

EPIC ACTIVITY PLANNING MODULE FREQUENTLY ASKED QUESTIONS

1. *I submitted a 5-Year Action Plan in EPIC. Do I need to update it now that I know the grant amount for 2017?*

No. The assumption is that 5-Year Action Plans contain estimated amounts. It is inevitable that the amounts will not match the Capital Fund grant amounts awarded. EPIC is designed to give PHAs the ability to adjust the estimates provided in the 5-Year Action Plan to match the actual grant amounts that PIH awards. Specifically, EPIC is designed so that when a PHA files its Budget (formerly called Annual Statement), it will be able to make the necessary adjustments to adapt to the actual grant amount awarded. The adjustments that PHAs make in their budgets will automatically update their 5-Year Action Plans. PHAs will not need Field Office approval for the adjustments that they will make to match the actual grant amounts.

2. *The EPIC Notice seems to conflict with the Formula Processing Guidance related to plan start years – how should PHAs proceed?*

Guidance published after the EPIC Notice – like the Formula Processing Guidance – provides PHAs with more accurate information related to plan start years. PHAs should follow more current Guidance related to 5-Year Action Plan start years in the Capital Fund Processing Guidance Found at:

https://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/capfund/2017pi

3. *What is the approval process in EPIC (recommend for approval vs. approve)?*

A HUD staff person reviews the 5-Year Action Plan submitted in EPIC and recommends it for approval or recommends withholding approval if the Plan needs to be corrected. (Note: the staff person also has the option of un-submitting the plan which will reset the plan to draft so that the PHA can revise the plan.) Once the HUD staff person records her/his recommendation, the HUD Public Housing Director then approves or withholds approval of the Plan. 5-Year

Action Plans should only be marked “Approval Withheld” in instances where the Field Office wants a record of the PHA’s 5-Year Action Plan prior to revision. Otherwise, the Field Office should contact the PHA to discuss necessary corrections and then un-submit the Plan so that the PHA can make the necessary revisions and resubmit the Plan for approval.

4. *If a PHA makes a mistake that needs to be corrected after it has submitted a 5-Year Action Plan, what should the PHA do?*

If a PHA wishes to correct its 5-Year Action Plan submission, it should contact the HUD Field Office and ask that the Plan be un-submitted. Once the Plan has been un-submitted, the PHA can access the Plan to edit and revise as necessary.

5. *What is the difference between revising a plan and copying it forward?*

The copy forward function should only be used when a PHA has finished using its current 5-Year Action Plan and wants to create a new one. When a PHA copies forward, it gets the opportunity to keep any unused work activities from its previous 5- Year Action Plan and add them to the new Plan. (It should be noted that the system generally expects that when a PHA copies forward, the start year of the new 5-Year Action Plan for a rolling plan will be one year later than that of the existing plan and in the case of a fixed plan will be the year after the last year of the previous fixed plan.) If a PHA needs to update its 5-Year Action Plan (for a reason other than updating its first-year amount to match the awarded grant amount as addressed above), the PHA needs edit/revise it.

6. *If a Field Office approves a plan in error, how can that get fixed?*

If a Field Office approves a 5-Year Action Plan in error, it is not able to reverse the approval. In these instances, please email PIHOCI@HUD.gov and include the subject line “5-Year Action Plan approved in error in EPIC”.

7. Once I get my 5-Year Action Plan approved, what is the process for handling Budgets (formerly called Annual Statements)

The process for submitting Budgets in EPIC is different than that for the non-automated 5-Year Action Plan/Budget process. PHAs that have transitioned to EPIC and submitted 5-Year Action Plans in EPIC will submit their Budgets in EPIC ONLY AFTER OCI has processed their ACC Amendments, obligated their Capital Funds in LOCCS and uploaded the grant obligations from LOCCS into EPIC. We expect that PHAs will be notified to enter their Budgets into EPIC sometime in the beginning of September. A Webinar demonstrating the process Webinar that goes through the Budget process is loaded behind the question mark on the first page that you come to when you click on the Annual Statement/Budget/P&E link.

8. I am a HUD staff person and I don't have access to EPIC – how do I get access?

In order for a HUD staff person to gain access to EPIC, a HUD supervisor needs to submit a **Digital Identity and Access Management System (DIAMS)** (formerly CHAMPS) request for approval. A DIAMS request can be made at: <http://diams.hud.gov> For information about DIAMS, go to: <http://hudatwork.hud.gov/HUD/cio/po/i/diams> For questions regarding DIAMS please contact the Help Desk at 1-888-297-8689, option 9.

9. I hear that there are EPIC Office Hour calls on Monday and Wednesday at 2:00 pm Eastern time. How can I get on these calls?

To gain access to the EPIC Office Hours calls held on Mondays and Wednesdays at 2:00pm EST, please contact your local HUD Field Office. They will provide you with the links to the Call-in number and the Skype Meeting.

10. If I am having trouble getting a response from EPICHelp@HUD.gov or reaching a knowledgeable HUD staff person, are there other resources I can consult while I am waiting for a response.

During this period of transition (for entering 5-Year Action Plans into EPIC), wait times for a response from EPICHelp and/or a knowledgeable person could take several days. In the

meantime, PHAs are encouraged to review the resources posted at:

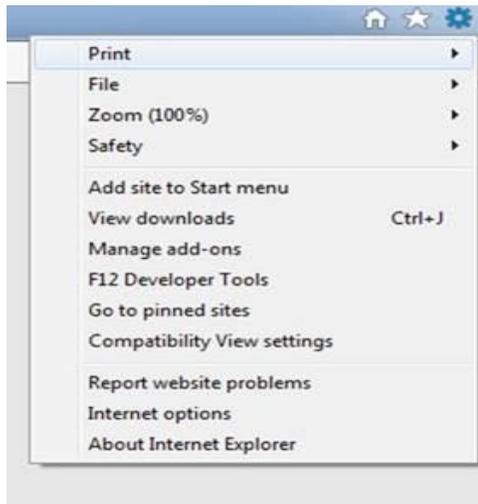
https://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/capfund.

PHAs can also review the series of webinars embedded in the EPIC Activity Planning Module (click on the blue question mark in the upper right hand corner of the EPIC screen about which you have a question and click on the link to the appropriate webinar in the separate window that pops open). PHAs should also call in to the EPIC Office Hour calls held Mondays and Wednesdays at 2:00pm EST.

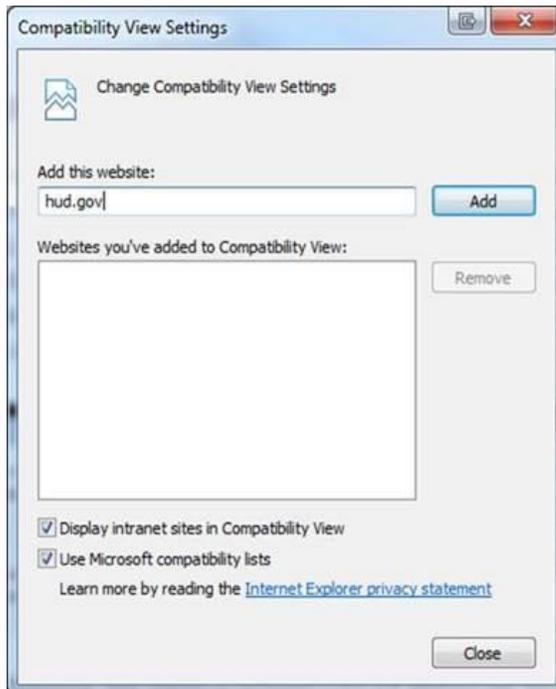
11. My screen doesn't seem to be displaying properly and/or buttons don't seem to work – what do I do?

You may need to manually turn back on compatibility mode in IE for the screens to display properly. To do this, you need to add “hud.gov” to the compatibility settings list:

Click on the “Tools” icon in the upper right hand corner of IE and select “Compatibility View settings”.



Enter "hud.gov" and select the Add button



It should then look like this;

