

QUICK GUIDE TO REPORTING CDBG-CV ACCOMPLISHMENTS IN THE CAPER

As a result of the COVID-19 pandemic, Community Development Block Grant (CDBG) grantees are undertaking new programs with supplemental CDBG Coronavirus Aid, Relief, and Economic Security (CARES) Act (CDBG-CV) funding to prevent, prepare for, and respond to coronavirus. Many grantees' previously planned CDBG activities were also interrupted by the pandemic. The Consolidated Annual Performance and Evaluation Report (CAPER) allows grantees to describe how they used funds to accomplish goals and objectives outlined in the Consolidated Plan and Annual Action Plan. Grantees can also discuss obstacles that arose while carrying out their planned activities in response to the pandemic with their communities and the U.S. Department of Housing and Urban Development (HUD).

Due to the health crisis's urgency, HUD provided grantees a streamlined, flexible option to amend their Annual Action Plans to include CDBG-CV funds. The CARES Act, a HUD [April 9, 2020 Memorandum](#), and the [FR-6218-N-01 Notice](#) also provided waivers for coronavirus-related activities undertaken with their FY2019 and FY2020 annual CDBG grants. HUD waived certain requirements related to the Consolidated Plan in the interest of an expeditious response.¹ For example, grantees were not required to update portions of the Consolidated Plan—particularly the Housing and Homeless Needs Assessment, the Housing Market Analysis, and the Strategic Plan. Grantees that chose not to update their Strategic Plan will not have separate CDBG-CV-specific goals. As a result, the CAPER will not automatically align Integrated Disbursement and Information System (IDIS) CDBG-CV performance data with any goals. However, thorough accomplishment reporting is critical, given the importance and high profile of the CDBG-CV allocations; grantees should report accomplishments, whether or not initial goals were established.

There are options for grantees to report on their progress using both CDBG and CDBG-CV funds to respond to coronavirus within the CAPER while also reporting on other Annual Action Plan activities. The eCon Planning Suite Desk Guide and resources listed at the end of this guide will support completing the CAPER. This document supplements rather than replaces these resources.

The guide will cover:

- Where and how to report progress in responding to coronavirus and its impact on carrying out other Community Planning and Development (CPD) programs in the CAPER template.
- How the CAPER CR-05 and CR-10 screens and IDIS MicroStrategy reports capture IDIS activity accomplishment data based on the structure of projects and goals in the Action Plan.
- Options to report the accomplishment data in the CAPER.
- Which IDIS reports provide accomplishment data for activities responding to COVID-19 using CDBG/CDBG-CV funding and how to use those reports in the CAPER.

¹ HUD temporarily waived the requirements to update the Strategic Plan, 24 CFR 91.215 and 24 CFR 91.315, in the April 9, 2020, Memo, *CARES Act Flexibilities for CDBG Funds Used to Support Coronavirus Response and Plan Amendment Waiver*.

GENERAL CAPER REPORTING GUIDELINES

Use the CAPER to highlight the progress of CDBG- and CDBG-CV-funded programs to respond to the pandemic. HUD provided flexibility on how to incorporate CDBG-CV-related accomplishment data into the CAPER. Grantees may choose how to include expected and actual CDBG-CV accomplishment data in the CAPER. Requirements to include all other formula CPD program accomplishment data and narratives remain.²

Grantees should consider three areas in the CAPER when reporting their progress in addressing coronavirus and its impact on their formula grant programs, primarily in the CR-05 and CR-45 screens. Several other CAPER screens also provide opportunities to address the response to coronavirus.

Primary CAPER Areas	Impacted CAPER Screens
1. Accomplishments of CDBG-CV-funded activities: Provide actual outcomes realized and summarize progress and challenges	CR-05: Goals and Outcomes CR-10: Racial and Ethnic Composition
2. Impact of coronavirus on CDBG formula programs: Describe how responding to coronavirus impacted the use of CDBG formula grant funds during the program year	CR-05: Goals and Outcomes CR-45: CDBG
3. Resources used: Identify resources allocated during the program year for all entitlement funds as well as CARES Act funds	CR-00: Administration (Reports) CR-15: Resources and Investments

CR-00: ADMINISTRATION

Grantees use the CR-00 screen to upload attachments to the CAPER, including the following CDBG reports for CAPER submission:

- PR26 CDBG Financial Summary
- PR26-CV CDBG-CV Financial Summary
- PR28 CDBG State PER (State grantees only)

CR-05: GOALS AND OUTCOMES

Data Tables

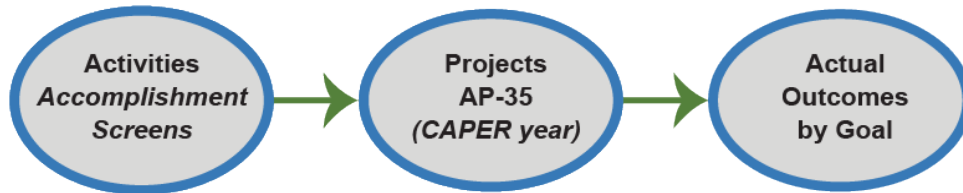
The CR-05 Goals and Outcomes screen contains two data tables that report expected and actual outcomes for the Strategic and Action Plan goals.

- Table 1—Accomplishments—Program Year
- Table 2—Accomplishments—Strategic Plan to Date

Depending on how projects and goals were set up in the Action Plan, the data tables may or may not be suitable to report on CDBG-CV accomplishments. Therefore, grantees should report CDBG-CV-funded accomplishments using a combination of CR-05 data tables and the narrative fields, as appropriate. This flexibility allows grantees to share their progress in addressing coronavirus through both their annual CDBG and CDBG-CV-funded activities.

² Please see other published guidance to understand requirements for [Emergency Solutions Grants CARES Act \(ESG-CV\) reporting](#) and [Housing Opportunities for Persons With AIDS CARES Act \(HOPWA-CV\) reporting](#).

When the CAPER is created, the CR-05 screen collects IDIS activity accomplishments and organizes them by goal. As a result, accomplishments captured in the CR-05 screen are dependent upon how the grantee established the goal > project > activity relationship in IDIS.



There are four common ways in which grantees established CDBG-CV projects and goals in their action plan:

- **Scenario #1:** The CDBG-CV project and associated activities are *not related to any goal*.
- **Scenario #2:** The CDBG-CV project and associated activities are *related to a single CDBG-CV-specific goal*.
- **Scenario #3:** The CDBG-CV project and associated activities are *related to a single CDBG goal* that is also related to other CDBG-EN activities.
- **Scenario #4:** The CDBG-CV project and associated activities are *related to more than one goal*.

Identify the scenario that best matches how goals and projects were structured in your community's Action Plan. If unsure of the project-to-goal relationship, select "View" or "Edit" on a project from the AP-35 Projects Screen within the Annual Action Plan or Consolidated Plan. The Annual Goals Supported table will identify the project's associated goals (if any).

For each scenario, the Project and Goal Structure Scenarios figures (on the following pages) summarize how IDIS activity accomplishment data will be incorporated into the CR-05 data tables and provides recommendations for reporting CDBG-CV progress.

Project and Goal Structure Scenarios

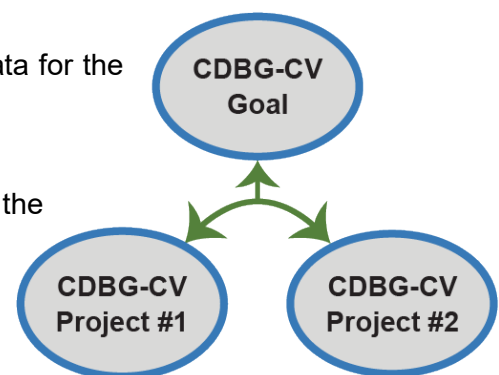
SCENARIO 1: The CV projects are associated with a single CDBG-CV goal

How data will report in the CR-05 tables

- CDBG-CV goal captures 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 the CR-05 narrative fields.



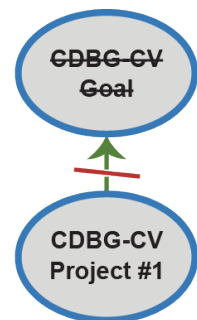
SCENARIO 2: The CV project is not associated with any goal

How data will report in the CR-05 tables

- Activity-level accomplishment data will NOT be captured.

How to report CDBG-CV accomplishments

- Use the narrative fields in the CR-05 screen to discuss CDBG-CV accomplishments.
- Grantees should include a custom table of accomplishments at the bottom of the CR-05 screen by selecting “Add Table.”



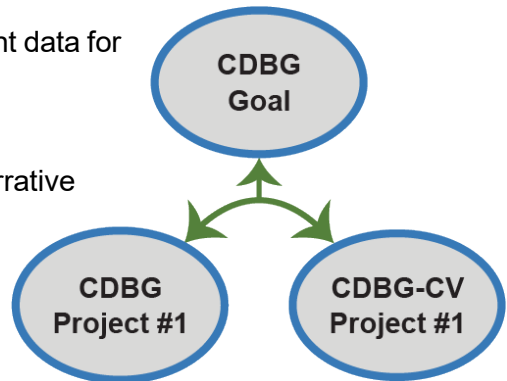
SCENARIO 3: The CV projects are associated with a single CDBG-CV goal

How data will report in the CR-05 tables

- The CDBG-CV goal captures IDIS activity accomplishment data for the CDBG-CV- and CDBG-funded activities.

How to report CDBG-CV accomplishments

- Update/edit the “Actual” column as needed. Use the narrative fields in the CR-05 screen to describe CDBG-CV and CDBG accomplishments.
- Manually update the “Actual” column in the CR-05 to show only CDBG accomplishments. Discuss CDBG-CV accomplishments in the CR-05 narrative fields. Include a custom table of CDBG-CV accomplishments by using the “Add Table” feature.



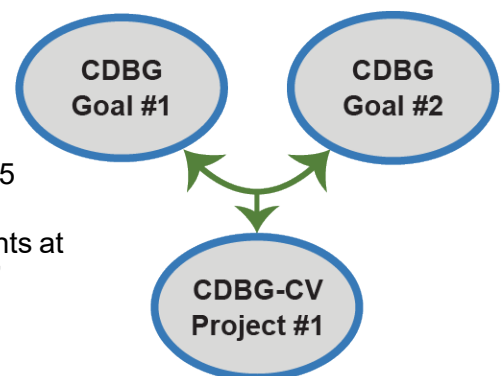
SCENARIO 4: The CV project is associated with more than one goal

How data will report in the CR-05 tables

- Activity-level accomplishment data will NOT be captured.

How to report CDBG-CV accomplishments

- Discuss CDBG-CV accomplishments in the CR-05 narrative fields
- Grantees should include a custom table of accomplishments at the bottom of the CR-05 screen by selecting “Add Table.”



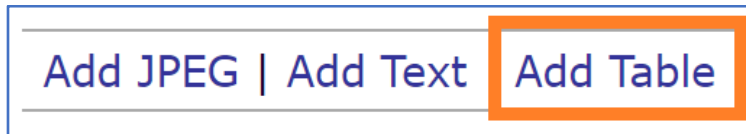
Grantees may choose to update the CR-05 Table 1 and Table 2 manually using the guidance and suggestions in the applicable scenario. Grantees without a CDBG-CV goal in the CR-05 screen should provide summary accomplishment data for CDBG-CV funds in the narrative prompts or add a table of CDBG-CV accomplishments by selecting “Add Table” at the bottom of the screen (see page 27 of the eCon Planning Suite Desk Guide for guidance on how to use this feature).

Adding Custom Data

There are three ways to add custom data to your CAPER submission.

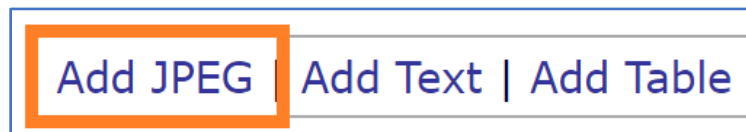
1. Add a table

To add a custom table in the CR-05 screen, click the “Add Table” button at the bottom of the screen.



Maximize the size of the pop-up window so the “Save” button at the bottom is visible. Then, enter any accomplishment data not included in Table 1 and Table 2 of the CR-05 screen in the rows and columns. Provide a name for the table and click “Save” within the pop-up window, then click “Save” on the CR-05 screen to save the table.

2. Add JPEG



Use the “Add JPEG” button at the bottom of CR-05 to include an image of a formatted data table, such as an Excel sheet. Attach the file to the pop-up window, provide a name, click “Save” within the pop-up window, then click “Save” on the CR-05 screen to save the uploaded image.

3. Include a PDF

Include a PDF document of data into the Administration screen. If there are no slots available, combine two PDF documents into one and attach that PDF. Use the narrative field in the CR-05 screen to describe the data in the PDF as needed.

Narrative Prompts

The CR-05 screen contains two narrative fields that can highlight progress made in responding to the impact of coronavirus and any changes made to priorities due to coronavirus. The narratives allow grantees to share updates regardless of the project and goal structures.

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









Grantees may use this narrative field to:

- Report CDBG-CV outcomes (accomplishment data) based on scenario-specific guidance above. If the data tables do not include CDBG-CV accomplishment data, provide those accomplishments here.
- Assess progress in meeting goals addressing the pandemic, including progress toward any CDBG-CV goals included in the plan.
- Provide additional context related to progress made in implementing CDBG-CV activities addressing the impact of coronavirus.

CR-05 Narrative Prompt #1 Example

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.

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The City received \$68,183 in CV funding in order to prevent, prepare for, and respond to the Coronavirus. \$60,000 was used to provide small business stabilization grants to businesses with a maximum of 30 employees. This grant provided monetary assistance to qualified businesses struggling due to the lack of revenues caused by the coronavirus pandemic shutdowns. To date, the city has provided 5 businesses with funding and helped keep most of those businesses in operation and providing much-needed jobs. \$8,183 of this was provided to Community Action Agency for local food banks.









With program income received from a 2016 CDBG project, the City provided \$57,890 to assist property owners with rent funding to assure that tenants did not lose their housing. This project provided the property owners with a maximum of 3 months' rental relief for qualified residents that have been unable to meet their rental obligations due to loss of incomes caused by restrictions resulting from the coronavirus pandemic.

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.

Grantees may use this narrative field to assess how coronavirus may be affecting the use of funds in addressing priority needs and goals and how funds are meeting their objectives identified in the Action Plan.

CR-05 Narrative Prompt #2 Example

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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During the 2020 program year, with the onset of the coronavirus pandemic, our overall picture of CDBG resources and programs shifted dramatically. In order to implement safety procedures that were responsive to Public Health guidance, our homeowner housing rehabilitation program halted onsite client repair work for a time, and then gradually reintroduced exterior repair work as local guidance allowed. As we were unable to fully expend the Housing Repair dollars that had been allocated, we underwent a substantial amendment process in Winter 2020 to reprogram \$205,000 to coronavirus response. The public service activities identified through that process commenced on January 1, 2021, and will be reported on in our 2021 CAPER.

In addition to CDBG-EN funds, the City also received CDBG-CV funds to prevent, prepare for, and respond to coronavirus in the community. The first round of funds was allocated to medical testing and treatment services, emergency subsistence programs to prevent homelessness, and a small portion to administration and planning. The City received notice of its third round of CDBG-CV funding in late 2020, and approved allocations of those funds to programs beginning in January 2021.

With the additional resources made available during the 2020 program year, the City far exceeded multiple Strategic Plan targets. This trend is expected to continue in 2021 as the majority of CDBG-CV funded programs will report 2021 accomplishments.

CR-10: RACIAL AND ETHNIC COMPOSITION

The CR-10 data table captures beneficiary data entered in the activity accomplishments screens for the current reporting program year in IDIS. For this screen, the table captures beneficiary data regardless of an activity's association with a project or goal.

The data fields are editable to allow grantees to correct, if necessary, the data reported.

Describe the families assisted (including the racial and ethnic status of families assisted 91.520(a))		
	CDBG	HOME
Race:		
White	<input type="text" value="853"/>	<input type="text" value="49"/>
Black or African American	<input type="text" value="12"/>	<input type="text" value="3"/>
Asian	<input type="text" value="14"/>	<input type="text" value="98"/>
American Indian or American Native	<input type="text" value="13"/>	<input type="text" value="0"/>
Native Hawaiian or Other Pacific Islander	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="892"/>	<input type="text" value="150"/>
Ethnicity:		
Hispanic	<input type="text" value="36"/>	<input type="text" value="38"/>
Not Hispanic	<input type="text" value="856"/>	<input type="text" value="112"/>

While the data fields in the table are editable, the race and ethnicity categories are not. To report on race and ethnicity categories that are not reflected in the table within the CR-10 screen, grantees may use the narrative field, the “Add Text” feature, or the “Add Table” feature to describe the accomplishment data by race and ethnicity.

Grantees may use IDIS reports to identify or verify beneficiary data for CDBG-CV and formula grant accomplishments. By selecting “Add Table” at the bottom of the CR-10 screen, grantees may also include a customized data table to display beneficiary data.

CR-15: RESOURCES AND INVESTMENTS

Grantees should use this screen to describe the resources made available throughout the program year. Clearly identify CDBG-CV funds made available during the program year, using the narrative field as needed.

CR-45: CDBG

Use the narrative field on this screen to address how non-coronavirus activities were impacted or defunded due to coronavirus.

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.

Use this field to discuss:

- Any goals from the Strategic Plan or Annual Action Plan that were not met due to pausing, reducing, or discontinuing non-CDBG-CV-related activities.
- Changes made to priorities and objectives in responding to coronavirus.
- Changes made to CDBG-CV or CDBG funded programs due to the response to coronavirus.

IDIS MICROSTRATEGY REPORTS

Grantees are required to submit their CDBG Financial Summary Reports for the CAPER. However, other reports can help grantees prepare and validate their CAPER. Below are reports that may help grantees calculate and validate CDBG-CV accomplishments and expenditures when preparing the CAPER.

Required Reports

Entitlement grantees should upload the PR26 CDBG-CV Financial Summary Report to the CR-00 Administration screen in their CAPER submission. Although similar to the PR26 CDBG Financial Summary Report required annually for CDBG, the streamlined CDBG-CV report accommodates the CARES Act's limited scope and requirements. The PR26 CDBG-CV Financial Summary Report is cumulative for the entire CDBG-CV grant; it does not include annual CDBG.

See the PR26 CDBG-CV Financial Summary Report Instructions for more information.

For states, the PR28 Grant Financial Summary Report includes the CDBG-CV grant. The PR28 Activity Summary now contains a field that identifies activities that prevent, prepare for, and respond to coronavirus.

See CPD Notice 21-11 Reporting Requirements for the State Performance and Evaluation Report (State PER) for more information on the PR28 reports.

Other Reports

Other IDIS reports can help grantees distinguish the financial status and performance data of CDBG-CV and other CARES Act grants. IDIS now allows grantees to run many IDIS reports exclusively for CDBG-CV-funded (or other CARES Act-funded) activities, for formula grant-funded activities, or both. For example, some reports identify activities in which grantees answered yes to the prompt “prevent, prepare for, and respond to coronavirus” when setting up the activity. These reports can help grantees summarize accomplishments achieved by CDBG-CV-funded activities and verify the data captured by the CR-05 screen.

Consolidated Plan Goals and Accomplishments Report

Running this report before creating the CAPER template in IDIS helps grantees preview how accomplishment data will populate the tables in the CR-05 screen. The report summarizes the program year's accomplishments into three sections:

- Accomplishments associated with a single Strategic Plan (SP) goal.
- Projects associated with more than one goal.
- Projects that are not associated with a goal.

The accomplishments in the second and third sections should be manually incorporated in the CR-05 screen. Each section of the ConPlan Goals Report corresponds to one of the scenarios identified above.

ConPlan Goals Report Section	Scenario
Accomplishments Associated with a Single Strategic Plan Goal	CV projects are associated with a single CDBG-CV SP/AAP goal (scenario 1) CV projects are associated with a single CDBG SP/AAP goal (scenario 3)
Accomplishments Associated with More Than One Strategic Plan Goal	CV projects are associated with multiple SP/AAP goals (scenario 4)
Accomplishments Not Associated with a Strategic Plan Goal	CV projects are not associated with any SP/AAP goal (scenario 2)

PR51 Grantee—Selected CDBG/CDBG-CV Accomplishment Report

This report, which can be run for CDBG, CDBG-CV, or both, summarizes accomplishments by matrix code for the selected program year.

Several reports help grantees review CDBG-CV performance and financial data by activity. The new PR02 CDBG CARES Act Activity-Level Detail Report provides detailed information on each CDBG-CV-funded activity, including outcomes and financial status.

The updated PR03 CDBG/CDBG-R Activity Summary Report and PR03 BOSMAC Reports give detailed information on each CARES Act activity. The reports, run for specific program years, provide detailed beneficiary data that can help verify or complete the CR-10 screen.

Detailed Financial Reports

The voucher-level financial reports—such as the PR05 Drawdown Report by Project and Activity and PR07 Drawdown Report by Voucher Number—can be run for just CARES Act transactions. These reports can help verify or reconcile expenditure data reported in the CAPER. Both reports can be filtered in Excel by date and funding source.

OTHER USEFUL RESOURCES

- [eCon Planning Suite Desk Guide](#)
- [PR26 CDBG-CV Financial Summary Report Instructions \(Entitlement CDBG\)](#)
- [CPD Notice 21-11 Reporting Requirements for the State Performance and Evaluation Report \(State CDBG\)](#)
- [Preparing for the CAPER Webinar](#)
- [CDBG CARES Act on HUD Exchange](#)

QUESTIONS

Specific questions on the eCon Planning Suite and the CAPER should be submitted to HUD’s eCon Planning Suite Ask A Question helpdesk or directed to your field office representative. More general questions about the CDBG-CV program should be submitted to HUD’s CDBG-CV Ask A Question helpdesk or directed to your CDBG field representative.