Reporting CDBG-CV Accomplishments in the CAPER

Tuesday, July 27, 2021

CDBG — CARES Act

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

COMMUNITY PLANNING & DEVELOPMENT

Introductions

- Presenters
  - Rob Sronce, The Cloudburst Group
  - Jon Kunz, The Cloudburst Group
  - Joel Warren, The Cloudburst Group
  - Puping Huang, Office of Block Grant Assistance

Session Objectives

Participants will increase their understanding of:

- Where and how to report progress responding to coronavirus and its impact on other Community Planning and Development (CPD) programs.

- How the Consolidated Annual Performance and Evaluation Report (CAPER) CR-05 and CR-10 screens capture Integrated Disbursement and Information System (IDIS) Activity accomplishment data.

- Options for reporting accomplishment data in the CAPER.

- Useful IDIS reports that provide financial and accomplishment data for coronavirus response activities using Community Development Block Grant (CDBG) and/or CDBG Coronavirus Aid, Relief, and Economic Security (CARES) Act (CDBG-CV) funding.
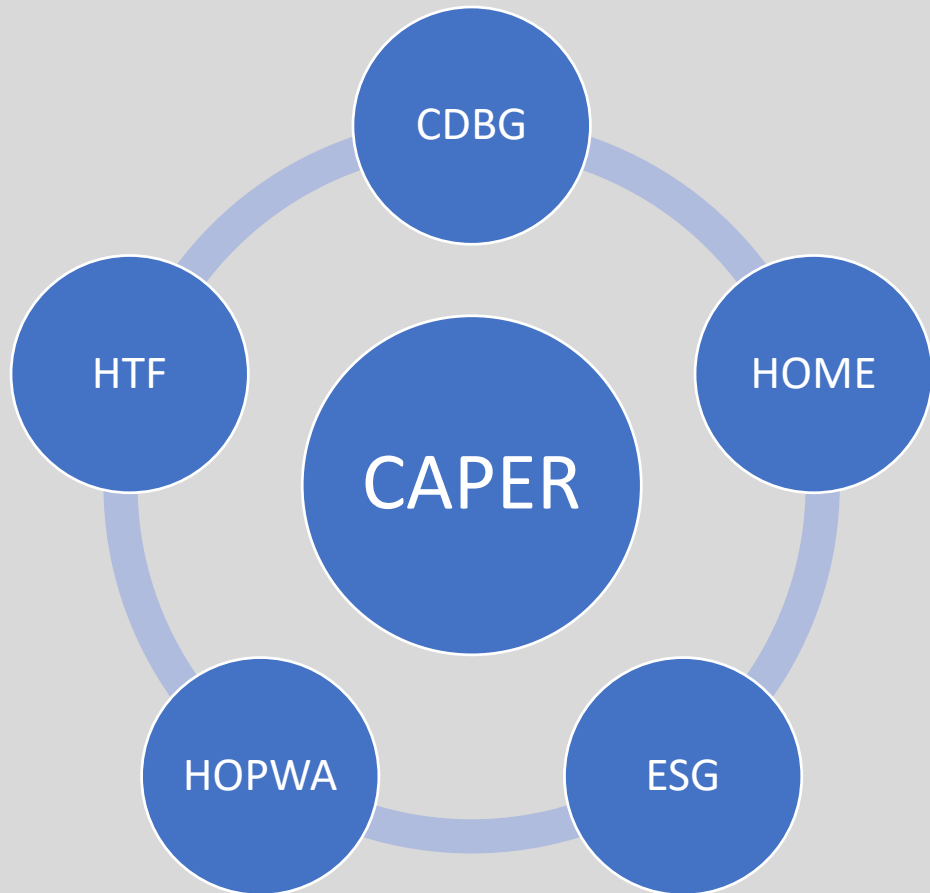
Agenda

1. Overview

2. General CAPER Guidelines

3. Screen-Specific Material
   Administration (CR-00)
   ★ Goals & Outcomes (CR-05)
      Beneficiary Data by Race/Ethnicity (CR-10)
      Resources & Investments (CR-15)
   ★ CDBG Specific Screen (CR-45)

4. IDIS Reports

Overview

Fun CAPER Fact

- The CAPER flower is a perennial

- The CAPER submission is annual

    CDBG-CV financial compliance is based on entire grant

General CAPER Guidelines

- The CAPER reports on formula CPD programs.

- CDBG-CV flexibility and guidance supplements existing CAPER requirements.

- Additional CARES Act reporting requirements apply to other programs.

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General CAPER Guidelines
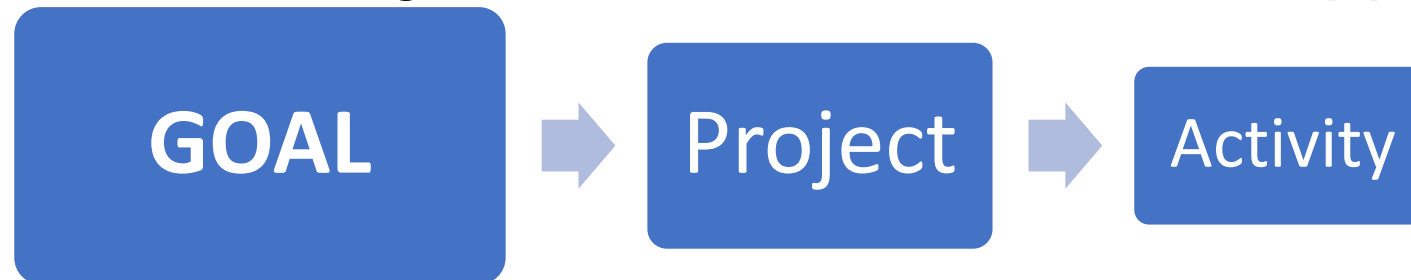
Submit the CAPER 90 days after the close of your program year.

May 7, 2020 Memo allowed **2019 CAPERs** to be submitted 180 days after program close

Did not include extension for 2020 CAPER

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General CAPER Guidelines

- CARES Act flexibilities to expedite expenditure of funds
  - Alternative requirements did not require Strategic Plan updates

- Variances in grantees' circumstances & approaches

GOAL ➡ Project ➡ Activity

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It'll be ok

General CAPER Guidelines

No matter how your CDBG-CV funds are set up…

- Your GOAL→PROJECT → ACTIVITY relationship

- The Annual Action Plan (AAP) that includes CDBG-CV funds

- The associated Consolidated Plan

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General CAPER Guidelines

Two Critical Takeaways:

1 Report on progress toward CDBG-CV programs and responding to coronavirus (mostly on <u>CR-05</u>)

2 Report on impacts of coronavirus pandemic on your formula CPD programs (mostly on <u>CR-45</u>)

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Screen-Specific Material

Setup

(1) CR-00 Administration

Consolidated Annual Performance Evaluation Report

(★) (2) CR-05 - Goals and Outcomes - 91.520(a)

(3) CR-10 Racial and Ethnic composition of (person/households/families) assisted

(4) 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)

(★) (5) CR-45 CDBG 91.520(c)

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Administration

Setup

1 CR-00 Administration

Consolidated Annual Performance Evaluation Report

CR-05 - Goals and Outcomes - 91.520(a)
CR-10 Racial and Ethnic composition of (person/households/families) assisted
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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)
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CR-40 Monitoring 91.220(d, e); 91.520(c)

CR-45 CDBG 91.520(c)

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Administration

- Required CDBG reports to attach
    - Entitlements:
        - PR26—CDBG Financial Summary
        - PR26—CDBG Activity by Selected Grant
        - PR26—CDBG-CV Financial Summary
    - States: PR28—CDBG State PER
- Can upload supplemental CDBG-CV material as .pdf

Goals & Outcomes CR-05

Setup

CR-00 Administration

Consolidated Annual Performance Evaluation Report

⭐ ❷ CR-05 - Goals and Outcomes - 91.520(a)

CR-10 Racial and Ethnic composition of (person/households/families) assisted

CR-15 Resources and Investments 91.520(a)

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CR-30 Public Housing 91.220(h); 91.320(j)

CR-35 Other actions 91.220(j)-(k); 91.320(i)-(j)

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CR-45 CDBG 91.520(c)

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Five Places you MAY Report CV Accomplishments
CR-05

1 Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

2

Table 1 - Accomplishments - Program Year

Goal	Category	Funding		Outcome				
		Source	Amount					
Homeless Intervention and Prevention Services	Homeless	CDBG-CV	$671,570.00	Indicator	Expected	Actual	Unit of Measure	Percent complete
				Public service activities other than Low/Moderate Income Housing Benefit	0	512	Persons Assisted	0 %
				Homelessness Prevention	1089	512	Persons Assisted	47.02 %

3

Table 2 - Accomplishments - Strategic Plan to Date

Goal	Category	Funding		Outcome				
		Source	Amount	Indicator	Expected	Actual	Unit of Measure	Percent complete
Emergency housing and shelter for homeless	Homeless	CDBG	$243,955.00	Homeless Person Overnight Shelter	345	589	Persons Assisted	170.72 %

4 Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.
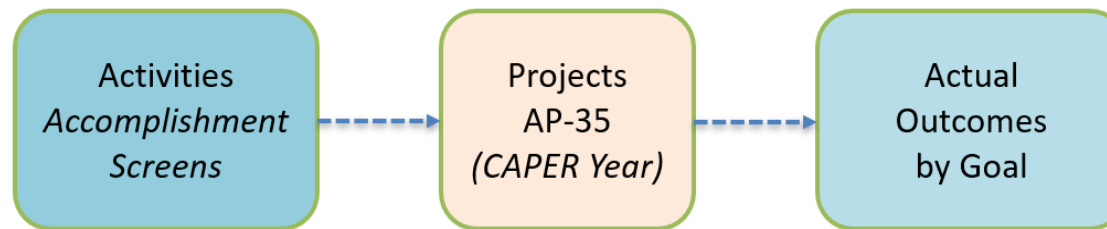
5 Add JPEG | Add Text | Add Table

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Goals & Outcomes   CR-05

- Upon creation, the CR-05 data tables collect IDIS activity accomplishment data organized by goal

- Data table suitability to report CDBG-CV accomplishments depends on how projects and goals are set up in AAP

- Use a combination of data and narrative to report on CDBG-CV

- Data tables are editable

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Goals & Outcomes

CR-05

The Four Scenarios

Scenario #1	The CDBG-CV project and its activities are <u>not associated with any goal</u>
Scenario #2	The CDBG-CV project and its activities are <u>associated with a single CDBG-CV-specific goal</u>
Scenario #3	Both CDBG-CV and CDBG projects (and their activities) are <u>associated with a single goal</u>
Scenario #4	The CDBG-CV project and its activities are <u>associated with more than one goal</u>

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Goals & Outcomes   CR-05

Scenario #1 The CDBG-CV project and its activities are <u>not associated with any goal</u>

Annual Goals Supported

Increase and Preserve Affordable Housing Choice	☐
Community, Neighborhood, and Economic Development	☐
Homeless Intervention and Public Services	☐
Emergency Rental Assistance - CV	☐

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Goals & Outcomes   CR-05

| Scenario #1 | The CDBG-CV project and its activities are <u>not associated with any goal</u> |

How data will report in the CR-05

Activity level accomplishment data will NOT be captured.
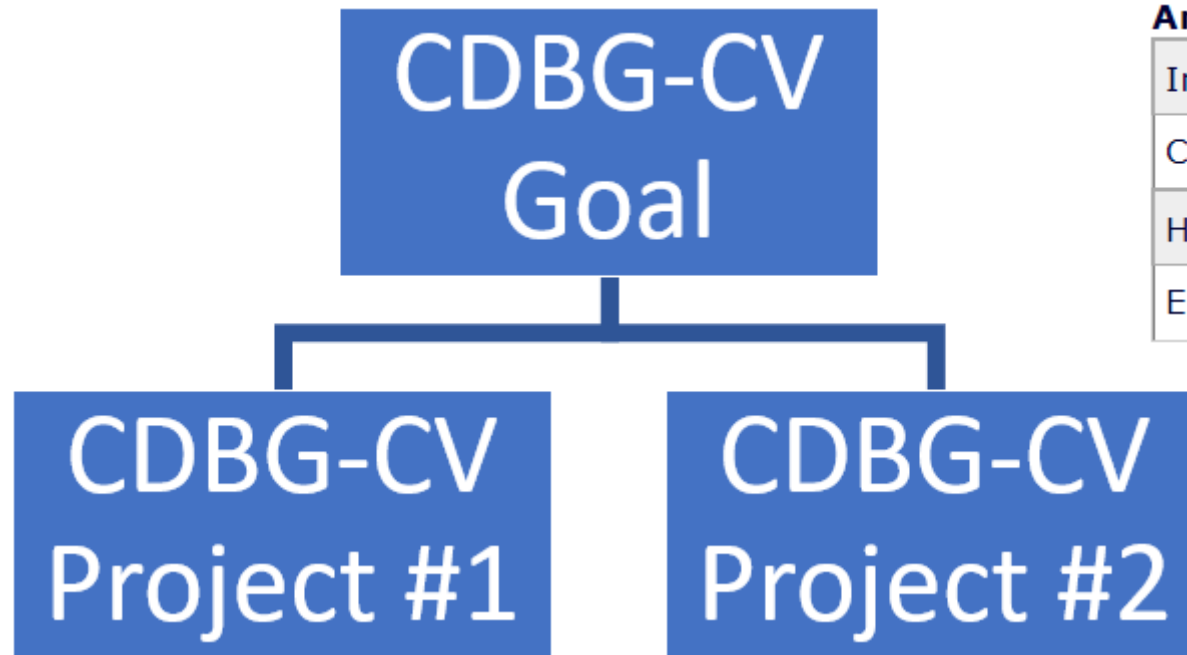
How to report CDBG-CV accomplishments

- Use the narrative in the CR-05 screen to discuss CDBG-CV accomplishments.
- *Optional* Include a custom table of accomplishments at the bottom of the CR-05 screen by selecting "Add Table."

Add JPEG | Add Text | Add Table

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Goals & Outcomes

CR-05

| Scenario #2 | The CDBG-CV project and its activities are <u>associated with a single CDBG-CV-specific goal</u> |

Annual Goals Supported

Increase and Preserve Affordable Housing Choice	☐
Community, Neighborhood, and Economic Development	☐
Homeless Intervention and Public Services	☐
Emergency Rental Assistance - CV	☑

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Goals & Outcomes   CR-05

Scenario #2 | The CDBG-CV project and its activities are <u>associated with a single CDBG-CV-specific goal</u>

How data will report in the CR-05

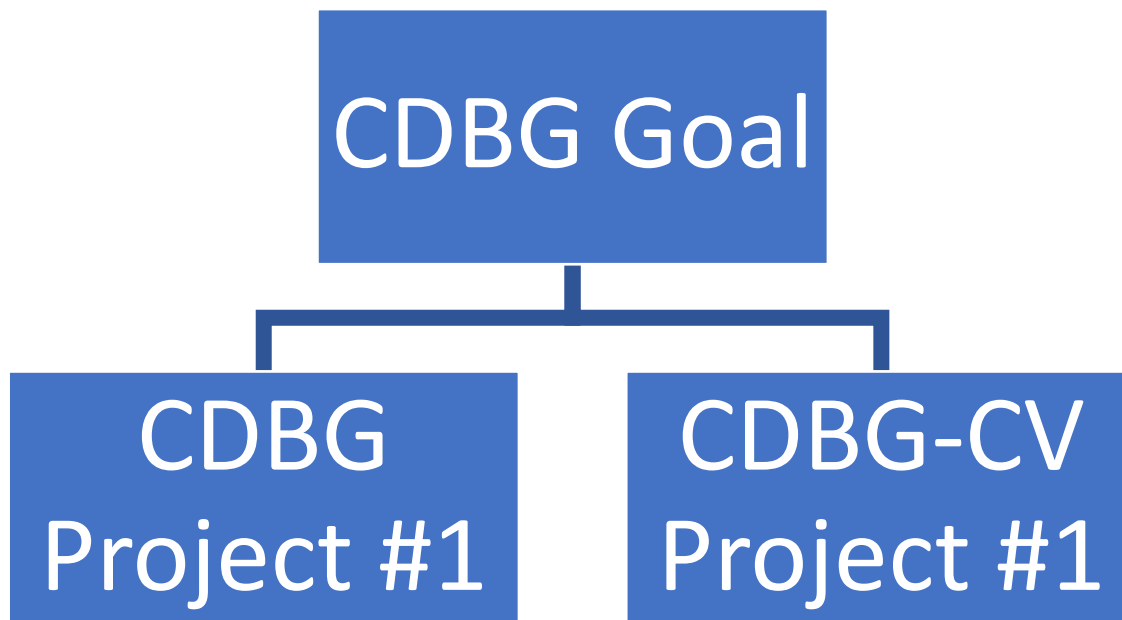- CDBG-CV goals capture and combine IDIS Activity accomplishment data for the CDBG-CV projects.

How to report CDBG-CV accomplishments

- Manually update the CDBG-CV accomplishment data in the "Actual" column as needed.

- Discuss CDBG-CV accomplishments in CR-05 narrative fields.

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Goals & Outcomes

CR-05

Scenario #3 Both CDBG-CV and CDBG projects (and their activities) are <u>associated with a single goal</u>

CDBG Goal

CDBG Project #1

CDBG-CV Project #1

Annual Goals Supported

Increase and Preserve Affordable Housing Choice	☑
Community, Neighborhood, and Economic Development	☐
Homeless Intervention and Public Services	☐
Emergency Rental Assistance - CV	☐

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Goals & Outcomes CR-05

Scenario #3 Both CDBG-CV and CDBG projects (and their activities) are <u>associated with a single goal</u>

How data will report in the CR-05

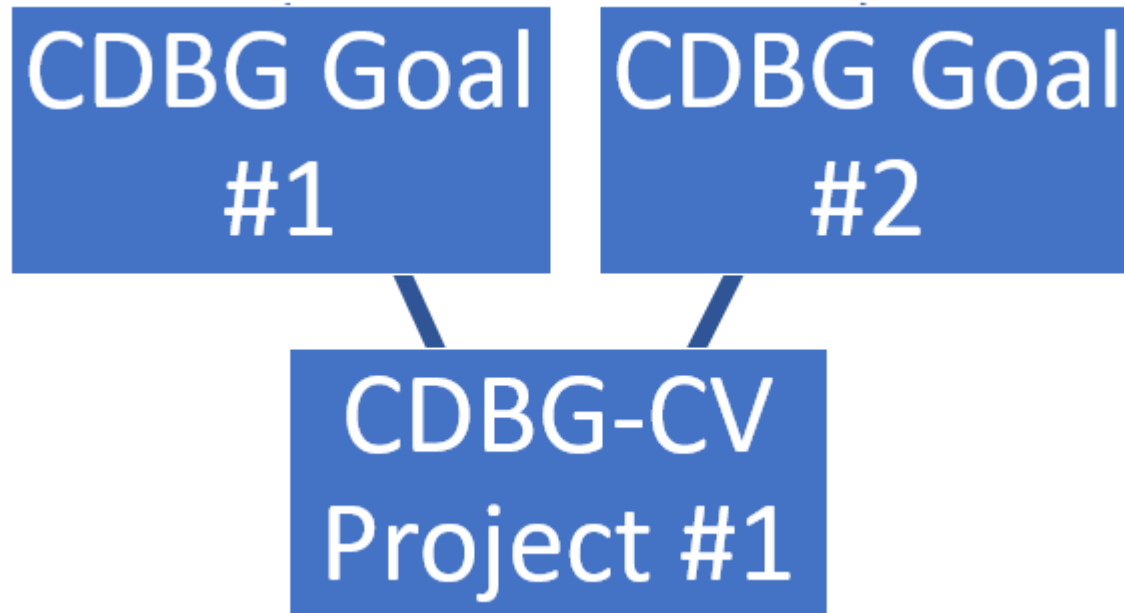- CDBG goals capture IDIS Activity accomplishment data for both CDBG-CV and CDBG-funded activities.

How to report CDBG-CV accomplishments

- **Option 1**—Manually update the "Actual" column in the CR-05 to show only CDBG accomplishments. Discuss CDBG-CV accomplishments in CR-05 narrative fields.

- **Option 2**—Combine CDBG-CV and CDBG accomplishment data in the "Actual" column for the CDBG goal. Use narrative in the CR-05 screen to describe the differences between CDBG-CV and CDBG accomplishments.

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Goals & Outcomes   CR-05

Scenario #4	The CDBG-CV project and its activities are <u>associated with more than one goal</u>

Annual Goals Supported

Increase and Preserve Affordable Housing Choice	☐
Community, Neighborhood, and Economic Development	☐
Homeless Intervention and Public Services	☑
Emergency Rental Assistance - CV	☑

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Goals & Outcomes   CR-05

Scenario #4	The CDBG-CV project and its activities are <u>associated with more than one goal</u>

How data will report in the CR-05

- CDBG goals will not capture any IDIS Activity accomplishment data.

How to report CDBG-CV accomplishments

- Discuss CDBG-CV accomplishments in CR-05 narrative fields.

- *Optional* Include a custom table of accomplishments at the bottom of the CR-05 screen by selecting "Add Table."

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Five Places you MAY report CV accomplishments

CR-05

1 | Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

2

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				Homelessness Prevention	1089	512	Persons Assisted	47.02 %

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Table 2 - Accomplishments - Strategic Plan to Date

Goal	Category	Funding		Outcome				
		Source	Amount	Indicator	Expected	Actual	Unit of Measure	Percent complete
Emergency housing and shelter for homeless	Homeless	CDBG	$243,955.00	Homeless Person Overnight Shelter	345	589	Persons Assisted	170.72 %

4 | Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

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Goals & Outcomes   CR-05

Narrative Prompt #1	Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

- If CDBG and CDBG-CV accomplishments combined, you may break out CV-funded activities here.

- If no CDBG-CV data is in the tables, you may include those accomplishments here.

- Discuss progress in meeting goals addressing the pandemic.

- Provide context of progress in implementing CDBG-CV activities.

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Goals & Outcomes   CR-05

Narrative Prompt #2	Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest-priority activities identified.

- Assess how coronavirus may have affected the use of funds addressing priority needs and goals.

- Discuss how funds are used to meet CDBG-CV objectives identified in the Action Plan.

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Race and Ethnic Beneficiary Data   CR-10

Setup

CR-00 Administration

Consolidated Annual Performance Evaluation Report

CR-05 - Goals and Outcomes - 91.520(a)

③ CR-10 Racial and Ethnic composition of (person/households/families) assisted

CR-15 Resources and Investments 91.520(a)

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CR-40 Monitoring 91.220(d, e); 91.520(c)

CR-45 CDBG 91.520(c)

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Race and Ethnic Beneficiary Data   CR-10

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

	CDBG	HOME	ESG
Race:			
White			
Black or African American			
Asian			
American Indian or American Native			
Native Hawaiian or Other Pacific Islander			
Total	0	0	0
Ethnicity:			
Hispanic			
Not Hispanic			

Narrative

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- Captures beneficiary data from IDIS Activity accomplishment screen.

- The CDBG column will include both CDBG & CDBG-CV for the reporting program year.

- Project→Goal relationship does not impact this screen.

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Race and Ethnic Beneficiary Data   CR-10

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

	CDBG	HOME	ESG
Race:			
White			
Black or African American			
Asian			
American Indian or American Native			
Native Hawaiian or Other Pacific Islander			
Total	0	0	0
Ethnicity:			
Hispanic			
Not Hispanic			

Narrative

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Create a custom table with additional categories if desired

- Use Reports to identify or verify beneficiary data.

- Can use narrative to discuss beneficiaries of CDBG-CV programs.

- All data fields can be edited.

- Race and ethnicity categories cannot be edited.

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Resources and Investments   CR-15

Setup

CR-00 Administration

Consolidated Annual Performance Evaluation Report

CR-05 - Goals and Outcomes - 91.520(a)
CR-10 Racial and Ethnic composition of (person/households/families) assisted
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CR-45 CDBG 91.520(c)

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Resources and Investments CR-15

- The source of funds column = the sources identified in AP-15.

- Describe the resources made available during the program year— including CDBG-CV—in narrative under data table.

Identify the resources made available.

Source of Funds	Resources Made Available	Amount Expended During Program Year Program Year 2019
CDBG		
HOME		
HOPWA		
ESG		
Other		

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CR-45: CDBG

Setup

   CR-00 Administration

Consolidated Annual Performance Evaluation Report

   CR-05 - Goals and Outcomes - 91.520(a)
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   CR-45 CDBG 91.520(c)

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CR-45: CDBG

Narrative Prompt	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.

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Use this narrative prompt field to discuss:

- Any goals from the Strategic Plan or Annual Action Plan that were not met due to pausing, reducing, or discontinuing non-CV-related activities.

- Changes made to priorities and objectives in responding to coronavirus.

- Changes made to CDBG-CV-funded programs, or changes made to CDBG-funded programs due to coronavirus pandemic.

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IDIS Reports

- Calculate, preview and verify financial and accomplishment data.
- Can run many reports by program.

Select Program: (Required)

Choose either CDBG or CDBG-CV or both CDBG and CDBG-CV
This prompt allows only one selection.

CDBG

CDBG-CV

CDBG and CDBG-CV

- Data inclusion based on response to Activity Set Up prompt.

CDBG	♦ Is this activity to prevent, prepare for, and respond to coronavirus? Yes ♦ Does this activity use Section 108 loan? No 05Q - Subsistence Payment

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IDIS Reports

Required Reports	Grant Covered	
	CDBG	**CDBG-CV**
Entitlements		
PR26—CDBG Financial Summary Report		
PR26-CV—CDBG-CV Financial Summary Report		
States		
PR28—Grant Financial Summary Report		☑

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IDIS Reports

Useful Summary Reports

Consolidated Plan Goals and Accomplishments Report
- Run before creating CAPER to preview what will be pulled into CR-05 screen.

PR50—Selected CDBG/CDBG-CV Expenditure Report

Matrix Code	Activity Group	Matrix Code Name	Disbursements during PY 2020	Percent of Total Disbursed in 2020
18A	ED	ED Direct Financial Assistance to For-Profits	1,184,496.00	84.60%
Subtotal for : Economic Development			**1,184,496.00**	**84.60%**

PR51—Selected CDBG-CDBG-CV Accomplishment Report

Matrix Code	Eligible Activity	Number of Jobs Created/Retained
18A	ED Direct Financial Assistance to For-Profits	90
	Total Number of Jobs Created/Retained:	90

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IDIS Reports

Useful Activity-Level Reports

- PR02—CDBG CARES Act Activity Detail Report

  - Includes outcomes and financial status.

- PR03—CDBG/CDBG-R Activity Summary Report & BOSMAC
  - Provides detailed accomplishment and financial information on each activity for specific program year.
  - Can download BOSMAC version into Excel for easy filtering and sorting.
  - Provides beneficiary data for CR-10 screen.

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Resources

- eCon Planning Suite Desk Guide

- PR-26 CDBG-CV Financial Summary Report Instructions

- Preparing for the CAPER Webinar

- CDBG CARES Act on HUD Exchange

Question and Answer

Please submit any questions you have via the "Q&A" Panel

If you submit questions that are not answered, please submit them to the HUD Exchange Ask-a-Question for IDIS or eCon Planning Suite

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