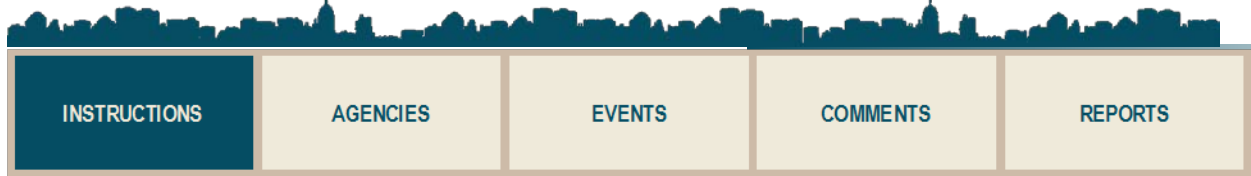


Using Stakeholder Input in Consolidated Planning Tool

Version 1.0

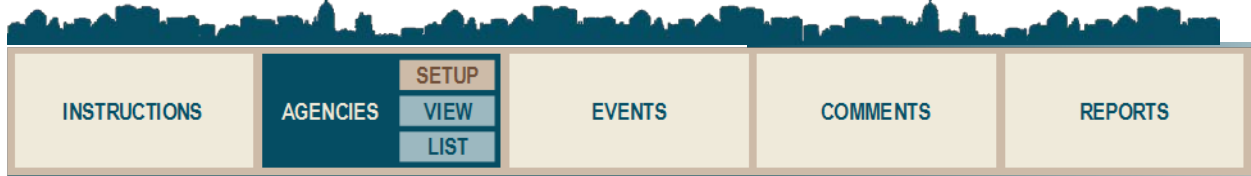


As part of the Consolidated Plan regulations, jurisdictions are required to reach out to and consult with public and private agencies when developing the plan. Use the *Using Stakeholder Input in Consolidated Planning Tool* to maintain a central list of stakeholders that you have identified to participate in the consultation process and to keep track of the consultation process and the efforts to enhance coordination with agencies.

Add agencies to the **Agency** tab, input their contact information, as well as the details required by PR-10 of the Consolidated Planning Template: Type of Agency/Group/Organization, Target Areas addressed by Agency, and an Optional Designation. To ensure adequate representation review the target areas and the type of agencies that have been identified and invited. Make sure that every identified agency has participated in at least one event and that you have captured their comments.

Click on the **Events** tab and **Comments** tab in order to complete information about event participation and details of stakeholder comments. The spreadsheet is designed to track stakeholder comments separately for each participation event.

The **Reports** tab will aggregate and show the comments made by Agency, by Event, or by the Section of the Consolidated Plan that it addresses. These reports will help you respond to the Consultation narratives in section PR-10 of the Consolidated Plan template in IDIS.



Click on the **Start** button below in order to add an agency. When adding an agency, there will be 4 screens to complete per agency.
 Click on the **View** tab to see all of the information added about the agency.
 Click on the **List** tab to see all of the agencies that were added, which makes it easy to print.

DATA ENTRY PROCESS



SPREADSHEET SHORTCUTS

1	Complete the agency contact information	▶
2	Identify the agency type- select from the list provided	▶
3	Identify the target areas served – type in any target areas that the agency works in (up to 6)	▶
4	Add an optional designation for the agency- select from the list provided	▶
		START



INSTRUCTIONS	AGENCIES SETUP VIEW LIST	EVENTS	COMMENTS	REPORTS
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AGENCY SELECTED

Please select an agency

POINT OF CONTACT

EMAIL ADDRESS

STREET ADDRESS

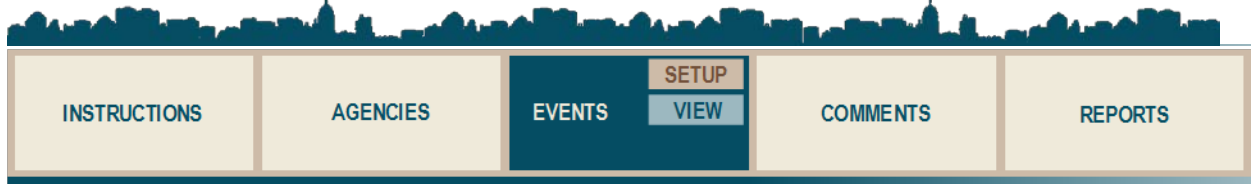
AGENCY TYPE(S)

AGENCY TARGET AREA(S)

AGENCY DESTINATION(S)

TITLE

PHONE NUMBER



The consolidated planning process requires jurisdictions to reach out and consult with other public and private agencies when developing the plan. The plan itself must include a summary of the consultation process, including identification of the agencies that participated in the process. The **Events** and **Comments** tabs work in conjunction with one another. First, you will add an event. Next, you can select an event and add an agency and their comments. Finally, use the **Reports** to view all of the events, participating agencies, and comments made during the consultation process. The reports will help when completing section PR-10 Consultation of the Consolidated Plan.

DATA ENTRY PROCESS



START

BACK



EVENT DETAILS

EVENT

EVENT DATE

EVENT TYPE

OTHER EVENT DETAILS

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INSTRUCTIONS	AGENCIES	EVENTS	COMMENTS	REPORTS
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Buttons: **SETUP** (blue), **VIEW** (orange)



EVENT SELECTED

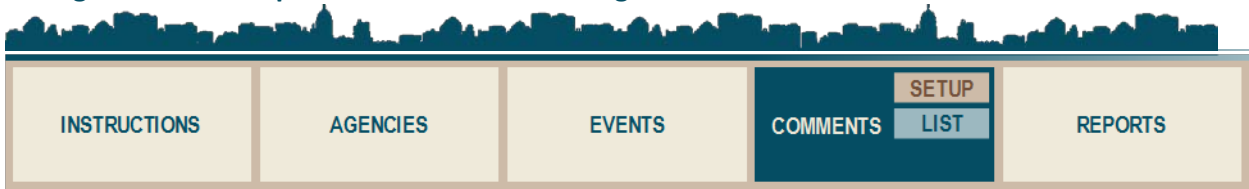
Please select an event

EVENT

EVENT DATE

EVENT TYPE

EVENT DETAILS



The consolidated planning process requires jurisdictions to reach out and consult with other public and private agencies when developing the plan. The plan itself must include a summary of the consultation process, including identification of the agencies that participated in the process. The **Events** and **Comments** tabs work in conjunction with one another. First, you will add an event. Next, you can select an event and add an agency and their comments. Finally, use the **Reports** to view all of the events, participating agencies, and comments made during the consultation process. The reports will help when completing section PR-10 Consultation of the Consolidated Plan.

DATA ENTRY PROCESS



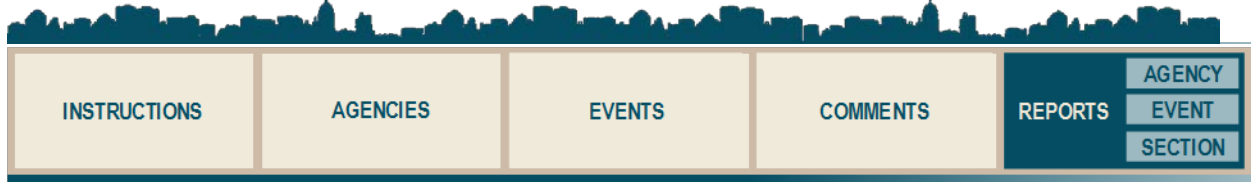
START

[BACK](#)



EVENT DETAILS

EVENT	AGENCY	AGENCY COMMENTS	RESPONSE TO COMMENTS	ANTICIPATED OUTCOMES OF CONSULTATION	AREAS FOR IMPROVED COORDINATION BASED ON CONSULTATION	SECTIONS OF THE CONSOLIDATED PLAN ADDRESSED BY CONSULTATION
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The consolidated planning process requires jurisdictions to reach out and consult with other public and private agencies when developing the plan. The plan itself must include a summary of the consultation process, including identification of the agencies that participated in the process. Jurisdictions also are required to summarize their efforts to enhance coordination between public and private agencies. Click on the **Reports** tabs in order to view the events held, the agencies that participated in events, and the comments made about the Consolidated Plan.

SPREADSHEET SHORTCUTS

- | | | |
|---|---|---|
| 1 | The Reports by Agency tab will list all of the comments and events associated with an agency. | ▶ |
| 2 | The Reports by Events tab will list all of the agencies and comments active at an event. | ▶ |
| 3 | The Reports by Con Plan Section tab will list all of the comments made related to a specific Con Plan section. | ▶ |

[BACK](#)

COMMENTS BY SECTION REPORT

SECTION SELECTED

Phase Choose a Consolidated Plan Section

AGENCY

EVENT

COMMENTS

RESPONSE TO COMMENTS
