QUICK REFERENCE GUIDE: Revising a Budget in EPIC, When Revisions to the 5-Year Action Plan <u>ARE</u> Needed

Once a PHA has submitted a Budget in EPIC, the PHA may determine that they need to revise that budget. These revisions may be prompted by a change in the PHA's plans or by an email notification that HUD identified an error in the budget submission (e.g., the budget submission allocated too high a percentage to BLI 1406, 1408, or 1410; included work activities crossing BLIs; or included a debt service or RAD BLI spread that differs from LOCCS). <u>This Quick</u> <u>Reference Guide provides step-by-step instructions on creating and submitting a budget revision</u> <u>when the changes require that the 5-Year Action Plan also be modified</u>. There is a separate Quick Reference Guide to assist PHAs that wish to create a budget revision when the changes do <u>not</u> demand revisions to the 5-Year Action Plan.

The following changes to budgets require also revising the 5-Year Action Plan:

- Changing the Work Category associated with a work activity, which is necessary to change the BLI associated with an activity. For example, changing a work activity to reflect the assignment of funds to BLI 9002 instead of BLI 9000.
- Changing the number of Work Categories associated with an activity. For example, changing a work activity that includes Work Categories under BLI 1410 and 1480 to only include Work Categories associated with BLI 1480. (Note that changes to the Work Activity <u>Sub-Categories</u> to reflect a change in the scope of a work activity do <u>not</u> require revising the 5-Year Action Plan, provided the changes are consistent with the description of the work activity.)
- *Changing the development number associated with a work activity*
- Adding work activities to the budget that are not yet approved in a 5-Year Action Plan

To make changes to a previously-submitted budget that require revising the 5-Year Action Plan:

1. Select Annual Statement/Budget/P&E from the Activity Planning Module homepage.

		HUD.gov
Energy and Performance Information RU108, Welcome back!	Center (EPIC)	RU108
Home · Core Activity/Energy Module · Development of New Hor	using ~ Activity Planning ~ EPC ~ F	PNA Viser and Group Tools
• <u>5-Year Action Plan</u> • <u>Annual Statement/Budget/P&E</u>	Selected PHA:	Change OMB CONTROL NUMBER: 2577-0274 EXPIRATION DATE: 03/31/2015
AP1 » Home Page - Activity Planning Mod	ule	0
Paperwork Reduction Act Statement. The information collection requirements contained in this document have been approved by the OMB under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB Control Number (2577-0274). In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not	Activity Planning Functions	
required to respond to, a collection of information, unless the collection displays a currently valid OMB control number. The public reporting burden for the collection of information is estimated to average X hours per annum per respondent.	Annual Statement/Budget/P&E	
This page provides links to the 5-Year Action Plan and Annual Statement/Budget/P&E reports. The 5-Year Action Plan Iink will provide access to all action plans that have been completed and approved or that are		

2. Select the Edit link next to the Budget.

Energy and Performance Information Cent RU101, Welcome back!	er (EPIC)			RU101
Home V Core Activity/Energy Module V Development of New Housing	Activity Planning V EPC S	PNA 👻 User and	Group Tools 💎	
• 5-Year Action Plan • Annual Statement/Budget/P&E	Selected PHA:			Change OMB CONTROL NUMBER: 2577-0274 EXPIRATION DATE: 08/31/2017
AS1 » Annual Statement/Budget Reporting				0
This page lists the awards for which Annual Statements/Budget are creat	ed. This page also allowes users	to create new Annua	l Statements/Budg	et.
Awards with Annual Statements/Budget	Annual Statements/Bu	lget not associ	ated with Awa	ards
This section displays the awards that have Annual Statements/Budget.	This table lists all the annual sta Award' link to associate corresp			l with an award. Click on 'Assign to n award.
Please enter search criteria. A cumulative search is performed including all parameters provided.	Annual Statements/B	udget not asso	ciated with Av	Search:
Award Number:	Title	Create Last Date Modified	Report Year Status	Options
Award Year:	No Annual Statement/Budget reports found.			
Search Clear Search Results				
Awards with Annual Statements/Budget List				
Award Year Award ID Award Amount Annual (HUD Statement/Budget Obligation)				
2017 \$1,819,373.00 Edit	1			
	Showing 1 to 1 of 1 entries			Previous Next
	Create New Annua	Statement/Budget		

3. Select the Revise Statement link. This will create a draft budget revision.

Energy and Perform RU101, Welcome back!	nance Information Center (EPI	C)				RU101
Home Core Activity/Energy Module	 Development of New Housing Activity 	Planning 🔻 EPC	~ PNA ~ Us	er and Group	Tools 👻	
• <u>5-Year Action Plan</u> • <u>Annual S</u>	Statement/Budget/P&E	Selected PHA:				Change OMB CONTROL NUMBER: 2577-0274 EXPIRATION DATE: 08/31/2017
AS2 » Annual Statement	s/Budget List »	» 5 Yea	r Action Pla	n for 20)17 - 20	21
Legend	Annual Statements/Budget					Search:
This statement has been submitted and cannot be edited	Statement	Created Date	Last Modified	Report Year	Status	Options
Revise the current statement (copies the statement)	Annual Statement/Budget Original	09/28/2017	09/28/2017	2017	Submitted	P View PDF
Edit the statement (does not copy the statement)						 Revise Statement Create New P&E Report
Submitted as final P&E						
💥 Delete						
I Create P&E Report						
₽ View PDF						
	Showing 1 to 1 of 1 entries					Previous Next

4. Select the Edit Statement icon next to the budget revision.

Energy and Perforr RU101, Welcome back!	mance Information Center	(EPI	:C)				RU101
Home Core Activity/Energy Module	e 🗢 Development of New Housing 👻	Activity	Planning 🔻 EPC	~ PNA ~	User and Group	Tools ~	
• <u>5-Year Action Plan</u> • <u>Annual</u>	Statement/Budget/P&E		Selected PHA:				Change OMB CONTROL NUMBER: 2577-027 EXPIRATION DATE: 08/31/2017
AS2 » Annual Statemen	ts/Budget List						0
egend	Annual Statements/Budge	et—					Search:
This statement has been submitted and cannot be edited	Statement		Created Date	Last Modified	Report Year	Status	Options
Revise the current statement copies the statement)	Annual Statement/Budget Original		09/28/2017	09/28/2017	2017	Submitted	View PDF
Edit the statement (does not copy the statement)	(DRAFT) Annual Statement/Budget F	<u>lev. 1</u>	09/28/2017	09/28/2017	2017	Draft	Edit Statement
Submitted as final P&E							Delete Statement P View PDF
🗙 Delete							
F Create P&E Report							
View PDF							
	Showing 1 to 2 of 2 entries						Mext

- 5. Depending upon the changes you wish to make to the budget, take the following actions:
 - If you wish to add a work activity to the budget but that work activity is not yet approved in a 5-Year Action Plan, skip this step and proceed to Step 6 below.
 - If you wish to change the Work Category associated with a work activity (which is necessary to change the BLI associated with an activity), to change the number of Work Categories associated with a work activity, or to change the development number associated with a work activity, you will need to first remove the work activity from the budget and then make the change(s) in the 5-Year Action Plan.

Begin by selecting the red "X" icon next to the name of the work activity requiring modification.

AS3 » Activity List for Annual State	ement/Budge	et » 5 Year Action	Plan fo	or 2017 - 2021		0
Go back to Statement Listing Piggy Bank A5 Amount WA Planned Amount Balance \$435,371.00 \$50.00 \$435,371.00 BLI Piggy Bank BLI Budget Line Aumber Cumulative Amount Cumulative Amount Budget Line	—Annual Sta	tement/Budget Infor 1. Title: 2. Fiscal Year End: 3. Fiscal Year: Grant/Award Information: 4. Award Number: 5. Cost:		Formula Grant		
Legend AS > Annual Statement/Budget WA > Work Activity	Work Activ Identifier ID0001	Activity Modernization inspector Ork Activities		Amount \$50.00	Options	
	There is still an ou		iis Annual St			

You will receive a pop-up message asking: "Are you sure you want to remove this Work Activity from this Annual Statement/Budget?" Select OK.

Message f	rom webpage
?	Are you sure you want to remove this Work Activity from this Annual Statement/Budget?
	OK Cancel

You will be returned to the Activity List for Annual Statement/Budget Page. Select the "Save Report" button at the bottom of the screen.

6. Navigate to the 5-Year Action Plan by selecting the 5-Year Action Plan link at the top of the screen.

Home		Core Activity/Energy Module	Development of New Housing 👒	Activity Planning	▼ EP	c ~ I	PNA 👻	User and Group Tools	. ~			
<u>• 5-</u>	Yea	r Action Plan Annual State	ement/Budget/P&E	Se	ected PH/	A:			Change	MB CONTROL NUMBER: 2577-0274 EXPIRATION DATE: 08/31/2017		
AS2	»	Annual Statements/I	Budget List »	*	5 Ye	ar Ac	tion F	Plan for 2017	- 202	21		

7. Select the 5-Year Action Plan name or the Edit Plan icon next to the 5-Year Action Plan.

Energy and Perform	nance Information Center (EPI	C)					RU101
Home Core Activity/Energy Module	Development of New Housing Activity	Planning 🔹	EPC 👻 F	NA 👻 Usei	r and Group To	ols 👻	
<u>5-Year Action Plan</u> • <u>Annual S</u>	Statement/Budget/P&E	Select	ed PHA:			<u>Change</u>	OMB CONTROL NUMBER: 2577-027 EXPIRATION DATE: 08/31/2017
5YAP1 » 5-Year Action P	lan Reporting						•
Legend	Five Year Action Plan						
» This plan has been submitted and cannot be edited	Plan	Туре	Created Date	Last Modified	Report Year	Status	Options
🗣 » Create New	2018 5YAP is due on 04/17/2018, no report has been submitted yet	4					\mathbf{a}
🖉 » Edit Plan	5-Year Action Plan for 2017-2021 (0/1)	Rolling	09/01/2017	09/29/2017	2017-2021	Approved	≩ ≥ ≥
🚊 » Unsubmit Plan							
🗱 » Delete							
🤣 » Clone/Copy Forward							
₽ » View							
😕 » View PDF							
🖓 » Comments							

- 8. Make the necessary changes to the 5-Year Action Plan.
 - If you wish to add a work activity, do so by selecting the "Create New Work Activity" button at the bottom of the screen, inputting the necessary information, and saving your inputs. You will receive a warning message confirming plan revision; select "Continue".
 - If you wish to change the Work Category associated with a work activity (which is necessary to change the BLI associated with an activity), to change the number of Work Categories associated with a work activity, or to change the development number associated with a work activity, select the work activity name, enter your changes on the next screen, and save your changes. You will receive a warning message confirming plan revision; select "Continue".

YAI	P3 » Acti	vities List	for			- 2017 t	o 2021		2
	Edit Plan Ir View PDF	back to Plans Listing t Plan Information w PDF Piggy Bank Work Activity Cost timated Consumed Balance \$100.00 \$435,371.00 -\$435,271.00 \$100.00 \$100.00 \$0.00 \$100.00 \$100.00 \$0.00 \$100.00 \$100.00 \$0.00 \$100.00 \$100.00 \$0.00 \$100.00 \$100.00 \$0.00 \$100.00 \$100.00 \$0.00 \$100.00 \$100.00 \$0.00 \$100.00 \$100.00 \$0.00 \$100.00 \$100.00 \$0.00		Search for Year	s to View:	ties records using a Year Rang	e, Development/AMP, and	l/or Work Activity	name
			st			Search Clear Sear	rch		
Year	Estimated	Consumed	Balance	Year	Identifie	r Dev/AMP	Activity	Amount	Options
2017				2017	ID0001	Not associated with any specific	Modernization inspector	\$50.00	2 🛸 🗶
2018				2017	ID0002	development Not associated with any specifi	Transfer to Operations		💿 🔿 👐 🤇
2020					100002	development	Transier to Operations	\$435,321.00	🖉 🤝 👗 i
2021	\$100.00	\$100.00	\$0.00	2018	ID0003	Not associated with any species development	Transfer to Operations	\$100.00	2 🛸 🗶
Total	\$500.00	\$435,771.00	-\$435,271.00	2019	ID0004	Not associated with any specific development	Transfer to Operations	\$100.00	2 🛸 🗶
	egend —			2020	ID0006	Not associated with any specific development	Transfer to Operations	\$100.00	2 💈 🗱
	Clone Work Ac Delete Work A View Work Act Submitted Ann Draft Annual S	tivity ctivity ivity Log ual Statement/Budget	lget	2021	ID0005	Not associated with any specific development	Transfer to Operations	\$100.00	2 3 🗙
• 54	^{>} <u>View Comm</u>	<u>ents</u>		New Work estimated displayed. will be loc This plan • There are	Activity' I amounts a You can s ked and ca	and plan information has b outton. To funge work acti are consumed, the plan wi ubmit the plan by clicking annot be edited until Field bmitted because: to submit for this plan.	vities, click on 'Funge II be eligible for subm the 'Submit Plan' but	Work Activities ission and a 'Su ton. Once a plar	' bútton. When al bmít Plan' button i is submitted, it

Energy and Performance Information Center (EPIC) RU101, Welcome back!	RU101	
Home 🕤 Core Activity/Energy Module 🐃 Development of New Housing 🐃 Activity Planning 💌 EPC 🛸	PNA ~ User and Group Tools ~	
• <u>5-Year Action Plan</u> • <u>Annual Statement/Budget/P&E</u> Selected PHA:	Change OMB CONTROL NUMBER: 2577-0 EXPIRATION DATE: 08/31/2017	0274
5YAP5 » Confirm Action Plan Revision	0)
This will result in a revision to the Action Plan and would require further submission and an and create a revision of the plan.	pproval. Please click on 'Continue' button to proceed further	
Continue Cancel		
U.S. Department of Housing and Urban Development	Freedom of Information Act Privacy policy Web Policie	es

9. Upon selecting "Continue" on the screen above, you will be directed to the 5-Year Action Plan Reporting Page, where you will see a revision to the 5-Year Action Plan. The revision will be in Draft status. Select the link on the 5-Year Action Plan name for the revised plan or the Edit icon next to it.

Home ~ Core A	ctivity/Energy Module	Development of New Housing 👒	Activity Plan	nning 🔻	EPC 👻 PN	IA 👻 Usera	and Group Too	ls ~	
• <u>5-Year Actio</u>	<u>n Plan</u> © <u>Annual Sta</u> t	tement/Budget/P&E		Selec	ted PHA:			<u>Change</u>	OMB CONTROL NUMBER: 2577- EXPIRATION DATE: 08/31/2017
5YAP1 » 5-'	Year Action Pla	n Reporting							(2
Legend	Γ	Five Year Action Plan							
» This plan ha and cannot be edit		Plan		Туре	Created Date	Last Modified	Report Year	Status	Options
ቅ » Create New		5-Year Action Plan for 2017-2021 R	tev. 1	Rolling	09/29/2017	09/29/2017	2017-2021	Draft	X P
🖉 » Edit Plan		5-Year Action Plan for 2017-2021	0/1)	Rolling	09/01/2017	09/29/2017	2017-2021	Approved	P
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🖓 » View									
🔑 » View PDF									
🗘 » Comments									

10. Does the piggy bank balance? Before submitting the revised 5-Year Action Plan, the piggy bank must balance. If the piggy bank is in balance and the "Submit Plan" button is activated, skip to Step 11. If the piggy bank is out of balance, this may be due to a difference between the actual amount of the award to which the budget is linked and the estimated award amount included in the 5-Year Action Plan.

To remedy this, select Edit Plan Information.

YAP	3 » Acti	vities List	for				- 2017 to	2021				6	2
2	Edit Plan Ir View PDF	Plans Listing	4		Search for Year	s to View:	ies records using a Year Range	e, Development/AMP, and	/or Work Activity	name			
-		Piggy Bank					Search Clear Sear	<mark>ch</mark>					
Year	Estimated	Work Activity Co	Balance		Year	Identifier	Dev/AMP	Activity	Amount	(Optio	ns	
2017 2018	\$100.00 \$100.00	\$435,371.00 \$100.00	-\$435,271.00 \$0.00	4	2017	ID0001	Not associated with any specific development	Modernization inspector	\$50.00	2	3	×	I
2019 2020	\$100.00 \$100.00	\$100.00 \$100.00	\$0.00 \$0.00		2017	ID0002	Not associated with any specific development	Transfer to Operations	\$435,321.00	Ì	З	×	ξ
2021 Iotal	\$100.00	\$100.00	\$0.00	1	2018	ID0003	Not associated with any specific development	Transfer to Operations	\$100.00	2	3	×	Ľ
Pedi	\$500.00	433,771.00	<i>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</i>	4	2019	ID0004	Not associated with any specific development	Transfer to Operations	\$100.00	Ì	3	×	
	gend Edit Work Activ	vity		4	2020	ID0006	Not associated with any specific development	Transfer to Operations	\$100.00	2	C,	×	I
	Clone Work Ac				2021	ID0005	Not associated with any specific development	Transfer to Operations	\$100.00	ø	3	×	
	Delete Work A												
🗎 »	View Work Act	ivity Log											
* »	Submitted Ann	ual Statement/Buo	lget										
	Draft Annual S	tatement/Budget											
.	Approved Wor	k Activity											

Energy and Performance Info	RU101				
Home · Core Activity/Energy Module · Developm	ent of New Housing	 Activity Planning 	▼ EPC ~ PNA ~	User and Group Tools 👻	
• <u>5-Year Action Plan</u> • <u>Annual Statement/Bu</u>	dget/P&E	s	elected PHA:	Chang	OMB CONTROL NUMBER: 2577-0274 EXPIRATION DATE: 08/31/2017
5YAP2 » 5 Year Action Plan Detai	ls for			-2017 to 2021.	0
5 Year Action Plan Details					
1. Type of Plan:	Fixed Plan	Rolling Plan			
2. Fiscal Year End:	06/30				
3. 5 Year Action Plan Starting Year:	2017				
4. Estimated Amounts by Plan Year					
Year 2017:	435,371				
Year 2018:	\$100.00		×		
Year 2019:	\$100.00				
Year 2020:	\$100.00				
Year 2021:	\$100.00				
Total Estimated 5 Year Action Plan Amount:	\$435,771.00				
Save and Continue Cancel					

Adjust the Estimated Amounts by Plan Year and then select "Save and Continue".

- 11. Once all changes have been made and the piggy bank is in balance, the "Submit Plan" link should be activated. Select "Submit Plan."
- 12. Upon selecting "Submit Plan", you will receive a pop-up message indicating that the plan will become locked. Select "OK".

-	<u>Go back to Pla</u>	ns Listing				tivities-	ties records using a Year Rang	e Development/AMP and	or Work Activity	name			
2	Edit Plan Infor	mation		30		to View:		e, bevelopment/Arir, and	OF WORK ACCIVILY	IIdilic			
P	View PDF			1	Developm	ent/AMP:		~					
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(c.	Pigg	ıy Bank				[Search Clear Sear	ch					
	Wor	k Activity Cost											
Year	Estimated	Consumed	Balance		Year	Identifier	r Dev/AMP	Activity	Amount	(Optior	s	
2017	\$435,371.00 \$100.00	\$435,371.00 \$100.00			2017	ID0001	Not associated with any specific development	Modernization inspector	\$50.00	2	З	×	
2019	\$100.00	\$100.00	\$0.00	2	2017	ID0002	Not associated with any specific development	Transfer to Operations	\$435,321.00	2	3	×	٦
2020 2021	\$100.00 \$100.00	\$100.00 \$100.00		2	2018	ID0003	Not associated with any specific development	Transfer to Operations	\$100.00	2	3	×	
Total	\$435,771.00	\$435,771.00	\$0.00	2	2019	ID0004	Not associated with any specific development	Transfer to Operations	\$100.00	2	3	×	1
	gend			8	2020	ID0006	Not associated with any specific development	Transfer to Operations	\$100.00	2	B	×	1
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	Delete Work Activity					Me	essage from webpage			×			
3 »	View Work Activity	Log											
	Submitted Annual S						This will lock the plan.	Are you sure you want to su	bmit this plan?				
	Draft Annual Staten	nent/Budget						\sim		_			
🧶 »	Approved Work Acti	ivity						ОК	Cancel				
The work activities and plan information has been saved. To add another work activity, click on 'Create New Work Activity' button. To funge work activities, click on 'Funge 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.													
Create New Work Activity Funge Work Activities Submit Plan													

- 13. You will be returned to the 5-Year Action Plan Reporting page, on which you will see that the 5-Year Action Plan revision now has a status of "Submitted" and a lock icon. Reach out to your Field Office and ask them to approve the revised 5-Year Action Plan.
- 14. Once the revised 5-Year Action Plan is approved, you are ready to complete the budget revision process. Navigate to the Annual Statements/Budget List page by following the instructions in Steps 1 and 2 above. Select "Edit Statement" to edit the budget revision.

Energy and Perforr RU101, Welcome back!	RU101								
Home Core Activity/Energy Module									
<u>5-Year Action Plan</u> Annual Statement/Budget/P&E Selected PHA: Change OMB CONTROL NUMBER: 2577- DEPERATION DATE: 08/31/2017									
AS2 » Annual Statement	ts/Budget List					0			
Legend	Annual Statements/Budget					Search:			
This statement has been submitted and cannot be edited	Statement	Created Date	Last Modified	Report Year	Status	Options			
Revise the current statement (copies the statement)	Annual Statement/Budget Original	09/28/2017	09/28/2017	2017	Submitted	View PDF			
Edit the statement (does not copy the statement)	(DRAFT) Annual Statement/Budget Rev. 1	09/28/2017	09/28/2017	2017	Draft	Edit Statement Delete Statement			
Submitted as final P&E						View PDF			
🗱 Delete									
Create P&E Report									
View PDF									
	Showing 1 to 2 of 2 entries					Previous Next			

15. Whether you modified a work activity in the 5-Year Action Plan or added a new work activity to the 5-Year Action Plan, you now need to add that work activity or activities to the budget. Do so by selecting "Import Work Activities".

🧢 Go back to Statement Listing	Annual Stateme	ent/Budget Information	n	
		1. Title: 2017	7 Formula Grant	
Piggy Bank		2. Fiscal Year End: 06/30		
AS Amount WA Planned Amount Balance		00/50		
\$435,371.00 \$0.00 \$435,371.00		3. Fiscal Year: 2017		
	Gra	nt/Award Information:		
BLI Piggy Bank		4. Award Number:		
BLI Budget Line Cumulative Number item Amount Percentage		5. Cost: 4 425 2		
Number item Amount Percentage		5. Cost: \$435,3	71.00	
Legend AS » Annual Statement/Budget WA » Work Activity	-Work Activities	Activity	Amount	Options
🖉 » Edit Activity	Identifier	ACUVILY	Amount	Options
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New Work Activity				
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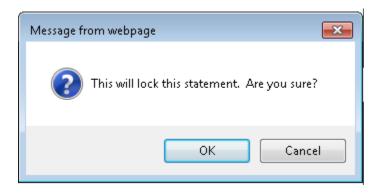
16. Mark the check box next to the work activities you wish to add to the budget and select "Add Work Activities".

Energy and Performance Info		3 RU101						
Home Core Activity/Energy Module Developm	ent of New Housing 👻	Activity Planning V EPC V PNA V Use	r and Group Tools 🔹	Logout				
S-Year Action Plan Annual Statement/Budget/P&E Selected PHA: Change ONB CONTROL NUMBER: 3577-0274 CPRIRATION DATE: 08/31/2017								
AS8 » Add Activities to Annual Statement/Budget								
Note that work activities imported into this Statement/Budget.	s Annual Statement/Bu	dget using this function will be moved from the	ir current year into the year o	of this Annual				
Select one of the work activities from the list below t	to import the work activ	vity into the Annual Statement/Budget						
Select one of the work activities norm the list below i	o import the work act	nto the Annual Statement budget.						
Piggy Bank	Work Activit	ties						
AS Amount WA Planned Amount Balance	Identifier	Activity	Amount	Year				
\$435,371.00 \$50.00 \$435,321.00	☑ ID0001	Modernization inspector	\$50.00	2017				
	ID0002	Transfer to Operations	\$435,321.00	2017				
	D ID0003	Transfer to Operations	\$100.00	2018				
	ID0004	Transfer to Operations	\$100.00	2019				
	ID0006	Transfer to Operations	\$100.00	2020				
	ID0005	Transfer to Operations	\$100.00	2021				
Add Work Activities Cancel								
U.S. Department of Housing and Urban Development			Freedom of Information Act Priv	acy policy Web Policies				

17. The newly-added work activity will appear in the budget with a light-bulb icon, indicating it has been modified. Once all necessary changes have been made and the piggy bank is in balance, select "Submit Report". (Note: If the piggy bank is not in balance, edit the amounts of work activities and/or add or subtract work activities to bring estimated and consumed amounts into balance. You will be unable to submit the budget until the piggy bank balances.)

AS3 » Activity List for Annual Stateme	nt/Budget » 5	ear Action Plan f	for 2017 - 2021 R	ev. 1			
← Go back to Statement Listing	Annual Statement,	Budget Information	n				
		1. Title: 2017	7 Formula Grant				
Piggy Bank		2. Fiscal Year End: 06/30					
AS Amount WA Planned Amount Balance							
\$435,371.00 \$0.00	c	2017					
BLI Piggy Bank	Grant/A	4. Award Number:	_				
BLI Budget Line Cumulative							
Number item Amount Percentage		5. Cost: \$435,3	371.00				
Legend AS » Annual Statement/Budget	Work Activities—						
WA » Work Activity	Identifier	Activity	Amount	Options			
	ID0001 Moderniz	ation inspector	\$435,371.00	2			
Remove Activity New Work Activity							
» New Work Activity » Modified Work Activity							
	Import Work Activi	tion					
L	Import work Activi	lies					
_ -1	Finished with all w	ork activities?					
If d	you are done entering all wo one, select "Save Report" to s	rk activities for this Award, Subr ave annual statement/Budget a	mit your Annual Statement/Budg s draft. Use the View PDF link to	et and lock the report. If you are not yet inspect the report prior to submission.			
ل	View PDF						
	Save Report	Submit Report					

18. Upon selecting "Submit Report", you will receive a pop-up message confirming the submission. Select OK to submit the budget revision.



19. You will be returned to the Annual Statement/Budget List screen, on which you will see that the budget revision has been submitted.

