



CAPER and the eCon Planning Suite

August 2, 2017



Webinar Instructions

- Presenters
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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
- Questions will be answered verbally
- May not be able to answer all questions



This webinar is made possible by



eCon Planning Suite Updates

- 2017 AAP Due Date
 - **ALL 2017 PLANS MUST BE SUBMITTED BY AUGUST 16**
 - Action Plans must include 2017 allocation
- Supplemental ESG
 - Add to Expected Resources screen for “ESG” for Action Plan
 - Grantees must follow citizen participation requirements; if unable to complete by 8/16, contact FO immediately
 - Only need to amend Con Plan if adding or changing Con Plan goal



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

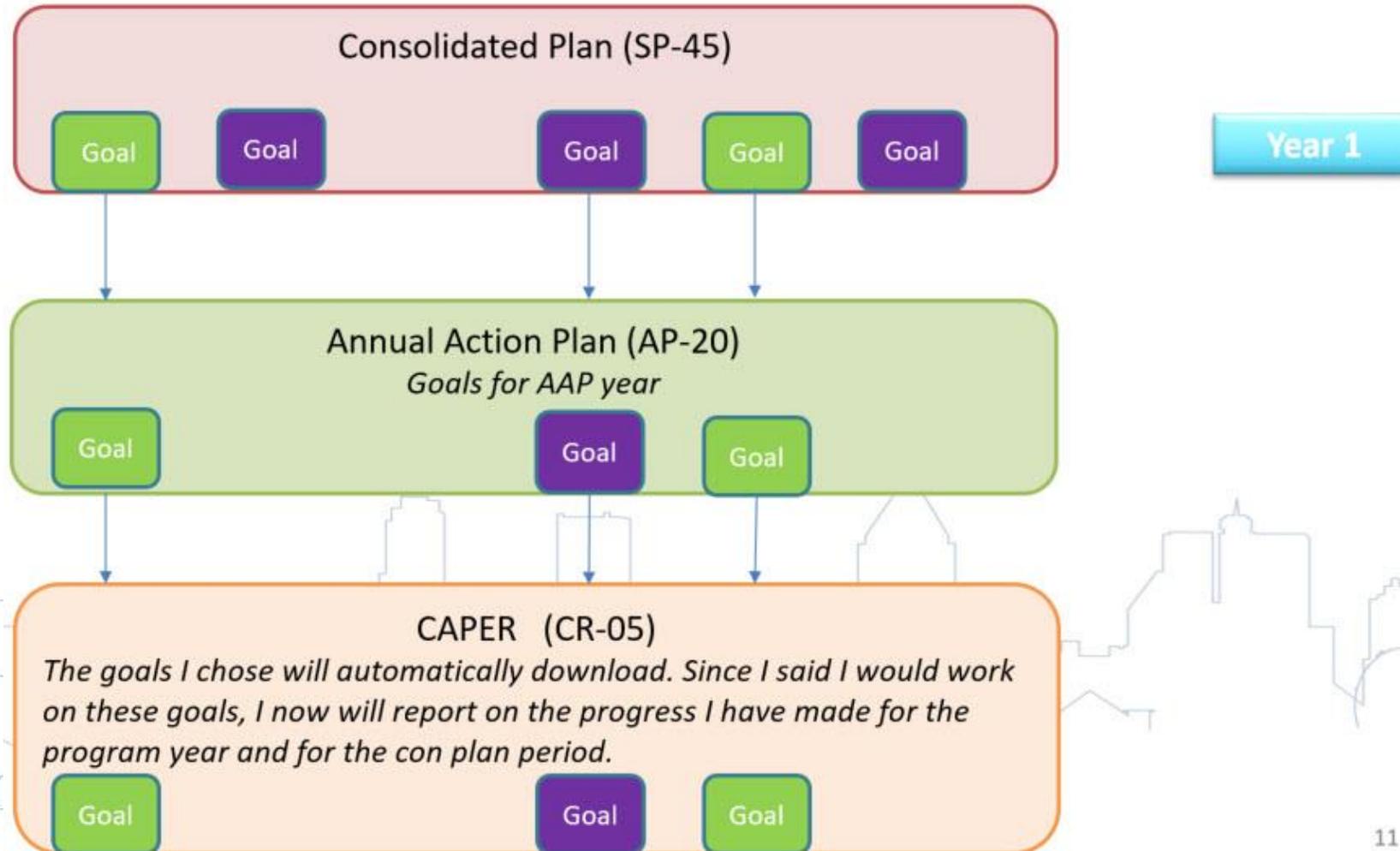


CAPER Basics

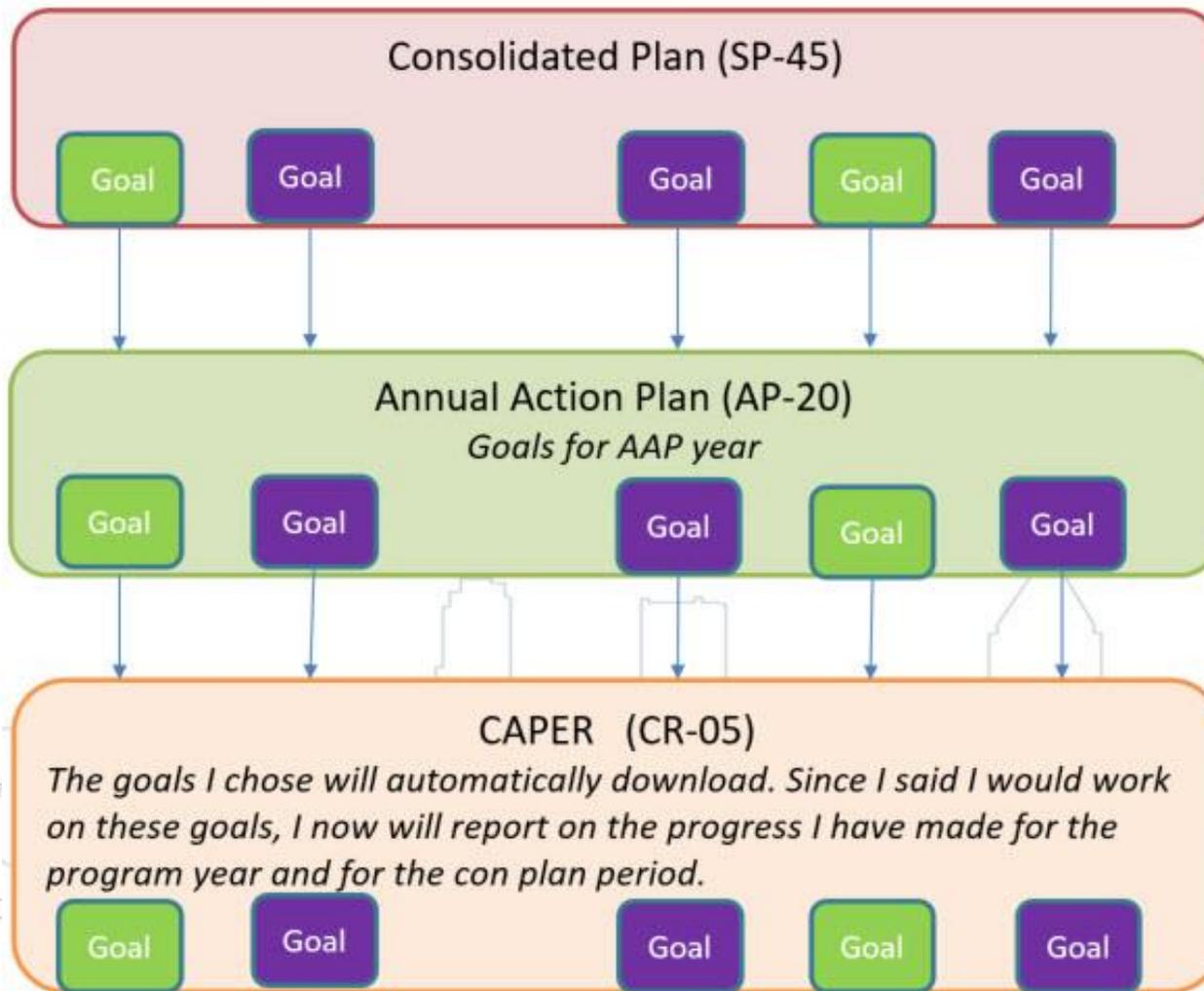
- Goal: Report and assess the progress made towards achieving strategic plan goals
- Due 90 days after the end of the program year
- CAPERs must be entered and submitted in IDIS
- All Consortia grantees are responsible for creating their own CAPER



Tracking Goals in the Con Plan



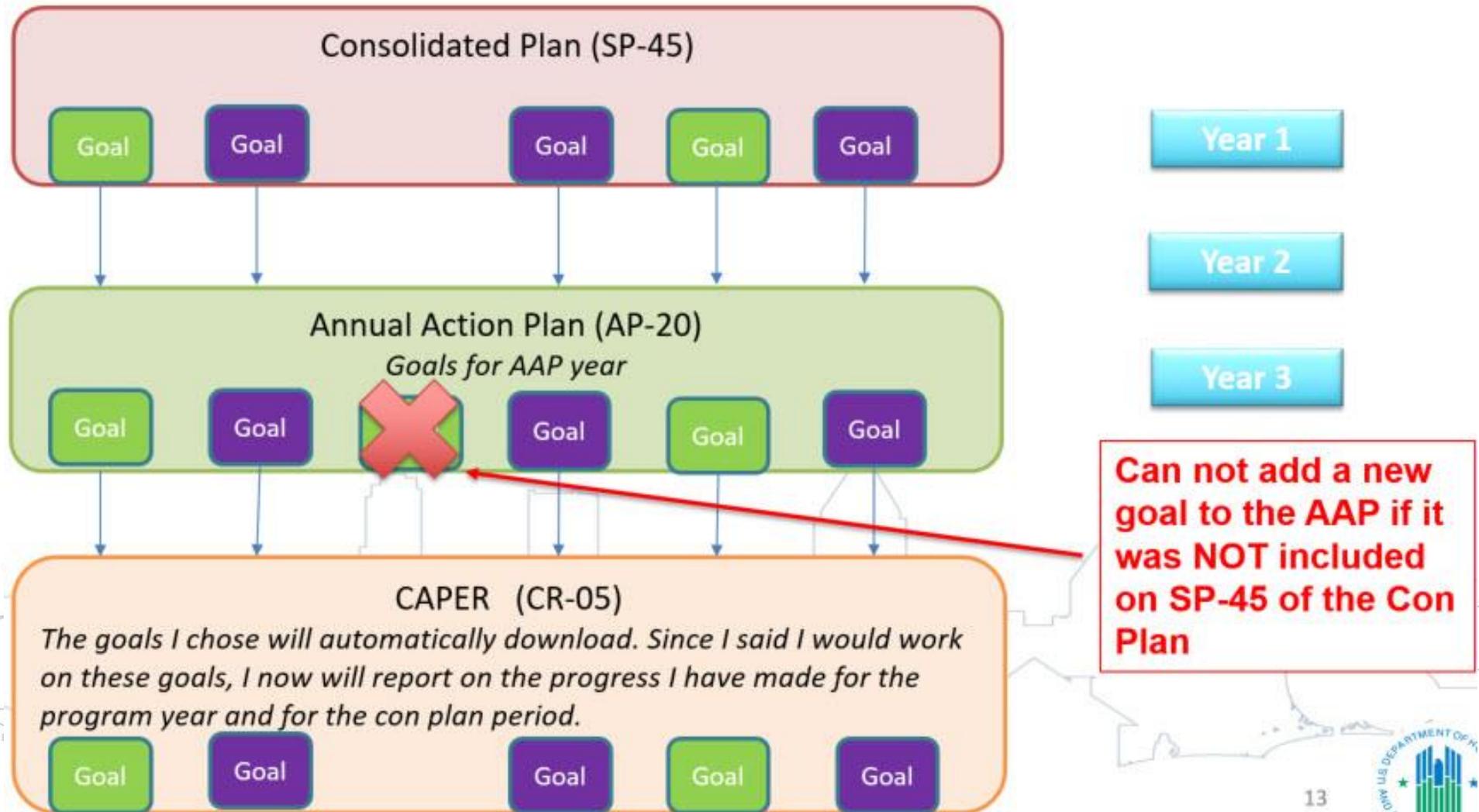
Tracking Goals in the Con Plan



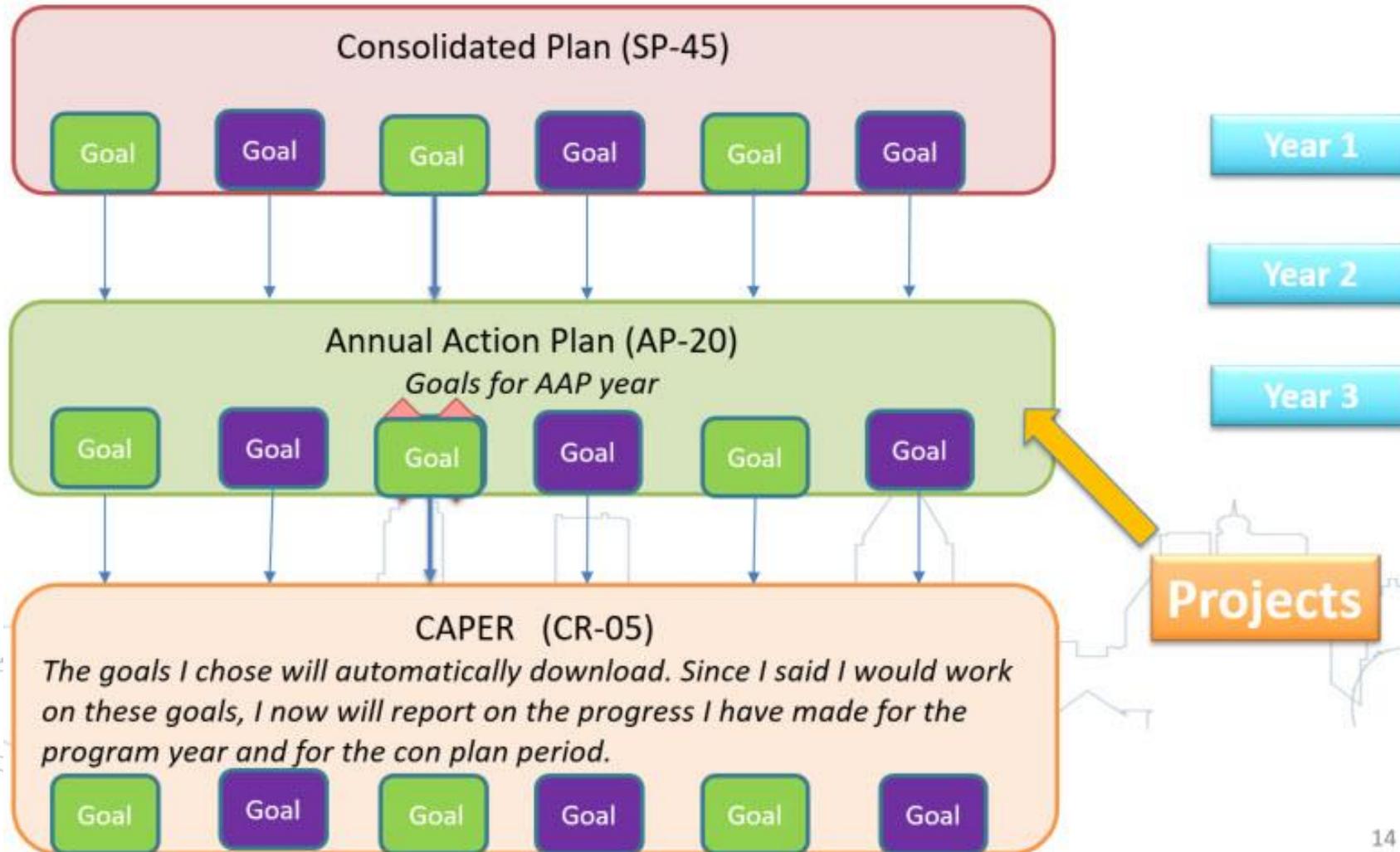
Year 1

Year 2

Tracking Goals in the Con Plan



Tracking Goals in the Con Plan



Align Goals with Projects

Consolidated Plan
Goals for Con Plan cycle

SP Goal: Rehabilitate existing
housing stock.
GOI: 200 HO units rehabbed

Annual Action Plan
Relevant goals for year only

AP Goal: Rehabilitate existing
housing stock.
GOI: 40 HO units rehabbed

Projects

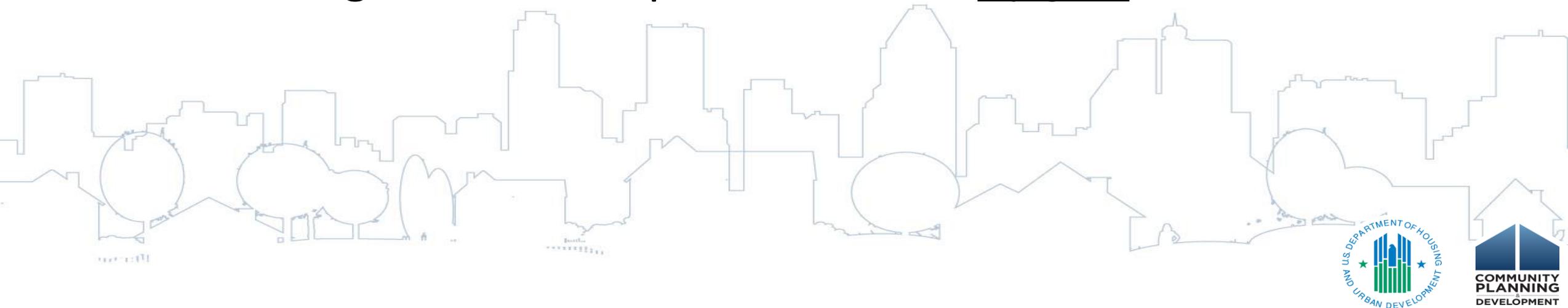
CAPER
*All Con Plan goals will automatically
download with GOIs for SP and AAP (if
selected in AAP)*

Project: Homeowner Rehab
GOI: 40 units rehabbed

Reports on:
Strategic Plan Goal: 200
AP Units: 40 Expected
IDIS Accomplishments: 35
Percentage Complete toward goal

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 organizes accomplishment data by goal



CAPER Data

- Reasons your data may not populate correctly:
 - AAP is not marked as “Review Completed” in IDIS

Search | Reset

Results Page 1 of 1

Grantee Name	State	Year	Version	Title	Status	Action
OAKLAND	CA	2016	v2	AAP Copy	Open - in Progress	Edit View

- 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



CAPER Data

- Reasons your data may not populate correctly:
 - AAP amendments have not been submitted

Results Page 1 of 1

Grantee Name	State	Year	Version	Title	Status
OAKLAND	CA	2016	v2	AAP Copy	Open - in Progress
OAKLAND	CA	2016	DRAFT	CITY OF OAKLAND 2016/17 ANNUAL ACTION PLAN	Review Completed

- 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

Results Page 1 of 1

Program Year	IDIS Project ID	Grantee/PJ Project ID	Project Title	Project Owner	Status
2016	3	OAKLAND/PS	PUBLIC SERVICES	OAKLAND, CA	Open
2016	12	PS - Oakland	Public Services	OAKLAND, CA	Open

- 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 Program Year is current year
 - If not, amend AAP and create new projects with 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**

Program Year:
2015

IDIS Project ID:
15

Status:
Open

Project Title:
AnewAmerica Community Corporation



CAPER Data

- Reasons your data may not populate correctly:
 - Accomplishment Data is not entered in IDIS

*Accomplishments

Accomplishment Type	Proposed Units
10 - Housing Units	60

*Direct Benefit Data by Households

Race/Ethnicity	Owner		Renter		Total Households	
	Total	Hispanic/Latino	Total	Hispanic/Latino	Total	Hispanic/Latino
White	20	10			20	10
Black/African American	33				33	0
American Indian/Alaskan Native	3				3	0
Asian & White	1	1			1	1
Black/African American & White	3				3	0
Other multi-racial	1	1			1	1
Totals	61	12	0	0	61	12

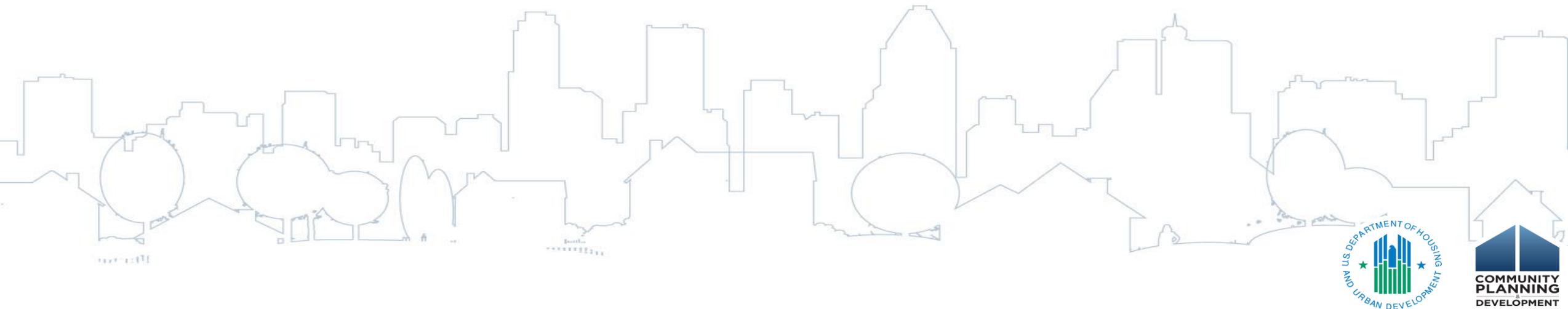
CAPER Data

- 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



Potential 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



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%



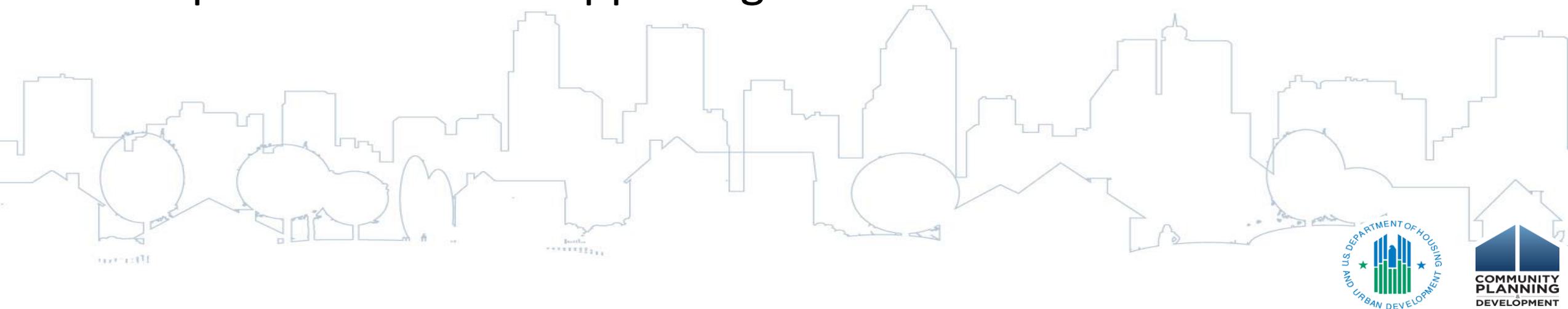
Setting up the CAPER

- 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 in lieu of CR-65
 - Uploaded as .xlsm file on CR-00 (no longer embedded in Word doc)
 - eCart (Version 5) must be used with all ESG CAPER CSV exports generated after 10/1/2016
 - Prior versions of eCart should no longer be used as they will not properly import the updated ESG CAPER CSV (Version 5)



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 Must Do's

Complete checklist before creating CAPER:

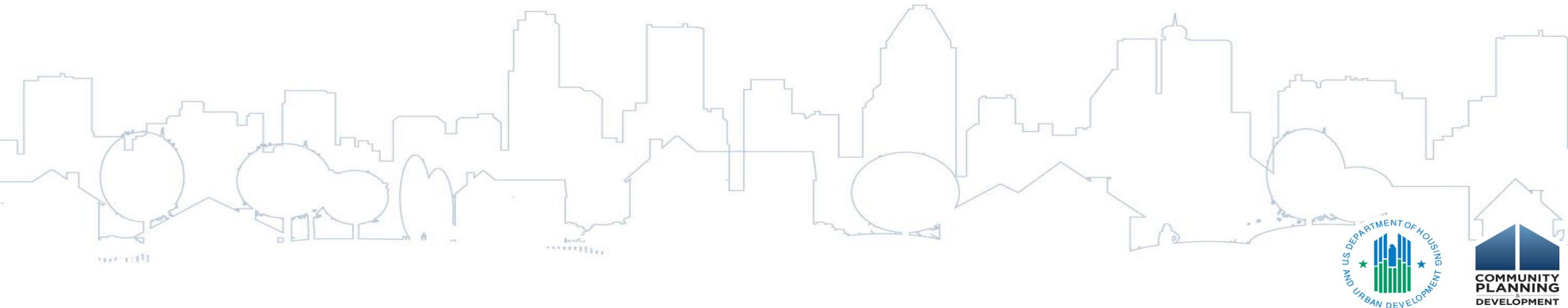
- Ensure AAP is marked as “Review Complete”
- Enter all amendments in IDIS, submit and ensure marked as “Review Complete”
- Ensure AAP includes correct projects (associated with activities AND correct PY)
- Enter all accomplishment data in IDIS



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.



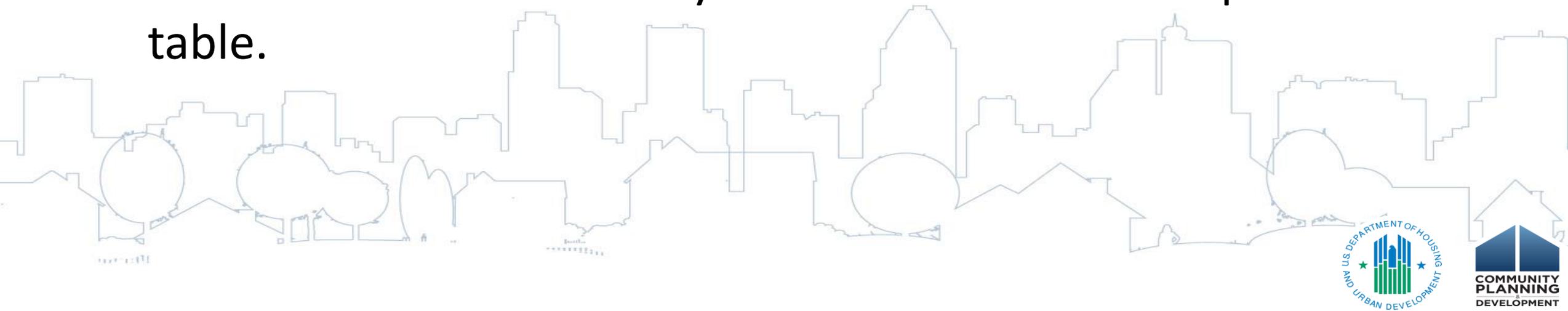
Troubleshooting Common Issues

- 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.



Troubleshooting Common Issues

- Issue: Activities from prior Con Plans are not appearing
- Solution: Accomplishments from activities created prior to the current Con Plan will not automatically appear in the CR-05 screen. You must manually add them to the accomplishments table.



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

