



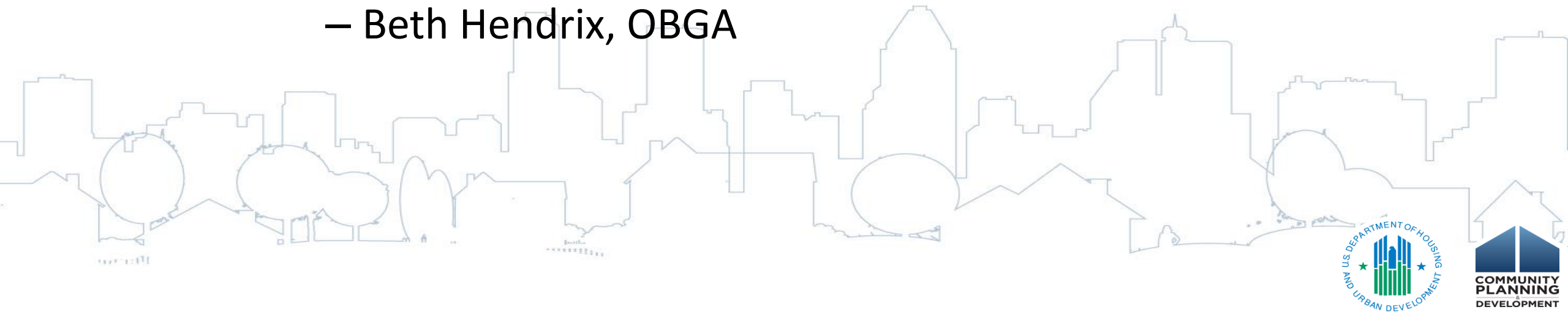
CAPER and the eCon Planning Suite

August 18, 2016



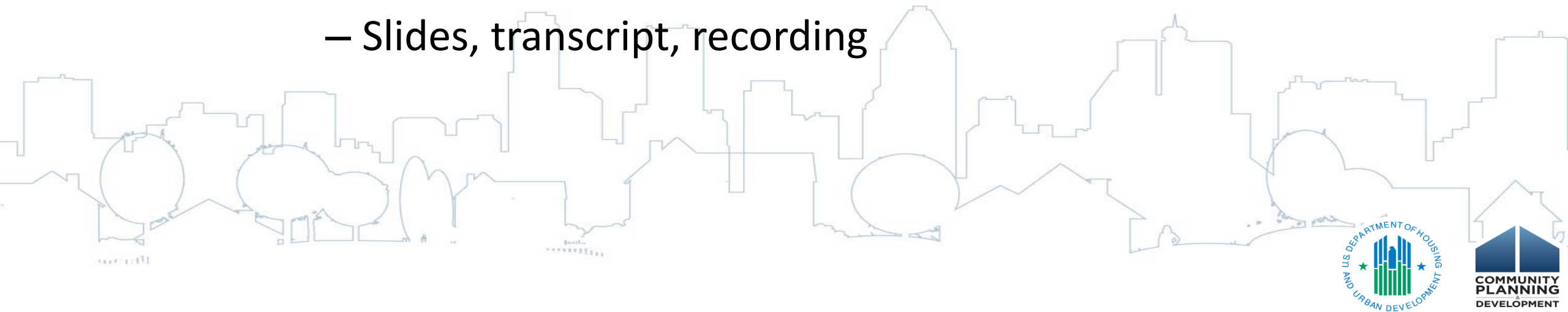
Webinar Instructions

- Presenters
 - Chris Andrews, The Cloudburst Group
 - Susan Walsh, The Cloudburst Group
- HUD Staff
 - Beth Hendrix, OBGA



Webinar Instructions

- Webinar will last approximately 90 minutes
- Materials will be posted on the HUD Exchange
 - Slides, transcript, recording



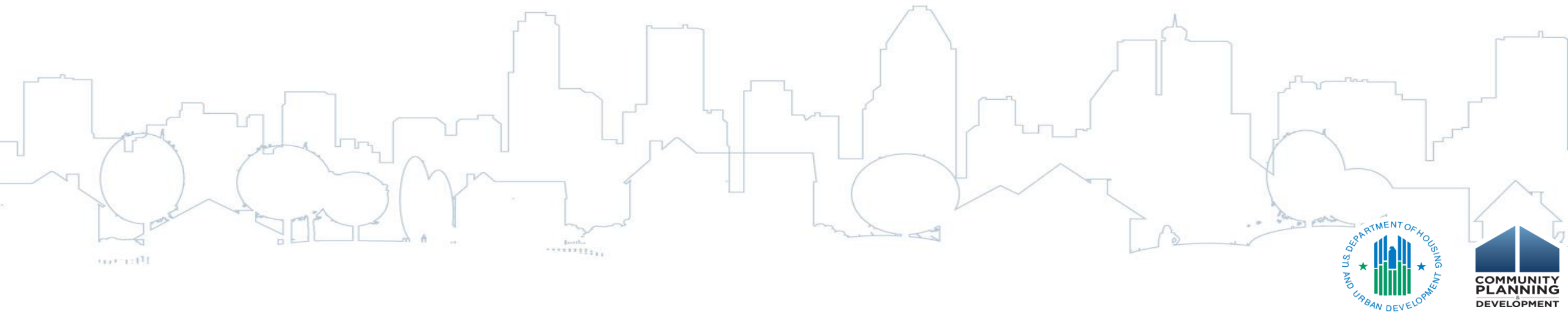
Webinar Instructions

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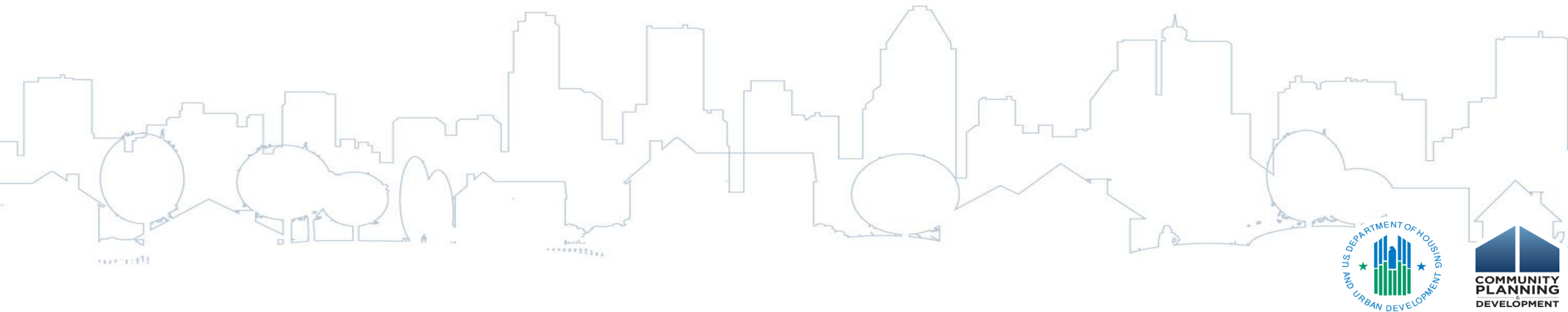
Webinar Instructions

- All participants will be muted
- Submit questions at any time during the webinar via the “Questions” pane



Webinar Instructions

- Questions will be answered verbally
- May not be able to answer all questions
 - Will try to answer common questions first



This webinar is made possible by



Agenda

1. CAPER Basics
2. Con Plan Goals and Accomplishments Report
3. Setting up the CAPER
4. Completing CAPER Screens
5. CAPER and ESG
6. Troubleshooting Common Issues
7. Question and Answer



Session Objectives

1. Identify strategies to ensure data properly populates CAPER template
2. Describe the process for using the Con Plan Goals and Accomplishments MicroStrategy Report to complement the CAPER
3. Complete CAPER set-up and submission in IDIS
4. Identify common issues and describe how to address them



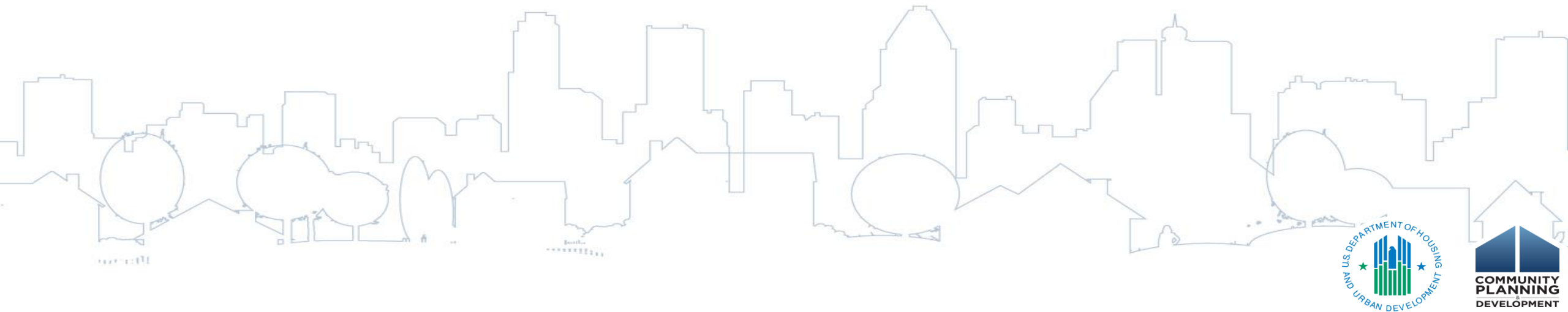
CAPER Basics

- Goal: Report and assess the progress made towards achieving strategic plan goals
- Due 90 days after the end of the program year
- CAPERs must be entered and submitted in IDIS
- All Consortia grantees are responsible for creating their own CAPER



CAPER Data

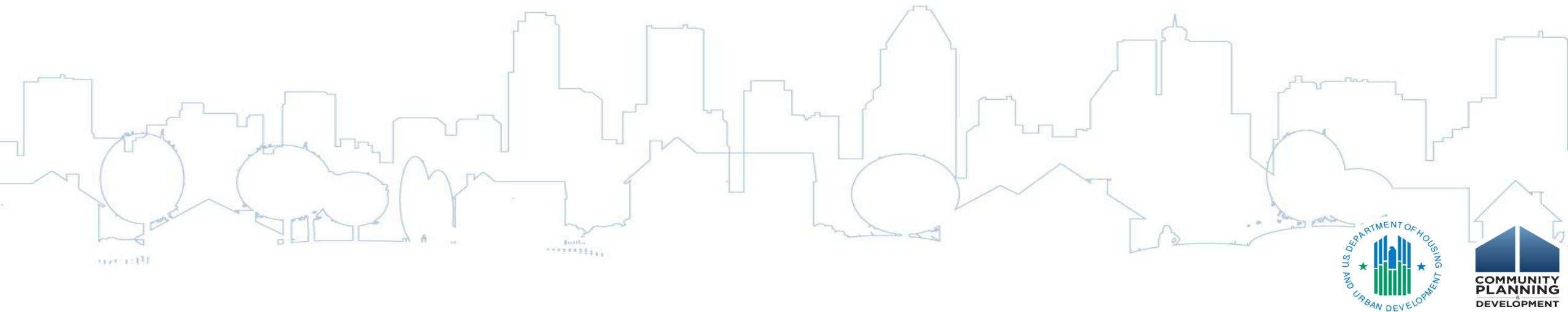
- Data used in the CAPER comes from the following sources:
 - Action Plan (planned #s)
 - Activity Accomplishment Reports (actual #s)
 - HMIS (ESG CAPER)



CAPER Data

- Reasons your data may not populate correctly:

Confirm each of these items **BEFORE creating your CAPER in IDIS**



CAPER Data

- Reasons your data may not populate correctly:
 - AAP is not marked as “Review Completed” in IDIS
 - AAPs must be marked as Review Completed for your AAP to sync with the CAPER
 - Request that your Field Office marks the AAP as Review Completed in IDIS
 - AAP amendments have not been submitted
 - Prior to creating your CAPER, all AAP amendments must be entered and submitted in IDIS
 - AAP amendments must be marked as Review Completed



CAPER Data

- Reasons your data may not populate correctly:
 - Duplicative Projects
 - Ensure the projects entered into your AAP are the same projects associated with activities under the project tab
 - Review list of projects on AP-35 screen and under the Projects tab and ensure they align
 - Remember, when you create a project in the AAP, it automatically creates the project in IDIS
 - Option 1: Re-associate activities with projects created in AAP
 - Option 2: Amend AAP to include correct projects



CAPER Data

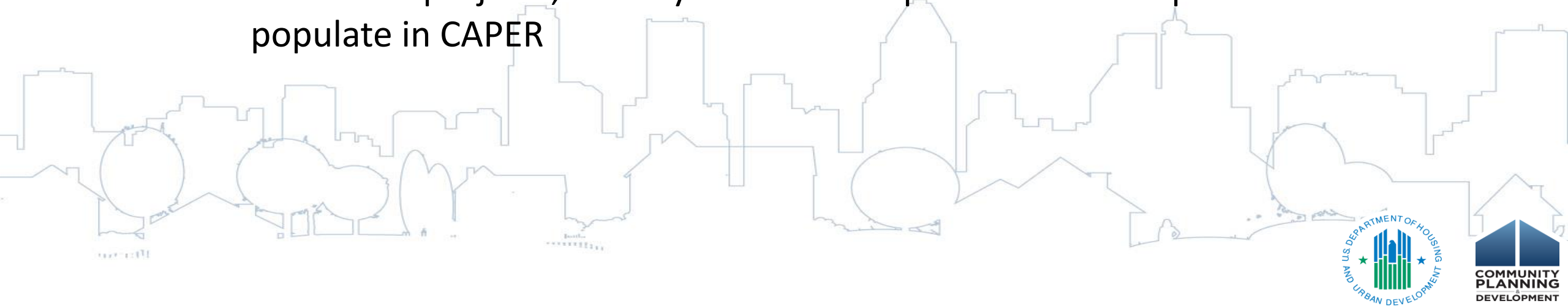
- Reasons your data may not populate correctly:
 - Prior Year Projects copied into current year AAP
 - Check projects in AAP to ensure the Program Year is the current year
 - If not, amend AAP and create new projects with the correct program year

REMEMBER, WHEN YOU COPY YOUR AAP, YOU WILL NEED TO REMOVE COPIED PROJECTS AND UPDATE WITH PROJECTS WITH THE CURRENT PROGRAM YEAR



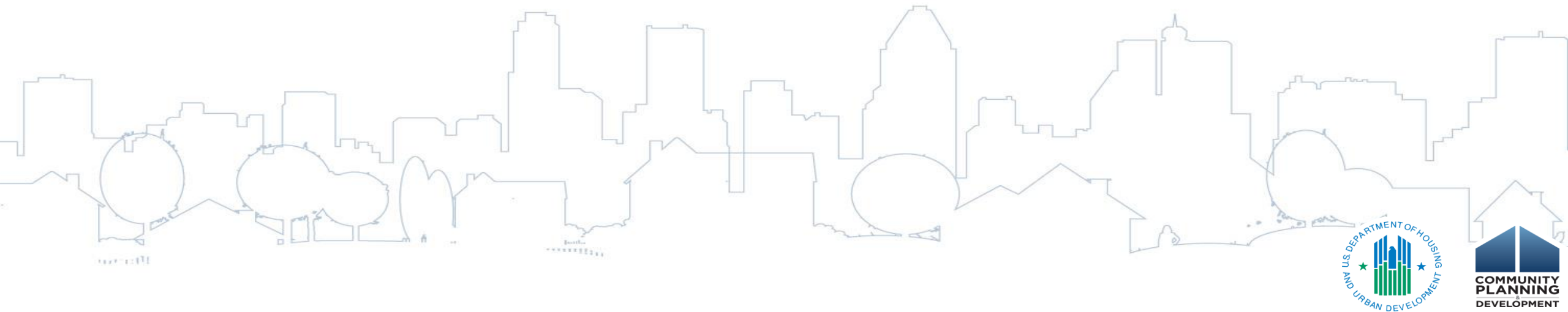
CAPER Data

- Reasons your data may not populate correctly:
 - Accomplishment Data is not entered in IDIS
 - All accomplishment data **must** be entered in IDIS prior to creating your CAPER
 - Add accomplishments under the Activity tab for all activities completed during Program Year
 - For HOME projects, Activity must be completed for accomplishments to populate in CAPER



CAPER Data

- If you have already started your CAPER and have data issues, you do not need to create a new template:
 - Use Con Plan Goals and Accomplishments Report
 - Use other MicroStrategy Reports
 - Manually update data fields in template



Con Plan Goals and Accomplishments Report

- Before creating your CAPER, run the Report to review accomplishment data
- MicroStrategy Report available in IDIS Reports tab.
- Lists accomplishment information that is:
 - Associated with one SP/AAP Goal
 - Associated with multiple SP/AAP Goals
 - Not associated with an SP/AAP Goal



Con Plan Goals and Accomplishments Report

Accomplishments Associated With a Single Strategic Plan Goal

Goal	Category	Funding Source & Amount	Outcome Indicator	Outcome Unit of Measure	Outcome Expected - Strategic Plan	Outcome Actual - Strategic Plan	Percent Complete	Outcome Expected - Program Year	Outcome Actual - Program Year	Percent Complete	
Economic Development	1	Non-Housing Community Development Economic Development	CDBG: \$	Facade treatment/business building	Business	25	1	4.00%	5	1	20.00%
				Homeowner Housing Rehabilitated	Household Housing Unit	0	0		0	0	
				Jobs created/retained	Jobs	25	7	28.00%	5	7	140.00%
				Businesses assisted	Businesses Assisted	50	7	14.00%	10	7	70.00%
				Housing Code Enforcement/Foreclosed Property	Household Housing Unit	10	0	0.00%	2	0	0.00%
Neighborhood Stabilization and Housing	2	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Rental units constructed	Household Housing	2	0	0.00%	1	0	0.00%
				Rental units rehabilitated	Household Housing	50	0	0.00%	10	0	0.00%
				Homeowner Housing Added	Household Housing Unit	7	48	685.71%	1	48	4,800.00%
				Homeowner Housing Rehabilitated	Household Housing	100	60	60.00%	22	60	272.73%
				Direct Financial Assistance to Homebuyers	Households Assisted	400	0	0.00%	75	0	0.00%
				Other	Other	75	0	0.00%	75	0	0.00%
Community Development	3	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure	Persons Assisted	45000	34010	75.58%	9000	34010	377.89%
				Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100000	8065	8.07%	20000	8065	40.33%



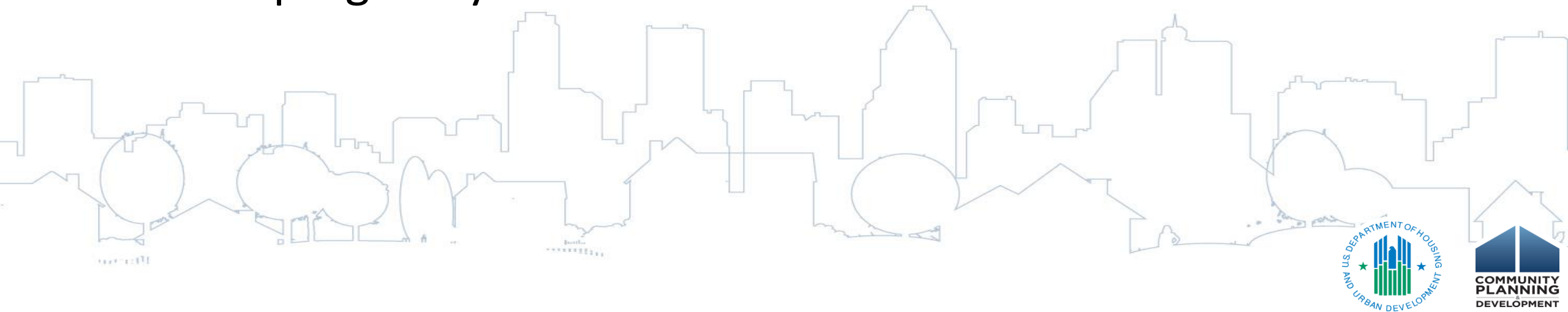
Additional IDIS Reports

- 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



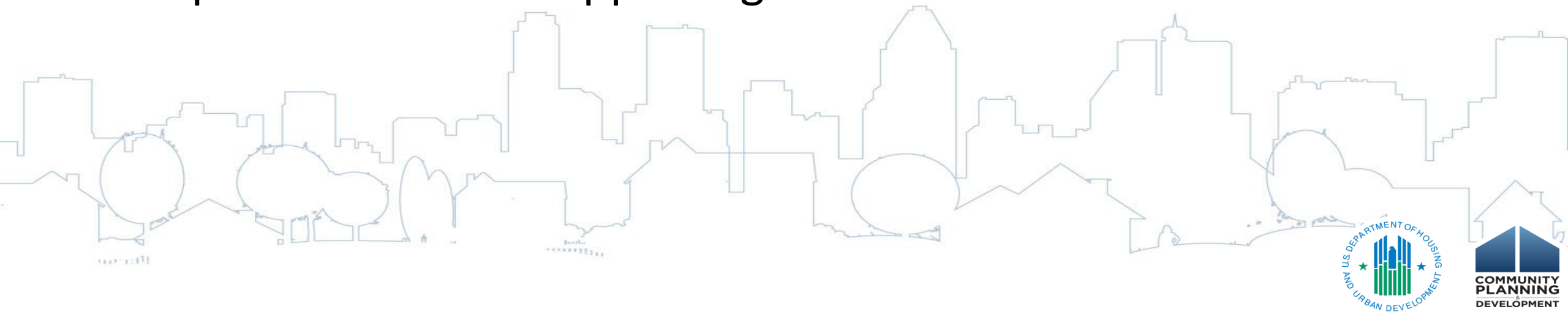
Setting up the CAPER

- After confirming all accomplishments and amendments are entered in IDIS, you can create your CAPER in IDIS
- All grantees (including Consortia participating members) are responsible for setting up the CAPER in IDIS
- Enter program year and version



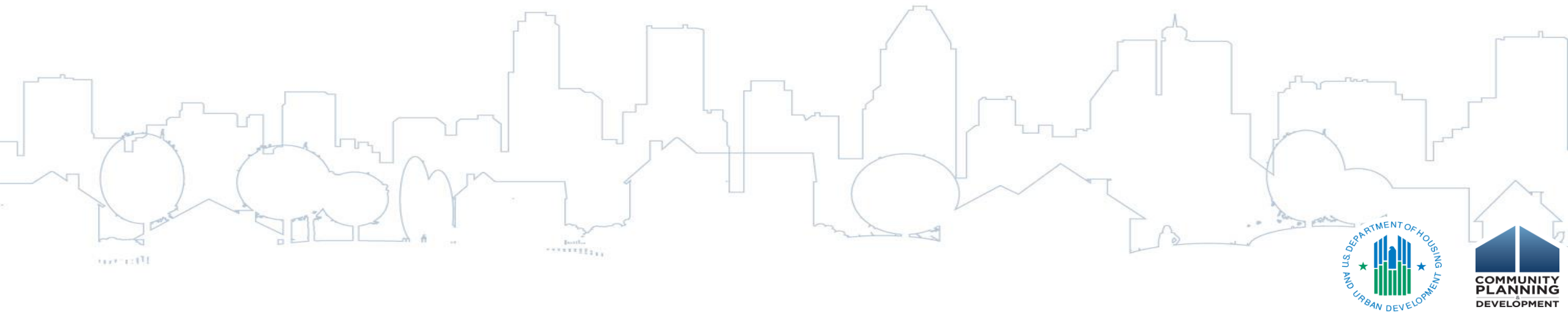
Completing the CAPER

- All “Actual” fields can be manually adjusted
- Review the Con Plan Desk Guide and 24 CFR Part 91 for guidance on what is required in CAPER
- Grantees can upload up to 5 unique appendices to include reports and other supporting documents



CAPER and ESG

- ESG grantees are required to complete the CR-60, CR-70 and CR-75 screens
- ESG grantees are required to use the eCART beginning with 2015 CAPERs in lieu of CR-65



CAPER and ESG Resources

- CAPER and ESG Resources
 - Guidance on the eCART and ESG requirements for the CAPER:
<https://www.hudexchange.info/resource/4785/ecart-esg-caper-annual-reporting-tool-and-guide/>
 - eCart CSV Export Steps for Subrecipients:
<https://www.hudexchange.info/resource/5059/ecart-csv-export-submission-steps-for-subrecipients/>
 - eCart FAQs: <https://www.hudexchange.info/resource/5072/ecart-faqs/>



CAPER and ESG

- Please submit questions about the ESG CAPER to the Ask a Question section on the HUD Exchange – Selecting ESG in Step 2
- Recipients who are concerned about meeting the eCART requirement should contact their local HUD Field Office **and** Marlisa Grogan (Marlisa.M.Grogan@hud.gov) from the SNAPS Office.



CAPER Must Do's

Complete checklist before creating CAPER:

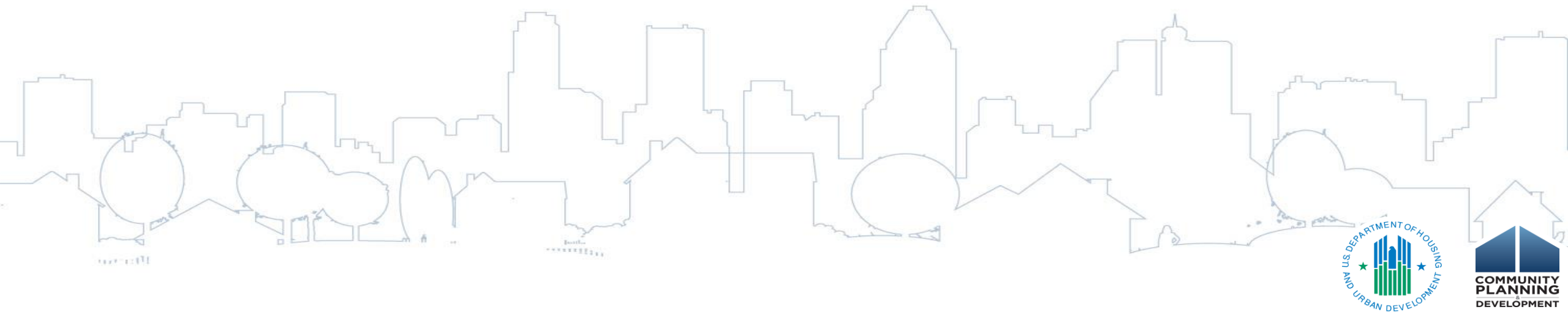
- ☐ Ensure AAP is marked as “Review Complete”
- ☐ Enter all amendments in IDIS, submit and ensure marked as “Review Complete”
- ☐ Ensure AAP includes correct projects (associated with activities AND correct PY)
- ☐ Enter all accomplishment data in IDIS



CAPER Must Do's

If you have already created your CAPER template:

- Do not create a new CAPER Template
 - Use Con Plan Goals and Accomplishments Report and other IDIS Reports to gather requisite data
 - Manually enter data into Con Plan template



Troubleshooting Common Issues

- Issue: accomplishment data includes accomplishments not associated with a goal
- Solution: This may be due to accomplishments being realized from a prior year and/or activities being associated with a matrix code that differs from the Goal Outcome Indicator. To correct this, you can manually adjust the accomplishment information in the CAPER.



Troubleshooting Common Issues

- Issue: Not all accomplishment data appearing in the CAPER
- Solution: This is likely because the CAPER was created before the accomplishment data was entered in the Activity screen. Once accomplishment data is entered in IDIS, you can run the Con Plan MicroStrategy Report to see updated tables and manually adjust the CAPER.

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

