



Housing Trust Fund and eCon Planning Suite

March 2018

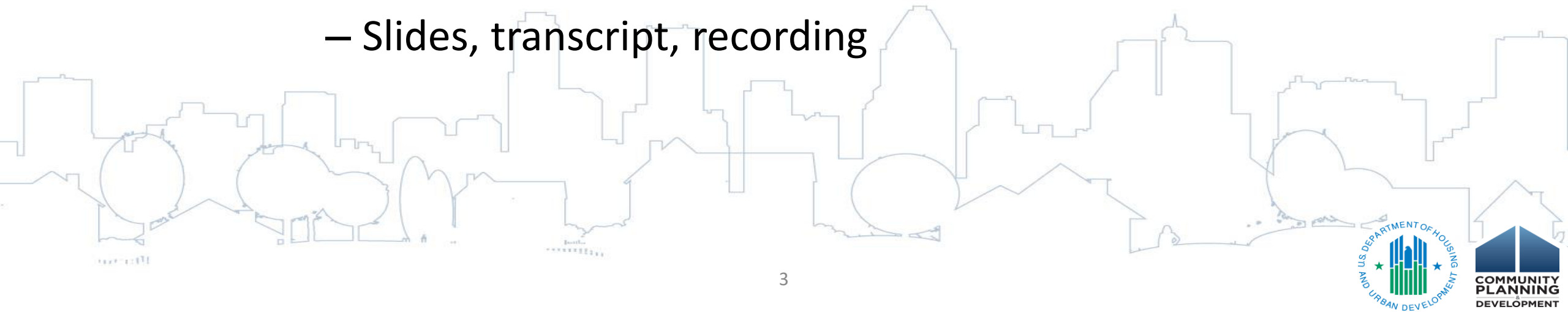


Webinar Instructions

- Presenters
 - Chris Andrews, The Cloudburst Group
- HUD Staff
 - Beth Hendrix, OBGA
 - Jessica Suimanjaya, OAHP

Webinar Instructions

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



Webinar Instructions

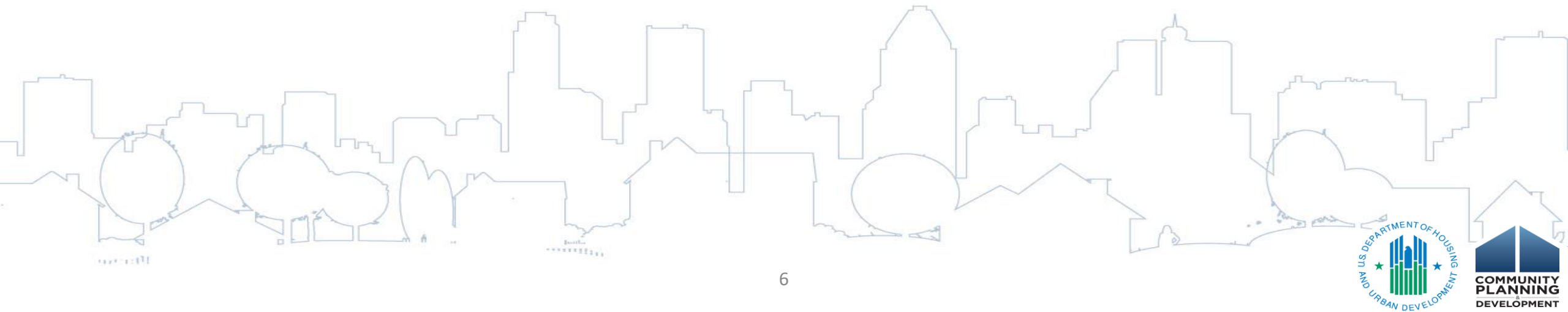
- Close email and other programs on your computer
- If you experience technical difficulty with audio or video portions of this webcast, please:
 - Log off, then log in again
 - Request help through the “Questions” pane of the “Go To Webinar” toolbar

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

Agenda

1. Adding HTF to Action Plan (state grantees)
2. Adding HTF to Consolidated Plan (state grantees)
3. HTF for Subgrantees (entitlement grantees)
4. Reporting on HTF



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
- Review process for reporting on HTF projects in the CAPER

FY2018 – HUD Updates

- Continuing Resolution Status
- HTF Funding Timeline
- 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



HTF and the eCon Planning Suite

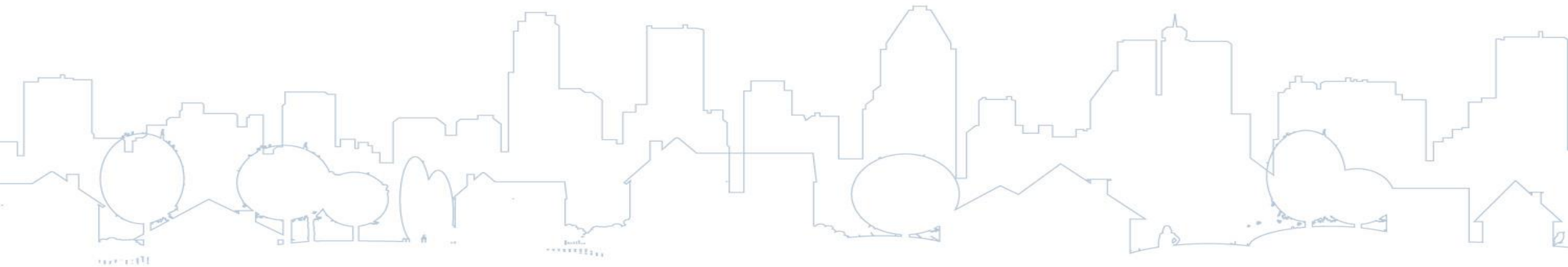
Previous

- PY 2016 –Con Plans amended to include HTF in needs, resources & goals
- PY 2016 & PY 2017 Action Plans included HTF elements based on HTF Allocation Plan

Current

- 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
- All other grantees can indicate they are HTF subgrantees

ADDING HTF TO ACTION PLAN



Creating Action Plan

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

AAP Program Year:*	<input type="text" value="2018"/>
AAP Title:*	<input type="text" value="AAP1"/>
AAP Plan Version:*	<input type="text" value="V1"/>
If Amendment:	<input type="text" value="N/A"/>
Programs included:*	<input checked="" type="checkbox"/> CDBG <input checked="" type="checkbox"/> HOME <input checked="" type="checkbox"/> ESG <input checked="" type="checkbox"/> HOPWA <input checked="" type="checkbox"/> HTF

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)

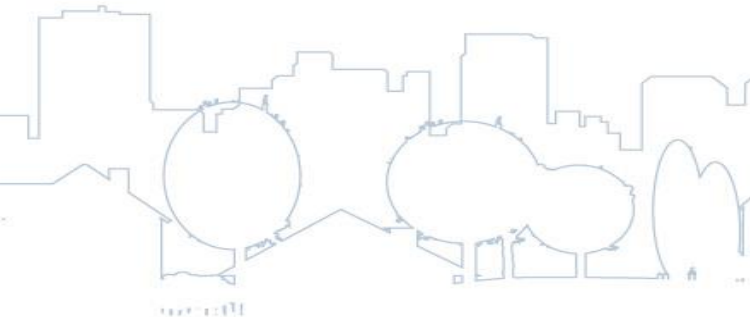
Action Plan Menu

Process

- AP-05 Executive Summary
- PR-05 Lead & Responsible Agencies
- AP-10 Consultation
- AP-12 Participation

Annual Action Plan

- AP-15 Expected Resources
- AP-20 Annual Goals and Objectives
- AP-25 Allocation Priorities
- AP-30 Methods 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)

Save | Save and Return | Cancel

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 <input type="button" value="Change"/> <input type="button" value="Remove"/>	<input type="text" value="Department of Employment and Economic Development"/>
HOPWA Administrator	MINNESOTA <input type="button" value="Change"/> <input type="button" value="Remove"/>	<input type="text" value="Minnesota Housing Finance Agency"/>
HOME Administrator	MINNESOTA <input type="button" value="Change"/> <input type="button" value="Remove"/>	<input type="text" value="Minnesota Housing Finance Agency"/>
ESG Administrator	MINNESOTA <input type="button" value="Change"/> <input type="button" value="Remove"/>	<input type="text" value="Department of Human Services"/>
HTF Administrator	<input type="button" value="Select Organization"/>	<input type="text"/>

AP-10 & AP-12

- Consultation and Citizen Participation should include references to HTF similar to all CPD programs

Annual Action Plans

AP-10 Consultation - 91.110, 91.300(b); 91.315(l)

AP-12 Participation - 91.115, 91.300(c)



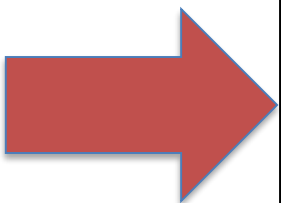
AP-35 Resources

Priority Table

Source of Funds	Source	Uses of Funds	Expected Amount Available	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: \$ 16713811 Program Income: \$ 150000 Prior Year Resources: \$ 10000000 Total: \$ 26863811	\$ 45000000	Department of Employment and Economic Development(DEED)
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	Annual Allocation: \$ 5850000 Program Income: \$ 1000000 Prior Year Resources: \$ Total: \$ 6850000	\$ 15000000	Minnesota Housing(MH) (acquisition, multifamily rental new construction and rehab only)
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement STRMU Short term or transitional housing facilities Supportive services TBRA	Annual Allocation: \$ 175200 Program Income: \$ 0 Prior Year Resources: \$ 0 Total: \$ 175200	\$ 700000	MH (STRMU only)
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: \$ 2060135 Program Income: \$ 0 Prior Year Resources: \$ Total: \$ 2060135	\$ 0	MN Dept. of Human Services(DHS)
HTF	public - federal	Acquisition Admin and Planning Homebuyer assistance Multifamily rental new construction Multifamily rental rehab New construction for ownership	Annual Allocation: \$ 3120000 Program Income: \$ Prior Year Resources: \$ Total: \$ 3120000	\$ 9000000	MH (acquisition, multifamily rental new construction and rehab only)

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".

B I U | [List Bulleted] [List Numbered] [Link] [Image] [Video] [Audio] [Table] [HTML]

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".

B I U | [List Bulleted] [List Numbered] [Link] [Image] [Video] [Audio] [Table] [HTML]

Program Specific Requirements (AP-90)

- Upload additional/supporting documentation using “Browse to Attach” links

7. Maximum Per-unit Development Subsidy Amount for Housing Assisted with HTF Funds. Enter or attach the grantee's maximum per-unit development subsidy limits for housing assisted with HTF funds. The limits must be adjusted for the number of bedrooms and the geographic location of the project. The limits must also be reasonable and based on actual costs of developing non-luxury housing in the area. If the grantee will use existing limits developed for other federal programs such as the Low Income Housing Tax Credit (LIHTC) per unit cost limits, HOME's maximum per-unit subsidy amounts, and/or Public Housing Development Cost Limits (TDCs), it must include a description of how the HTF maximum per-unit development subsidy limits were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements specified above.

A screenshot of a web-based text editor. The toolbar at the top includes icons for bold (B), italic (I), underline (U), bulleted list, numbered list, indent, outdent, link, unlink, insert image, insert table, insert link, and a source code icon (HTML). Below the toolbar is a large, empty text area for input.

 [Browse to Attach](#)

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)

Save | Save and Return | Cancel

Housing Trust Fund (HTF)
Reference 24 CFR 91.320(k)(5)

State agency subgrantee name:

1. Distribution of Funds

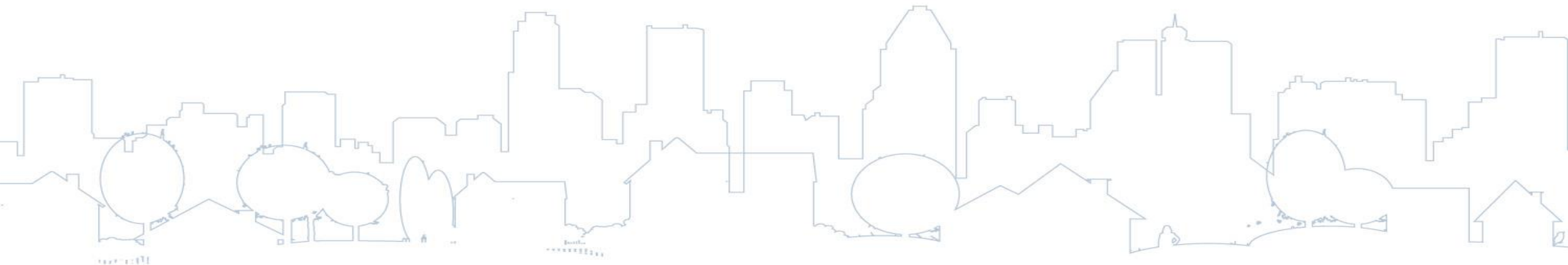
a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2).

B I U | | | | | | | | | HTML

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

B I U | | | | | | | | | HTML

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 ▼

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

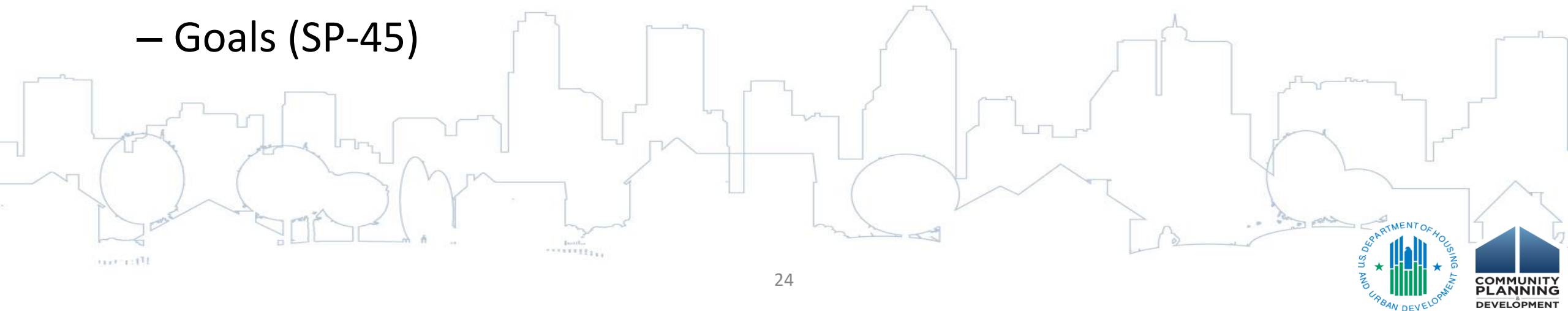
AP-75 Barriers to affordable housing

AP-85 Other Actions

AP-90 Program Specific Requirements

Strategic Plan

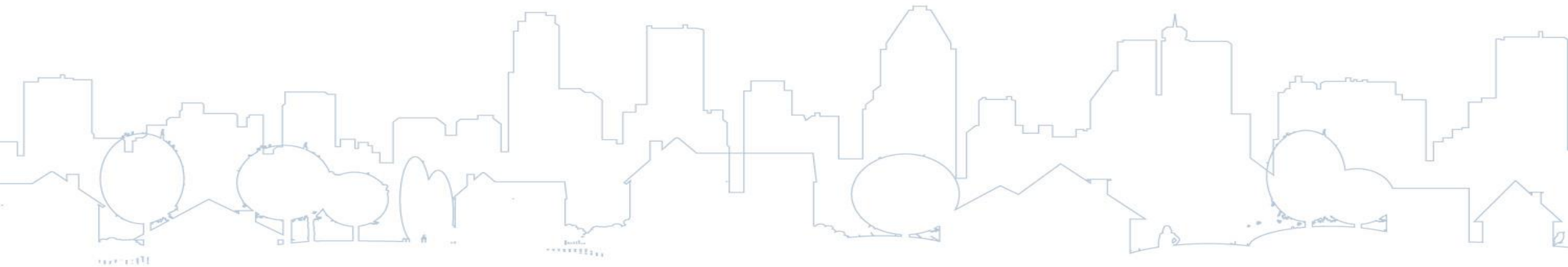
- HTF is included in all relevant elements of the Strategic Plan
 - Geographic Target Areas (SP-10)
 - Priority Needs (SP-25)
 - Anticipated Resources (SP-35)
 - Institutional Delivery Structure (SP-40)
 - Goals (SP-45)



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: \$ <input type="text"/> Program Income: \$ <input type="text"/> Prior Year Resources: \$ <input type="text"/> Total: \$ <input type="text"/> 0	\$ <input type="text"/>	
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	Annual Allocation: \$ <input type="text"/> Program Income: \$ <input type="text"/> Prior Year Resources: \$ <input type="text"/> Total: \$ <input type="text"/> 0	\$ <input type="text"/>	
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement STRMU Short term or transitional housing facilities Supportive services TBRA	Annual Allocation: \$ <input type="text"/> Program Income: \$ <input type="text"/> Prior Year Resources: \$ <input type="text"/> Total: \$ <input type="text"/> 0	\$ <input type="text"/>	
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: \$ <input type="text"/> Program Income: \$ <input type="text"/> Prior Year Resources: \$ <input type="text"/> Total: \$ <input type="text"/> 0	\$ <input type="text"/>	
HTF	public - federal	Acquisition Admin and Planning Homebuyer assistance Multifamily rental new construction Multifamily rental rehab New construction for ownership	Annual Allocation: \$ <input type="text"/> Program Income: \$ <input type="text"/> Prior Year Resources: \$ <input type="text"/> Total: \$ <input type="text"/> 0	\$ <input type="text"/>	

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)

Save | Save and Return | Cancel

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

Subgrantee (AP-90)

Housing Trust Fund (HTF)

Reference 24 CFR 91.220(I)(5)

1. Distribution of Funds

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

B *I* U |          HTML

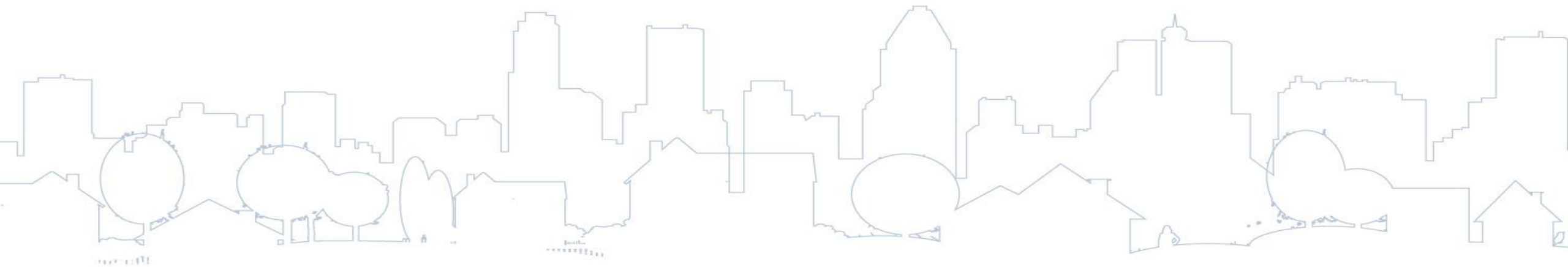
b. Describe the jurisdiction's application requirements for eligible recipients to apply for HTF funds.

B *I* U |          HTML

c. Describe the selection criteria that the jurisdiction will use to select applications submitted by eligible recipients.

B *I* U |          HTML

HTF & REPORTING



HTF & Reporting – 2016 & 2017

- All Grantees (CR-05)
 - HTF projects should be associated with goals in Action Plan and Consolidated Plan
 - Use narrative field to supplement accomplishment information – including subgrantees

Enhance Affordable Housing Opportunities-MH	Affordable Housing	Source	Amount	Indicator	Expected	Actual
		HOME	\$29,890,550.00	Rental units constructed	995	0
		Other	\$15,000,000.00	Rental units rehabilitated	995	233
				Other	60	0

HTF & Reporting – 2016 & 2017

- All Grantees (CR-15)
 - Use narrative fields to expand on “Other” in resources made available table

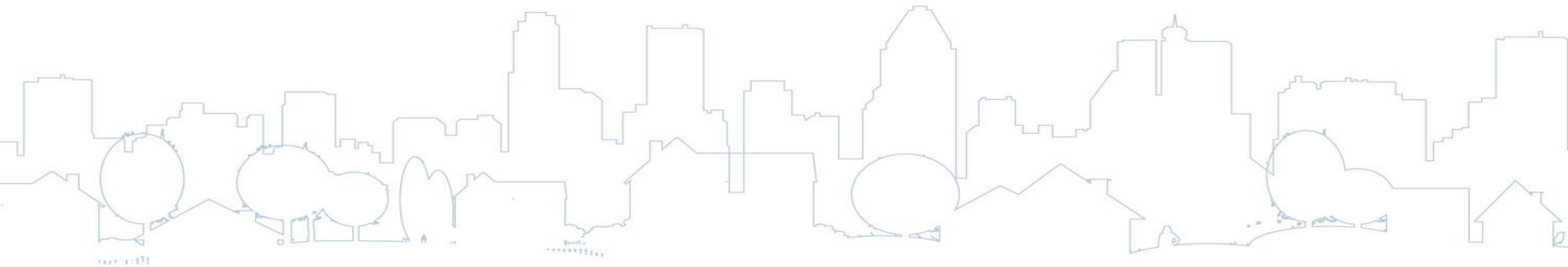
Identify the resources made available.

Source of Funds	Resources Made Available	Amount Expended During Program Year Program Year 2017
CDBG	23863811	12596611
HOME	11194795	9428810
HOPWA	175184	154842
ESG	4128704	2011147
Other	3118428	0

HTF & Reporting – 2018+

- State Grantees
 - HTF automatically included as goal and resource and will populate CAPER in relevant screens
- Non-State Subgrantees
 - HTF will be entered as “Other” and subgrantees will need to use narrative to supplement and clarify “Other” entries in CAPER template

SUMMARY



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

