HOME-ARP Planning Process

November 2021

HOME-ARP Planning Process Webinar

Purpose/Learning Objectives:

1. Review HOME-ARP planning requirements

2. Identify the agencies PJs must consult with and the information they can provide in order to develop a Needs Assessment and Gaps Analysis

3. Review the process to complete the Needs Assessment and Gaps Analysis and identify priority needs for the qualifying populations

"Homelessness in the United States was increasing even before COVID-19, and we know the pandemic has only made the crisis worse," **said Secretary Marcia L. Fudge.** "HUD's swift allocation of this $5 billion in American Rescue Plan funding reflects our commitment to addressing homelessness as a priority. With this strong funding, communities across the country will have the resources needed to give homes to the people who have had to endure the COVID-19 pandemic without one."

The Vision for HOME-ARP

- The $5 billion in HOME-ARP funding provides HOME grantees, in collaboration with other community stakeholders, a chance to make targeted, strategic investments in housing and other assistance for people experiencing homelessness and other vulnerable populations

- HOME-ARP can be used to provide rental assistance, fund supportive services, develop new affordable rental housing, and acquire and develop non-congregate shelters

- HOME-ARP's flexibility, especially when paired with the other substantial resources for households experiencing homelessness or housing instability, presents a significant opportunity for communities to make critical investments that can build the long-term capacity of housing and homeless systems and dramatically strengthen efforts to prevent and end homelessness

Today's Agenda

Review the purpose of each of the steps in the HOME-ARP Allocation Process

1. Consultation

2. Needs Assessment, Gaps Analysis and HOME-ARP Activities

3. Public Participation

Consultation

- All consultation processes should provide an opportunity for a diverse group of community members to identify the needs, challenges and gaps in resources for the qualifying populations

- Consultation provides an opportunity to understand which activities can be most impactful based on your community's specific needs and resources

- This process will support the creation of a PJ's allocation plan

EQUAL HOUSING OPPORTUNITY

Needs Assessment, Gaps Analysis and Identification of HOME-ARP Activities

These steps require synthesizing information from the consultation and public participation processes to determine how to allocate HOME-ARP.

As you begin this process, consider the following:

- What is the data that you already have in your ConPlan and CAPER, and the data you gathered from other sources, telling you about the current shelter, housing and services system, and about the number of households in the qualifying populations?

- What is the gap between the number of households experiencing homelessness and housing instability and the current shelter and housing inventory in the community?

- What did you learn during the consultation process that can inform priorities developed from the gaps analysis to help in developing HOME-ARP allocations?
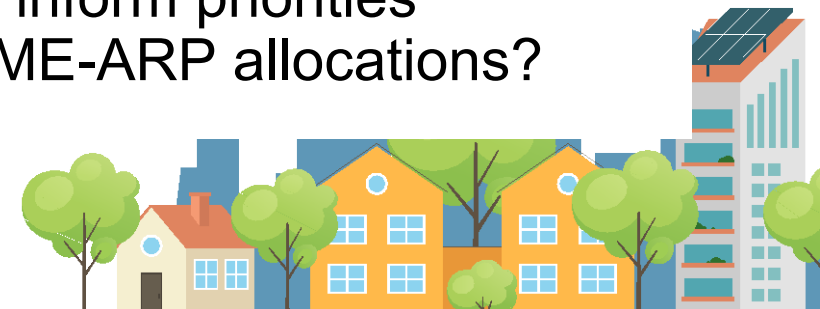
Public Participation

- PJs must provide for and encourage citizen participation in the development of the HOME-ARP allocation plan

- PJs must hold at least one public hearing during the development of the HOME-ARP allocation plan prior to submitting the plan to HUD. Holding public hearings at different points during the creation of the allocation plan Is not required but should be considered to ensure more opportunities for citizen participation

- The timing of this public hearing is not prescribed, but the PJ must make available:
  - The amount of HOME-ARP funds the PJ will receive.
  - The range of activities the PJ may undertake.

Qualifying Populations (QPs)

Qualifying Populations

HOME ARP funds must target the following qualifying populations:

- Individuals and families experiencing homelessness

- Individuals and families at-risk of homelessness

- Individuals and families fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking

- Other populations for whom supportive services or assistance would prevent homelessness or serve those with the greatest risk of housing instability

Veterans and families with a Veteran family member must also meet one of the preceding criteria

Homeless, as defined by 24 CFR 91.5

- An individual or family who lacks a fixed, regular, and adequate nighttime residence

- An individual or family who will imminently lose their primary nighttime residence and meet the criteria noted at 24 CFR 91.5

- Unaccompanied youth under 25 years of age, or families with children and youth who would not otherwise qualify under the criteria above but meet the definition of homeless under other federal statutes as identified in 24 CFR 91.5

At-Risk of Homelessness as defined by 24 CFR 91.5

An individual or family who:

(1) is extremely low income (under 30% AMI),

and

(2) does not have support networks to prevent them from moving into shelter,

and

(3) meets at least one of the conditions outlined at 24 CFR 91.5.

Fleeing or attempting to flee domestic violence, dating violence, sexual violence, stalking, OR human trafficking

An individual or family who

i. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;

ii. Has no other residence; and

iii. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

See 24 CFR 5.2003 for further definitions

Human trafficking as outlined in TVPA, 22 U.S.C. 7102

Other Populations Requiring Services or Housing Assistance to Prevent Homelessness

Households (either individuals and families):

- who have previously been qualified as "homeless" as defined in 24 CFR 91.5

- are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance or some type of other assistance to allow the household to be housed, and

- who need additional housing assistance or supportive services to avoid a return to homelessness

Other Populations at Greatest Risk of Housing Instability

Households (either individuals and families) whose:

- Annual income is ≤30% of area median income and are experiencing severe cost burden (i.e., is paying more than 50% of monthly household income toward housing costs);

OR

- Annual income is ≤ 50% of AMI and meets one of the conditions in paragraph (iii) of "At risk of homelessness" definition at §91.5

# **The Planning Process: Consult Community Stakeholders**

Engage Stakeholders

- As part of the HOME-ARP planning process, the PJ should ensure broad consultation with community stakeholders to identify unmet needs and gaps in housing or service delivery systems for the qualifying populations

- From the consultation PJs can starting developing priorities for HOME-ARP eligible activities and an allocation plan that supports current efforts to improve housing outcomes for the homeless and reduce the likelihood of homelessness for the at-risk population

- The consultation process can also identify potential collaborations for administering HOME-ARP funding

Consider the Needs of Households with Different Demographic Characteristics in the Planning Process

- Use the consultation process to increase understanding about disparities and gaps in access or outcomes for people in the qualifying populations from different subgroups

- When possible, disaggregate data by race and ethnicity to better understand gaps in the current shelter, housing and services system

- Consider how the community planning process can provide an opportunity for diverse community members to provide information about the current system of shelter, housing and services, and the needs of the qualifying populations
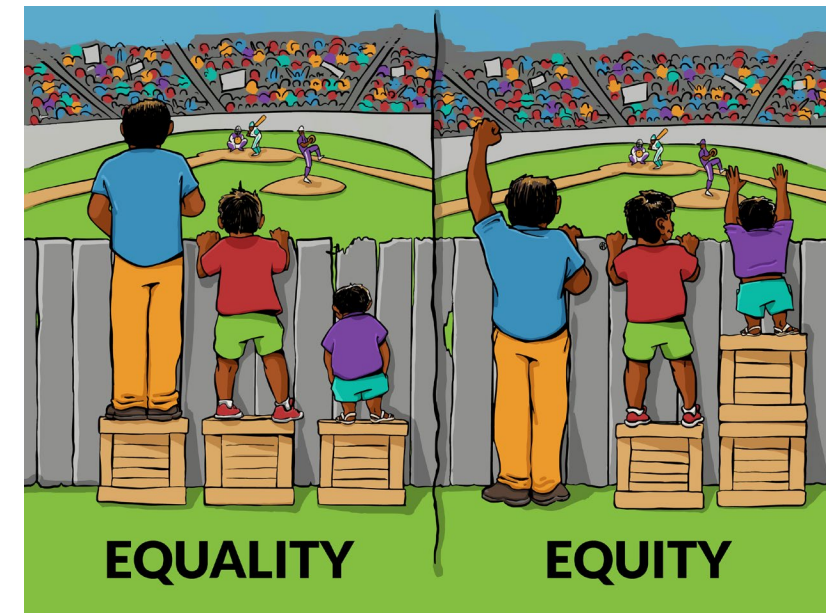
Strategies for Effective Consultation

- Before each consultation meeting provide the consultation partner with information about the purpose of the discussion, topics to be discussed during the meeting and data being requested.

    - Consider asking service providers to discuss questions about shelter, housing and services needs with the households they serve before the meeting, so they are prepared to share that information with you.

- Consider creating a master template for the consultation process that can organize the information you are gathering – this can follow the discussion questions developed to guide the consultation meetings. Later this information can be used to complete the Needs Assessment and Gaps Analysis.

Strategies for Effective Consultation continued

- When appropriate, consider holding a forum to gather information from multiple stakeholders at once

- For example, due to overlap in their target populations, CoCs, Homeless Service Providers, VSPs and Veterans' groups could be convened together

- CoCs may already have a standing meeting the provides an opportunity to capture feedback from multiple stakeholders at once, ask if this is the case

a. **Continuums of Care (CoCs)**

b. Homeless Service Providers

c. Victim Services Providers

d. Veterans' Groups

e. Public Housing Agencies (PHAs)

f. Public agencies that address the needs of the qualifying populations including mainstream benefit systems

g. Organizations that address civil rights, fair housing, and needs of people with disabilities

Community Stakeholders PJs Must Consult

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What is a Continuum of Care (CoC)?

The CoC is a planning body made up of stakeholders with an interest in preventing and ending homelessness across a defined geographic area. This planning body is responsible for establishing and operating a system to provide crisis and housing services to people experiencing homelessness.

CoC policies and programs are focused on:
- Connecting people to housing as quickly as possible
- Helping people maintain housing through housing assistance and services

Considerations for Consulting with Continuums of Care (CoC) serving in the PJ's geographic region

- CoCs understand how to best serve people with a history of homelessness and housing instability and know the services and supports needed to stabilize people in housing

- Some CoCs have plans developed with community stakeholders identifying and prioritizing the system's housing, shelter and service needs that can be a starting point for HOME-ARP planning

- CoCs are the responsible entity for establishing and overseeing coordinated entry systems

- CoCs have data about the number of residents included in the qualifying populations. This information is collected as part of HUD-mandated data submissions such as the Point in Count (PIT) and the Housing Inventory Count (HIC). They will also have detailed data about the demographic of those experiencing homelessness

Continuums of Care (CoC) continued

Data requests can include:

- CoCs are required to collect and analyze data about people experiencing homelessness and the programs that serve them in a web-based database called a Homeless Management Information System or HMIS

- CoCs can provide HMIS data on who is experiencing homelessness and how the system is serving them, including who isn't being served and is remaining homeless longer. PJs can ask for reports disaggregating this data by race and ethnicity, gender, subpopulation characteristics like Veteran status or fleeing DV, and household size to understand gaps in the service system

- Annual Point In Time (PIT) count data highlights trends in homelessness

a. Continuums of Care (CoCs)

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Community Stakeholders PJs Must Consult

Homeless Service Providers

- Homeless service providers know the needs of people experiencing homelessness. Shelter and housing providers also understand the inventory and service gaps that exist within the system.

- Explore whether the service providers also serve the at-risk population and can provide information about the needs of that group.

- Providers may be able to identify needs of subgroups within the qualifying populations including the needs of households of different races and ethnicities.

Homeless Service Providers continued

Data requests can include:

- Data on the number of people in the different qualifying populations served by the provider if different from the CoC

- Data on unmet shelter, housing and service needs from project waiting lists or service denials

- Information on gaps in the current shelter, housing and service system including input from persons experiencing homelessness

- If the provider serves people in the at-risk population similar data on that group

Note: PJs may consider hosting an in person or virtual meeting to gather input from multiple providers at once

a. Continuums of Care (CoCs)

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Community Stakeholders PJs Must Consult

Victim Services Providers

- Due to the confidential nature of victim services work, victim services providers (VSPs), such as domestic violence and human trafficking programs, have information about the qualifying population that they serve that can't be obtained from any other source

- VSPs understand the unique shelter, housing and service needs of the population

Victim Services Providers continued

Data requests can include:

- Data on the number of people who meet the definition of this qualifying population

- Data on unmet shelter, housing and service needs from project waiting lists or service denials

- Information on gaps in the current shelter, housing and service system including from people fleeing domestic violence if appropriate

VSPs don't enter data into HMIS so this data will supplement data from the CoC.

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Community Stakeholders PJs Must Consult

Veterans' Groups

- In many communities the CoC, the Department of Veteran Affairs Medical Center (VAMC), and housing and service providers serving Veterans meet regularly in a Veteran Leadership Team to coordinate a system of interventions to prevent and end Veteran homelessness.

- These Veteran Leadership Teams can be excellent sources of information about the number of Veterans experiencing homeless or housing needs, the current inventory of shelter, housing and services, and any unmet needs of these Veterans that may be a priority for HOME-ARP.

Veterans and families with a Veteran family member need to meet the criteria for one of the qualifying populations. Veteran status alone is not sufficient to qualify for HOME-ARP.
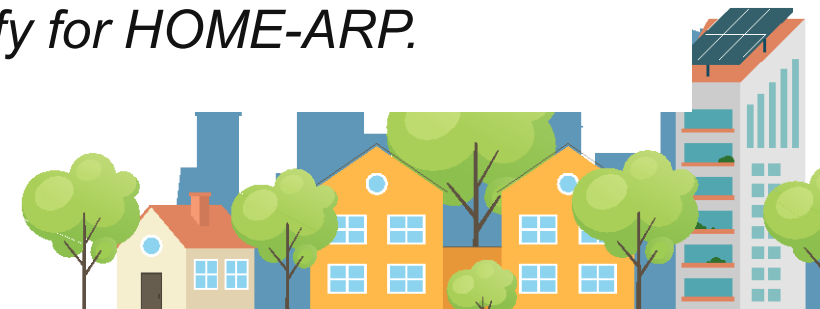
Veterans' Groups continued

Data requests can include:

- Data on the number of Veterans, both in Family and Adult Only households, in the different qualifying populations

- Data on unmet shelter, housing and service needs

- Information on gaps in the current shelter, housing and service system for Veterans including input from persons experiencing homelessness

a. Continuums of Care (CoCs)

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d. Veterans' Groups

e. **Public Housing Agencies (PHAs)**

f. Public agencies that address the needs of the qualifying populations including mainstream benefit systems

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Community Stakeholders PJs Must Consult

Public Housing Agencies (PHAs)

- PHAs know about the needs of families and individuals in the at-risk and housing unstable populations from their waiting lists and analysis of public housing needs. They also are knowledgeable about the housing market in the community including vacancy rates, housing condition and rent levels that can inform HOME-ARP priorities.

- PHAs can provide information about their current inventory, planned projects and activities, and strategies for affirmatively furthering fair housing.

- PHAs can help identify possible sources of operating subsidy for HOME-ARP affordable housing such as project-based vouchers and potential collaborations related to project development and/or administration.

Note: State PJs are not required to consult with every PHA

Public Housing Agencies (PHAs) continued

Data requests can include:

- Data on the number of people housed in the PHA's programs and on the number of people on the PHA's waiting list
- Data on voucher utilization rates and information about any barriers to leasing units with rental assistance, including low vacancy rates or housing quality issues

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f. **Public agencies that address the needs of the qualifying populations including mainstream benefit systems**

g. Organizations that address civil rights, fair housing, and needs of people with disabilities

Community Stakeholders PJs Must Consult

Public Agencies that address the Qualifying Populations

Identify agencies that can provide information about the needs of the qualifying populations, particularly the at-risk and housing unstable population, including:

- Department of Community Affairs
- Department of Social Services
- Department of Health and Human Services
- Mayor's Office of Employment and Training and related programs like One-Stop Career Center
- Municipal Reentry Office and related programs like Fresh Start @ Your Library and Pathway Home
- Affordable Housing providers

Public Agencies that address the Qualifying Populations continued

- A joint consultation with identified public agencies can be useful to get a better picture of housing and service gaps for the different QPs.

- These organizations may understand the housing and service needs of other populations requiring services or housing assistance to prevent homelessness or who are at greatest risk of housing instability who would benefit from HOME-ARP activities.

- These groups may also know about the needs of people experiencing homelessness who are not well known to the CoC such as people reentering from criminal justice systems.

Public Agencies that address the Qualifying Populations continued

Data requests can include:

- Data on the number and demographics of people in a qualifying population served by the agency

- Data on unmet shelter, housing and service needs from case notes or other sources

- Information on gaps in the current shelter, housing and service system including input from persons in the qualifying populations

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Community Stakeholders PJs Must Consult

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Public or Private Organizations that Address Civil Rights

- Civil rights organizations, particularly those representing racial and ethnic groups disproportionately impacted by homelessness and housing instability, understand the causes of housing instability and homelessness, and can provide insight into the community's housing market.

- They can provide information on how the current shelter, housing and services system is serving the people they represent and information about gaps in the current system

Data requests can include:

- Data on the number and demographic characteristics of people in the different qualifying populations

- Information on gaps in the current shelter, housing and service system including input from persons served by the organization

Public or Private Organizations that Address Fair Housing

- Fair housing agencies understand causes of homelessness and housing instability and can provide information on the community's housing market

- Fair housing agencies may also know about gaps in the current shelter, housing and services system and can identify needs for HOME-ARP activities such as supportive services

Data requests can include:

- Data on the number and demographic characteristics of people in the different qualifying populations

- Information on gaps in the current shelter, housing and service system

PJs should also consult their most recent AI or AFH for an analysis of fair housing needs that could inform the Needs Assessment.

Public or Private Organizations that Address the Needs of People with Disabilities

- Organizations for people with disabilities may have information about the homeless and housing needs of people with disabilities who are in the qualifying populations including gaps in the current system of shelter, housing and services

Data requests can include:

- Data on the number and demographic characteristics of people with disabilities in the different qualifying populations

- Information on gaps in the current shelter, housing and service system including input from persons served by the organization

- Housing market characteristics for people with disabilities in the qualifying populations

The Planning Process: Development of the HOME-ARP Allocation Plan

a. **Consultation & Public Participation**

b. Needs Assessment and Gaps Analysis

c. HOME-ARP Activities

d. HOME-ARP Production Housing Goals

e. Preferences

Suggested Allocation Plan Sections

Consultation & Public Participation

- Describe the consultation process, list the organizations consulted and the feedback that was received from each organization

- Describe the public participation process to date including any efforts to broaden public participation, summarize the comments and recommendations received through the process, and summarize any comments or recommendations that were not accepted and state the reasons why

- Summarize what was learned from the consultation and the public participation processes

Agency/Org Consulted	Type of Agency/Org	Method of Consultation	Feedback
Agency Name.	Type of Agency/Org.	Method of Consultation.	Feedback.
Agency Name.	Type of Agency/Org.	Method of Consultation.	Feedba
Agency Name.	Type of Agency/Org.	Method of Consultation.	dba
Agency Name.	Type of Agency/Org.	Method of Consultation.	

a. Consultation and Public Participation

b. **Needs Assessment and Gaps Analysis**

c. HOME-ARP Activities

d. HOME-ARP Production Housing Goals

e. Preferences

Suggested Allocation Plan Sections

Needs Assessment and Gaps Analysis

- Provide data on the size and demographic composition of the qualifying populations and an assessment of the unmet needs of these populations
  - PJs are strongly encouraged to include an analysis of the needs of different racial and ethnic groups in the community
- Identify existing shelter and housing inventory and other resources and any gaps in the current shelter and housing inventory and service delivery system

Completing the Homeless Table

OPTIONAL Homeless Needs Inventory and Gap Analysis Table

	Homeless												
	Current Inventory					**Homeless Population**				**Gap Analysis**			
	Family		Adults Only		Vets	Family HH (at least 1 child)	Adult HH (w/o child)	Vets	Victims of DV	Family		Adults Only	
	# of Beds	# of Units	# of Beds	# of Units	# of Beds					# of Beds	# of Units	# of Beds	# of Units
Emergency Shelter	#	#	#	#	#								
Transitional Housing	#	#	#	#	#								
Permanent Supportive Housing	#	#	#	#	#								
Other Permanent Housing						#	#	#	#				
Sheltered Homeless						#	#	#	#				
Unsheltered Homeless						#	#	#	#				
Current Gap										#	#	#	#

Suggested Data Sources: 1. Point in Time Count (PIT); 2. Continuum of Care Housing Inventory Count (HIC); 3. Consultation

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Data on Current Shelter, Transitional Housing, and PSH Inventory

- Request the most recent Housing Inventory Count and other local data to determine the inventory of shelter and housing beds and units in the jurisdiction from the CoC or CoCs in the jurisdiction.

- Ask about any projects in development that may change inventory in the next few months

Collecting Data on Shelter and Housing Inventory

	Family HHs		Adult Only HHs		Veterans		Possible Sources of Data
	# of Beds	# of Units	# of Beds	# of Units	# of Beds	# of Units	
Emergency Shelter							Housing Inventory Count
Transitional Housing							Housing Inventory Count
Permanent Supportive Housing							Housing Inventory Count
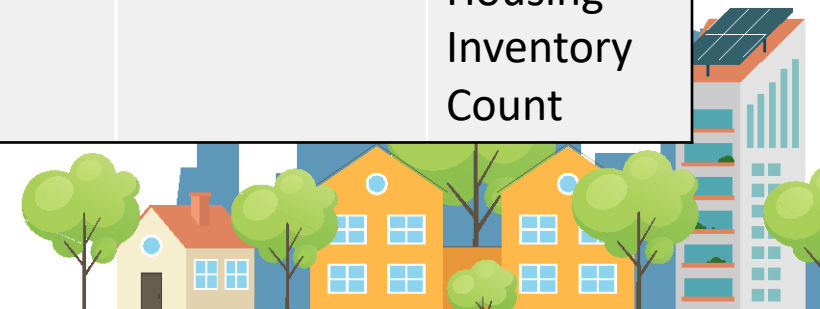
Data on the Number of Households Experiencing Homelessness

As part of the consultation process request the most recent data on the number of people and households experiencing homelessness from the CoC or CoCs in the jurisdiction:

- The Longitudinal System Analysis (LSA) report filed at the end of each federal fiscal year may be the best source of annual information for programs entering data into HMIS

- Ask the CoC about estimating the number of people experiencing homelessness who are not captured in HMIS, particularly people who are unsheltered. Annual Point in Time Count data may be helpful in this estimate

- If the PJ also receives Emergency Solutions Grant (ESG) funding, the Consolidated Annual Performance and Evaluation Report (CAPER) submitted annually to HUD may also provide useful information

Collecting Data on Households Experiencing Homelessness

	Family HHs (at least one child)	Adult HHS (w/o child)	Veteran HHs	Victims of DV (Family or Adult HH)	Possible Sources of Data
Other Permanent Housing					Consultation
Sheltered Homelessness					ESG CAPER; Point in Time Count; HMIS; Consultation
Unsheltered Homelessness					Point in Time Count; HMIS; Consultation

Data on the Non-Homeless Current Inventory

PJs need to analyze their jurisdiction's rental housing market to understand what is driving homelessness and housing. For example, if rental housing vacancy rates are very low then development may be more impactful than TBRA. Data to review include:

- Total number of rental housing units
- Number of units affordable to households with different income levels – both subsidized and non-subsidized housing
- Rental vacancy rate
- How much do renters pay as a percent of Area Median Income (AMI)? What percentage are severely rent burdened (paying more than 50% of income for rent)?

Collecting Data on the Housing Needs Inventory

	Number of Units	Possible Sources of Data
Total Rental Units		American Community Survey; Comprehensive Housing Affordability Strategy (CHAS)
Rental Units Affordable to HHs at 30% AMI		Comprehensive Housing Affordability Strategy (CHAS)
Rental Units Affordable to HHs at 50% of AMI		Comprehensive Housing Affordability Strategy (CHAS)
Rental Vacancy Rate		American Community Survey; Local Apartment Association or Property Managers

Data on the Non-Homeless Level of Need

- HUD provides the American Community Survey (ACS) and Comprehensive Housing Affordability Strategy (CHAS) data that contains information about the availability of affordable housing in the market and about renters with housing problems

- Data collected for the consolidated planning process can provide support in planning and interpretation

- Market studies provided by local developers for LIHTC and other housing applications may also have relevant data

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Collecting Data on the Non-Homeless Level of Need

	Number of Households	Possible Sources of Data
Renter HHs with 0-30% AMI w/1 or more severe housing problems (At-Risk of Homelessness)		Comprehensive Housing Affordability Strategy (CHAS)
Renter HHs with 30-50% AMI w/1 or more severe housing problems (Other Populations)		Comprehensive Housing Affordability Strategy (CHAS)

Collecting Other Information to Inform the Needs Assessment and Gaps Analysis

The CoC or CoCs can also provide other information about qualifying populations:

- Number of Family and Adult Only households who are currently housed with emergency or temporary assistance who may need HOME-ARP resources to maintain housing

- Number of households requesting housing or services or who need assistance to prevent homelessness

Collect Data on Resources Available to Assist Qualifying Populations

Collect data on current resources available to assist the qualifying populations including the resources listed below:

- ESG-CV funded rapid rehousing, homelessness prevention and shelter

- Emergency Housing Vouchers

- Emergency Rental Assistance Program funding for eviction prevention

- Other state and local resources for shelter, housing and services

This information can help **identify qualifying populations with sufficient resources from other funding sources**, for example households at-risk of homelessness may be adequately served by the Emergency Rental Assistance Program resources in the community.

Conduct the Gaps Analysis

Identify gaps in the shelter and housing inventory and the service delivery system taking into account current inventory, any new shelter or housing that will be available soon, and other resources available in the community

- As part of the gaps analysis identify any preferences that will be established among the qualifying populations – for example families fleeing domestic violence who need housing assistance

Developing the Gaps Analysis

Homeless Need				
	Family HHs		Adult Only HHs	
	# of Beds	# of Units	# of Beds	# of Units
Current Gap [Between Current Inventory and Homeless Populations]				

Non-Homeless Need	
	# of Households
Current Gap [Between Current Inventory and Level of Need]	

Developing a Planned Use for HOME-ARP

- The results of the Gaps Analysis chart has to be considered alongside the information learned through the consultation process – some needs such as supportive services are not captured in the Needs Assessment, but must be part of the PJ's analysis

- The Gaps Analysis may find a larger need than can be addressed with HOME-ARP. Consider how the housing market analysis can help determine which activities will be most impactful

- Use the priority needs identified from the gaps analysis to develop a HOME-ARP funding strategy

a. Consultation and Public Participation

b. Needs Assessment and Gaps Analysis

c. **HOME-ARP Activities**

d. HOME-ARP Production Housing Goals

e. Preferences

Suggested Allocation Plan Sections

HOME-ARP Activities

- Indicate the amount of HOME-ARP funding planned for each eligible activity

- Describe how the needs assessment and gaps analysis findings provide a rationale for the planned activities

- Identify how the PJ will distribute funds in accordance with the identified needs and the methods to be used for soliciting applications for funding and/or selecting developers, service providers, subrecipients and/or contractors

HOME-ARP Activities Chart

Use of HOME-ARP Funding

	Funding Amount	Percent of the Grant	Statutory Limit
Supportive Services	$ #		
Acquisition and Development of Non-Congregate Shelters	$ #		
Tenant Based Rental Assistance (TBRA)	$ #		
Development of Affordable Rental Housing	$ #		
Non-Profit Operating	$ #	# %	5%
Non-Profit Capacity Building	$ #	# %	5%
Administration and Planning	$ #	# %	15%
Total HOME ARP Allocation	$ #		

a. Consultation and Public Participaiton

b. Needs Assessment and Gaps Analysis

c. HOME-ARP Activities

d. **HOME-ARP Production Housing Goals**

e. Preferences

Suggested Allocation Plan Sections

HOME-ARP Production Housing Goals

- Estimate the number of affordable rental housing units for households in the qualifying populations that a PJ will produce or support

- Describe the affordable housing production goal the PJ is trying to achieve

- Explain how the production goal will address the priority needs identified through the Needs Assessment and Gaps Analysis

a. Consultation and Public Participation

b. Needs Assessment and Gaps Analysis

c. HOME-ARP Activities

d. HOME-ARP Production Housing Goals

e. **Preferences**

Suggested Allocation Plan Sections

Preferences

- Describe, as a result of the Needs Assessment and Gaps Analysis, if the PJ has decided to have a preference for one or more qualifying populations or a subpopulation of a qualifying population for any eligible activity or project
  - The PJ will need to explain how the preference will address unmet needs consistent with the Needs Assessment and Gaps Analysis.
- The PJ must also describe how HOME-ARP will be used to address unmeet needs or gaps for other qualifying populations not included in a preference.

The Planning Process: Public Participation Process

Public Participation Requirements

To gather citizen input, the HOME-ARP Notice requires that the PJ:

- Provide notice and a public comment period of no less than 15 days
- Hold at least one public hearing during development of the plan
- At a minimum, provide the HOME-ARP amount the PJ will receive and the activities the PJ is proposing to undertake

HOME-ARP public participation processes must be consistent with the community's citizen participation plan.

Public Participation

Once the public comment period has closed the PJ must consider all comments received and prepare a summary of:

- All of the comments received through the public participation process either in writing or orally at the public hearing.

- Any comments or recommendations that were not accepted and the reasons why the comments were not accepted.

Strategies to Increase Public Participation

Citizen Participation and Consultation Toolkit:
https://www.hudexchange.info/consolidated-plan/econ-planning-suite-citizen-participation-and-consultation-toolkit/

Maximizing Investments Toolkit
https://www.hudexchange.info/programs/consolidated-plan/maximizing-investments-toolkit/

Best Practices
https://files.hudexchange.info/resources/documents/Promising-Practices-in-Consolidated-Planning-Guide.pdf

eCon Planning Suite Citizen Participation and Consultation Toolkit

This toolkit provides strategies for grantees that would like to review and assess existing citizen participation and consultation practices and also provides tools to plan future outreach activities.

The objectives of this toolkit are to help grantees:

- Use the eCon Planning Suite to analyze and communicate housing and community development needs and meet the citizen participation and consultation requirements in the consolidated planning process
- Assess existing citizen participation and consultation efforts and identify strengths and weaknesses to improve future efforts
- Engage stakeholders and the public in developing strategies to address needs and improve and the Consolidated Plan as a whole
- Learn about "Best Practices" in citizen participation and consultation that can be achieved through the use of new technology such as the eCon Planning Suite and other internet-based platforms

View the complete toolkit including desk guide and quick-start guides.

The toolkit includes quick-start guides for 19 activities that can be used to address different citizen participation or consultation priorities. The table below describes the activities, designating which specific citizen participation and consultation objectives (information sharing, data collection, identify priorities, and alignment/coordination) apply to each while also indicating the level of staff engagement and understanding of technology required. To view the description of an individual activity, click the title.

Topic	Staff / Technology Requirement	Citizen Participation	Consultation	Information Sharing	Data Collection	Identify Priorities	Alignment/ Coordination
Facilitate Effective Public Meetings	👤 📶	x		x		x	x
Alternative Methods of Public Notice	👤 📶	x		x			
Alternate Language Media Targeting Non-English Pop.	👤 📶	x		x			x
Local Television and Radio	👤 📶	x		x			
Email Announcements	👤 📶	x	x				
Website Publications	👤 📶	x					
Social Media	👤 📶	x	x				

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Additional information about
HOME-ARP is available at:
https://www.hudexchange.info/programs/home-arp/

Questions about HOME-ARP
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