



HTF and eCon Planning Suite

Office Hours



Webinar Instructions

- **Presenter**
 - Chris Andrews, The Cloudburst Group
 - TJ Martzial, The Cloudburst Group
- Webinar will last approximately 90 minutes
- This PowerPoint will be posted on the HUD Exchange

This webinar is made possible by



**COMMUNITY
PLANNING
&
DEVELOPMENT**



**COMMUNITY
PLANNING
DEVELOPMENT**

Amendments and Data

Plan Element	Copy is Substantial Amendment	Copy is Minor Amendment	Copy is NOT an amendment
Attachments	Copied	Copied	Copied
Additional Content	Copied	Copied	Copied
Alternate Data Sources	Copied	List of data sources is copied, but data in tables is replaced with current data sources.	List of data sources is copied, but data in tables is replaced with current data sources.
Pre-populated data in tables	Copied	Data is replaced with current data sources.	Data is replaced with current data sources.

Housing Trust Fund Amendments

- All amendments as part of HTF allocation plan must be submitted by August 16, 2016
- This **REQUIRES** amendments to the Consolidated Plan for State grantees
- Required edits include:
 - Executive Summary
 - Strategic Plan (Geographic Areas, Needs, Goals, Resources, Affordable Housing, Market Conditions)



Housing Trust Fund Amendments

- HTF grantees are also required to amend the 2016 Action Plan as described in the Sample Form.
- HTF Grantees must clearly explain how it will allocate HTF funds
- For detailed information on HTF, see:
<https://www.hudexchange.info/programs/htf/>



Housing Trust Fund Amendments

- Amendment Logistics
 - Amended CPs and AAPs must be submitted in the eCon Planning Suite by **August 16, 2016**
 - Grantees must **start** the **CP amendment** before starting the **AAP** amendment
 - Grantees **do not** need to **wait** for the **CP** amendment to be **approved** to **start** the **AAP amendment**



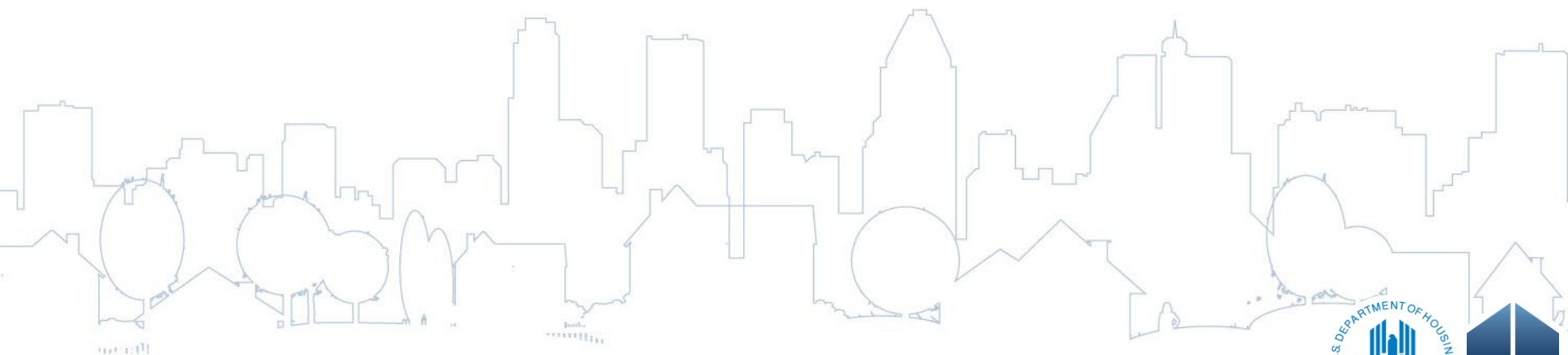


CON PLAN AMENDMENT PROCESS



Con Plan Amendments

- Grantees receiving the HTF must amend their current Consolidated Plan
- Consolidated Plan amendments must be completed and submitted to HUD by August 16, 2016



Con Plan Amendments

1. Make note of the Version and Start Year of the Plan you would like to amend
2. Click “Copy” in the Con Plan sub-menu



Consolidated Plans
- Add
- Copy
- Search

Search | Reset

Results Page 1 of 1

Grantee Name	State	Year	Version	Title	Status	Action
KANSAS	KS	2014	1.0	Consolidated Plan and Annual Action Plan	Review Completed	View

Annual Action Plans
- Add



Con Plan Amendments

3. Enter the New Version and Start Year (should be the same)
4. Indicate that the Copy is an Amendment
5. Click “Copy”

|

Source Consolidated Plan's Start Year: *

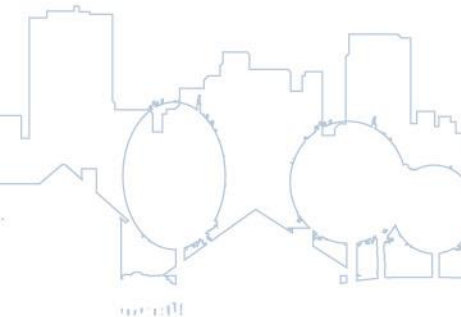
Source Consolidated Plan's Version: *

New Consolidated Plan's Start Year: *

New Consolidated Plan's End Year: *

New Consolidated Plan's Version: *

If Amendment: *



Con Plan Amendments

3. Change the Plan's name on the AD-25 Screen
4. Complete the Amendment in the copied plan
 - Required edits include:
 - Executive Summary
 - Citizen Participation
 - Strategic Plan (Geographic Areas, Needs, Goals, Resources, Affordable Housing, Market Conditions)
5. Submit the Amendment via the AD-25 Screen



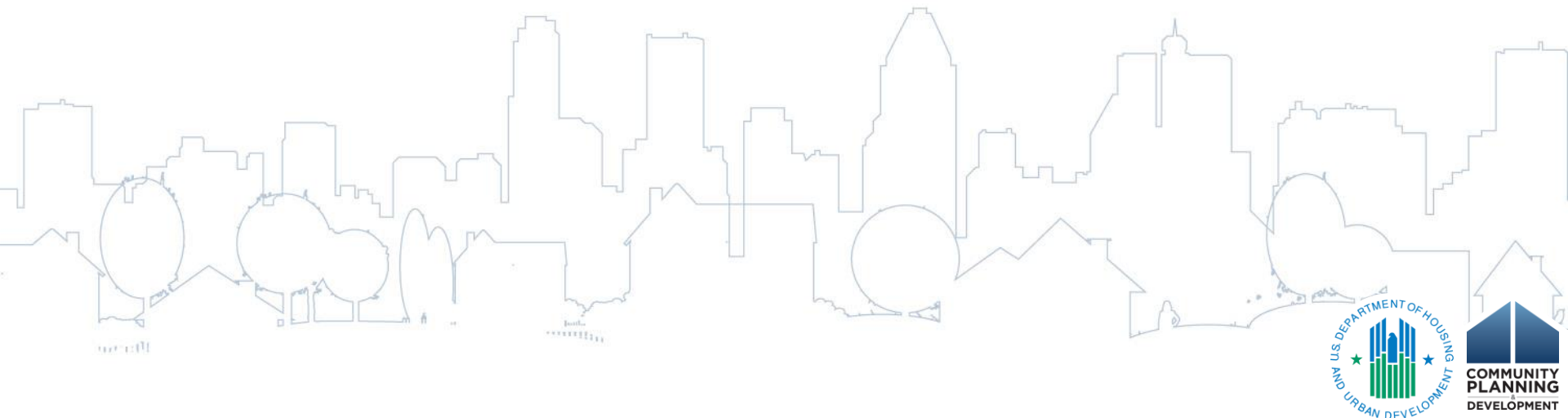


ACTION PLAN AMENDMENT PROCESS



Action Plan Amendments

- Examples of Action Plan Amendments:
 - Adjusting funding amounts due to changes in program income
 - Revising projects to change funding, location or GOIs



Action Plan Amendments

1. Make note of the Version and Start Year of the Plan you would like to amend
2. Click “Copy” in the Action Plan sub-menu

- Copy
- Search

Annual Action Plans

- Add
- Copy
- Search

Results Page 1 of 1

Grantee Name	State	Year	Version	Title	Status
KANSAS	KS	2015	1.0	2015 Annual Action Plan	Review Completed



Action Plan Amendments

3. Enter the New Version and Start Year (should be the same)
4. Indicate that the Copy is an Amendment
5. Click “Copy”

Copy Annual Action Plan

Copy | Cancel

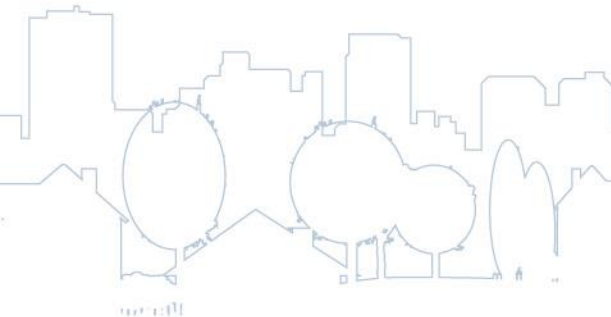
Source AAP Program Year: * 2015

Source AAP Plan Version: * 1.0

New AAP Program Year: * 2015

New AAP Plan Version: * 2.0

If Amendment: * Substantial ▼



Action Plan Amendments

3. Change the Plan's name on the AD-26 Screen
4. Complete the Amendment in the copied plan
 - Required edits include:
 - Executive Summary
 - Citizen Participation
 - Action Plan (Expected Resources, Goals, Allocation Priorities, Method of Distribution, Geographic Priorities, Affordable Housing, Homeless and Special Needs, Barriers to Affordable Housing, Other Actions)
5. Submit the Amendment via the AD-26 Screen

Questions??

- Submit system questions to the HUD Exchange AAQ (www.hudexchange.info/get-assistance/my-question/)
- Coordinate with your Field Office Representative to address Policy-oriented questions

