EPIC FAQ #1

As of ~~May 16~~October 22, 2012

Q1. I don't remember my login ID and Password for RAMPS and EPIC? What should I do?

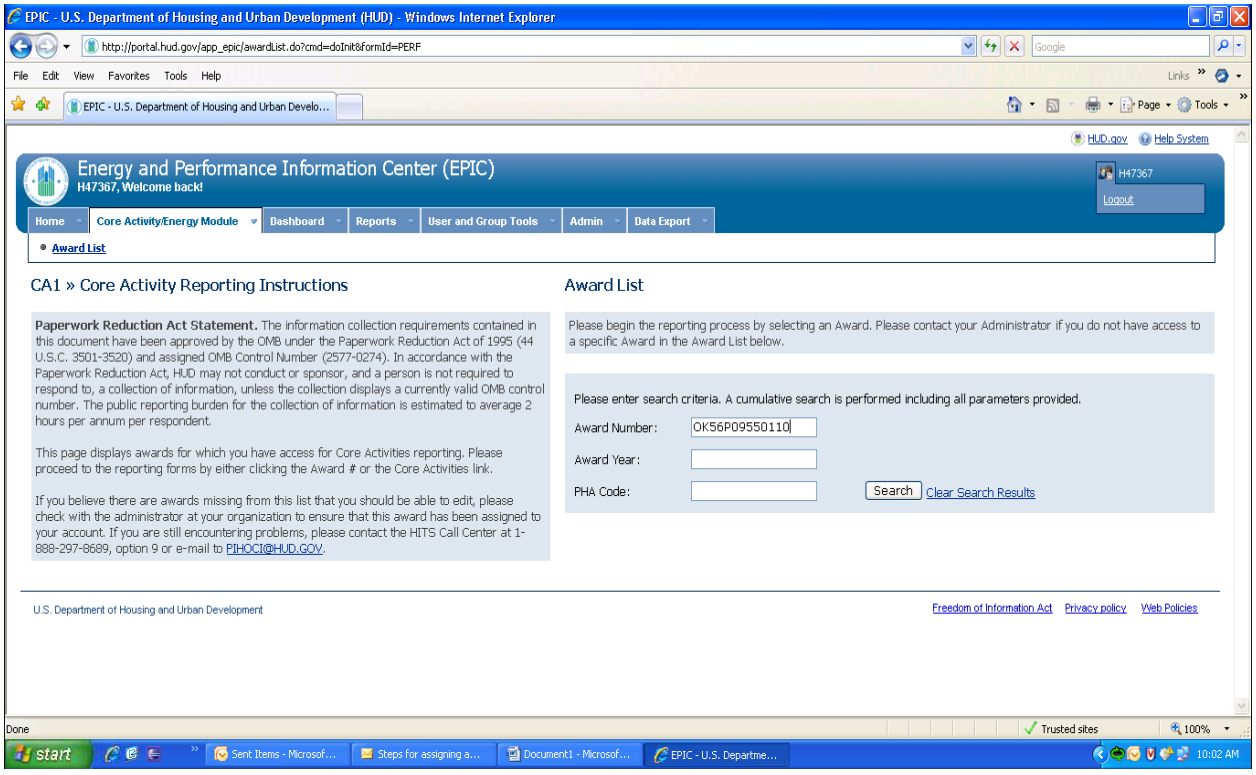
A1. Your User ID for RAMPS and EPIC is your WASS ID and Password, the same as the one you use to access Public Housing Information Center (PIC). If you have forgotten your WASS password, or if you are locked out of the system and need to have your account unlocked, please contact the HITS National Help Desk at 1-888-297-8689 or REAC TAC at 1-888-245-4860 (Website: http://portal.hud.gov/hudportal/HUD?src=?program_offices/public_indian_housing/reac/online)

You can also use the password reset self-service utility at: https://hudapps.hud.gov/reac/wass/resetPwd.html

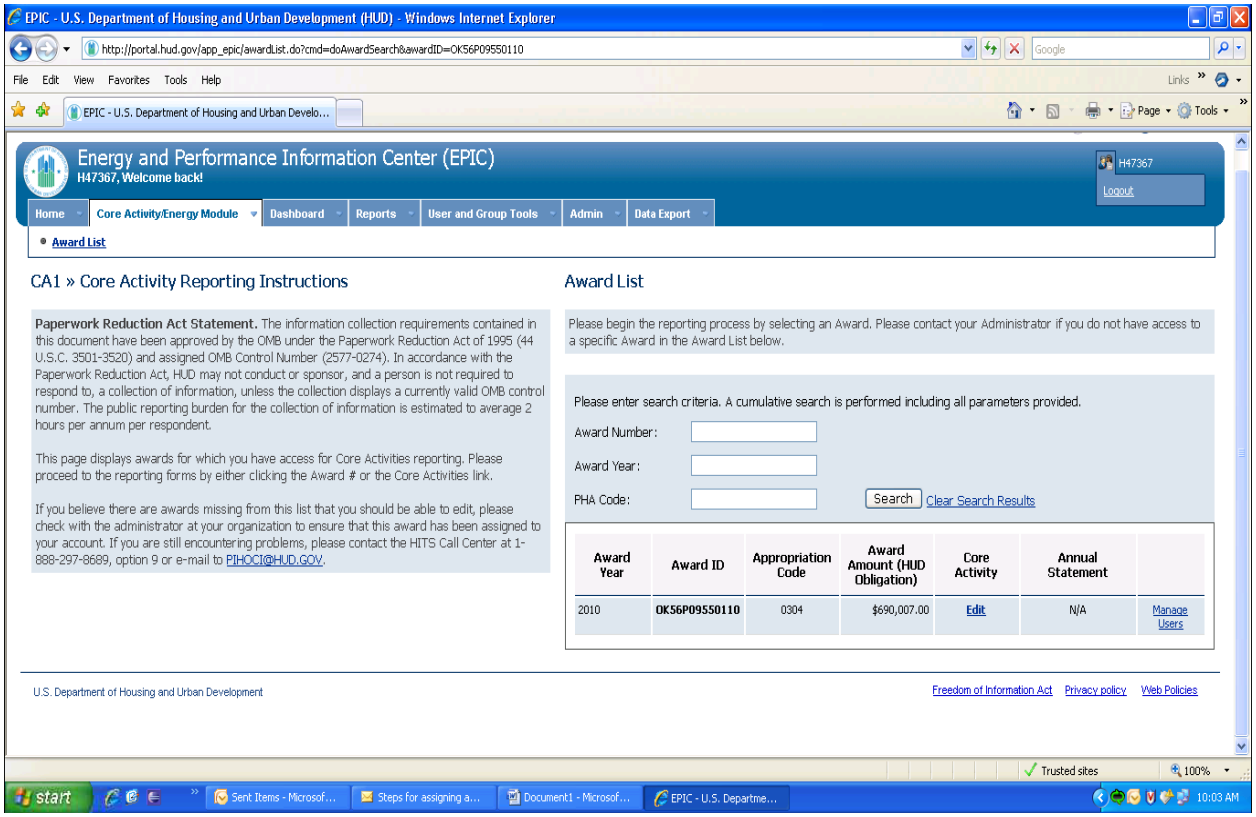
Q2. I have access to EPIC but I don't see any grant awards. What do I do?

A2. Only the "Recipient Admin" will have rights to see grants and assign grants to other users. Please follow the steps below assign grants to other users:

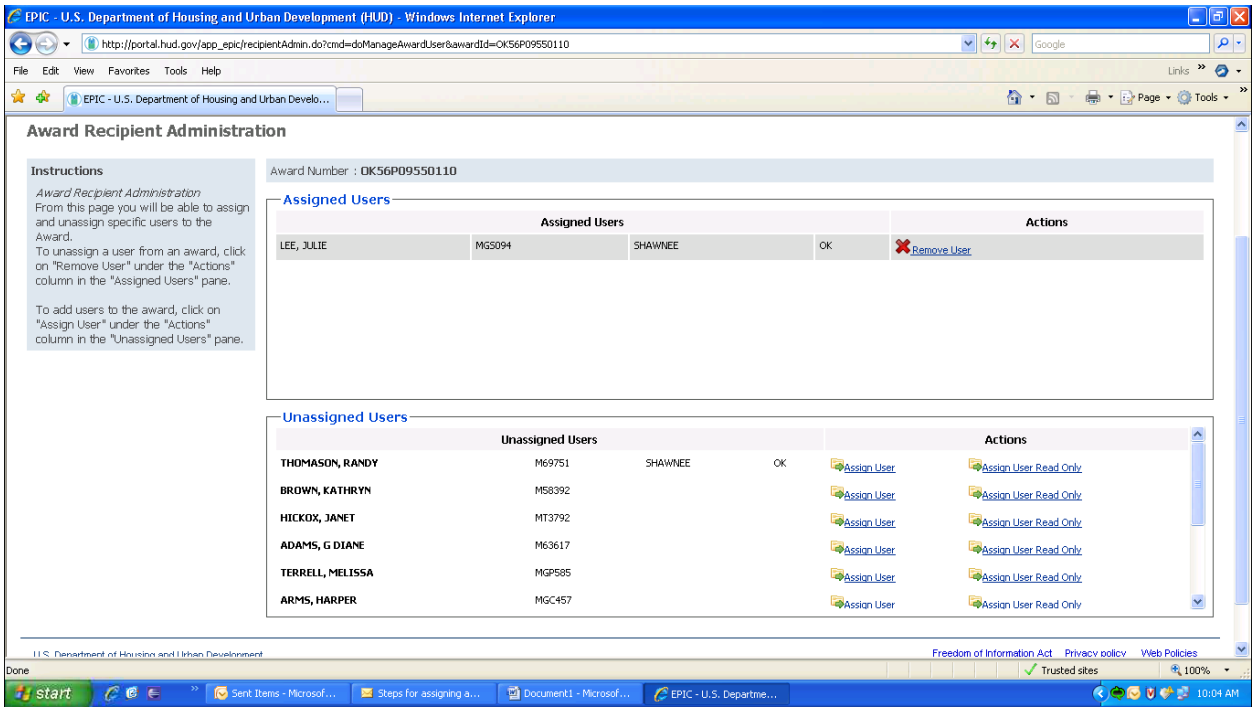
*1. After the Recipient Admin logs into EPIC, click on the '**Core Activity/Energy Module**' tab. Search the awards by the award number, award year or PHA code.*



*2. The Recipient Admin needs to go to each award and assign users by clicking the '**Manage Users**' link.*



*3.Once the admin clicks the '**Manage Users**' link, a screen showing assigned and unassigned users for that particular award will be displayed.*



*4. The Recipient Admin can then assign the users to that award by clicking on the '**Assign Users**' link in the 'Unassigned Users' section.*

Note: The recipient user needs to be associated to each award by repeating step 2 through step 4.

5. Once the admin clicks this link, the user will appear in the 'Assigned Users' section on the page.

6. At this point the recipient user can see the awards when he/she logs into EPIC.

Q3. I don't know who my Recipient Administrator is. What should I do?

A4. Typically, the PHA has assigned either the Executive Director or the PIC Administrator as the Recipient Administrator. Only the "Recipient Admin" will have rights to see grants and assign grants to other users. HUD Field Offices can search for users in EPIC to see if they have these rights under User and Group Tools, User Administration. If the PHA has no Recipient Administrator we can add these rights for the Executive Director. However, if a new Recipient Administrator needs to be designated. See A4.

Q4. My Recipient Administrator is no longer at the PHA. What should I do?

A4. In this case, please send an email to EPICHelp@hud.gov, subject line: Recipient Administrator. Identify the PHA Name and Code, and the name of the previous Recipient Administrator (if known). Also include the name, M#, along with phone number, email address and title, of the person who is to be designated the new Recipient Administrator.

Q5. Do I need to report on my grant if I do not have any Energy Efficiency Measures (EEMS)?

A5. Yes. A PHA must report on activity for all Capital Fund grants, including: Formula Grants, Emergency Grants, Replacement Housing Factor (RHF) grants and Capital Fund Education and Training Community Facilities (CFCF) grants - not just those with EEMs. Additionally, there is no minimum threshold for reporting EEMs; all EEMs activities should be reported.

Q6. What amount(s) should I include and enter for Screen CA7 "Project Funding"?

A6. All funds projected to be spent from a grant at the Development/AMP during the lifecycle of the grant must be included (and not just the amount actually spent in the quarter.) So, the funding amount is the total being spent on the Development/AMP over the duration of the grant. One would start out with an estimate at the beginning of the grant and then update with actual amounts as the grant progressed. For grants that started prior to October 1, 2011 treat them as though they were just awarded on October 1, 2011 and ignore all of the grant activity from before that date.

Q7. The work activities at an individual AMP include both unit rehab and non-dwelling work. How do I report this information?

A7. In this case, you should enter the work as rehab. However, please include a narrative of the non-dwelling work in the work description.

Q8. All of the work for an AMP was completed prior to October 1, 2011. How do I report?

A8. In this case, select "Non-dwelling" work and indicate in the narrative that the work was completed prior to October 1, 2011.

~~Q9. I am accumulating my Replacement Housing Factor (RHF) grants and have not yet have a project planned. How should I report?~~

~~A9. If you are in the early stages of planning to use RHF funding, please work with the Field Office to establish a new development/AMP number in PIC.~~

~~The day after the new number is established in PIC, it will show up on the list of developments/AMPs on which a PHA can report. The PHA would then input its preliminary estimate of how many public housing units it plans to develop using that grant's RHF funding. In many instances it may be that a PHA is planning to use multiple RHF grants in tandem to develop public housing units (perhaps 3 grants developing 30 units each for a total of 90 units); in this instance it would report plans to develop 30 units at the same development/AMP number that it established for the first RHF grant for the other two RHF grants. As time goes on and plans become clearer and/or activity starts, the PHA would change what it reports in future reports in EPIC to mesh with what is actually happening. Please work with your local HUD office to establish a project number to which you can assign these grants during reporting.~~

Q10. How do I report if I am using some (or all) of a grant for debt service?

A10. If all of the funding for a given grant is being spent on debt service, the PHA should pick a development/AMP that benefitted from the financing and select the "non-dwelling" work type and put in the narrative that it is paying debt service.

If the grant is paying a mixture of debt service and other work, then ignore the debt service portion being paid with the grant funds and only report on the other portion of the work.

Q11. I am an MTW Agency with a block grant. Do I need to report? If so, how do I report?

A11. Yes, MTW Agencies are required to report in EPIC.

With respect to the ability of MTW agencies to use their funds flexibly, it is acceptable for an MTW agency to use its own method to determine how to report the impact of the Capital

Fund portion of its expenditures as long as the method is reasonable/defensible. One way to approach it might be to look at the portion of the MTW funding that is actually spent on capital items (which might be more or less than the Capital Fund allocation of the PHA – although using this approach, the PHA would not have to report on expenditures that exceed the Capital Fund allocations). Another possible approach would be to look at the ratio of Capital Funds to total funds received by the PHA each year and to apply that same ratio to expenditures at each development/AMP and to report the Capital Fund related activity (rehabilitation, non-dwelling work, demolition, development of new public housing) at each development/AMP that was funded by the amount of funding expended at each development/AMP. In some instances, it may be that even though the PHA transfers the funding to the MTW combined account, that it somehow can trace the Capital Funds in some way. The objective is to record the impact of Capital Funds with respect to improving the capital needs of public housing in the inventory. HUD is open to other possible ways of approaching this reporting requirement. It should be noted though that the PHA may in fact have used the Capital Funds primarily for non-capital related expenditures (e.g. operations or Housing Choice Voucher expenditures) in which case it would go into EPIC and record that it did "non-dwelling" work at a given Development/AMP and simply record a narrative description of the non-dwelling work.]

EPIC FAQ #2

As of October 22, 2012

Q1. I am accumulating my Replacement Housing Factor (RHF) grants but do not yet have a project planned. How should I report on these grants?

A1. NOTE: THIS ANSWER IS A CHANGE TO THE DEPARTMENT'S EARLIER RESPONSE TO Q9-A9, EPIC FAQ #1

The Department has revised its policy with respect to RHF reporting in EPIC. PHAs are now not required to report on RHF grants in instances where the PHA has not yet submitted a public housing development or mixed finance proposal that would use the RHF funding.

Unfortunately there is no way in the system to identify which RHF grants are exempt from the reporting requirement, so RHF grants may be flagged on a late reporter list of some kind. For RHF grants where your PHA has not yet submitted a public housing development proposal or a mixed finance proposal, PHAs are to respond that they are not required to report on those grants.

Q2. Do I need to report in the Activity Planning and EPC Modules in EPIC?

A2. PHAs should not report in the Activity Planning Module and EPC Module at this time. Though visible in the system, these modules are still under development and are not yet implemented. HUD anticipates that these modules will be completed and implemented in the spring/summer of 2013. Again, do not report in either of these modules in EPIC at this time.

EPIC FAQ #3

As of April 28, 2013

Q1. I am a Qualified PHA, am I required to report in EPIC?

A1. Yes, Qualified PHAs are required to report in EPIC. The current EPIC reporting requirement is not linked to the PHA plan, so the fact that an agency is a qualified agency does not impact the requirement to report. The reporting requirement comes from a provision in the Capital Fund ACC amendment.

Q2. I am using all of my Capital Fund Grants for Operations. Do I need to report? If so, how do I report?

A2. Yes, PHAs transferring all of its Capital Funding to Operations are required to report in EPIC. For each Capital Fund grant where this is the case, the PHA should pick a development/AMP and select the "non-dwelling" work type. The PHA should indicate in the narrative that it transferred all of its funding to operations.

Q3. How do I edit grantee information for total award amount disbursed? I need to update the amount.

A3. The disbursed amounts are pulled periodically from LOCCS and are for display purposes only. Please ignore and go ahead and report.

Q4. My grant has been completely expended but I cannot figure out how to submit a final report.

A4. After a grant is placed in pre-audit status in ELOCCS, PHAs need to complete one more EPIC report (indicating no activity) before they are able to finalize the report. At that time you will see a button to mark your report as final on the Section Review and Submission page (page CA9)). So depending when you placed your grant in pre-audit will determine if this is a final report.

Q5. Can a PHA go into EPIC to report on previous Quarter (s) that they did not report in?

A5. No. Once the new Quarter of reporting starts, a PHA is unable to report on the previous Quarter(s). PHA(s) in this situation report for this Quarter, and include any new units that were previously not reported.