



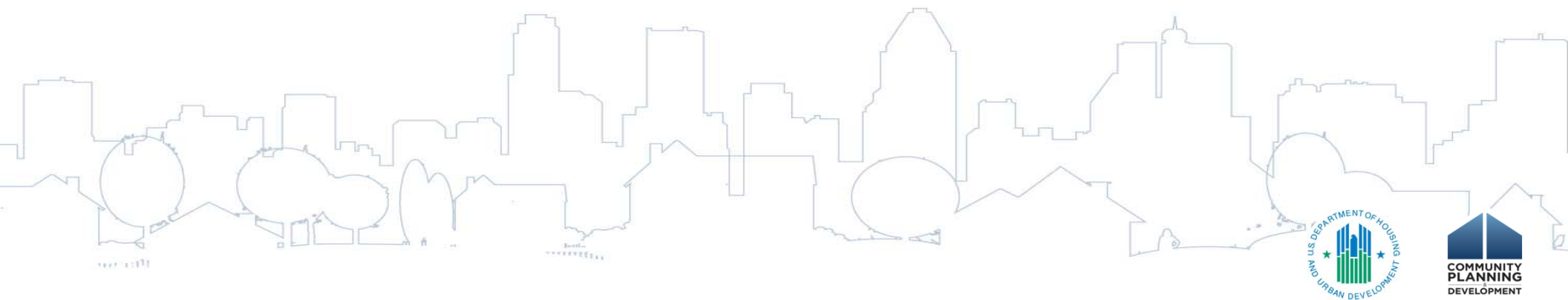
# Incorporating AFH into the Consolidated and Annual Action Plans

March 2018



# Introductions

- Chris Andrews, The Cloudburst Group
- Beth Hendrix, CPD, HUD



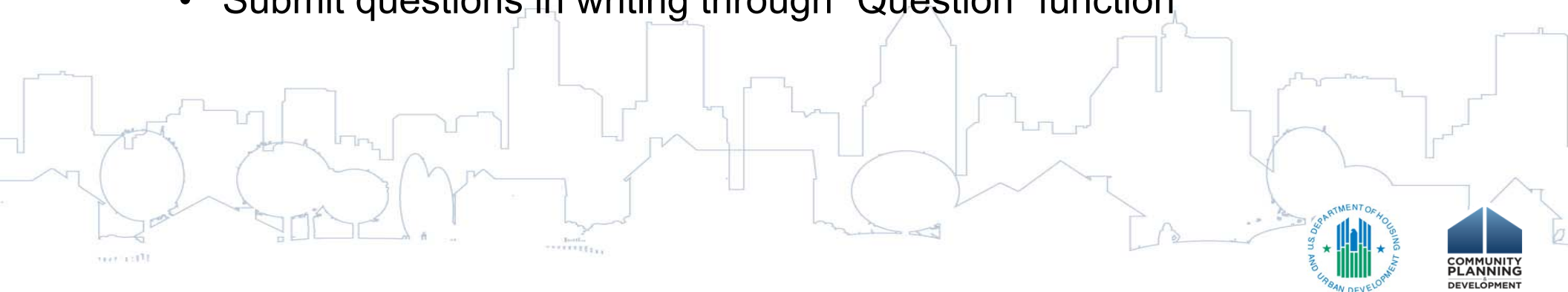
# Housekeeping

## Logistics:

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

## Asking questions:

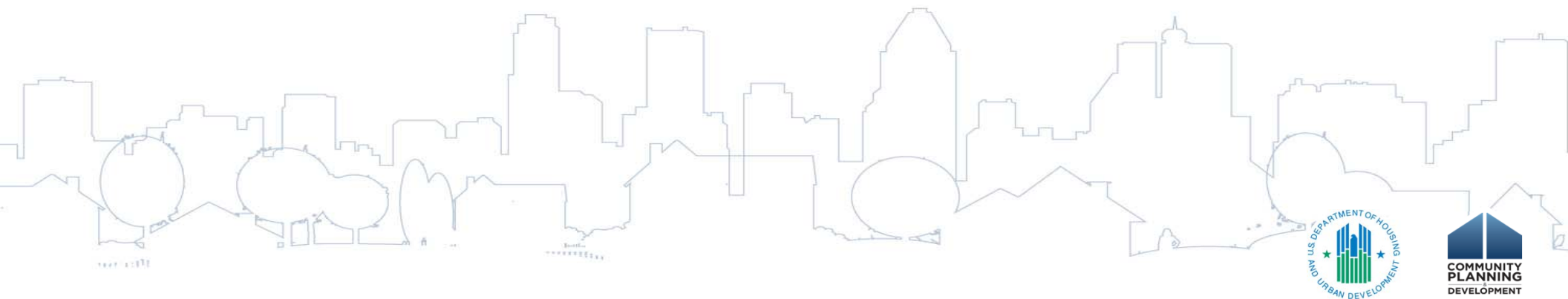
- There will be periodic pauses to discuss questions
- Submit questions in writing through “Question” function



# Session Objectives

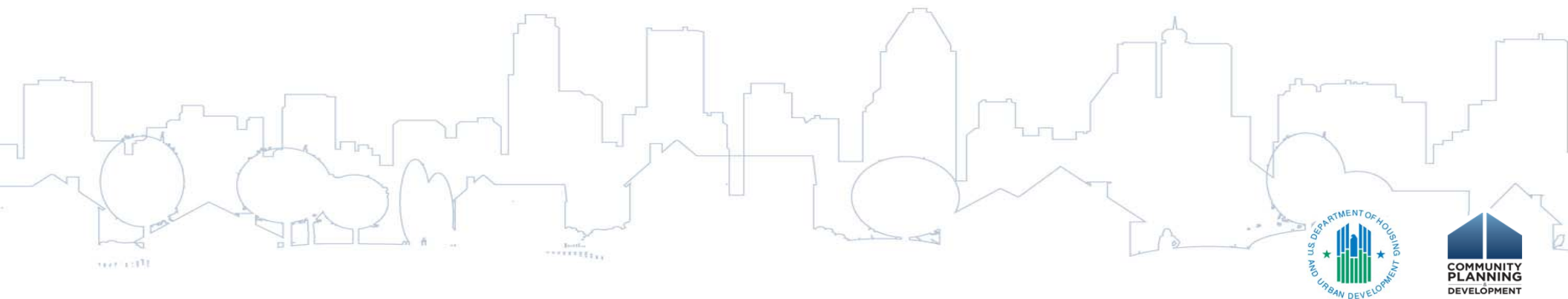
During this webinar, you will learn how to:

- Incorporate AFH **required** content into the Consolidated and Annual Action Plans



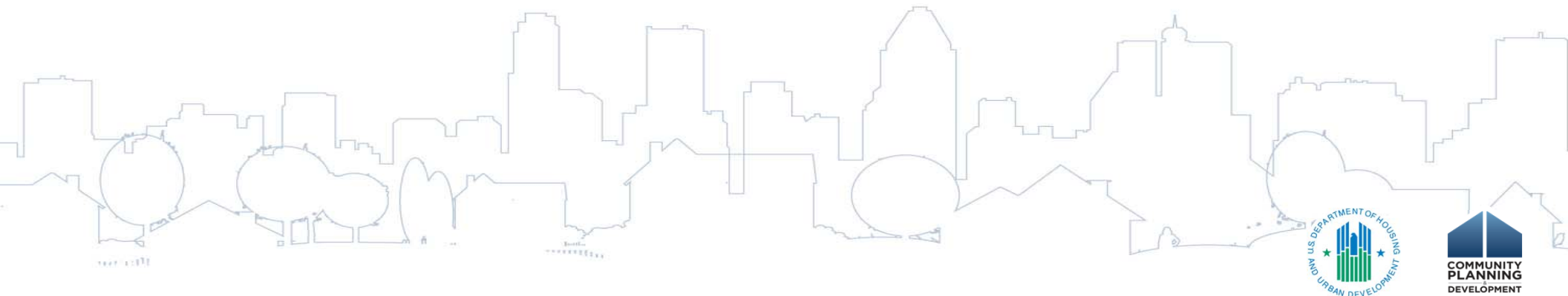
# Session Outline – AFH Required Sections

1. Coordination and Citizen Participation
2. Needs Assessment/Market Analysis
3. Strategic Plan
4. Annual Action Plan

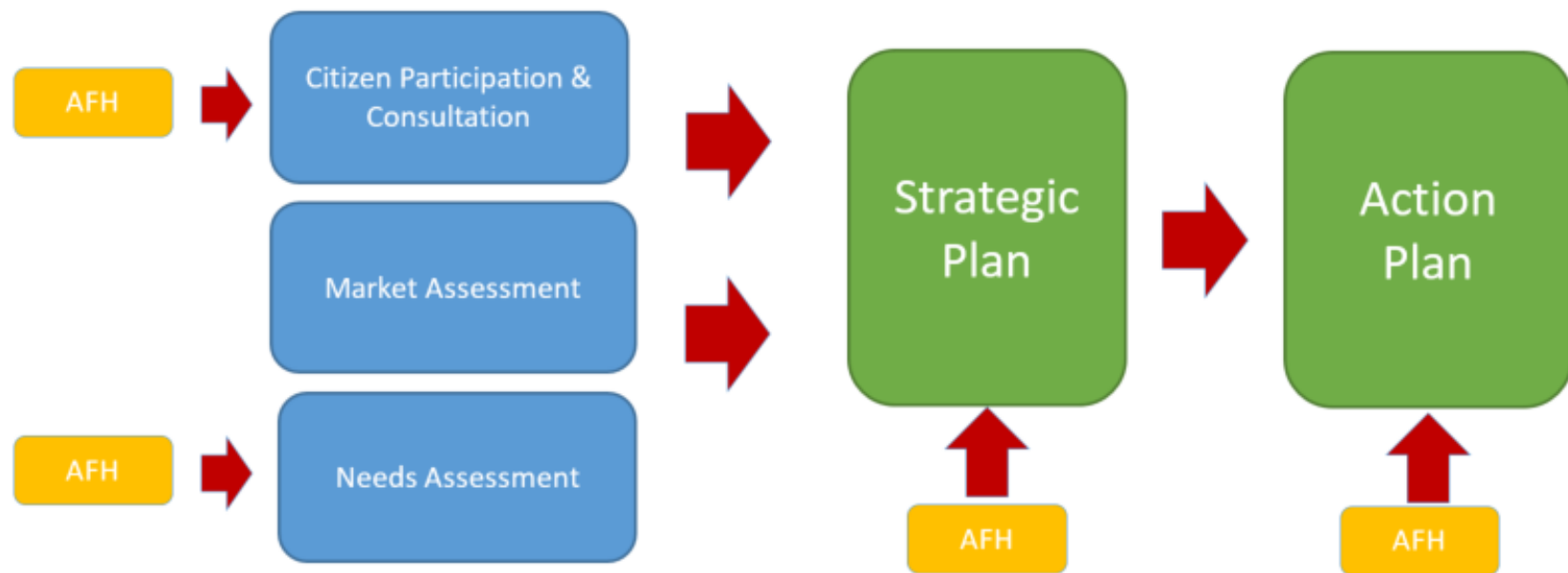


# AFFH Rule Specific Requirements

- Once an AFH is submitted and accepted by HUD, grantee **must** incorporate the AFH into the consolidated planning process
- Failure to incorporate these elements puts a grantee at risk of having a plan disapproved by HUD

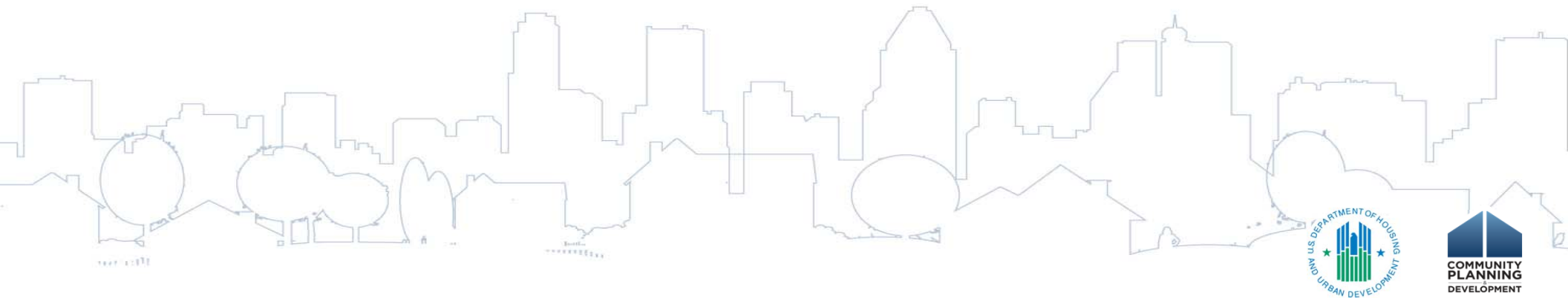


# How AFH Information Flows



# Consultation and Citizen Participation

PR-10 & PR-15 screens





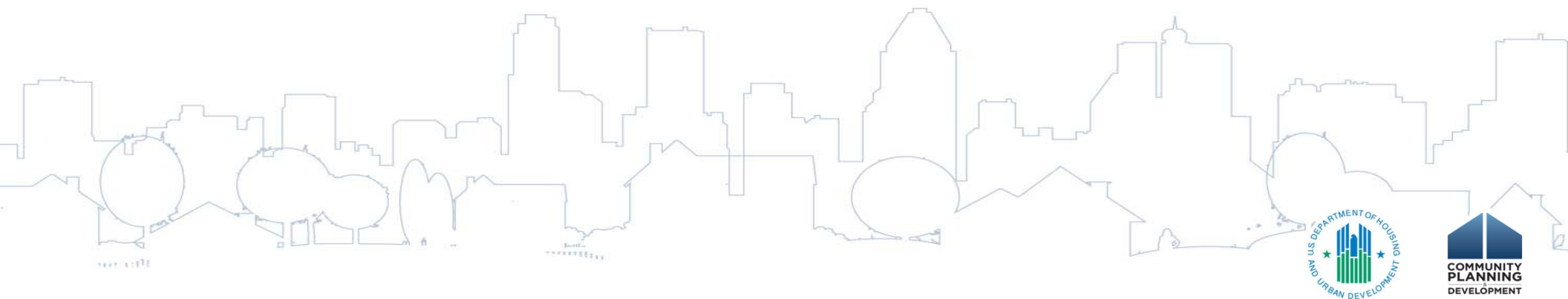
# Consultation Section – PR-10/AP-10

- Consistent with 24 CFR Part 91.200(b) & 220(b)
- Required Consultations
  - Category 1: Community-based and regionally-based organizations that represent protected class members
  - Category 2: Organizations that enforce fair housing laws, such as fair housing enforcement agencies
  - PHAs operating in the jurisdiction on strategies for affirmatively furthering fair housing, and on proposed actions to affirmatively further fair housing in Consolidated Plan



# Consultation Section – PR-10/AP-10

Consultations on Consolidated Plan shall specifically seek input into how the goals identified in the AFH inform the priorities and objectives of Consolidated Plan



# Consultation Section – PR-10/AP-10

- Optional Consultation
  - Consultation with regional government agencies in addition to adjacent units of general local government and local government agencies, including local government agencies with metropolitan-wide planning and transportation responsibilities, particularly for problems and solutions that go beyond single jurisdiction



## Consultation Section – PR-10/AP-10

Sort*	Agency/Group/Organization*	Agency/Group/Organization Type*	What section of the Plan was addressed by Consultation? *	Action
	<div> <div>Select Organization</div> <div></div> </div>	<input type="checkbox"/> Housing <input type="checkbox"/> PHA <input type="checkbox"/> Services-Children <input type="checkbox"/> Services-Elderly Persons <input type="checkbox"/> Services-Persons with Disabilities <input type="checkbox"/> Services-Persons with HIV/AIDS <input type="checkbox"/> Services-Victims of Domestic Violence <input type="checkbox"/> Services-homeless <input type="checkbox"/> Services-Health <input type="checkbox"/> Services-Education <input type="checkbox"/> Services-Employment <input type="checkbox"/> Service-Fair Housing <input type="checkbox"/> Health Agency <input type="checkbox"/> Child Welfare Agency <input type="checkbox"/> Publicly Funded Institution/System of Care ⓘ <input type="checkbox"/> Other government - Federal <input type="checkbox"/> Other government - State <input type="checkbox"/> Other government - County <input type="checkbox"/> Other government - Local <input type="checkbox"/> Regional organization <input type="checkbox"/> Planning organization <input type="checkbox"/> Business Leaders <input type="checkbox"/> Civic Leaders <input type="checkbox"/> Other	<input type="checkbox"/> Housing Need Assessment <input type="checkbox"/> Public Housing Needs <input type="checkbox"/> Homeless Needs - Chronically homeless <input type="checkbox"/> Homeless Needs - Families with children <input type="checkbox"/> Homelessness Needs - Veterans <input type="checkbox"/> Homelessness Needs - Unaccompanied youth <input type="checkbox"/> Homelessness Strategy <input type="checkbox"/> Non-Homeless Special Needs <input type="checkbox"/> HOPWA Strategy <input type="checkbox"/> Market Analysis <input type="checkbox"/> Economic Development <input type="checkbox"/> Lead-based Paint Strategy <input type="checkbox"/> Anti-poverty Strategy <input type="checkbox"/> Other	
		<b>Optional Designation(s)</b> <input type="checkbox"/> Community Development/Financial Institution <input type="checkbox"/> Foundation <input type="checkbox"/> Grantee Department <input type="checkbox"/> Major Employer <input type="checkbox"/> Neighborhood Organization <input type="checkbox"/> Private Sector Banking / Financing		
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?				

Enter each organization consulted in table on PR-10 screen.

You can identify Category 1 organizations by:

1. Checking the 'other' box for organization type and enter "*community-based and regionally based organizations that represent protected class members*"
2. Highlight the specific type of AFH consultation in the narrative

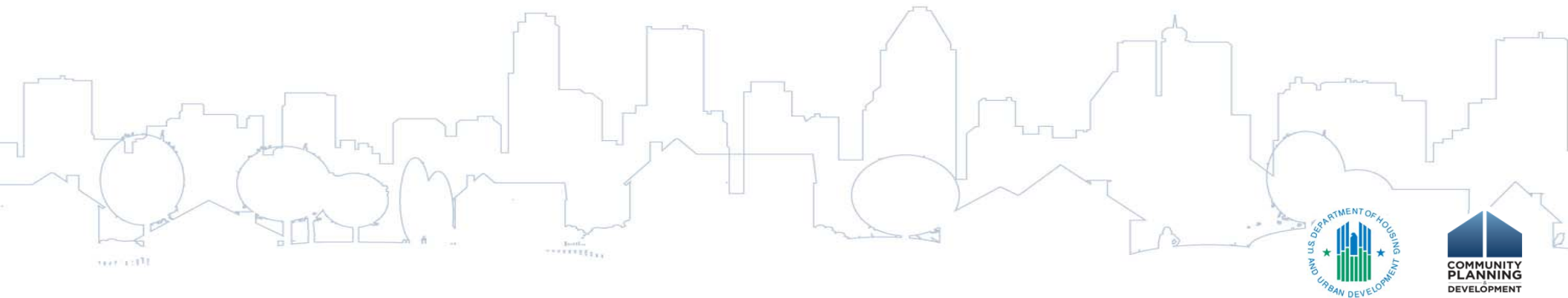
Identify any Agency Types not consulted and provide rationale for not consulting:

Use narrative box to briefly describe consultation.



# Citizen Participation Section – PR-15/AP-12

- Grantees must provide a concise summary of the citizen participation process, public comments and efforts made to broaden the public participation in the development of Consolidated Plan



# Citizen Participation Section – PR-15/AP-12

Summarize citizen participation process and how it impacted goal-setting.

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## Citizen Participation Outreach

Sort	Mode Of Outreach:	Target Of Outreach:
1	<input checked="" type="radio"/> Public Meeting <input type="radio"/> Public Hearing <input type="radio"/> Newspaper Ad <input type="radio"/> Internet Outreach <input type="radio"/> <input type="text"/>	<input type="checkbox"/> Minorities <input type="checkbox"/> Non-English Speaking - Specify other language: <input type="text"/> <input type="checkbox"/> Persons with disabilities <input type="checkbox"/> Non-targeted/broad community <input type="checkbox"/> Residents of Public and Assisted Housing <input type="checkbox"/> Other <input type="text"/>

Describe each method of citizen participation outreach in this table. Use target of outreach to indicate primary population(s) targeted via each method.

Summary of response/attendance

Summary of Comments Received

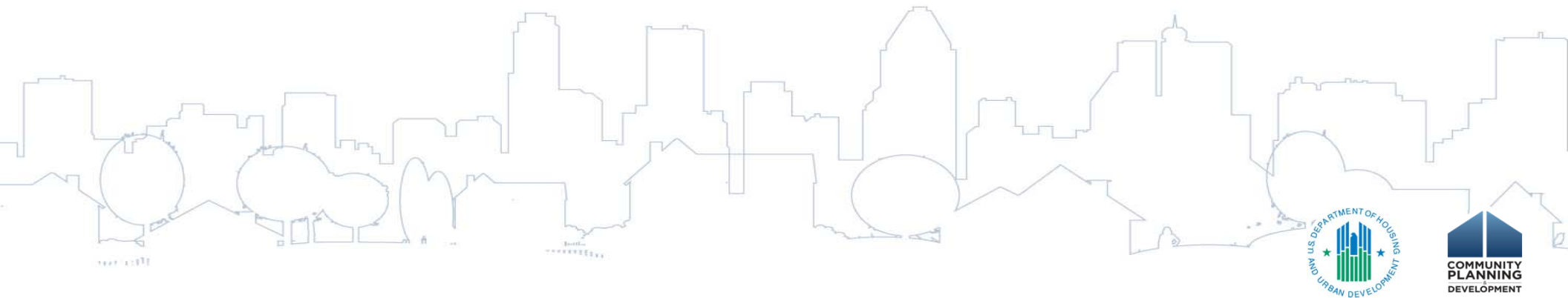
Summary of comments not accepted and reasons

URL if applicable:



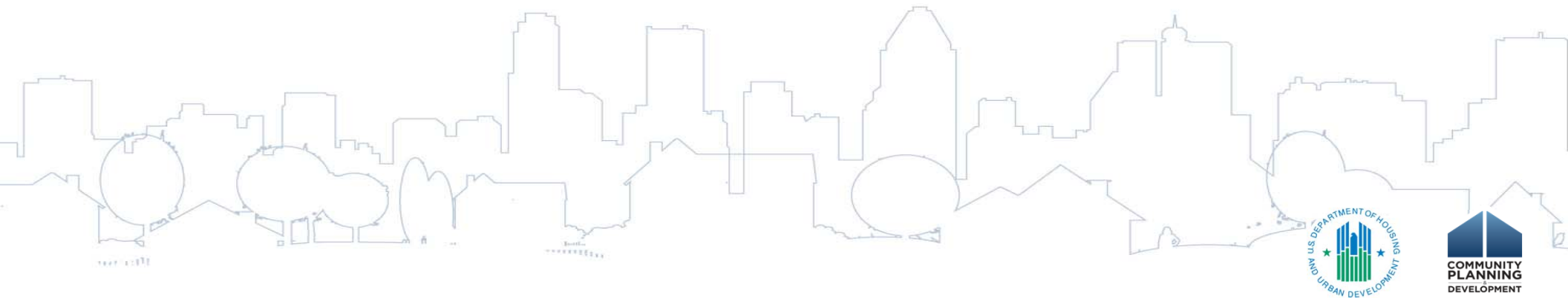
# Needs Assessment and Market Analysis

NA-15, 20, 25 and 30 screens



# Disproportionate Housing Need

- Already undertaken in the AFH
- Grantees **do not** need to duplicate in Consolidated Plan
  - Grantees should leave NA-15, 20, 25 or 30 screens blank
    - Leaving screens blank, will result in quality check error
    - **Grantees can ignore these error messages**





# Disproportionate Housing Need

## Needs Assessment

NA-05 Overview

NA-10 Housing Needs Assessment

Grantee leaves screens blank  
once AFH submitted

NA-15 Disproportionately Greater Need: Housing Problems

NA-20 Disproportionately Greater Need: Severe Housing Problems

NA-25 Disproportionately Greater Need: Housing Cost Burdens

NA-30 Disproportionately Greater Need: Discussion

NA-35 Public Housing

NA-40 Homeless Needs Assessment

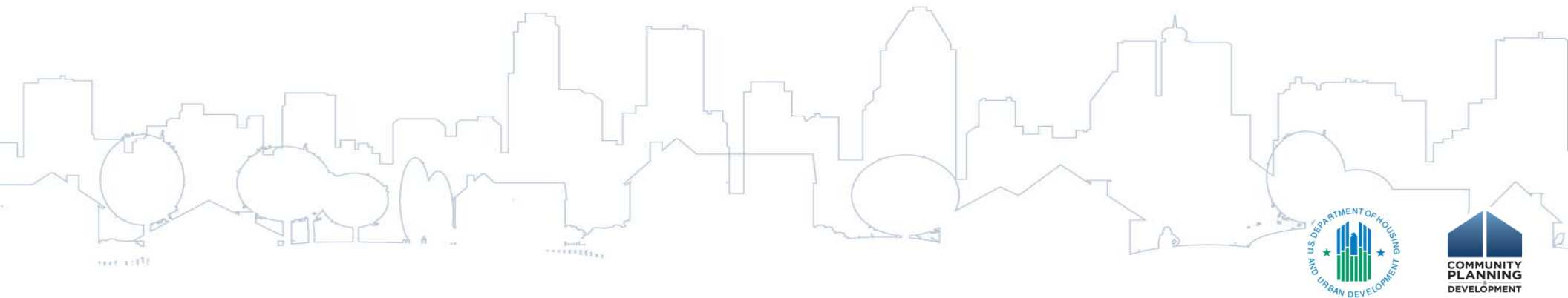
NA-45 Non-Homeless Special Needs Assessment

NA-50 Non-Housing Community Development Needs



# Strategic Plan

SP-10, SP-25, SP-45 and SP-80 screens



# Goals – SP-45

## **Grantees must:**

- Include all goals identified in the AFH that are intended to be initiated or completed during Consolidated Plan period in the Strategic Plan

## **Collaborative Joint or Regional AFHs:**

- Include only those AFH goals for which you are one of the responsible entities, rather than all goals listed in the AFH



# Priority Needs and Contributing Factors

- Each AFH contributing factor associated with an AFH goal should be entered into the Consolidated Plan priority needs table
- Grantees will also continue to enter Con Plan priority needs
  - If contributing factor is also a priority need, you **do not** need to enter it twice
- Grantees can distinguish between a contributing factor and a priority need by how you title AFH factors
  - e.g. AFH Factor: Location and Type of Affordable Housing



# Priority Needs and Contributing Factors

## Priority Needs:

Sort*	Need Name	Priority Level	Action
1	AFH Factor: Inaccessible pub/priv. infrastructure ← AFH contributing factor		<a href="#">Edit</a>   <a href="#">Delete</a>
2	AFH Factor: Lack of pub invst in spec nghbrhoods	High	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
3	AFH Factor: Location/Type of Affordable Housing	High	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
4	Homeless Prevention ← Con Plan only priority need	High	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

Name	Population	Geographic Areas	Priority Level	Associated Goals
AFH Factor: Inaccessible pub/priv. infrastructure	Low Moderate Non-housing Community Development		High	Infrastructure
AFH Factor: Lack of pub invst in spec nghbrhoods	Non-housing Community Development Low Moderate		High	Infrastructure
AFH Factor: Location/Type of Affordable Housing	Extremely Low Large Families Low Moderate		High	Housing Rehab for Accessibility
Homeless Prevention	Elderly Extremely Low Families with Children Large Families Chronic Homelessness Families with Children		High	Rapid Re-Housing



# Goals – SP-45 – Types of Goals

AFH goals are divided into two categories:

1. AFH goals that are tied to consolidated plan priorities  
(ex: Lack of Public Investment in Specific Neighborhoods)
2. AFH goals not tied to consolidated plan priorities  
(ex: fair housing task force, review of city ordinances)



# AFH Goals Tied to Con Plan Priorities

- Be assigned a Consolidated Plan priority need
- Include strategies and actions that implement the AFH goal
- Include metrics and milestones included in the AFH
- Include an outcome, and proposed accomplishments
- Complete all other required fields
- If needed, provide additional narrative on strategies and actions that will be undertaken to affirmatively further fair housing

**Example: Housing Rehab for Accessibility**



# AFH Goals Tied to Con Plan Priorities

**Name: \***

AFH goals are recommended to begin with "AFH."

**Description: \***

Describe goal here, including AFH metrics, milestones, strategies and actions.

**Category: \***

Affordable Housing	<input type="checkbox"/>
Public Housing	<input type="checkbox"/>
Homeless	<input type="checkbox"/>
Non-Homeless Special Needs	<input type="checkbox"/>
Non-Housing Community Development	<input type="checkbox"/>
Other	<input type="checkbox"/>

If Other Specify...

**Start Year: \***

**End Year: \***

**Outcome: \***

**Objective: \***

As a required field, select Category for goal.

As required fields, indicate Start/End Year for goal and select Outcome/Objective.





# AFH Goals Tied to Con Plan Priorities

Geographic Areas Included	
MID CITY NRSA	<input type="checkbox"/>
West Side Neighborhood	<input type="checkbox"/>
Buffalo Promise Neighborhood	<input type="checkbox"/>
Fruit Belt Neighborhood	<input type="checkbox"/>
Perry Choice Neighborhood	<input type="checkbox"/>
Citywide	<input type="checkbox"/>

If applicable, select corresponding geographic target area.

Priority Needs Addressed	
AFH Factor: Chronic Homelessness	<input type="checkbox"/>
Homeless Prevention	<input type="checkbox"/>
AFH Factor: Neighborhood Stabilization	<input type="checkbox"/>
AFH Factor: Job Training	<input type="checkbox"/>

Select corresponding priority need/contributing factor.

Funding Allocated	
CDBG	<input type="text"/>
HOME	<input type="text"/>
HOPWA	<input type="text"/>
ESG	<input type="text"/>
Total	0.0

If CPD funding will be used to address the AFH goal, indicate funding over the Consolidated Plan period.

Goal Outcome Indicator	
#	Goal Outcome Indicator
1	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit
2	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit
3	Public service activities other than Low/Moderate Income Housing Benefit
4	Public service activities for Low/Moderate Income Housing Benefit

If the goal is tied to a Con Plan priority need, select appropriate Goal Outcome Indicator for goal. If it is not tied to a Con Plan priority, select "other."



# AFH Goals Not Tied to Con Plan Priorities

- Include strategies and actions intended to be completed during consolidated plan period
- Include outcomes and proposed accomplishments
- Include metrics, milestones included in AFH
- Designate “other” as the goal outcome indicator
- If needed, provide additional narrative on strategies and actions that will be undertaken to affirmatively further fair housing
- Complete all other required fields

**Example: Task Force or Review of City Ordinances**



# AFH Goals Not Tied to Con Plan Priorities

**Name: \***  
AFH: Fair Housing Working Group

**Description: \***  
Establish working group that meets quarterly to coordinate fair housing related efforts.  
Describe goal here, including AFH metrics, milestones, strategies and actions.

**Category: \***

Affordable Housing	<input checked="" type="checkbox"/>
Public Housing	<input checked="" type="checkbox"/>
Homeless	<input checked="" type="checkbox"/>
Non-Homeless Special Needs	<input checked="" type="checkbox"/>
Non-Housing Community Development	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>

If Other Specify...

**Start Year: \*** 2017

**End Year: \*** 2021

**Outcome: \*** Availability/accessibility

**Objective: \*** Provide decent affordable housing

**Geographic Areas Included**

MID CITY NRSA	<input type="checkbox"/>
West Side Neighborhood	<input type="checkbox"/>
Citywide	<input checked="" type="checkbox"/>

Enter AFH Goal Title

Describe goal here, including AFH metrics, milestones, strategies and actions.

Complete the rest of the screen just like any other goal

Indicate Start/End Year for goal

Select corresponding target areas, if applicable



# AFH Goals Not Tied to Con Plan Priorities

## Goal Outcome Indicator

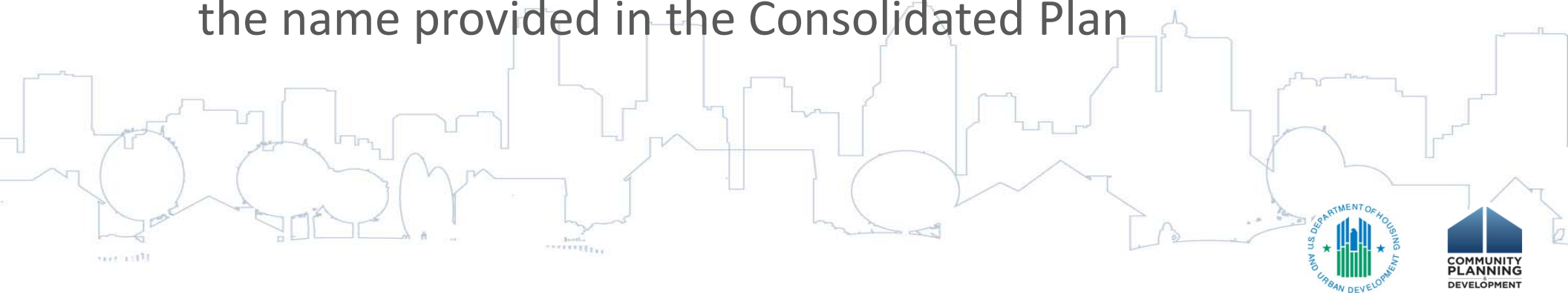
#	Goal Outcome Indicator	Quantity	UoM
1	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	<input type="text"/>	Persons Assisted
2	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	<input type="text"/>	Households Assisted
3	Public service activities other than Low/Moderate Income Housing Benefit	<input type="text"/>	Persons Assisted
4	Public service activities for Low/Moderate Income Housing Benefit	<input type="text"/>	Households Assisted
5	Facade treatment/business building rehabilitation	<input type="text"/>	Business
6	Brownfield acres remediated	<input type="text"/>	Acre
7	Rental units constructed	<input type="text"/>	Household Housing Unit
8	Rental units rehabilitated	<input type="text"/>	Household Housing Unit
9	Homeowner Housing Added	<input type="text"/>	Household Housing Unit
10	Homeowner Housing Rehabilitated	<input type="text"/>	Household Housing Unit
11	Direct Financial Assistance to Homebuyers	<input type="text"/>	Households Assisted
12	Tenant-based rental assistance / Rapid Rehousing	<input type="text"/>	Households Assisted
13	Homeless Person Overnight Shelter	<input type="text"/>	Persons Assisted
14	Overnight/Emergency Shelter/Transitional Housing Beds added	<input type="text"/>	Beds
15	Homelessness Prevention	<input type="text"/>	Persons Assisted
16	Jobs created/retained	<input type="text"/>	Jobs
17	Businesses assisted	<input type="text"/>	Businesses Assisted
18	Housing for Homeless added	<input type="text"/>	Household Housing Unit
19	Housing for People with HIV/AIDS added	<input type="text"/>	Household Housing Unit
20	HIV/AIDS Housing Operations	<input type="text"/>	Household Housing Unit
21	Buildings Demolished	<input type="text"/>	Buildings
22	Housing Code Enforcement/Foreclosed Property Care	<input type="text"/>	Household Housing Unit
23	Other	<input type="text"/>	Other

Use Other for AFH Goals Not Tied to Con Plan Priorities



# Geographic Priorities – SP-10

- May include any area targeted in the AFH you would like to highlight in the Consolidated Plan, subsequent Action Plans and CAPERs such as R/ECAP area
- As much as possible, the name used in the AFH should match the name provided in the Consolidated Plan



# Monitoring – SP-80

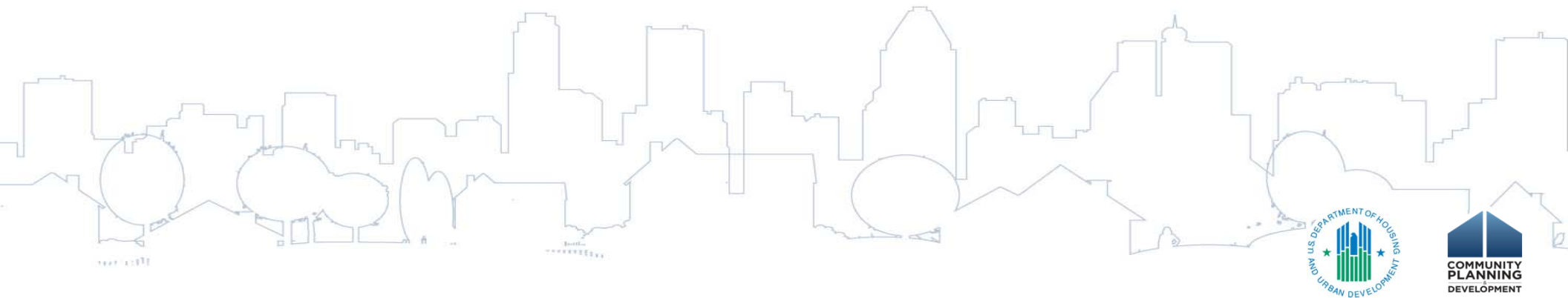
The grantee must:

- Describe the standards and procedures you will use to monitor activities carried out including the strategies and actions that address fair housing issues identified in the AFH
- Each Consortia member will complete this screen separately



# Annual Action Plan

AP-35 and AP-50 screens



# Annual Action Plan

The grantee must:

- Describe specific actions you will take over the program year to address fair housing goals identified in the AFH
- Include AFH specific goals receiving CPD funding as a project(s)

The grantee may:

- If needed, identify projects in areas identified in the AFH





# Annual Goals – AP-20

- All Strategic Plan goals being addressed during the program year must be included as an Annual Goal
  - This includes **ALL GOALS (including AFH Only goals)**

Sort*	Goal Name	Action
1 <input type="text"/>	Rapid Re-Housing	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
2 <input type="text"/>	AFH: Infrastructure in R/ECAPs	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
3 <input type="text"/>	AFH: Housing Rehab for Accessibility	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
4 <input type="text"/>	AFH: Job Training in R/ECAPs	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>



# Projects – AP-35

- AFH goals receiving CPD funds must be documented as a project
- Include enough detail for each project so that a reasonable person would be able to determine
  - What the project is (i.e. what the jurisdiction is doing)
  - Where the activity will be located
  - Who will benefit and why they will benefit (elderly, renters, low-income)
  - The project is an eligible use of the proposed funding source
- Each project must be associated with:
  - one or more contributing factor or priority need, and
  - one or more goals
- Must describe planned accomplishments and indicate target date for realizing the accomplishment



# Projects – AP-35

\*Project Title:  Enter project title

Grantee/PJ Project ID:

Description:  Enter project description

Allow Another Organization to Set up Activities under this Project: ☐

Select Organization:

Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs): ☐

Select Sponsor Organization:

Grant # (only for HOPWA-C program):

Estimated Amount (Including Program Income)

Section 108 Loan amount	\$	0.00
CDBG	\$	0.00
HOME	\$	0.00
ESG	\$	0.00
HOPWA	\$	0.00
CDBG-R	\$	0.00
HPRP	\$	0.00
TCAP	\$	0.00
HESG	\$	0.00
HOPWA-C	\$	0.00
HTF	\$	0.00
Total		0.00

Expected Resources

CDBG	\$	
HOME	\$	
General Fund	\$	
Section 8	\$	



# Projects – AP-35

**Annual Goals Supported**

Associate project with annual goal.

**Priority Needs Addressed**

AFH Factor: Chronic Homelessness

Homelessness Prevention

AFH Factor: Neighborhood Stabilization

AFH Factor: Job Training

Associate project with priority need or contributing factor.

**Target Date for Completion**

(mm/dd/yyyy)

Indicate projected completion date for project.

**Estimate the number and type of families that will benefit from the proposed activities:**

Estimate and describe beneficiaries.

**Location Description: (Note: If applicable, include the addresses where activities will be undertaken)**

Describe project location.

**Target Areas Included**

No Target Areas have been defined for the Annual Action Plan.

**Planned Activities:**

Describe project activities.



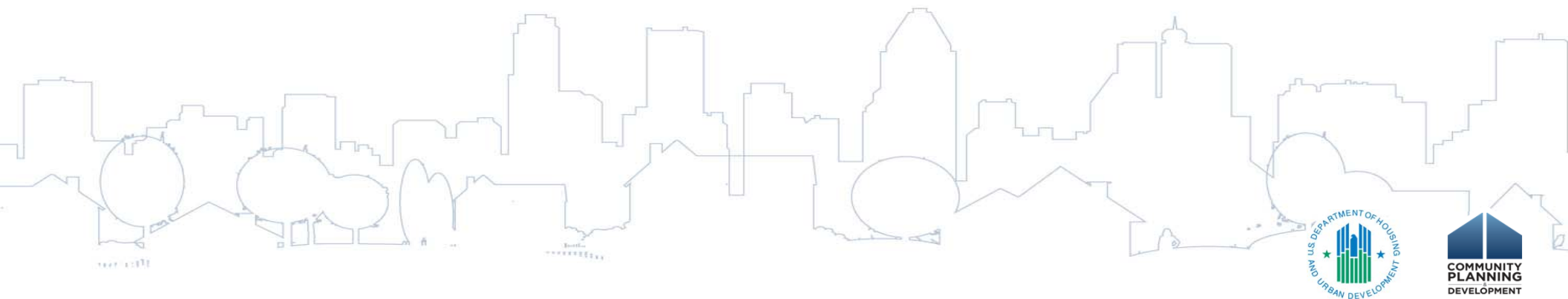
# Projects – AP-35

Goal Outcome Indicators			
No.	Goal Outcome Indicator	Quantity	Unit of Measures
1	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	<input type="text"/>	Persons Assisted
2	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	<input type="text"/>	Households Assisted
3	Public service activities other than Low/Moderate Income Housing Benefit	<input type="text"/>	Persons Assisted
4	Public service activities for Low/Moderate Income Housing Benefit	<div style="border: 2px solid red; padding: 5px;">                     Select corresponding goal outcome indicator for project. If the AFH goal was assigned in the SP-45 screen then select "Other."                 </div>	
5	Facade treatment/business building rehabilitation		
6	Brownfield acres remediated	<input type="text"/>	Acre
7	Rental units constructed	<input type="text"/>	Household Housing Unit

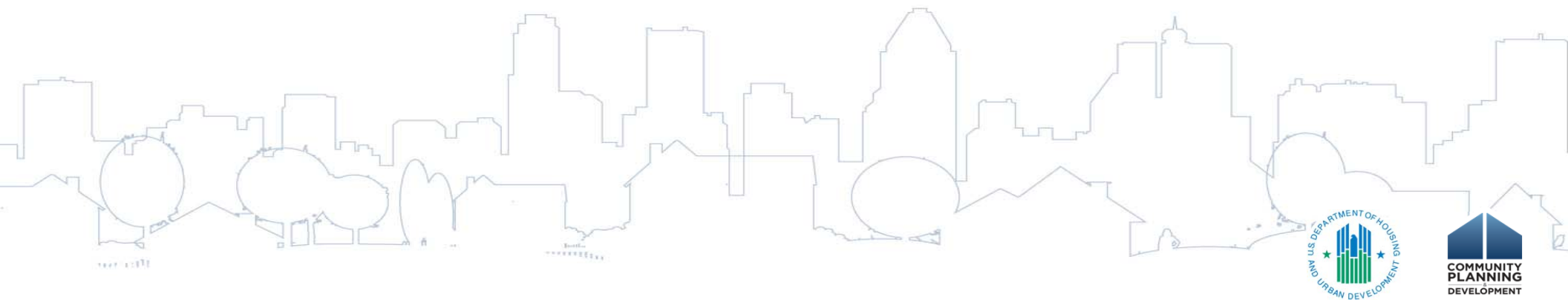


# Geographic Distribution – AP-50

- If geographic areas were identified in AFH/Consolidated Plan; describe where and how assistance will be directed within target areas, if applicable.
- Indicate rationale for prioritizing resources within these target areas



# Case Study Examples



# Strategic Plan Case Study #1

Fair Housing Issue	Contributing Factors	Goal	Metrics/Milestones/ Timeline	Program Participants
<ul style="list-style-type: none"> <li>Segregation</li> <li>R/ECAPs</li> <li>Disparities in access to opportunity</li> </ul>	<ul style="list-style-type: none"> <li>Location and type of affordable housing</li> <li>Zoning and land use</li> <li>Location of proficient schools and school assignment policies</li> </ul>	<ul style="list-style-type: none"> <li>Site 100 units of subsidized or affordable housing in X, Y and Z neighborhoods with proficient schools</li> </ul>	<ul style="list-style-type: none"> <li>Within 1 year – review and amend zoning ordinances to eliminate barriers to construction of new, affordable housing and build 25 units of new, affordable housing</li> <li>Within 5 years – build 75 additional units of new, affordable housing</li> </ul>	<ul style="list-style-type: none"> <li>City CD Department</li> <li>PHA</li> </ul>

**How would this example be entered into Consolidated Plan?**





# Strategic Plan Case Study #1

<b>Geographic Target Areas (SP-10) (optional)</b>	Neighborhoods X, Y and Z
<b>Priority Needs (SP-25)</b>	<ol style="list-style-type: none"><li>1. AFH Factor: Location and Type of Affordable Housing</li><li>2. AFH Factor: Zoning and Land Use</li><li>3. AFH Factor: Location of Proficient Schools and School Assignment Policies</li></ol>
<b>Goals (SP-45)</b>	<ol style="list-style-type: none"><li>1. AFH Goal: Site 100 units in Neighborhoods X, Y and Z</li></ol>
<b>Project in Annual Action Plan (AP-35)</b>	<ol style="list-style-type: none"><li>1. Develop 25-unit affordable housing developments</li></ol>



# Strategic Plan Case Study #2

Fair Housing Issue	Contributing Factors	Goal	Metrics/Milestones/ Timeline	Program Participants
<ul style="list-style-type: none"> <li>• Segregation</li> <li>• Disparities in access to opportunity</li> </ul>	<ul style="list-style-type: none"> <li>• Location and type of affordable housing</li> <li>• Zoning and land use</li> <li>• Availability, type, frequency and reliability of public transit</li> </ul>	<ul style="list-style-type: none"> <li>• Amend zoning ordinances to eliminate restrictions to MF housing development in integrated areas and areas with educational, transportation and low poverty exposure opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Within 1 year – review and amend zoning ordinances to allow inclusion of additional multifamily housing in integrated areas and areas of opportunity</li> </ul>	<ul style="list-style-type: none"> <li>• City</li> </ul>

How would this example be entered into Consolidated Plan?



# Strategic Plan Case Study #2

Geographic Target Areas (SP-10)	(if applicable)
Priority Needs (SP-25)	<ol style="list-style-type: none"><li>1. AFH Factor: Location and Type of Affordable Housing</li><li>2. AFH Factor: Zoning and Land Use</li><li>3. AFH Factor: Availability/Access to Public Transit</li></ol>
Goals (SP-45)	<ol style="list-style-type: none"><li>1. AFH Goal: Amend zoning to eliminate restrictions on MF development</li></ol>
Project in Annual Action Plan (AP-35)	N/A

