange. There is a webinar. There is export steps. There are FAQs. There are a lot of good resources there available for you. It's basically an Excel spreadsheet that imports data from HMIS system. So you will be working with your HMIS provider, the administrator of HMIS. It really does produce a lot of really great information, so I think you will be very pleased to see the information when you get that in there. So we encourage you to look at the resources online. We also know that it might be difficult for some folks. If you are having any difficulties, you can submit questions to the ESG CAPER Ask a Question by just selecting ESG when you put in your Ask a Question on the HUD exchange. Also, if you are concerned about being able to meet the eCART requirements, than we encourage you to contact your local HUD field office representative and Marlisa Grogan. They will work with you to help you with this problem. So that is all I am going to say about eCART right now, unless we get other questions.

Chris Andrews: Yes, let me, Susan, we had just a few troubleshooting questions that we wanted to go over that are common questions, but it looks like many of these questions are coming in for the Q&A pool. So we can just move through those. Before we do, what I would like to do is just go over a quick checklist of things to do before creating CAPER. This is a checklist. If I were you, I would print this screen out and have it with you as you are creating your next CAPER, building this into your process, again, the steps that you want to make sure that you are doing before creating your CAPER. Step number one, you need to ensure that your annual action plan, you are marking that as review complete. You want to make sure that your field office has marked that as review complete. Step number two, or must do number two, you want to make sure that all of your amendments in IDIS have been entered, submitted, and marked as review complete. Step number three or must do number three is to make sure that your annual action plan is in the correct project. Your activities are associated with the projects that are listed in your annual action plan, if not with projects that are just added to the projects tab. Then finally, the fourth must do is making sure that all of your accomplishment data is being entered into IDIS.

Again, many of you have asked the question, if you have already created your CAPER template, you don't need to create a new CAPER template. You are able to use the con plan goals and accomplishments report, the other IDIS reports that Susan spoke about, and you are able to manually enter that data into the con plan template. You are able to edit the actual data as you see there.

We will move to the questions now. I know a few of you have asked if this PowerPoint deck and if the transcript will be posted on HUD exchange. It will. It will be posted on the training events page, the transcript, the recording, and the PowerPoint deck will all be posted there. Beth, before we move to the questions, any last comments that you have?

Beth Hendrix: Sure, I think Chris has really honed in on the must do's but in addition to that, if we have gone a little fast for you today, I wanted to point folks to our HUD exchange, the con plan

webpage. There is a great tutorial on how to use that micro strategy report. It will walk you step by step through, how to reconcile your data. It will be a really big help to you if you have already started your CAPER report.

Chris Andrews: Beth, what we can do and for everyone out there on the line, for everyone who registered, we can send you a link to that tutorial video. Then there are also a couple of quick guides that we have put together around those, amending your plan and creating your CAPER that you are given step by step how to in IDIS that we can send out to everyone as well. With that, we will turn to the questions.

One of the first questions that came in is about being able to delete a CAPER template. If you started your CAPER template already and you realize that the accomplishment data was not coming in. Are you able to delete the CAPER template? Right now, in the IDIS system, in the CAPER template, the same for the con plan and the action plan, you are not able to delete a version. All of those versions stay there. You are protected with the version control so nothing gets accidentally deleted the day before your con plan or action plan or CAPER is due. But on that CAPER template, you are able to do two things. The first you would be able to just go through and manually update those numbers. Or you could attempt to create a new CAPER template. If you have gone through all of those steps, that data should be populating in your CAPER template. Great question.

Susan, it looks like we have a question for you. Just wanting to clarify what reports are required by HUD and for other reports are those items that need to be submitted or those are items that are not needed to be submitted? So what reports are required as part of your CAPER?

Susan Walsh: Yes, Chris, so as we mentioned earlier, the only actual required reports are the PR-26, or the entitlement which is the financial summary data for your CDBG program, and the PR-28 for states, which is the state PER, which is part of your CAPER. Now, we also had questions asking about what is required for public comment and what else do you need to send your HUD office. Any other reports that you feel might be helpful for citizens to comment are certainly welcome, but not required. I also wanted to mention that the PR-23 report, which is the summary of accomplishments report that you can run for CDBG or HOME is currently have some issues in the system. It's not reliable data. Unfortunately, although that may be a report that a lot of people used in the past, it is not a good report to use right now.

Chris Andrews: Thank you, Susan. Another question coming in asking about data for the CAPER. The 2015 CAPER capture IDIS accomplishment for 2012, 2013, 2014, that were completed and those accomplishments are realized in FY2015. I am going to assume that your con plan cycle started on 2015, if you are asking about accomplishments but that may not be linked to that con plan cycle. Those accomplishments that were realized, if they are 2012 or 2013 or 2014 activities, those will be captured in the micro strategy report. Most likely, let me shift and pull that report up here. Most likely, where those will be captured is in the third element of your con plan goals and accomplishments report in that element of where its accomplishments not associated with the strategic plan goal. But what you would be able to do is manually update this accomplishment that are listed here and include those in your CAPER. Again, your CAPER is your time to really show off what you have done and to share all of the great work that you have been doing. This is an opportunity to make sure that you are accurately reporting on all of your accomplishments that have been realized in the course of the program year.

Let's see other questions coming in. A couple of questions about consortia grantees. Susan or Beth, as we are going through these questions, if there is anything that you would like to add on specific questions, please feel free to chime in and speak up.

The next question is asking about each consortia member does their own CAPER. Are there any required goals and responsibilities for the consortia lead entity? The lead entity is responsible for their own CAPER. Those participating grantees is responsible to report on their accomplishments and their activities that were completed during 2015 for the grant program that they managed for CDBG or for participating grantees also receives ESG, also for ESG. The consortia lead entity is responsible for reporting on their grant program, which includes the HOME program for the consortia geography.

A couple of questions asking if that data looks different for a consortia versus an entitlement or a state grantee. The CAPER template is actually what is the same for all grantees and the data is populating exactly the same way. Just with the accomplishments and activities that are associated with the respective grantee.

Beth Hendrix: Chris, if I could add it's really about where your data is coming from and it's coming from in IDIS the accomplishment pages in IDIS. If you are the grantees who set up that activity and entered that accomplishment data, that is what is downloading into your CAPER.

Chris Andrews: Great, thank you, Beth. Next question, what if your action plan is included as part of your five year con plan in terms of setting up your CAPER? That's absolutely fine. That's the case for everybody with your year one action. Everyone's year one action plan should be that action plan that is in your consolidated plan. The CAPER template recognizes that it will automatically pull and associate data with that. So if you completed your consolidated plan and year one action plan in 2015, the CAPER system or IDIS will automatically associate that 2015 CAPER with the action plan that is embedded in your consolidated plan.

Okay, a question for state grantees, asking about projects in which there may be a lag in which 2015 projects may not have been completed and current projects that are being completed were funded with prior year action plan and being completed for prior year action plan projects and activities. Your CAPER would be reporting on those accomplishments that were realized during the program here. So in that case, the con plan goals and accomplishments report will have the template I have up on the screen would be very, very important for a state grantee. This would allow you to view all of those accomplishments, even if those accomplishments aren't being associated with the strategic plan goals or annual plan goals. You see all of those accomplishments and be able to incorporate those accomplishments into the CAPER.

Susan Walsh: Chris, I just wanted to add that is actually going to be true for entitlement grantees as well. There are lots of projects you may have that are taking several years to complete. So you are going to report on all of those accomplishments for CDBG that happen during the year. You have added an accomplishment year for that activity in the system, and then for HOME, those activities that were completed during your program year. So that's going to be the case for lots of folks out there.

Chris Andrews: Thank you, Susan. A couple of questions asking what is the phone number for the Help Desk for help with the CAPER. If you do have questions on the CAPER, if you have

questions following the session, if you submitted a question that we are not able to get to today, please submit that question through the Ask a Question link. That is a link that we can also send out on the followup to the session. If you do have additional questions on the CAPER, you can submit it through the AAQ Help Desk. Susan, a question for you asking about linking data and draws in the CAPER. How much time is available after the end of the program year to do the final drawdown so that the information is captured in the CAPER?

Susan Walsh: Okay, that's a good question. So you know you have 90 days to prepare your CAPER and submit it to HUD. For the same 90 days, you have the ability to mark drawdowns as prior year for CDBG. So you can always mark drawdown from prior years so that will be included in the information on your PR-26 report. On that same report, if it's after the 90 days, if you get some kind of an extension for your CAPER or you need to make a correction after submitted your CAPER, there are ways to make adjustments on those reports to account for drawdowns that were weren't marked as prior year.

Chris Andrews: Thank you, Susan. A couple of questions about uploading attachments, what types of files can be loaded as attachments to your CAPER. What is the file size limit? Those attachments have a little bit more flexibility than what are the attachments or ways of adding additional content in the consolidated plan or in the action plan. Those can also be PDF's. The eCART, which is a Macro Excel file can be uploaded. The file size on it is 5 megabytes which if you are using Word or if you are using small graphics from Excel, you are saving that as a PDF or converting that file to a PDF, you can get quite a bit into that file size.

One other question on should your IDIS report that are required be uploaded there? Yes, that is a place where you can upload and include in attachment corresponding IDIS reports.

Susan Walsh: Chris, I just wanted to add to that that the eCART as you look at it and look at the instructions, you will also attach that there. Because the system doesn't accept Excel files, you will embed that into a Word document. You will be doing that by inserting the Excel document as an object into a Word document. Then attaching it to the CAPER template.

Chris Andrews: Great, thank you, Susan. A couple of questions coming in asking about if the CAPER needs to be sent in hard copy to your field office, as well as submitted through IDIS. Going forward when you are using the IDIS to submit your CAPER, con plan, or action plan, the only submission that you need to do is submitting that document through IDIS. The exception being for your con plan and action plan, your certification and XF-424. These will need to be submitted as the original, but your entire con plan, your entire action plan, your entire CAPER plan, can all be submitted through IDIS. It should only be submitted through IDIS.

Susan Walsh: For this question, I want to make sure we get this cleared up. Someone had asked if you should not copy your annual action plan to the next year because you can't change the year from the project. That was the question. So we are not saying not to copy the annual action plan when you want to create a new one or if you need to do an amendment. But just note that it will copy over the projects from your system year. So when you go in, if you are copying it for a new year, you will have to remove the old project, the existing projects and associate the new projects with the new action plan. We just wanted to make a note of that that it's not that you shouldn't copy it. You just have to be aware of what to do when you copy it.

Chris Andrews: Right, you can still be using the copy function can be a very great tool to copy a lot of information that may not change all that much from year to year, but just note for those projects that it will not update the program year for the project on the AP-35 string. You will need to manually remove those projects and then create new projects for the current program year. Otherwise the copy function is a very helpful tool and a great tool to use.

A question regarding IDIS access to set up the CAPER. I am not able to see the CAPER screen in IDIS. This authorization is required to be able to access the CAPER, but to be able to add and commit while searching through the CAPER template. Your local IDIS administrator is able to grant you access to set up your CAPER and working your CAPER and to submit your CAPER.

A few more questions around the micro strategy report around the con plan goals and the accomplishments report. The first is just to reiterate the name of that report is actually the con plan goals and accomplishments report. It does not have a PR number code report. The name that I am looking at it in IDIS is at the top right end corner of the shared reports. It is called the con plan goals and accomplishments report.

There is a second question. Susan, I will start this. You may have a few additional reports that you would like to highlight, but what report can be pulled from IDIS to verify the activities in accomplishment data? A great place to start is that con plan goals and accomplishments report. It's pulling in all of your accomplishment data from activities that are were completed during the program here. Susan, there may be other reports that you would like to highlight and recommend.

Susan Walsh: Right, Chris, so for the CDBG program, probably the best report right now is the PR-03 report, which I am sure everyone probably runs anyway because it's a great comprehensive report. Again, you can run that as an Excel document or as a regular PDF. That will give you accomplishment data for your CDBG activities. Then the PR-22 report can be run for HOME. Again, just looking at your HOME completed activities, those HOME activities that were completed during the program year is what you want to report in your CAPER. Now if you were working on a lot of HOME activities during the year, but maybe nothing was completed or very little, you can always add information in your narrative about that. As far as reporting accomplishments, once that home sold or the house is built or the TBRA beneficiary is assisted and those activities are completed, that is when you are going to report that data.

Chris Andrews: Thank you, Susan. Again, we have so many questions coming in. if we don't get to your question or if you have a followup question, please submit them to the AAQ and again we will make sure to send that link out to everyone. The question about how to manually add data to your accomplishments, you are able to just go through even to the CR-05 screen. You are able to manually update all of that accomplishment data. All of the actual tables are read only, oh excuse me, are editable. They are not read only. You are able to go into those tables and update those numbers. It may be helpful to have the goals and accomplishments reports or another spreadsheet where you are tracking the numbers and make sure that you are inputting correct numbers with you. You are doing that. You can just go through. There are no steps to take there. It is edited automatically.

Susan Walsh: I wanted to address, Chris, a question that was talking about the funds that you used versus the accomplishments. This is a common question that has to do with accounting. Just note that no matter what year you use for the funding of your activity, whether it be pre-'15 or '15

money or '16 money in the future, your accomplishments can be recorded regardless of the funding source. If you are reporting on an activity from a previous program year or you are reporting on an activity on your current program year regardless of the funding source, in the accomplishment data, in the IDIS where that information is going to come from. So if you are adding an accomplishment year for CDBG activity and reporting that information, perhaps you have a public service activity that goes on for two years. You are reporting it for 2014 and 2015. That is all going to be reported in your CAPER for the information that is from 2015. Your '14 activities, anything that has an accomplishment year for '15 will be reported in your '15 CAPER for CDBG. So it doesn't matter what source of funds the activities have. That's not going to affect whether it's reported in the CAPER as far as the accomplishment data.

Chris Andrews: Great, thank you, Susan. We have one more question here on the micro strategy report. Let me just pull up. It is asking for what is the difference between the first two tables in the micro strategy report, but also asking what is the difference between the first two tables in the CR-05 screen. So first, on the micro strategy report, table number one, this is showing your accomplishments that are associated with the single strategic plan goal. It's your project and you are adding that project to IDIS, to your action plan. You have to link that project to a strategic plan and an annual plan goal. If that project is just linked to one goal, those accomplishments will be associated with that one goal here. If your accomplishments are being associated with more than one strategic plan goal, to prevent IDIS from double counting and those accomplishments will be listed in CAPER to here, showing all of the goals.

If you have multiple goals, it will show all the of the goals that are associated with that corresponding project and listing the outcomes and the corresponding activities that fall under that category. In the CR-05 screen, I will just talk to it here so we won't click back over to it. In the CR-05 screen, the first table is showing your accomplishments just for the annual plan cycle and just for whatever the accomplishments that have been realized in the annual plan year. Then the second table it is showing the accomplishments from the strategic plan cycle. It's showing all of the accomplishments for your strategic plan period.

So here you are seeing that spread across. It's showing the two different tables here, accomplishments associated with a single strategic plan goal and those accomplishments that might be associated with more than one strategic plan goal. You will need to sort those through to make sure that you are accurately reporting just one of those and not double counting your accomplishment data.

It looks like we have time for just a few more questions. I am just scrolling down here. Susan, a question for you on open activities. Will open activities that have accomplishments associated with them, will those be reflected in the CAPER?

Susan Walsh: Okay, Chris, yeah, so that is a good question. It depends on the type of activity. If it's a CDBG activity, it can be open and you can have accomplishments reported each year as long as that activity is open. If you have accomplishments reported for your 2015 year, in that open activity, than that information is going to be reported into the CAPER. But HOME activities are only reported when they are completed. I wanted to mention, too, for TBRA activities, a lot of grantees that have TBRA activities may use one activity for lots of tenants as you go forward. That's fine. Just keep in mind that you are not going to be reporting those TBRA beneficiaries until that activity has been completed. So if you have an ongoing TBRA program and if you keep an

activity for over two years because perhaps you assist people for two years, just note that information won't be reported until you complete that activity at the end of the two years. Or if you want to report them each year, then you could complete the activity and start a new one, but then you would note that if they were being continually assisted because of a 24 month contract, but note that it is not being newly assisted.

One other thing I did want to mention about TBRA specifically is that the PR-22 report which I mentioned earlier is a good report for HOME, there is a slight problem with TBRA activity in the information that is reported on that report because of the error message that people are getting when add beneficiary data from some of those activities. So if you are one of the grantees that has been getting error messages when you add a new beneficiary data to a TBRA activity, and then you complete that same activity for this CAPER year, just note that it may be under reported on the CAPER report. Just double check. Go into the activity itself and just look at the numbers and compare to make sure that you are not under reporting your beneficiary data.

Chris Andrews: Great, thank you Susan. We have time for one more question. There have been a number of questions that have come in around amendments that may be required for prior years when funding has been reprogrammed from one project to another project or to 2012 or 2013 or 2014 funding. Do those amendments need to be added also to the current 2015 action plan? If those funds are just being moved from projects that have been created, those amendments will need to follow your citizen participation on those amendments and those changing resources. That doesn't necessarily require in IDIS adding of this project to your 2015 or what would then be your 2016 action plan. Those accomplishments, again, should still be realized in the CAPER. Those will be presented and captured in the con plan goals and accomplishments report.

Lastly, there have been a number of questions that have come in asking about being able to create a new CAPER template versus manually adjusting the numbers. That is something that you can do. You are able to go through and create in your CAPER template if you have gone in to add accomplishment data. There may be some issues if all of that accomplishment data is not entered or if you still have accomplishments from a prior year. Not all of those accomplishments will carry forward. You may still need to do some manual tweaking of that CAPER. If you do want it to go through and update that accomplishment information, you can. So what I would recommend doing especially if you have already started working on some narrative is really just use the con plan goals and accomplishments report. The data in your CAPER will not populate as accomplishment, every time you run the con plan goals and accomplishments report, just make the strategy report. That will update and show all of your accomplishments that have been entered. You are able to use this report to then go through and populate your accomplishment information in your CAPER.

Susan Walsh: That's a great point, Chris because maybe you are using some of the time of your 90 days to update your accomplishment data that wasn't done previously. Maybe you have already created your CAPER, but the con plan and accomplishments reports will update as you enter those new accomplishments.

Chris Andrews: I think we are just about out of time. Thank you all so much for all or your great questions. There were a number of questions that we weren't able to get to. Please submit those through the AAQ portal and we will be able to work through those CAPER questions with you. Susan and Beth, thank you very much for joining us today. Thank you all.