Housing Trust Fund and eCon Planning Suite

September 14 & 19, 2017

Webinar Instructions

- # Presenters
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  - ## Vashawn Banks, OAHP

Webinar Instructions

- Webinar will last approximately 90 minutes
- Materials will be posted on the HUD Exchange
  - Slides, transcript, recording

Webinar Instructions

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Webinar Instructions

- All participants will be muted
- Submit questions at any time during the webinar via the "Questions" pane
- Questions will be answered verbally
- May not be able to answer all questions

Webinar made possible by

Agenda

1. Adding HTF to Consolidated Plan (state grantees)

2. Adding HTF to Action Plan (state grantees)

3. HTF for Subgrantees (entitlement grantees)

Objectives

- Identify the screens required to complete the Consolidated Plan and Action Plan to include the HTF

- Review the process for incorporating the HTF into the Consolidated Plan and Action Plan

- Identify process for subgrantees to add HTF to Consolidated/Action Plan

Con Plan Updates

- HTF eCon Planning Suite elements release scheduled for 10/9

- 2018 Budget – currently under continuing resolution

  - Grantees **cannot** submit Consolidated or Annual Action Plans until HUD releases allocations

  - Reference CPD Notice 16-18 for guidance until subsequent notice is published
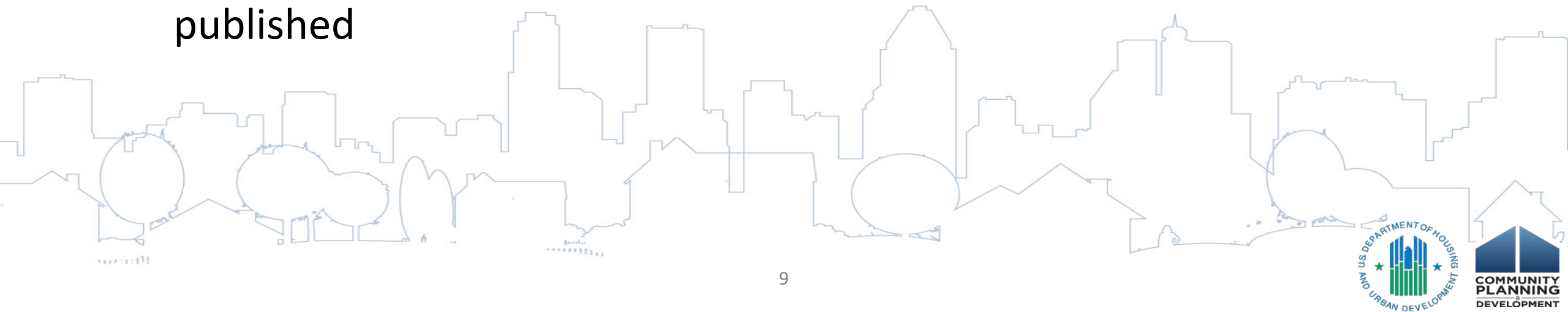
HTF and the eCon Planning Suite

Current

- PY 2016 – current Consolidated Plans amended to include HTF in priority needs, resources and goals

- PY 2016 & PY 2017 Action Plans included HTF elements based on Consolidated Plan amendment and HTF Allocation Plan

Future

- Beginning with PY 2018, eCon Planning Suite includes HTF screens for Con Plan and Action Plan

- HTF **automatically** added for all states to eCon Planning Suite

HTF and the eCon Planning Suite

Using HTF Screens in the eCon Planning Suite

Scenario	Consolidated Plan	Action Plan
PY 2018 = new Con Plan	• Create Consolidated Plan • HTF Program automatically selected on AD-25 Screen • Complete HTF elements in Con Plan	• Complete HTF elements in Year 1 Action Plan
PY 2018 is AAP Year 2-5	• No edits required to Consolidated Plan in eCon Planning Suite to add HTF screens*	• Select HTF Program on AD-26 screen • Complete HTF elements in Year 2-5 Action Plan
PY 2018 is AAP Year 2-5 with Con Plan amendment	• No edits required to HTF elements in eCon Planning Suite	• Select HTF Program on AD-26 Screen • Complete HTF elements in Year 2-5 Action Plan

Unless amending Consolidated Plan

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

COMMUNITY PLANNING & DEVELOPMENT

ADDING HTF TO CONSOLIDATED PLAN (STATE GRANTEES)
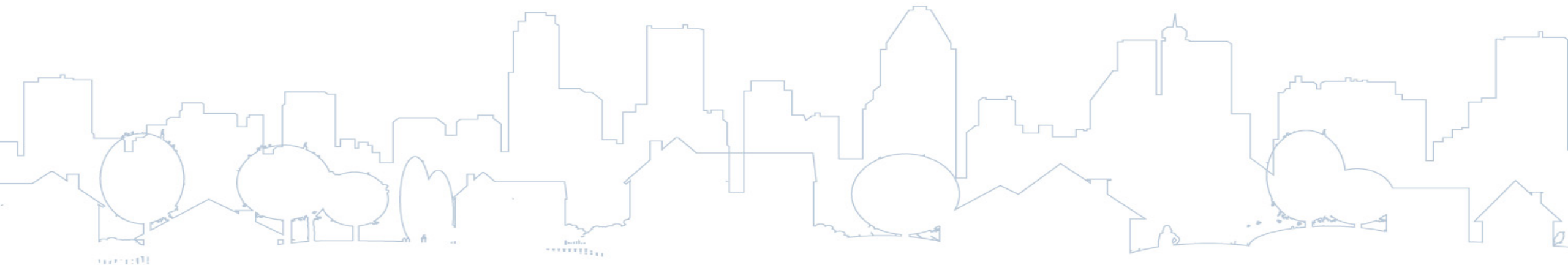
Adding HTF to Consolidated Plan

HTF is now included as a "Programs Included"

Strategic Plan Beginning Year:* `2018`

Ending Year:* `2022`

Title:* `Consolidated Plan`

Plan Version:* `V1`

If Amendment: `N/A ▼`

Programs included:*
- ☑ CDBG
- ☑ HOME
- ☑ ESG
- ☑ HOPWA
- ☑ HTF

Consolidated Plan is for*: `Grantee ▼`

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Adding HTF to Consolidated Plan

Executive Summary
  ES-05 Executive Summary

The Process
  PR-05 Lead & Responsible Agencies
  PR-10 Consultation
  PR-15 Citizen Participation

Needs Assessment
  NA-05 Overview
  NA-10 Housing Needs Assessment
    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

Market Analysis
  MA-05 Overview
  MA-10 Number of Housing Units
  MA-15 Cost of Housing
  MA-20 Condition of Housing
  MA-25 Public and Assisted Housing
  MA-30 Homeless Facilities
  MA-35 Special Needs Facilities and Services
  MA-40 Barriers to Affordable Housing
  MA-45 Non-Housing Community Development Assets
  MA-50 Needs and Market Analysis Discussion

Strategic Plan
  SP-05 Overview
  SP-10 Geographic Priorities
  SP-25 Priority Needs
  SP-30 Influence of Market Conditions
  SP-35 Anticipated Resources
  SP-40 Institutional Delivery Structure
  SP-45 Goals
  SP-50 Public Housing Accessibility and Involvement
  SP-55 Barriers to affordable housing
  SP-60 Homelessness Strategy
  SP-65 Lead based paint Hazards
  SP-70 Anti-Poverty Strategy
  SP-80 Monitoring

Annual Action Plan
  AP-15 Expected Resources
  AP-20 Annual Goals and Objectives
  AP-25 Allocation Priorities
  AP-30 Method of Distribution
  AP-35 Projects
  AP-40 Section 108 Loan Guarantee
  AP-45 Community Revitalization Strategies
  AP-50 Geographic Distribution
  AP-55 Affordable Housing
  AP-60 Public Housing
  AP-65 Homeless and Other Special Needs Activities
  AP-70 HOPWA goals
  AP-75 Barriers to affordable housing
  AP-85 Other Actions
  AP-90 Program Specific Requirements

Adding HTF Administrator

- Complete PR-05 documentation

PR-05 Lead & Responsible Agencies - 24 CFR 91.300(b)

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1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

Agency Role	Name	Department/Agency
Lead Agency	MINNESOTA	
CDBG Administrator	MINNESOTA Change Remove	Department of Employment and Economic Development
HOPWA Administrator	MINNESOTA Change Remove	Minnesota Housing Finance Agency
HOME Administrator	MINNESOTA Change Remove	Minnesota Housing Finance Agency
ESG Administrator	MINNESOTA Change Remove	Department of Human Services
HTF Administrator	Select Organization	

Strategic Plan

- HTF is included in all relevant elements of the Strategic Plan

  - Geographic Target Areas (SP-10)

  - Priority Needs (SP-25)

  - Anticipated Resources (SP-35)

  - Institutional Delivery Structure (SP-40)

  - Goals (SP-45)
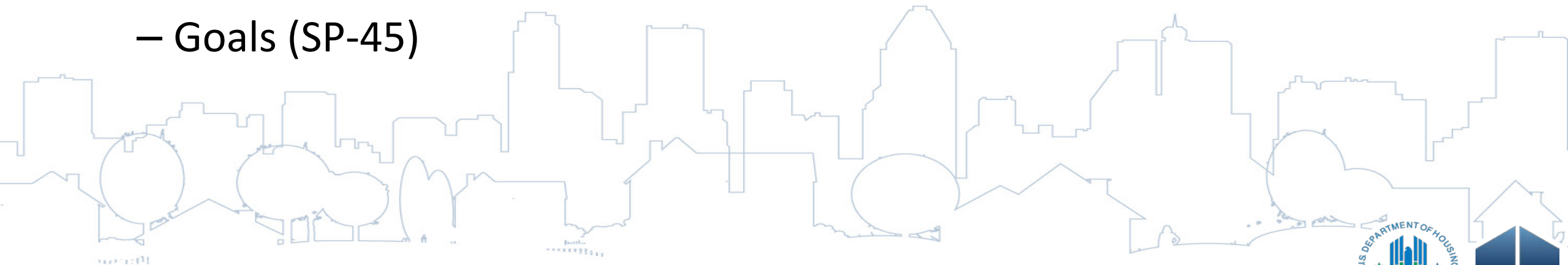
Anticipated Resources (SP-35)

Source of Funds	Source	Uses of Funds	Expected Amount Available Year 1		Expected Amount Available Remainder of Con Plan	Narrative Description
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	Annual Allocation: $ Program Income: $ Prior Year Resources: $	Total: $ 0	$	
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	Annual Allocation: $ Program Income: $ Prior Year Resources: $	Total: $ 0	$	
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement STRMU Short term or transitional housing facilities Supportive services TBRA	Annual Allocation: $ Program Income: $ Prior Year Resources: $	Total: $ 0	$	
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	Annual Allocation: $ Program Income: $ Prior Year Resources: $	Total: $ 0	$	
HTF	public - federal	Acquisition Admin and Planning Homebuyer assistance Multifamily rental new construction Multifamily rental rehab New construction for ownership	Annual Allocation: $ Program Income: $ Prior Year Resources: $	Total: $ 0	$	

Annual Action Plan

- HTF included in relevant Action Plan elements
  - Expected Resources (AP-15)
  - Goals (AP-20)
  - Allocation Priorities (AP-25)
  - Method of Distribution (AP-30)
  - Projects* (AP-35)
  - Program Specific Requirements (AP-90)

Program Specific Requirements (AP-90)

- HTF Allocation Plan elements included on AP-90 Screen (Program Specific Requirements)

Housing Trust Fund (HTF)

Reference 24 CFR 91.320(k)(5)

1. How will the grantee distribute its HTF funds? Select all that apply:

☐ Applications submitted by eligible recipients
☐ Subgrantees that are State Agencies
☐ Subgrantees that are HUD-CPD entitlement grantees

2. If distributing HTF funds through grants to subgrantees, describe the method for distributing HTF funds through grants to subgrantees and how those funds will be made available to state agencies and/or units of general local government. If not distributing funds through grants to subgrantees, enter "N/A".

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3. If distributing HTF funds by selecting applications submitted by eligible recipients,

a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

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Program Specific Requirements (AP-90)

- Upload additional/supporting documentation using "Browse to Attach" links

State Agency Subgrantee (AP-91)

Annual Action Plan
AP-15 Expected Resources
AP-20 Annual Goals and Objectives
AP-25 Allocation Priorities
AP-30 Method of Distribution
AP-35 Projects
AP-40 Section 108 Loan Guarantee
AP-45 Community Revitalization Strategies
AP-50 Geographic Distribution
AP-55 Affordable Housing
AP-60 Public Housing
AP-65 Homeless and Other Special Needs Activities
AP-70 HOPWA goals
AP-75 Barriers to affordable housing
AP-85 Other Actions
AP-90 Program Specific Requirements
AP-91 Program Specific Information for State Agency Subgrantees

AP-91 State Agency Subgrantee

- If HTF includes state agencies as a subgrantee, must complete AP-91.

AP-91 Housing Trust Fund (HTF) –Reference 24 CFR 91.320(k)(5)

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Housing Trust Fund (HTF)

Reference 24 CFR 91.320(k)(5)

State agency subgrantee name: [   ]

1. Distribution of Funds

a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2).

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b. Describe the State Agency's application requirements for eligible recipients to apply for HTF funds.

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ADDING HTF TO ACTION PLAN
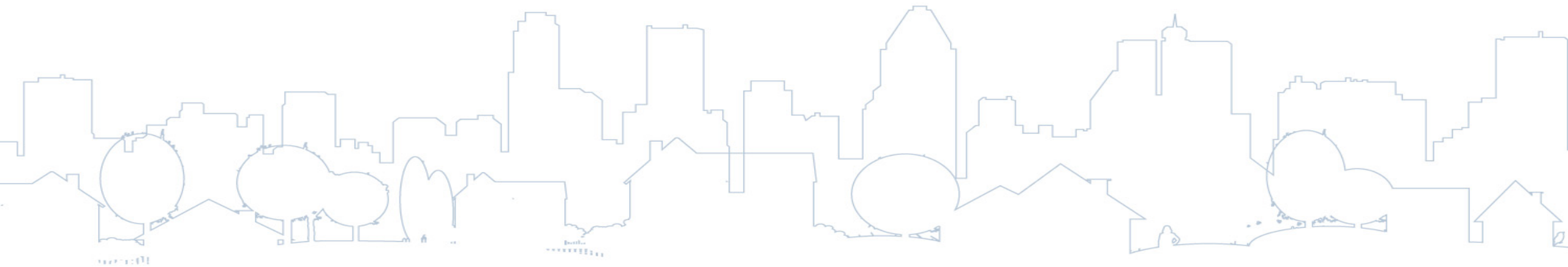
Creating Action Plan

- If copying or creating blank AAP, HTF automatically included as program

AAP Program Year:*   2018

AAP Title:*   AAP1

AAP Plan Version:*   V1

If Amendment: N/A ▼

Programs included:*
- ☑ CDBG
- ☑ HOME
- ☑ ESG
- ☑ HOPWA
- ☑ HTF

Annual Action Plan

- HTF included in relevant Action Plan elements
  - Resources
  - Method of Distribution
  - Goals
  - Projects
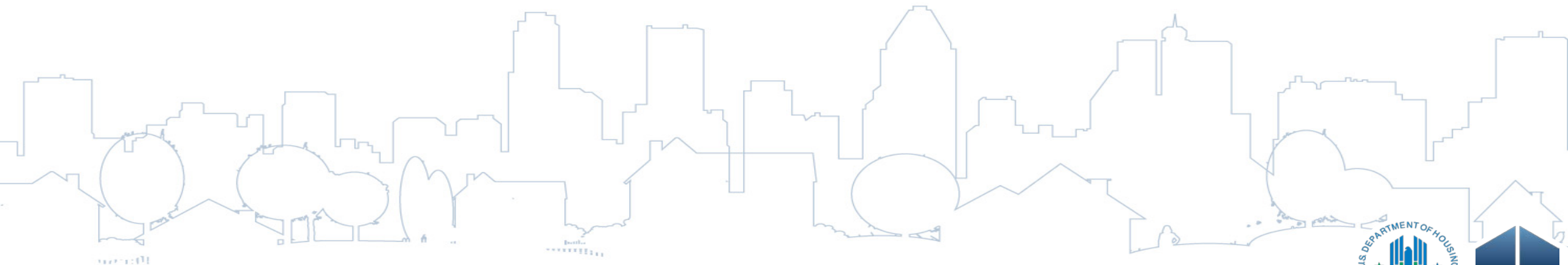
Program Specific Requirements

- HTF Allocation Plan elements included on AP-90 Screen (Program Specific Requirements)

Housing Trust Fund (HTF)

Reference 24 CFR 91.320(k)(5)

1. How will the grantee distribute its HTF funds? Select all that apply:

☐ Applications submitted by eligible recipients
☐ Subgrantees that are State Agencies
☐ Subgrantees that are HUD-CPD entitlement grantees

2. If distributing HTF funds through grants to subgrantees, describe the method for distributing HTF funds through grants to subgrantees and how those funds will be made available to state agencies and/or units of general local government. If not distributing funds through grants to subgrantees, enter "N/A".

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3. If distributing HTF funds by selecting applications submitted by eligible recipients,

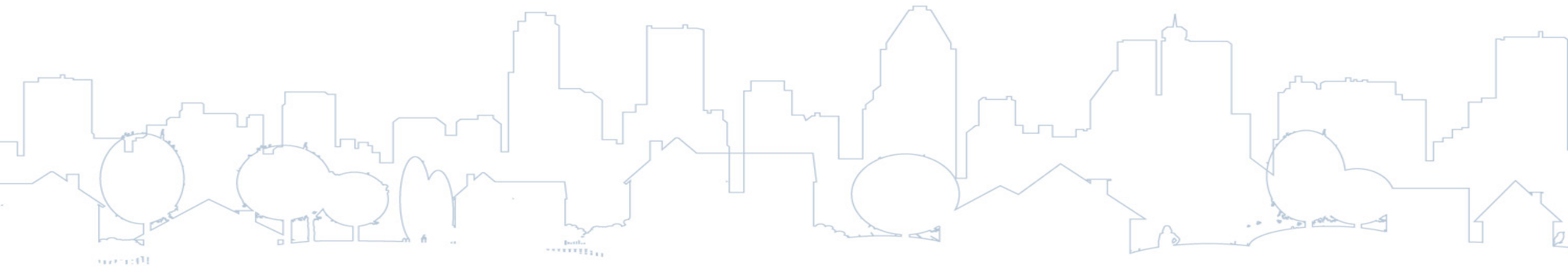**a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".**

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HTF & SUBGRANTEES

HTF & Subgrantees

- Entitlement subgrantees indicate they receive HTF when creating AAP/CP

- Must complete Program Specific Requirements for HTF in AP-90

- Must include HTF in relevant Action Plan screens (Resources, Goals, Projects)

- HTF included in subsequent AAPs regardless if subgrantee that year –leave fields blank if not receiving HTF for PY

Source AAP Program Year:* 2017
Source AAP Plan Version:* V1

New AAP Program Year:* 2018
New AAP Plan Version:* V1

If Amendment: * N/A

Housing Trust Fund Subgrantee: Yes

Subgrantee (Resources)

Source of Funds	Source	Uses of Funds	Expected Amount Available		Expected Amount Available Remainder of Con Plan	Narrative Description	Action
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	Annual Allocation: $ 7076798 Program Income: $ 1200000 Prior Year Resources: $ Total: $ 8276798		$ 14153596		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	Annual Allocation: $ 2159809 Program Income: $ Prior Year Resources: $ Total: $ 2159809		$ 4319618		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement STRMU Short term or transitional housing facilities Supportive services TBRA	Annual Allocation: $ 2196785 Program Income: $ Prior Year Resources: $ Total: $ 2196785		$ 4393570		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	Annual Allocation: $ 640040 Program Income: $ Prior Year Resources: $ Total: $ 640040		$ 1280080		Add

Subgrantee (Resources)

2101 Add Expected Resource - 24 CFR 91.420(b)

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Anticipated Resource: Housing Trust Fund ▼

Other Funding Source: [   ]

Expected Amount Available: $ [   ]

Amount Expected for the
remainder of the Consolidated Plan: $ [   ]

Narrative Description:

[   ]

Source: ◯ public - federal   ◯ public - state   ◯ public - local   ◯ private

Must Do Activities – State Grantees

- Ensure Consolidated Plans beginning in 2018 include HTF

- Ensure Action Plans beginning in 2018 include HTF

- Include HTF in Strategic Plan and Action Plan

- Complete Program Specific Requirements (AP-90 and AP-91) for HTF
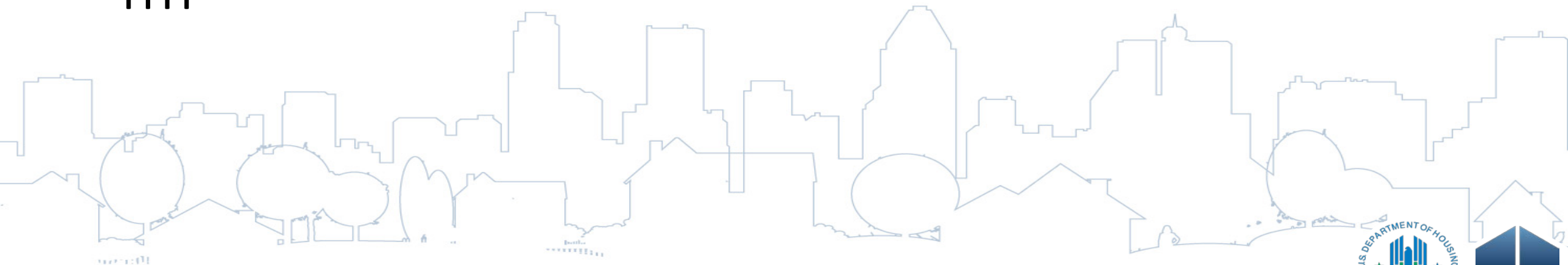
Must Do Activities – Entitlement Subgrantees

- If receiving HTF, mark "HTF Subgrantee" when creating Consolidated Plan or Action Plan

- Complete HTF relevant sections in Strategic Plan/Action Plan (Resources, Priority Needs, Goals, Projects)

- Complete AP-90 Program Specific Requirements

- **IF NOT RECEIVING HTF IN SUBSEQUENT YEARS, LEAVE HTF ELEMENTS BLANK OR ENTER N/A**

Questions

- For HTF related questions, contact your local CPD representative or email HTF@hud.gov.

- For HTF/eCon Planning Suite questions, submit an AAQ to the eCon Planning Suite Help Desk on the HUDExchange.

- For general HTF/IDIS questions, submit an AAQ to the IDIS Help Desk on the HUDExchange.

  https://www.hudexchange.info/program-support/my-question/

Question and Answer

- Please submit any questions you have via the Questions pane.

- If you submit questions that are not answered, please submit them to the HUD Exchange Ask-a-Question