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PIH PROGRAM NEWS

OCI Publishes Updated User Manual for Automated Cap Fund Reporting

HUD's Office of Capital Improvements ([OCI](#)) has published an updated [user manual](#) for electronic capital fund reporting. The 70-page document, dated March 3, 2021, provides step by step instructions (with screen shots) on how to create and submit five-year action plans, annual statement/budgets, and performance and evaluation reports in HUD's Energy Performance and Information Center ([EPIC](#)). It also provides information on how to report on RAD transactions and additional capital fund grants.

According to the document, "all PHAs are required to use EPIC for fiscal year (FY) 2018 and later Capital Fund Program (CFP) awards. Therefore, all PHAs must obtain HUD approval of a five-year action plan in EPIC that includes FY 2018 among the grant years and must electronically submit annual statements/budgets in EPIC for their FY 2018 CFP grant in order to access the funds. This requirement applies to all future CFP grant awards as well. HUD staff do not have discretion to waive this requirement."

OCI has also posted the [Adding a User to EPIC Quick Reference Guide](#) to the [EPIC webpage](#).



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