

# Developing the eCon CAPER

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# Overview of 2 Cities

City	Boston	Burlington
Population 2010	617,594	42,417
Housing Units 2010	272,481	16,897
FY14 CDBG	\$16,390,443	\$716,684
FY14 HOME	\$4,524,340	\$388,428
FY14 HOPWA	\$2,245,485	\$0
FY14 ESG	\$1,367,603	\$0
Poverty % 2007-2011	21.4%	25.0%
Tenure with City	Bob - 27 years Diane - 20 years	Marcy – 2.5 years
Years in Community Development	Bob - 27 years Diane – 20 years	Marcy – 8 years

# Getting Started

- Overview of program by section
- Specific issues encountered and how to resolve them
- Before creating CAPER, update activity accomplishments

# Getting Started (2)

- First step – download Word document.
- Become familiar with each section and what goes where – compare to your current CAPER and HUD checklist.
- Plan ahead on creating two versions of each document:
  - Online version of document in IDIS template for HUD.
  - Word version of document for public comment – note that many of the components of the template do not carry over to the Word version. Expect to spend time formatting.

# Getting Started (3)

- Work in Word version whenever possible, cut and paste into the template
- Save, save, save and be prepared for time-out warnings (3-minute warning)
- Text boxes limited to 4000 characters (includes letters, symbols and spaces) – create new narratives or copy, paste and edit
- Learn how to make a JPEG for graphs and charts BEFORE starting your plan. (Burlington used PowerPoint)
- Update your IDIS activities as much as possible



# CR-00 Administration

- Program Year – must be associated with an approved Action Plan in IDIS. One exception – ESG (more later)
- Version – must be unique and may want to have several iterations or for amendments
- Room for 5 attachments – more later

# CR-05 Goals and Outcomes

- Progress narrative - similar to a brief Executive Summary
- Table 1 – Accomplishments from Program Year – populated from IDIS accomplishments

Table 1 - Accomplishments - Program Year

Goal	Category	Funding		Outcome				
		Source	Amount	Indicator	Expected	Actual	Unit of Measure	Percent complete
Abate Brownfield Sites for Redevelopment	Other - suitable living environment	CDBG	\$291,313.00	Brownfield acres remediated	100	109	Acre	109.00 %
		City Operating Funds	\$51,200.00					
		EDI	\$50,324.00					
		EPA Brownfields	\$300,000.00					

# CR-05 Goals and Outcomes (2)

## Table 2 – Accomplishments from Strategic Plan year to date

Table 2 - Accomplishments - Strategic Plan to Date

Goal	Category	Funding		Outcome				
		Source	Amount	Indicator	Expected	Actual	Unit of Measure	Percent complete
Abate Brownfield Sites for Redevelopment	Other - suitable living environment	CDBG	\$1,456,565.00	Brownfield acres remediated	500	109	Acre	21.80 %
		Other	\$300,000.00					
		Other	\$251,620.00					



# Issues/Tips with CR-05

- Not all accomplishments entered into IDIS updated
- Some projects, not funded with CDBG, are still tracked and need to be updated manually
- Final question in Burlington narrative did not populate in IDIS
- Where to place narrative on specific progress

# CR-10 Racial and Ethnic Composition of Families

- Table 2 by Race and Ethnicity
- Narrative on how CDBG funds address priorities

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

	CDBG	HOME	ESG	HOPWA
<b>Race:</b>				
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
American Indian or American Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>Total</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
<b>Ethnicity:</b>				
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Not Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

# Issues/Tips with CR-10 Section

- Must update beneficiaries in IDIS
- Not all beneficiaries transferred to table, table read-only
- Beneficiaries captured only for projects opened and completed during the program year
- Created an additional table or narrative to show numbers as input into IDIS (PR-23)
- Burlington added two pie charts – beneficiaries by income and by race

# CR-15 Resources and Investments

- Table on resources and grants – generated from Strategic (SP-35) and Action Plan (AP-15)
- Expenditures generated from drawdowns but can be changed
- Table 4 for investments in geographic target / NRSA areas. Boston did not use, added narrative, funds not allocated by % for programs.
- Includes leverage narrative
- **NEW**– HOME Match, Program Income, Minority Business and Women Business Enterprises, Relocation and Property Acquisition – HOME grantees only.

## Issues/Tips with CR - 15

- Contact HOME staff early so they know about new sections
- Information CR-15 replaces HUD form 40107
- Decide on what dates to use for HOME report sections
- Added more detailed table and/or narrative on leverage



# CR – 20 Affordable Housing

- Includes 3 tables – homeless and special needs, households by units, households by income
- Narrative asks for specifics on actual versus one-year goals

# Issues/Tips with CR-20

- How to collect numbers from reports
- Counting units that aren't CDBG/HOME funded
- Some development takes longer than one year

## CR-25 Homeless and Other Special Needs

- Narrative only section – 4 questions similar to CoC application.
- 4 Questions include
  - Outreach
  - Emergency Shelter + transitional housing
  - Transitioning to permanent housing
  - Homeless prevention

# Issues/Tips with CR - 25

- Contact your CoC or Collaborative Applicant, shelter providers, etc. to get information ahead of time
- Watch word count

# CR-30 Public Housing

- Two question narrative section on Public Housing
- Contact your housing authority with template and deadline to get their response and information



# CR-35 Other Actions

Narrative sections respond directly to similar sections in Strategic and Action Plans including:

- Barriers to Affordable Housing (SP-55 and AP-75)
- Obstacles to meeting underserved needs (AP-85)
- Lead-based Paint Hazards (SP-65 and AP-85)
- Anti-Poverty Strategy (SP-70 and AP-85)
- Institutional structure (SP-40 and AP-85)
- Enhance coordination (PR-15 and AP-85)

In addition, CR-35 collects information on the jurisdiction's actions to address impediments to fair housing choice.

# Issues/Tips for CR-35

- Contact agencies ahead of time for additional information
- On screen label for 2<sup>nd</sup> text box is repeated for 3<sup>rd</sup> text – lead paint
- Connect your text with information in Strategic/Action Plans
- Watch word count

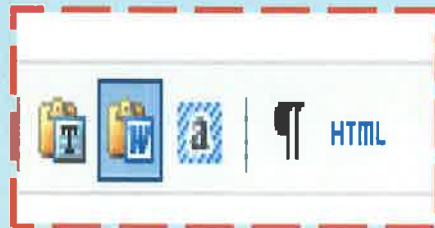
# CR-40 Monitoring

- Narrative on the standards and procedures used to monitor activities
- Includes all programs but details for HOME are entered into CR-50 HOME
- Citizen Participation Plan narrative included in this section

# Issues/Tips for CR-40

- Watch word count
- Keep it brief and summarize
- Remember to use “Word” to paste

text



# CR-45 CDBG

- Section requests details on program changes and program objectives. Includes a list of 7 considerations.
- Questions do not necessarily correspond to self-assessment wording



# Issues/Tips CR -45

Open BEDI grants need to report progress in this section

# CR-50 HOME

- Results on-site inspections reported
- Affirmative marketing assessment
- Minority-owned and women-owned outreach
- Program income details by project
- Affordable housing actions and LIHTC development (States only)

# Issues/Tips for CR-50

Contact your HOME staff members ahead of time for this specific information

# CR-55 HOPWA

- Section has a table with one year goals (from Action Plan) and Actual accomplishments.
- Required narrative is an evaluation of performance along with programmatic adjustments needed or undertaken.
- HOPWA-only CAPER required

# CR-60 ESG

- ESG-only CAPER template in IDIS
- Even if no Action Plan exists in IDIS, must submit ESG CAPER in IDIS (PY12)
- Comprehensive reporting from HMIS data: sub grantees, assistance by activities, outreach, demographics and 3 years of expenditures by activity



# Issues/Tips with ESG Section

- Contact your ESG staff members ahead of time for this information
- CR-75 Expenditure tables headings do not list the last 3 program years (ex. should be FY11, 12, and 13, shown as FY10, 11 & 12).
- Boston unable to access sub recipient information in IDIS; provided HUD field office an Excel table.

# Attachments

- System allows for 5 attachments (CR-00 screen)
- Attachments can be used to customize your CAPER and provide previous information your community was used to seeing
- Appendix includes community indicators, graphs, charts, required IDIS reports.

# Think you're done? Think again!

- Difficulties downloading document as a whole.
- Not all information transfers. Double check section by section.
- Some narratives were mixed up.
- Some text included symbols <>? Etc.
- Spent a considerable amount of time formatting for a decent Word document.
- Added a table of contents, page numbers and cover page.



# HUD'S Review of the CAPER

- CPD reps saw the same things –  
download of a Word document or review  
of each electronic screen
- Issues for them – some things showed  
up in one area and not in others



# HUD Resources

December 19, 2014 a new and updated version of the eCon Plan Suite was released removing many of the system issues users experienced.

**CAPER Guide** <https://www.hudexchange.info/resource/2641/econ-planning-suite-desk-guide-idis-conplan-action-plan-caper-per/>

## FAQ's

[https://www.hudexchange.info/resource/3177/econ-planning-suite-faqs/?utm\\_source=HUD+Exchange+Mailing+List&utm\\_campaign=f2fcb989aaUpdated+eCon+Plan+Troubleshooting+Guide&utm\\_medium=email&utm\\_term=0\\_f32b935a5f-f2fcb989aa-19298397](https://www.hudexchange.info/resource/3177/econ-planning-suite-faqs/?utm_source=HUD+Exchange+Mailing+List&utm_campaign=f2fcb989aaUpdated+eCon+Plan+Troubleshooting+Guide&utm_medium=email&utm_term=0_f32b935a5f-f2fcb989aa-19298397)



# Wrap Up and Questions

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