



# U.S. Department of Housing and Urban Development

## Capital Fund Training Session 2

Capital Fund Eligible Activities, Reporting Requirements  
& EPIC Modules





# Topics

Budget Line Item Overview

Eligible Activities

Ineligible Activities

Reporting Requirements

EPIC Modules

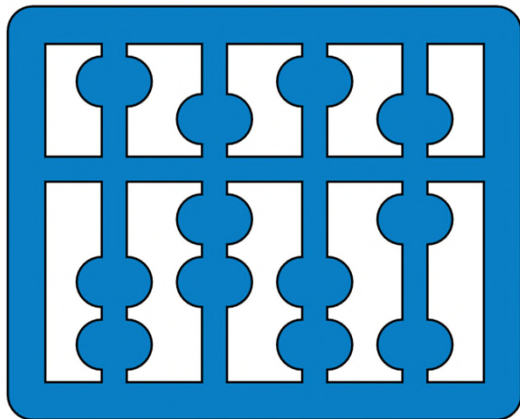
- 5 Year Action Plan
- Document Manager
- Annual Statement/Budget



# Budget Line Item Overview



## What is a Budget Line Item (BLI)?



Budgets have specific accounts which HUD calls "Budget Line Items (BLIs)".

PHAs must classify eligible expenses into one of the HUD defined BLIs in their budgets.



# Primary Work Categories and BLIs in EPIC

## 1480 General CFP

<b>Contract Administration (1480)</b>
<b>Dwelling Unit - Conversion (1480)</b>
<b>Dwelling Unit - Demolition (1480)</b>
<b>Dwelling Unit-Development (1480)</b>
<b>Dwelling Unit-Exterior (1480)</b>
<b>Dwelling Unit-Interior (1480)</b>
<b>Dwelling Unit-Site Work (1480)</b>
<b>Housing Related Hazards (1480)</b>
<b>Non-Dwelling Construction - Mechanical (1480)</b>
<b>Non-Dwelling Construction-New Construction (1480)</b>
<b>Non-Dwelling Equipment-Expendable/Non-Expendable (1480)</b>
<b>Non-Dwelling Exterior (1480)</b>
<b>Non-Dwelling Interior (1480)</b>
<b>Non-Dwelling Site Work (1480)</b>
<b>RAD Funds Pre-Closing (1480)</b>

## All Other BLIs

<b>Administration (1410)</b>
<b>Bond Debt Obligation (9001)</b>
<b>Debt Service Bond Payment-Paid by HUD (9000)</b>
<b>Debt Service Bond Payment-Paid by PHA (1501)</b>
<b>Loan Debt Obligation (9002)</b>
<b>Management Improvement (1408)</b>
<b>MTW (1492)</b>
<b>Operations (1406)</b>
<b>Preparing for Coronavirus (1509)</b>
<b>Preventing Coronavirus (1509)</b>
<b>RAD (1503)</b>
<b>RAD Investment Activity (1504)</b>
<b>RAD-CPT (1505)</b>
<b>Responding to Coronavirus (1509)</b>



# Administration, Operations, and Management Improvements

## **BLI 1410 – Administration/CFP Fee**

- PHAs may use up to 10% of their Capital Funds for Administrative Costs

## **BLI 1406 – Operations**

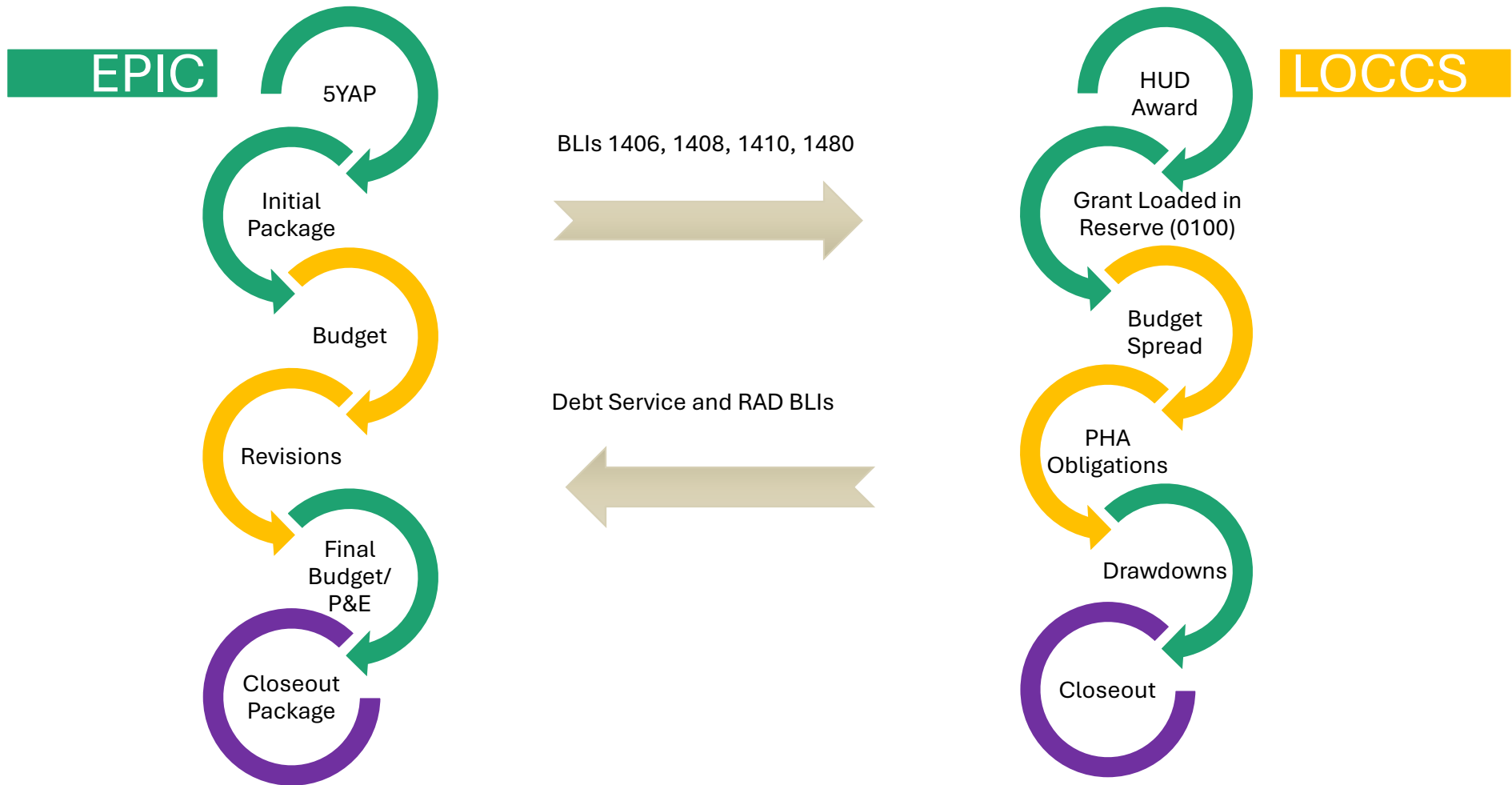
- PHAs may use limited Capital Funds for Items eligible under the Operating Fund through BLI 1406
- Generally, small non-troubled PHAs may use up to 100%
- All other PHAs may use up to 25% based on current appropriations language

## **BLI 1408 – Management Improvements**

- PHAs may use up to 10% of their Capital Funds for Management Improvements



# EPIC LOCCS Interface





# Eligible Activities



# Eligible Activities

Eligible activities in 24 CFR 905.200 are divided into capital activities and management activities needed to maintain and manage the public housing inventory.

<b>Capital Activities</b>	<b>Management Activities (Soft Costs)</b>
Modernization	Management Improvements (1408- up to 10%)
Development	Operations (up to 25%)
Financing	Resident Relocation and Mobility Counseling
Vacancy Reduction	Homeownership
Non-routine Maintenance	Capital Fund Related Legal Costs
Planned code compliance	Administration (10%)
Demolition and reconfiguration	Audit
Safety and Security	Capital Fund Program Fee
Energy Efficiency	
Emergency Activities	



# Eligible Activities: Modernization-Physical Work

## Modernization – Physical Work

Dwelling and Non-dwelling structures and equipment

Site Improvement

Demolition

Reconfiguration

Site Acquisition

Demolition for a PH modernization or development project

Non-Routine Maintenance

Energy Efficiency

Planned Code Compliance

Vacancy Reduction

Emergencies



# Force Account Labor

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Labor employed directly by PHA, instead of a contractor

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Staff regular duties are either suspended or reassigned

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Maintenance of the properties is not compromised

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Employees' regular work assignments are not undermined

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No hiring may violate any conflict-of-interest policies

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Must be cost effective and suitable for the PHA.

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Must be included in the approved 5-Year Action Plan.

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PHAs will indicate in the work activity if force account labor is used in EPIC.

---

If the activity is changed in EPIC to use force account labor, a revision to the 5-Year Action Plan will be created



# Ineligible Activities



# Ineligible Activities

- Activities not related to Public Housing.
- Activities not in the 5-Year Action Plan.
- Activities that are more than modest design.
- Activities benefitting other programs, such as HCV.
- Duplicate funding.



# Ineligible Soft Costs

Management Improvements that DO NOT upgrade or improve the operation or management of the PHA's public housing programs, energy conservation, physical improvements or identified major deficiencies.

Security guard salaries or ongoing security services

General remedial education for staff or residents

Job counseling or placement, etc.

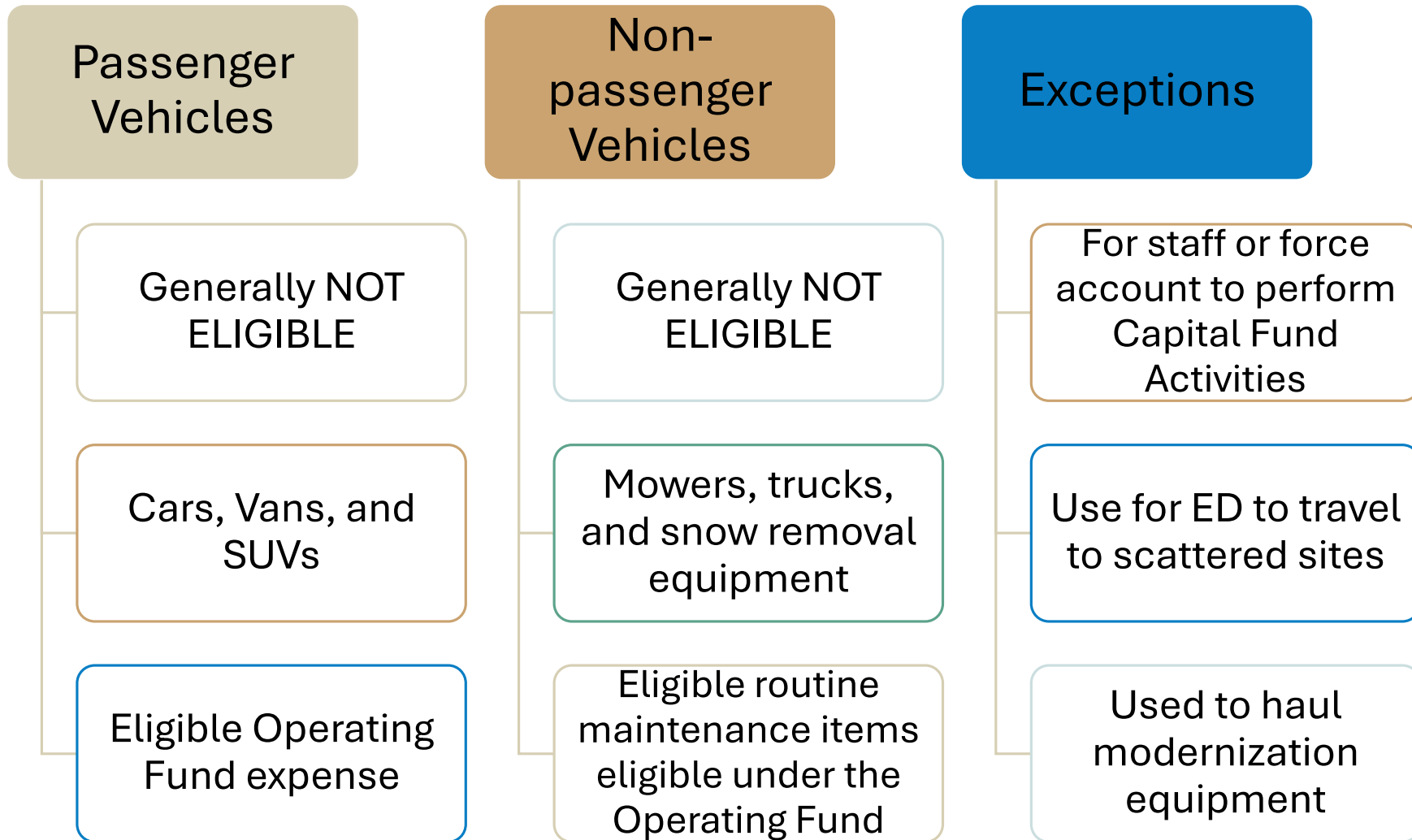
Supportive services such as resident coordinators, case managers, nurses, tutors, etc.

Health and wellness or educational enrichment or recreation activities for residents.





# Ineligible Activities: Vehicles





# Reporting Requirements



# PHA Obligation Reporting



Report monthly on the obligation and expenditure of each open Capital Fund grant in LOCCS

LOCCS will suspend drawdowns for all open Capital Fund grants if reporting does not occur

PHAs must report on OED, even if at 90% Obligation or more in prior reporting period



# Obligation Requirements

**90%** of the grant within **Two years** of the obligation start date

- Formula Grants
- Disaster Grants
- Lead-Based Paint Grants
- Housing-Related Hazards Grants
- At-Risk Grants

**90%** of the grant within **One year** of the obligation start date

- Emergency Grants
- Safety and Security Grants



# Five Year Action Plan



# CFP Five Year Action Plan





# 5YAP Details Page: Editing a Plan

[Go back to Plans Listing](#)  
[Edit Plan Information](#)  
[View PDF](#)  
[Export Report](#)

Play Bank			
Work Activity Cost			
Year	Estimated	Consumed	Balance
2021	\$2,545,067.00	\$2,545,067.00	\$0.00
2022	\$2,295,067.00	\$2,295,067.00	\$0.00
2023	\$2,295,067.00	\$2,295,067.00	\$0.00
2024	\$2,295,067.00	\$2,295,067.00	\$0.00
2025	\$2,295,067.00	\$2,295,067.00	\$0.00
<b>Total</b>	<b>\$11,725,335.00</b>	<b>\$11,725,335.00</b>	<b>\$0.00</b>

**Legend**  
 Edit Work Activity  
 Clone Work Activity  
 Delete Work Activity  
 View Work Activity Log  
 Submitted Annual Statement/Budget (Cannot be Edited)  
 Draft Annual Statement/Budget (Cannot be Edited)  
 Approved Work Activity

**Work Activities**

Search for Work Activities records using a Year Range, Development/AMP, and/or Work Activity name

Years to View:  -

Development/AMP:

Work Activity Name:

Year	Identifier	Development/AMP	Activity	Amount	Options
2022	ID0048	Not associated with any specific development	<a href="#">1410 Administration</a>	\$229,506.00	
2022	ID0052	ADREAN TERR., ND PETERS, & FX MATTS (NY006000001)	<a href="#">1408 Management Improvement</a>	\$5,799.00	
2022	ID0056	GILLMORE/HUMPHREY/HAMILTON/DUP (NY006000003)	<a href="#">1408 Management Improvement</a>	\$6,590.00	
2022	ID0060	PERRETTA TWIN TOWERS & MARINO-RUGGIERO (NY006000004)	<a href="#">1408 Management Improvement</a>	\$2,610.00	
2022	ID0064	STEBEN VILLAGE (NY006000002)	<a href="#">1408 Management Improvement</a>	\$176.00	
2022	ID0068	RUTGER MANOR (NY006000013)	<a href="#">1408 Management Improvement</a>	\$175.00	
2022	ID0082	ADREAN TERR., ND PETERS, & FX MATTS (NY006000001)	<a href="#">1480 Non-Dwelling-Exterior/Interior</a>	\$6,850.00	
2022	ID0089	ADREAN TERR., ND PETERS, & FX MATTS (NY006000001)	<a href="#">1480 - Non-Dwelling Equipment</a>	\$10,500.00	
2022	ID0092	PERRETTA TWIN TOWERS & MARINO-RUGGIERO (NY006000004)	<a href="#">1480 - Non-Dwelling Equipment</a>	\$1,500.00	
2022	ID0094	GILLMORE/HUMPHREY/HAMILTON/DUP (NY006000003)	<a href="#">1480 - Non-Dwelling Equipment</a>	\$12,500.00	
2022	ID0105	STEBEN VILLAGE (NY006000002)	<a href="#">1480 Contract</a>	\$250.00	

Unless the Plan is currently being reviewed (Submitted/Under Review) the Plan can be edited.

Certain changes trigger Revisions, while others do not.

- PHAs can Edit, Clone or Delete Work Activities.
- PHAs can also Funge or reschedule items on this page.
- Estimated Funding Amounts and Fixed vs. Rolling can also be edited.



# Revising Your Five-Year Action Plan

## Work Activities

Search for Work Activities records using a Year Range, Development/AMP, and/or Work Activity name

Years to View:  -

Development/AMP:

Work Activity Name:

Year	Identifier	Development/AMP	Activity	Amount		
<input type="checkbox"/>	2021	ID0002	MCCALLUM MANOR (PA064000001)	<a href="#">Replace apt. flooring</a>	\$55,000.00	
<input type="checkbox"/>	2021	ID0025	KEYSTONE MANOR (PA064000003)	<a href="#">Replace rubber roof</a>	\$180,000.00	
<input type="checkbox"/>	2021	ID0035	COLONIAL TOWERS (PA064000002)	<a href="#">Replace vestibule and main entrance doors</a>	\$100,000.00	
<input type="checkbox"/>	2021	ID0037	KEYSTONE MANOR (PA064000003)	<a href="#">Replace fire alarm system</a>	\$90,000.00	
<input type="checkbox"/>	2021	ID0038	KEYSTONE MANOR (PA064000003)	<a href="#">Install new flooring in community room &amp; kitchen</a>	\$30,000.00	
<input type="checkbox"/>	2021	ID0039	KEYSTONE MANOR (PA064000003)	<a href="#">Replace vestibule and main entrance doors</a>	\$100,000.00	
<input type="checkbox"/>	2021	ID0040	KEYSTONE MANOR (PA064000003)	<a href="#">Replace flooring in apts</a>	\$40,000.00	
<input type="checkbox"/>	2021	ID0041	Not associated with any specific development	<a href="#">Architect &amp; Engineer Fees</a>	\$52,000.00	
<input type="checkbox"/>	2021	ID0042	Not associated with any specific development	<a href="#">Administration</a>	\$77,802.00	
<input type="checkbox"/>	2021	ID0043	Not associated with any specific development	<a href="#">Operations</a>	\$203,227.00	
<input type="checkbox"/>	2021	ID0045	COLONIAL TOWERS (PA064000002)	<a href="#">Replace lighting in apts</a>	\$90,000.00	
<input type="checkbox"/>	2021	ID0050	Not associated with any specific development	<a href="#">Architect &amp; Engineer Fees</a>	\$52,000.00	
<input type="checkbox"/>	2021	ID0051	Not associated with any specific development	<a href="#">Administration</a>	\$77,802.00	

**5YAP5 » Confirm Action Plan Revision**

This will result in a revision to the Action Plan and would require further submission and approval. Please click on 'Continue' button to proceed further and create a revision of the plan.

The work activities and plan information has been saved. To add another work activity, click on 'Create New Work Activity' button. To fudge work activities, click on 'Fudge Work Activities' button. When all estimated amounts are consumed, the plan will be eligible for submission and a 'Submit Plan' button is displayed. You can submit the plan by clicking the 'Submit Plan' button. Once a plan is submitted, it will be locked and cannot be edited until Field Office approves or rejects the plan.





# 5YAP Details Page: Editing a Plan

← Go back to Plans Listing

**Edit Plan Information**

View PDF

Export Report

Piggy Bank

Year	Work Activity Cost		
	Estimated	Consumed	Balance
2021	\$2,545,067.00	\$2,545,067.00	\$0.00
2022	\$2,295,067.00	\$2,295,067.00	\$0.00
2023	\$2,295,067.00	\$2,295,067.00	\$0.00
2024	\$2,295,067.00	\$2,295,067.00	\$0.00
2025	\$2,295,067.00	\$2,295,067.00	\$0.00
<b>Total</b>	<b>\$11,725,335.00</b>	<b>\$11,725,335.00</b>	<b>\$0.00</b>

**Legend**

- Edit Work Activity
- Clone Work Activity
- Delete Work Activity
- View Work Activity Log
- Submitted Annual Statement/Budget (Cannot be Edited)
- Draft Annual Statement/Budget (Cannot be Edited)
- Approved Work Activity

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PHAs can Edit, Clone or Delete Work Activities.

Certain changes trigger Revisions, while others do not.

PHAs can also Funge or reschedule items on this page.

Estimated Funding Amounts and Fixed vs. Rolling can also be edited.



# 5-Year Action Plan – “Funge” vs. “Reschedule”

## Funging

- An item that was previously approved by HUD, but not completed in a prior plan.

## Funge

- Items in one approved 5-Year Action Plan that need to be moved into another 5-Year Action Plan

## Rescheduling

- Changing the fund source year used for a specific work item within a Plan

## Funging in EPIC

Year	Identifier	Development/AMP	Activity	Amount
<input checked="" type="checkbox"/> 2022	D0024	LINCOLN SQUARE (WA025000001)	<a href="#">Administrative Salaries</a>	\$75,033.00
<input checked="" type="checkbox"/> 2021	D0048	TEXAS MEADOWS (WA025456715)	<a href="#">Interior + Exterior Modernization - 1 to 4 Units</a>	\$10,000.00



# 5-Year Action Plan Approval

Once the 5YAP is finalized the PHA will submit it for Approval.

Approval can be:

- Field Office Approval
- EPIC System Approval

## Five Year Action Plan

Plan	Type	Created Date	Last Modified	Report Year	Status	Submitted On	Approved By	Approved On	Actions	Reports
<a href="#">5-Year Action Plan for 2020-2024</a>	Rolling	01/23/2020	04/07/2020	2020-2024	Approved	03/11/2020	ROCHER, VICTOR	04/07/2020		
<a href="#">5-Year Action Plan for 2019-2023 Rev. 1</a>	Rolling	10/02/2019	01/23/2020	2019-2023	Approved	10/02/2019	ROCHER, VICTOR	01/14/2020		
<a href="#">5-Year Action Plan for 2019-2023</a>	Rolling	09/15/2018	10/01/2019	2019-2023	Approved	07/03/2019	ROCHER, VICTOR	07/15/2019		





# Document Package



# Document Packages



PHAs submit Document Packages in EPIC, which includes all documents related to the grant.

## Activity Planning Functions

[5-Year Action Plan](#)

[Annual Statement/Budget/P&E](#)

[Document Management](#)

[Additional Capital Resources](#)



# Initial Package in the Document Management Center

Once a grant is obligated, the PHA may create the Document Package

Each Individual grant needs a Document Package

PHAs should refer to the guidance for specific grant types for additional documents required

Showing 0 to 0 of 0 entries

Create New Document Package

---

Legend

Edit Package(s) View Logs

---

**DM2 » Create New Document Package**

---

**Document Package Details**

Package Type :

Award Year :

Award ID :

*LOCCS Grant ID*



# Initial Package Document Management Center

**Document Package File Upload**

The maximum single file size allowed for upload is 50MB. Maximum file size uploads may take in excess of 4 hours on a cable modem connection to upload, depending on connection speed.  
**WARNING:** Closing your browser will cancel the upload process. Please do not close your browser window until the upload has been confirmed complete.

Choose File No file chosen

Package Type:



**Document Package File Upload**

The maximum single file size allowed for upload is 50MB. Maximum file size uploads may take in excess of 4 hours on a cable modem connection to upload, depending on connection speed.  
**WARNING:** Closing your browser will cancel the upload process. Please do not close your browser window until the upload has been confirmed complete.

Choose File 2019 LBP HA...-22pdf (1).pdf

**Finished Uploading File**

Package Type:

Document Type:

Document Description:

OK Cancel

The PHA will be prompted to upload their documents.

The PHA will select the document type and document description.



# Submitting a Package

**Document Package Information**

Award ID : NE26P10150122

Date Created : 04/17/2023

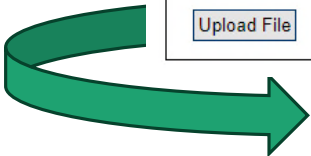
Package Type : Initial Award

Status : Created

**Initial Award**

**Document Package**

File Name
Initial Award (submittal folder and file list)
Form HUD-53012 (CFP ACC Amendment)
Certification of Compliance w/Public Hearing
HUD form 50071, Certification of Payments to Influence Federal Transactions
Civil Rights Certification
Lobbying Form - SFLLL (if required in accordance with the form's instructions)
HUD-Form-Sflll.pdf (Uploaded on 04/17/2023 10:11 AM by SMITH, TEST 101) [Delete]
Statement of Significant Amendment
Other



This is where PHAs need to upload their documents



# Document Check

The Document Log shows comments about the status of packages

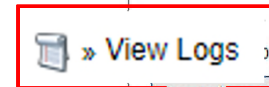
- Was it signed?
- Were the correct ACC boxes checked?
- Were the forms submitted expired?
- Are forms missing?

## DM1 » Document Management

### Document Package List

Show 10 entries

Award Year



» View Logs

Create New Document Package

### Legend

» Edit Package(s) » View Logs

## Document Package Log for DE01H00150120

Status	Comments
Accepted	ACC Amendment Signed and Dated.
Submitted	Document Package Submitted
Draft	There are 3 ACCs attached, 2 have yes for paragraph 9 & PHA under Corrective Action Order and one that is No & Which is correct? If yes please provide a copy of the Corrective Action Order
Submitted	Document Package Submitted
Submitted	Document Package Submitted
Draft	PHA checked Yes to Box in Paragraph 9, but did not include corrective action order.
Submitted	Document Package Submitted
Draft	PHA checked yes in Paragraph 9, but did not attach a corrective action order.
Submitted	Document Package Submitted
Draft	Document Package Created



# How Do Budgets Relate to the 5YAP?

Annual Stmt/Budget-Formula

5-Year Action Plan

## Work Activities

	Identifier	Activity	Amount
💡	ID0173	<a href="#">Fees and Costs</a>	\$129,928.83
	ID0174	<a href="#">Concrete Repairs</a>	\$3,000.00
	ID0175	<a href="#">Interior Unit Renovations</a>	\$51,065.45
	ID0176	<a href="#">Interior Unit Renovations</a>	\$35,716.83
	ID0181	<a href="#">Exterior Doors</a>	\$33,458.63
	ID0182	<a href="#">Interior Unit Renovation</a>	\$6,212.96

Year	Identifier	Dev/AMP	Activity	Amount	
🛠️	2022	ID0581	STERLING TOWERS EAST & WEST (IL003000005)	<a href="#">Interior Unit Renovations</a>	\$1,500.00
🛠️	2022	ID0582	STERLING TOWERS EAST & WEST (IL003000005)	<a href="#">Exterior Unit Renovations</a>	\$1,500.00
🛠️	2022	ID0584	SCATTERED SITES (IL003000003)	<a href="#">Computers</a>	\$5,000.00
✅	2018	ID0173	Not associated with any specific development	<a href="#">Fees and Costs</a>	\$129,928.83
✅	2018	ID0174	HARRISON HOMES SOUTH (IL003000002)	<a href="#">Concrete Repairs</a>	\$3,000.00
✅	2018	ID0175	HARRISON HOMES SOUTH (IL003000002)	<a href="#">Interior Unit Renovations</a>	\$51,065.45
✅	2018	ID0176	RIVERWEST SOUTH PHASE 2 (IL003000009)	<a href="#">Interior Unit Renovations</a>	\$35,716.83
✅	2018	ID0181	RIVERWEST HOMEOWNERSHIP & SOUTH PHASE I (IL003000008)	<a href="#">Exterior Doors</a>	\$33,458.63
✅	2018	ID0182	RIVERWEST HOMEOWNERSHIP & SOUTH PHASE I (IL003000008)	<a href="#">Interior Unit Renovation</a>	\$6,212.96
✅	2018	ID0203	TAFT HOMES (IL003000004)	<a href="#">Interior Unit Renovations</a>	\$72,391.88

## EPIC Legend

- ✅ » Submitted Annual Statement/Budget (Cannot be Edited)
- 📅 » Draft Annual Statement/Budget (Cannot be Edited)
- 🛠️ » Approved Work Activity



# Annual Statement



# Annual Statement/Budget

Following the 5-Year Action Plan Submission, a PHA will create a Budget (formerly the Annual Statement)

This section displays the awards that have Annual Statements/Budget.

**Annual Statements/Budgets linked to Awards**

Show 10 entries Search:

Award Year	PHA Code	Award ID	Award Amount (HUD Obligation)	Actions
2018	NE101	NE26P10150118	\$27,516.00	<a href="#">View Statements</a>
2019	NE101	NE26P10150119	\$28,656.00	<a href="#">View Statements</a>

Showing 1 to 2 of 2 entries [Previous](#) [Next](#)

This table lists all the annual statements/Budget that are not associated with an award. Click on 'Assign to Award' link to associate corresponding annual statement/Budget with an award.

**Annual Statements/Budgets not linked to Awards**

Show 10 entries Search:

Award Year	PHA Code	Award ID	Title	Create Date	Actions
No Annual Statement/Budget reports found.					

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

[Create New Annual Statement/Budget](#)

## Legend

» Has Comments (Open/Total Comments) » Edit Statement » Delete Statement » View PDF » Assign to Award



# Annual Statement/Budget Revisions

Once an Annual Statement/Budget is submitted a PHA may make revisions.

Most changes do not require revisions to the 5-Year Action Plan. The exception is any change that would require approval from HUD such as a change to the BLI.

Changes that require revising the 5-Year Action Plan:

- Changing the Work Category (BLI) with an activity.
- Changing the development number with a work activity
- Adding work activities not in an approved 5-Year Action Plan



# Revising and Editing your Budget

## Annual Statements/Budget

Show 10 entries

Search:

Statement	Plan Name	Created Date	Submit Date	Report Year	Status	Actions	Reports
<a href="#">Annual Statement/Budget Original</a> 	5 Year Action Plan for the 2017 - 2021	01/27/2020	01/27/2020	2019	Submitted		
<a href="#">(DRAFT) Annual Statement/Budget Rev. 1</a>	5 Year Action Plan for the 2017 - 2021 Rev. 2	04/17/2023	N/A	2019	Draft		

## Work Activities

Show 10 entries

Search:

Identifier	Activity	Amount	BLI	Options
ID0012	<a href="#">Admin</a>	\$2,500.00	1480	

Showing 1 to 1 of 1 entries

[Previous](#) [Next](#)

[Import Work Activities](#)

- To revise the plan, click the pencil and paper edit icon.
- Do not use the hyperlink, this won't allow an edit.
- The next screen will prompt you to import work activities.



# Submitting the Annual Statement – Potential Errors

Piggy Bank		
AS Amount	WA Planned Amount	Balance
\$128,202.00	\$125,492.00	\$2,710.00

Out of balance piggy bank

BLI Piggy Bank				
BLI Number	Budget Line item	Cumulative Amount	Percentage	Maximum Allowable Amount
1406	Operations	\$5,000.00	3.90%	\$128,202.00
1410	Administration	\$20,000.00	15.60%	\$12,820.20
1480	General Capital Activity	\$73,857.99	57.61%	N/A
1509	Preparing for, Preventing and Responding to Coronavirus (1509)	\$15,000.00	11.70%	\$15,000.00
9001	Bond Debt Obligation	\$31,634.01	24.68%	N/A

Invalid use of funds

Annual Statement/Budget Information

1. Title:

2. Fiscal Year End:

3. Fiscal Year:

Grant/Award Information:

4. Award Number:

5. Cost:

**Error**  
 There are errors with the form that are preventing to continue to next step. Please review the errors below and correct them before continuing.

- BLI 1503 – The total of all work activities assigned to RAD (BLI 1503) does not match the BLI 1503 amount in LOCCS. In EPIC budget submissions, PHAs must exactly match the spread of funds to the RAD BLIs in LOCCS. The amount in EPIC is \$35,000.00 and the amount in LOCCS is \$30,160.00.
- BLI 1504 – The total of all work activities assigned to RAD Investment Activity (BLI 1504) does not match the BLI 1504 amount in LOCCS. In EPIC budget submissions, PHAs must exactly match the spread of funds to the RAD BLIs in LOCCS. The amount in EPIC is \$50,000.00 and the amount in LOCCS is N/A.
- The award amount for this grant in EPIC does not match the award amount in LOCCS. This discrepancy may have been caused by an adjustment to the award amount in LOCCS; there may be a time delay before EPIC reflects the new award amount in LOCCS. If the discrepancy persists, please email EPICHelp@hud.gov. The award amount in EPIC is \$1,904,544.00 and the award amount in LOCCS is \$1,904,548.00.

Using the RAD BLI

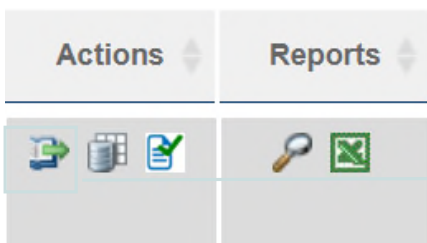
Grant Doesn't match LOCCS



# Successfully Spread Budget in ELOCCS

When the budget is successfully submitted, it will be loaded into ELOCCS within a few business days.

Line Item (All)	(H)ard/ (S)oft	Name	Authorized Amt
<a href="#">0100</a>	H	Reserved Budget	0.00
<a href="#">1406</a>	H	Operations	50,000.00
<a href="#">1480</a>	H	General Capital Activity	149,922.11
<a href="#">9000</a>	H	Debt Reserves	0.00
<a href="#">9001</a>	H	Bond Debt Obligation	43,862.89
<b>Totals:</b>			<b>243,785.00</b>



When the annual statement/budget reflects the correct final expenditures, it will be marked as “Final” and the grant will be ready for closeout. HUD users have the option to “Unmark” the Budget as “Final” if there is an error.



# Thank you!

Next session we will go into more eligibility detail.

*Thank you!*





# Questions



- Time for questions!
- If you think of any after this training, email:
  - [PIHOICI@hud.gov](mailto:PIHOICI@hud.gov)

- Additional Trainings can be found here:  
[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/capfund/learningtools](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/capfund/learningtools)





# Reporting on Non-Formula Capital Funds

Go back to Plans Listing  
Edit Plan Information  
View PDF  
Export Report

Year 2020:	\$118,645.00
Year 2021:	\$118,645.00
Year 2022:	\$118,645.00
Year 2023:	\$118,645.00
Year 2024:	\$118,645.00

- Add the grant amount to the correct year funding estimates in the 5YAP by Editing the Plan Information.
- To report activities for such a grant, first create new work activities and add the activities to the applicable 5YAP (Revision).
  - For example, if the grant was awarded with 2020 funds, the activities should be added to the Rolling 5YAP plan that begins with 2020 or the Fixed 5YAP that includes 2020.
- Once those activities are approved by the Field Office, the PHA will then create a new Budget for this new Award/Grant.

