



AAP and Amendments Tips and Tricks

March 2018



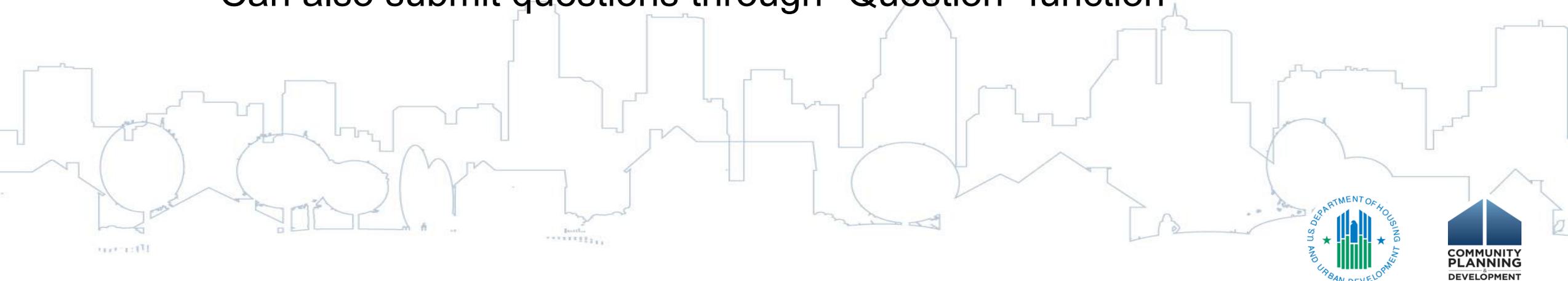
Housekeeping

Logistics:

- 90-minute webinar
- All lines are muted
- Submit technical issues through “Question” function

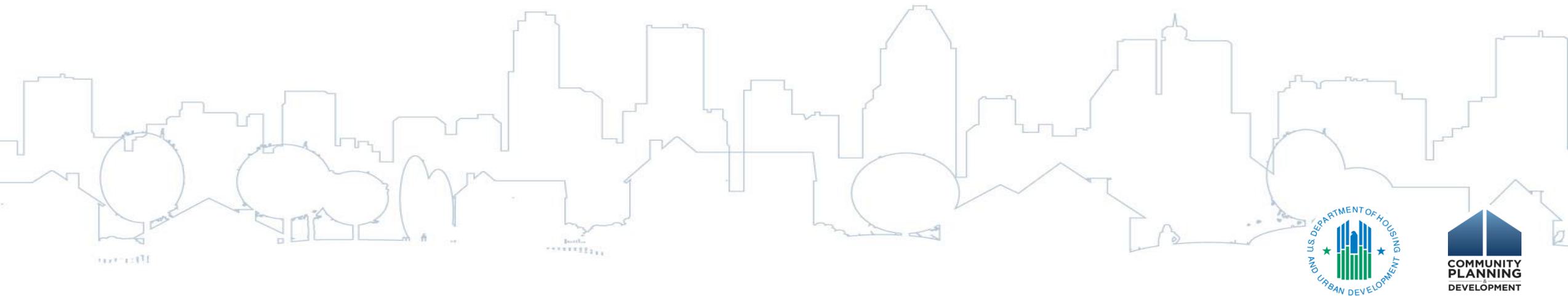
Asking questions:

- There will be periodic pauses to discuss questions
- Can also submit questions through “Question” function



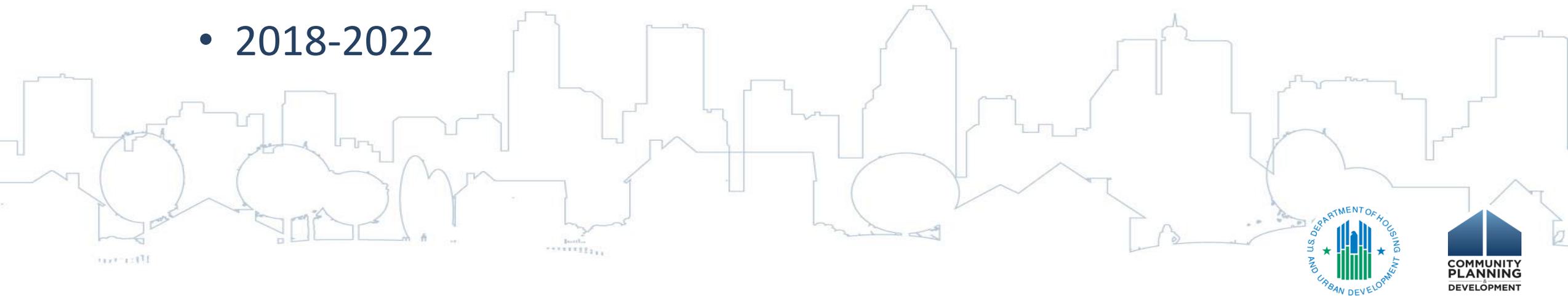
Introductions

- Chris Andrews, The Cloudburst Group
- Jon Kunz, The Cloudburst Group
- Beth Hendrix, OBGA, HUD



Poll #1

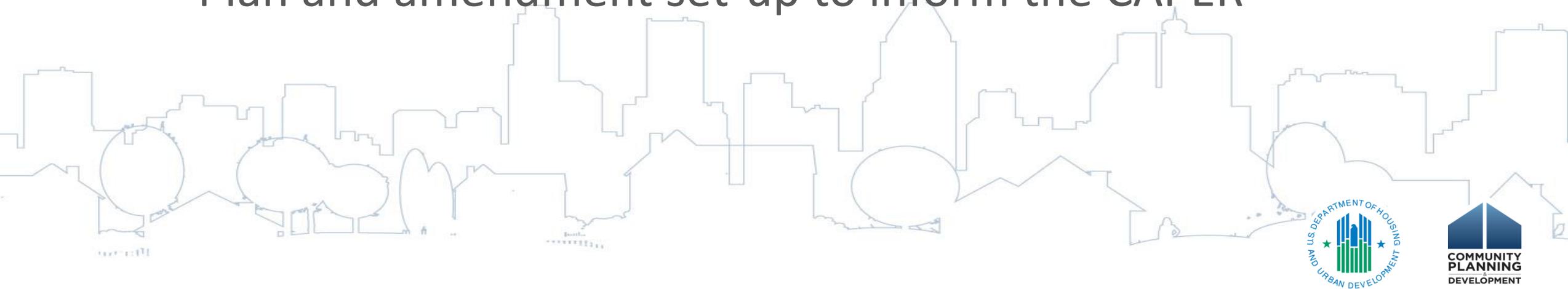
- What is your Consolidated Plan cycle?
 - 2014-2018
 - 2015-2019
 - 2016-2020
 - 2017-2021
 - 2018-2022



Session Objectives

During this webinar, you will learn how to:

- Correctly set up the 2018 Action Plan in IDIS
- Complete amendments to the Annual Action Plan in IDIS
- Apply key strategies and best practices to streamline Action Plan and amendment set-up to inform the CAPER

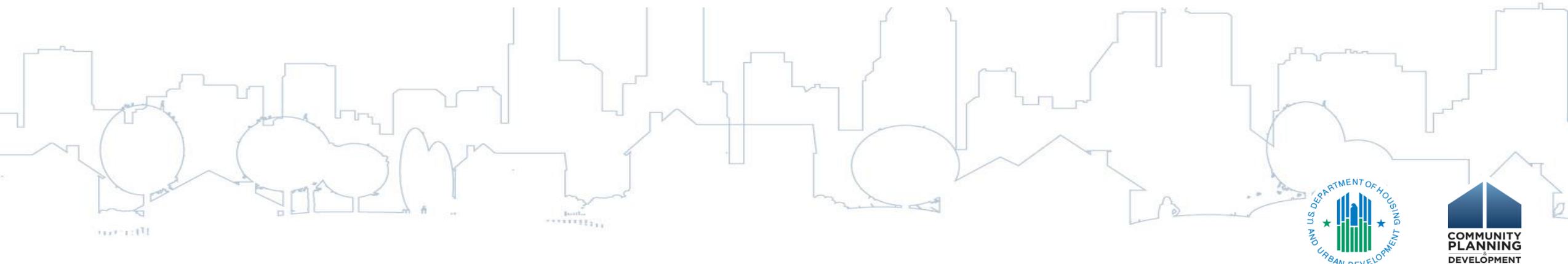
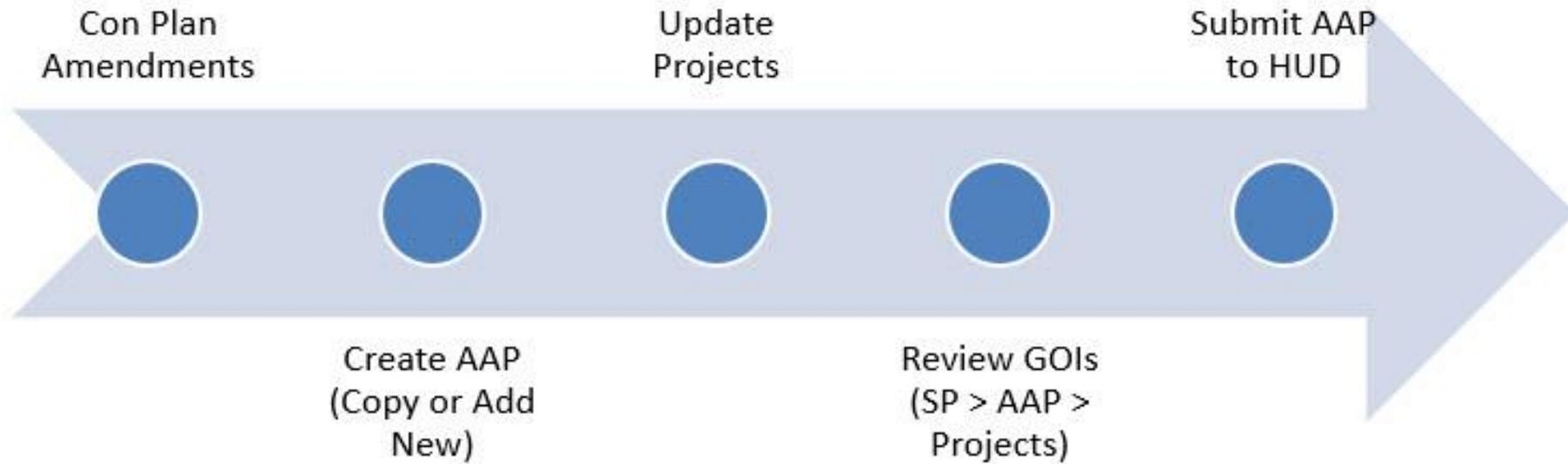


FY2018 – HUD Updates

- Continuing Resolution Status
- HUD Allocation Timeline
 - ~ 60 days after federal budget is released
- CPD Notice 18-01 (<https://www.hudexchange.info/resource/5660/notice-cpd-18-01-guidance-on-submitting-consolidated-plans-and-annual-action-plans-for-fy-2018/>)
- FY2018 Action Plans **MUST** be submitted by August 16, 2018
- Grant agreements executed after plan approval and congressional release



Action Plan Road



Poll #2

- Are you planning to complete an amendment to your Consolidated Plan as part of the FY2018 AAP?
 - Yes, already completed
 - Yes, I plan to, but not have yet completed
 - No
 - Not Sure



Complete Con Plan Amendments

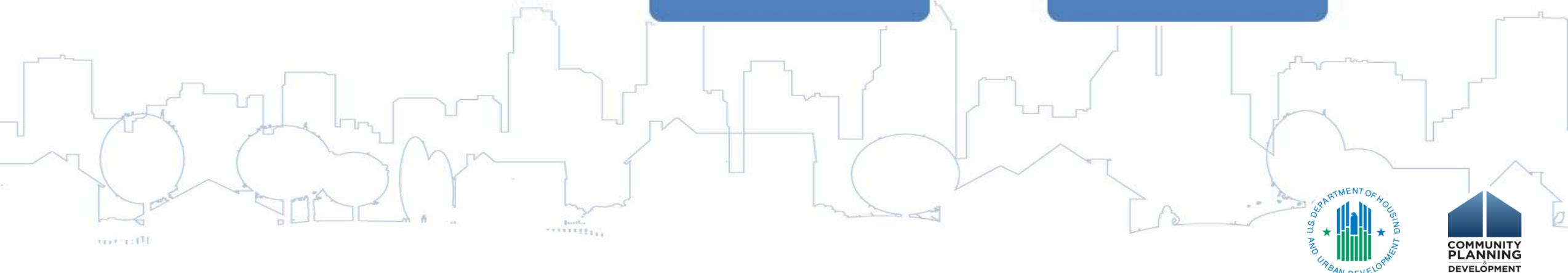
- Amendments may be changing funding sources, adding, removing or revising goals and adjusting priority needs and/or target areas
 - CAVEAT: Year 1 AAP is included in the Consolidated Plan template
- Ensure HUD marks amendment in IDIS as “Review Completed”
 - For Substantial and Non Substantial Amendments



Creating 2018 Action Plans

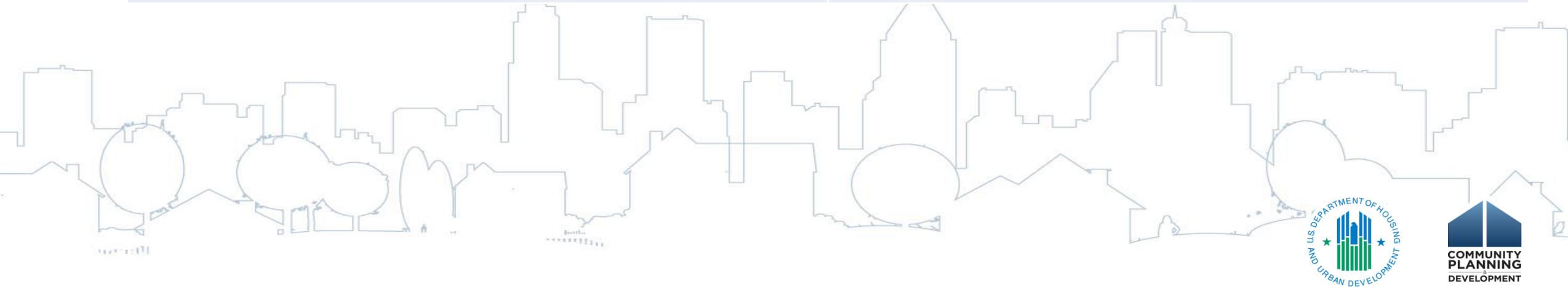


Setting up Annual Action Plan



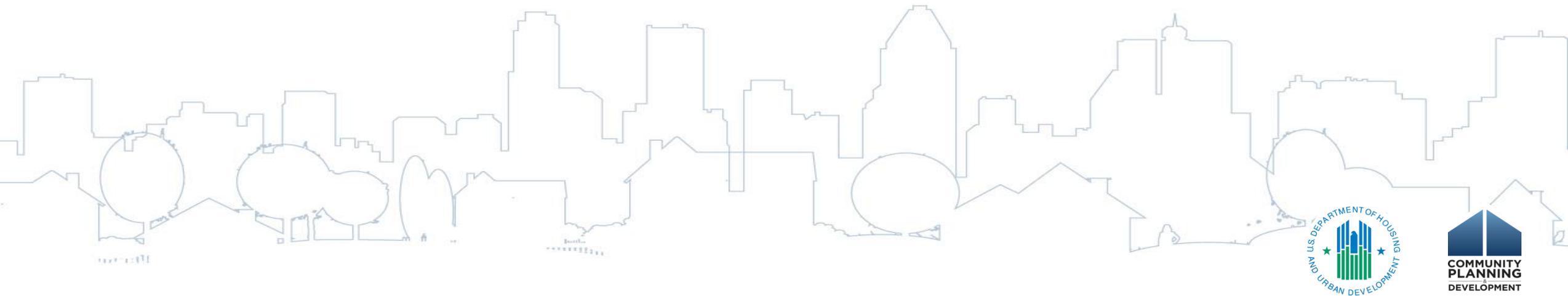
Copying versus Creating Action Plans

Copying Action Plan	Creating New Action Plan
Best if program management or approach is not changing significantly	Best if completing amendment to Consolidated Plan or making significant changes to Action Plan elements
Copies all data from previous Action Plan	Blank template linked to Consolidated Plan
Need to review and update all screens to ensure information correct for 2018	Complete all fields and screens; including projects
Remove copied projects and “create new” projects for 2018	



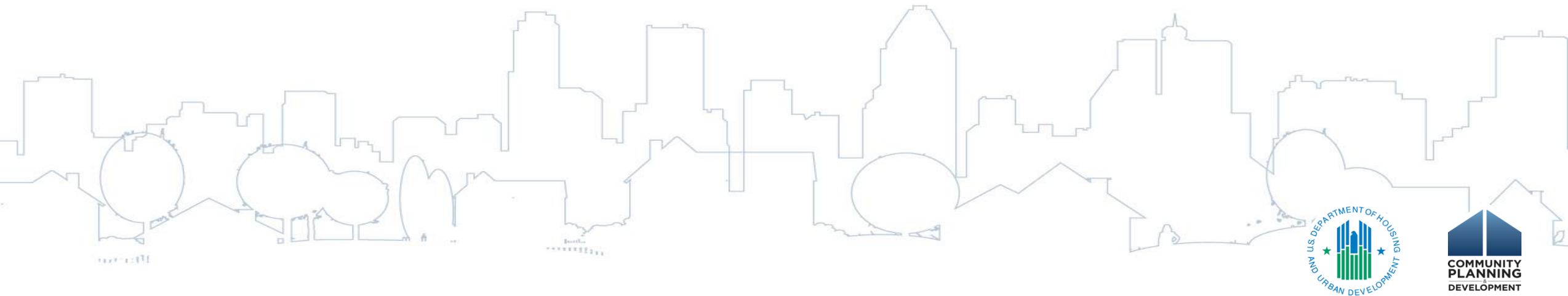
Copying Con Plans and Action Plans

- Resources
 - [Con Plan in IDIS Desk Guide](#)
 - [Quick Guides](#)



Consortia Exceptions for Copy/New AAPs

- Consolidated Plans and Action Plans can only be created by Consortia Lead
 - Includes copying prior year Action Plans
- Consortia lead only can submit AAP in IDIS



Action Plan Amendments

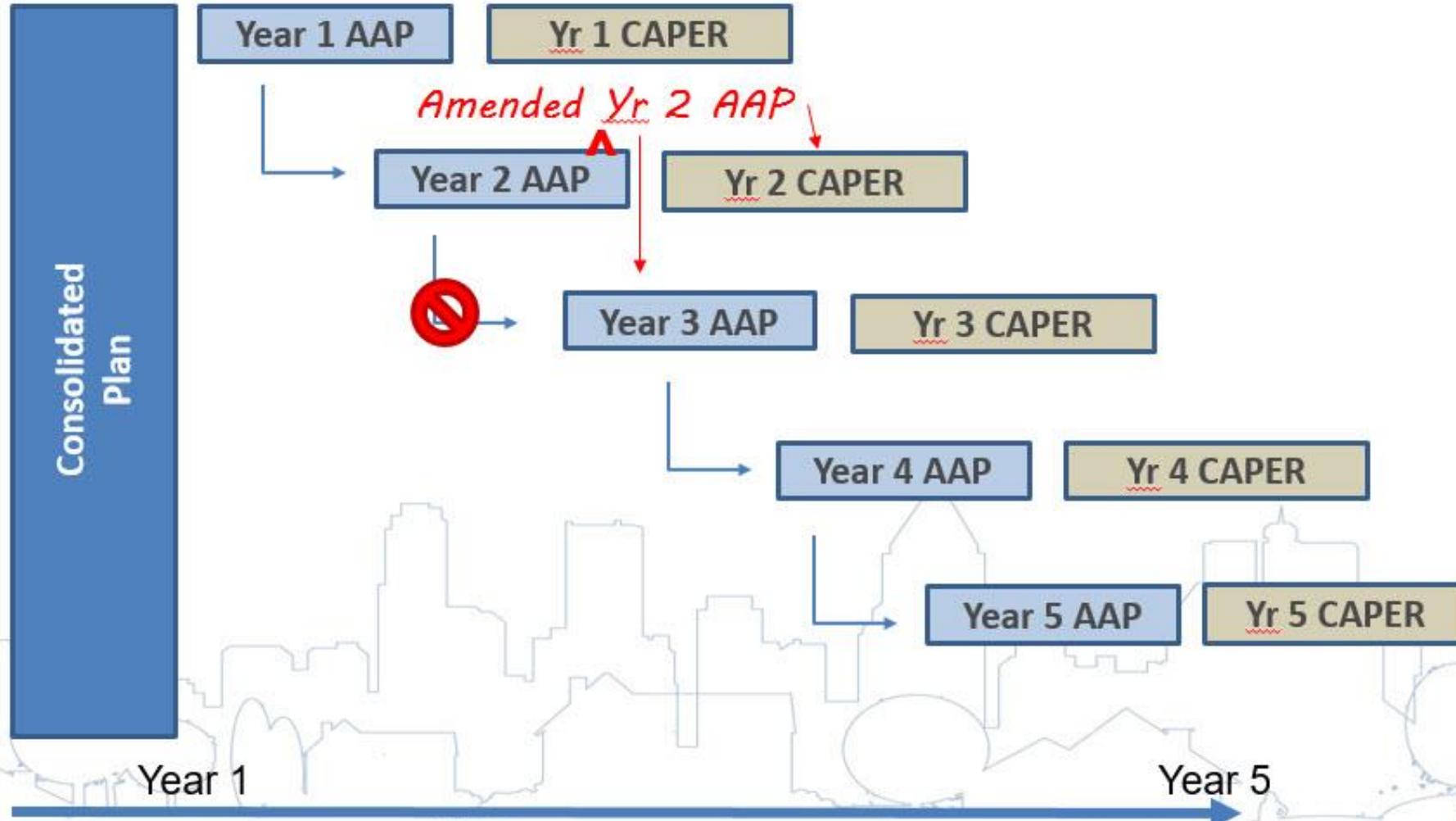


AAP Amendments

- Complete amendments at end of Program Year
- Use Copy function to initiate amendments in IDIS
- Must be submitted for review **and** marked as review completed prior to starting CAPER
- Always use your most current **AAP and Consolidated Plan** for copying

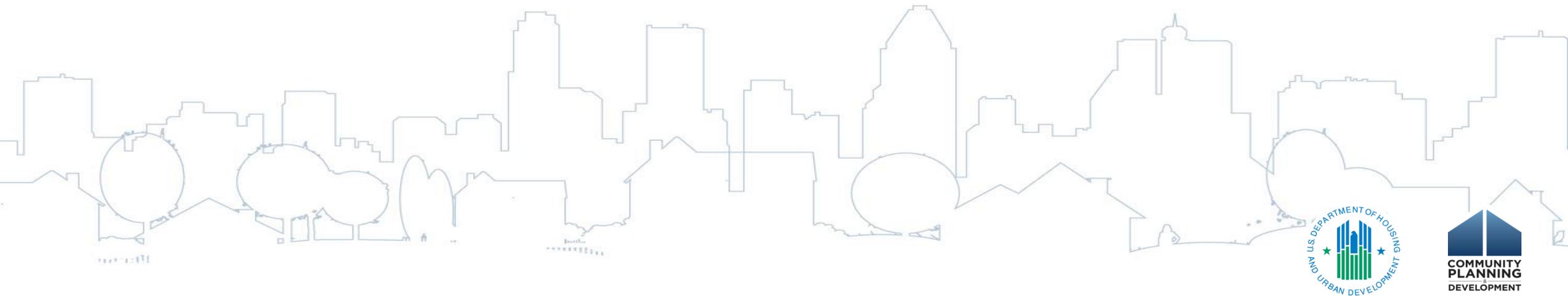


Process Flowchart



Consortia Exceptions

- Consortia lead must initiate all amendments
- Should coordinate among all members to complete amendments at one time
- Consortia lead must submit amendments

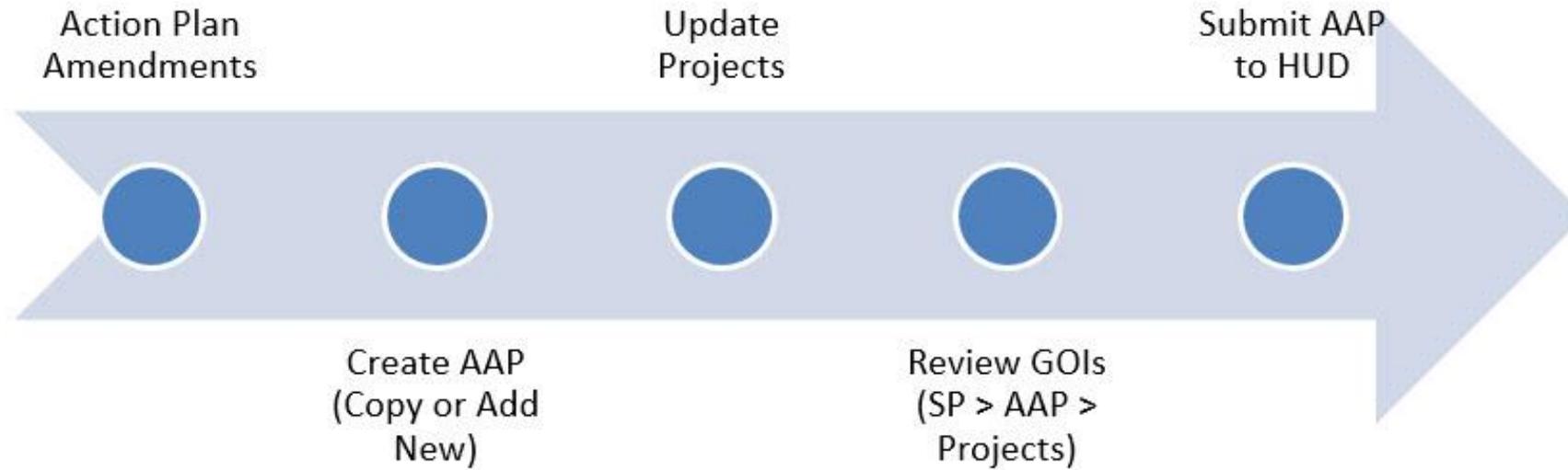


Amendment Best Practices

- Always work off of your most recent AAP/CP
- Complete amendments in IDIS at one time; at end of program year
 - Follow all requirements of Citizen Participation Plan
 - Document in program file
 - Enter in IDIS at one time
 - Saves multiple versions in IDIS
 - Must be **review completed** prior to your CAPER



Amendment Timing



Amendments **MUST** be marked as Review Completed in eCon Planning Suite before starting your CAPER

Amendment Process

Amendment Process

Identify amendment need

Complete amendment to plan

Complete public comment period (if necessary)

Update program file with amended AAP

Notify HUD of amendment per 24 CFR Part 91.505(c)



Amendment Process – Recommended Approach

Paper Amendment Process

Identify amendment need

Complete amendment to plan

Complete public comment period (if necessary)

Update program file with amended AAP

Notify HUD of amendment per 24 CFR Part 91.505(c)

eCon Planning Suite Amendment Process

Identify amendment need

Complete amendment in download (hard copy) from eCon Planning Suite

Complete public comment period (if necessary)

Update program file with amended AAP

Notify HUD of amendment per 24 CFR Part 91.505(c)

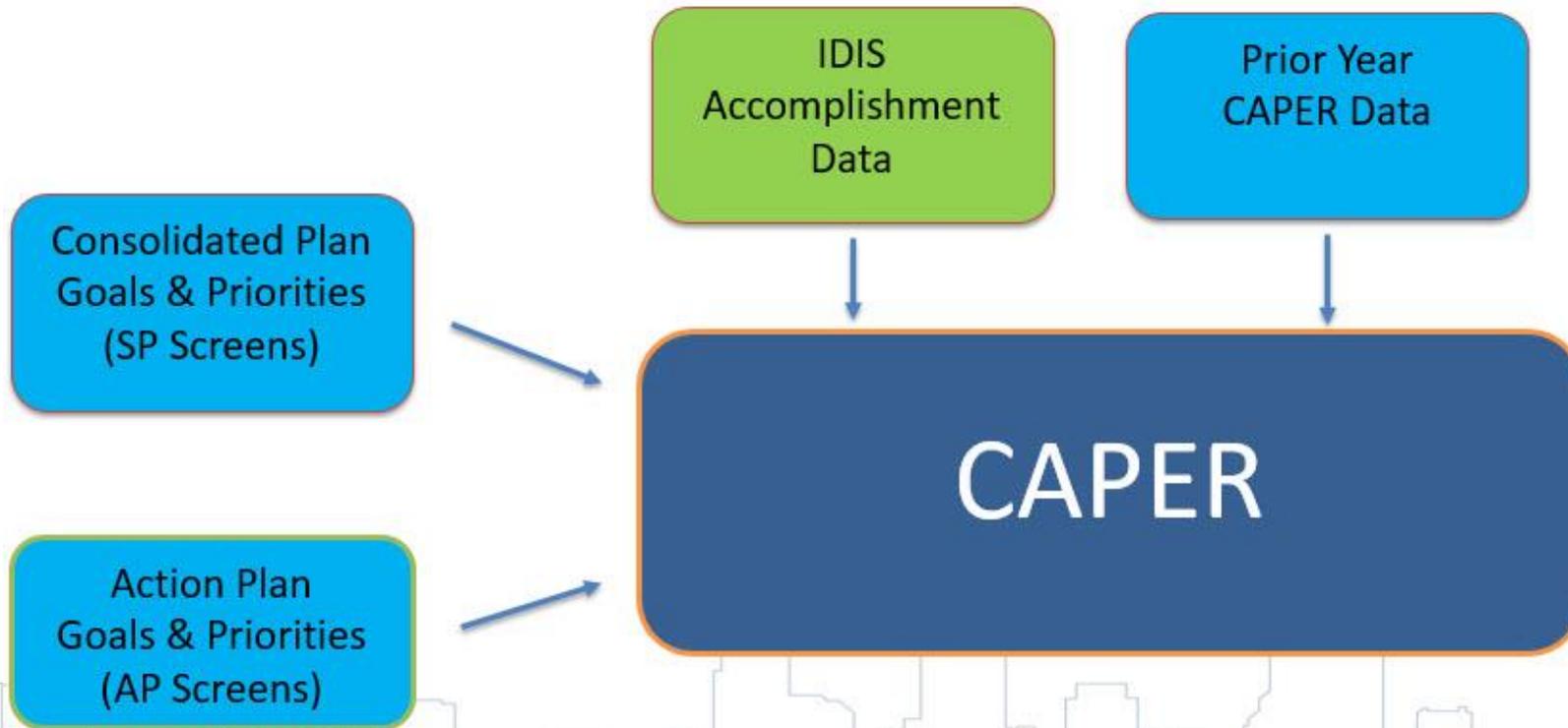
Enter all amendments at one time in IDIS



Con Plan/Action Plan/CAPER Data



CAPER Data



- The CAPER looks to match accomplishment data to goals.
- Notice the emphasis is not on matching accomplishment data to projects.

Aligning GOIs

SP Goal:
Rehabilitate existing
housing stock in
Neighborhood x.
GOI: 200 HO units
rehabbed

AP Goal:
Rehabilitate existing
housing stock in
Neighborhood x.
GOI: 40 HO units
rehabbed

Project:
Homeowner Rehab
GOI: 40 units
rehabbed

**Activity: 53 Main St
Rehab**
Matrix Code #14A



Reconciling Data with IDIS Reports

- PR03 – CDBG Activity Summary**
- PR22 – Status of HOME Activities**
- PR26 – CDBG Financial Summary
- PR28 – CDBG State PER
- PR33 – HOME Matching Liability**
- PR91 – ESG Financial Summary**

**These reports are not required for CAPER, but helpful reports



CAPER Data

- Reasons your data may not populate correctly:
 - AAP is not marked as “Review Completed” in IDIS
 - AAPs must be marked as Review Completed for your AAP to sync with the CAPER
 - Request that your Field Office mark the AAP as Review Completed in IDIS
 - AAP amendments have not been submitted



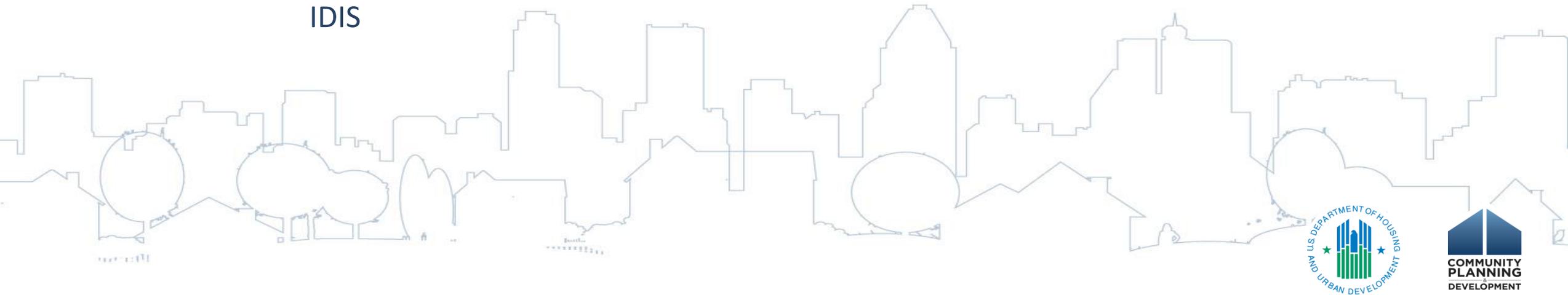
CAPER Data

- Reasons your data may not populate correctly:
 - AAP is not marked as “Review Completed” in IDIS
 - AAPs must be marked as Review Completed for your AAP to sync with the CAPER
 - Request that your Field Office mark the AAP as Review Completed in IDIS
 - AAP amendments have not been submitted
 - Prior to creating your CAPER, all AAP amendments must be entered and submitted in IDIS
 - AAP amendments must be marked as Review Completed



CAPER Data

- Reasons your data may not populate correctly:
 - Duplicative Projects
 - Ensure the projects entered into your AAP are the same projects associated with activities under the project tab
 - Review list of projects on AP-35 screen and under the Projects tab and ensure they align
 - Remember, when you create a project in the AAP, it automatically creates the project in IDIS



CAPER Data

- Reasons your data may not populate correctly:
 - Duplicative Projects
 - Ensure the projects entered into your AAP are the same projects associated with activities under the project tab

Results Page 1 of 1

Program Year	IDIS Project ID	Grantee/PJ Project ID	Project Title	Project Owner	Status
2016	3	OAKLAND/PS	PUBLIC SERVICES	OAKLAND, CA	Open
2016	12	PS - Oakland	Public Services	OAKLAND, CA	Open

- Option 1: Re-associate activities with projects created in AAP
- Option 2: Amend AAP to include correct projects



CAPER Data

- Reasons your data may not populate correctly:
 - Prior Year Projects copied into current year AAP
 - Check projects in AAP to ensure project’s program year is current year
 - If not, amend AAP and create new projects with correct program year

Program Year:
2015

IDIS Project ID:
15

Status:
Open

Project Title:
AnewAmerica Community Corporation

**REMEMBER, WHEN YOU COPY YOUR AAP, YOU WILL
NEED TO REMOVE COPIED PROJECTS AND UPDATE WITH
PROJECTS WITH THE CURRENT PROGRAM YEAR**



CAPER Checklist

Complete checklist **before** creating CAPER:

- Ensure AAP is marked as “Review Completed”
- Enter all amendments in IDIS, submit and ensure marked as “Review Completed”
- Ensure AAP includes correct projects (associated with activities AND correct PY)
- Enter all accomplishment data in IDIS



PROJECT SET-UP



Project Set Up

AP-35 Projects screen
of the AAP

Projects section in
IDIS

This screenshot shows the 'AP-35 Projects - 91.220(d)' screen within the 'Annual Action Plan (2017-sample.1)'. The interface includes a top navigation bar with 'Plans/Projects/Activities' and 'Funding' tabs. A notification banner states: 'You have 11 CDBG and 6 HOME activities that have been flagged. Click on the number to view details.' Below this, there are sections for 'Activity', 'Project', 'Consolidated Plans', and 'Annual Action Plans', each with sub-options like 'Add', 'Search', and 'Copy'. A 'Projects' section at the bottom indicates 'No Projects have been added to this Annual Action Plan' and provides an 'Add an Existing Project' link. A text area at the very bottom is labeled 'Describe the reasons for allocation priorities and any obstacles to addressing underserved needs:'. The left sidebar contains user information (User: C59819, Role: Grantee, Organization: SAN ANTONIO) and various system navigation options.

This screenshot displays the 'Add Project' form in the 'Projects' section of IDIS. The top navigation bar is identical to the previous screen. The main content area is titled 'Project' and includes an 'Add Project' button, 'Save', and 'Reset' buttons. A note indicates: '*Indicates Required Field'. The form contains several input fields: 'Grantee/PJ Name' (pre-filled with 'SAN ANTONIO'), 'Program Year' (with a dropdown menu and an 'Add New Program Year' checkbox), 'IDIS Project ID', '*Project Title', 'Grantee/PJ Project ID', and 'Description'. The left sidebar is also visible, showing user information and navigation options. The 'Project' menu item in the sidebar is highlighted with a red box.

Project Set Up

- As soon as the project is created on the AP-35 screen, it is automatically added in IDIS
 - **Best Practice Tip #1:** Avoid duplicated projects in the system. Make sure someone else doesn't set up the same projects separately in IDIS
 - **Best Practice Tip #2:** Projects **NOT** included in AP-35 screen will not link to the CAPER



Project Details

Annual Goals Supported

Eliminate Slum and Blight	<input type="checkbox"/>
Further Fair Housing	<input type="checkbox"/>
Improve Public Facilities	<input checked="" type="checkbox"/>
Improve Public Infrastructure	<input type="checkbox"/>
Improve Quality of Life	<input type="checkbox"/>
Provide Affordable Housing for Homeowners	<input type="checkbox"/>
Provide Affordable Housing for Renters	<input type="checkbox"/>
Serve Homeless Families and Reduce Homelessness	<input type="checkbox"/>
Spur Economic Development	<input type="checkbox"/>

Priority Needs Addressed

Increasing Affordable Housing	<input type="checkbox"/>
Improving Public Facilities and Infrastructure	<input checked="" type="checkbox"/>
Reducing Homelessness	<input type="checkbox"/>

Streamline CAPER data by selecting only one annual goal

Goal Outcome Indicators

No.	Goal Outcome Indicator	Quantity	Unit of Measures
1	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	500	Persons Assisted
2	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit		Households Assisted
3	Public service activities other than Low/Moderate Income Housing Benefit		Persons Assisted
4	Public service activities for Low/Moderate Income Housing Benefit		Households Assisted
5	Facade treatment/business building rehabilitation		Business

Use the same GOIs that were used for the associated goal



Project Details

*Introduction:

B *I* U | | | HTML

Note: The "Sort" number is not the IDIS Project ID.

Projects

Sort*	Project Title	Action
4	Public Facilities-Community Center Improvements	View Edit Remove

Search Criteria

Program Year: 2017 ▾	Program: ▾
IDIS Project ID: <input type="text"/>	Grantee/PJ Project ID: <input type="text"/>

|

Results Page 1 of 9

Program Year	IDIS Project ID	Grantee/PJ Project ID	Project Title
2017	1	43-50203	Public Facilities-Community Center Improvements
2017	2	43-50200	Public Facilities: Park/Pool Improvements

As soon as the Project is created and added to the AP-35 screen, that Project is automatically added in IDIS



Multi-Year Funded Projects

- Use one project that will include funding from all years
- Create project in year project begins in AP-35 screen
- In subsequent years:
 - Pull same existing project from IDIS into action plan
 - Reference project is funded from multiple years in project description
 - Increase funds by amount of that year's funding
- For CDBG, click “Yes” on “Will accomplishments be reported at another activity”
- ESG projects must be funded in a single year



QUESTIONS???

