

## Con Plan Guide

# Incorporating the AFH into the Consolidated Plan

For CPD Grantees

February 2018





This guide highlights AFH-specific items that should be incorporated into the Consolidated Plan. For complete guidance and screen by screen instructions on completing a Consolidated Plan, review the <u>Con Plan in IDIS Desk Guide</u>. The desk guide in also available on the HUD Exchange.

For a complete list of Con Plan Quick Guides, go to <a href="https://www.hudexchange.info/resource/5040/consolidated-plan-quick-guides/">https://www.hudexchange.info/resource/5040/consolidated-plan-quick-guides/</a>





#### INCORPORATING AFH INTO THE CONSOLIDATED PLAN

The following instructions are for all CPD grantee types. State, Entitlement, Consortia and Regional grantees should use this guide when incorporating an Assessment of Fair Housing (AFH) into the Consolidated Plan. This guide does not cover all the Consolidated Plan requirements. Its purpose is to highlight AFFH-specific requirements that must be incorporated into the Consolidated Plan once a grantee has an accepted AFH.

For guidance on how to complete a Consolidated Plan in the eCon Planning Suite, the grantee should access the Consolidated Plan in IDIS Desk Guide located on the HUD Exchange at <a href="https://www.hudexchange.info/resource/2641/econ-planning-suite-desk-guide-idis-conplan-action-plan-caper-per/">https://www.hudexchange.info/resource/2641/econ-planning-suite-desk-guide-idis-conplan-action-plan-caper-per/</a>.

AFH Specific Requirements in the Consolidated Plan by IDIS Screen

| Plan Element   | Citation                |       | IDIS Screen                                   |
|----------------|-------------------------|-------|---|
| Consultation   | §91.200(b),             | PR-10 | Consultation                                  |
|                | §91.300(b)              | AP-10 | Consultation                                  |
| Citizen        | §91.200(b),             | PR-15 | Citizen Participation                         |
| Participation  | §91.300(b)              |       |   |
| Housing and    | §91.205(b)(2),          | NA-15 | Disproportionately Greater Need: Housing      |
| homeless       | §91.305(b)(2),          |       | Problems                                      |
| needs          | §91.405                 | NA-20 | Disproportionately Greater Need: Severe       |
| assessment     |                         |       | Housing Problems                              |
|                |                         | NA-25 | Disproportionately Greater Need: Housing Cost |
|                |                         |       | Burdens                                       |
|                |                         | NA-30 | Disproportionately Greater Need: Discussion   |
| Strategic      | §91.215(a)(5)(i) -(ii), | SP-10 | Geographic Priorities                         |
| Plan           | §91.315(a)(5)(i) -(ii), | SP-25 | Priority Needs                                |
|                | §91.415                 | SP-45 | Goals   |
| Monitoring     | §91.230                 | SP-80 | Monitoring                                    |
| Action Plan    | §91.220(k),             | AP-20 | Annual Goals & Objectives                     |
|                | §91.320(j),             | AP-35 | Projects                                      |
|                | §91.420(b)              | AP-50 | Geographic Distribution                       |
| Certifications | §91.225, §91.325,       | AD-25 | Administration                                |
|                | §91.425                 |       |   |
| Amendments     | §91.505                 | AD-25 | Administration                                |
|                |                         |       |   |

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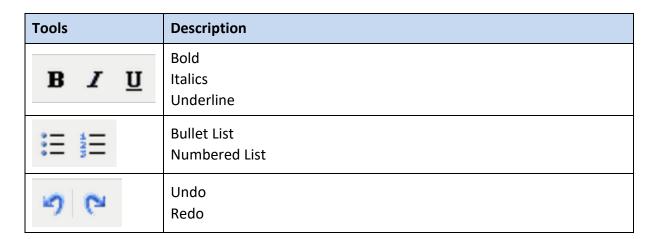
#### I. USING THE NARRATIVE TEXT BOXES

As the grantee fills a text box with narrative, a vertical scroll bar will appear on the right. The narrative field will expand dynamically as data is entered. The limit on the amount of text is 4,000 characters per field. Please note that this character limit includes white spaces, formatting marks such as new paragraphs, and other hidden characters. For example, the following text "The **quick** brown fox" contains 16 visible characters, but also contains 3 white space characters and additional hidden characters related to the bold and underline formatting. To input additional narrative beyond 4,000 characters, add another text box. Due to embedded formatting in PDF documents, grantees should not try to copy text from PDFs, but should only use text or Microsoft Word files. The screenshot below shows the features of narrative fields in the template.

#### Narrative Example



Above each narrative box, the system provides formatting options, including bold, italics, underline, bullet pointed lists, and numbered lists. Each formatting tool is explained in the next chart.





| Tools | Description  |
|-------|--|
|       | Paste as Plain Text. If this tool is toggled on, any text pasted into the narrative box will be stripped of all formatting.  |
|       | Paste from Word. This tool will allow the pasted text to retain limited formatting, including Bold, Italics, Underline, and simple numbered and bulleted lists. Paste from Word will not retain more complex formatting, such as tables and indentation. |
| a     | Select All. This tool selects all of the text currently entered in the narrative box.  |
| ¶     | Show/Hide Visual Control Characters. This tool is used to toggle the display of hidden formatting, such as paragraph marks (not currently functional).   |
| HTML  | Edit HTML Source. This tool opens a dialog box where users can edit the HTML Code to format the text of the narrative box.   |

## II. REFLECTING THE AFH IN THE CONSULTATION AND CITIZEN PARTICIPATION PROCESS:

**IDIS SCREENS:** PR-10, AP-10 Consultation

PR-15, AP-12 Citizen Participation

**CITATION:** §91.200(b), §91.300(b)

#### **HOW TO INTEGRATE AFH INTO IDIS:**

#### **Consultation (PR-10 screen)**

<u>Consultations on the Consolidated Plan shall specifically seek input into how the goals identified in the AFH inform the priorities and objectives of Consolidated Plan. Required consultations are:</u>

 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

If a grantee would like to clearly identify AFH specific consultations, it can identify Category 1 organizations by checking the 'other' box for organization type and enter "community-based and regionally based organizations that represent protected class members" or highlight the specific type of AFH consultation in the narrative. This process is illustrated in the screen shots on the following pages.

Additionally, grantees may include the following optional AFH-specific 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 grantee

To enter this information into the eCon planning Suite, use the following guidance:

The first section of the PR-10 screen provides the grantee with the option to enter a short overview to describe the consultation process and to emphasize key points. In this section, a grantee provides a general summary of its coordination efforts. The summary addresses coordination efforts with those that are involved with or affected by the programs or activities covered by the Consolidated Plan.





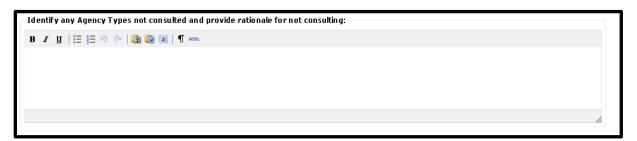
The second section of the PR-10 screen identifies the agencies, groups, organizations, and others who participated in the development of the Consolidated Plan. Add a new row for each organization consulted. To add additional organizations, click the <Add Another> button located below the table.

The Agency/Group/Organization Type field lists all the types of agencies that must be consulted (not including federal, state, and county governments and those in the Optional Designation section). After entering data for all consultations, each of the options in the Agency/Group/Organization Type field should have been checked at least once.

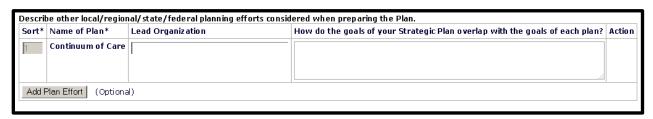


| Select Organization | ☐ Housing ☐ PHA ☐ Services-Children            | ☐ Housing Need Assessment ☐ Public Housing Needs |  |
|---------------------|--|--|--|
|                     | ☐ Services-Children                            | Public Housing Needs                             |  |
|                     |  |  |  |
|                     |  | ☐ Homeless Needs - Chronically homeless          |  |
|                     | Services-Elderly Persons                       | ☐ Homeless Needs - Families with children        |  |
|                     | Services-Persons with Disabilities             | ☐ Homelessness Needs - Veterans                  |  |
|                     | ☐ Services-Persons with HIV/AIDS               | ☐ Homelessness Needs - Unaccompanied youth       |  |
|                     | ☐ Services-Victims of Domestic Violence        | ☐ Homelessness Strategy                          |  |
|                     | ☐ Services-homeless                            | □ Non-Homeless Special Needs                     |  |
|                     | ☐ Services-Health                              | ☐ HOPWA Strategy                                 |  |
|                     | ☐ Services-Education                           | ☐ Market Analysis                                |  |
|                     | ☐ Services-Employment                          | ☐ Economic Development                           |  |
|                     | ☐ Service-Fair Housing                         | ☐ Lead-based Paint Strategy                      |  |
|                     | ☐ Health Agency                                | ☐ Anti-poverty Strategy                          |  |
|                     | ☐ Child Welfare Agency                         | Other  |  |
|                     | ☐ Publicly Funded Institution/System of Care ① |  |  |
|                     | Other government - Federal                     | ·  |  |
|                     | Other government - State                       |  |  |
|                     | ☐ Other government - County                    |  |  |
|                     | ☐ Other government - Local                     |  |  |
|                     | Regional organization                          |  |  |
|                     | ☐ Planning organization                        |  |  |
|                     | ☐ Business Leaders                             |  |  |
|                     | Civic Leaders                                  |  |  |
|                     | Other  |  |  |
|                     |  |  |  |
|                     | Optional Designation(s)                        |  |  |
|                     | Community Development Financial Institution    |  |  |
|                     | ☐ Foundation                                   |  |  |
|                     | ☐ Grantee Department                           |  |  |
|                     | ☐ Major Employer                               |  |  |
|                     | Neighborhood Organization                      |  |  |
|                     | Private Sector Banking / Financing             |  |  |

The third section of the PR-10 screen identifies the agency types with which the grantee did not consult. Provide the rationale for not consulting with these agencies.

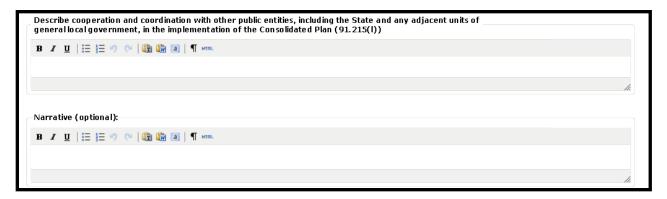


The fourth section of the PR-10 screen allows the grantee to identify other planning efforts that were considered as part of the Consolidated Plan planning process. The inclusion of other planning efforts is encouraged but not required. To add additional planning efforts, click the <Add Plan Effort> button located below the table.





For the purposes of incorporating the AFH, the last section of the PR-10 screen is optional and provides space for the grantee to describe the means of cooperation and coordination among the state and any units of general local government in the metropolitan area in the implementation of its Consolidated Plan. A narrative text box is also provided for additional information pertaining to consultations and coordination that is not captured by the fields above.



#### Citizen Participation (PR-15 screen):

In the first section of the PR-15 screen, grantees are required to provide a concise summary of the citizen participation process, public comments, and efforts made to broaden public participation in the development of the Consolidated Plan.



The second section of the PR-15 screen provides grantees with the option to summarize all citizen participation efforts undertaken as part of the planning process. Consistent with the



regulations, grantees are reminded that they are also required, at a minimum, to publish the proposed plan, provide a citizen comment period, and hold at least one public hearing.

Grantees are required to include a summary of public comments and a summary of comments or views not accepted and the reasons therefore.

| Sort          | Mode Of Outreach:                                     | Target Of Outreach:   |
|---------------|---|---|
| 1             | Public Meeting     Newspaper Ad     Internet Outreach | Minorities Non-English Speaking - Specify other language: Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Other |
| Sumn          | nary of response/attendance                           |   |
| Sumn          | nary of Comments Received                             | la de la companya de  |
| Sumn<br>reaso | nary of comments not accepted and ons                 |   |
| JRL if        | applicable:   |   |

#### III. REFLECTING THE AFH IN THE HOUSING NEEDS ASSESSMENT:

IDIS SCREENS: 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

**CITATION:** §91.205(b)(2), §91.305(b)(2), §91.405

The AFH assesses disproportionate housing needs based on race, color, religion, sex, familial status, national origin, and disability. The Consolidated Plan's housing needs assessment includes an assessment of specific needs of any racial or ethnic group that has disproportionately greater need in comparison to others in the same category. Once the



grantee has submitted an AFH, however, this assessment need not be included in the Consolidated Plan.

#### HOW TO INTEGRATE AFH INTO IDIS:

To incorporate the AFH's assessment of disproportionate housing needs into the Consolidated Plan housing needs assessment, the grantee now leaves the disproportionate housing needs assessment screens blank. The grantee will have already assessed its disproportionate housing needs in the AFH. Impacted eCon Planning Suite screens are NA-15 (Disproportionately Greater Need: Housing Problems), NA-20 (Disproportionately Greater Need: Severe Housing Problems), NA-25 (Disproportionately Greater Need: Housing Cost Burden) and NA-30 (Disproportionately Greater Need: Discussion).

The grantee must still complete the homeless needs assessment and all other IDIS screens contained in the needs assessment (NA) section of the eCon Planning Suite. For guidance and screen by screen instruction, review the <u>Con Plan in IDIS Desk Guide</u>.

#### **Consortia- Specific:**

Only the lead consortia member has access to the disproportionate needs assessment screens. Participating members will not see these screens in their templates. The lead consortia member follows the same directions as a non-consortia entitlement grantee for the housing needs assessment.

#### IV. REFLECTING AFH GOALS IN CONSOLIDATED PLAN PERIOD:

**IDIS SCREENS:** SP-10 Geographic Priorities

SP-25 Priority Needs

SP-45 Goals

**CITATION:** §91.215(a)(5)(i)-(ii), §91.315(a)(5)(i)-(ii), §91.415

#### OVERVIEW OF AFH GOALS IN IDIS

To incorporate the AFH contributing factors and goals, grantees should follow the instructions below:

- Include geographic areas with fair housing issues identified in the AFH, if applicable. This is optional.
- Include contributing factors associated with AFH goals



- Enter all of the goals in the AFH that will be initiated or completed during the
  consolidated plan period. Grantees that submitted collaborative joint or regional AFHs
  should only include those AFH goals they are responsible for, rather than all goals listed
  in the AFH. This will include the AFH associated metrics, milestones, strategies and
  actions. AFH goals are divided into two categories:
  - (1) AFH goals that are tied to priorities and specific objectives related to affordable housing, public housing, homelessness, other special needs, and non-housing community development plans.
    - o If needed, summarize the priorities and goals previously undertaken in the consolidated plan.
    - o Include strategies and actions that implement the goal identified in the AFH.
    - In identifying the proposed accomplishments and outcomes include the metrics and milestones included in the AFH to describe in quantitative terms what the grantee hopes to achieve.
    - Each goal must have a goal outcome indicator.
    - If needed, include additional specificity regarding strategies and actions the grantee intends to take to affirmatively further fair housing.
    - o Complete all other IDIS-required fields.

Example: Housing Rehab or Job Training

- (2) AFH goals that are not tied to priorities and specific objectives as described above.
  - Identify strategies and actions intended to be completed during the consolidated plan period that implement AFH goals that are not tied to priorities and specific objectives for affordable housing, public housing, homelessness, other special needs, and non-housing community development plans.
  - o Include metrics, milestones to describe in quantitative terms what the grantee hopes to achieve.
  - Complete all other IDIS-required fields.

Example: Housing Task Force or Amendment to Zoning Ordinance

HOW TO INTEGRATE AFH INTO IDIS:

#### Geographic Areas identified in the AFH (SP-10 screen)



Grantees may include any areas identified in the AFH that they would like to highlight in the Consolidated Plan, subsequent Action Plans and CAPERs. As much as possible, grantees are encouraged to match the name from the AFH with the title in the Consolidated Plan. If desired, the grantee may also designate the AFH-specific area by selecting "Other" in the "Type of Revitalization Effort" field and listing "AFH"

HUD approved NRSA areas still must be designated on this screen to receive the flexible benefits associated with the designation, regardless of whether the geographic area is AFH-specific or not.



#### **Priority Needs and AFH Contributing Factors (SP-25 Screen)**

The SP-25 Screen is used identify a grantee's priority needs. To incorporate the AFH into the consolidated plan, a grantee may use this screen to enter the contributing factors associated with AFH goals as well as its Consolidated Plan priority needs. For each identified contributing factor or priority need, the grantee may indicate one or more populations to be served according to income, family type, homeless population and special need. Each priority need or contributing factor will be assigned a priority level. A grantee has the option of using the narrative sections to identify the contributing factor as AFH specific and to elaborate on the priority level designation. Grantees are encouraged to set-up contributing factors so that they are easily identifiable in IDIS. To do this, grantees may label the contributing factor as "AFH Factor:" and use the same title of the AFH contributing factor in the Consolidated Plan. For example: AFH Factor: Location/Type of Affordable Housing.



| Priority Ne | Priority Needs:                                   |                       |                      |  |  |
|-------------|---|-----------------------|----------------------|--|--|
| Sort*       | Need Name   | <b>Priority Level</b> | Action               |  |  |
| 1           | AFH Factor: Inaccessible pub/priv. infrastructure | High                  | View   Edit   Delete |  |  |
| 2           | AFH Factor: Lack of pub invst in spec nghbrhoods  | High                  | View   Edit   Delete |  |  |
| 3           | AFH Factor: Location/Type of Affordable Housing   | High                  | View   Edit   Delete |  |  |
| 4           | Homeless Prevention                               | High                  | View   Edit   Delete |  |  |

After entering contributing factors into the plan, grantees can view a summary table of all factors, as well as priority needs. The summary table shows basic information associated with each factor.

| Name  | Population  | Geographic Areas | Priority Level | Associated Goals                |
|---|---|------------------|----------------|---------------------------------|
| AFH Factor: Inaccessible pub/priv. infrastructure | Low<br>Moderate<br>Non-housing Community Development  | Geographic Areas | High           | Infrastructure                  |
| AFH Factor: Lack of pub invst in spec nghbrhoods  | Non-housing Community Development<br>Low<br>Moderate  |                  | High           | Infrastructure                  |
| AFH Factor: Location/Type of Affordable Housing   | Extremely Low<br>Large Families<br>Low<br>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                |

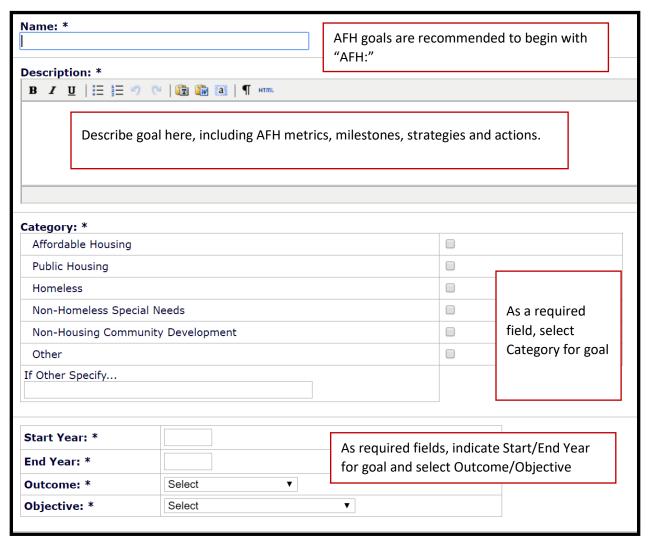
#### AFH Goals (SP-45 screen)

Along with all Consolidated Plan goals, enter all of the goals in the AFH that will be initiated or completed during the Consolidated Plan period. Grantees that submitted collaborative joint or regional AFHs should only include those AFH goals they are responsible for, rather than all goals listed in the AFH.

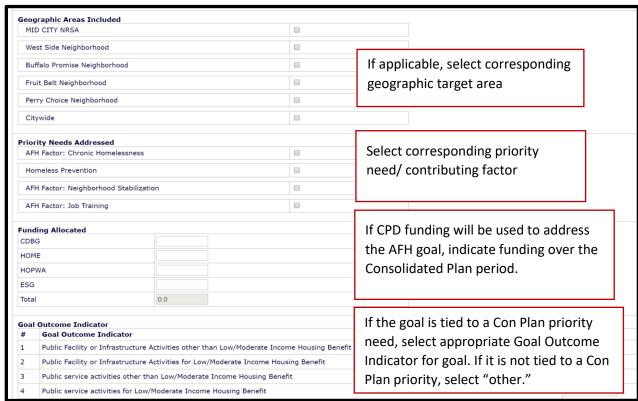
#### All goals should have:

- A short descriptive name for each goal, including all goals identified in the AFH.
   Whenever possible, goals from the AFH should be designated as such and contain the same title as used in the AFH. For example: AFH Goal #1 Job Training. Note: The name is limited to 50 characters.
- A brief description, the first and last program year in which the grantee will address the goal
- The AFH associated metrics, milestones, strategies and actions
- If applicable, each geographic area that will be served by activities aimed at achieving this goal should be designated.









AFH goals that are tied to Consolidated Plan priorities and specific objectives should:

- 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

AFH goals that are not tied to priorities and specific objectives as described above should:

- Include strategies and actions intended to be completed during Consolidated Plan period
- Include outcomes and proposed accomplishments
- Incorporate metrics and 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

Note: A goal must be listed in the Strategic Plan on SP-45 Goals to be included in the Annual Action Plan. A grantee can only have one annual goal for each Strategic Plan goal.

| Sort* | Goal Name                            | Action               |
|-------|--------------------------------------|----------------------|
| 1     | Rapid Re-Housing                     | View   Edit   Delete |
| 2     | AFH: Infrastructure in R/ECAPs       | View   Edit   Delete |
| 3     | AFH: Housing Rehab for Accessibility | View   Edit   Delete |
| 4     | AFH: Job Training in R/ECAPs         | View   Edit   Delete |

Once goals are entered into the plan, grantees can view a summary table of all goals. The summary table shows basic information associated with each need.

| AFH: Job Training in R/ECAPs | Non-Housing Community Development  |                   | AFFH Factor: Lack of pub invst in spec nghbrhoods |   |
|------------------------------|--|-------------------|---|---|
|                              | Start Year: 2018   | End<br>Year: 2022 | Outcome:<br>Sustainability                        | Objective:<br>Create economic opportunities |
|                              | Description:   |                   |   |   |
|                              | This goal will fund job training programs to low-income individuals residing in R/ECAP areas within the City as identified in the AFH. |                   |   |   |
|                              | Goal Outcome Indicator Jobs created/retained   |                   | Quantity<br>100                                   | UoM<br>Jobs                                 |
|                              | pous created/retained  |                   | 100   | pous  |

#### **Consortia- Specific:**

Each Consortia member will have the SP-10, SP-25 and SP-45 screens to complete separately. Each Consortia member should only include those AFH goals for which they are one of the responsible entities, rather than all goals listed in the AFH.

#### V. REFLECTING AFH IN THE MONITORING PROCESS:

**IDIS SCREEN:** SP-80 Monitoring

**CITATION:** §91.230

The grantee must describe the standards and procedures to monitor activities carried out, including strategies and actions that address the fair housing issues and goals identified in the AFH.

#### HOW TO INTEGRATE AFH INTO IDIS:



#### Monitoring (SP-80 screen)

Grantees should document content outlined above in the narrative text box on SP-80 screen.



#### **Consortia- Specific:**

Each Consortia member will complete its own SP-80 screen.

### VI. REFLECTING ANNUAL ACTIONS IDENTIFIED IN THE AFH TO ADDRESS FAIR HOUSING GOALS:

**IDIS SCREEN:** AP-20 Annual Goals & Objectives

AP-35 Projects

AP-50 Geographic Distribution

**CITATION:** §91.220(k), §91.320(j), §91.420(b)

- Identify actions it will take over the program year to address fair housing issues identified in the AFH
- Identify AFH specific goals receiving CPD funds as a project(s) in AP-35 screen
- If needed, identify projects in AFH geographic priority areas

#### **HOW TO INTEGRATE AFH INTO IDIS:**

#### **AFH Annual Action Plan Goals (AP-20 screen)**

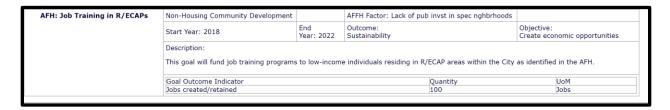
The AP-20 screen is used to identify the goals that the grantee will address over the program year. Each goal selected will be assigned a contributing factor or a priority need. Each goal selected will be designated a quantitative measurement.



Note: A goal must be listed in the Strategic Plan on the SP-45 Goals screen to be included in the Action Plan. A grantee can only have one annual goal for each Strategic Plan goal.

| Sort* | Goal Name                            | Action               |
|-------|--------------------------------------|----------------------|
| 1     | Rapid Re-Housing                     | View   Edit   Delete |
| 2     | AFH: Infrastructure in R/ECAPs       | View   Edit   Delete |
| 3     | AFH: Housing Rehab for Accessibility | View   Edit   Delete |
| 4     | AFH: Job Training in R/ECAPs         | View   Edit   Delete |

Once annual goals are entered into the plan, grantees can view a summary table of all annual goals. The summary table displays basic information associated with each need.



#### Projects (AP-35 screen)

On the AP-35 screen, AFH specific goals receiving CPD funding will be documented as a project. The grantee should provide enough detail for each project so that HUD may determine that the project is an eligible use of the proposed funds, including:

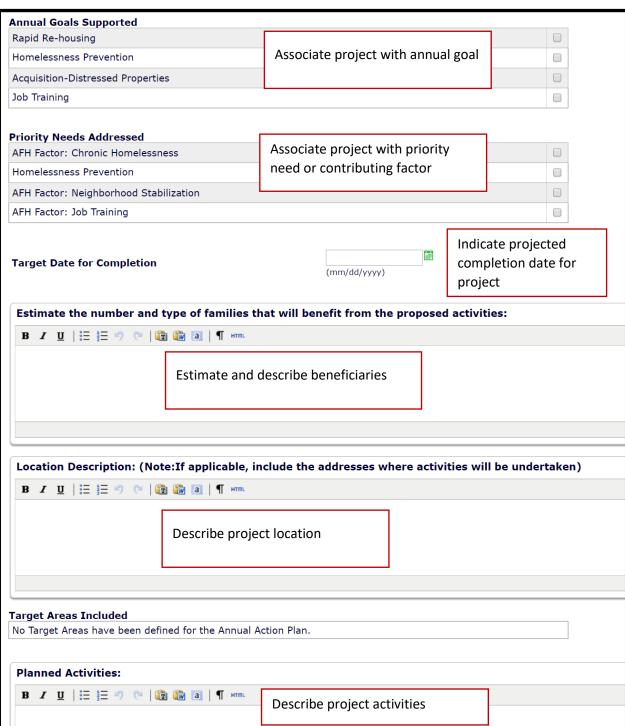
- What the project is (i.e. what the grantee is doing)
- Where the project will be located
- Who will benefit and why they will benefit (e.g. elderly, renters, low-income)
- The project is an eligible use of the proposed funding source

As indicated in screenshot below, IDIS requires that each project must be associated with a goal and contributing factor or priority need. Each project must describe planned accomplishments and indicate the target date for realizing the accomplishment.



| *Project Title:                |                                     |                         |      | ]    |
|--------------------------------|-------------------------------------|-------------------------|------|------|
|                                |                                     | Enter project title and | d ID |      |
| Grantee/PJ Project ID:         |                                     |                         |      |      |
| Description:                   |                                     |                         |      |      |
| Description.                   | Enter description of project        |                         |      |      |
|                                |                                     |                         |      |      |
| Allow Amakhan Omernication     | . A. C.A Activitiesdevable Du       |                         |      |      |
|                                | to Set up Activities under this Pro | oject: w                |      |      |
| Select Organization (i)        |                                     |                         |      |      |
| Assign Sponsor for this Pro    | ject (only for HOPWA or HOPWA-C     | C programs): 🛈          |      |      |
| Select Sponsor Organization (i |                                     |                         |      |      |
| Grant # (only for HOPWA-C      | program): Select Grant ▼            |                         |      |      |
| Estimated Amount (Includi      | na Droarom Incomo)                  |                         |      |      |
| Section 108 Loan amount        | ng Program Income)                  |                         | \$ 0 | 0.00 |
| CDBG                           |                                     |                         |      | 0.00 |
| НОМЕ                           |                                     |                         |      | 0.00 |
| ESG                            |                                     |                         | \$ ( | 0.00 |
| HOPWA                          |                                     |                         | \$ ( | 0.00 |
| CDBG-R                         |                                     |                         | \$ 0 | 0.00 |
| HPRP                           |                                     |                         | \$ 0 | 0.00 |
| TCAP                           |                                     |                         | \$ 0 | 0.00 |
| HESG                           |                                     |                         | \$ 0 | 0.00 |
| HOPWA-C                        |                                     |                         | \$ 0 | 0.00 |
| HTF                            |                                     |                         | \$ 0 | 0.00 |
| Total                          |                                     |                         | C    | 0.00 |
|                                |                                     |                         |      |      |
| Expected Resources CDBG        |                                     |                         | \$   |      |
| НОМЕ                           |                                     |                         | \$   |      |
| General Fund                   |                                     |                         | \$   |      |
| Section 8                      |                                     |                         | \$   |      |
|                                |                                     |                         | Ψ    |      |





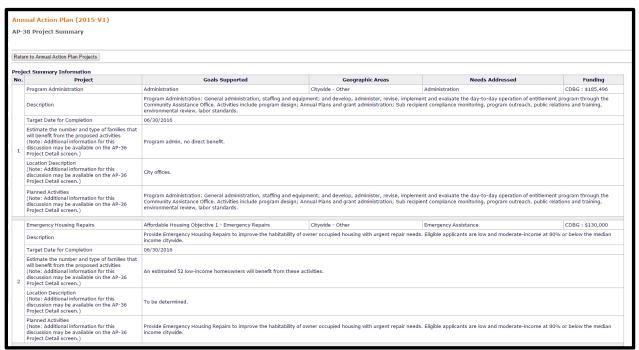


|   | Outcome Indicators  Goal Outcome Indicator                                       |  | Quantity      | Unit of Meas              | sures |
|---|--|--|---------------|---------------------------|-------|
| 1 | Public Facility or Infrastructure Activities other than Low/N<br>Housing Benefit |  | Persons Assis | ted                       |       |
| 2 | Public Facility or Infrastructure Activities for Low/Moderate<br>Benefit         | e Income Housing   |               | Households<br>Assisted    |       |
| 3 | Public service activities other than Low/Moderate Income                         | Housing Benefit  |               | Persons Assis             | ted   |
| 4 | Public service activities for Low/Moderate Income Housing                        | Select corresponding goal outcome indicator for project. If the AFH goal was assigned in the SP-45 screen then select "Other". |               |                           |       |
| 5 | Facade treatment/business building rehabilitation                                |  |               | creen then                |       |
| 6 | Brownfield acres remediated  |  |               | Acre                      |       |
| 7 | Rental units constructed   |  |               | Household<br>Housing Unit |       |

Once projects are entered into the plan, grantees can view a summary table of all projects. The summary table displays basic information associated with each project.

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#### Geographic Distribution (if applicable) (AP-50 screen)

On the AP-50 screen, the grantee will complete this screen only if geography was used in determining funding allocation priorities or if one or more target areas were identified in the Consolidated Plan. The grantee should describe the geographic areas of the grantee, including areas of low-income and minority concentration, where assistance will be directed over the program year.

| Geographic Distribution |                     |  |  |  |
|-------------------------|---------------------|--|--|--|
| Target Area             | Percentage of Funds |  |  |  |
| Bandera Estates         | %                   |  |  |  |
| Bruni & Oilton          | %                   |  |  |  |
|                         |                     |  |  |  |



| AP-50 Geographic Distribution - 91.220(f)   |                     |     |
|---|---------------------|-----|
| Save   Save and Return   Cancel   |                     |     |
| Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) |                     |     |
| where assistance will be directed   |                     |     |
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| Geographic Distribution   |                     |     |
| Target Area   | Percentage of Funds |     |
|   |                     |     |
| Rationale for the priorities for allocating investments geographically  |                     |     |
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#### **Consortia-Specific:**

Each Consortia member will have the AP-20, AP-35, and AP-50 screens to complete separately.

#### **State-Specific:**

On the AP-35 (Projects) screen project level detail is not required for a state grantee's annual action plan. Once a state grantee has allocated funding via its method of distribution, the state grantee will use the projects sub-menu in IDIS to add its AFH-specific and action plan specific projects for the program year. In IDIS, a state will then amend its action plan to add the projects prior to the CAPER so that accomplishment data can be associated with Consolidated Plan and AFH goals.

States would continue to complete the AP-25 (Allocation Priorities) and AP-30 (Method of Distribution) screens.

#### VII. AFH CERTIFICATION:

**IDIS SCREEN:** AD-25 Administration

**CITATION:** §91.225, §91.325, §91.425

Grantees must submit an original, executed Affirmatively Furthering Fair Housing Certification.



#### HOW TO INTEGRATE AFH INTO IDIS:

The process for submitting certifications remains the same. Grantees must submit all original executed certifications directly to HUD. Electronic signature will not be accepted at this time. Copies will not be accepted.

If desired, scanned copies of signed certifications can be attached in the AD-25 screen, however, this will not meet the submission requirement for original executed documents. Use the <Browse to Attach> link to add a file that contains scanned copies of signed SF-424 and certifications.





#### **Consortia-Specific:**

Each consortia member should submit an original, executed AFH certification.

#### VIII. AMENDMENTS TO THE CONSOLIDATED PLAN

IDIS SCREEN: AD-25 Administration

**CITIATION:** §91.505

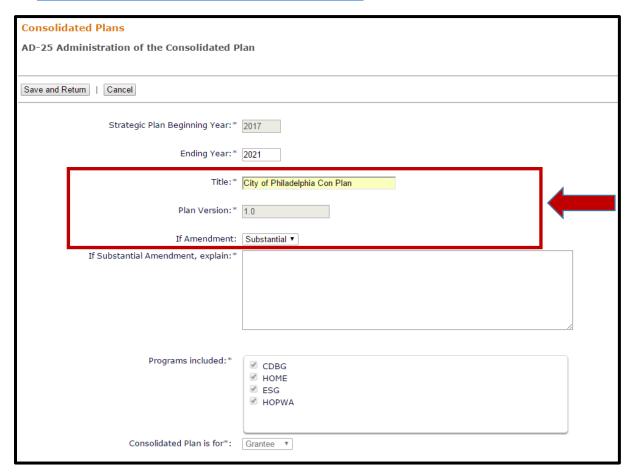


The grantee must ensure that amendments to the plan are consistent with its certification to affirmatively further fair housing and the analysis and strategies of the AFH.

#### How to integrate AFH into IDIS:

The amendment process remains the same for the eCon Planning Suite. Directions based on type of grantee can be found on the HUD Exchange at:

- State, Entitlement, Regional Consolidated Plans:
   <a href="https://www.hudexchange.info/resources/documents/Amending-a-Con-Plan-Action-Plan-for-State-Entitlement-Regional-Grantees.pdf">https://www.hudexchange.info/resources/documents/Amending-a-Con-Plan-Action-Plan-for-State-Entitlement-Regional-Grantees.pdf</a>
- Consortia Grantees: <a href="https://www.hudexchange.info/resources/documents/Amending-a-Con-Plan-Action-Plan-for-Consortia-Grantees.pdf">https://www.hudexchange.info/resources/documents/Amending-a-Con-Plan-Action-Plan-for-Consortia-Grantees.pdf</a>



#### **Consortia-Specific:**

When the Lead Entity or an entitlement consortium member needs to amend or update its plan, <u>only</u> the Lead Entity can create the amendment in the eCon Planning Suite (even if the



amendment is only for the participating grantee). Once the amendment is completed, the Lead Entity is responsible for resubmitting the plan to HUD.

To complete an amendment to a Consolidated Plan or Action Plan, follow the directions on how to correctly copy a Consolidated Plan or Annual Action Plan.

- Once the copy is made, all members will be able to amend the Consolidated Plan or Action Plan as needed.
- Even if the amendment is only being completed by the entitlement consortium member, <u>only</u> the Lead Entity is able to go to the AD-25 Screen and select "Submitted for Review".
  - This selection will trigger the submission of <u>ALL</u> templates.
  - o The templates cannot be submitted separately.

Directions on how to undertake an amendment in a consortia plan can be found on the HUD Exchange at <a href="https://www.hudexchange.info/resources/documents/Amending-a-Con-Plan-Action-Plan-for-Consortia-Grantees.pdf">https://www.hudexchange.info/resources/documents/Amending-a-Con-Plan-Action-Plan-for-Consortia-Grantees.pdf</a>