



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 [Con Plan in IDIS Desk Guide](#). The desk guide is also available on the HUD Exchange.

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





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 <https://www.hudexchange.info/resource/2641/econ-planning-suite-desk-guide-idis-conplan-action-plan-caper-per/>.

AFH Specific Requirements in the Consolidated Plan by IDIS Screen

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



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

The screenshot shows a web application interface. At the top, there is a toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Undo, and Redo. Below the toolbar is a text area containing the following text:

This Action Plan outlines the City of Hammond's proposed activities for the program year beginning April 1, 2012 and ending March 31, 2013 using Federal funds granted to the City by the U.S. Department of Housing and Urban Development (HUD) under the following grant programs:

- Community Development Block Grant (CDBG),
- Home Investment Partnership (HOME), and
- Emergency Shelter Grant (ESG) programs.

Below the text area is a table with the following structure:





Type	Sequence	Label	Action
Text	1	Objectives and Outcomes	View Edit Delete

At the bottom of the table, there are links: [Add GIS Map](#) | [Add GIS Data](#) | [Add JPEG](#) | [Add Text](#) | [Add Table](#).

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
	Bold Italics Underline
	Bullet List Numbered List
	Undo Redo



Tools	Description
	<p>Paste as Plain Text. If this tool is toggled on, any text pasted into the narrative box will be stripped of all formatting.</p> <p>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.</p>
	<p>Select All. This tool selects all of the text currently entered in the narrative box.</p>
	<p>Show/Hide Visual Control Characters. This tool is used to toggle the display of hidden formatting, such as paragraph marks (not currently functional).</p>
	<p>Edit HTML Source. This tool opens a dialog box where users can edit the HTML Code to format the text of the narrative box.</p>

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)

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:

- 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.



Consolidated Plans

PR-10 Consultation - 91.100, 91.200(b), 91.215(I)

|
 |

Introduction:

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

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).

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

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

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

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS.

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

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.



2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Sort*	Agency/Group/Organization*	Agency/Group/Organization Type*	What section of the Plan was addressed by Consultation? *	Action
1	<div>Select Organization</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 Optional Designation(s) <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	<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	

Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?

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.

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

B *I* U |

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.

Describe other local/regional/state/federal planning efforts considered when preparing the Plan.

Sort*	Name of Plan*	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?	Action
1	Continuum of Care			

Add Plan Effort (Optional)



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.

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

B *I* U | [List Bulleted] [List Numbered] [Link] [Image] [Table] [Code] | HTML

Narrative (optional):

B *I* U | [List Bulleted] [List Numbered] [Link] [Image] [Table] [Code] | HTML

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.

Consolidated Plans

PR-15 Citizen Participation - 91.105, 91.200(c)

Save | Save and Return | Cancel

1. Summary of citizen participation process/Efforts made to broaden citizen participation

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

B *I* U | [List Bulleted] [List Numbered] [Link] [Image] [Table] [Code] | HTML

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.

Citizen Participation Outreach		
Sort	Mode Of Outreach:	Target Of Outreach:
1	<input checked="" type="radio"/> Public Meeting <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"/>
Summary of response/attendance		<input type="text"/>
Summary of Comments Received		<input type="text"/>
Summary of comments not accepted and reasons		<input type="text"/>
URL if applicable: <input type="text"/>		
<input type="button" value="Add Another"/>		

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 [Con Plan in IDIS Desk Guide](#).

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.

- If needed, summarize the priorities and goals previously undertaken in the consolidated plan.
- 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.
- 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.
- 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)



Priority Needs:			
Sort*	Need Name	Priority Level	Action
1	AFH Factor: Inaccessible pub/priv. infrastructure	High	View Edit Delete
2	AFH Factor: Lack of pub invest in spec ngrhbrhoods	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 Moderate Non-housing Community Development		High	Infrastructure
AFH Factor: Lack of pub invest in spec ngrhbrhoods	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

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.



Name: * <input type="text"/>		AFH goals are recommended to begin with "AFH:"
Description: * <div>B I U HTML</div> <div>Describe goal here, including AFH metrics, milestones, strategies and actions.</div>		
Category: *		
Affordable Housing	<input type="checkbox"/>	As a required field, select Category for goal
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... <input type="text"/>		
Start Year: *	<input type="text"/>	As required fields, indicate Start/End Year for goal and select Outcome/Objective
End Year: *	<input type="text"/>	
Outcome: *	Select ▼	
Objective: *	Select ▼	



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 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 Year: 2022	Outcome: Sustainability	Objective: 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		Quantity	UoM
	Jobs created/retained		100	Jobs

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.

AFH: Job Training in R/ECAPs	Non-Housing Community Development		AFFH Factor: Lack of pub invst in spec nghbrhoods	
	Start Year: 2018	End Year: 2022	Outcome: Sustainability	Objective: 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		Quantity	UoM
	Jobs created/retained		100	Jobs

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: <input style="width: 95%;" type="text"/>	Enter project title and ID
Grantee/PJ Project ID: <input style="width: 95%;" type="text"/>	
Description: <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> Enter description of project </div>	
Allow Another Organization to Set up Activities under this Project: ⓘ <input type="text" value="Select Organization"/> ⓘ	
Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs): ⓘ <input type="text" value="Select Sponsor Organization"/> ⓘ	
Grant # (only for HOPWA-C program): <input type="text" value="Select Grant"/> ▼	
Estimated Amount (Including Program Income)	
Section 108 Loan amount	\$ <input style="width: 20%;" type="text" value="0.00"/>
CDBG	\$ <input style="width: 20%;" type="text" value="0.00"/>
HOME	\$ <input style="width: 20%;" type="text" value="0.00"/>
ESG	\$ <input style="width: 20%;" type="text" value="0.00"/>
HOPWA	\$ <input style="width: 20%;" type="text" value="0.00"/>
CDBG-R	\$ <input style="width: 20%;" type="text" value="0.00"/>
HPRP	\$ <input style="width: 20%;" type="text" value="0.00"/>
TCAP	\$ <input style="width: 20%;" type="text" value="0.00"/>
HESG	\$ <input style="width: 20%;" type="text" value="0.00"/>
HOPWA-C	\$ <input style="width: 20%;" type="text" value="0.00"/>
HTF	\$ <input style="width: 20%;" type="text" value="0.00"/>
Total	0.00
Expected Resources	
CDBG	\$ <input style="width: 20%;" type="text"/>
HOME	\$ <input style="width: 20%;" type="text"/>
General Fund	\$ <input style="width: 20%;" type="text"/>
Section 8	\$ <input style="width: 20%;" type="text"/>

**Annual Goals Supported**

Rapid Re-housing	Associate project with annual goal	<input type="checkbox"/>
Homelessness Prevention		<input type="checkbox"/>
Acquisition-Distressed Properties		<input type="checkbox"/>
Job Training		<input type="checkbox"/>

Priority Needs Addressed

AFH Factor: Chronic Homelessness	Associate project with priority need or contributing factor	<input type="checkbox"/>
Homelessness Prevention		<input type="checkbox"/>
AFH Factor: Neighborhood Stabilization		<input type="checkbox"/>
AFH Factor: Job Training		<input type="checkbox"/>

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:

B *I* U |

Estimate and describe beneficiaries

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

B *I* U |

Describe project location

Target Areas Included

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

Planned Activities:

B *I* U |

Describe project activities



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: 1px 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

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.



Annual Action Plan (2015-V1)

AP-38 Project Summary

[Return to Annual Action Plan Projects](#)

Project Summary Information

No.	Project	Goals Supported	Geographic Areas	Needs Addressed	Funding
	Program Administration	Administration	Citywide - Other	Administration	CDBG : \$185,496
	Description	Program Administration: General administration, staffing and equipment; and develop, administer, revise, implement and evaluate the day-to-day operation of entitlement program through the Community Assistance Office. Activities include program design; Annual Plans and grant administration; Sub recipient compliance monitoring, program outreach, public relations and training, environmental review, labor standards.			
	Target Date for Completion	06/30/2016			
1	Estimate the number and type of families that will benefit from the proposed activities (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.)	Program admin, no direct benefit.			
	Location Description (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.)	City offices.			
	Planned Activities (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.)	Program Administration: General administration, staffing and equipment; and develop, administer, revise, implement and evaluate the day-to-day operation of entitlement program through the Community Assistance Office. Activities include program design; Annual Plans and grant administration; Sub recipient compliance monitoring, program outreach, public relations and training, environmental review, labor standards.			
	Emergency Housing Repairs	Affordable Housing Objective 1 - Emergency Repairs	Citywide - Other	Emergency Assistance	CDBG : \$130,000
	Description	Provide Emergency Housing Repairs to improve the habitability of owner occupied housing with urgent repair needs. Eligible applicants are low and moderate-income at 80% or below the median income citywide.			
	Target Date for Completion	06/30/2016			
2	Estimate the number and type of families that will benefit from the proposed activities (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.)	An estimated 52 low-income homeowners will benefit from these activities.			
	Location Description (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.)	To be determined.			
	Planned Activities (Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.)	Provide Emergency Housing Repairs to improve the habitability of owner occupied housing with urgent repair needs. Eligible applicants are low and moderate-income at 80% or below the median income citywide.			

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	<input type="text"/> %
Bruni & Oilton	<input type="text"/> %



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

B **I** **U** | **≡** | **↶** **↷** **↻** **↺** **↻** **↻** | **¶** **mm**

Geographic Distribution

Target Area	Percentage of Funds

Rationale for the priorities for allocating investments geographically

B **I** **U** | **≡** | **↶** **↷** **↻** **↺** **↻** **↻** | **¶** **mm**

Discussion

B **I** **U** | **≡** | **↶** **↷** **↻** **↺** **↻** **↻** | **¶** **mm**

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.

Consolidated Plans
AD-25 Administration of the Consolidated Plan

[Save and Return](#) | [Cancel](#)

Attachments (optional)

Cover Page Image	Browse to Attach
Report Header Icon	Browse to Attach
Page Header	Browse to Attach

Attachments

Citizen Participation Comments	Browse to Attach
Grantee Unique Appendices	Browse to Attach
Grantee SF-424's and Certification(s)	Browse to Attach

[Quality Check](#)

Status: [Open in Progress](#)

Status changed on: Wed, Jan 4 2017 at 2:40:04 PM EST

[Save and Return](#) | [Cancel](#)

Consortia- Specific:

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

VIII. AMENDMENTS TO THE CONSOLIDATED PLAN

IDIS SCREEN: AD-25 Administration

CITATION: §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:
<https://www.hudexchange.info/resources/documents/Amending-a-Con-Plan-Action-Plan-for-State-Entitlement-Regional-Grantees.pdf>
- Consortia Grantees: <https://www.hudexchange.info/resources/documents/Amending-a-Con-Plan-Action-Plan-for-Consortia-Grantees.pdf>

Consolidated Plans

AD-25 Administration of the Consolidated Plan

Save and Return | Cancel

Strategic Plan Beginning Year: * 2017

Ending Year: * 2021

Title: * City of Philadelphia Con Plan

Plan Version: * 1.0

If Amendment: Substantial ▼

If Substantial Amendment, explain: *

Programs included: *

- ☒ CDBG
- ☒ HOME
- ☒ ESG
- ☒ HOPWA

Consolidated Plan is for*: Grantee ▼

Consortia- Specific:

When the Lead Entity or an entitlement consortium member needs to amend or update its plan, only 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, only the Lead Entity is able to go to the AD-25 Screen and select “Submitted for Review”.
 - This selection will trigger the submission of ALL templates.
 - 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 <https://www.hudexchange.info/resources/documents/Amending-a-Con-Plan-Action-Plan-for-Consortia-Grantees.pdf>