



Using IDIS to Prepare the Consolidated Plan, Annual Action Plan, and CAPER/PER





ECON PLANNING SUITE DESK GUIDE UPDATES

Date: April 2021

In April 2021, The United States Department of Housing and Urban Development (HUD) launched the Integrated Disbursement and Information System (IDIS) Online Release 11.23, which introduced new functionality for copying Annual Action Plans (AAP) or Consolidated Plans to create a new template.

Copy Function Adjustment

When copying an Annual Action Plan to create a new plan template, projects in the source Action Plan AP-35 Project screen will no longer be copied from the source Action Plan to the new Action Plan.

Date: September 2020

In December 2019, HUD launched the IDIS Online Release 11.19 which introduced new functionality for amending Consolidated Plans and Annual Action Plans in the eCon Planning Suite and added two new sections to the Analysis in the Consolidated Plan.

Amendment Function

The new amendment process now enables entitlement, consortia, regional, and state grantees to amend (modify) a single plan for a specific program year and resubmit it to HUD for review.

The previous method for creating, preparing, and submitting a plan amendment required grantees to use the “Copy” function, resulting in multiple copies of a plan for the same program year. Now, an “Amend” action link is available for the Consolidated Plan or Annual Action Plan most recently marked “Review Completed.”

Only one plan for each program year may be amended, and only one plan for each program year can have an “Amend” action link. An “Amend” action link will not be available if the grantee:

- Does not have plans for a specific year with a status of “Review Completed,” or
- Has a more recent copy of a plan for that year with a status of “Submitted for Review” or “Reviewed and Waiting Modification.”

Grantees may repeat the new Amend-Submit-Review cycle as frequently as plan amendments are needed.

Copy Function Adjustment

The previous method of copying a plan is no longer functional. Copying a plan will only be possible for plans marked “Review Complete” to create a new plan for a new plan year.

Market Analysis: MA-60 Broadband Needs of Housing and MA-65 Hazard Mitigation

For any Consolidated Plan submitted on or after January 1, 2018, each grantee must evaluate: 1) the availability of broadband access and 2) the vulnerability of housing occupied by low- and moderate-income households to natural hazard risks in its Consolidated Plan. In December 2019, the Market Analysis section of the Consolidated Plan template was updated to include two new screens where grantees can provide this required information: MA-60 Broadband Needs of Housing and MA-65 Hazard Mitigation.



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OVERVIEW

Eligible state and local governments receive annual block grants for community development and affordable housing from the U.S. Department of Housing and Urban Development (HUD). These grants include the Community Development Block Grant (CDBG), the HOME Investment Partnerships Program (HOME), the Emergency Solutions Grant (ESG), and the Housing Opportunities for Persons with AIDS Grant (HOPWA). A key feature of these grants is the grantee's ability to choose how the funds will be used. For each program, HUD describes a broad range of eligible activities. The state or local governments determine which of the eligible activities will best serve the needs of their community. To determine the most pressing needs and develop effective, place-based market-driven strategies to meet those needs, HUD requires grantees to develop a Consolidated Plan.

When developing a Consolidated Plan, a grantee must first analyze the needs within its jurisdiction and then propose strategies to meet those needs. The Consolidated Plan Template is designed to help grantees with this process. First, the Needs Assessment and Market Analysis outline levels of relative need in the areas of affordable housing, homelessness, special needs, and community development. This information is gathered through several methods including consultation with local agencies, public outreach, a review of demographic and economic data sets, and a housing Market Analysis. Once finished, these portions of the Consolidated Plan form the basis of the Strategic Plan. The Strategic Plan details how the grantee will address its **priority needs**. The strategies must reflect the current condition of the market, expected availability of funds, and local capacity to administer the plan.

In May 2012, HUD's Office of Community Planning and Development (CPD) introduced the eCon Planning Suite, a collection of online tools to help grantees create market-driven, leveraged housing and community development plans. These tools are designed to help grantees with the Needs Assessment and strategic decision-making required for the Consolidated Plan.

One of these tools—the Consolidated Plan Template—is now required for all Consolidated Plans and subsequent Action Plans and Consolidated Annual Performance and Evaluation Reports (CAPER).

The Consolidated Plan Template provides many benefits to grantees, including:

- A uniform, web-based format to help grantees ensure their Consolidated Plan includes all the required elements per the regulations. The template also includes a Quality Check that grantees can use to review the plan for missing information and discrepancies before submitting the final version to HUD.
- With the incorporation of the Consolidated Plan and Annual Action Plan into IDIS Online, all of the key reporting elements of the grants management cycle are integrated into one system. This helps ensure cohesiveness between the goals described in the Consolidated Plan and Action Plan and the outcomes tracked in IDIS and reported in the CAPER.
- Many of the data tables within the Consolidated Plan Template are pre-populated with the latest housing and economic data. The data is provided to help grantees develop their funding priorities in the Strategic Plan and to save time searching for and compiling the data.
- The Consolidated Plan Template is integrated with the CPD Maps tool. The maps and data sets available in CPD Maps can help grantees assess market conditions and present the information in a compelling fashion. CPD Maps is publicly available to ensure that community stakeholders will also have access to the same data sets. The Consolidated Plan Template allows grantees to easily insert maps and data tables from CPD Maps throughout the document.



Once Consolidated Plans, Action Plans, and CAPERs are approved in IDIS, they will automatically be posted on [the HUD Exchange](#).



SECTION I: THE CONSOLIDATED PLANNING PROCESS

The Consolidated Plan is part of a larger grants management and planning process that can be divided into six phases:¹ (1) determining needs, (2) setting priorities, (3) determining resources, (4) setting goals, (5) administering the programs, and (6) evaluating performance. The Consolidated Plan incorporates the first four phases. The fifth phase (administering the programs) encompasses all the actions a grantee undertakes throughout a given program year. The final phase (evaluating performance) is documented in the annual report submitted to HUD, the CAPER. The result of each phase serves as the basis for what occurs in the next phase. For example, the needs described in the first phase should influence priority-setting in the second phase. The Consolidated Plan should clearly explain the relationships between needs, priorities, resources, goals, and proposed activities.



Citizen participation and consultation are incorporated throughout each phase. One of the main objectives of the citizen participation and consultation requirements is to ensure that input from a wide range of providers, citizens, advocacy groups, public and private agencies, and community leaders is incorporated into both the development and implementation of the Consolidated Plan. A Consolidated

¹ The six phases described here are a model of how each task in the grant management cycle relates to one another and is part of a larger, cohesive process. In practice, program managers do not necessarily carry out one phase at a time or at a specific time of the year. Many programs incorporate elements such as program evaluation and program design throughout the entire grant management process.



Plan which has received “buy-in” from the community during its formulation is more likely to be successful.

DETERMINING NEEDS

The first step in the grant management process is to determine the varying needs within the community in the areas of affordable housing, community development, and homelessness. The Consolidated Plan regulations ([24 C.F.R. § 91](#)) explicitly list the requirements of the Needs Assessment and Market Analysis. The regulations also require CDBG grantees to provide a concise summary of the jurisdiction's priority non-housing community development needs.

The overall purpose of this phase is to scan the universe of needs and identify high-priority needs that will be addressed by the Strategic Plan. Keep this end goal in mind throughout the process to create a strong link between the Needs Assessment and the Strategic Plan.

The Consolidated Plan Template in IDIS Online assists grantees in providing the required level of information. The template is also designed to help grantees in their strategic decision-making process. In the Strategic Plan, grantees are required to set general priorities for allocating funds among different activities and needs. The Needs Assessment and Market Analysis sections of the template present information in a format that allows grantees to make comparisons between types and levels of need to support the decisions they make in their Strategic Plan.

The Needs Assessment and Market Analysis should form a large basis for determining what types of housing and community development programs the grantee will fund. The Market Analysis should demonstrate that the proposed strategies are feasible and have a high likelihood of success. For example, if the data shows that the market for owner-occupied units is soft due to a large number of unsold units, the grantee may want to develop a down payment assistance program that takes advantage of lower market prices. On the other hand, the grantee would not want to fund the new construction of for-sale units that run the risk of remaining vacant.

While citizen participation is incorporated throughout the entire planning process, it can play a key role in determining needs. An assessment that includes first-hand information from potential beneficiaries of funded activities can better gauge the level of need at the individual level and can help identify potential obstacles in program implementation. Consultations are valuable at this stage to determine what activities other organizations are already carrying out and to determine potential collaborations. Based on consultations and citizen participation, grantees can identify programs that are adequately meeting a need and choose to supplement and expand upon successful programs.

SETTING PRIORITIES

The second step in the grant management process is to determine priorities. The level of need in a community will always be greater than the limited resources available to meet the need. Accordingly, the first step of the Strategic Plan is to identify the grantee's **priority needs**. Priority needs are the needs that will be addressed by the goals outlined in the Strategic Plan. This section should make clear the rationale for establishing the allocation priorities. The rationale should flow logically from the analysis in the Needs Assessment and Market Analysis. The housing strategy must indicate how the characteristics of the housing market have influenced grantee decisions to use funds for rental assistance, production of new units, rehabilitation of old units, and the acquisition of existing units.



Before the Consolidated Plan Template, grantees used HUD-prescribed tables to indicate priorities. For example, Table 2A Priority Housing Needs allowed grantees to indicate priority by tenure, household type, and income level. Table 2B Community Development Needs allowed CDBG grantees to indicate priority among eligible CDBG activities.

In the Consolidated Plan Template, grantees must still set general priorities among different activities and needs, but the format is much less structured than the previously prescribed tables. Grantees can determine the number of priority needs to add. For each priority need, they can indicate one or more populations to be served according to income, family type, homeless population, and special needs.

Grantees also have the option of setting funding priorities on a geographic basis. This approach can be used to communicate the needs of a target area for a comprehensive, place-based strategy that coordinates the efforts and resources of the grantee and other stakeholders in the target area. Geographic priorities can also be used to describe target areas for a specific need. For example, the grantee may determine that the properties along an older commercial corridor have a higher level of need than other areas of the jurisdiction. The grantee can convey this priority using the Geographic Priorities screen.



Data-Driven Planning Tool: Grantees may use the Data-Driven Planning Tool widget in CPD Maps to help determine needs and set priorities for their jurisdictions. The Tool enables grantees to compare housing, demographic, and economic data across neighborhoods, jurisdictions, regions, states, or other geographies to analyze needs data in a broader context. Instructions for using the Data-Driven Planning Tool are included in the [CPD Maps Desk Guide](#) and [Guide to the Data-Driven Planning Toolkit](#).

DETERMINING RESOURCES

Before adding the goals in the Consolidated Plan Template, the grantee should complete the Anticipated Resources and Institutional Delivery Structure screens to identify the financial and organizational resources available to address its priority needs. The level of resources available will play a key role in determining strategies and goals.

Grantees should consider all resources within the jurisdiction's control that can be reasonably expected to be available, including federal, state, and local resources. Federal resources could include Section 8 funds made available in the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the Strategic Plan.

SETTING GOALS

Once priorities have been established, grantees must develop a set of goals based on the availability of resources and local organizational capacity.

The goals should specifically address the priority needs outlined on the Priority Needs screen. The goals will serve as a management tool to help the grantee track and monitor performance throughout the



term of the Consolidated Plan. For goals to be effective management tools, they must be well-defined. The table below outlines five characteristics that effective goals have in common.

| Five Characteristics of Effective Goals | |
|---|---|
| Specific | Provide enough detail to establish what the grantee wants to accomplish. Specific goals are more easily measured than vague goals. |
| Measurable | Use a numeric goal. For the Consolidated Plan, each goal can include multiple Goal Outcome Indicators (GOIs). |
| Action-Oriented | Explain what actions must be taken to achieve the goal. For Action Plan projects, the template includes a section for planned activities. |
| Realistic | Understand the limitations of the situation, including those set by available resources, capacity, and political will. |
| Time-Bound | Establish a deadline. For the Consolidated Plan, each goal includes a start date and an end date. |

Much like the priorities, the Consolidated Plan Template provides a great deal of flexibility in establishing goals, allowing the grantee to determine the number of goals and how the goals are defined. On the other hand, the template requires the goals set in each Action Plan to parallel the goals designated in the Consolidated Plan.

The Consolidated Plan Template introduces 22 GOIs that are based on the Performance Measurement Indicators already in IDIS Online. For each goal, grantees can set a numeric target for one or more of the GOIs. For a description of each GOI, please refer to [Appendix B](#).

| | Goal Outcome Indicator | Unit of Measure |
|----|--|-------------------------|
| 1 | Public Facility or Infrastructure Activities other than Low-/Moderate-Income Housing Benefit | Persons Assisted |
| 2 | Public Facility or Infrastructure Activities for Low-/Moderate-Income Housing Benefit | Households Assisted |
| 3 | Public service activities other than Low-/Moderate-Income Housing Benefit | Persons Assisted |
| 4 | Public service activities for Low-/Moderate-Income Housing Benefit | Households Assisted |
| 5 | Facade treatment/business building rehabilitation | Businesses |
| 6 | Brownfield acres remediated | Acres Remediated |
| 7 | Rental units constructed | Household/Housing Units |
| 8 | Rental units rehabilitated | Household/Housing Units |
| 9 | Homeowner Housing Added | Household/Housing Units |
| 10 | Homeowner Housing Rehabilitated | Household/Housing Units |
| 11 | Direct Financial Assistance to Homebuyers | Households Assisted |
| 12 | Tenant-based rental assistance/Rapid Rehousing | Households Assisted |
| 13 | Homeless Person Overnight Shelter | Persons Assisted |
| 14 | Overnight/Emergency Shelter/Transitional Housing Beds added | Beds |
| 15 | Homelessness Prevention | Persons Assisted |



| | Goal Outcome Indicator | Unit of Measure |
|----|---|-------------------------|
| 16 | Jobs created/retained | Jobs |
| 17 | Businesses assisted | Businesses Assisted |
| 18 | Housing for Homeless added | Household/Housing Units |
| 19 | Housing for People with HIV/AIDS added | Household/Housing Units |
| 20 | HIV/AIDS Housing Operations | Household/Housing Units |
| 21 | Buildings Demolished | Buildings |
| 22 | Housing Code Enforcement/Foreclosed Property Care | Household/Housing Units |
| 23 | Other | Other |

ADMINISTERING THE PROGRAMS

The fifth phase, program delivery, encompasses all the actions a grantee undertakes throughout a given program year. Each year, the grantee will describe the work it plans to undertake with the grant funds on the Projects page of the Action Plan. Each project must address at least one goal described in the Consolidated Plan's Strategic Plan. The project information provided in the Annual Action Plan Template will carry forward into the other sections of IDIS Online. Grantees will still be required to add activity-level data into IDIS Online.

EVALUATING PERFORMANCE

Tracking progress throughout the program year can help grantees identify and address issues that, if otherwise left alone, could lead to difficulty satisfying commitment and expenditure requirements. Grantees can use the Reports feature of IDIS Online to monitor and assess the number of accomplishments reported during the program year to determine if each funded activity is producing the expected results.

Within 90 days after the end of its program year, a grantee must submit a CAPER to HUD. The primary purpose of the CAPER is to report on accomplishments of funded activities within the program year and to evaluate the grantee's progress in meeting one-year goals described in the Annual Action Plan and long-term goals described in the Consolidated Plan. As of May 2012, the CAPER is integrated into IDIS Online. With the Consolidated Plan, Action Plan, IDIS, and CAPER all part of the same system, it will be easier for grantees to compare goals described in the Consolidated Plan and Action Plan and the outcomes tracked in IDIS and reported in the CAPER.

The CAPER also provides grantees an opportunity to evaluate the effectiveness of their programs. The evaluation should identify programs and projects that performed well and those that experienced issues. This final step in the grant management cycle provides insights and lessons learned that can be used in the next cycle to improve program performance.



SUMMARY

The six-phase model describes how each task in the grant management cycle relates to one another and is part of a larger, cohesive process. Likewise, the sections of the Consolidated Plan should fit together into one unified narrative:

- The Needs Assessment and Market Analysis provide an overall picture of the different levels of need in the community and the market in which the funded programs will be carried out.
- The rationale for setting priorities in the Strategic Plan should flow logically from the Needs Assessment and Market Analysis.
- The goals in the Consolidated Plan and the Annual Action Plan should clearly describe the grantee's plans to use the resources available to address the priority needs.
- The projects in the Annual Action Plan should be designed to address the goals and priority needs outlined in the Consolidated Plan.



SECTION II: FEATURES OF THE TEMPLATE

In this section:

- [Integration into IDIS Online](#)
- [Template Format](#)
- [Required vs. Suggested Fields](#)
- [Narrative Fields](#)
- [Data Tables](#)
- [Quality Check](#)

INTEGRATION INTO IDIS ONLINE

With the incorporation of the Consolidated Plan, Annual Action Plan, and CAPER into IDIS Online, all the key reporting elements of the grants are integrated into one system. This will help ensure cohesiveness between the goals described in the Consolidated Plan and Action Plan and the outcomes tracked in IDIS and reported in the CAPER. The reports in IDIS Online can be run throughout the program year to monitor progress and performance against the goals established in the Consolidated Plan and Annual Action Plan.

To access IDIS Online, a grantee must have an active IDIS Online User ID. To add new users, grantees should follow the instructions on the [HUD Exchange IDIS Account Creation and Maintenance page](#).

Before a grantee user can add or edit a Consolidated Plan or Action Plan, the local IDIS Administrator for the grantee must edit the user's profile to provide that functionality.² Local administrators can use these steps to edit a user's profile to provide access to the Consolidated Plan, Action Plan, and CAPER templates:

1. Click Admin in the Main Menu bar (only local administrators will see this option).
2. By default, the system will display the Search User Profiles screen. Use the fields provided, such as User ID or First Name and Last Name, to search for the user profile that needs to be revised, then click Search.
3. In the listed results, click the Edit link for the user profile that needs to be revised.
4. The system will display the screen entitled "Edit User Profile (Page 1)." Click the link labeled Grantee listed under Existing User Roles (see screenshot below).

² All grantees have a local administrator. To determine who has local administrator privileges, run the Security Administrator User Profile Report (PR30). The grantee's local HUD field office can also update a user's privileges.



Admin

Edit User Profile (Page 1)

Save | Cancel | History

***Indicates Required Field**

User ID:
B53322

***Status:**
Active ▾

Status Modified Date:
08/22/2018

Existing User Roles:
Grantee

User Information

1. The system will display the screen entitled “Edit Grantee/PJ User Profile (Page 2).” This page displays all the grantees associated with the selected user profile. Click the <Edit Access> link for the applicable grantee.
2. The system will display the screen entitled “Edit Grantee/PJ User Profile (Page 4).” This page displays all the permissions for the selected user profile. Check the appropriate boxes in the Plan Privileges, CAPER Privileges, and Activity Privileges sections and click <Save>.



Grantee/PJ Name:
NEW YORK

Program Privileges

- ☐ CDBG
- ☐ HOME
- ☒ ESG
- ☒ HOPWA
- ☐ CDBG-R
- ☒ HPRP
- ☐ TCAP
- ☒ HESG
- ☒ HOPWA-C
- ☐ HTF

Activity Privileges

- ☒ Set up Activity
- ☒ Update Activity
- ☒ View Activity

Drawdown Privileges

- ☒ Drawdown Approval
- ☒ Request Drawdown
- ☒ View Drawdown

Report Group Privileges

Administrative Privileges

- ☐ Administration
- ☒ Report
- ☒ Table Maintenance
- ☐ Add Subordinate
- ☐ Edit Subordinate

Plan Privileges

- ☐ Create/Edit/Submit Plan
- ☐ Edit Plan
- ☐ View Plan

Caper Privileges

- ☐ Create/Edit/Submit CAPER
- ☐ Edit CAPER
- ☐ View CAPER

Buttons: Save | Cancel | History

Browser: User Profile Add - Google Chrome

Annotation: Users who create or edit projects in the Action Plan must have "Set Up Activity," (create) "Update Activity" (edit) and "View Activity" (view-only) privileges.

TEMPLATE FORMAT

Prior to the Consolidated Plan Template, HUD did not require a specific format for the Consolidated Plan other than the required tables. The regulations indicate that a complete plan consists of information submitted in accordance with instructions prescribed by HUD or in such other format as jointly agreed upon by HUD and the jurisdiction.

The Consolidated Plan Template in IDIS Online provides a uniform and flexible template that helps ensure the Consolidated Plan is complete per the regulations found in 24 C.F.R. § 91. The template is divided into seven sections:

1. [Setup](#)
2. [Executive Summary](#)
3. [The Process](#)
4. [Needs Assessment](#)
5. [Market Analysis](#)
6. [Strategic Plan](#)
7. [First-Year Action Plan](#)

Each screen in the template includes a combination of data tables and narrative sections that set a baseline for HUD's expectations for the amount of information required. Grantees have the option of adding additional content in the form of maps, pictures, text boxes, and tables to support the baseline information. This allows grantees to customize the plan and add elements to tell a more compelling story.



REQUIRED FIELDS

Some fields within the template must be answered before the system will allow the user to save the page. In the system and throughout the manual, these fields are marked with an asterisk (*). It is important to note that most of the remaining fields are designed to capture information explicitly required by the Consolidated Plan regulations at 24 C.F.R. § 91. Please note that the regulatory requirements are dependent on the type of grantee and the grants covered by the plan. In cases where the field may be required for some grantees but not others, refer to the Description field to see if it applies. While there is not always a direct correlation between each field and the regulatory requirements, each screen within the template cites the specific section(s) of the regulations that the screen is designed to capture. The regulatory citation for each screen is also included throughout this manual. Except as noted below, since the template is the “form prescribed by HUD,” all fields in the template are required for a complete response.

“Introduction” and “Discussion” fields are included throughout the template to help the grantee create a better overall narrative structure and to make the plan more readable; however, they are not required.

Consolidated Plans

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

In summary, there may be narrative fields that the grantee does not find useful and can leave blank (please be aware that some blank fields may trigger a warning or error on the Quality Check).

The key is to ensure that the information submitted via the template fulfills all the requirements per 24 C.F.R. § 91.

The citation requirements for each screen for state and entitlement grantees are listed below:

| IDIS | IDIS Screen Name | State Citation | Entitlement Citation |
|-------|--|---------------------------------|---------------------------------|
| ES-05 | Executive Summary | 91.300(c), 91.320(b) | 91.200(c), 91.220(b) |
| PR-05 | Lead & Responsible Agencies | 91.300(b) | 91.200 (b) |
| PR-10 | Consultation | 91.110, 91.300(b); 91.315(l) | 91.100, 91.200(b), 91.215(l) |
| PR-15 | Citizen Participation | 91.115, 91.300(c) | 91.105, 91.200(c) |
| NA-05 | Overview | none | none |
| NA-10 | Housing Needs Assessment | 91.305 (a,b,c) | 91.205 (a,b,c) |
| NA-15 | Disproportionately Greater Need: Housing Problems | 91.305 (b)(2) | 91.205 (b)(2) |
| NA-20 | Disproportionately Greater Need: Severe Housing Problems | 91.305 (b)(2) | 91.205 (b)(2) |
| NA-25 | Disproportionately Greater Need: Housing Cost Burdens | 91.305 (b)(2) | 91.205 (b)(2) |
| NA-30 | Disproportionately Greater Need: Discussion | 91.305 (b)(2) | 91.205 (b)(2) |
| NA-35 | Public Housing | none | 91.205 (b)(2) |
| NA-40 | Homeless Needs Assessment | 91.305(c) | 91.205 (c) |
| NA-45 | Non-Homeless Special Needs Assessment | 91.305 (b,d) | 91.205 (b,d) |



| IDIS | IDIS Screen Name | State Citation | Entitlement Citation |
|-------|---|---------------------------------|---------------------------------|
| NA-50 | Non-Housing Community Development Needs | 91.315(f) | 91.215 (f) |
| MA-05 | Overview | none | none |
| MA-10 | Number of Housing Units | 91.310(a) | 91.210(a)&(b)(2) |
| MA-15 | Cost of Housing | 91.310(a) | 91.210(a) |
| MA-20 | Condition of Housing | 91.310(a) | 91.210(a) |
| MA-25 | Public and Assisted Housing | none | 91.210(b) |
| MA-30 | Homeless Facilities | 91.310(b) | 91.210(c) |
| MA-35 | Special Needs Facilities and Services | 91.310(c) | 91.210(d) |
| MA-40 | Barriers to Affordable Housing | 91.310(d) | 91.210(e) |
| MA-45 | Non-Housing Community Development Assets | 91.315(f) | 91.215 (f) |
| MA-50 | Needs and Market Analysis Discussion | none | 91.210(a) |
| MA-60 | Broadband Needs of Housing | 91.310(a)(2) | 91.210(a)(4) |
| MA-65 | Hazard Mitigation | 91.310(a)(3) | 91.210(a)(5) |
| SP-05 | Overview | none | none |
| SP-10 | Geographic Priorities | 91.315(a)(1) | 91.215(a)(1) |
| SP-25 | Priority Needs | 91.315(a)(2) | 91.215(a)(2) |
| SP-30 | Influence of Market Conditions | 91.315(b) | 91.215 (b) |
| SP-35 | Anticipated Resources | 91.315(a)(4), 91.320(c)(1,2) | 91.215(a)(4), 91.220(c)(1,2) |
| SP-40 | Institutional Delivery Structure | 91.315(k) | 91.215(k) |
| SP-45 | Goals | 91.315(a)(4) | 91.215(a)(4) |
| SP-50 | Public Housing Accessibility and Involvement | 91.315(c) | 91.215(c) |
| SP-55 | Barriers to Affordable Housing | 91.315 (h) | 91.215(h) |
| SP-60 | Homelessness Strategy | 91.315 (d) | 91.215(d) |
| SP-65 | Lead Based Paint Hazards | 91.315 (i) | 91.215(i) |
| SP-70 | Anti-Poverty Strategy | 91.315 (j) | 91.215(j) |
| SP-75 | Colonias Strategy (States with Colonias Only) | NAHA Sec. 916 | |
| SP-80 | Monitoring | 91.330 | 91.230 |
| AP-15 | Expected Resources | 91.320(c)(1,2) | 91.220(c)(1,2) |
| AP-20 | Annual Goals and Objectives | 91.320(c)(3)& (e) | 91.220(c)(3)&(e) |
| AP-25 | Allocation Priorities (States Only) | 91.320(d) | |
| AP-30 | Method of Distribution (States Only) | 91.320(d) and (k) | |
| AP-35 | Projects | none | 91.220(d) |
| AP-40 | Section 108 Loan Guarantee (States Only) | 91.320(k)(1)(ii) | none |
| AP-45 | Community Revitalization Strategies (States Only) | 91.320(k)(1)(ii) | none |
| AP-48 | Method of Distribution for Colonias (States with Colonias Only) | 91.320(d)&(k) | |
| AP-50 | Geographic Distribution | 91.320(f) | 91.220(f) |
| AP-55 | Affordable Housing | 91.320(g) | 91.220(g) |
| AP-60 | Public Housing | 91.320(j) | 91.220(h) |
| AP-65 | Homeless and Other Special Needs Activities | 91.320(h) | 91.220(i) |
| AP-70 | HOPWA Goals | 91.320(k)(4) | 91.220 (l)(3) |
| AP-75 | Barriers to Affordable Housing | 91.320(i) | 91.220(j) |
| AP-80 | Colonias Actions (States with Colonias Only) | HUD Notice CPD 11-001 | |
| AP-85 | Other Actions | 91.320(j) | 91.220(k) |
| AP-90 | Program Specific Requirements | 91.320(k)(1,2,3) | 91.220(l)(1,2,4) |
| AP-91 | Program Specific Requirements for State Agency Subgrantees | 91.320(k)(5) | none |



NARRATIVE FIELDS

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; they should instead only use text or Microsoft Word files.

The screenshot below shows the features of narrative fields in the template.

Narrative Example

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.




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

[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 below.

| Tools | Description |
|-------|--|
| | Bold Italics Underline |
| | Bullet List Numbered List |
| | Undo Redo |
| | <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> |

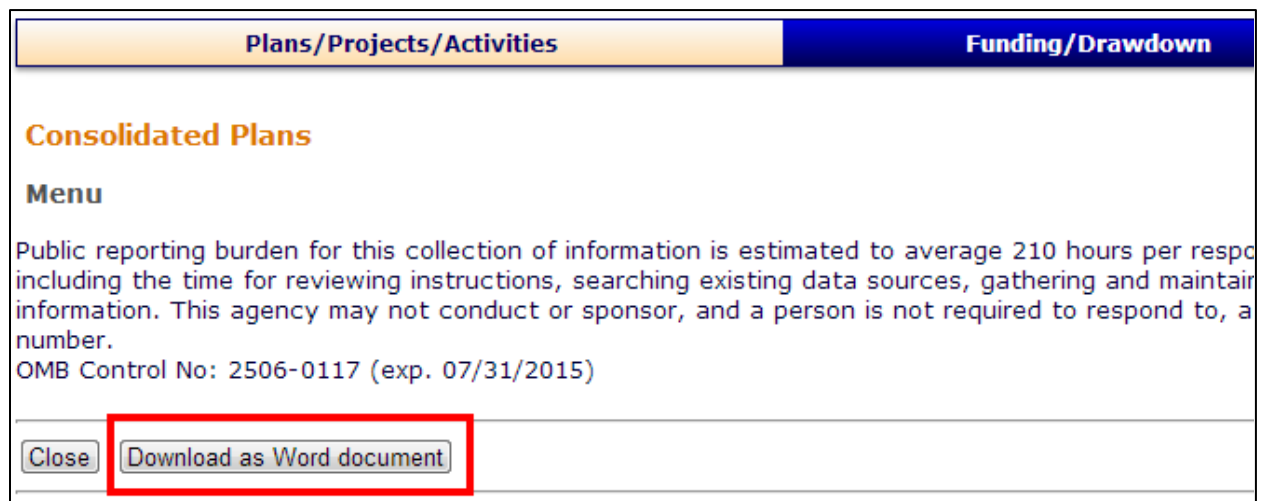


| Tools | Description |
|---|--|
|  | Select All. This tool selects all the text currently entered in the narrative box. |
|  | Show/Hide Visual Control Characters. This tool is used to toggle the display of hidden formatting, such as paragraph marks (not currently functional). |
|  | Edit HTML Source. This tool opens a dialog box where users can edit the HTML code to format the text of the narrative box. |

DRAFTING THE NARRATIVE IN MICROSOFT WORD

Some grantees may find it easier to draft the narrative portions of the plan by downloading a copy of the plan template into Microsoft Word. By doing so, staff who do not have access to IDIS Online can help draft the narrative and there is less of a chance of losing updates due to system time-outs or errors. Note that some screens have dynamic tables that must be built in IDIS, so not all content can be drafted in Microsoft Word and pasted into the template in IDIS.

To download the template as a Word document, click near the top of the Menu screen.



In the resulting dialog box, select the portion of the plan to download and click the Submit button. Once the system is finished generating the download, click the Download Document link and save or open the Word file.

Once the narrative is ready to be copied into IDIS, the information will need to be copied separately into each narrative field. To copy back into IDIS, use the Paste as Plain Text or Paste as Word tools described above. Using Plain Text will remove all formatting from the text while Paste as Word retains limited formatting.



Please note that this technique will work for all of the narrative fields, but some sections of the plan have dynamic tables where this will not work.

DATA TABLES

When a grantee adds a new Consolidated Plan to the system, the system will automatically populate most of the tables with default data from the U.S. Census and other sources. The data tables in the Consolidated Plan Template are designed to help grantees analyze and compare the level and type of need in their communities. The default data provides several different cross-sections of the level of need experienced by different household types and income ranges as required by the regulation, including:

- Number and Types of Households
- Types and Severity of Housing Problems
- Disproportionately Greater Need by Race and Ethnicity

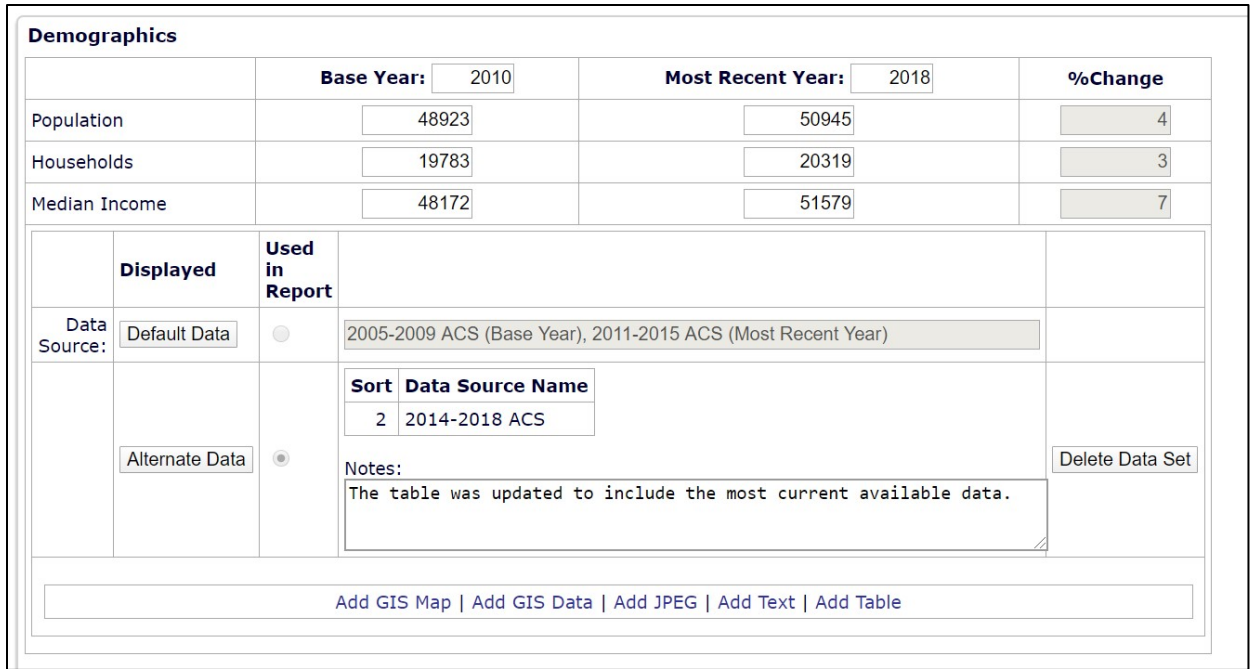
The default data is based on the grantee's program boundaries depending on the plan type (entitlement, state, consortia, or regional plan) and the grant programs administered.³ A table indicating the default geographies used as the basis for each pre-populated data screen is provided in [Appendix C](#). CPD Maps provides most of the same data at multiple geographic levels.⁴ This allows grantees to compare the data based on the geographic area. For example, a grantee may want to know how the vacancy rate in one neighborhood compares to that of another neighborhood or the overall jurisdiction. CPD Maps makes these types of comparisons straightforward.

Grantees are not required to use the default data provided by the system. Default data can be replaced or complemented by specifying a [survey](#) or [administrative data](#) source. If an alternative source is specified, the user will be asked to identify the source and provide basic information on how the data was collected.

The user also has the option of providing notes under each table in which alternate data is used to indicate what was changed or why the change was necessary. In the example below, the grantee manually updated the table based on more current data from the U.S. Census. Because the public can view much of the default data in CPD Maps, these notes may be useful to avoid confusion during the citizen participation process.

³ The default public housing data is based on the public housing agencies selected on AD-25. Grantees must consult with each public housing agency to verify that the data provided reflects the needs of public housing within the grantee's jurisdiction.

⁴ Some data, such as public housing data and disproportionate need, are not available in CPD Maps.



Grantees have the option of adding additional content in the form of maps, pictures, text boxes, and tables to support the baseline information. This allows grantees to customize the plan to tell a more compelling story and helps the template meet the differing needs of various grantees. At the bottom of the narrative sections and the data tables, the system provides links that grantees can use to insert additional content.

| Type | Sequence | Label | Action |
|--|----------|-------------------------------|--|
| Text | 1 | Target Area #1: Union Heights | View Edit Delete |
| Table | 2 | Comparison of City to County | View Edit Delete |
| GIS Map | 3 | CPD Maps | View Delete |
| Add GIS Map Add GIS Data Add JPEG Add Text Add Table | | | |

Grantees can add multiple elements in each of the narrative sections or data tables that have these links. Once a new element is added, grantees can use the links in the Action column to view, edit, or delete elements. Grantees can also edit the order in which the additional content will display, as well as the labels used for each element. To do this, click the <Sequence> or <Label> link.



Edit Sequence/Label

| Type | Sequence | Label |
|----------------|----------|-----------------------------------|
| Uploaded Image | 1 | Population Projections |
| Text | 2 | 2020-2030 Population Projections |
| Table | 3 | Population Projections: 2020-2030 |

|

ADD GIS MAP

The Consolidated Plan Template can pull in maps directly from CPD Maps. While not required, maps are an effective method of communicating geographic data. Maps can easily illustrate the boundaries of target areas and areas of geographic priority where narrative cannot. Maps are also effective at satisfying the Consolidated Plan requirements to describe areas of low-income concentration and areas of minority concentration. If grantees use their own Geographic Information System (GIS) mapping tool to create maps, these maps can be added to the plan using the Add Image feature described in the next section.

Take the following steps to add a map to the template:


1. Click the <Add GIS Map> link. A new browser window will open to display the GIS mapping tool. The tool should automatically zoom to the grantee's boundaries.
2. Use the Layers widget to create the grantee's desired map.
3. To send the map back to IDIS Online, click the Print widget:
 - a. Provide a title for the map. The title will appear as the caption for the map in the printed version of the plan. Please note that the subtitle provided in CPD Maps will not export to the IDIS template.
 - b. Click the <Export to IDIS> button. A popup box will appear that reads "Map & Legend image successfully exported to IDIS." Click <Ok> to close the box.
4. Back in IDIS, click the <Save> or the <Save and Return> buttons to save the changes. The map will now be listed under the selected narrative or data table. To view the map, click the <View> link.
5. The browser window in which CPD Maps opened can be closed. A new browser window will open each time the <Add GIS Map> link is clicked.

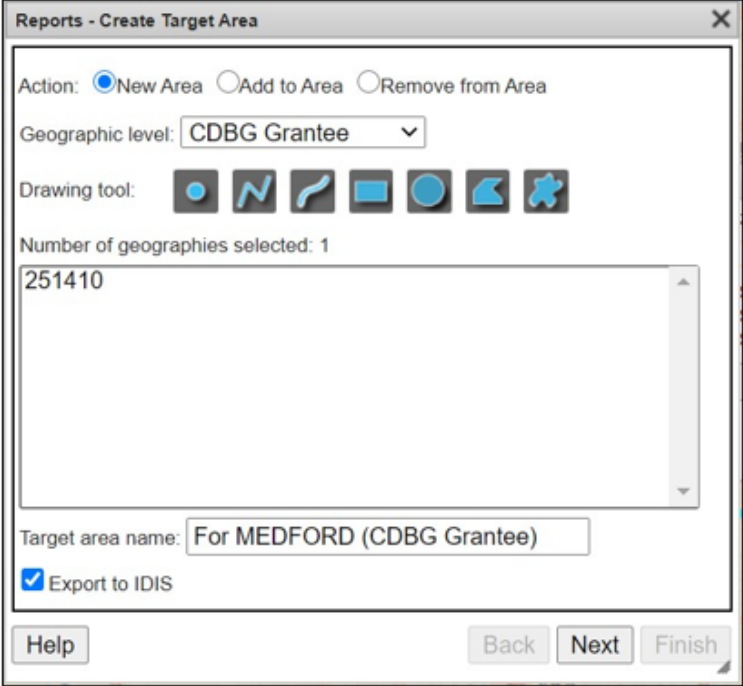


ADD GIS DATA

The Consolidated Plan Template can pull in data tables from CPD Maps. Many of the data tables in CPD Maps align with the default data tables in the Consolidated Plan Template. Adding the same data tables at different geographic levels can highlight differences in need between the grantee's jurisdiction and the county, or between a group of census tracts serving as a target area and the jurisdiction as a whole, for example.

To add a GIS data table to the template, take the following steps:








1. Click the <Add GIS Data> link. A new browser window will open to display CPD Maps. The tool should automatically zoom to the grantee's boundaries.
2. Click the Reports widget  to open it.
3. Use the tools provided in the dialog box to select one or more target geographies. After selecting the geographies, change the Dataset name. The Dataset name will be used as the default label in IDIS. Ensure that the "Export to IDIS" box is checked and click <Next>.



Reports - Create Target Area

Action: ☒ New Area ☐ Add to Area ☐ Remove from Area

Geographic level: CDBG Grantee

Drawing tool:       

Number of geographies selected: 1

251410

Target area name: For MEDFORD (CDBG Grantee)

☒ Export to IDIS

Help Back Next Finish



4. Select the data table to insert by choosing a table. The system is organized in the following manner:

Reports - Select Section to Export to Con Plan

Demographic

Summary Information

☐ Basic Demographic and Socioeconomic Characteristics

Person

☐ Person-level Information

☐ Race

☐ Age

Household

☐ Household-level Information

☐ Household Income in the Past 12 Months

☐ Family-level Information

☐ Household Types by Income

Housing Needs

Housing Needs

☐ Occupancy

☐ Costs

Households with one of the listed needs

☐ Renter

☐ Owner

Households with one or more Housing problems

☐ Lacks kitchen or bathroom, Overcrowding, cost burden (renter)

☐ Lacks kitchen or bathroom, Overcrowding, cost burden (owner)

Help **Back** **Next** **Finish**

| Category | Table Group | Table |
|---------------|--|---|
| Demographic | Summary Information | Basic demographic and socioeconomic characteristics |
| | Person | Person-Level information |
| | | Race |
| | | Age |
| | Household | Household-level information |
| | | Household income in the past 12 Months |
| | | Family-Level information |
| | | Household types by income |
| Housing Needs | Housing Needs | Occupancy |
| | | Costs |
| | Households with one of the listed needs | Renter |
| | | Owner |
| | Households with one or more Housing problems | Lacks kitchen or bathroom, overcrowding, cost burden (renter) |
| | | Lacks kitchen or bathroom, overcrowding, cost burden (owner) |
| | Cost Burden | Greater than 30 percent (renter) |
| | | Greater than 30 percent (owner) |
| | | Greater than 50 percent (renter) |
| | | Greater than 50 percent (owner) |



| Category | Table Group | Table |
|------------------|---|--|
| Housing Supply | Crowding | More than one person per room (renter) |
| | | More than one person per room (owner) |
| | Summary Information | Summary information for characteristics of the housing stock |
| | Simple Tabulations | Number and percent of occupied housing units by structure type |
| | | Number and percent of occupied housing units by bedrooms |
| | | Number and percent of owner-occupied housing units by bedrooms |
| | | Number and percent of renter-occupied housing units by bedrooms |
| | | Number and percent of renter-occupied housing units by contract rent |
| | | Renter-occupied units by contract rent and bedrooms |
| | Cross Tabulation—Number of occupied housing units | Tenure and household size |
| | | Tenure and year structure built |
| | | Tenure and presence of selected housing conditions |
| | Cross Tabulation | Units affordable to households earning |
| Economic Context | Summary | Summary information about economic conditions |
| | | Unemployment by age group |
| | | Occupation |
| | | Travel time to work |
| | Educational Attainment | Age |
| | | Median earnings |
| Special Needs | Homelessness | Population experiencing homelessness on a given night |
| | | Facilities targeted to homeless persons |
| | HOPWA | Current HOPWA formula data |
| | | Current HOPWA surveillance data |
| | | HOPWA assistance baseline |
| | | HIV housing need |

- Click the <Finish> button. A popup box will appear that reads “Report successfully exported to IDIS.” Click <Ok> to close the box.
- In IDIS, click the <Save> or <Save and Return> buttons to save the changes. The data table will now be listed under the selected section of the plan. To view the data table, click the <View> link.
- The browser window in which CPD Maps opened can be closed. A new browser window will open each time the <Add GIS Data> link is clicked.

ADD .JPEG (IMAGES)

The “Add JPEG” feature can be used to add .jpeg formatted images including photos, charts, maps, and graphs. Photos can be used to highlight past projects and current conditions of target properties and areas. For example, grantees can include before and after pictures of housing or commercial



rehabilitation projects. If a grantee uses its own mapping software, this feature can be used to import maps generated by that software as an image. The Add Image feature can also be used to add charts and graphs to visually convey the information in the data tables. For each image, the grantee can provide a caption to identify and describe the image. The caption will be included in the printed report, centered and in boldface above the image.

To add a .jpeg to the template:

1. Click the <Save> button to save any changes to the page before adding the .jpeg.
2. Click the <Add JPEG> link. A new browser window will open.
3. Provide a label in the Label field. This label will display below the image in the printed version of the template.
4. Click the <Choose File> button. In the resulting box, locate the desired .jpeg file and click the <Open> button.
5. Click the <Save> button in the dialog box to close it and click <Save> on the IDIS screen to save the change.

To create a .jpeg of a chart or graph from Excel:

1. Right-click the chart in Excel and select Copy. Alternatively, click the Print Screen button on the keyboard (this key may function differently on different computers).
2. Open an image editing software, such as Microsoft Paint.
3. Right-click the canvas and select Paste or open the screenshot taken in Step 1.
4. Crop the image, if necessary.
5. Select File, then Save As from the Main Menu and save the image as a .jpeg file.
6. Once the .jpeg file is saved to the computer, follow the steps above to insert the image into the template.

To create a jpeg of a chart, graph, or slide from PowerPoint:

1. Navigate to the desired slide.
2. Go to File, then Save As and select .jpeg.

ADD TEXT

In the printed version of the template, the text entered in the narrative field will always appear in the order of the screen. The Add Text feature allows the grantee to add a text box after a map or data table as opposed to putting all of the narratives in the provided narrative fields.

To add a text box to the template:

1. Click the <Save> button to save any changes to the page before adding the text box.
2. Click the <Add Text> link. A new browser window will open.
3. Provide a label in the Label field. This label will display below the text box in the printed version of the template.
4. Input the additional text in the narrative field provided. The narrative field has the same character limit (4,000 characters) and formatting tools as the standard narrative fields (for more information, refer to the [Narrative Fields](#) section above).



5. Click the <Save> button in the dialog box to close it and click <Save> on the IDIS screen to save the change.

ADD TABLE

The Add Data Table feature allows the grantee to add a simple data table to the report. This feature is useful if the grantee wants to provide supplemental tables to the existing, pre-formatted tables. Users are not able to format the table. To insert a formatted table into the template, save the table as a .jpeg and insert the table using the <Add JPEG> link [described above](#).

To add a data table, take the following steps:

1. Click the <Add Table> link.
2. Provide a label in the Label field. This label will display below the table in the printed version of the template.
3. Input data in each cell needed for the table. While the data entry fields appear small on the screen, each field can accommodate several lines of text. In the printed version of the table, each cell will expand to show all of the text entered. Any rows or columns that are left completely blank will not appear in the printed version. The first row of data will be treated as column headers and appear in bold.
4. Click the <Save> button in the dialog box to close it and click <Save> on the IDIS screen to save the change.

QUALITY CHECK

The template includes a Quality Check that grantees can use to review the plan for missing information and discrepancies before submitting the final version to HUD. The check will generate a list of errors and warnings where information is missing in the template. These omissions may indicate that a requirement has not been met, which could potentially cause the HUD Field Office to not accept the plan submission as complete. For example, if any of the narrative fields on the Executive Summary screen are left blank or if all priority needs are not linked with goals in the Strategic Plan, the Quality Check will issue a warning.

However, plans can be submitted even if the Quality Check warnings are not cleared. The warnings are in place to help grantees determine if their plan is complete. If a user believes the plan meets all Consolidated Plan requirements, they can ignore the Quality Check warning and submit the plan to HUD in its current state.

For a list of all warnings and errors that may appear on the Quality Check, please refer to [Appendix A](#).



Consolidated Plans

Quality Checks Results

[Return](#)

- **Error, SP-10: No Geographic Priorities designated.**
- **Error, SP-25: No Priority Needs specified.**
- **Error, SP-40: No Organizations designated as part of the institutional delivery structure.**
- **Error, SP-45: No Strategic Plan Goals specified.**
- **Error, AP-20: No Action Plan Goals specified.**

- **Warning, AD-25: Attributes for [2014-2018 ACS] administrative data system are blank.**
- **Warning, PR-10: No Consulting Organizations designated.**
- **Warning, ES-05: One or more Executive Summary fields are blank.**
- **Warning, PR-05: Contact information missing for one or more CPD programs.**
- **Warning, PR-10: Cooperation and coordination between state and local government is blank.**



SECTION III: CONSORTIA TEMPLATE

The Consolidated Plan Template is designed to collect the information required by the regulations found in [24 C.F.R. § 91](#). The template will vary based on the CPD grants received (CDBG, HOME, ESG, and HOPWA) and grantee type (entitlement, state, or consortia). For consortia grantees, the template will vary based on whether the user is the lead grantee (Lead Entity) or a participating grantee.

CONSORTIA PLANS

SETTING UP THE CONSORTIA PLAN

The Consolidated Plan Template is designed to collect the information required by the regulations found in 24 C.F.R. § 91. The regulations require all members of the consortium to participate in the submission of the consolidated plan, including entitlement consortium members (i.e., consortium members that receive a direct grant from HUD). Therefore, the template will vary based on the CPD grants received (CDBG, HOME, ESG, and HOPWA) and grantee type (entitlement or consortium).

If the consortium consists of entitlement consortium members, then multiple plan templates are created when the Lead Entity of a HOME consortium creates a consolidated plan in IDIS. The user will view the appropriate template based on whether the user is the Lead Entity or an entitlement consortium member (as documented in the screenshot below).

Consolidated Plans

Search

Search Criteria

Year:
2020

Status:
Select

Search

Reset

Results Page 1 of 1

| Grantee Name | State | Year | Version | Title | Status | Action |
|----------------|-------|------|---------|---|--------------------|---|
| CAMARILLO | CA | 2020 | v1.0 | Ventura County Regional Consolidated Plan | Open - In Progress | View |
| SIMI VALLEY | CA | 2020 | v1.0 | Ventura County Regional Consolidated Plan | Open - In Progress | View |
| THOUSAND OAKS | CA | 2020 | v1.0 | Ventura County Regional Consolidated Plan | Open - In Progress | View |
| VENTURA COUNTY | CA | 2020 | v1.0 | Ventura County Regional Consolidated Plan | Open - In Progress | Edit View |

To ensure the process goes smoothly, take the following steps early in the process:

1. Determine roles and information flow, including who will enter data into IDIS.
2. Make sure that each person tasked with entering data has a working IDIS ID that has the rights to edit the Planning screens in IDIS.
3. Develop a timeline for drafting the plan.

Additional information on managing the development of a consortia Consolidated Plan can be found in the [eCon Planning Suite HUD Exchange e-Tutorial: Managing Development of a Consortia Consolidated Plan](#).



Lead Entity Responsibilities:

The Lead Entity will have the following responsibilities:

- Assume overall responsibility for compliance with the HOME program requirements.
- Create the Consolidated Plan Template and, if applicable, the system will create the separate templates for each entitlement consortium member in the e-Con Planning Suite.
- Coordinate the selection of goals and the citizen participation process with all consortium members and inputs the Strategic Plan for the HOME program.
- Submit the Consolidated Plan through IDIS, which will automatically submit all entitlement consortium member plans as well.
- Generate all Plan Amendments.
- Generate all new plans such as the Annual Action Plan and the CAPER.
- Submit the consortium plan, which includes entitlement consortium member plans when there are updates and/or amendments.

Entitlement Consortium Member Responsibilities

An entitlement consortium member will have the following responsibilities:

- Coordinate with the Lead Entity and other consortium members on the selection of goals and the citizen participation process in the Strategic Plan for the HOME program.
- Complete the entitlement consortium member component Consolidated Plan to address needs and goals for the grant programs (CDBG, ESG, and/or HOPWA) received directly from HUD.
- Complete each subsequent Annual Action Plan template for any grants received directly by the entitlement consortium member from HUD.
- Provide information to the Lead Entity on specific housing needs and market conditions for incorporation into the HOME Strategic Plan for the entire consortium. The entitlement consortium member has the ability in IDIS to edit information in the HOME Strategic Plan completed by the Lead Entity but should consult with the Lead Entity before doing so.
- Provide information to the Lead Entity for the HOME annual action plan for the entire consortium. Entitlement consortium members have the ability in IDIS to edit the HOME Annual Action Plan completed by the Lead Entity but should not do so without consulting the Lead Entity.
- Notify the Lead Entity when the entitlement consortia member's Consolidated Plan and Annual Action Plan templates are ready to be submitted for review.
- Notify the Lead Entity when an amendment is needed to the consortia plan or the entitlement consortium member's plan.

CDBG Entitlement Consortium Members

Entitlement consortium members that are CDBG grantees are required to have a complete Strategic Plan for their entitlement area. CDBG grantees will see the following Needs Assessment and Market Analysis screens in their version of the Consolidated Plan Template to assist them in meeting this requirement. A complete list of screens required by each consortia member is provided in [Appendix D](#).

- NA-50 Non-Housing Community Development Needs
- MA-45 Non-Housing Community Development Assets



ESG Entitlement Consortium Members

Entitlement consortium members that are CDBG and ESG grantees will see the following Needs Assessment and Market Analysis screens in their version of the template. A complete list of screens required by each consortia member is provided in [Appendix D](#).

- NA-40 Homeless Needs
- MA-30 Homeless Facilities
- SP-60 Homelessness Strategy
- AP-65 Homeless and Other Special Needs Activities

Consortium Members that do not receive a direct grant from HUD (HOME only)

Consortium members that are not CDBG, ESG, or HOPWA entitlement grantees, and only receive HOME funds from the Lead Entity, will not need to access the e-Con Planning Suite. These consortium members should coordinate with and provide the requested information to the Lead Entity, which will then enter the data into IDIS. These consortium members will coordinate and assist with the citizen participation process, but the Lead Entity will prepare and submit all required documents.

CREATING AND COMPLETING THE CONSOLIDATED PLAN TEMPLATE

To set up the Consolidated Plan template for a consortium, THE LEAD ENTITY ONLY should follow the steps described below. Additional clarification is provided in the [Adding a Consolidated Plan section](#). Participating grantees should never create their own Consolidated Plan Template (even just for the CDBG program).

- In IDIS, click Plans/Projects/Activities in the Main Menu.
- The Consolidated Plan submenu is located on the left-hand side of the screen. To add a new Consolidated Plan, click Add.
 - Remember, only the Lead Entity adds the Consolidated Plan.



The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains several menu items, each with a title and a list of actions. A red arrow points to the 'Add' button under the 'Consolidated Plans' section.

| Menu Item | Actions |
|---|--|
| Switch Profile | |
| Logout | |
| Activity | - Search |
| Search HOME | |
| Project | - Search |
| Consolidated Plans | - Add (highlighted with red box and arrow) - Copy - Search |
| Annual Action Plans | - Add - Copy - Search |
| Consolidated Annual Performance Evaluation Report | - Add - Search |

The main content area is titled 'Activity' and contains a 'Search Activities' section. This section includes search criteria for 'Program' (a dropdown menu set to 'All'), 'Activity Name' (a text input field), and 'Program Year' (a dropdown menu set to 'Select'). At the bottom of the search criteria section are 'Search' and 'Reset' buttons.

- On the AD-25 Screen:
 - Enter a Beginning Year and Ending Year, Title, and Plan Version.
 - Enter the Programs managed by the Lead Entity only in the Programs Included section. Do not include entitlement consortium member programs at this time.
 - From the dropdown, select "Consortia."



Consolidated Plans

AD-25 Administration of the Consolidated Plan

Save | Cancel

Strategic Plan Beginning Year:* 2020

Ending Year:* 2024

Title:* Test

Plan Version:* 1

If Amendment: N/A ▼

Programs included:*

☒ CDBG
☒ HOME
☐ ESG
☐ HOPWA

Housing Trust Fund Subgrantee: No ▼

- Once Consortia is selected, the screen will display a second question: “If consortia, does it have consortium members that are also CDBG entitlement grantees?”
 - Select “Yes” only if consortium members received CPD allocations directly from HUD, such as CDBG and ESG.
 - If “Yes” is selected, the screen will display a button labeled <Add Consortium Member>.

Housing Trust Fund Subgrantee: No ▼

Consolidated Plan is for*: Consortia ▼

If consortia, does it have participating grantee's?*

Yes ▼

Add Participating Grantee

- Use the Search field provided to find and select each entitlement consortium member that is part of the HOME consortium and also receives a grant directly from HUD.
- Repeat this process for each entitlement consortium member.



Consolidated Plan

Select Participating Grantee

|

Search Criteria

Organization Name i:

City:

|

Name of Participating Grantee

Results Page 1 of 1

| Organization Name | City, State/Territory |
|--|-----------------------|
| <input type="radio"/> BERWYN 6700 26th St | Berwyn, IL |

|

- Select the CPD formula grants received by each entitlement consortium member.
 - If you make a mistake and add a member that does not receive a CPD formula grant from HUD, use the <Delete> button to remove it from the list.

Consolidated Plan is for*: ▼

If consortia, does it have participating grantee's?*: ▼

Grantee(s) participating in the plan:

| Name | City/State | DUNS | TIN | Programs | Subgrantee | Delete |
|--------|------------|-------------|------------|---|------------------------------|--------------------------|
| BERWYN | Berwyn, IL | 13-833-0753 | 36-9005796 | <input type="checkbox"/> CDBG <input type="checkbox"/> ESG <input type="checkbox"/> HOPWA | <input type="checkbox"/> HTF | <input type="checkbox"/> |

- Once you have entered all entitlement consortium members, click the <Select Public Housing Agency> button at the bottom of the screen.
 - Use the Search fields provided to find all of the public housing agencies that share jurisdiction with the HOME consortium.
 - Repeat this process for each jurisdictional housing agency.
- Review all the information on the screen. Some of the information on this page cannot be changed after creating the template. It is important to get it correct the first time. If everything is correct, click <Save> at the bottom of the screen.
- The system will load the template for the Lead Entity.



- This template will contain screens for the HOME consortium and also (if the Lead Entity receives CDBG directly) non-housing-related screens. The non-housing screens are for the Lead Entity only.
- IDIS automatically creates a separate template for each entitlement consortium member when the Lead Entity template is created. To see these templates, click “Search” from the Consolidated Plan submenu on the left. A separate template is listed for the Lead Entity and each entitlement consortium member.
 - If you are the Lead Entity, you can edit the Lead Entity template and view each of the other entitlement consortium member templates.
 - If you are an entitlement consortium member that is a CDBG grantee, you can provide information to the Lead Entity on specific housing needs and market conditions for incorporation into the Lead Entity’s Strategic Plan or—in partnership with the Lead Entity—edit this specific information in the Lead Entity’s template (except for the Lead Entity’s non-housing screens).
 - Entitlement consortium members that are CDBG grantees cannot see any of the other entitlement consortium members’ templates.

Consolidated Plans

Search

Search Criteria

Year:
2020

Status:
Select

Search | Reset

Results Page 1 of 1

| Grantee Name | State | Year | Version | Title | Status | Action |
|----------------|-------|------|---------|---|--------------------|---|
| CAMARILLO | CA | 2020 | v1.0 | Ventura County Regional Consolidated Plan | Open - In Progress | View |
| SIMI VALLEY | CA | 2020 | v1.0 | Ventura County Regional Consolidated Plan | Open - In Progress | View |
| THOUSAND OAKS | CA | 2020 | v1.0 | Ventura County Regional Consolidated Plan | Open - In Progress | View |
| VENTURA COUNTY | CA | 2020 | v1.0 | Ventura County Regional Consolidated Plan | Open - In Progress | Edit View |

Completing the Housing Needs Assessment and Market Analysis

The Lead Entity version of the plan contains the housing-related screens that apply to the consortium as a whole. Entitlement consortium members that are CDBG grantees can provide information to the Lead Entity on specific housing needs and market conditions for incorporation into the Lead Entity’s Strategic Plan or in partnership with the Lead Entity, edit these screens as a part of the collaborative planning process. The screens included are:

- All screens in the Process section
- All screens in the Needs Assessment and Market Assessment (except for the Non-Housing Community Development Needs) screens, and
- The Strategic Plan screens.

As described above, an entitlement consortium member that is a CDBG grantee will see the following screens in its version of the template:

- NA-50 Non-Housing Community Development Needs
- MA-45 Non-Housing Community Development Assets



As described above, an entitlement consortium member that is a CDBG and ESG grantee will see the following screens in their version of the template:

- NA-40 Homeless Needs
- MA-30 Homeless Facilities
- SP-60 Homelessness Strategy
- AP-65 Homeless and Other Special Needs Activities

DEFAULT DATA GEOGRAPHIES

Because consortia cover multiple jurisdictions, the template is set to two distinct default data geographies.

- Housing-related Default Data: entire HOME consortium geography
- Non-Housing Related Default Data: CDBG boundary areas for the specific grantee

To include the same data based on the geography of the Lead Entity or another member of the HOME consortium, use the “Additional Content” links found below each data table. To add a GIS data table to the template, follow the instructions detailed in Section I: [Data Tables](#). See [Appendix C](#) to view the geography used for each screen in the Needs Assessment and Market Analysis.

SUBMITTING THE PLAN

Only the Lead Entity can submit the consortia plan and associated entitlement consortium member plans. This is true for both the Consolidated Plan and subsequent years’ Annual Action Plans. The submitted plan includes the Lead Entity version for the consortium as a whole and each entitlement consortium member version. Similarly, when the plan is downloaded, the Lead Entity version will be first in the resulting Word document, followed by the sections for each entitlement consortium member.

- When all members of the consortium are finished with their respective templates, the Lead Entity will 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.

AMENDMENTS & UPDATING A CONSORTIUM MEMBER PLAN

When the Lead Entity or an entitlement consortium member needs to amend or update its plan, only the Lead Entity can create the amendment (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 [Amend a Consolidated Plan](#) or [Annual Action Plan](#).

- All members of the consortium will be able to amend the Consolidated Plan or Action Plan as needed.
- Even if the amendment is only being completed by an entitlement consortium member, only the Lead Entity can 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.



CAPER REPORTING & THE 2ND–5TH YEAR ANNUAL ACTION PLANS

In the second through fifth year, the Annual Actions Plans will be similar for both the Lead Entity and entitlement consortium members that are CDBG grantees with the exception of the following screens.

The Lead Entity will be responsible for completing:

- AP-55 Affordable Housing
- AP-60 Public Housing

After the submission of the Consolidated Plan and individual year one Annual Action Plans, only the Lead Entity can submit subsequent Annual Action Plans. The submitted Annual Action Plans will include the Lead Entity version of the plan and entitlement consortium member versions of the plan. Similarly, when the Annual Action Plan is printed, the Lead Entity version will print first, followed by the sections for each entitlement consortium member.

- When all members of the consortium are finished with their respective templates, the Lead Entity will go the AD-25 Screen and select “Submitted for Review.”
 - This selection will trigger the submission of ALL templates.
 - The templates cannot be submitted separately.

All grantees (lead and participating) are responsible for creating, completing, and submitting the CAPER template in IDIS. The lead grantee will report on the HOME program in addition to other CPD grants (CDBG, ESG, or HOPWA) it receives directly from HUD. Participating grantees will complete the CAPER template for all CPD grants (CDBG, ESG, or HOPWA) it receives directly from HUD.



SECTION IV: REGIONAL STRATEGY PLANS

If you are planning to create a Regional Plan, contact your HUD Field Office AND submit a question to the HUD AAQ Portal to request assistance in setting up the Regional Plan. Until a future update to IDIS, Regional Plans must be set up by the IDIS development team.

The Regional Plan template allows contiguous grantees to join efforts to create a regional strategy. This option allows multiple grantees to submit one Needs Assessment, Market Analysis, and Strategic Plan to HUD.

Once a group of grantees decides to pursue a regional strategy, one of the grantees must be designated as the Lead Grantee. The Lead Grantee does not indicate any special authority. It simply designates which grantee will be responsible for creating and submitting the Regional Consolidated Plan.

With the exception of the Annual Action Plan screens, the Lead Grantee and all of the participating grantee users can edit the plan with the same privileges. The Annual Action Plan screens in the regional template apply only to the Lead Grantee. Other grantees participating in the regional strategy create a separate Annual Action Plan and link their Annual Plan to the Regional Consolidated Plan.

When creating Annual Action Plans for years 2–5, participating grantees must copy the previous Action Plan to maintain the association with the Regional Plan. Participating grantees cannot add a new Action Plan and associate it with the Regional Consolidated Plan.

REGIONAL STRATEGY—LEAD GRANTEE

- The Lead Grantee is responsible for creating the shared Regional Consolidated Plan.
- The Lead Grantee is responsible for submitting the shared Regional Consolidated Plan to HUD electronically.
- The Lead Grantee uses the Annual Action Plan screens included in the Regional Plan.

REGIONAL STRATEGY—PARTICIPATING GRANTEE

- Participating grantees must wait until the Lead Grantee creates the Regional Consolidated Plan.
- Once the Lead Grantee creates the Regional Consolidated Plan, participating grantees [can edit](#) any portion of the shared Consolidated Plan.
- To prepare the Action Plan, each participating grantee will [Add a New Action Plan](#) and link the Action Plan to the Regional Consolidated Plan.
- Participating grantees submit their Annual Action Plan via IDIS.
- For subsequent Action Plans (years 2–5), participating grantees can only copy the previous Action Plan. Participating grantees cannot use the Add Action Plan functionality for Year 2–5 Action Plans.



SECTION V: CONSOLIDATED PLAN TEMPLATE

The following section provides guidance on how to add, submit, copy, and amend the Consolidated Plan and Year 1 Annual Action Plan (embedded in the Consolidated Plan Template). For screen-by-screen guidance on the Consolidated Plan Template, see [The Consolidated Plan Template Screens](#).

OVERVIEW: ADDING AND SUBMITTING A PLAN

1. Add the plan to the system by completing the [Administration screen](#) (detailed steps are included below). Saving the Administration screen saves the Consolidated Plan to the system. The system will insert default data sets into the data entry screens and provide users with edit privileges to access these screens.
2. Add additional data sources, including survey and administrative data. If they have the information, grantees can choose to complete this step when completing the [Administration screen](#). Otherwise, the user can cite the alternative data source while completing the tables on any of the data entry screens.
3. Complete each of the screens listed in the Consolidated Plan menu. After completing each screen, the user will be returned to the Consolidated Plan menu. While screens do not need to be completed in the order in which they are listed, some screens rely on data provided on others. It is recommended that grantees complete the Geographic Priorities, Priority Needs, and Anticipated Resources screens before the Goals screen.
4. Return to the Administration screen to run the [Quality Check](#). This feature will provide a summary including the following information:
 - a) Fields that were not answered
 - b) Priorities that have no associated goals
 - c) Other potential errors and discrepancies for each screen
5. Print a copy for review using the <Download as Word Document> button at the top of the Consolidated Plan menu screen. Things to review include:
 - a) Accuracy of the information
 - b) Order in which information is included
6. [To submit the plan](#), go to the Administration screen (AD-25 in a Consolidated Plan or AD-26 in an Annual Action Plan) and update the status of the plan from “Open in Progress” to “Submitted for Review.” Changes are not allowed when a Consolidated Plan or Action Plan is in a “Submitted for Review” or “Review Completed” status. Once the user saves the Administration screen with “Submitted for Review” status, the following will occur:
 - a) Field Office staff will receive an e-mail from the system. It is recommended that grantees verify with their Field Office that the plan has been received.
 - b) The Field Office will review the submitted plan and accept the plan as complete or return the plan for revision. If returned, the Field will update the plan status to “Reviewed and Awaiting Modifications.” If accepted as complete, the Field Office Acceptor will update to “Review Completed.”



ADDING A CONSOLIDATED PLAN

To add a new plan to IDIS Online:

1. Click Plans/Projects/Activities in the Main Menu bar, highlighted with the red box in the screenshot below. By default, the system will display the Search Activities screen. On the left side of the screen, the system will display the submenus for Activities, Projects, Consolidated Plans, Action Plans, and CAPERs. If the Consolidated Plan and Action Plan menus do not appear, the user should check with their local IDIS administrator to make sure the IDIS user profile has been assigned access for these screens. Local administrators can follow the instructions in the [Integration into IDIS Online](#) section to add access to a profile.
2. To add a new 3–5-year Consolidated Plan, click <Add> in the Consolidated Plan submenu, highlighted with the red box in the screenshot below. This plan template will include both the 3–5-year plan and the Year 1 Action Plan. To add a standalone Annual Action Plan or an Action Plan for Years 2–5, click <Add> in the Action Plan submenu. The system will display the Administration screen.

The screenshot shows the IDIS Online interface. At the top, there is a navigation bar with four tabs: 'Plans/Projects/Activities' (highlighted with a red box), 'Funding/Drawdown', 'Grant' (with a red notification icon), and 'Grantee/PJ'. Below the navigation bar, a message states: 'You have 5 CDBG activities that have been flagged. Click on the number to go to the review page.' The main content area is titled 'Activity' and 'Search Activities'. It contains a 'Search Criteria' section with the following fields: 'Program:' (dropdown menu set to 'All'), 'IDIS Project ID:' (text input), 'Status:' (dropdown menu set to 'All'), 'Activity Name:' (text input), 'IDIS Activity ID:' (text input), 'Program Year:' (dropdown menu set to 'Select'), 'Grantee/PJ Activity ID:' (text input), and 'Activity Owner:' (dropdown menu set to 'AMERICAN SAMOA, AS'). At the bottom of the search criteria section, there are 'Search' and 'Reset' buttons. On the left side of the interface, there is a sidebar with a user profile section (User: C59819, Role: Grantee, Organization: AMERICAN SAMOA) and three submenus: 'Activity', 'Project', and 'Consolidated Plans'. The 'Consolidated Plans' submenu is highlighted with a red box, and the 'Add' option within it is also highlighted with a red box and a red arrow.

3. Complete the Administration screen using the information below. Each required field is marked with an asterisk (*). Grantees can leave non-required fields blank and provide this information later. When finished, click the <Save> button at the bottom of the screen. Once a plan is saved, the status is set to “Open—in Progress” and the grantee will be taken to the Consolidated Plan menu screen that will list all of the screens in the Consolidated Plan Template.



Consolidated Plans

AD-25 Administration of the Consolidated Plan

|

Strategic Plan Beginning Year:*

Ending Year:*

Title:*

Plan Version:*

If Amendment:

Purpose of the amendment:*

Programs included:*

- ☒ CDBG
- ☒ HOME
- ☒ ESG
- ☒ HOPWA

Housing Trust Fund Subgrantee:

Consolidated Plan is for*:

Alternate/Local Data Sources

| Sort* | Data Source Name | Description | Do not Include in Plan |
|--------------------------------|------------------------------|----------------|--------------------------|
| <input type="text" value="1"/> | Community Survey | Survey | <input type="checkbox"/> |
| <input type="text" value="2"/> | Point In Time Count | Survey | <input type="checkbox"/> |
| <input type="text" value="3"/> | Housing Market Analysis | Administrative | <input type="checkbox"/> |
| <input type="text" value="4"/> | COA Housing Needs Assessment | Administrative | <input type="checkbox"/> |

Fields marked with an asterisk are required by the system in order to save the screen.



| | Field | Description |
|--------|---|---|
| * * | Strategic Plan Beginning Year Ending Year | <p>Enter the first program year of the Consolidated Plan. This should be the calendar year in which the plan begins.</p> <p>Enter the last program year of the Consolidated Plan. This should be the calendar year in which the last program year begins. For example, if the last program year covered by the 5-Year Consolidated Plan begins on July 1, 2021, use 2021 as the Ending Year.</p> |
| * | Title | Enter a title for the Consolidated Plan. HUD has not provided any guidance for the title. The title will be displayed on the cover and at the top of each page of the printed report. The title can be changed after the plan is created. |
| * | Plan Version | <p>Provide a version for the plan. This field is used to identify different versions of a plan for the same Beginning Year. As discussed above, the version is also used to identify related plans for members of a HOME Consortium or a Regional Strategy.</p> <p>Versions can be numerical (i.e., Version 1 and Version 2), based on a date (i.e., Version as of July 2013), or any other methodology the grantee chooses. The version must be unique for the selected Beginning Year. The version cannot be edited after the plan has been created.</p> |
| | If Amendment | Identify if the plan is an amendment. When creating a new plan, select “N/A.” When a Substantial Amendment is indicated, the system will provide a dialog box in which the user can explain the changes being made. |
| * | Programs Included | <p>The system will place a check next to each program (CDBG, HOME, ESG, HOPWA, HTF (Housing Trust Fund)) the jurisdiction receives. The user should change the default selection if it is incorrect. At least one selection must be indicated.</p> <p>HTF will automatically be selected for state grantees.</p> <p>The Quality Check will provide a warning if the programs selected do not match the grantee’s allocations in IDIS.</p> |
| | Housing Trust Fund Subgrantee? | <p>Entitlement Grantees Only</p> <p>Select “Yes” if the grantee will be an HTF subgrantee; select “No” if the grantee will not be an HTF subgrantee.</p> |
| * | Consolidated Plan Is for: | <p>Select the type of plan:</p> <ul style="list-style-type: none"> • Grantee • Consortia • Regional <p>State and entitlement grantees/participating jurisdictions will choose Grantee. If Consortia or Regional is selected, the user will see a <Add A Participating Grantee> button to specify the other grantees participating in the plan (the grantee entering the data does not have to select itself). Once a second grantee is added, the screen will display a table listing the plan’s participating grantees. For consortia plans, the user must also specify the CPD grants that each participating grantee will administer.</p> <p>For regional strategies, the Needs Assessment, Market Analysis, and Strategic Plan sections of the lead grantee are “shared” by all grantees participating in the regional strategy. The Action Plan section of the Regional template only applies to the lead grantee. Participating grantees will need to create a separate Action</p> |



| | Field | Description |
|---|------------------------------|--|
| | | Plan and associate it to the Regional template to complete their Year One Action Plan. (See instructions for adding an Annual Action Plan) |
| | Add a Data Source | <p>Grantees can add data from Survey Instruments and Administrative Record Systems as alternatives to the default data provided by the system. Any data source added on this screen will be available as an alternative source for the data tables in the Needs Assessment and Market Analysis sections. Grantees may also add data sources as they enter alternative data to any screen throughout the Consolidated Plan Template.</p> <p>Alternative data sources can come from a variety of sources, from neighborhood surveys to national studies. Common alternative sources of local data may include the homeless point-in-time (PIT) count, code violation records, and surveys of local government agencies and service providers.</p> <p>Because some tables will not be populated with data provided by HUD, and will therefore require entering data from additional sources, the Quality Check will provide a warning if the grantee does not identify any additional data sources.</p> |
| * | Select Public Housing Agency | <p>Click the <Select Public Housing Agency> button. The system will display a search screen. Search for the public housing agencies (PHAs) operating within the grantee's jurisdiction by agency name, code, or by simply clicking Search to see all the PHAs in the grantee's state. In the results, click the checkbox next to each PHA that operates within the grantee's jurisdiction (<u>even if the PHA is not located within the jurisdiction</u>) and click the <Select> button. States must select any housing agency administering public housing or the Section 8 program on a statewide basis and all PHAs that certify consistency with the state's Consolidated Plan. States must select at least one PHA (even if neither of those criteria are met) to save the screen and can provide an explanation on the corresponding PHA screens in the NA and MA.</p> <p>The system will populate data fields on the public housing data screens (NA-35 and MA-25) based on the PHAs selected here.⁵ It is recommended that grantees consult with each PHA to verify that the data reflects the needs of public housing within the grantee's jurisdiction. This is especially important when the jurisdiction boundary of the grantee differs from that of the PHA selected. For states, the level of public housing data provided by the template is optional. See the state-specific instruction for screens NA-35 and MA-25 for more information.</p> |

⁵ Please note that if more than one PHA is selected, any pre-populated data based on an average or median will be blank.



EDITING A CONSOLIDATED PLAN

Grantees can edit plans with a status of “Open in Progress,” “Open in Progress / FO Review,” and “Reviewed and Awaiting Modifications.” Plans with a status of “Submitted for Review” or “Review Completed” cannot be edited but can be viewed using the Search feature.

To amend a plan with a status of “Review Completed,” the grantee must [select “Amend” for the plan, make the needed changes, and resubmit the plan to HUD for review.](#)

To edit an existing Consolidated Plan in IDIS Online:

1. Click Plans/Projects/Activities in the Main Menu bar. By default, the system will display the Search Activities screen. On the left side of the screen, the system will display the submenus for Activities, Projects, Consolidated Plans, Action Plans, and CAPERs. If the Consolidated Plan and Action Plan menus do not appear, check with the local IDIS administrator to make sure the user’s [IDIS user profile has been assigned access](#) for these screens.
2. Click <Search> in the Consolidated Plan submenu. Click the <Search> button to view a list of all plans associated with the grantee.
3. Once the system displays the list of plans, click the <Edit> link for the relevant plan. The system will display a menu of links for the screens in the selected Consolidated Plan.



REVIEWING AND SUBMITTING THE CONSOLIDATED PLAN

Once a jurisdiction has completed the data entry screens, it is recommended that it takes the following actions to review and submit the plan:

- Return to the Administration screen and add the attachments to the plan. The plan must include an SF-424 and the appropriate certifications for each CPD grant that the jurisdiction will receive, as well as citizen participation comments. Both the SF-424 and the certifications must be signed by the grantee's highest elected official and hard copies with original signatures must be mailed to HUD. Optional attachments include:
 - Cover Page Image
 - Report Header Icon
 - Page Header
 - Unique Appendices
- Return to the Administration screen to run the Quality Check. This feature provides a summary of errors and warnings, including a list of the fields that were not answered and discrepancies between different sections of the plan, such as when a priority need does not have an associated goal. Each error and warning will identify the screen that contains the issue (i.e., SP-10). Jurisdictions may find it helpful to print this screen and address each item listed. Errors and warnings will not prevent a jurisdiction from submitting its plan for review, but the jurisdiction is encouraged to review each item before submitting the plan. For a complete list of potential errors and warnings, please refer to [Appendix A](#).

Consolidated Plans
Quality Checks Results

Return

- **Error, AP-20: No Goal Outcome Indicator designated for Action Plan Goal [Affordable Housing Preservation - Ownership].**
- **Warning, SP-45: Strategic Plan Goals narrative is blank.**
- **Warning, SP-35: Funding Source [ESG] is [\$ 23318] over or under allocated to projects in AP-35.**
- **Warning, SP-35: Funding Source [CDBG] is [\$ 250000] over or under allocated to projects in AP-35.**
- **Warning, SP-35: Funding Source [General Fund] is [\$ 1067257] over or under allocated to projects in AP-35.**
- **Warning, AP-20: Action Plan Goals narrative is blank.**

- Print a copy for review using the <Download as Word Document> or <Download as PDF Document> buttons at the top of the Consolidated Plan menu screen. The review should include the accuracy of the information and the order in which information is included.

Consolidated Plans
Menu

Cancel

Download as Word document

Download as PDF document

The administration screen shows the status of the plan. Grantees can change the status to submit the plan to HUD or to share the plan (while still being able to edit it) with the designated HUD Field Office staff person (typically the grantee's HUD representative) for informal review and comment.



To submit the plan, return to the Administration screen and update the status of the plan from “Open in Progress” to “Submitted for Review” as indicated in the screenshot above. Once the plan has been submitted, the jurisdiction will no longer be able to edit the information in the template.

The HUD Field Office staff person designated as the HUD Field Office Acceptor will receive an e-mail that the jurisdiction has updated the plan’s status. The Field Office Acceptor will review the submitted plan and approve or reject it. If rejected, the plan’s status will update to “Reviewed and Waiting for Modifications.” This will allow the jurisdiction to make necessary changes and revisions to the plan and to submit it again. If approved, the Field Office Acceptor updates to “Review Completed” and the information in the template will remain read-only.

| Status | Status Description |
|---|---|
| Open – in Progress | The plan is editable to the grantee. HUD cannot find or view the plan in IDIS. |
| Open – in Progress/FO Review | The plan is editable to the grantee. HUD can view the plan in IDIS. |
| Submitted for Review | The plan is “View Only” for the grantee. HUD can review the plan and update the status to “Review Completed” or “Reviewed and Awaiting for Modifications.” |
| Reviewed and Awaiting for Modifications | HUD has reviewed the plan and returned it to the grantee requesting edits or clarifications. The plan is editable to the grantee to make the requested edits. |
| Review Completed | HUD has reviewed the plan and marked it as complete. The plan is “View Only” for the grantee and HUD. |

When grantees amend an approved plan, both the amended plan and the previous version of the plan will be saved and available for viewing.



COPYING A CONSOLIDATED PLAN

Grantees have the option of copying data and information from a completed Consolidated Plan into a new Plan (i.e., 2015–2019 Consolidated Plan to a 2020–2024 Consolidated Plan).

When the Copy feature is used to copy the completed plan's information to a new year, the data in the tables will be updated based on the current data sources. Any data manually entered based on alternate data sources will be overwritten.

When copying a plan, grantees are unable to change the CPD programs and the PHAs included in the Consolidated Plan. Do not use the Copy option if adding a new CPD funding source or a new PHA for the new Consolidated Plan cycle. As of IDIS Release 11.23, projects that are included in the source Year One Action Plan, embedded within the Consolidated Plan template, will not be copied into the new Year Two Action Plan.

| Plan Element | Copied from Original Plan |
|--|--|
| Attachments | Copied |
| Additional Content | Copied |
| Alternate Data Sources | List of data sources is copied, but data in tables is replaced with current data sources |
| Pre-Populated Data in Tables | Data is replaced with current data sources |
| Projects in AP-35 of Consolidated Plan | Not Copied (New as of the April 2021 11.23 IDIS release) |

Only the Lead Entity for a consortium can copy the Consolidated Plan. Participating grantees cannot copy a Consolidated Plan but can make copies of their Annual Action Plan. If the consortia includes participating grantees that receive any direct grants, the participant grantee's Consolidated Plans will be copied when the Lead Entity copies the plan.

If the source Consolidated Plan is a Regional Strategy Plan, the copy will be a Regional Strategy Plan as well. Please note that any Action Plans created by participating grantees that have been associated to the Regional Strategy are not automatically copied. Participating grantees will have to create a new Action Plan and associate it to the copied version of the Regional Strategy. ([See instructions for adding an Annual Action Plan](#)).



HTF ENTITLEMENT GRANTEES: When using the “Copy” function, grantees can indicate if they will be an HTF subgrantee for the copied Consolidated Plan by selecting “Yes” or “No” from the prompted question on the “Copy” screen. This question **only** appears for entitlement grantees.

If copying a prior year plan when the entitlement was an HTF subgrantee, HTF will automatically populate the copied plan. If the grantee is no longer receiving HTF, it can ignore all HTF-relevant screens that are automatically copied forward.

STEPS TO COPY A CONSOLIDATED PLAN

1. Before copying the plan, the user must know the Start Year and Version of the plan that they want to copy. This must be the most current plan for a particular start year that has a status of “Review Completed.” Plans with open amendments may not be copied.
2. Go to Plan/Projects/Activities in the Main Menu. In the Consolidated Plan submenu, click the <Copy> link to display the Copy Consolidated Plan screen (shown below).

Consolidated Plans
Copy Consolidated Plan

Copy | Cancel

Source Plan: Select Source ConPlan

Source Consolidated Plan's Start Year:*

Source Consolidated Plan's Version:*

New Consolidated Plan's Start Year:*

New Consolidated Plan's End Year:*

New Consolidated Plan's Version:*

Housing Trust Fund Subgrantee: No ▼

Copy | Cancel



- On the Copy Consolidated Plan screen, select the <Select Source ConPlan> link.

Select Source ConPlan

Search

Select | Cancel

Search Criteria

Year:
All Years ▼

Status:
Select ▼

Search | Reset

Results Page 1 of 1

| Select | Grantee Name | State | Year | Version | Title | Status |
|-----------------------|--------------|-------|------|---------|--|------------------|
| <input type="radio"/> | SHREVEPORT | LA | 2014 | 2 | Consolidated Plan | Review Completed |
| <input type="radio"/> | SHREVEPORT | LA | 2019 | 1A | City of Shreveport 2019-2023 Consolidated Plan | Review Completed |

- Click the <Search> button to locate and select the source plan to be copied. Choose the Consolidated Plan Start Year and Version to be copied by selecting the radio button and click <Select>.
- Enter the Start Year, End Year, and Version for the new copy of the plan. The combination of the Year and Version for the new plan must be different than any of the grantee's existing plans.
- For entitlement grantees only, indicate if the grantee is a Housing Trust Fund (HTF) subgrantee or not by selecting "Yes" or "No."
- Click the <Copy> button. The system will create a copy of the plan and return to the full list of the grantee's Consolidated Plans. The default title of the copied plan will be "[COPY]" and the source plan title.
- Locate the new copy of the plan and click <Edit>.
- Click the link for the AD-25 Administration screen. Grantees can update the plan's title on this screen as well as Alternate/Local Data Sources and any Attachments. "If Amendment" should have the status of "N/A". When finished editing the screen, click <Save and Return> to save any changes.
- When the plan is ready for submission to the Field Office, update the status to "Submitted for Review" and ask the local HUD Field Office to change the status to "Review Complete" when approved.



AMENDING THE CONSOLIDATED PLAN/YEAR 1 AAP

During the course of a Consolidated Plan cycle or program year, grantees may need to amend the Consolidated Plan and/or Year 1 Annual Action Plan. Amendments are either Substantial Amendments or Minor Amendments; the definition for both types of amendments should be set forth in the grantee's Citizen Participation Plan.

The last Consolidated Plan for a given start year with the status of "Review Completed" may be amended. Plans with a status of "Submitted for Review" or "Reviewed and Awaiting for Modifications" may not be amended until the plans have been approved.

It is recommended that grantees do not complete amendments in the eCon Planning Suite until the end of the program year, allowing the grantee to limit the number of amendments that need to be made in IDIS. However, all amended Consolidated Plans and Action Plans **MUST** be marked as "Review Completed" by the Field Office PRIOR to creating the CAPER template. By default, the CAPER associates itself with the most recently approved Action Plan for the corresponding program year.

CONSORTIA GRANTEES: Only the Lead Entity is able to create a Consolidated Plan or Action Plan amendment, even if only the participating grantee is amending their plan.

STEPS TO AMEND A CONSOLIDATED PLAN OR YEAR ONE ANNUAL ACTION PLAN

1. Go to Plan/Projects/Activities in the Main Menu. Click <Search> under the "Consolidated Plans" submenu.
2. Click <Search> to bring up all existing Consolidated Plans. Locate the plan to be amended. This plan will have an "Amend" and "View" link under the "Action" column.
3. Click <Amend>.
4. Click <I Agree> in the "Confirmation of Amendment" window. By selecting the "I Agree" button, the system will reopen the plan for editing and change the status to "Open – Amendment."
5. On the AD-25 Administration screen, modify the "Con Plan Ending Year" or "Title" as needed. Select the amendment type for the "If Amendment" dropdown menu. Note that the "Strategic Plan Beginning Year" and "Plan Version" fields cannot be edited.
6. Provide a brief description of the purpose of the amendment in the text box.
7. Click the "Save and Return" button to return to the Consolidated Plan menu screen.
8. When the amendment is complete, return to the AD-25 Administration screen and change to plan status to "Submitted for Review." All Consolidated Plan amendments, minor and substantial, must be submitted for review and approved by HUD in IDIS to ensure the amended information is included in the CAPER.



SECTION VI: THE ACTION PLAN TEMPLATE

The following section provides guidance on how to add, submit, copy, and amend the Year 2–5 Annual Action Plan. (The Year 1 AAP is embedded in the Consolidated Plan template.) For screen-by-screen guidance on the Consolidated Plan template, see [Section VIII: The Consolidated Plan and Action Plan Template Screens](#).

The Action Plan Template is designed to collect the information required by the Consolidated Plan regulations found in 24 C.F.R. § 91.

ADDING AN ANNUAL ACTION PLAN

Adding a new Annual Action Plan will create an Action Plan template that is able to be associated with and pull information from the last Consolidated Plan marked “Review Completed.” A new Action Plan cannot be associated with a Consolidated Plan with another status such as “Open—In Progress” or “Submitted for Review.”

STEPS TO ADD A YEAR 2–5 ANNUAL ACTION PLAN

1. Click Plans/Projects/Activities in the Main Menu bar. By default, the system will display the Search Activities screen. On the left side of the screen, the system will display the submenus for Activities, Projects, Consolidated Plans, and Action Plans. If the Consolidated Plan and Action Plan menus do not appear, check with the local IDIS administrator to make sure the user’s IDIS user profile has been assigned access for these screens.
2. To add a new Action Plan, click <Add> in the Annual Action Plan submenu. The system will display the Administration screen.
3. Complete the Administration screen using the information below. Each required field is marked with an asterisk (*). Grantees can leave non-required fields blank and provide this information later.

| * | Field | Description |
|---|------------------|--|
| * | AAP Program Year | Enter the federal fiscal year in which the program year begins. For most grantees, this is the calendar year in which their program year begins. For example, if the grantee’s program year is July 1, 2012 through June 30, 2013, the AAP Program Year is 2012. |
| * | AAP Title | Enter a title. The title will be displayed on the cover and at the top of each page of the printed report. |
| * | AAP Plan Version | Enter a unique version. This field is alphanumeric and can contain up to twenty characters. This field is listed in the search results and can be used to differentiate between different drafts of a plan. |
| | If Amendment | Select “N/A.” |



| * | Field | Description |
|---|---|--|
| * | Programs Included | <p>The system will place a check next to each program (CDBG, HOME, ESG, HOPWA, HTF) that the jurisdiction receives. The user may change the default selection. At least one selection must be indicated.</p> <p>Note: HTF will automatically be included for all State grantees.</p> <p>The Quality Check will provide a warning if the programs selected do not match the grantee's allocations in IDIS.</p> |
| | Housing Trust Fund Subgrantee? | <p>Entitlement Grantees Only</p> <p>Select "Yes" if the grantee will be HTF subgrantee; select "No" if the grantee will not be HTF subgrantee.</p> |
| * | Is this Annual Action Plan associated with a Consolidated Plan? | <p>If this Action Plan is for the second, third, fourth, or fifth year of a Consolidated Plan already entered into IDIS, select "Yes" from the menu. Click the <Associate with Con Plan> button. On the "Select Consolidated Plan" screen, search for the associated Consolidated Plan. Click the radio button next to the appropriate Consolidated Plan and click the <Select> button at the top of the screen.</p> <p>If the Action Plan will <u>not</u> be associated with a Consolidated Plan in the system (i.e., a stand-alone Action Plan), select "No."</p> <p>Participants in Regional Strategies who are not the lead grantee should associate their Annual Action Plan with the Consolidated Plan created by the lead grantee here.</p> |

1. When finished, click the <Save> button at the bottom of the screen. Once a plan is saved, the status is set to "Open—in Progress" and the user will be taken to the Annual Action Plan Menu data entry screen list.



Annual Action Plan

Setup

AD-26 Administration
AD-50 Verify Grantee/PJ Information in IDIS
AD-55 Verify Grantee/PJ - Program Contacts

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-35 Projects
AP-50 Geographic Distribution
AP-55 Affordable Housing
AP-60 Public Housing
AP-65 Homeless and Other Special Needs Activities
AP-75 Barriers to affordable housing
AP-85 Other Actions
AP-90 Program Specific Requirements

EDITING AN ANNUAL ACTION PLAN

Annual Action Plans with the status “Submitted for Review” or “Review Completed” may not be edited. Plans with the status “Open—In Progress,” “Open—In Progress/FO Review,” “Reviewed and Awaiting for Modifications,” and “Open—Amendment” may be edited.

STEPS TO EDIT AN EXISTING ACTION PLAN

1. Click <Plans/Projects/Activities> in the Main Menu bar. By default, the system will display the Search Activities screen. On the left side of the screen, the system will display the submenus for Activities, Projects, Consolidated Plans, and Action Plans. If the Consolidated Plan and Action Plan menus do not appear, check with the local IDIS administrator to make sure the user’s IDIS user profile has been assigned access for these screens.
2. Click <Search> in the Action Plan submenu. The system will display a search screen. Provide search parameters in the Year and Status fields and click <Search>. If no results appear, clear search parameters and search without any specified parameters.
3. Once the system displays the list of plans, click the <Edit> link for the relevant plan. The system will display a menu of links for all the data entry screens for the plan selected.

A description of each screen in the [Action Plan Template](#) is described in Section VII: The Consolidated Plan Template. Use the links on the following page to navigate to the description of each page. Please note that some screens in the Action Plan are similar to screens in the Consolidated Plan yet have different screen numbers. For example, AD-26 Administration and AP-05 Executive Summary are the Action Plan equivalents to the Consolidated Plan screens AD-25 Administration and ES-05 Executive Summary, respectively.



Grantees using IDIS to prepare and submit an Action Plan for Year 2, 3, 4, or 5 of a Consolidated Plan not created within IDIS will need to complete three screens from the Strategic Plan section of the Consolidated Plan: [SP-10 Geographic Priorities](#), [SP-25 Priority Needs](#), and [SP-45 Goals](#). These sections will need to be completed only for Action Plans that are not associated with a Strategic Plan in IDIS.

Items marked with a double asterisk (**) are not included in the first-year Action Plan because similar information is provided in the Consolidated Plan screens. Please note that [AP-15 Expected Resources](#) for the first-year Action Plan is read-only and contains information entered in [SP-35 Anticipated Resources](#) within the Strategic Plan.

REVIEWING AND SUBMITTING THE ACTION PLAN

The steps for reviewing and submitting an Annual Action Plan are the same for submitting a Consolidated Plan. Please refer to “[Reviewing and Submitting the Consolidated Plan](#)” for more details.

COPYING AN ANNUAL ACTION PLAN

Grantees have the option of copying data from one version of the Action Plan into a new version from one plan year to a new plan year (e.g., 2018 to 2020).

When copying an Action Plan, the system will include any attachments and additional content (such as images, maps, and text boxes that were inserted throughout the template) from the source Action Plan into the copied Action Plan. The copied Action Plan will include the same narrative from the original Action Plan and will be associated to the same Consolidated Plan as the source Action Plan, if applicable. If the copied Action Plan is a standalone Action Plan (i.e. not associated with a Consolidated Plan in the system on AD-26), the information in the Action Plan’s Geographic Priorities, Priority Needs, and Goals screens will be copied as well.

NOTE ON COPIED ACTION PLANS: With IDIS Release 11.23, IDIS will no longer copy the source plan’s projects into the new Action Plan when copying an Action Plan. Grantees will need to add projects to the newly created Action Plan by selecting the “Add An Existing Project” link on the AP-35 Project screen to search for and add an existing project or create a new project to add to the plan. If the grantee is a consortium with participants, only the consortium Lead Entity can copy the Annual Action Plan. When the Lead Entity copies the plan, any participant Action Plans are copied as well. Consortia participants cannot copy their plans. If the source Action Plan is a Regional Plan, the clone will be a Regional Action Plan as well. The Copy function only works for the same grantee; the system cannot copy one grantee’s plan to another.

HTF ENTITLEMENT GRANTEES: When using the “Copy” function, grantees can indicate if they will be an HTF subgrantee for the copied Consolidated Plan by selecting “Yes” or “No” from the prompted question on the “Copy” screen. This question **only** appears for entitlement grantees.

If copying a prior year plan when the entitlement was an HTF subgrantee, HTF will automatically populate the copied plan. If the grantee is no longer receiving HTF, it can ignore all HTF relevant screens that are automatically copied forward.

STEPS TO COPY AN ANNUAL ACTION PLAN

1. Go to Plan/Projects/Activities in the Main Menu. In the Action Plan submenu, click <Copy>.
2. Click <Select Source AAP> to bring up all existing Action Plans. Make note of the program year and version name for the plan to be copied (called the “Source Plan”).

Annual Action Plans

Copy Annual Action Plan

|

Source Plan:

Source AAP Program Year:*

Source AAP Plan Version:*

New AAP Program Year:*

New AAP Plan Version:*

Housing Trust Fund Subgrantee: ▼

|

3. Click the <Select> link in the “Action” column of the plan to be copied. Only one Annual Action Plan for each program year will be available.

| Select Source Annual Action Plan | | | | | | |
|---------------------------------------|-------|------|---------|-------------------------------|------------------|------------------------|
| <input type="button" value="Cancel"/> | | | | | | |
| Grantee Name | State | Year | Version | Title | Status | Action |
| CLAYTON COUNTY | GA | 2019 | 1.0 | 2019 Annual Action Plan | Review Completed | Select |
| CLAYTON COUNTY | GA | 2018 | 1.0 | Clayton County 5-year ConPlan | Review Completed | Select |

4. Enter the new AAP program year and plan version. For entitlement grantees only, indicate if the grantee is an HTF subgrantee by selecting “Yes” or “No.”
5. Click the <Copy> button. The new plan has been created and will appear on the Search Annual Action Plans screen.
6. The default title of the plan appears as “AAP Copy.” Grantees should update the title on the AD-26 Administration screen. When finished editing the screen, click <Save and Return> to save any changes.



AMENDING AN ANNUAL ACTION PLAN

Instructions for amending the Year 1 Action Plan are found in the [Amending the Consolidated Plan](#) section.

To amend a Year 2–5 Annual Action Plan, the plan must have an “Amend” action link present under the “Action” column. An “Amend” action link will not be available if:

- The grantee does not currently have any plans for that year with a status of “Review Completed,” and
- The grantee has a more recent copy of a plan for that year with a status of “Submitted for Review” or “Reviewed and Waiting for Modification.”

Once the amendment is completed in the eCon Planning Suite, the grantee should submit the amended Annual Action Plan to HUD to be marked as “Review Completed” in IDIS. This must be done prior to creating the CAPER.

CONSORTIA GRANTEE: Only the Lead Entity is able to copy the Annual Action Plan to create an amendment, even if only the participating grantee is creating the amendment. Participating grantees should consult with the Lead Entity to initiate the amendment. When the amendment has been entered into IDIS, only the Lead Entity can submit the amended versions to HUD.

HTF entitlement subgrantees: When using the “Copy” function, grantees can indicate if they will be an HTF subgrantee for the copied Consolidated Plan by selecting “Yes” or “No” from the prompted question on the “Copy” screen. This question **only** appears for entitlement grantees.

STEPS TO AMEND A YEAR 2–5 ANNUAL ACTION PLAN

1. Go to Plan/Projects/Activities in the Main Menu. Click <Search> under the “Annual Action Plans” submenu.
2. Locate the Annual Action Plan to be amended. This plan will have an “Amend” and “View” link under the “Action” column.
3. Click <Amend> under the “Action” column.
4. Click <I Agree> in the “Confirmation of Amendment” window. By selecting the “I Agree” button, the system will reopen the plan for editing and change the status to “Open—Amendment.”
5. On the AD-26 Administration screen, modify the plan title and select the amendment type from the “If Amendment” dropdown menu. Provide a brief description of the purpose of the amendment in the text box.
6. Click the <Save and Return> button to return to the Annual Action Plan menu screen.
7. When the amendment is complete, return to the AD-26 Administration screen and change to plan status to “Submitted for Review.” All Annual Action Plan amendments, minor and substantial, must be submitted for review and approved by HUD in IDIS to ensure the amended information is included in the CAPER.

During the AAP amendment process, if it is subsequently determined that the amendment is not needed, the system provides a <Delete this Amendment> option to discard any changes and restore the previous “Review Completed” version of the plan.



For consortia, this option is ONLY available for the Lead Entity Annual Action Plans that are in “Open—Amendment” or “Reviewed and Waiting for Modifications” status.

Once the amendment is marked as “Review Completed,” it can no longer be deleted. After selecting the <Delete this Amendment> button, a pop-up warning box will request confirmation to delete this amendment.

The “Delete this Amendment” button is not an option for Consolidated Plan amendments.



SECTION VII: THE CONSOLIDATED PLAN AND ACTION PLAN TEMPLATE SCREENS

AD-25 Administration

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-----------------------|-------------------------------------|-------------------------------------|----------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Read-Only | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |

OVERVIEW

This screen collects basic information about the plan and is used to submit the plan once all of the other screens have been completed. Certain information provided when first adding the plan is now read-only and cannot be edited as shown in the screenshot below. Once the plan is completed and is ready for submission to HUD, grantees will return to this screen to add attachments, run the Quality Check, and update the status of the plan to “Submitted for Review.”

DATA ENTRY

The information in the first section of the screen was provided when the Consolidated Plan was created. Some of the fields are read-only and cannot be changed.

Strategic Plan Beginning Year:*

2017

Ending Year:*

2021

Title:*

Con Plan

Plan Version:*

Version 1.1

If Amendment:

N/A ▼

Programs included:*

☒ CDBG

☒ HOME

☒ ESG

☒ HOPWA

☒ HTF

Consolidated Plan is for*:

Grantee ▼

Fields marked with an asterisk are required by the system in order to save the screen.

| * | Field | Description |
|---|-------------------------------|-------------|
| | Strategic Plan Beginning Year | Read-only. |



| * | Field | Description |
|---|--------------------------------|--|
| * | Ending Year | Enter the last program year of the Consolidated Plan. This should be the calendar year in which the last program year begins. For example, if the last program year covered by the 5-Year Consolidated Plan begins on July 1, 2024, use 2024 as the Ending Year. |
| * | Title | Enter a title for the Consolidated Plan. HUD has not provided any guidance for the title. The title will be displayed on the cover and at the top of each page of the printed report. |
| | Plan Version | Read-only. |
| | If Amendment | If the version of the plan is an amendment to a plan already submitted to HUD, indicate whether it is a Substantial or Minor Amendment. Substantial Amendment criteria should be outlined in the grantee's Citizen Participation Plan. If the copy is a Substantial Amendment, the screen will display a required text box labeled "If Substantial Amendment, explain." The information provided in this text box will not appear on the printed version of the plan. This space is available for the grantee to communicate a summary of the amendments made to the plan to the Field Office. |
| | Programs Included | Read-only. |
| | Consolidated Plan is for | Read-only. |
| | Housing Trust Fund Subgrantee? | ENTITLEMENT ONLY —Read-only. |

DATA ENTRY: ALTERNATE/LOCAL DATA SOURCES

This section lists any alternate/local data sources associated with the plan. To include additional data sources, use the <Add Survey Data Source> or <Add Administrative Data Source> button. For more information on alternate data sources, refer to the section on screens [AD-35](#) and [AD-40](#). The Word version of the plan contains an appendix that lists any alternate data sources included in the plan.

| Alternate/Local Data Sources | | | |
|------------------------------|---|----------------|-------------------------------------|
| Sort* | Data Source Name | Description | Do not Include in Plan |
| 1 | VHN, MRIS Sales Listings, City Real Prop System | Administrative | <input checked="" type="checkbox"/> |

DATA ENTRY: PUBLIC HOUSING AGENCIES

This section lists the PHAs selected when creating the plan. The default data that appears on [NA-35 Public Housing](#) and [MA-25 Public and Assisted Housing](#) is based on the agencies listed. While this list cannot be edited, the data on NA-35 and MA-25 can be edited.



| Public Housing Agencies | |
|-------------------------|-------------------------------------|
| Code | Agency Name |
| MD002 | Housing Authority Of Baltimore City |

DATA ENTRY: ATTACHMENTS

This section allows the grantee to attach images and PDF documents to the plan. Please note that only one file may be uploaded for each of the links provided. Grantees may need to combine several files into a single PDF before uploading. For example, if the grantee has three documents to include as appendices, the three files must be combined into a single PDF file before uploading it to IDIS.

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 |

| Field | Description |
|-------------------------------|---|
| Attachments (optional) | |
| Cover Page Image ⁶ | Use the <Browse to Attach> link to add an image, such as the grantee's logo, to the cover page. Only one image may be loaded. Images are limited to 1 MB in size and .jpg format. Users can also view and delete images previously loaded. (Optional) |
| Report Header Icon | Use the <Browse to Attach> link to add an image, such as the grantee's logo, to appear <u>at the top of each page</u> of the printed report. Only one image may be loaded. Images are limited to 250 KB in .jpg format. Grantees can view and delete images previously loaded. (Optional) |
| Page Header | Use the <Browse to Attach> link to add an image, such as the grantee's logo, to appear <u>at the top of each page</u> of the printed report. Only one image may be loaded. Images are limited to 250 KB in .jpg format. Grantees can view and delete images previously loaded. (Optional) |
| Attachments | |

⁶ As of version 11.5, there is a known issue with the Cover Page image. Until this issue is resolved, the image will appear at the top of the first page of the downloaded Word document. The text for the first page begins immediately below the image.



| Field | Description |
|------------------------------------|--|
| Citizen Participation Comments | <p>Grantees are asked to summarize citizen comments on ES-05 Executive Summary and PR-15 Citizen Participation. This attachment allows grantees to include additional information beyond the limited space in the template, such as a copy of an advertisement or a detailed list of comments received.</p> <p>Use the <Browse to Attach> link to add a file that summarizes citizen comments on the plan. If no comments were received, the file should state: “No comments received.”</p> <p>Only one file may be loaded. Files are limited to 5 MB and can be in PDF format. Grantees also can view and delete files previously loaded.</p> |
| Grantee’s Unique Appendices | <p>Use the <Browse to Attach> link to add a file that the grantee wants to include as an appendix to the plan. Only one file may be loaded. Files are limited to 5 MB and can be in PDF format. Grantees can view and delete files previously loaded. (Optional)</p> |
| Grantee SF-424s and Certifications | <p>Use the <Browse to Attach> link to add a file that contains scanned copies of signed SF-424 and certifications.</p> <p>NOTE: The original, signed SF-424s and certifications must also be submitted to the Field Office.</p> |

DATA ENTRY: QUALITY CHECK AND STATUS

Quality Check

Status:

Open in Progress ▼

Status changed on: Mon, Feb 3 2020 at 2:30:00 PM EST

Save and Return

|

Cancel

Fields marked with an asterisk are required by the system in order to save the screen.

| * | Field | Description |
|---|---------------|--|
| | Quality Check | <p>Click the <Quality Check> link to receive a summary including the following information:</p> <ul style="list-style-type: none"> Any blank data entry fields Discrepancies in the Strategic Plan or Annual Action Plan <p>Any grantee user can run the Quality Check. HUD staff can run the Quality Check if the plan has a status of “Submitted for Review” or “Review Completed.”</p> |
| * | Status | <p>Options include:</p> <ul style="list-style-type: none"> Open—in Progress. When a plan is in this status, only the grantee can view the information. The plan is not accessible to HUD staff. Open—in Progress/FO Review. When a plan is in this status, HUD staff can view the information. Grantees should select this status if they want their Field Office to review their plan before the formal submission. |



| * | Field | Description |
|---|-------|---|
| | | <ul style="list-style-type: none">Submitted for Review. Grantees should update the status of the plan to “Submitted for Review” to formally submit the plan to HUD for review. When the plan is in this status, all of the information is read-only and cannot be edited.Reviewed and Waiting for Modifications. If the Field Office requests edits to the plan, HUD staff will change the status to “Reviewed and Waiting for Modifications.” Once a grantee makes the requested changes, the grantee must change the status back to “Submitted for Review” to re-submit the plan.Review Completed. If the Field Office approves the plan as complete, HUD staff will change the status to “Review Completed” When the plan is in this status, all of the information is read-only and cannot be edited. To make amendments to the plan, the grantee should use the Amend function and specify whether the copy is a minor or substantial Amendment. |



AD-35 Grantee Survey Data Documentation

OVERVIEW

While many of the data tables within the template are populated with default data, there will be some instances when the grantee will need to augment the default data with additional data from local or alternate sources. To edit the default data, the grantee must first create a citation for the local/alternate data. Grantees will use AD-35 Grantee Survey Data Documentation to create a citation for surveys that will serve as an alternate data source for the plan. Examples of alternate data sources include informal surveys such as neighborhood surveys as well as formal studies that use statistical methods. Grantees will use AD-40 Grantee Administrative Data Documentation to create citations for non-survey data sources. The Word version of the plan contains an appendix that lists any alternate data sources included in the plan.

This screen is accessed by clicking the <Add Survey Data Source> button on the Administration screen or by clicking on the <Alternate Data> button on any data table and then clicking the <Add Survey Data Source> button. Grantees will enter basic information about the data and how it was collected to add it to the list of alternative data sources. Each data source added on this screen will be available as an alternative source for the data tables in the Needs Assessment or Market Analysis sections. The Quality Check will provide a warning if the grantee leaves any of the fields blank.

DATA ENTRY

Fields marked with an asterisk are required by the system in order to save the screen. The grantee must provide enough information to demonstrate that the data source is reliable.

| * | Field | Description |
|---|---|---|
| | Sort Number | The Sort Number indicates where the data source will appear in the list of data sources. This field is read-only. |
| * | Name of the Survey Data Set | Provide the name of the survey data set. For example, "Maplebrook Neighborhood Survey." |
| | List the name of the organization or individual who originated the data set. | Provide the name of the organization or individual who created the original data set. |
| | Provide a brief summary of the data set. | Write a brief summary of the data set. For example, "The grantee distributed a survey by mail to all residents within the Maplebrook subdivision. The survey gathered data on the housing and community development needs of the neighborhood, as well as basic demographic information." |
| | What was the purpose for developing this data set? | Explain (briefly) why the data set was developed. |
| | Provide the year (and optionally month, or month and day) the data was collected. | Enter the year (and optionally month, or month and day) the data was collected. |



| * | Field | Description |
|---|--|--|
| | Briefly describe the methodology for the data collection. | Provide a brief narrative summary describing the methodology used to collect the data. For example, "Surveys were distributed via US mail to all addresses within the targeted neighborhoods." |
| | Describe the total population from which the sample was taken. | Provide a brief narrative summary describing the total population from which the sample was taken. |
| | Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed. | Provide a brief narrative summary describing the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed. |

Consolidated Plans
AD-35 Grantee Survey Data Documentation

|

Sort Number*:

Name of the Survey Data Set:*

List the name of the organization or individual who originated the data set.

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

Provide a brief summary of the data set.

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



What was the purpose for developing this data set?

B *I* U | HTML

Provide the year (and optionally month, or month and day) for when the data was collected.

B *I* U | HTML

Briefly describe the methodology for the data collection.

B *I* U | HTML

Briefly describe the methodology for the data collection.

B *I* U | HTML

Describe the total population from which the sample was taken.

B *I* U | HTML

Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed.

B *I* U | HTML

Save and Return | Cancel



AD-40 Grantee Administrative Data Documentation

OVERVIEW

While many of the data tables within the template are populated with default data, there will be some instances when the grantee will need to augment the default data with additional data from local or alternate sources. In order to edit the default data, the grantee must first create a citation for the local/alternate data. Grantees will use AD-40 Grantee Administrative Data Documentation to create a citation for non-survey data that will serve as an alternate data source for the plan. The Word version of the plan contains an appendix that lists any alternate data sources included in the plan.

This screen is accessed by clicking the <Add Administrative Data Source> button on the Administration screen or by clicking on the <Alternate Data> button on any data table and then clicking the <Add Administrative Data Source> button. Grantees will fill out basic information about the data and how it was collected to add it to the list of alternative data sources. Each data source added will be available as an alternative source for the data tables in the Needs Assessment or Market Analysis sections. The Quality Check will provide a warning if the grantee leaves any of the fields blank.

DATA ENTRY

Fields marked with an asterisk are required by the system in order to save the screen. The grantee must provide enough information to demonstrate that the data source is reliable.

| * | Field | Description |
|---|--|--|
| | Sort Number | The Sort Number indicates where the data source will appear in the list of data sources. This field is read-only. |
| * | Name of the Administrative Data Set | Provide the name of the data set. For example, "Code Enforcement Database." |
| | List the name of the organization or individual who originated the data set. | Provide the name of the organization or individual who created the original administrative data set. |
| | Provide a brief summary of the data set. | Write a brief summary of the administrative data set. For example, "The code enforcement database tracks the citation and resolution of all housing-related code enforcement violations. The system also tracks the age and overall condition of housing units." |
| | What was the purpose for developing this data set? | Explain (briefly) why the administrative data set was developed. For example, "The code enforcement database is used to track the citation and resolution of all housing-related code enforcement violations." |
| | How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population? | Describe what the administrative data covers by defining the geographic area or population. For example, "The code enforcement database has a record for every housing-related structure within the City's jurisdiction." |



| * | Field | Description |
|---|--|--|
| | What time period (provide the year, and optionally month, or month and day) is covered by this data set? | Enter the year (and optionally month, or month and day) the administrative data was collected. For example, "The code enforcement database was created in 2001 and is updated in real-time. The information cited in this plan is current as of May 2018." |
| | What is the status of the data set (complete, in progress, or planned)? | Verify whether the administrative data set is complete, in progress, or planned. For example, "The code enforcement database was created in 2001 and is updated in real-time. The information cited in this plan is current as of May 2018." |

Consolidated Plans
AD-40 Grantee Administrative Data Documentation

|

Sort Number*:

Name of the Administrative Data Set:*

List the name of the organization or individual who originated the data set.

B *I* U | | | | | |

Provide a brief summary of the data set.

B *I* U | | | | | |

What was the purpose for developing this data set?

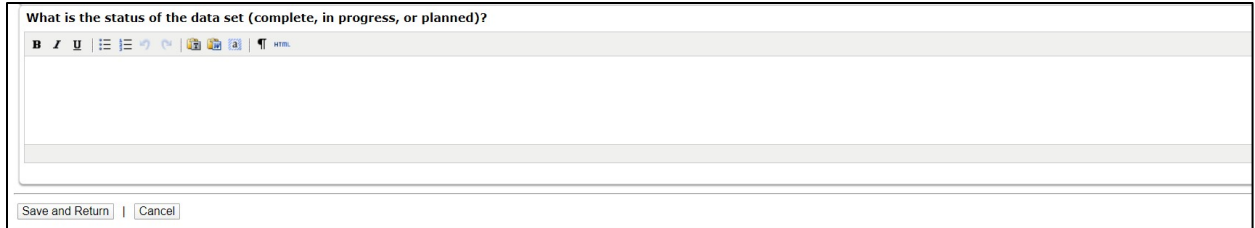
B *I* U | | | | | |

How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population?

B *I* U | | | | | |

What time period (provide the year, and optionally month, or month and day) is covered by this data set?

B *I* U | | | | | |





AD-50 Verify Grantee/PJ Information in IDIS

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|----------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |

OVERVIEW

A grantee can use this page at any time to notify their local HUD office of an address change. It does not have to wait until the submission of a plan. Click the <Submit changes to HUD FO> button to send an e-mail to the assigned Field Office CPD representative and to the Field Office CPD director notifying them of the update.⁷ This process is independent of the Consolidated Plan or Action Plan submission and approval.

DATA ENTRY

Fields marked with an asterisk are required by the system in order to save the screen.

| * | Field | Description |
|---|---|--|
| | Lead Agency | Read-only field. |
| | Year | For Consolidated Plans, this field defaults to the Beginning Year of the Consolidated Plan entered on the Administration screen. |
| | Start Date | This field will default to the start date of the current program year. |
| | End Date | This field will default to the end date of the current program year. |
| * | Address Information City, State/Territory, ZIP | Provide the updated address for the grantee. If the Consolidated Plan is a regional plan, provide the address for the lead grantee. NOTE: Currently, the Field Office only sees the requested address if the Consolidated Plan is in "Open—In Progress/FO Review" status. If the plan has not yet been submitted and is in Open status, the grantee can change the status of the plan to "Open—In Progress/FO Review" to allow the Field Office to see the address modification. |

⁷ As of version 11.9.1, this function was not working properly. In the interim, grantees should email changes to contact information directly to the local HUD Field Office.



Grantee/PJ

AD-50 Verify Grantee/PJ Information in IDIS

|

Grantee Information

Lead Agency:

Please review all information below and submit updates to the HUD FO Acceptor.

Year:

Start Date:

End Date:

***Address:**

***City:**

***State/Territory:**

***Zip Code:** -

|



AD-55 Verify Grantee/PJ—Program Contacts

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|----------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |

OVERVIEW

The Verify Grantee/PJ—Program Contacts page collects contact information for the lead agency and the contact information for each funded program. This information will carry forward from year to year.

Program-specific (CDBG, HOME, ESG, HOPWA) primary and secondary contact fields are displayed for each program selected on the Administration screen. The Quality Check will provide a warning if the grantee does not provide contact information for a program included in the plan.

Jurisdictions can use this page to notify their local HUD office of changes to its contact information at any time by clicking the “Update,” “New,” or “Change to Another” link. Select “Update” for changes to an existing contact’s information, “New” to add a new person not listed, and “Change to Another” to search and select a person that has an existing Grantee/PJ contact profile within IDIS.

DATA ENTRY

Fields marked with an asterisk are required by the system in order to save the screen.

| * | Field | Description |
|---|--|--|
| | Primary Contact | |
| * | Name & Title E-mail Address & Telephone Address Information | Provide contact information for the primary point of contact. |
| | For each of the four CPD programs, provide the following contact information, if applicable: | |
| | Select Organization | Select the organization administering the program. |
| | Agency/Department | Enter the organization agency or department administering the program. |
| | First Contact Information | Identify the primary point of contact. |
| | Second Contact Information | Identify the secondary point of contact. |



AD-55 Verify Grantee/PJ Program Contacts

Edit Chief Elected Official (Primary Contact)

|

*Indicates Required Field

Chief Elected Official (Primary Contact) ⓘ

| | | |
|-----------------|------------------|------------|
| * Prefix: | Mr | ▼ |
| * First Name: | John | |
| Middle Initial: | | |
| * Last Name: | Doe | |
| Suffix: | ▼ | |
| * Title: | Mayor | |
| * Email: | jdoe@anytown.org | |
| * Address 1: ⓘ | 123 Street Road | |
| Address 2: ⓘ | | |
| * City: | Anytown | |
| * State: | MA ▼ | |
| * Zip Code: | 02022 | - |
| * Telephone: | 3981548237 | Ext. 12345 |

|

Edit CDBG - First Contact

|

*Indicates Required Field

CDBG - First Contact

| | | |
|-----------------|-----------------------|------------|
| * Prefix: | Ms | ▼ |
| * First Name: | Beth | |
| Middle Initial: | | |
| * Last Name: | Park | |
| Suffix: | ▼ | |
| * Title: | CDBG Program Director | |
| * Email: | bpark@anytown.org | |
| * Address 1: ⓘ | 123 Street Road | |
| Address 2: ⓘ | | |
| * City: | Anytown | |
| * State: | MA ▼ | |
| * Zip Code: | 02022 | - |
| * Telephone: | 3984467121 | Ext. 12346 |

|



EXECUTIVE SUMMARY

ES-05 Executive Summary

Regulation Citation(s): 24 C.F.R. §§ 91.200(c), 91.220(b), 91.300(c), 91.320(b)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The Executive Summary serves as an introduction and summarizes the key points of the plan. It should be written in a manner so that readers will understand it without reading the remainder of the plan. For the Consolidated Plan, a good Executive Summary will describe the process of developing the plan, the key findings of the Needs Assessment as the basis for the priorities selected, and how the proposed goals and objectives will address those priorities. Because the summary pulls highlights from the rest of the plan, grantees many want to consider writing the Executive Summary last.

The Executive Summary includes the following seven narratives. The Quality Check will provide a warning if any field is left blank.

1. Introduction
2. Summary of Objectives and Outcomes
3. Evaluation of Past Performance
4. Summary of the Citizen Participation and Consultation Process
5. Summary of Public Comments
6. Summary of Comments Not Accepted
7. Summary

DATA ENTRY

There is only one Executive Summary for a Consolidated Plan submission covering both the Consolidated Plan and the first-year Action Plan. Consequently, the Executive Summary fields/functionality is the same for the Consolidated Plan and Action Plan.

Fields marked with an asterisk are required by the system in order to save the screen.

| * | Field | Description |
|---|---|--|
| | Introduction | Use this field to explain the purpose of the Consolidated Plan and Action Plan. |
| | Summarize the objectives and outcomes identified in the Plan. | Use this field to discuss the proposed objectives and outcomes of the plan in general. |



| * | Field | Description |
|---|--|--|
| | Evaluation of Past Performance | This is an evaluation of past performance that led the grantee to determine goals or projects. Evaluation of past performance provides a context for the current plan and serves as a basis for current objectives and outcomes. |
| | Summary of Citizen Participation Process and Consultation Process | This is a summary from the Citizen Participation and Consultation sections of the plan. |
| | Summary of Public Comments | Use this field to provide a brief narrative summary of public comments received. If additional space is needed, use the features on the Administration screen to attach a separate document containing the comments. |
| | Summary of Comments or Views Not Accepted and Reasons for Not Accepting Them | Use this field to summarize comments and views not accepted. If additional space is needed, use the features on the Administration screen to attach a separate document containing the comments. |
| | Summary | Use this field to summarize and restate the key points of the Executive Summary. |



5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan

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

[Add GIS Map](#) | [Add GIS Data](#) | [Add JPEG](#) | [Add Text](#) | [Add Table](#)

6. Summary of comments or views not accepted and the reasons for not accepting them.

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

[Add GIS Map](#) | [Add GIS Data](#) | [Add JPEG](#) | [Add Text](#) | [Add Table](#)

7. Summary

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

[Add GIS Map](#) | [Add GIS Data](#) | [Add JPEG](#) | [Add Text](#) | [Add Table](#)

| |



THE PROCESS

The Consolidated Plan regulations require that the grantee identify the lead agencies responsible for the development of the plan and the administration of the grants. The regulations also require that the grantee consults with public and private service providers and other stakeholders. The grantee must also conduct outreach to encourage citizen participation during the development of the plan. This section collects information regarding the grantee's consultation and citizen participation efforts.

The screens that compose the Process section include:

1. [Lead and Responsible Agencies](#)
2. [Consultation](#)
3. [Citizen Participation](#)



PR-05 Lead and Responsible Agencies

Regulation Citation(s): 24 C.F.R. §§ 91.200(b), 91.300(b)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-----------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Read-Only | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The jurisdiction must identify the lead agency or entity for overseeing the development of the Consolidated Plan and the major public and private agencies that administer programs covered by the plan. The Quality Check will provide a warning if the Consolidated Plan Public Contact is left blank.

DATA ENTRY: NARRATIVE

Fields marked with an asterisk are required by the system in order to save the screen.

| * | Field | Description |
|---|--|---|
| | Lead and Responsible Agencies | This read-only field displays the lead and responsible agencies provided on the Verify Grantee/PJ Program Contacts page. |
| | Narrative (optional) | Grantees are given the opportunity to provide a narrative. |
| | Consolidated Plan Public Contact Information | Provide contact information for the grantee staff person assigned to receive inquiries/comments from the public and other stakeholders regarding the Consolidated Plan. |

Consolidated Plans
PR-05 Lead & Responsible Agencies - 24 CFR 91.200(b)

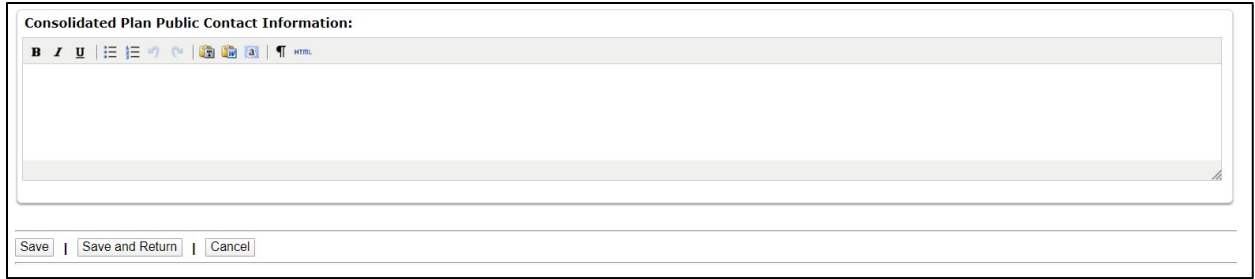
| |

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 | OCEANSIDE, CA | |
| CDBG Administrator | OCEANSIDE, CA <input type="button" value="Change"/> <input type="button" value="Remove"/> | <input type="text" value="Neighborhood Services Department"/> |
| HOME Administrator | OCEANSIDE, CA <input type="button" value="Change"/> <input type="button" value="Remove"/> | <input type="text" value="Neighborhood Services Department"/> |

Narrative (optional):

B *I* U |





PR-10 Consultation

Regulation Citation: 24 C.F.R. §§ 91.100, 91.110, 91.200(b), 91.215(l), 91.300(b), 91.315(l)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The consolidated planning process requires jurisdictions to reach out to 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.

24 C.F.R. § 91.100 requires the following consultations for local governments:

- Public and private agencies that provide health services and social and fair housing services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons.
- State or local health and child welfare agencies regarding the portion of its Consolidated Plan concerning lead-based paint hazards.
- Adjacent governments regarding priority non-housing community development needs and local government agencies with metropolitan-wide planning responsibilities regarding problems and solutions that go beyond a single jurisdiction (e.g., transportation).
- For HOPWA grantees, consult broadly to develop a metropolitan-wide strategy for addressing the needs of persons with HIV/AIDS and their families.
- Local PHA concerning public housing needs, planned programs, and activities.

In addition, for the sections that address homelessness, local governments must consult with the following:

- Each Continuum of Care (CoC) that serves the jurisdiction's geographic area. For ESG grantees, these consultations must address the allocation of ESG among eligible activities, the development of policies, performance standards, and program evaluation.
- Public and private agencies that address housing, health, social services, victim services, employment, and education needs of low-income, homeless, and special needs populations.
- Publicly funded institutions and systems of care that may discharge persons into homelessness, such as health-care facilities, mental health facilities, foster care, and corrections programs.
- Business and civic leaders.



STATE-SPECIFIC INSTRUCTION

State grantees are required to undertake the following consultations per 24 C.F.R. § 91.110:

- Other public and private agencies that provide assisted housing (including any state housing agency administering public housing), health services, and social and fair housing services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons.
- State or local health and child welfare agencies in regard to the portion of its consolidated plan concerning lead-based paint hazards.
- Local governments in non-entitlement areas of the state in regard to the method of distribution of assistance under the CDBG program.

For the sections that address homelessness, the state must consult with the following:

- Each Continuum of Care within the state. These consultations must address the allocation of ESG among eligible activities, the development of policies, performance standards, and program evaluation.
- Public and private agencies that address housing, health, social services, victim services, employment, and education needs of low-income, homeless, and special needs populations.
- Publicly funded institutions and systems of care that may discharge persons into homelessness, such as health-care facilities, mental health facilities, foster care, and corrections programs.
- Business and civic leaders.



DATA ENTRY: NARRATIVE

Fields marked with an asterisk are required by the system in order to save the screen.

| * | Field | Description |
|---|--|--|
| | Introduction | Use this field to provide a short overview of the jurisdiction's planned actions and to emphasize key points regarding the topics listed on the page. |
| | 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)). | <p>Provide a summary of the grantee's coordination efforts in general. Coordination regarding homelessness will be addressed in the fields below.</p> <p>With respect to economic development, the grantee should describe their efforts to enhance coordination with private industry, businesses, developers, and social service agencies.</p> |
| | 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. | <p>This summary must address the jurisdiction's efforts to coordinate with the CoC, housing providers, and other agencies regarding housing assistance and services for homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) and persons who were recently homeless but now live in permanent housing.</p> <p>Use this field to describe coordination with systems of care that may discharge persons into homelessness, such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions.</p> |
| | 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. | <p>Jurisdictions that receive an ESG grant must describe the consultation with the CoC that serves the jurisdiction's geographic area in:</p> <ol style="list-style-type: none"> 1. Determining how to allocate ESG funds. 2. Developing performance standards for and evaluating outcomes of projects and activities assisted by ESG funds. 3. Developing funding, policies, and procedures for the operation and administration of HMIS. States must consult with all Continuums of Care in the state. |



Consolidated Plans

PR-10 Consultation - 91.100, 91.110, 91.200(b), 91.300(b), 91.215(l) and 91.315(l)

Save | Save and Return | Cancel

Introduction:

B *I* U | [HTML](#)

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(l)).

B *I* U | [HTML](#)

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 | [HTML](#)

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 | [HTML](#)



DATA ENTRY: PARTICIPATING AGENCIES, GROUPS, AND ORGANIZATIONS

This section 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 of the types of agencies that must be consulted⁸ (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. Grantees are reminded to click <Save> after entering information in the Agency/Group/Organization Type field.

Fields marked with an asterisk are required by the system in order to save the screen.

| * | Field | Description |
|---|--------------------------------|---|
| | Sort Order | The sort order is the order in which the organizations will appear on the screen and in the printed version of the plan. |
| | Select Organization | Click the <Select Organization> button to search for and select the organization. If the organization has not yet been added to IDIS Online, use the <Add Organization> button to add the organization. |
| * | Agency/Group/Organization Type | Check all that apply. Options: <ul style="list-style-type: none"> • Housing • PHA • Continuum of Care • Services-Children • Services-Elderly Persons • Services-Persons with Disabilities • Services-Persons with HIV/AIDS • Services-Victims of Domestic Violence • Services-Homeless • Services-Health • Services-Education • Services-Employment • Service-Fair Housing • Health Agency • Child Welfare Agency • Publicly Funded Institution/System of Care⁹ • Other government - Federal • Other government - State • Other government - County • Other government - Local • Regional organization • Planning organization • Business Leaders • Civic Leaders • Other (Specify) |
| | Optional Designation(s) | <ul style="list-style-type: none"> • Community Development Financial Institution (CDFI) • Foundation • Grantee Department • Major Employer • Neighborhood Organization • Private Sector Banking/Financing |
| * | | Check all that apply: |

⁸ As of IDIS version 11.5, the Agency/Group/Organization Type was missing Services—Housing and Services—Victims. Until corrected, use the Other option to indicate that these types of agencies were consulted.

⁹ Organizations that may discharge persons into homelessness, such as health-care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions.



| * | Field | Description |
|---|---|---|
| | What section of the plan was addressed by consultation? | <ul style="list-style-type: none"> • Housing Need Assessment • Public Housing Needs • Homeless Needs - Chronically homeless • Homeless Needs - Families with children • Homelessness Needs - Veterans • Homelessness Needs - Unaccompanied youth • Homelessness Strategy • Non-Homeless Special Needs • HOPWA Strategy • Market Analysis • Non-housing Community Development Strategy • Anti-poverty Strategy • Lead-based Paint Strategy • Other (Specify) |
| | Briefly describe how the agency/group/organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | Briefly describe the consultation process and summarize the anticipated outcomes or areas for improved coordination. |

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's 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 - Housing <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"/> Services - Victims <input type="checkbox"/> Services - Broadband Internet Service Providers <input type="checkbox"/> Services - Narrowing the Digital Divide <input type="checkbox"/> Health Agency <input type="checkbox"/> Child Welfare Agency <input type="checkbox"/> Agency - Managing Flood Prone Areas <input type="checkbox"/> Agency - Management of Public Land or Water Resources <input type="checkbox"/> Agency - Emergency Management <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"/> Business and Civic Leaders <input type="checkbox"/> Other <input type="text"/> | <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 <input type="text"/> | |

Optional Designation(s)

☐ Community Development Financial Institution
☐ Foundation
☐ Grantee Department
☐ Major Employer
☐ Neighborhood Organization
☐ Private Sector Banking / Financing



Fields marked with an asterisk are required by the system in order to save the screen.

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

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📎
🔗
HTML

Use this section to identify other planning efforts that were consulted as part of the planning process. The grantee is required to list the CoC. The inclusion of other planning efforts is encouraged but not required. Examples include PHA plans and local comprehensive plans. To add additional planning efforts, click the <Add Plan Effort> button located below the table.

| * | Field | Description |
|---|--|---|
| | Sort | The sort order is the order in which the organizations will appear on the screen and in the printed version of the plan. |
| * | Name of Plan | Provide the name of the plan. |
| | Lead Organization | Identify the lead agency or entity for overseeing the development of the plan. |
| | How do the goals of your Strategic Plan overlap with the goals of each plan? | This is a brief narrative that highlights how activities undertaken during each of the program years address the grantee's Strategic Plan objectives. |



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 | | | |

(Optional)

DATA ENTRY: ADDITIONAL NARRATIVE

| Field | Description |
|---|--|
| 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 (91.215(l)). | <p>For local governments, provide a short summary of efforts made to coordinate with the state and other governments in the metropolitan area to implement the Consolidated Plan.</p> <p>For states, provide a short summary of efforts to coordinate with units of general local government in the implementation of the Consolidated Plan.</p> |
| Narrative (optional): | Use this field to provide 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 Icons] [Link Icon] [Image Icon] [Table Icon] [HTML Icon]

Narrative (optional):

B I U [List Icons] [Link Icon] [Image Icon] [Table Icon] [HTML Icon]

| |



PR-15 Citizen Participation

Regulation Citation(s): 24 C.F.R. §§ 91.105, 91.115, 91.200(c), 91.215(l), 91.300(c), 91.315(l), 91.401, 91.415

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

Grantees are required to provide opportunities for the public to participate in the development of the Consolidated Plan. The plan must provide a summary of the citizen participation efforts made, including efforts to broaden public participation, a summary of citizen comments or views on the plan, and a written explanation of comments not accepted and the reasons why these comments were not accepted.

The plan should highlight efforts to encourage participation from the following populations:

- Low- and moderate-income persons
- Residents of slum and blighted areas, predominantly low- and moderate-income neighborhoods, and in areas where CDBG funds are proposed for use
- Minorities
- Non-English speaking persons
- Persons with disabilities
- Public housing residents and other low-income residents of targeted revitalization areas in which public housing developments are located
- Local and regional institutions, including the CoC, businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations

The plan must describe the process undertaken to allow citizens to review the plan and submit their comments. At a minimum, this includes:

- How the plan (or a summary of the plan) was published for review
- Dates, times, and locations of public hearings
- When and how citizens were notified of the hearings
- Dates of the 30-day citizen comment period
- Summary of any technical assistance provided to groups seeking funding assistance

The plan should also note any alternative public involvement techniques, such as the use of focus groups and the internet.



STATE-SPECIFIC INSTRUCTION

State grantees are required to follow the citizen participation regulations per 24 C.F.R. § 91.115. While state grantees are not required to include their Citizen Participation Plan, the information on this screen should convey the following:

- How the state grantee encouraged citizens to participate in the development of the plan, especially participation by:
 - Low- and moderate-income persons, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed for use
 - Residents of predominantly low- and moderate-income neighborhoods
 - Minorities and non-English speaking persons
 - Persons with disabilities
- How the state grantee encouraged the participation of local, regional, and statewide institutions, Continuums of Care, and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) that are involved with or affected by the programs or activities covered by the Consolidated Plan in the process of developing and implementing the Consolidated Plan
- If the state grantee used alternative public involvement techniques, such as the use of focus groups and the internet
- The specific modes of outreach used by the State to develop and communicate the plan, including (at a minimum):
 - Publication of the amount of assistance the state grantee expects to receive and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income and the plans to minimize displacement of persons and to assist any persons displaced
 - Publication of the proposed Consolidated Plan
 - One public hearing on housing and community development needs before the proposed Consolidated Plan is published for comment
 - Outreach targeted to meet the needs of non-English speaking residents when a significant number of non-English speaking residents can be reasonably expected to participate
 - The 30-day public comment period



DATA ENTRY: NARRATIVE

| Field | Description |
|--|--|
| Summarize citizen participation process and how it impacted goal setting. | Describe (briefly) the citizen participation process and how it impacted goal setting. Include efforts made to broaden public participation in the development of the Consolidated Plan, including outreach to minorities and non-English speaking persons, as well as to persons with disabilities. |
| <i>For state grantees with colonias:</i> | |
| Summarize citizen participation process and efforts made to broaden citizen participation in colonias. | Describe the citizen participation process and highlight efforts made to broaden citizen participation in colonias. |

Consolidated Plans

PR-15 Citizen Participation - 91.105, 91.115, 91.200(c) and 91.300(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 |
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 [Image Icon] [Word Icon] [Link Icon] |
 [HTML Icon]

DATA ENTRY: CITIZEN PARTICIPATION OUTREACH TABLE

Use this section to identify all citizen participation efforts undertaken as part of the planning process. At a minimum, this table should include the publication of the plan, the required citizen comment period, and at least one public hearing. To add additional planning efforts, click the <Add Another> button located below the table.

| Field | Description |
|------------|--|
| Sort Order | This is the order in which items will be displayed in the print version of the plan. |



| Field | Description |
|--|--|
| Mode Of Outreach | <ul style="list-style-type: none"> Public Meeting Newspaper Ad Internet Outreach Other (Specify)—(Grantees should use the “Other” category for public hearings) |
| Target Of Outreach | <ul style="list-style-type: none"> Minorities Non-English speaking persons (Specify language) Persons with disabilities Non-targeted/broad community Residents of Public/Assisted Housing Colonias residents Other (Specify) |
| Summary of Response/Attendance | Summarize the responses to citizen comments and attendance records. |
| Summary of Comments Received | Describe the nature of the comments received during the citizen participation process. |
| Summary of Comments Not Accepted and Reasons | Describe the comments the grantee did not accept during the citizen participation process and the reasons they were rejected. |
| URL if Applicable | Provide a Uniform Resource Locator (URL) or Web address. |

Citizen Participation Outreach

| Sort | Mode Of Outreach: | Target Of Outreach: |
|--|---|--|
| 1 | <input checked="" type="radio"/> Public Meeting <input type="radio"/> Public Hearing <input type="radio"/> Newspaper Ad <input type="radio"/> Internet Outreach <input type="radio"/> | <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 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"/> | | |



NEEDS ASSESSMENT

The Needs Assessment of the Consolidated Plan, in conjunction with information gathered through consultations and the citizen participation process, will provide a clear picture of a jurisdiction's needs related to affordable housing, special needs housing, community development, and homelessness. From this Needs Assessment, the grantee will identify those needs with the highest priority, which will form the basis for the Strategic Plan and the programs and projects to be administered.

Most of the data tables in this section will be populated with default data based on the most recent data available. Grantees can replace or supplement this data with alternative data sources. Grantees also can support the data tables they present with GIS maps, GIS data sets, images, custom data tables, and additional text.

CDBG-DR Grantees

CDBG-DR grantees should integrate the appropriate language from the “impact and unmet needs assessment” section of the HUD-approved CDBG-DR Action Plan in the Consolidated Plan Needs Assessment. This information should be included in NA-10 (Housing Needs), NA-40 (Homeless Needs) and NA-50 (Infrastructure and Economic Development Needs). For more information on Consolidated Plan requirements for CDBG-DR grantees, see the [HUD Guidance](#) published January 2015.

The template is based on the regulations and includes the following sections:

Housing Needs Assessment

In general, the plan must provide a concise summary of the jurisdiction's estimated housing needs projected for the ensuing five-year period. The need should be described according to the categories listed in the regulations (including income level, tenure, and household type) and housing problems (including cost burden, overcrowding, and substandard housing conditions). These requirements are fulfilled on [NA-10 Housing Needs Assessment](#).

Housing problems, in this context, include the following:

- Lack of a complete kitchen or plumbing facilities.
- Cost burdened: A housing cost burden of more than 30 percent of the household income. Cost burden is the fraction of a household's total gross income spent on housing costs. For renters, housing costs include rent paid by the tenant plus utilities. For owners, housing costs include mortgage payments, taxes, insurance, and utilities.
- Overcrowded: Overcrowded is defined as more than one person per room, not including bathrooms, porches, foyers, halls, or half-rooms.

Disproportionately Greater Need

The plan must provide an assessment for each disproportionately greater need identified. A disproportionately greater need exists when the members of a racial or ethnic group at a given income level experience housing problems at a greater rate (10 percent or more) than the income level as a whole. This information is collected on screens [NA-15](#), [NA-20](#), [NA-25](#), and [NA-30](#).

Public Housing



In cooperation with the PHA or agencies that have jurisdiction within the grantee's boundaries, the plan must provide a concise summary of the needs of public housing residents. [NA-35 Public Housing](#) collects information on the number and type of public housing units and characteristics of their residents.

Homeless Needs Assessment

The plan must describe the nature and extent of unsheltered and sheltered homelessness within the jurisdiction. Grantees will use data from the Homeless Management Information System (HMIS) and data from the PIT count as a baseline for this section. This requirement is fulfilled on [NA-40 Homeless Needs Assessment](#).

The description must include estimates regarding the number of persons experiencing homelessness on a given night, the number of persons who experience homelessness each year, the number of persons who lose their housing and become homeless each year, the number of persons who exit homelessness each year, the number of days that persons experience homelessness, and other measures specified by HUD. The plan must include a narrative description of the characteristics and needs of low-income individuals and families with children who are currently housed but threatened with homelessness.

Non-Homeless Special Needs Assessment

To the extent practicable, the plan should describe the level of housing need for persons who are not homeless but require supportive housing, including the elderly, frail elderly, persons with disabilities, persons with alcohol or other drug addiction, persons with HIV/AIDS and their families, public housing residents, and any other categories the jurisdiction may specify.

For HOPWA grantees, the plan must identify the size and characteristics of the population with HIV/AIDS and their families within the eligible metropolitan statistical area it will serve.

This requirement is fulfilled on [NA-45 Non-homeless Special Needs Assessment](#).

Non-Housing Community Development Needs

For CDBG grantees, the plan must provide a concise summary of the jurisdiction's priority non-housing community development needs, including the need for public facilities, public improvements, public services, and other eligible uses of CDBG. This requirement is fulfilled on [NA-50 Non-Housing Community Development Needs](#).



NA-05 Overview

Regulation Citation(s): None

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

This page allows the grantee to introduce and summarize the key points included in the more detailed sections of the Needs Assessment:

- Housing Needs Assessment
- Disproportionately Greater Need
- Public Housing
- Homeless Needs Assessment
- Non-Homeless Special Needs Assessment
- Non-Housing Community Development Needs

DATA ENTRY: NARRATIVE

| Field | Description |
|---------------------------|---|
| Needs Assessment Overview | Use the Overview to introduce the topics and key points that will be detailed in the Needs Assessment section. While not specifically required by the regulations, this section can be used to make the plan more readable to persons without experience with HUD programs and terminology. |



NA-10 Housing Needs Assessment

Regulation Citation: 24 C.F.R. §§ 91.205(a, b, c), 91.305(a, b, c), 91.405

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The plan must provide a concise summary of the jurisdiction's estimated housing needs projected for the plan's duration. This screen includes pre-populated data tables that describe levels of housing need by income range, family type, and type of housing problems. It includes the following sections:

1. Summary of Housing Needs
2. Demographics
3. Number of Households
4. Housing Needs Summary
5. Housing Problems 2
6. Cost Burden >30 percent and >50 percent
7. Cost Burden >50 percent
8. Crowding Table (More Than One Person Per Room)
9. Households With Children Present
10. Additional Narratives

DATA ENTRY: SUMMARY OF HOUSING NEEDS

Use this field to provide a summary of the housing needs within the grantee's jurisdiction. The summary should describe the need according to family type, income level, tenure type, and household type. The summary should also include a discussion on the types of housing problems (cost burden, substandard housing, overcrowding).

| Field | Description |
|--------------------------|---|
| Summary of Housing Needs | Use this narrative to highlight key points and provide grantees with a place to "tell the story" regarding various types of needs within their jurisdiction. This section can also integrate needs determined from consultations and public outreach. |



DATA TABLE: DEMOGRAPHICS

This table displays the population, number of households, and median income for a base year and recent year and calculates the percentage of change. The percent change column is automatically calculated. Default Data Source: 5-year American Community Survey (ACS) estimates.

| Demographics | | | | | |
|---------------|------------|--------|-------------------|--------|---------|
| | Base Year: | 2009 | Most Recent Year: | 2015 | %Change |
| Population | | 167086 | | 173050 | 4 |
| Households | | 59501 | | 60495 | 2 |
| Median Income | | 62657 | | 57703 | -8 |

| | Displayed | Used in Report | | |
|--------------|----------------|----------------------------------|---|-----------------|
| Data Source: | Default Data | <input checked="" type="radio"/> | 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year) | |
| | Alternate Data | <input type="radio"/> | Notes: | Delete Data Set |

[Add GIS Map](#) | [Add GIS Data](#) | [Add JPEG](#) | [Add Text](#) | [Add Table](#)

| Field | Description |
|---|-------------------|
| Population Base Year Most Recent Year % Change | Self-explanatory. |
| Households Base Year Most Recent Year % Change | Self-explanatory. |
| Median Income Base Year Most Recent Year % Change | Self-explanatory. |



DATA TABLE: NUMBER OF HOUSEHOLDS

This table provides the number and types of households by HUD Adjusted Median Family Income (HAMFI). Default Data Source: Comprehensive Housing Affordability Strategy (CHAS) data.

| Number of Households | | | | | |
|---|-------------|---------------|---------------|----------------|-------------|
| | 0-30% HAMFI | >30-50% HAMFI | >50-80% HAMFI | >80-100% HAMFI | >100% HAMFI |
| Total Households | 9510 | 8145 | 12315 | 6445 | 24080 |
| Small Family Households | 3475 | 3205 | 4965 | 2660 | 12310 |
| Large Family Households | 510 | 785 | 1690 | 765 | 2125 |
| Household contains at least one person 62-74 years of age | 2000 | 1790 | 2140 | 1230 | 5220 |
| Household contains at least one person age 75 or older | 1610 | 1525 | 1845 | 705 | 2135 |
| Households with one or more children 6 years old or younger | 1325 | 1455 | 2570 | 1034 | 2700 |

Displayed

Used in Report

Data Source:

Default Data

2011-2015 CHAS

Alternate Data

Notes:

Delete Data Set

Add GIS Map | Add GIS Data | Add JPEG | Add Text | Add Table

| Field | Description |
|---|--|
| Total Households | All households by income levels. |
| Small Family Households | A small family is defined as a family with two to four members. |
| Large Family Households | A large family is defined as a family with five or more members. |
| Household Contains at Least One Person 62-74 Years of Age | Household contains at least one person 62–74 years of age. |
| Household Contains at Least One Person Age 75 or Older | Household contains at least one person age 75 or older. |
| Households With One or More Children 6 Years Old or Younger | Household contains at least one child age 6 or younger. |

DATA TABLE: HOUSING PROBLEMS

This table displays the number of households with housing problems. Problems in this table are listed from most severe (at the top of the table) to least severe. If households have more than one of these



problems, they are included in the count of households with the most severe housing problem. For example, if a household is *both* cost-burdened and living in substandard housing, they would be counted in the category of households living in substandard housing. Each housing problem is detailed by tenure and HAMFI. Default Data Source: CHAS data.

| Housing Needs Summary Tables | | | | | | | | | | |
|---|-----------|-------------|-------------|--------------|-------|-----------|-------------|-------------|--------------|-------|
| Housing Problems (Households with one of the listed needs) | Renter | | | | | Owner | | | | |
| | 0-30% AMI | >30-50% AMI | >50-80% AMI | >80-100% AMI | Total | 0-30% AMI | >30-50% AMI | >50-80% AMI | >80-100% AMI | Total |
| NUMBER OF HOUSEHOLDS | | | | | | | | | | |
| Substandard Housing <input type="checkbox"/> Lacking complete plumbing or kitchen facilities | 110 | 20 | 25 | 25 | 180 | 15 | 10 | 0 | 0 | 25 |
| Severely Overcrowded <input type="checkbox"/> With >1.51 people per room (and complete kitchen and plumbing) | 140 | 270 | 170 | 70 | 650 | 10 | 20 | 125 | 70 | 225 |
| Overcrowded - With 1.01-1.5 people per room (and none of the above problems) | 320 | 385 | 450 | 145 | 1300 | 20 | 35 | 280 | 125 | 460 |
| Housing cost burden greater than 50% of income (and none of the above problems) | 2970 | 1885 | 775 | 100 | 5730 | 1770 | 1170 | 1305 | 270 | 4515 |
| Housing cost burden greater than 30% of income (and none of the above problems) | 235 | 1655 | 3495 | 1180 | 6565 | 425 | 790 | 1800 | 1155 | 4170 |
| Zero/negative Income (and none of the above problems) | 1555 | 0 | 0 | 0 | 1555 | 1120 | 0 | 0 | 0 | 1120 |

Displayed

Used in Report

☒

☐

2011-2015 CHAS

Notes:

[Add GIS Map](#) | [Add GIS Data](#) | [Add JPEG](#) | [Add Text](#) | [Add Table](#)

| Field | Description |
|---|--|
| Substandard Housing – Lacking complete plumbing or kitchen facilities | Households without hot and cold piped water, a flush toilet, or a bathtub or shower; or kitchen facilities that lack a sink with piped water, a range or stove, or a refrigerator. These fields are automatically populated with default data and provided for renters and owners at each income level. |
| Severely Overcrowded – With >1.51 people per room (and complete kitchen and plumbing) | Households by income level having complete kitchens and bathrooms but housing more than 1.51 persons per room excluding bathrooms, porches, foyers, halls, or half-rooms. These fields are automatically populated with default data and provided for renters and owners at each income level. |
| Overcrowded – With 1.01–1.5 people per room (and none of the above problems) | Households by income level having complete kitchens and bathrooms but housing more than 1.01 to 1.5 persons per room excluding bathrooms, porches, foyers, halls, or half-rooms. These fields are automatically populated with default data and provided for renters and owners at each income level. |
| Housing cost burden greater than 50% of income (and none of the above problems) | Cost burden is a fraction of a household’s total gross income spent on housing costs. For renters, housing costs include rent paid by the tenant plus utilities. For owners, housing costs include mortgage payment, taxes, insurance, and utilities. Households by income level whose housing cost burden is greater than 50 percent of household income (and none of the above problems). These fields are automatically populated with default data and provided for renters and owners at each income level. |



| Field | Description |
|---|--|
| Housing cost burden greater than 30% of income (and none of the above problems) | Households by income level whose housing cost burden is greater than 30 percent of household income (and none of the above problems). These fields are automatically populated with default data and provided for renters and owners at each income level. |
| Zero/negative income (and none of the above problems) | Households with zero/negative income (and none of the above problems). These fields are automatically populated with default data and provided for renters and owners at each income level. |

DATA TABLE: HOUSING PROBLEMS 2

This table displays the number of households with no housing problems, one or more housing problems, and negative income by tenure and HAMFI. This table aggregates the data from the previous table, showing the total number of households that have any housing problem. Default Data Source: CHAS data.

| Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden). | Renter | | | | | Owner | | | | |
|---|-----------|-------------|-------------|--------------|-------|-----------|-------------|-------------|--------------|-------|
| | 0-30% AMI | >30-50% AMI | >50-80% AMI | >80-100% AMI | Total | 0-30% AMI | >30-50% AMI | >50-80% AMI | >80-100% AMI | Total |
| NUMBER OF HOUSEHOLDS | | | | | | | | | | |
| Having 1 or more of four housing problems | 3535 | 2560 | 1420 | 340 | 7855 | 1810 | 1235 | 1710 | 465 | 5220 |
| Having none of four housing problems | 680 | 2180 | 4955 | 2495 | 10310 | 810 | 2165 | 4225 | 3145 | 10345 |
| Household has negative income, but none of the other housing problems | 1555 | 0 | 0 | 0 | 1555 | 1120 | 0 | 0 | 0 | 1120 |

| | | |
|--|----------------------------------|--|
| Displayed | Used in Report | |
| Data Source: <input type="text" value="Default Data"/> | <input checked="" type="radio"/> | 2011-2015 CHAS |
| <input type="text" value="Alternate Data"/> | <input type="radio"/> | Notes: <div></div> |
| | | <input type="button" value="Delete Data Set"/> |

[Add GIS Map](#) | [Add GIS Data](#) | [Add JPEG](#) | [Add Text](#) | [Add Table](#)

| Field | Description |
|---|--|
| Having one or more of four housing problems | This field displays the number of households with at least one of the following housing problems: cost burden, overcrowding, lack of a complete kitchen, or lack of plumbing facilities. |
| Having none of four housing problems | This field displays the number of households without one of the four defined housing problems. |



| Field | Description |
|---|---|
| Household has negative income, but none of the other housing problems | This field displays the number of households with negative income. These households are not included in the above categories. Income can be \$0 or negative due to self-employment or interest, dividends, and net rental income. Households with zero or negative income cannot have a cost burden, but still require housing assistance and therefore are counted separately. |

DATA TABLE: COST BURDEN >30 PERCENT AND >50 PERCENT

These two tables display the number of households with housing cost burdens more than 30 percent and 50 percent, respectively, by household type, tenancy, and household income (expressed as a percentage of Area Median Income [AMI]). Default Data Source: CHAS data.

| Cost Burden > 30% | | Renter | | | | Owner | | | |
|----------------------|--|-----------|-------------|-------------|--------|-----------|-------------|-------------|-------|
| | | 0-30% AMI | >30-50% AMI | >50-80% AMI | Total | 0-30% AMI | >30-50% AMI | >50-80% AMI | Total |
| NUMBER OF HOUSEHOLDS | | | | | | | | | |
| Small Related | | 1695 | 2125 | 2095 | 5915 | 450 | 605 | 1335 | 2390 |
| Large Related | | 325 | 435 | 560 | 1320 | 120 | 220 | 450 | 790 |
| Elderly | | 915 | 760 | 450 | 2125 | 1380 | 980 | 1005 | 3365 |
| Other | | 790 | 795 | 1445 | 3030 | 295 | 215 | 465 | 975 |
| Total need by income | | 3,725 | 4,115 | 4,550 | 12,390 | 2,245 | 2,020 | 3,255 | 7,520 |

| | | | | |
|--------------|----------------|----------------------------------|----------------|-----------------|
| | Displayed | Used in Report | | |
| Data Source: | Default Data | <input checked="" type="radio"/> | 2011-2015 CHAS | |
| | | | Notes: | |
| | Alternate Data | <input type="radio"/> | | Delete Data Set |

Add GIS Map | Add GIS Data | Add JPEG | Add Text | Add Table



| Field | Description |
|----------------------|---|
| Small Related | The number of family households with two to four related members. |
| Large Related | The number of family households with five or more related members. |
| Elderly | A household whose head, spouse, or sole member is a person who is at least 62 years of age. |
| Other | All other households. |
| Total Need by Income | The total number of cost-burdened households for each numeric column for both owner and renter. |

DATA TABLE: CROWDING (MORE THAN ONE PERSON PER ROOM)

This table displays the number of overcrowded households, defined as households with more than one person per room, excluding bathrooms, porches, foyers, halls, or half-rooms. The data is displayed by household type, tenancy, and household income (expressed as a percentage of AMI). Default Data Source: CHAS data.

For supplemental overcrowding data, jurisdictions may want to consult their code enforcement departments to determine if single-family units are being illegally converted into multi-unit properties. Jurisdictions may also consult with the local CoC to determine the level of “doubling up” and “couch surfing” that is occurring within the area.

| Crowding (More than one person per room) | Renter | | | | | Owner | | | | |
|--|-----------|-------------|-------------|--------------|-------|-----------|-------------|-------------|--------------|-------|
| | 0-30% AMI | >30-50% AMI | >50-80% AMI | >80-100% AMI | Total | 0-30% AMI | >30-50% AMI | >50-80% AMI | >80-100% AMI | Total |
| NUMBER OF HOUSEHOLDS | | | | | | | | | | |
| Single family households | 405 | 500 | 390 | 165 | 1460 | 10 | 20 | 160 | 145 | 335 |
| Multiple, unrelated family households | 45 | 105 | 165 | 55 | 370 | 20 | 25 | 250 | 55 | 350 |
| Other, non-family households | 30 | 50 | 75 | 0 | 155 | 0 | 10 | 0 | 0 | 10 |
| Total need by income | 480 | 655 | 630 | 220 | 1,985 | 30 | 55 | 410 | 200 | 695 |

Displayed: Default Data ☒

Alternate Data: ☐

Used in Report: ☒

2011-2015 CHAS

Notes:

Delete Data Set

[Add GIS Map](#) | [Add GIS Data](#) | [Add JPEG](#) | [Add Text](#) | [Add Table](#)

| Field | Description |
|---------------------------------------|---|
| Single Family Households | The number of households containing one family. |
| Multiple, Unrelated Family Households | The number of households that contain multiple, unrelated families living in a single unit. |



| Field | Description |
|------------------------------|--|
| Other, Non-Family Households | The number of households that are not families, such as a person living alone or with nonrelatives only. |
| Total Need by Income | The number of all overcrowded households by income level. |

DATA TABLE: HOUSEHOLDS WITH CHILDREN PRESENT

This table displays the number of households that include children under the age of 18 by tenancy and household income (expressed as a percentage of AMI). Default Data Source: none. This data must be provided by the grantee based on an alternate data source.

| | Renter | | | | Owner | | | |
|--|----------------------------------|----------------------|----------------------|--------------------------------|----------------------|----------------------|----------------------|--------------------------------|
| | 0-30% AMI | >30-50% AMI | >50-80% AMI | Total | 0-30% AMI | >30-50% AMI | >50-80% AMI | Total |
| Households with Children Present | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="0"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="0"/> |
| Displayed | Used in Report | | | | | | | |
| <input type="checkbox"/> Alternate Data | <input checked="" type="radio"/> | | Notes: | | | | | |
| | | | | | | | | |
| Add GIS Map Add GIS Data Add JPEG Add Text Add Table | | | | | | | | |

| Field | Description |
|----------------------------------|--|
| Households With Children Present | Households that include children under the age of 18 by tenure and income level. |

DATA ENTRY: ADDITIONAL NARRATIVES

Two required questions are not specifically included in this section. Users should respond to the following questions either in the “Discussion” field or in added text boxes.

1. Describe the number and type of single-person households in need of housing assistance.
2. Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault, or stalking.

| Field | Description |
|--|---|
| What are the most common housing problems? | Provide a narrative highlighting the most common housing problems or challenges revealed by the Needs Assessment. |



| Field | Description |
|--|---|
| Are any populations/household types more affected than others by these problems? | Describe any populations or household types that have a higher level of need in terms of the housing problems described above such as cost burden, overcrowding, or lack of a proper kitchen or bathroom. |
| Describe the characteristics and needs of low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered (91.205(c) /91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid rehousing assistance and are nearing the termination of that assistance. | <p>This information may be evidenced by the characteristics and needs of individuals and families with children who are currently entering the homeless assistance system or appearing for the first time on the streets.</p> <p>In addition, specify particular housing characteristics that have been linked with instability and an increased risk of homelessness. Include an estimate of the number and type of formerly homeless families and individuals who are receiving rapid rehousing assistance and are nearing the termination of that assistance.</p> |
| If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates. | Define the characteristics of each group and the methodology used to generate the estimates. Consult with the CoC regarding the characteristics and needs of individuals and families with children who are currently entering the homeless assistance system or are appearing for the first time on the streets. |
| Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness. | Consult with the CoC. These characteristics may be linked to the description of housing cost burden, severe cost burden, overcrowding (especially for large families), and substandard conditions being experienced by extremely low-income and low-income renters compared to the jurisdiction as a whole. The information provided in this field will supplement the definition of “at risk of homelessness” listed in 24 C.F.R. § 91.5 and can be used to qualify households for homeless prevention services. |
| Discussion | <p>Enter any conclusions that are drawn from the Needs Assessment and the impact on goal-setting or priorities. Until this screen is updated to include additional questions, use this section to provide the following required information:</p> <ol style="list-style-type: none"> 1. Describe the number and type of single-person households in need of housing assistance. 2. Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault, or stalking. |



NA-15 Disproportionately Greater Need: Housing Problems

Regulation Citation(s): 24 C.F.R. §§ 91.205(b)(2), 91.305(b)(2), 91.405

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

A disproportionately greater need exists when the members of a racial or ethnic group at a given income level experience housing problems at a greater rate (10 percentage points or more) than the income level as a whole.¹⁰ For example, assume that 60 percent of all low-income households within a jurisdiction have a housing problem and 70 percent of low-income Hispanic households have a housing problem. In this case, low-income Hispanic households have a disproportionately greater need. Per the regulations at 91.205(b)(2), 91.305(b)(2), and 91.405, a grantee must provide an assessment for each disproportionately greater need identified. Although the purpose of these tables is to analyze the relative level of need for each race and ethnic category, the data also provides information for the jurisdiction as a whole that can be useful in describing overall need.

This screen has the following sections:

1. Narrative: Introduction
2. Table: Disproportionately Greater Need—Housing Problems 0-30% Area Median Income (AMI)
3. Table: Disproportionately Greater Need—Housing Problems 30-50% AMI
4. Table: Disproportionately Greater Need—Housing Problems 50-80% AMI
5. Table: Disproportionately Greater Need—Housing Problems 80-100% AMI
6. Narrative: Discussion

DATA ENTRY: INTRODUCTION

| Field | Description |
|--------------|---|
| Introduction | Enter a brief introduction defining “disproportionately greater number of housing problems” and provide an anecdotal or another supporting narrative to describe the different levels of need among racial and ethnic categories. |

DATA TABLE: DISPROPORTIONATELY GREATER NEED TABLES

This section has four tables that capture the number of housing problems by income, race, and ethnicity. Each table provides data for a different income level (0–30 percent, 30–50 percent, 50–80 percent, and 80–100 percent AMI). Default Data Source: CHAS data. Click the <Add Another> button to add another racial category to the table. When a racial category is added, it is added only to the specific table on the screen. To calculate the percentage of housing problems experienced by each group, divide

¹⁰ [Example of calculating disproportionate greater need](#)



the number of households with a housing problem within the group by the total number of households within the group.

| 0%-30% of Area Median Income | | | | |
|--------------------------------|--|---------------------------------------|--|--------|
| Housing Problem | Has one or more of four housing problems | Has none of the four housing problems | Household has no/negative income, but none of the other housing problems | Action |
| Jurisdiction as a whole | 6010 | 825 | 2675 | |
| White | 3055 | 595 | 1850 | |
| Black / African American | 350 | 14 | 120 | |
| Asian | 315 | 80 | 100 | |
| American Indian, Alaska Native | 60 | 0 | 10 | |
| Pacific Islander | 30 | 0 | 0 | |
| Hispanic | 2030 | 110 | 560 | |

* The four housing problems are: 1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost burden greater than 30%

| | | | | |
|--------------|----------------|----------------------------------|----------------|-----------------|
| | Displayed | Used in Report | | |
| Data Source: | Default Data | <input checked="" type="radio"/> | 2011-2015 CHAS | |
| | Alternate Data | <input type="radio"/> | Notes: | |
| | | | | Delete Data Set |

Add GIS Map | Add GIS Data | Add JPEG | Add Text | Add Table

| Field | Description |
|---|---|
| Each of the following fields appears for the jurisdiction as a whole and for each race and ethnicity. | |
| Has One or More of the Four Housing Problems | The number of households at the given income range that has at least one of the four housing problems. |
| Has None of the Four Housing Problems | The number of households at the given income range that does not have any of the four housing problems. |
| Household Has No/Negative Income, but None of the Other Housing Problems | The number of households whose income is zero or negative due to self-employment, dividends, and net rental income. These households are not included in the other two categories. Households with zero or negative income cannot actually have a cost burden, but still require housing assistance and therefore are counted separately. |

DATA ENTRY: DISCUSSION

| Field | Description |
|------------|--|
| Discussion | Discuss any existing disproportionately greater need based on an analysis of the data presented above. |



NA-20 Disproportionately Greater Need: Severe Housing Problems

Regulatory Citation(s): 24 C.F.R. § 91.205(b)(2), 91.305(b)(2), 91.405

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

A disproportionately greater need exists when the members of a racial or ethnic group at a given income level experience housing problems at a greater rate (10 percentage points or more) than the income level as a whole. For example, assume that 60 percent of all low-income households within a jurisdiction have a housing problem and 70 percent of low-income Hispanic households have a housing problem. In this case, low-income Hispanic households have a disproportionately greater need. Per the regulations at 91.205(b)(2), 91.305(b)(2), and 91.405, a grantee must provide an assessment for each disproportionately greater need identified.

Severe housing problems include:

- Overcrowded households with more than 1.5 persons per room, not including bathrooms, porches, foyers, halls, or half-rooms
- Households with cost burdens of more than 50 percent of income

This screen displays:

1. Narrative: Introduction
2. Table: Disproportionately Greater Need—Severe Housing Problems 0-30% AMI
3. Table: Disproportionately Greater Need—Severe Housing Problems 30-50% AMI
4. Table: Disproportionately Greater Need—Severe Housing Problems 50-80% AMI
5. Table: Disproportionately Greater Need—Severe Housing Problems 80-100% AMI
6. Narrative: Discussion

DATA ENTRY: INTRODUCTION

| Field | Description |
|--------------|---|
| Introduction | Enter a brief introduction defining “disproportionately greater number of severe housing problems” and provide anecdotal or other supporting narrative to describe the different levels of need among racial and ethnic categories. In some jurisdictions, there may be overlap between disproportionately greater need for a race and higher levels of housing problems within areas of low income and minority concentration. |

DATA TABLE: DISPROPORTIONATELY GREATER NEED TABLE—SEVERE HOUSING PROBLEMS

This section has four tables that capture the number of households with housing problems by income, race, and ethnicity. Each table provides data for a different income level (0–30 percent, 30–50 percent, 50–80 percent, and 80–100 percent AMI). Default Data Source: CHAS.



Click the <Add Another> button to add another racial category to the table. When a racial category is added, it is added only to the specific table on the screen.

| 0%-30% of Area Median Income | | | | | |
|--------------------------------|---|--|---------------------------------------|--|--------|
| Severe Housing Problems* | | Has one or more of four housing problems | Has none of the four housing problems | Household has no/negative income, but none of the other housing problems | Action |
| Jurisdiction as a whole | # | 5345 | 1490 | 2675 | |
| White | # | 2670 | 980 | 1850 | |
| Black / African American | # | 290 | 80 | 120 | |
| Asian | # | 260 | 135 | 100 | |
| American Indian, Alaska Native | # | 60 | 0 | 10 | |
| Pacific Islander | # | 30 | 0 | 0 | |
| Hispanic | # | 1870 | 270 | 560 | |

* The four severe housing problems are: 1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost burden over 50%

| | | | |
|--------------|----------------|----------------------------------|---|
| | Displayed | Used in Report | |
| Data Source: | Default Data | <input checked="" type="radio"/> | 2011-2015 CHAS |
| | Alternate Data | <input type="radio"/> | Notes: |
| | | | <input type="text"/> <input type="button" value="Delete Data Set"/> |

[Add GIS Map](#) |
 [Add GIS Data](#) |
 [Add JPEG](#) |
 [Add Text](#) |
 [Add Table](#)

| Field | Description |
|---|---|
| Each of the following fields appears for the jurisdiction as a whole and for each race and ethnicity. | |
| Has One or More Severe Housing Problems | The number of households at the given income range that have a severe cost burden, are severely overcrowded, or both. |
| Has No Severe Housing Problem | The number of households at the given income range that do not have a severe cost burden and are not severely overcrowded. |
| Household Has No/Negative Income, but No Severe Housing Problem | The number of households whose income is zero or negative due to self-employment, dividends, and net rental income. These households are not included in the other two categories. Households with zero or negative income cannot actually have a cost burden, but still require housing assistance and therefore are counted separately. |

DATA ENTRY: DISCUSSION

| Field | Description |
|------------|--|
| Discussion | Discuss any existing disproportionately greater need based on an analysis of the data presented above. |



NA-25 Disproportionately Greater Need: Housing Cost Burdens

Regulatory Citation(s): 24 C.F.R. §§ 91.205(b)(2), 91.305(b)(2), 91.405

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

A disproportionately greater need exists when the members of a racial or ethnic group at a given income level experience housing problems at a greater rate (10 percentage points or more) than the income level as a whole. For example, assume that 60 percent of all low-income households within a jurisdiction have a housing problem and 70 percent of low-income Hispanic households have a housing problem. In this case, low-income Hispanic households have a disproportionately greater need. Per the regulations at 91.205(b)(2), 91.305(b)(2), and 91.405, a grantee must provide an assessment for each disproportionately greater need identified.

This screen displays:

1. Narrative: Introduction
2. Table: Disproportionately Greater Need—Housing Cost Burden
3. Narrative: Discussion

DATA ENTRY: INTRODUCTION

| Field | Description |
|--------------|---|
| Introduction | Enter a brief introduction defining “disproportionately greater number of cost-burdened households” and provide anecdotal or another supporting narrative to describe the different levels of need among racial and ethnic categories. In some jurisdictions, there may be an overlap between disproportionately greater need for a race and higher levels of housing problems within areas of low income and minority concentration. |

DATA TABLE: DISPROPORTIONATELY GREATER NEED TABLE—HOUSING COST BURDEN

This table displays cost burden information for the jurisdiction and each racial and ethnic group, including no cost burden (less than 30 percent), cost burden (30-50 percent), severe cost burden (more than 50 percent), and no/negative income. Default Data Source: CHAS data.

Click the <Add Another> button to add another racial category to the table. When a racial category is added, it is added only to the specific table on the screen.



| Housing Cost Burden | | <=30% | 30-50% | >50% | No/negative income (not computed) | Action |
|--------------------------------|---|-------|--------|-------|-----------------------------------|--------|
| Jurisdiction as a whole | # | 31345 | 15190 | 11245 | 2715 | |
| White | # | 20785 | 8205 | 5985 | 1885 | |
| Black / African American | # | 1425 | 930 | 570 | 120 | |
| Asian | # | 2020 | 950 | 545 | 100 | |
| American Indian, Alaska Native | # | 150 | 115 | 60 | 10 | |
| Pacific Islander | # | 225 | 170 | 70 | 0 | |
| Hispanic | # | 6005 | 4465 | 3585 | 560 | |

| | | | |
|--------------|----------------|----------------------------------|----------------------------|
| | Displayed | Used in Report | |
| Data Source: | Default Data | <input checked="" type="radio"/> | 2011-2015 CHAS |
| | Alternate Data | <input type="radio"/> | Notes: |
| | | | <div></div> |
| | | | <div>Delete Data Set</div> |

[Add GIS Map](#) | [Add GIS Data](#) | [Add JPEG](#) | [Add Text](#) | [Add Table](#)

| Field | Description |
|---|---|
| Each of the following fields appears for the jurisdiction as a whole and each race and ethnicity. | |
| Housing Cost to Income Ratio Less than 30% (No Cost Burden) | The number of households <u>without a cost burden.</u> |
| Housing Cost to Income Ratio Between 30% and 50% (Cost Burdened) | The number of <u>cost-burdened households</u> that pay between 30 percent and 50 percent of their income on housing-related costs. |
| Housing Cost to Income Ratio Greater Than 50% (Severely Cost Burdened) | The number of <u>severely cost-burdened households</u> that pay more than 50 percent of their income on housing-related costs. |
| No/Negative Income (Not Computed) | The number of households whose income is zero or negative due to self-employment, dividends, and net rental income. These households are not included in the other two categories. Households with zero or negative income cannot actually have a cost burden, but still require housing assistance and therefore are counted separately. |

DATA ENTRY: DISCUSSION

| Field | Description |
|------------|--|
| Discussion | Discuss any existing disproportionately greater need based on an analysis of the data presented above. |



NA-30 Disproportionately Greater Need: Discussion

Regulation Citation: 24 C.F.R. §§ 91.205(b)(2), 91.305(b)(2), 91.405

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

This page provides an opportunity to summarize the findings related to disproportionately greater need. Answer the three narrative fields provided regarding disproportionately greater need. The narrative on this screen should be based on the data in the previous sections.

DATA ENTRY: NARRATIVE

| Field | Description |
|--|--|
| Are there any income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole? | Identify the income categories in which a racial or ethnic group has a disproportionately greater need than the needs of that income category as a whole. Review the disproportionately greater need screens for housing problems, severe housing problems, and housing cost burdens and identify any racial or ethnic groups that have a need disproportionate to the jurisdiction as a whole (a difference of more than 10 percent). |
| If they have needs not identified above, what are those needs? | If applicable, describe unidentified needs in this field. |
| Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community? | If applicable, identify the specific areas or neighborhoods where a racial or ethnic group has disproportionately greater needs. In some jurisdictions, there may be an overlap between disproportionately greater need for a race and higher levels of housing problems within areas of low income and minority concentration. |



NA-35 Public Housing

Regulation Citation: 24 C.F.R. §§ 91.205(b), 91.405

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The plan must provide a concise summary of the needs of public housing residents. This information should be gathered through consultations with the PHA or agencies located within the jurisdiction's boundaries.

This page contains the following sections:

1. Introduction
2. Totals in Use
3. Characteristics of Residents
4. Race of Residents
5. Ethnicity of Residents
6. Additional Narrative

The system will provide default data for the PHAs selected on screen AD-25. This data is based on information submitted by the PHAs to HUD. There may be instances in which the PHA did not report data to HUD. It is important to note that in cases where the PHA's jurisdiction does not match that of the grantee, the grantee will need to edit the data to reflect the needs of their jurisdiction. **It is recommended that grantees consult with each PHA to verify that the data reflects the needs of public housing within the grantee's jurisdiction.**

STATE GRANTEE INSTRUCTION

The information on this page is not required for states. While all the specific data fields presented are not required, state grantees need to ensure they address the requirements of 91.305 within their submission. Specifically, the regulations require states to estimate the number and type of families in need of housing assistance, including public housing residents and families on public housing and Section 8 waiting lists. If it is not feasible to provide some of the data on this screen, leave the fields blank and use the narrative to describe the needs of public housing.

DATA ENTRY: INTRODUCTION

| Field | Description |
|--------------|---|
| Introduction | Provide a concise narrative summary of the needs of public housing residents. HOME and CDBG-funded rental projects often target tenants with similar characteristics to public housing residents. |

DATA TABLE: TOTALS IN USE TABLE

This table displays the number of vouchers and units by public housing program type. The default data used in this section is based on reports from PHAs to HUD. Numbers should be confirmed with the associated PHA. Missing values do not necessarily mean a zero value, but rather that the PHA did not report on that field. Default Data Source: Public and Indian Housing Information Center (PIC).

| Totals In Use | | | | | | | | | |
|--|----------------|------------------------------|----------------|----------|---------------|--------------|-------------------------------------|----------------------------|-----------|
| | Program Type | | | | | | | | |
| | Certificate | Mod-Rehab | Public Housing | Vouchers | | | Special Purpose Vouchers | | |
| | | | | Total | Project-based | Tenant-based | Veterans Affairs Supportive Housing | Family Unification Program | Disabled* |
| # of units/vouchers in use | | 83 | 117 | 10566 | | 10411 | 110 | | 42 |
| *Includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-Year, and Nursing Home Transition | | | | | | | | | |
| Displayed | Used in Report | | | | | | | | |
| Data Source: | Default Data | PIC (PIH Information Center) | | | | | | | |
| | Alternate Data | Notes: | | | | | | | |
| | | Delete Data Set | | | | | | | |
| Add GIS Map Add GIS Data Add JPEG Add Text Add Table | | | | | | | | | |

| Field | Description |
|----------------|---|
| | <i>(All fields are pre-populated—if not pre-populated, use the alternate data to provide data collected during consultation with the PHA)</i> |
| Certificate | The total number of Section 8 certificates administered by the PHA. The Section 8 Rental Certificate program increases affordable housing choices for very low-income households by allowing families to choose privately owned rental housing. Families apply to a local PHA or administering governmental agency for a Section 8 certificate. The PHA pays the landlord the difference between 30 percent of the household's adjusted income and the unit's rent. |
| Mod-Rehab | Enter the total number of units in developments that were funded under the moderate rehabilitation program administered locally by PHAs. The moderate rehabilitation program provides project-based rental assistance for low-income families. Assistance is limited to properties previously rehabilitated under a housing assistance payments (HAP) contract between an owner and a PHA. |
| Public Housing | Enter the total number of units in developments operated by the PHAs within the jurisdiction. |
| Vouchers | |
| Total | Enter the total number of Section 8 vouchers (project-based plus tenant-based vouchers) administered by the PHA. |
| Project-Based | Enter the total number of project-based Section 8 vouchers administered by the PHA. |
| Tenant-Based | Enter the total number of tenant-based Section 8 vouchers administered by the PHA. |



| Field | Description (All fields are pre-populated—if not pre-populated, use the alternate data to provide data collected during consultation with the PHA) |
|--|--|
| Special Purpose: Veterans Affairs Supportive Housing | The HUD–Veterans Affairs Supportive Housing program combines Housing Choice Voucher rental assistance for homeless veterans with case management and clinical services provided by the U.S. Department of Veterans Affairs (VA). The VA provides these services for participating veterans at VA medical centers and community-based outreach clinics. |
| Special Purpose: Family Unification Program | Family Unification Program funding is allocated through a competitive process; therefore, not all PHAs administer the program. |
| Special Purpose: Disabled | In this context, “disabled” includes non-elderly disabled, mainstream 1-year, mainstream 5-year, and nursing home transition. |

DATA TABLE: CHARACTERISTICS OF RESIDENTS TABLE

This table displays the characteristics of public housing residents by public housing program type. Default Data Source: PIC. Grantees should verify the accuracy of this data through consultations with the PHAs who operate within their jurisdiction.

| Characteristics of Residents | | | | | | | | |
|---|--------------|-----------|----------------|----------|---------------|--------------|-------------------------------------|----------------------------|
| | Program Type | | | | | | | |
| | Certificate | Mod-Rehab | Public Housing | Vouchers | | | Special Purpose Vouchers | |
| | | | | Total | Project-based | Tenant-based | Veterans Affairs Supportive Housing | Family Unification Program |
| Average Annual Income | | 12491 | 18844 | 15253 | | 15270 | 13174 | |
| Average length of stay | | 3 | 6 | 6 | | 6 | 0 | |
| Average household size | | 2 | 2 | 2 | | 2 | 1 | |
| # Homeless at admission | | 0 | 2 | 3 | | 3 | 0 | |
| # of Elderly Program Participants (>62) | | 18 | 47 | 3465 | | 3432 | 14 | |
| # of Disabled Families | | 12 | 23 | 2885 | | 2828 | 33 | |
| # of Families requesting accessibility features | | 83 | 117 | N/A | N/A | N/A | N/A | N/A |
| # of HIV/AIDS program participants | | | | | | | | |
| # of DV victims | | | | | | | | |

☐ Displayed

☒ Used in Report

Data Source:

☒ Default Data
 ☐ Alternate Data

PIC (PIH Information Center)

Notes:

Delete Data Set

[Add GIS Map](#) | [Add GIS Data](#) | [Add JPEG](#) | [Add Text](#) | [Add Table](#)

| Field | Description |
|---|-------------|
| For each type of public housing program (each column), provide the following: | |



| Field | Description |
|---|---|
| Average Annual Income† | Provide the average annual income. |
| Average Length of Stay† | Provide the average length of stay (in years). |
| Average Household Size† | Provide the average household size. |
| # Homeless at admission | Provide the number of homeless individuals at admission. |
| # of Elderly Program Participants | Provide the number of elderly participants (age 62 and older). |
| # of Disabled Families | Provide the number of disabled families. |
| For project-based units, provide the following: | |
| # of Families requesting accessibility features | Provide the number of families requesting accessibility features. |
| # of HIV/AIDS program participants | Provide the number of HIV/AIDS program participants. |
| # of DV victims | Provide the number of domestic violence victims. |

† Average fields will not appear for grantees who select more than one PHA

DATA TABLE: RACE OF RESIDENTS TABLE

This table displays the racial composition of residents for each public housing program. Default Data Source: PIC. The default data source does not include the Other racial category. To populate these fields, the grantee must specify an alternate data source. Some residents may identify their race as Hispanic or Latino. In this case, the jurisdiction may need to distinguish the HUD definitions of race and ethnicity to ensure information is collected/reported consistently.

| Race of Residents | | | | | | | | | |
|--------------------------------|--------------|-----------|----------------|----------|---------------|--------------|-------------------------------------|----------------------------|-----------|
| Race | Program Type | | | Vouchers | | | Special Purpose Vouchers | | |
| | Certificate | Mod-Rehab | Public Housing | Total | Project-based | Tenant-based | Veterans Affairs Supportive Housing | Family Unification Program | Disabled* |
| | | | | | | | | | |
| White | | 71 | 98 | 8511 | | 8408 | 66 | | 35 |
| Black/African American | | 6 | 15 | 1603 | | 1555 | 41 | | 6 |
| Asian | | 4 | 2 | 297 | | 294 | 2 | | 1 |
| American Indian, Alaska Native | | | 1 | 84 | | 84 | | | |
| Pacific Islander | | 2 | 1 | 71 | | 70 | 1 | | |
| Other | | | | | | | | | |

***Includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-Year, and Nursing Home Transition**

| | | |
|--------------|--|--|
| Displayed | Used in Report | |
| Data Source: | <input checked="" type="radio"/> Default Data <input type="radio"/> Alternate Data | <input type="text" value="PIC (PIH Information Center)"/> <input type="text" value="Notes:"/> <input type="button" value="Delete Data Set"/> |

Add GIS Map | Add GIS Data | Add JPEG | Add Text | Add Table



| Field | Description |
|--|--|
| For each Program Type column, report the number of residents who identify with each race category. | |
| White | Report the number of residents who identify as White for each Program Type column. The HUD definition for White is a person having origins in any of the original peoples of Europe, North Africa, or the Middle East. |
| Black/African American | Report the number of residents who identify as Black or African American for each Program Type column. The HUD definition for Black/African American is a person having origins in any of the black racial groups of Africa. |
| Asian | Report the number of residents who identify as Asian for each Program Type column. The HUD definition for Asian is a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| American Indian, Alaska Native | Report the number of residents who identify as American Indian or Alaska Native for each Program Type column. The HUD definition for American Indian/Alaska Native is a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. |
| Pacific Islander | Report the number of residents who identify as Pacific Islander for each Program Type column. The HUD definition for Pacific Islander is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| Other | Report the number of residents who identify with a race not included in any of the categories listed above as Other for each Program Type column. |

DATA TABLE: ETHNICITY OF RESIDENTS TABLE

This table displays the ethnic composition of residents for each public housing program. Default Data Source: PIC.

| Ethnicity of Residents | | | | | | | | | |
|---|--------------|-----------|----------------|----------|---------------|--------------|-------------------------------------|----------------------------|-----------|
| Ethnicity | Program Type | | | Vouchers | | | Special Purpose Vouchers | | |
| | Certificate | Mod-Rehab | Public Housing | Total | Project-based | Tenant-based | Veterans Affairs Supportive Housing | Family Unification Program | Disabled* |
| | | | | | | | | | |
| Hispanic | | 24 | 73 | 3644 | | 3619 | 17 | | 8 |
| Not Hispanic | | 59 | 44 | 6922 | | 6792 | 93 | | 34 |
| *Includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-Year, and Nursing Home Transition | | | | | | | | | |
| <div> <div> <div>Displayed</div> <div>Used in Report</div> </div> <div> <div>Data Source:</div> <div> <div>Default Data</div> <div>Alternate Data</div> </div> <div> <div>PIC (PIH Information Center)</div> <div>Notes:</div> </div> <div> <div>Delete Data Set</div> </div> </div> </div> | | | | | | | | | |
| <div> <div>Add GIS Map</div> <div>Add GIS Data</div> <div>Add JPEG</div> <div>Add Text</div> <div>Add Table</div> </div> | | | | | | | | | |



| Field | Description |
|---|---|
| For each Program Type column, report the number of residents who are Hispanic and non-Hispanic. | |
| Hispanic | Of the total number of residents of all races, report the number of residents who are of Hispanic ethnicity for each Program Type column. |
| Not Hispanic | Of the total number of residents of all races, report the number of residents who are of non-Hispanic ethnicity for each Program Type column. |

DATA ENTRY: ADDITIONAL NARRATIVE

| Field | Description |
|--|--|
| Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units. | Provide a narrative describing the needs of public housing tenants and applicants on the waiting list for accessible units. Consult with the PHA or refer to 504 Needs Assessment of public housing projects to identify the needs of tenants and applicants on the waiting list for accessible units as required by 24 C.F.R. § 8.25. |
| What are the number and type of families on the waiting lists for public housing and Section 8 tenant-based rental assistance? Based on the information above, and any other information available to the jurisdiction, what are the most immediate needs of residents of public housing and Housing Choice Voucher holders? | Provide additional narrative highlighting the most immediate needs of residents of public housing and Housing Choice Voucher holders based on the information above, and any other local data used to substantiate needs. |
| How do these needs compare to the housing needs of the population at large? | Provide a narrative describing how the needs of public housing tenants/Housing Choice Vouchers holders and applicants on the waiting list for accessible units compare to the housing needs of the population at large. |
| Discussion: | Describe the key points of the information presented above. |



NA-40 Homeless Needs Assessment

Regulation Citation: 24 C.F.R. §§ 91.205(c), 91.305(c), 91.405

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The plan must describe the nature and extent of unsheltered and sheltered homelessness, including rural homelessness, within the jurisdiction. At a minimum, the recipient must use data from HMIS and data from the PIT count conducted in accordance with HUD standards. The plan must estimate the following for each category of homeless population:

- Number of persons experiencing homelessness on a given night
- Number of persons who experience homelessness each year
- Number of persons who lose their housing and become homeless each year
- Number of persons who exit homelessness each year
- Number of days that persons experience homelessness

The plan also must contain a brief narrative description of the nature and extent of homelessness by racial and ethnic group, to the extent information is available. This page includes the following:

1. Introduction
2. Homeless Needs Table
3. Rural Homelessness
4. Nature and Extent of Homelessness by Race and Ethnicity
5. Sheltered and Unsheltered
6. Discussion

DATA ENTRY: INTRODUCTION

| Field | Description |
|--------------|---|
| Introduction | Use this field to provide a summary of the information presented below. |

STATE-SPECIFIC INSTRUCTION

Virtually all state grantees should answer “Some” or “All” to the “Population includes Rural Homeless?” question. Based on the selected answer, the page will change the narrative questions on the screen.



DATA TABLE: HOMELESS NEEDS TABLE

This table collects the homeless estimates required by the regulations. Default Data Source: None. Most of the data for each CoC is accessible in CPD Maps. When reviewing the CoC data in CPD Maps, grantees should consult with the CoC to determine which portion of the data is attributed to the Consolidated Plan grantee's jurisdiction. Use the Alternate Data button to add an [Administrative Data Source](#). The Administrative Data Source should summarize how the grantee consulted with their local CoC to obtain the data for the grantee's jurisdiction. States and local jurisdictions with multiple CoCs should present combined data for ALL CoCs within the grantee's geographic area. Grantees can create a report in CPD Maps that aggregates data for multiple CoCs to be used for the Consolidated Plan. For more guidance on producing reports, see the [CPD Maps Desk Guide](#).

| Homeless Needs Assessment | | | | | | |
|--|--|----------------------|--|--|---|--|
| Population | Estimate the # of persons experiencing homelessness on a given night | | Estimate the # experiencing homelessness each year | Estimate the # becoming homeless each year | Estimate the # exiting homelessness each year | Estimate the # of days persons experience homelessness |
| | Unsheltered | Sheltered | | | | |
| Persons in Households with Adult(s) and Child(ren) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Persons in Households with Only Children | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Persons in Households with Only Adults | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Chronically Homeless Individuals | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Chronically Homeless Families | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Veterans | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Unaccompanied Youth | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Persons with HIV | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Displayed

Data Source: Default Data

Alternate Data

Used in Report

☐

☒

Notes:

[Add GIS Map](#) | [Add GIS Data](#) | [Add JPEG](#) | [Add Text](#) | [Add Table](#)

| Field | Description |
|--|---|
| For each of the homeless populations listed (each row), provide the following: | |
| Sheltered | <p>Provide an estimate for the number of sheltered persons experiencing homelessness on a given night for each of the homeless populations. Include adults, children, and youth residing in shelters for the homeless. "Shelters" include all emergency shelters and transitional shelters for the homeless, including domestic violence shelters, residential programs for runaway/homeless youth, and any hotel/motel/apartment voucher arrangements paid by a public/private agency because the person or family is homeless.</p> <p>Do not count (1) persons who are living doubled up in conventional housing; (2) formerly homeless persons who are residing in Section 8 Single Room Occupancy (SRO), Shelter Plus Care, Supportive Housing Program (SHP), permanent housing, or other permanent housing units; (3) children or unaccompanied youth who, because of their own or a parent's homelessness or abandonment, now reside temporarily and for a short anticipated duration in hospitals, residential treatment facilities, emergency foster care, detention facilities, and the like; and (4) adults living in mental health facilities, chemical dependency facilities, or criminal justice facilities.</p> |



| Field | Description |
|---|---|
| Unsheltered | Provide an estimate for the number of unsheltered persons experiencing homelessness on a given night for each of the homeless populations. Count adults, children, and unaccompanied youth sleeping in places not meant for human habitation. Places not meant for human habitation include streets, parks, alleys, parking ramps, parts of the highway system, transportation depots, and other parts of transportation systems (e.g., subway tunnels, railroad cars), all-night commercial establishments (e.g., movie theaters, laundromats, restaurants), abandoned buildings, building roofs or stairwells, chicken coops and other farm outbuildings, caves, campgrounds, vehicles, and other similar places. |
| Estimate the # experiencing homelessness each year. | Provide an estimate for the number of persons experiencing homelessness each year for each of the homeless populations. |
| Estimate the # becoming homeless each year. | Provide an estimate for the number of persons who lose their housing and become homeless each year for each of the homeless populations. If this data is not available, use the narrative to address this field. |
| Estimate the # exiting homelessness each year. | Provide an estimate for the number of persons exiting homelessness each year for each of the homeless populations. If this data is not available, use the narrative to address this field. |
| Estimate the # of days persons experience homelessness. | Provide an estimate for the number of days persons experience homelessness for each of the homeless populations. If this data is not available, use the narrative to address this field. |

DATA ENTRY: RURAL HOMELESS NEEDS

The grantee must specify if some of the homeless population is located in rural areas by answering “None,” “Some,” or “All” to the Population Includes Rural Homeless question. Based on the selected answer, the page will change the narrative questions on the screen. Default Data Source: None. Grantees must consult with their local CoC to generate this data for the grantee’s jurisdiction.



Indicate if the homeless population is ☐ All Rural Homeless ☐ Partially Rural Homeless ☐ Has No Rural Homeless

Rural Homeless Needs Assessment

| Population | Estimate the # of persons experiencing homelessness on a given night | | Estimate the # experiencing homelessness each year | Estimate the # becoming homeless each year | Estimate the # exiting homelessness each year | Estimate the # of days persons experience homelessness |
|--|--|----------------------|--|--|---|--|
| | Unsheltered | Sheltered | | | | |
| Persons in Households with Adult(s) and Child(ren) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Persons in Households with Only Children | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Persons in Households with Only Adults | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Chronically Homeless Individuals | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Chronically Homeless Families | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Veterans | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Unaccompanied Youth | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Persons with HIV | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Data Source:

Displayed

Used in Report

Default Data

Alternate Data

☐
☐

Notes:

[Add GIS Map](#) | [Add GIS Data](#) | [Add JPEG](#) | [Add Text](#) | [Add Table](#)

| Field | Description |
|---|--|
| For grantees who answer “Some” or “All” to the rural homeless question: | |
| Describe the jurisdiction's Rural Homeless Population. | For persons in rural areas, describe the nature and extent of unsheltered and sheltered homelessness with the jurisdiction. Additionally, include a description of the individuals and families that are at risk of homelessness in those areas. |
| For grantees who answer “Some” to the rural homeless question: | |
| For persons in rural areas who are homeless or at risk of homelessness, describe the nature and extent of unsheltered and sheltered homelessness with the jurisdiction. | Describe the unique characteristics of the homeless population within the rural areas of the jurisdiction and provide estimates in terms of the number of homeless on any given night and the total number to experience homelessness in a year. |
| If data is not available for the categories "number of persons becoming and exiting homelessness each year" and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth). | Self-explanatory. |

DATA ENTRY: RACE AND ETHNICITY OF HOMELESS TABLE (OPTIONAL)

This table collects race and ethnicity data for the jurisdiction’s homeless population, to the extent that it is available.



| Nature and Extent of Homelessness (Optional) | | | |
|--|---|-----------------------|-------------------------------|
| Race: | | Sheltered | Unsheltered (optional) |
| White | | <input type="text"/> | <input type="text"/> |
| Black or African American | | <input type="text"/> | <input type="text"/> |
| Asian | | <input type="text"/> | <input type="text"/> |
| American Indian or Alaska Native | | <input type="text"/> | <input type="text"/> |
| Pacific Islander | | <input type="text"/> | <input type="text"/> |
| Ethnicity: | | | |
| Hispanic ⓘ | | <input type="text"/> | <input type="text"/> |
| Not Hispanic ⓘ | | <input type="text"/> | <input type="text"/> |
| | Displayed | Used in Report | |
| Data Source: | <input type="button" value="Default Data"/> | <input type="radio"/> | <input type="text"/> |
| | <input type="button" value="Alternate Data"/> | <input type="radio"/> | Notes: <div></div> |
| Add GIS Map Add GIS Data Add JPEG Add Text Add Table | | | |

| Field | Description |
|-------------|--|
| Sheltered | For each race and ethnicity, provide the number of sheltered homeless persons within the jurisdiction, to the extent that this information is available. |
| Unsheltered | For each race and ethnicity, provide the number of unsheltered homeless persons within the jurisdiction, to the extent that this information is available. |

DATA ENTRY: ADDITIONAL NARRATIVE

| Field | Description |
|---|--|
| Estimate the number and type of families in need of housing assistance for families with children and the families of veterans. | Use this field to support the estimates provided in the table above. |
| Describe the nature and extent of homelessness by racial and ethnic group. | Use this field to support the information provided in the table above, to the extent that it is available. |
| Describe the nature and extent of unsheltered and sheltered homelessness, including rural homelessness. | Provide a narrative describing the nature and the extent of homelessness in terms of unsheltered and sheltered persons, including rural homelessness, within the jurisdiction. This information should support and further describe the estimates provided in the table above. |
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |



NA-45 Non-Homeless Special Needs Assessment

Regulation Citation: 24 C.F.R. §§ 91.205(b, d), 91.305(b, d), 91.405

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The plan should describe, to the extent practicable, the housing needs of persons who are not homeless but require supportive housing. This includes but is not limited to:

- Elderly (defined as 62 and older)
- Frail elderly (defined as an elderly person who requires assistance with three or more activities of daily living such as bathing, walking, and performing light housework)
- Persons with mental, physical, and/or developmental disabilities
- Persons with alcohol or other drug addiction
- Persons with HIV/AIDS and their families
- Victims of domestic violence, dating violence, sexual assault, and stalking

For a jurisdiction seeking funding on behalf of an eligible metropolitan statistical area under the HOPWA program, the needs described for housing and supportive services must address the unmet needs of low-income persons with HIV/AIDS and their families throughout the eligible metropolitan statistical area. The HOPWA and the HIV Housing Need tables are presented only if the grantee is a HOPWA grantee (HOPWA program is indicated in the Administration screen).

This page includes the following sections:

1. Introduction
2. HOPWA Table (HOPWA Grantees Only)
3. HIV Housing Need (HOPWA Grantees Only)
4. Special Needs Populations
5. Additional Narratives
6. Discussion

DATA ENTRY: INTRODUCTION

| Field | Description |
|--------------|---|
| Introduction | Use this field to preface and summarize the information that will be included in the remaining sections of the non-homeless special needs assessment. |



DATA ENTRY: HOPWA TABLE (HOPWA GRANTEES ONLY)

Default Data Source: Centers for Disease Control and Prevention HIV Surveillance.

| HOPWA | | | |
|--|--------------------------------------|------------------------------------|----------------------|
| Current HOPWA formula use: | | | |
| Cumulative cases of AIDS reported | | <input type="text" value="5944"/> | |
| Area incidence of AIDS | | <input type="text" value="128"/> | |
| Rate per population | | <input type="text" value="15.3%"/> | |
| Number of new cases prior year (3 years of data) | | <input type="text" value="150"/> | |
| Rate per population (3 years of data) | | <input type="text" value="18%"/> | |
| Current HIV surveillance data: | | | |
| Number of Persons living with HIV (PLWH) | | <input type="text" value="5097"/> | |
| Area Prevalence (PLWH per population) | | <input type="text" value="610.4"/> | |
| Number of new HIV cases reported last year | | <input type="text" value="107"/> | |
| | Displayed | Used in Report | |
| Data Source: | <input type="radio"/> Default Data | <input checked="" type="radio"/> | CDC HIV Surveillance |
| | <input type="radio"/> Alternate Data | <input type="radio"/> | Notes: |
| <div></div> | | | |
| Add GIS Map Add GIS Data Add JPEG Add Text Add Table | | | |

| Field | Description |
|--|---|
| Cumulative cases of AIDS reported | Self-explanatory. Required for HOPWA grantees only. |
| Area incidence of AIDS | Self-explanatory. Required for HOPWA grantees only. |
| Number of new cases prior year (3 years of data) | Self-explanatory. Required for HOPWA grantees only. |
| Rate per population | Self-explanatory. Required for HOPWA grantees only. |
| Number of persons living with HIV (PLWH) | Self-explanatory. Required for HOPWA grantees only. |
| Area prevalence (PLWH per population) | Self-explanatory. Required for HOPWA grantees only. |
| Number of PLWA (AIDS only) | Self-explanatory. Required for HOPWA grantees only. |
| Number of new HIV cases reported last year | Self-explanatory. Required for HOPWA grantees only. |



DATA ENTRY: HIV HOUSING NEED (HOPWA GRANTEES ONLY)

Default Data Sources: HOPWA Performance Data based on the HOPWA CAPER and the HOPWA Beneficiary Verification Worksheet submitted by the grantee 90 days following the end of the operating year.

| HIV Housing Need (HOPWA Grantees Only) | | | |
|---|---|----------------------------------|---|
| Type of HOPWA Assistance | | | Estimates of Unmet Need |
| Tenant Based Rental Assistance | | | <input type="text"/> |
| Short-term Rent, Mortgage, and Utility | | | <input type="text"/> |
| Facility Based Housing (Permanent, short-term or transitional) | | | <input type="text"/> |
| | Displayed | Used in Report | |
| Data Source: | <input type="button" value="Default Data"/> | <input checked="" type="radio"/> | HOPWA CAPER and HOPWA Beneficiary Verification Worksheet |
| | <input type="button" value="Alternate Data"/> | <input type="radio"/> | <div>Notes:</div> <div><input type="text"/></div> <div><input type="button" value="Delete Data Set"/></div> |
| <input type="button" value="Add GIS Map"/> <input type="button" value="Add GIS Data"/> <input type="button" value="Add JPEG"/> <input type="button" value="Add Text"/> <input type="button" value="Add Table"/> | | | |

| Field | Description |
|--|--|
| For each row (Housing Type), provide prior estimates and estimate updates (if any) and include a brief narrative regarding source information or comments. | |
| TBRA | Tenant-based rental assistance (TBRA). Required for HOPWA grantees only. |
| PH in facilities | Permanent Housing in facilities. Required for HOPWA grantees only. |
| STRMU | Short-term rent, mortgage, and utility assistance (STRMU). Required for HOPWA grantees only. |
| ST or TH facilities | Short-term and transitional housing in facilities. Required for HOPWA grantees only. |
| PH placement | Placement into permanent housing. Required for HOPWA grantees only. |



DATA ENTRY: ADDITIONAL NARRATIVE

| Field | Description |
|--|--|
| Describe the characteristics of special needs populations in your community. | Provide a narrative summary describing the characteristics of special needs populations in the grantee's community. |
| What are the housing and supportive service needs of these populations and how are these needs determined? | Provide a narrative summary of the housing and supportive service needs of special needs populations. |
| Discuss the size and characteristics of the population with HIV/AIDS and their families within the eligible metropolitan statistical area (for HOPWA grantees only). | Provide a narrative summary identifying the size and characteristics of the population with HIV/AIDS and their families that will be served in the metropolitan area. Required for HOPWA grantees. |
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |



NA-50 Non-Housing Community Development Needs

Regulation Citation: 24 C.F.R. §§ 91.215(f), 91.315(f), 91.415

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------|-----------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | CDBG ¹ | CDBG ¹ | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

1. For Consortia members, NA-50 only appears if they receive CDBG and only applies to their own CDBG needs.

OVERVIEW

For CDBG grantees, the plan must provide a concise summary of the jurisdiction's priority non-housing community development needs eligible for assistance under HUD's community development programs by CDBG eligibility category.

For all members of a HOME consortia, this screen only appears if a grantee receives CDBG. Grantees should limit the discussion to the non-housing community development needs of their CDBG jurisdiction.

This screen fulfills requirements related to the needs for public facilities, public improvements, and public services. Information related to economic development needs is collected on [MA-45 Non-Housing Community Development Assets](#).

DATA ENTRY: NARRATIVE

The table below describes the data entry fields for this screen.

| Field | Description |
|---|---|
| Describe the jurisdiction's need for public facilities. | These facilities could include, but are not limited to, the following (grantees do not need to respond to each facility, but only those that are relevant to the grantee): <ul style="list-style-type: none">• Senior centers• Handicapped centers• Homeless facilities• Youth centers• Childcare centers• Neighborhood facilities• Fire stations/equipment• Health facilities• Parks, recreational facilities• Facilities for special needs populations• Other (specify) |
| How were these needs determined? | Describe the basis for the needs described, including input from consultations, public participation, and any local studies or reports. |
| Describe the jurisdiction's need for public improvements. | These improvements could include, but are not limited to, the following (grantees do not need to respond to each improvement, only those that are relevant to the grantee): |



| Field | Description |
|---|---|
| | <ul style="list-style-type: none"> • Street improvements • Sidewalks • Water/sewer improvements • Flood drainage improvements • Parking facilities • Tree planting • Other (specify) |
| How were these needs determined? | Describe the basis for the needs described, including the capital improvement plan, input from consultations, public participation, and any local studies or reports. |
| Describe the jurisdiction's need for public services. | <p>These services could include, but are not limited to, the following (grantees do not need to respond to each service, but only those that are relevant to the grantee):</p> <ul style="list-style-type: none"> • Homeless/AIDS patients programs • Senior services • Handicapped services • Legal services • Youth services • Transportation services • Substance abuse services • Services for battered/abused spouses • Employment training • Crime awareness/prevention • Housing counseling • Childcare services • Health services • Services for abused/neglected children • Mental health services • Other (specify) |
| How were these needs determined? | Describe the basis for the needs described, including input from consultations, public participation, and any local studies or reports. |



MARKET ANALYSIS

The purpose of the Market Analysis is to provide a clear picture of the environment in which the grantee must administer their programs over the course of the Consolidated Plan. In conjunction with the Needs Assessment, the Market Analysis will provide the basis for the Strategic Plan and the programs and projects to be administered.

Most of the data tables in this section will be pre-populated with a default data set based on the most recent data available. Grantees can replace or supplement this data with alternative data sources. Grantees can also support the data tables they present with GIS maps, GIS data sets, images, and custom data tables.

CDBG-DR Grantees

CDBG-DR grantees should integrate the appropriate language from the “impact and unmet needs assessment” section of the HUD-approved CDBG-DR Action Plan in the Consolidated Plan Housing Market Analysis. For more information on the Consolidated Plan requirements for CDBG-DR grantees, see the [HUD Guidance](#) published January 2015.

The template is based on the regulations and includes the following sections:

General Characteristics of the Housing Market

The plan must describe the significant characteristics of the jurisdiction's housing market, including the supply, demand, and condition and cost of housing. The template provides a baseline of this information for the jurisdiction on the following screens:

- [MA-10 Number of Housing Units](#)
- [MA-15 Cost of Housing](#)
- [MA-20 Condition of Housing](#)

To the extent information is available, the plan should include an estimate of the number of vacant or abandoned buildings and whether units in these buildings are suitable for rehabilitation. The plan must also identify and define and describe areas of low-income concentration and areas of minority concentration on [MA-50 Needs and Market Analysis Discussion](#).

Lead-Based Paint Hazards

The plan must estimate the number of housing units within the jurisdiction that are occupied by low-income families or moderate-income families that contain lead-based paint hazards. This requirement can be fulfilled on [MA-20 Condition of Housing](#).

Public and Assisted Housing

The plan must describe and identify the public housing developments and public housing units in the jurisdiction, the physical condition of such units, the restoration and revitalization needs, Section 504 needs, and the PHA's strategy for improving the management and operation of such public housing and for improving the living environment of low- and moderate-income families residing in public housing. This requirement can be fulfilled on [MA-25 Public and Assisted Housing](#).



Assisted Housing

The plan must include a description of the number and targeting (income level and type of family served) of units currently assisted by local, state, or federally funded programs and an assessment of whether any such units are expected to be lost from the assisted housing inventory for any reason, such as the expiration of Section 8 contracts. This requirement can be fulfilled on [MA-10 Number of Housing Units](#).

Facilities, Housing, and Services for Homeless Persons

The plan must include a brief inventory of facilities, housing, and services that meet the needs of homeless persons within the jurisdiction, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. The inventory of services must include both services targeted to homeless persons and mainstream services such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons. This requirement can be fulfilled on [MA-30 Homeless Facilities and Services](#).

Special Need Facilities and Services

The plan must describe the housing stock available to serve persons with disabilities and other low-income persons with special needs, including persons with HIV/AIDS and their families. The plan must describe, to the extent information is available, the facilities and services that assist persons who are not homeless but who require supportive housing and programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing. This requirement can be fulfilled on [MA-35 Special Needs Facilities and Services](#).

Barriers to Affordable Housing

The plan must describe any regulatory barriers to affordable housing, including public policies that affect the cost of housing and the incentives to develop, maintain, or improve affordable housing in the jurisdiction. These include tax policies affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment. This requirement can be fulfilled on [MA-40 Barriers to Affordable Housing](#).

Needs and Market Analysis Discussion

The [MA-50 Needs and Market Analysis Discussion](#) section provides an opportunity to summarize the key points in terms of the level of need and market conditions of the community. This summary can help form the basis for the rationale used in the Strategic Plan.

Broadband Needs of Housing

Grantees must include a description of the broadband needs of housing occupied by low- and moderate-income households in the jurisdiction. The [MA-60 Broadband Needs of Housing](#) section should include a description of the jurisdiction's need for broadband wiring and service connection and the need for increased competition among internet service providers.



Hazard Mitigation

[MA-65 Hazard Mitigation](#) provides an analysis of the jurisdiction's vulnerability to natural hazard risks, particularly the vulnerability of housing occupied by low- and moderate-income households to increased natural hazards associated with climate change.



MA-05 Overview

Regulation Citation(s): None

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The Market Analysis overview provides a place to summarize the key points of each section of the Market Analysis and can set a basis for some of the funding priorities that must be described in the Strategic Plan. A thorough overview will touch on the key points of the following sections:

- Significant characteristics of the jurisdiction's housing market in general, including the supply, demand, and condition and cost of housing
- Housing stock available to serve persons with disabilities and other special needs
- Condition and needs of public and assisted housing
- Brief inventory of facilities, housing, and services that meet the needs of homeless persons
- Regulatory barriers to affordable housing
- Significant characteristics of the jurisdiction's economy

DATA ENTRY: MARKET ANALYSIS OVERVIEW

| Field | Description |
|--------------------------|---|
| Market Analysis Overview | Use this narrative to preface and summarize the key points that will be found within each section of the Market Analysis. This section can be used to make the plan more readable to persons without experience with HUD programs, affordable housing, and community development. |



MA-10 Number of Housing Units

Regulation Citation(s): 24 C.F.R. §§ 91.210(a) and (b)(2), 91.310(a), 91.410

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The plan must describe the significant characteristics of the jurisdiction's housing market. This section details the supply of housing currently in the market and includes the following sections:

1. Introduction
2. All Rental Properties by Number of Units
3. Unit Size by Tenure
4. Additional Narrative

STATE-SPECIFIC INSTRUCTION

Based on data available to the state, the plan must describe the significant characteristics of the state's housing markets including such aspects as the supply, demand, and condition and cost of housing. In many cases, a state may contain several different distinct housing markets within its jurisdiction. State grantees may find it useful to insert additional content into the template in order to fully describe each housing market. Please refer to the section on [inserting additional content](#) for more information.

DATA ENTRY: INTRODUCTION

| Field | Description |
|--------------|--|
| Introduction | <p>Use this field to describe the type of housing currently available in the jurisdiction and to discuss current trends in the housing market:</p> <ul style="list-style-type: none">• Is the jurisdiction built out? Where will growth occur during the term of the plan?• What type of development is occurring (i.e., infill, new development)? Who will it serve (i.e., renter, owner)? |

DATA ENTRY: ALL RESIDENTIAL PROPERTIES BY NUMBER OF UNITS TABLE

This table displays the total number of residential units by property type. For each property type, the table will also display the percentage of all residential units that the property type encompasses. Default Data Source: ACS.



All residential properties by number of units:

| Property type | Number | % |
|-----------------------------------|---------------|-------------|
| 1-unit detached structure | 79340 | 59% |
| 1-unit, attached structure | 3348 | 2% |
| 2-4 units | 12360 | 9% |
| 5-19 units | 21965 | 16% |
| 20 or more units | 14510 | 11% |
| Mobile Home, boat, RV, van, etc ⓘ | 2957 | 2% |
| TOTAL | 134480 | 100% |

| | | | | |
|--------------|----------------|----------------------------------|---------------|-----------------|
| | Displayed | Used in Report | | |
| Data Source: | Default Data | <input checked="" type="radio"/> | 2011-2015 ACS | |
| | Alternate Data | <input type="radio"/> | Notes: | |
| | | | | Delete Data Set |

[Add GIS Map](#) | [Add GIS Data](#) | [Add JPEG](#) | [Add Text](#) | [Add Table](#)

| Field | Description |
|---|--|
| For each of the following property types, indicate the <u>number of residential units</u> within the jurisdiction. | |
| 1-unit detached structure | The number of residential units that are detached structures with 1 unit. |
| 1-unit, attached structure | The number of residential units that are attached structures with 1 unit. |
| 2-4 units | The number of residential units that are in structures with 2–4 units. |
| 5-20 units | The number of residential units that are in structures with 5–20 units. |
| More than 20 units | The number of residential units that are in structures with more than 20 units. |
| Mobile Home, boat, RV, van, etc. | The number of rental units that are mobile homes, boats, RVs, vans, etc. NOTE: HUD may not consider these housing unit structures for the use of federal funding. |

DATA ENTRY: UNIT SIZE BY TENURE TABLE

This table displays the number of housing units by unit size (number of bedrooms) and tenure type. For each tenure type, the table displays the portion of total units attributed to each unit size. Default Data Source: ACS.



| Unit Size by Tenure | | Owners | | Renters | |
|---------------------|--|--------------|------------|--------------|-------------|
| | | Number | % | Number | % |
| No bedroom | | 113 | 0% | 1680 | 3% |
| 1 bedroom | | 885 | 1% | 14415 | 27% |
| 2 bedrooms | | 8270 | 13% | 21315 | 39% |
| 3 or more bedrooms | | 53807 | 85% | 16810 | 31% |
| TOTAL | | 63075 | 99% | 54220 | 100% |

| | | | | |
|--------------|--------------------------------------|----------------------------------|---------------|--|
| Data Source: | Displayed | Used in Report | 2011-2015 ACS | |
| | <input type="radio"/> Default Data | <input checked="" type="radio"/> | | |
| | <input type="radio"/> Alternate Data | <input type="radio"/> | Notes: | <input type="button" value="Delete Data Set"/> |
| | | | | |

[Add GIS Map](#) | [Add GIS Data](#) | [Add JPEG](#) | [Add Text](#) | [Add Table](#)

| Field | Description |
|--|---|
| For each size of unit (each row), provide the following: | |
| Owners: Number and % | Provide the number and percentage of owners for each size of unit. |
| Renters: Number and % | Provide the number and percentage of renters for each size of unit. |

DATA ENTRY: ADDITIONAL NARRATIVE

| Field | Description |
|---|--|
| Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs. | Provide a summary narrative describing the number of units and housing types assisted with federal, state, and local programs. |
| Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts. | Provide a narrative identifying the number of units expected to be lost from the affordable housing inventory. This assessment is optional for states. |
| Does the availability of housing units meet the needs of the population? | Specify whether the housing units available meet the needs of the population and either provide or reference data to support these findings. |
| Describe the need for specific types of housing. | Describe which housing types are not adequately provided by the market. |
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |



MA-15 Cost of Housing

Regulation Citation: 24 C.F.R. §§ 91.210(a), 91.310(a), 91.410

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The plan must describe the significant characteristics of the jurisdiction's housing market. This section details the supply of housing currently in the market and includes the following sections:

1. Introduction
2. Cost of Housing Table
3. Rent Paid Table
4. Housing Affordability Table
5. Rents Table
6. Additional Narrative

STATE-SPECIFIC INSTRUCTION

Based on data available to the state, the plan must describe the significant characteristics of the state's housing markets including such aspects as the supply, demand, and condition and cost of housing. In many cases, a state may contain several different distinct housing markets within its jurisdiction. State grantees may find it useful to insert additional content into the template in order to fully describe each housing market. Please refer to the section on [inserting additional content](#) for more information.

DATA ENTRY: INTRODUCTION

| Field | Description |
|--------------|--|
| Introduction | Use this narrative to provide a brief summary describing the cost of housing, housing trends, fair market rents, affordability, and the housing inventory. |

DATA ENTRY: COST OF HOUSING TABLE

The base year and most recent year are provided with default data. The percent changes of the Median Home Value and Median Contract Rent rows are automatically calculated (even if an alternate data source is used). Default Data Source: U.S. Census (base year), ACS (most recent year).



| Cost of Housing | | | |
|----------------------|----------------|----------------------------------|---|
| | Base Year: | 2009 | Most Recent Year: 2015 |
| Median Home Value | | 137300 | 156400 |
| Median Contract Rent | | 558 | 650 |
| | Displayed | Used in Report | |
| Data Source: | Default Data | <input checked="" type="radio"/> | 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year) |
| | Alternate Data | <input type="radio"/> | Notes: |
| | | | Delete Data Set |

| Field | Description |
|---|---|
| For each year (each column), provide the following. | |
| Median Home Value | The median home value is the value at which half of the homes are valued above and half of the homes are valued below the average. |
| Median Contract Rent | The median contract rent is the value at which half of the rents are above and half of the rents are below the average. Contract rent is the monthly rent agreed to or contracted for, regardless of any furnishings, utilities, fees, meals, or services that may be included. |

RENT PAID TABLE

Default Data Source: ACS. Alternative Data Source: The grantee can use any properly conducted local survey or reliable source (i.e., Apartment Association Market Survey).

| Rent Paid | Number | % |
|-----------------|---------------|-------------|
| Less than \$500 | 13707 | 25% |
| \$500-999 | 30143 | 56% |
| \$1,000-1,499 | 7468 | 14% |
| \$1,500-1,999 | 1955 | 4% |
| \$2,000 or more | 877 | 2% |
| TOTAL | 54,150 | 100% |

| | Displayed | Used in Report | |
|--------------|----------------|----------------------------------|-----------------|
| Data Source: | Default Data | <input checked="" type="radio"/> | 2011-2015 ACS |
| | Alternate Data | <input type="radio"/> | Notes: |
| | | | Delete Data Set |

Add GIS Map | Add GIS Data | Add JPEG | Add Text | Add Table

| Field | Description |
|---|--|
| For each range of contract rent (each row), provide the number of rental units in that range. | |
| Less than \$500 | The number of rental units that have contract rents less than \$500. |



| Field | Description |
|-----------------|--|
| \$500-999 | The number of rental units that have contract rents ranging from \$500 to \$999. |
| \$1,000-\$1,499 | The number of rental units that have contract rents ranging from \$1,000 to \$1,499. |
| \$1,500-\$1,999 | The number of rental units that have contract rents ranging from \$1,500 to \$1,999. |
| \$2,000 or more | The number of rental units that have contract rents of \$2,000 or more. |

HOUSING AFFORDABILITY TABLE

Default Data Source: CHAS data.

| Housing Affordability | | | |
|--|--|---------|---------|
| % of Units affordable to Households earning: | | Renter | Owner |
| 30% HAMFI | | 3575 | No Data |
| 50% HAMFI | | 17535 | 7513 |
| 80% HAMFI | | 38464 | 18787 |
| 100% HAMFI | | No Data | 25887 |
| TOTAL | | 59574 | 52187 |

| | | | |
|--------------|----------------|----------------------------------|-----------------|
| | Displayed | Used in Report | |
| Data Source: | Default Data | <input checked="" type="radio"/> | 2011-2015 CHAS |
| | Alternate Data | <input type="radio"/> | Notes: |
| | | | Delete Data Set |

[Add GIS Map](#) |
 [Add GIS Data](#) |
 [Add JPEG](#) |
 [Add Text](#) |
 [Add Table](#)

| Field | Description |
|--|---|
| For each income range (each row), provide the number of affordable rental and owner units. | |
| Rental | The number of affordable rental units for each income range. A rental unit is considered affordable if gross rent (including utilities) is no more than 30 percent of the household income. If not using the default data set, briefly describe how affordability was calculated. |
| Owner | The number of affordable owner units for each income range. An owner unit is considered affordable if monthly housing costs (including principal and interest, taxes, and insurance) are no more than 30 percent of the household income. If not using the default data set, briefly describe how affordability was calculated. |

RENTS TABLE

Default Data Sources: HUD Fair Market Rents (FMRs) and HUD HOME Rents.



| Monthly Rent (\$) | | Efficiency (no bedroom) | 1 Bedroom | 2 Bedroom | 3 Bedroom | 4 Bedroom |
|-------------------|--|-------------------------|-----------|-----------|-----------|-----------|
| Fair Market Rent | | 647 | 789 | 906 | 1155 | 1459 |
| High HOME Rent | | 647 | 789 | 906 | 1155 | 1353 |
| Low HOME Rent | | 647 | 701 | 842 | 972 | 1085 |

| | | | |
|--------------|--------------------------------------|----------------------------------|--|
| | Displayed | Used in Report | |
| Data Source: | <input type="radio"/> Default Data | <input checked="" type="radio"/> | HUD FMR and HOME Rents |
| | <input type="radio"/> Alternate Data | <input type="radio"/> | Notes: |
| | | | <input type="button" value="Delete Data Set"/> |

[Add GIS Map](#) |
 [Add GIS Data](#) |
 [Add JPEG](#) |
 [Add Text](#) |
 [Add Table](#)

| Field | Description |
|---|---|
| For each unit size, the following rents are provided: | |
| Fair Market Rent | (NOTE: FMR are not applicable to state grantees) FMRs are gross rent estimates that include rent plus the cost of all tenant-paid utilities. FMRs are set to the dollar amount at which 40 percent of the standard-quality rental housing units are rented, excluding non-market rental housing (e.g., public housing). For jurisdictions within a metropolitan area, the FMR is based on the metropolitan area. For jurisdictions outside of a metropolitan area, the FMR is calculated at the county level. |
| High HOME Rent | (NOTE: This table does not apply to state grantees) High HOME Rents are equal to the FMR or 30 percent of the adjusted income of a family whose income equals 65 percent AMI, whichever is lower. |
| Low HOME Rent | (NOTE: This table does not apply to state grantees) Low HOME Rents are equal to 30 percent of the adjusted income of a family whose income equals 50 percent AMI. |

DATA ENTRY: ADDITIONAL NARRATIVE

| Field | Description |
|--|---|
| Is there sufficient housing for households at all income levels? | Indicate whether there is sufficient housing for households at all income levels. Include the data source and briefly describe the process to establish the response. |
| How is affordability of housing likely to change considering changes to home values and/or rents? | Provide a narrative summary describing how the affordability of housing is likely to change considering changes to home values and/or rents. Include the data source and briefly describe the process to establish the response. |
| How do HOME Rents/FMRs compare to area median rents? How might this have an impact on your strategy to produce or preserve affordable housing? | Provide a brief comparison of HOME Rents/FMRs to the area's median rents. Indicate how the characteristics of the housing market will influence the use of funds made available for rental assistance, production of new units, rehabilitation of old units, or acquisition of existing units. For example, if the area's median rents are much higher than the HOME Rents/FMRs, then the strategy should reflect programs that produce or preserve affordable housing. |



| Field | Description |
|------------|---|
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |



MA-20 Condition of Housing

Regulation Citation: 24 C.F.R. §§ 91.210(a), 91.310(a), 91.410

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

1. Narrative
2. Condition of Units
3. Year Unit Built
4. Risk of Lead-Based Paint Hazard
5. Vacant Units
6. Additional Narrative

STATE-SPECIFIC INSTRUCTION

Based on data available to the state, the plan must describe the significant characteristics of the state's housing markets including such aspects as the supply, demand, and condition and cost of housing. In many cases, a state may contain several different distinct housing markets within its jurisdiction. State grantees may find it useful to insert additional content into the template in order to fully describe each housing market. Please refer to the section on [inserting additional content](#) for more information.

DATA ENTRY: NARRATIVE

The table below describes the data entry fields for this screen.

| Field | Description |
|--------------|---|
| Introduction | Describe the significant characteristics of the existing housing supply, including age and condition, the number of vacant and abandoned units, and the risk posed by lead-based paint. |



| Field | Description |
|--|--|
| Describe the jurisdiction's definition for "standard condition" and "substandard condition but suitable for rehabilitation." ¹¹ | <p>These definitions are required by the regulations.</p> <p>"Standard" Examples:</p> <ul style="list-style-type: none"> The unit meets HUD Housing Quality Standards (HQS). The unit meets all state and local codes. <p>"Substandard" Example:</p> <ul style="list-style-type: none"> The unit is in poor condition and it is both structurally and financially feasible to rehabilitate. |

DATA ENTRY: CONDITION OF UNITS TABLE

This table displays the number of housing units, by tenure, based on the number of "conditions" of the units. Selected conditions are similar to housing problems in the Needs Assessment and are: (1) lacks complete plumbing facilities, (2) lacks complete kitchen facilities, (3) more than one person per room, and (4) cost burden greater than 30 percent. The table also calculates the percentage of total units that the category represents. Default Data Source: ACS.

| Condition of Units ⓘ | | Owner-Occupied | | Renter-Occupied | |
|--------------------------------|--|----------------|------------|-----------------|-------------|
| | | Number | % | Number | % |
| With one selected Condition | | 14010 | 22% | 26425 | 49% |
| With two selected Conditions | | 260 | 0% | 1339 | 2% |
| With three selected Conditions | | 34 | 0% | 130 | 0% |
| With four selected Conditions | | 0 | 0% | 0 | 0% |
| No selected Conditions | | 48795 | 77% | 26300 | 49% |
| TOTAL | | 63,099 | 99% | 54,194 | 100% |

| | | | |
|--------------|-------------------------------|----------------------------------|--|
| | Displayed (current is greyed) | Used in Report | |
| Data Source: | Default Data | <input checked="" type="radio"/> | 2011-2015 ACS |
| | Alternate Data | <input type="radio"/> | Notes: |
| | | | <input type="button" value="Delete Data Set"/> |

[Add GIS Map](#) | [Add GIS Data](#) | [Add JPEG](#) | [Add Text](#) | [Add Table](#)

| Field | Description |
|---|---|
| For each tenure (each column), the following information is provided: | |
| With one selected Condition | Indicate the number of units with one of the four housing conditions. |

¹¹ NOTE: As of IDIS Version 11.9.1, the field incorrectly asks grantees to define *Substandard condition* and *Substandard condition, but suitable for rehabilitation*. Grantees should provide definitions for Standard condition and *Substandard condition, but suitable for rehabilitation*. When posting the document for public comment, grantees should make this edit to the Question Field so the Field aligns with the correct definitions provided.



| Field | Description |
|--------------------------------|---|
| With two selected Conditions | Indicate the number of units with two of the four housing conditions. |
| With three selected Conditions | Indicate the number of units with three of the four housing conditions. |
| With four selected Conditions | Indicate the number of units with all four housing conditions. |

DATA ENTRY: YEAR UNIT BUILT TABLE

Default Data Source: ACS

| Year Unit Built | | Owner-Occupied | | Renter-Occupied | |
|-----------------|--|----------------|-------------|-----------------|------------|
| | | Number | % | Number | % |
| 2000 or later | | 8353 | 13% | 10785 | 20% |
| 1980-1999 | | 16018 | 25% | 14359 | 26% |
| 1950-1979 | | 32705 | 52% | 23930 | 44% |
| Before 1950 | | 6030 | 10% | 5115 | 9% |
| TOTAL | | 63,106 | 100% | 54,189 | 99% |

| | | | | |
|--------------|-------------------------------|----------------------------------|----------------|-----------------|
| Data Source: | Displayed (current is greyed) | Used in Report | | Delete Data Set |
| | Default Data | <input checked="" type="radio"/> | 2011-2015 CHAS | |
| | Alternate Data | <input type="radio"/> | Notes: | |

[Add GIS Map](#) | [Add GIS Data](#) | [Add JPEG](#) | [Add Text](#) | [Add Table](#)

| Field | Description |
|--|---|
| For each tenure (each column), report the number of housing units based on the year built. | |
| 2000 or later | The number of housing units built in 2000 or later. |
| 1980-1999 | The number of housing units built in 1980–1999. |
| 1950-1979 | The number of housing units built in 1950–1979. |
| Before 1950 | The number of housing units built before 1950. |
| Total | Calculated |

DATA ENTRY: RISK OF LEAD-BASED PAINT HAZARD TABLE

The plan must estimate the number of housing units that contain lead-based paint hazards and the number of those units that are occupied by extremely low-income, low-income, and moderate-income families. The use of lead-based paint in housing was banned in 1978. For the purposes of this plan, the



number of units built before 1980 occupied by households with children serves as a default baseline of units that contain lead-based paint hazards. Jurisdictions are encouraged to use an alternate data source if one is available. Default Data Source: CHAS data.

| Risk of Lead-Based Paint Hazard | | Owner-Occupied | | Renter-Occupied | |
|--|-------------------------------|----------------------------------|--|-----------------|-----|
| | | Number | % | Number | % |
| Total Number of Units Built Before 1980. | | 38735 | 61% | 29045 | 54% |
| Housing units built before 1980 with children present | | 8003 | 13% | 3565 | 7% |
| | Displayed (current is greyed) | Used in Report | | | |
| Data Source: | Default Data | <input checked="" type="radio"/> | 2011-2015 ACS (Total Units) 2011-2015 CHAS (Units with Children present) | | |
| | Alternate Data | <input type="radio"/> | Notes: | | |
| | | | Delete Data Set | | |

Add GIS Map | Add GIS Data | Add JPEG | Add Text | Add Table

| Field | Description |
|---|--|
| For each tenure (each column), report the following. | |
| Total Number of Units Built Before 1980 | These are units that may pose a lead-based paint threat. |
| Housing units built before 1980 with children present | These are units that pose the greatest threat of lead poisoning. |

DATA ENTRY: VACANT UNITS TABLE

Estimate the number of vacant or abandoned buildings and whether units in the building are suitable for rehabilitation to the extent information is available. Default Data Source: None. Local data is the only source.

| Vacant Units | | Suitable for Rehabilitation | Not suitable for Rehabilitation | Total |
|---------------------------------|--------|-----------------------------|---------------------------------|-----------------|
| Vacant Units | | | | 0 |
| <i>Abandoned Vacant Units</i> | | | | 0 |
| REO Properties | | | | 0 |
| <i>Abandoned REO Properties</i> | | | | 0 |
| Data Source: | Notes: | | | Delete Data Set |
| Alternate Data | | | | |

Add GIS Map | Add GIS Data | Add JPEG | Add Text | Add Table



| Field | Description |
|---|---|
| For each type of property, report the number of units suitable for rehabilitation and those not suitable for rehabilitation, based on the jurisdiction's definition of "substandard but suitable for rehabilitation." | |
| Vacant Units | Vacant units include those for lease and those for sale without occupants. |
| Abandoned Vacant Units | <p>Report the number of vacant units that meet the grantee's definition of "abandoned." For the purposes of the plan, the grantee may choose to adopt the Neighborhood Stabilization Program (NSP) definition of abandoned:</p> <p>A home or residential property is abandoned if either:</p> <ul style="list-style-type: none"> • Mortgage, tribal leasehold, or tax payments are at least 90 days delinquent • A code enforcement inspection has determined that the property is not habitable and the owner has taken no corrective actions within 90 days of notification of the deficiencies • The property is subject to a court-ordered receivership or nuisance abatement related to abandonment pursuant to state or local law or otherwise meets a state definition of an abandoned home or residential property |
| REO Properties | REO properties (real estate owned properties) are properties owned by lenders as a result of foreclosure. |
| Abandoned REO Properties | Lender-owned properties that meet the "abandoned" definition listed above. |

DATA ENTRY: ADDITIONAL NARRATIVE

| Field | Description |
|--|--|
| Describe the need for owner and rental rehabilitation based on the condition of the jurisdiction's housing. | Provide a narrative summary describing the need for owner and rental rehabilitation based on the condition of the jurisdiction's housing. |
| Estimate the number of housing units within the jurisdiction that are occupied by low- or moderate-income families that contain lead-based paint hazards (91.205(e), 91.305(e), 91.405). | Provide a narrative summary estimating the number of housing units within the jurisdiction occupied by low- or moderate-income families that contain lead-based paint hazards. |
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |



MA-25 Public and Assisted Housing

Regulation Citation: 24 C.F.R. §§ 91.210(b), 91.410

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

For entitlement grantees, the plan must provide a concise summary of the needs of public housing, including:

- Identification of the public housing developments in the jurisdiction
- Number of public housing units
- Physical condition of public housing units
- Restoration and revitalization needs of the public housing units
- Number of families on public housing and tenant-based waiting lists
- Results from the Section 504 Needs Assessment of public housing projects located within its boundaries

The jurisdiction may address this section by cross-referencing and attaching relevant portions of the PHA Strategic Plan available through each PHA. However, supplementary information necessary to complete this section may also be required. For example, the jurisdiction must describe how its plan will help address the public housing needs, how the jurisdiction’s activities will encourage public housing residents to become more involved in management and participate in homeownership, and—for “troubled” PHAs—how the state or unit of general local government will provide financial or other assistance to such troubled PHAs in improving their operations to remove such designations.

This screen contains the following sections:

1. Introduction
2. Total Number of Units Table
3. Condition of Public Housing Units
4. Additional Narrative

The system will provide partial default data for the PHAs selected on screen AD-25. This data is based on information submitted by the PHAs to HUD. There may be instances where no data was reported to HUD by the PHA. It is important to note that in cases when the public agency’s jurisdiction does not match that of the grantee, the grantee should edit the data to reflect the needs of their jurisdiction. [It is recommended that grantees consult with each PHA to verify that the data reflects the needs of public housing within the grantee’s jurisdiction.](#)



STATE GRANTEE INSTRUCTION

The information on this screen is optional for state grantees. As part of the Strategic Plan requirements, state grantees must “describe the manner in which the plan of the state will address the needs of public housing.” State grantees have the option of using this section to describe the existing conditions and needs of public housing, which will serve as the basis for the decisions made in the Strategic Plan. If default data is missing and it is not feasible to collect it, state grantees may leave the data tables blank and use the narratives in this section to describe the basis for the public housing strategies.

DATA ENTRY: INTRODUCTION

| Field | Description |
|--------------|--|
| Introduction | Provide a concise summary of the needs of public housing developments in their jurisdiction. |

TOTAL NUMBER OF UNITS TABLE

Entitlement grantees must describe the number of public housing units in the jurisdiction. Default Data Source: PIH Information Center (PIC) provides some of the data presented.

| Total Number of Units | | Program Type | | | Vouchers | | | | | |
|--|----------------|----------------------------------|--|----------------|----------|---------------|--------------|-------------------------------------|----------------------------|-----------|
| | | Certificate | Mod-Rehab | Public Housing | Total | Project-based | Tenant-based | Special Purpose Vouchers | | |
| | | | | | | | | Veterans Affairs Supportive Housing | Family Unification Program | Disabled* |
| # of units/vouchers available | | 0 | 4 | 1184 | 3716 | 0 | 3716 | 0 | 741 | 0 |
| # of accessible units | | N/A | N/A | | N/A | N/A | N/A | N/A | N/A | N/A |
| *Includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-Year, and Nursing Home Transition | | | | | | | | | | |
| Data Source: | Displayed | Used in Report | | | | | | | | |
| | Default Data | <input checked="" type="radio"/> | PIC (PIH Information Center) | | | | | | | |
| | Alternate Data | <input type="radio"/> | Notes: <div></div> <div>Delete Data Set</div> | | | | | | | |
| Add GIS Map Add GIS Data Add JPEG Add Text Add Table | | | | | | | | | | |



| Field | Description |
|--|-------------------|
| For each program type (each column), report the following: | |
| # of units/vouchers available | Self-explanatory. |
| For each type of PHA development, report the following: | |
| # of accessible units | Self-explanatory. |

DATA ENTRY: ADDITIONAL NARRATIVE

| Field | Description |
|---|---|
| Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved public housing agency plan. | Provide a brief narrative summary describing the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved PHA plan. |

CONDITION OF PUBLIC HOUSING UNITS TABLE

Entitlements and consortia must use the Condition of Public Housing Units Table to list each public housing development in their jurisdiction and provide the Average Inspection Score. Default Data Source: none. The [Average Inspection Score for each public housing development](#) is available online as a downloadable Excel file.

| Public Housing Condition | |
|---|--------------------------|
| Public Housing Development | Average Inspection Score |
| <input type="text"/> | <input type="text"/> |
| <input type="button" value="Add Another"/> | |
| <input type="button" value="Add GIS Map"/> <input type="button" value="Add GIS Data"/> <input type="button" value="Add JPEG"/> <input type="button" value="Add Text"/> <input type="button" value="Add Table"/> | |

To complete this table, click the “Add Another” button and enter the name of the public housing development and its average inspection score. See the table below for a description of each of these terms. Repeat these steps until data has been entered for all public housing developments.

| Field | Description |
|----------------------------|--|
| Public Housing Development | The name of the public housing development |



| Field | Description |
|--------------------------|---|
| Average Inspection Score | HUD's Real Estate Assessment Center (REAC) conducts a program of annual physical inspections of public and assisted multifamily housing. Scores range from 0 to 100. The physical inspection scoring is deficiency based; all properties start with 100 points. Each observed deficiency reduces the score by an amount dependent on the importance and severity of the deficiency. Physical inspection scores are available from HUD User online. |

DATA ENTRY: ADDITIONAL NARRATIVE

| Field | Description |
|---|---|
| Describe the restoration and revitalization needs of public housing units in the jurisdiction. | Provide a brief narrative summary describing the restoration and revitalization needs of public housing units in the jurisdiction. |
| Describe the PHA's strategy for improving the living environment of low- and moderate-income families residing in public housing. | Provide a brief narrative summary describing the PHA's strategy for improving the living environment of low- and moderate-income families residing in public housing. |
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |



MA-30 Homeless Facilities and Services

Regulation Citation(s): 24 C.F.R. §§ 91.210(c), 91.310(b), 91.410

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The plan must include a brief inventory of facilities, housing, and services that meet the needs of homeless persons within the jurisdiction, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. The inventory of services must include both services targeted to homeless persons and mainstream services (such as health, mental health, and employment services) to the extent those services are used to complement services targeted to homeless persons.

Jurisdictions should consult the CoC for access to the most recent Housing Inventory Count (HIC). Note that the fields may not match the fields on the HIC exactly and some calculations may be necessary. States and local jurisdictions with multiple CoCs will need to compile the HIC from all CoCs within their geographic area.

- **Emergency Shelter:** Any facility, the primary purpose of which is to provide temporary shelter for the homeless in general or for specific populations of the homeless, which does not require occupants to sign leases or occupancy agreements.
- **Transitional Housing:** Housing, where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months or such longer period as HUD determines necessary. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended.
- **Permanent Housing:** Community-based housing without a designated length of stay that includes both permanent supportive housing and rapid rehousing. To be permanent housing, the program participant must be the tenant on a lease for a term of at least one year, which is renewable for terms that are a minimum of one month long and is terminable only for cause.
- **Permanent Supportive Housing:** Permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.

DATA ENTRY: NARRATIVE

| Field | Description |
|--------------|---|
| Introduction | Provide a brief summary of the facilities, housing, and services that meet the needs of homeless persons within the jurisdiction, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. |



DATA ENTRY: FACILITIES TARGETED TO HOMELESS PERSONS TABLE

Default Data Source: None. Most of the data for each CoC is accessible in CPD Maps. Use the “Alternate Data” button to add an [Administrative Data Source](#). The Administrative Data Source should summarize how the grantee consulted with their local CoC to obtain the data for the grantee’s jurisdiction. States and local jurisdictions with multiple CoCs should present combined data across for ALL CoCs within the geographic area of the jurisdiction.

| Facilities and Housing Targeted to Homeless Households | | | | | |
|--|---------------------------------|--------------------------------|---------------------------|-----------------------------------|----------------------|
| | Emergency Shelter Beds | | Transitional Housing Beds | Permanent Supportive Housing Beds | |
| | Year Round Beds (Current & New) | Voucher/Seasonal/Overflow Beds | Current & New | Current & New | Under Development |
| Households with Adult(s) and Child(ren) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Households with Only Adults | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Chronically Homeless Households | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Veterans | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Unaccompanied Youth | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | | | |
|--------------|----------------|----------------------------------|--------|--|
| | Displayed | Used in Report | | |
| Data Source: | Default Data | <input type="radio"/> | | |
| | Alternate Data | <input checked="" type="radio"/> | Notes: | <input type="button" value="Delete Data Set"/> |

[Add GIS Map](#) | [Add GIS Data](#) | [Add JPEG](#) | [Add Text](#) | [Add Table](#)

| Field | Description |
|---|---|
| Households with Adult(s) and Child(ren) | Indicate the number of beds for households with adult(s) and child(ren) for each facility type. |
| Households with Only Adults | Indicate the number of beds for households with only adults for each facility type. |
| Chronically Homeless Households | Indicate the number of beds for chronically homeless households for each facility type. |
| Veterans | Indicate the number of beds for veterans for each facility type. |
| Unaccompanied Youth | Indicate the number of beds for unaccompanied youth for each facility type. |



DATA ENTRY: ADDITIONAL NARRATIVE

| Field | Description |
|--|--|
| Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons. | List the complementary supportive services available to homeless families in the jurisdiction. Also, note any services that are not available or needed. |
| List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations. | Describe the non-mainstream services and facilities that serve the homeless within the jurisdiction. Also note any services or facilities that are needed. |



MA-35 Special Needs Facilities and Services

Regulation Citation: 24 C.F.R. §§ 91.210(d), 91.310(c), 91.410

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The plan must describe, to the extent information is available, facilities and services that assist persons who are not homeless but require supportive housing and programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing.

While HOPWA data is only available for HOPWA grantees, all grantees should ensure they address the needs of the HIV/AIDS population and meet the requirements for the citations listed above.

If the grantee plans to use HOME funds or other tenant-based rental assistance to assist one or more of these subpopulations, the grantee must justify the need for such assistance in their Consolidated Plan.

DATA ENTRY: NARRATIVE

| Field | Description |
|--------------|---|
| Introduction | Provide a brief narrative summary of facilities and services that assist persons who are not homeless but who require supportive housing and programs to ensure that those persons returning from mental and physical health institutions receive appropriate supportive housing. |

HOPWA ASSISTANCE BASELINE TABLE (HOPWA GRANTEES ONLY)

Default Data Sources: HOPWA CAPER and the HOPWA Beneficiary Verification Worksheet submitted by the grantee 90 days following the end of the operating year. "HOPWA Performance Data" will be presented as the source of the data.



| HOPWA Assistance Baseline | | | | |
|---------------------------|--|---|--|--|
| Type of HOPWA Assistance | | Number of Units Designated or Available for People with HIV/AIDS and their families | | |
| TBRA | | <input type="text"/> | | |
| PH in Facilities | | <input type="text"/> | | |
| StrMU | | <input type="text"/> | | |
| ST or TH Facilities | | <input type="text"/> | | |
| PH Placement | | <input type="text"/> | | |

| | | | | |
|--------------|----------------|----------------------------------|--|--|
| | Displayed | Used in Report | | |
| Data Source: | Default Data | <input checked="" type="radio"/> | HOPWA CAPER and HOPWA Beneficiary Verification Worksheet | |
| | Alternate Data | <input type="radio"/> | Notes: <div style="border: 1px solid black; height: 100px; width: 100%;"></div> | <input type="button" value="Delete Data Set"/> |

[Add GIS Map](#) | [Add GIS Data](#) | [Add JPEG](#) | [Add Text](#) | [Add Table](#)

| Field | Description |
|---------------------|--|
| TBRA | Provide the number of TBRA units designated or available for people with HIV/AIDS and their families. |
| PH in facilities | Provide the number of permanent housing units in facilities. |
| STRMU | STRMU. |
| ST or TH facilities | Provide the number of short-term and transitional housing units designated or available for people with HIV/AIDS and their families. |
| PH placement | Provide the number of permanent housing placements made for people with HIV/AIDS and their families. |

DATA ENTRY: NARRATIVE

| Field | Description |
|--|--|
| Includ the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents, and any other categories the jurisdiction may specify, and describe their supportive housing needs. | For each special needs group, provide a brief narrative that describes the supportive housing and related supportive services available to each group and how well the current level of need is satisfied by existing services. Identify any gaps in services and/or unmet need. |
| Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing. | Provide a brief narrative identifying the supportive housing programs specifically designed for persons returning from mental and physical health institutions. |



| Field | Description |
|--|--|
| Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. | Summarize the actions that the grantee will undertake to serve special needs populations. The grantee may need to revisit this field after writing their Strategic Plan and Action Plan. |



MA-40 Barriers to Affordable Housing

Regulation Citation: 24 C.F.R. §§ 91.210(e), 91.310(d), 91.410

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

This section requires the jurisdiction to explain whether the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public policies, particularly those of the local jurisdiction. Such policies include tax policy affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment.

HUD Form 27300, used for competitive grants, can serve as a useful guidance document in assisting jurisdictions in identifying the specific policies, procedures, or processes that impact the cost of developing, maintaining, or improving affordable housing.

HUD has established a [regulatory barrier clearinghouse](#) that provides examples of how communities can identify and remove barriers to affordable housing.

DATA ENTRY: NARRATIVE

| Field | Description |
|---|--|
| Describe any negative effects of public policies on affordable housing and residential investment | Describe the negative effects of public policies on affordable housing such as tax policy affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment. |



MA-45 Non-Housing Community Development Assets

Regulation Citation: 24 C.F.R. §§ 91.215(f), 91.315(f), 91.415

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

For CDBG grantees, the plan must provide a concise summary of the jurisdiction's priority non-housing community development needs that are eligible for assistance. This screen can be used to describe the economic development needs of the jurisdiction.

This screen also provides a wealth of data regarding the local economic condition of the jurisdiction and compares the ability of the local workforce to satisfy the needs of local businesses. Much of this data can be used to describe the level of housing demand in the local market.

This screen contains the following sections:

1. Introduction
2. Business by Sector
3. Labor Force
4. Occupations by Sector
5. Travel Time to Work
6. Educational Attainment
7. Median Earnings in the Past 12 Months
8. Additional Narrative

STATE-SPECIFIC INSTRUCTION

Based on data available to the state, the plan must describe the significant characteristics of the state's housing markets including such aspects as the supply, demand, and condition and cost of housing. In many cases, a state may contain several different distinct housing markets within its jurisdiction. State grantees may find it useful to insert additional content into the template in order to fully describe each housing market. Please refer to the section on [inserting additional content](#) for more information.

DATA ENTRY: INTRODUCTION

| Field | Description |
|--------------|---|
| Introduction | Preface and summarize the key points contained in the remaining sections of the screen. |



DATA ENTRY: BUSINESS BY SECTOR

This table identifies the number of workers and jobs within the jurisdiction from 13 industry sectors. The system calculates the percentage of workers and jobs in each business sector as well as the difference in jobs to workers as a measure of workforce supply or the local need for jobs in a particular industry sector. Default Data Source: ESRI Business Analyst Package and ACS.

| Economic Development Market Analysis | | | | | |
|---|-------------------|----------------|--------------------|-----------------|---------------------|
| Business Activity | | | | | |
| Business by Sector | Number of Workers | Number of Jobs | Share of Workers % | Share of Jobs % | Jobs Less Workers % |
| Agriculture, Mining, Oil & Gas Extraction | 15623 | 15583 | 2 | 3 | 1 |
| Arts, Entertainment, Accommodations | 104340 | 74266 | 12 | 12 | 0 |
| Construction | 55750 | 39340 | 6 | 7 | 1 |
| Education and Health Care Services | 127079 | 80542 | 15 | 13 | -2 |
| Finance, Insurance, and Real Estate | 51923 | 26839 | 6 | 4 | -2 |
| Information | 12201 | 5427 | 1 | 1 | 0 |
| Manufacturing | 192285 | 155266 | 22 | 26 | 4 |
| Other Services | 26284 | 17316 | 3 | 3 | 0 |
| Professional, Scientific, Management Services | 63649 | 31391 | 7 | 5 | -2 |
| Public Administration | 10 | 1 | 0 | 0 | 0 |
| Retail Trade | 142926 | 102050 | 16 | 17 | 1 |
| Transportation & Warehousing | 35074 | 24358 | 4 | 4 | 0 |
| Wholesale Trade | 43897 | 27779 | 5 | 5 | 0 |
| Grand Total | 871,041 | 600,158 | | | |

| Field | Description |
|-------------------|--|
| Number of Workers | The number of workers within the business sector. |
| Number of Jobs | The number of jobs within the sector. |
| Share of Workers | The percentage of local workers within the sector. |
| Share of Jobs | The percentage of jobs within the sector. |
| Jobs Less Workers | The percentage of jobs minus the percentage of workers. A negative number reflects an oversupply of labor for the sector (more workers than jobs) and a positive number reflects an undersupply of labor (more jobs than workers). |



DATA ENTRY: LABOR FORCE

Default Data Source: ACS.

| Labor Force | |
|--|---------|
| Total Population in the Civilian Labor Force | 1315477 |
| Civilian Employed Population 16 years and over | 1191677 |
| Unemployment Rate | 9.43 |
| Unemployment Rate for Ages 16-24 | 26.67 |
| Unemployment Rate for Ages 25-65 | 5.29 |

| Field | Description |
|--|--|
| Total Population in the Civilian Labor Force | The number of civilian workers plus those actively seeking employment. This number does not include those who are not actively seeking employment. |
| Civilian Employed Population 16 years and over | Self-explanatory. |
| Unemployment Rate | The number of persons actively seeking employment divided by the total labor force. |
| Unemployment Rate for Ages 16-24 | Self-explanatory. |
| Unemployment Rate for Ages 25-65 | Self-explanatory. |

DATA ENTRY: OCCUPATIONS BY SECTOR

Default Data Source: ACS.



| Occupations by Sector | Number of People |
|--|------------------|
| Management, business and financial | 224419 |
| Farming, fisheries and forestry occupations | 44761 |
| Service | 114000 |
| Sales and office | 279612 |
| Construction, extraction, maintenance and repair | 133483 |
| Production, transportation and material moving | 101694 |

| Field | Description |
|---|-------------------|
| Management, business and financial | Self-explanatory. |
| Farming, fisheries and forest occupations | Self-explanatory. |
| Service | Self-explanatory. |
| Sales and office | Self-explanatory. |
| Construction, education, maintenance and repair | Self-explanatory. |
| Production, transportation and material moving | Self-explanatory. |

DATA ENTRY: TRAVEL TIME TO WORK

Default Data Source: ACS.

| Travel Time | Number | Percentage |
|---------------------------|-----------|------------|
| 30 Minutes | 706749 | 62 |
| 30-59 Minutes | 351819 | 31 |
| 60 or More Minutes | 86958 | 8 |
| Total | 1,145,526 | 100 |

| Field | Description |
|---------------------------|-------------------|
| Travel Time < 30 minutes | Self-explanatory. |
| Travel Time 30-50 Minutes | Self-explanatory. |



| Field | Description |
|--------------------------------|-------------------|
| Travel Time 60 or More Minutes | Self-explanatory. |

DATA ENTRY: EDUCATIONAL ATTAINMENT

Default Data Source: ACS.

| | | | |
|--|--------------------------|-------------------|---------------------------|
| Education: | | | |
| Educational Attainment By Employment Status (Population 16 and Older) | | | |
| | In Labor force | | |
| Educational Attainment | Civilian Employed | Unemployed | Not in Labor Force |
| Less than high school graduate | 97095 | 17009 | 116899 |
| High school graduate (includes equivalency) | 305846 | 29566 | 165096 |
| Some college or Associate's degree | 334629 | 24192 | 125303 |
| Bachelor's degree or higher | 248588 | 10086 | 51376 |

| Field | Description |
|----------------------------------|---|
| In Labor Force—Civilian Employed | The number of civilian workers currently working. |
| In Labor Force—Unemployed | The number of civilian workers currently looking for work. |
| Not in Labor Force | This number of workers who are not actively seeking employment. |

| | | | | | |
|--|------------------|------------------|------------------|------------------|----------------|
| Educational Attainment by Age | | | | | |
| | Age | | | | |
| | 18-24 yrs | 25-34 yrs | 35-44 yrs | 45-64 yrs | 65+ yrs |
| Less than 9th grade | 5804 | 13467 | 16223 | 37024 | 51979 |
| 9th to 12th grade, no diploma | 41587 | 39033 | 38423 | 86696 | 66274 |
| High school graduate, GED, or alternative | 86383 | 106327 | 112914 | 281775 | 165706 |
| Some college, no degree | 97001 | 88847 | 87772 | 171762 | 77838 |
| Associate's degree | 13334 | 32798 | 38723 | 68090 | 19429 |
| Bachelor's degree | 13694 | 53385 | 55872 | 97320 | 39696 |
| Graduate or professional degree | 594 | 19412 | 27239 | 59770 | 31293 |



| Field | Description |
|---|-------------------|
| Less than 9 th grade | Self-explanatory. |
| 9 th to 12 th grade, no diploma | Self-explanatory. |
| High school graduate, GED, or alternative | Self-explanatory. |
| Some college, no degree | Self-explanatory. |
| Associate's degree | Self-explanatory. |
| Bachelor's degree | Self-explanatory. |
| Graduate or professional degree | Self-explanatory. |

DATA ENTRY: MEDIAN EARNINGS IN THE PAST 12 MONTHS

Default Data Source: ACS.

| Median Earnings in The Past 12 Months | |
|---|---------------------------------------|
| Educational Attainment | Median Earnings in the Past 12 Months |
| Less than high school graduate | 23670 |
| High school graduate (includes equivalency) | 33290 |
| Some college or Associate's degree | 41024 |
| Bachelor's degree | 57196 |
| Graduate or professional degree | 64409 |

| Field | Description |
|---|-------------------|
| Less than high school graduate | Self-explanatory. |
| High school graduate (includes equivalency) | Self-explanatory. |
| Some college or Associate's degree | Self-explanatory. |
| Bachelor's degree | Self-explanatory. |
| Graduate or professional degree | Self-explanatory. |



DATA ENTRY: NARRATIVE

Use this section to analyze local economic trends that guide the formation of the non-housing community development goals and objectives of the Strategic Plan.

| Field | Description |
|--|--|
| Based on the Business Activity table above, what are the major employment sectors within your jurisdiction? | Identify the local base industries within the jurisdiction. |
| Describe the workforce and infrastructure needs of the business community. | Summarize the labor needs and other needs of the business community by the economic sector. |
| Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create. | Identify the need for economic development activities including job training, business assistance, and infrastructure development. |
| How do the skills and education of the jurisdiction's workforce correspond to employment opportunities? | Summarize how well the local workforce is able to meet the needs of the local economy. Identify any sectors where there is a surplus of workers who cannot find work and sectors where there is a shortage of qualified workers. |
| Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan. | Self-explanatory. |
| Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)? | Non-state grantees only. Yes or No. |
| If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth. | Non-state grantees only. Self-explanatory. |
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |



MA-50 Needs and Market Analysis Discussion

Regulation Citation: 24 C.F.R. §§ 91.210(a), 91.310(a), 91.410

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

This screen provides grantees an opportunity to summarize key points from the Needs Assessment and Market Analysis. In addition, the Consolidated Plan regulations require the grantee to define the terms “area of low-income concentration” and “area of minority concentration” and to identify and describe any areas that meet such definitions.

DATA ENTRY: CHARACTERISTICS OF THE HOUSING MARKET

| Field | Description |
|--|---|
| Are there any populations or households in areas or neighborhoods that are more affected by multiple housing problems? (include a definition of "concentration") | Identify any populations or households in areas or neighborhoods that are more affected by multiple housing problems. |
| Are there areas in the Jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration") | Required for non-state grantees. Describe any area of low-income concentration and any area of minority concentration and state how the jurisdiction defines the terms “area of low-income concentration” and “area of minority concentration.” |
| What are the characteristics of the market in these areas/neighborhoods? | Provide a narrative describing the characteristics of the market in these areas/neighborhoods. |
| Are there any community assets in these areas/neighborhoods? | Provide a narrative describing community assets in these areas/neighborhoods. |
| Are there other strategic opportunities in any of these areas? | Provide a narrative describing opportunities in these areas/neighborhoods. |
| States with colonias only: | |
| Based on the Needs Assessment above describe the State’s needs in Colonias. | For states with colonias, summarize the needs of colonias. |



MA-60 Broadband Needs of Housing

Regulation Citation: 24 C.F.R. §§ 91.310(a)(2), 91.210(a)(4)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

MA-60 “Broadband Needs of Housing” is a new section to the Consolidated Plan added in 2019. The section asks grantees to consider gaps in broadband (or “high-speed”) internet access for low- and moderate-income residents and where there are few providers, if any, that compete to provide broadband internet within the jurisdiction.

DATA ENTRY: NARRATIVE

Consolidated Plans

MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)

Save | Save and Return | Cancel

Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.

B *I* U |

Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.

B *I* U |

[Add GIS Map](#) | [Add GIS Data](#) | [Add JPEG](#) | [Add Text](#) | [Add Table](#)

Save | Save and Return | Cancel

| Field | Description |
|---|--|
| Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods. | Describe broadband internet needs in housing occupied by low- and moderate-income households based on an analysis of data. |



| Field | Description |
|---|---|
| Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction. | Evaluate the availability and number of broadband internet service providers within the jurisdiction. |



MA-65 Hazard Mitigation

Regulation Citation: 24 C.F.R. §§ 91.310(a)(3), 91.210(a)(5)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The MA-65 “Hazard Mitigation” section asks grantees to analyze and describe any low- and moderate-income communities at risk from natural hazards, including those that are expected to increase due to climate change.

DATA ENTRY: NARRATIVE

Consolidated Plans
MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

Save | Save and Return | Cancel

Describe the jurisdiction's increased natural hazard risks associated with climate change.

B *I* U |

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.

B *I* U |

Add GIS Map | Add GIS Data | Add JPEG | Add Text | Add Table

Save | Save and Return | Cancel

| Field | Description |
|---|--|
| Describe the jurisdiction's increased natural hazard risks associated with climate change. | Based on data and consultation, describe natural hazard risks within the jurisdiction that are anticipated to increase due to climate change. |
| Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods. | Describe the risks from natural hazards to housing occupied by low- and moderate-income households. Data may come from agencies whose primary responsibilities include the management of natural resources, emergency management agencies, and hazard mitigation plans, among other sources. |



STRATEGIC PLAN

The plan must identify the priority needs of the jurisdiction and describe strategies that the jurisdiction will undertake to serve the priority needs.

STATE GRANTEE INSTRUCTION

For state grantees, the plan must provide a summary of its methods of distribution and funding criteria. The level of detail in these sections for state grantees does not need to be extensive, so long as the details are contained in other readily available state documents.

CDBG-DR Grantees

CDBG-DR grantees should add CDBG-DR funds as one of the anticipated resources in the Strategic Plan on the SP-35 Anticipated Resources Screen and reflect goals that will be accomplished with CDBG-DR funding on the SP-45 Goals screen. For more information on Consolidated Plan requirements for CDBG-DR grantees, see the [HUD Guidance](#) dated January 2015.

The Strategic Plan section of the template includes the following screens:

Overview

The [SP-05 Overview](#) screen provides jurisdictions with an opportunity to introduce the key points of the Strategic Plan.

Geographic Priorities

Grantees must explain how funding is allocated geographically, but have the option of designating target areas. This approach recognizes that a neighborhood's economic and social needs are interconnected and focuses on the neighborhood as a whole. In effect, a place-based priority will require a comprehensive, place-based strategy with coordinated action between the grantee and other stakeholders and resources. This requirement is fulfilled on [SP-10 Geographic Priorities](#).

Priority Needs

Priority needs are the needs that will be addressed by the goals outlined in the Strategic Plan. This section should clarify the rationale for establishing the allocation priorities. The rationale should flow logically from the analysis in the Needs Assessment and Market Analysis. This requirement is fulfilled on [SP-25 Priority Needs](#).

Influence of Market Conditions

The housing strategy must indicate how the characteristics of the housing market have influenced grantee decisions to use funds for rental assistance, production of new units, rehabilitation of old units, and the acquisition of existing units. This requirement is fulfilled on [SP-30 Influence of Market Conditions](#).



Anticipated Resources

The plan must estimate the resources that will be available to address the grantee's priority needs. The level of resources available will play a key role in determining strategies and goals. Grantees should consider all resources within the jurisdiction's control that can be reasonably expected to be available, including federal, state, and local resources. This requirement is fulfilled on [SP-35 Anticipated Resources](#).

Institutional Delivery Structure

The Strategic Plan must provide a concise summary of the organizations that will carry out the identified objectives. While it is not necessary to identify every potential subrecipient and partner, the plan should describe the framework of organizations that will carry out the plan. This requirement is fulfilled on [SP-40 Institutional Delivery Structure](#).

Goals

The plan must include summaries of the objectives the grantee intends to initiate and/or complete during the timeframe of the Consolidated Plan. For each objective, grantees must identify proposed accomplishments and outcomes in quantitative terms. To assist with this, grantees must use one or more of the 22 GOIs to specify proposed numeric accomplishments the jurisdiction hopes to achieve over the course of the Strategic Plan. The goals should specifically address the priority needs. Much like the priorities, the Consolidated Plan Template provides grantees a great deal of flexibility in establishing goals in that the grantee may determine the number of goals and how the goals are defined. This requirement is fulfilled on [SP-45 Goals](#).

Public Housing

The plan must include the jurisdiction's plan to meet the needs of public housing residents and public housing developments. This requirement is fulfilled on [SP-50 Public Housing](#).

Barriers to Affordable Housing

The plan must identify strategies for removing or ameliorating any negative effects of public policies that serve as barriers to affordable housing identified on [MA-40 Barriers to Affordable Housing](#). Such policies include tax policy affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment. This requirement is fulfilled on [SP-55 Barriers to Affordable Housing](#).

Homelessness Strategy

The plan must describe the jurisdiction's strategy for reducing and ending homelessness through outreach, shelter activities, rapid rehousing, and homeless prevention. The strategies should consider both the housing and supportive services needed in each stage of the process. This requirement is fulfilled on [SP-60 Homelessness Strategy](#).

Lead-Based Paint Hazards



The plan must outline the jurisdiction's proposed actions to evaluate and reduce lead-based paint hazards and how housing policies and programs will address this issue. This requirement is fulfilled on [SP-65 Lead-based Paint Hazards](#).

Anti-Poverty Strategy

The plan must provide a concise summary of the jurisdiction's goals, programs, and policies for reducing the number of poverty-level families. The plan should also address how housing programs funded through the Consolidated Plan will be coordinated with the jurisdiction's other programs and services in order to reduce the number of poverty-level families. These policies may include the jurisdiction's policies for providing employment and training opportunities to Section 3 residents pursuant to 24 C.F.R. § 135. This requirement is fulfilled on [SP-70 Anti-Poverty Strategy](#).

Colonias Strategy (for states bordering Mexico)

State grantees who border Mexico (Texas, Arizona, California, and New Mexico) set aside up to ten percent of their state CDBG funds for colonias. The set-aside funds are used for all CDBG-eligible activities that meet the needs of colonias. This requirement is fulfilled on [SP-75 Colonias Strategy](#).

Monitoring

The plan must describe the standards and procedures the jurisdiction will use to monitor their housing and community development projects and ensure long-term compliance with program and comprehensive planning requirements. This requirement is fulfilled on [SP-80 Monitoring](#).



SP-05 Overview

Regulation Citation: None

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The Overview screen provides the jurisdiction with an opportunity to summarize the highlights of the topics covered within the Strategic Plan, including:

- Geographic Priorities
- Priority Needs
- Influence of Market Conditions
- Anticipated Resources
- Institutional Delivery Structure
- Goals
- Public Housing
- Barriers to Affordable Housing
- Homelessness Strategy
- Lead-Based Paint Hazards
- Anti-Poverty Strategy
- Colonias Strategy (for states bordering Mexico)
- Monitoring

DATA ENTRY: STRATEGIC PLAN OVERVIEW

| Field | Description |
|-------------------------|--|
| Strategic Plan Overview | Provide a short summary for each of the sections included in the Strategic Plan. |



SP-10 Geographic Priorities

Regulation Citation(s): 24 C.F.R. §§ 91.215(a)(1), 91.315(a)(1), 91.415

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

At a minimum, grantees must use this screen to discuss how investments are allocated geographically.

Grantees are encouraged to identify any locally designated areas where geographically targeted revitalization efforts are carried out through multiple activities in a concentrated and coordinated manner. For the purpose of the Consolidated Plan, local target areas are loosely defined and do not need to conform to a set of standards. Target areas allow grantees to communicate a higher priority for one or more areas over the jurisdiction as a whole and to call out priority needs and goals for specific geographic areas. Local target areas include but are not limited to redevelopment areas, NSP target areas, and transit-oriented development areas.

In addition, CDBG entitlement grantees may elect to designate a Neighborhood Revitalization Strategy Area (NRSA). If HUD approves such a strategy, the jurisdiction can obtain greater flexibility in the use of the CDBG funds in the revitalization area(s) as described in 24 C.F.R. § 570, subpart C. Similarly, CDBG grantees can receive greater regulatory flexibility by working with Community Development Financial Institutions (CDFIs) within their target areas.

DATA ENTRY: GEOGRAPHIC AREA TABLE

The Geographic Priorities screen will automatically list any geographic areas previously entered in IDIS Online. Only those areas with a check in the Include column will be included in the plan.

| Sort* | Area Name | Area Type ⓘ | Include | Action |
|-------|----------------------------|-------------------|-------------------------------------|---|
| 1 | Bandera Estates | Local Target area | <input checked="" type="checkbox"/> | Edit View |
| 2 | Bruni & Oilton | Local Target area | <input checked="" type="checkbox"/> | Edit View |
| | 12th, 13th, Doak, 3rd, 4th | Local Target area | <input type="checkbox"/> | View |
| | 12th, 18th, 20th & Shepard | Local Target area | <input type="checkbox"/> | View |
| | 12th, Oak, Cherry, Pecan | Local Target area | <input type="checkbox"/> | View |
| | 1930 Kurth Drive | Local Target area | <input type="checkbox"/> | View |
| | 1st, Ave E, Ave F | Local Target area | <input type="checkbox"/> | View |
| | 2nd Street | Local Target area | <input type="checkbox"/> | View |

[Add CDFI Area](#)[Add Local Target Area](#)[Add Strategy Area](#)[Add Other](#)

To include an area already listed on the screen as part of the Consolidated Plan:

1. Click the box in the Include column so that a checkmark appears, then click the <Save> button to save the screen.
2. Click the <Edit> link in the Action column to provide additional details about the target area (see [Target Area Details](#) below).

To add a new area not listed on the screen:

1. Click one of the four buttons provided below the table (CDFI, Local Target Area, Strategy Area, or Other).
2. The next screen will list all of the areas already in the system. Click the <Add> button at the bottom of the list.
3. The next screen will collect some basic data regarding the area. Descriptions of each field are below:

The fields below are displayed when adding a CDFI. Fields marked with an asterisk are required by the system in order to save the screen.

| * | Field | Description |
|---|-------------------------------|---|
| * | Name | Self-explanatory. |
| | Type of Revitalization Effort | Select from Commercial, Housing, Comprehensive, or Other. If Other, specify a type in the field provided. |
| * | % of Low/Mod | Enter the percentage of households living in the target area whose income is below 80 percent of the AMI. |

The fields below are displayed when adding a Local Target Area. Fields marked with an asterisk are required by the system in order to save the screen.

| * | Field | Description |
|---|-------------------------------|---|
| * | Name | Self-explanatory. |
| | Type of Revitalization Effort | Select from Commercial, Housing, Comprehensive, or Other. If Other, specify a type in the field provided. |

The fields below are displayed when adding an NRSA. Fields marked with an asterisk are required by the system in order to save the screen.

| * | Field | Description |
|---|-------------------|-------------------|
| * | Name | Self-explanatory. |
| * | HUD Approval Date | Self-explanatory. |

The fields below are displayed when adding an Other Area. Fields marked with an asterisk are required by the system in order to save the screen.



| * | Field | Description |
|---|-------|--|
| * | Name | Self-explanatory. |
| * | Type | Provide a short description of the type of area (TIF, Redevelopment, Historic District, etc.). |

1. Click the <Save> button. The system will return to the list of areas. Click the <Return to Geographic Area> button to return to SP-10 Geographic Priorities.
2. Click the box in the Include column so that a checkmark appears and then click the <Save> button to save the screen.
3. Click the <Edit> link in the Action column to provide additional details about the target area (see [Target Area Details](#) below).

DATA ENTRY: TARGET AREA DETAILS

| Field | Description |
|--|---|
| Identify the neighborhood boundaries for this target area. | Self-explanatory. |
| Include specific housing and commercial characteristics of this target area. | Use this field to summarize the specific conditions of the area in relation to the jurisdiction as a whole. |
| How did your consultation and citizen participation process help you to identify this neighborhood as a target area? | Self-explanatory. |
| Identify the needs in this target area. | Use this field to summarize the specific needs of the area in relation to the jurisdiction as a whole. |
| What are the opportunities for improvement in this target area? | Use this field to identify potential projects or efforts that can be undertaken to address the needs within the area. |
| Are there barriers to improvement in this target area? | Use this field to identify issues and problems that may prevent the jurisdiction from addressing the needs in the area. |

DATA ENTRY: ADDITIONAL NARRATIVE

| Field | Description |
|---|---|
| The geographic allocation priority question will be based on the type of grantee: | |
| HOPWA Grantees | Describe the basis for allocating investments geographically within the jurisdiction (or within the Eligible Metropolitan Statistical Area (EMSA) for HOPWA). |
| Non-HOPWA Grantees | Describe the basis for allocating investments geographically within the jurisdiction. |
| States | Describe the basis for allocating investments geographically within the state. |



SP-25 Priority Needs

Regulation Citation: 24 C.F.R. §§ 91.215(a)(2), 91.315(a)(2), 91.415

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The plan must indicate the general priorities for allocating investment of available resources among different needs. **Priority needs** are those that will be addressed by the goals outlined in the Strategic Plan. Before the Consolidated Plan Template, grantees used the HUD-prescribed tables to indicate priorities. For example, Table 2A Priority Housing Needs allowed grantees to indicate priority by tenure, household type, and income level. Table 2B Community Development Needs allowed CDBG grantees to indicate priority among eligible CDBG activities.

In the Consolidated Plan Template, grantees still must set general priorities among different activities and needs, but the format is much less structured than the prescribed tables. Grantees can determine the number of priority needs to add. HUD has not issued guidance on how to structure this information. Grantees may choose to organize their priority needs according to the structure presented in the regulations at 24 C.F.R. § 91.215:

- Affordable Housing
 - Rental assistance
 - Production of new units
 - Rehabilitation of existing units
 - Acquisition of existing units
- Homelessness
 - Outreach
 - Emergency shelter and transitional housing
 - Rapid rehousing
 - Prevention
- Non-housing Community Development
 - Public facilities
 - Public improvements and infrastructure
 - Public services
 - Economic development

For each priority need, the jurisdiction can indicate one or more populations to be served according to income, family type, homeless population, and special need. In addition, each priority need will be assigned a priority level of “low” or “high.” The priority level simply indicates relative preference among the needs listed. Jurisdictions have the option of using the narrative sections to elaborate on the meaning of “low” and “high.” For example, a jurisdiction may state that it plans on using available resources described in the plan to address “high” priorities and expects other funding sources or community stakeholders to address “low” priorities.



The plan must also discuss the rationale for establishing the allocation priorities given to each priority need. The rationale should flow logically from the analysis of information in the Needs Assessment and Market Analysis, and the information gathered during the consultation and citizen participation process.

DATA ENTRY: PRIORITY NEEDS TABLE

The Priority Needs page will list all of the priority needs entered to date. To add a new need, click the <Add Need> button to display the Add Need page. To view a summary of the priority needs, click the <View Summary> button.

| Priority Needs: | | | |
|---|----------------------------|----------------|--|
| Sort* | Need Name | Priority Level | Action |
| 1 | Chronic Homelessness | High | View Edit Delete |
| 2 | Homeless Prevention | High | View Edit Delete |
| 3 | Neighborhood Stabilization | High | View Edit Delete |
| 4 | Job Training | High | View Edit Delete |
| Add Need View Summary | | | |

Fields marked with an asterisk are required by the system in order to save the screen.

| * | Field | Description |
|---|----------------|---|
| | Sort Order | Indicate the preferred order the needs should be listed in for the final report. The Sort Order does not need to indicate relative priority among needs. For example, the priority need listed first does not indicate a higher priority than the priority need listed second. |
| * | Name | Provide a name for the need. Grantees can select a name that is relevant to their plan. Grantees may select names that describe the population or the problem that will be included in the need, such as "Chronically Homeless" or "Blighted and Abandoned Residential Properties." |
| * | Priority Level | Select Low or High. |
| | Description | Provide a short description of the need. Reference information included in the Needs Assessment and the Market Analysis. One method to communicate funding priority is to indicate what percentage of available funds will be used to address a need. |
| | Population | Check one or more options in the following categories: <ul style="list-style-type: none">• Income Level• Family Types• Homeless Subpopulations• Non-homeless Special Needs |



| * | Field | Description |
|---|--------------------------------------|--|
| | Target Areas Affected | If relevant, place a check next to any target area where this need applies. Only those areas with a check in the Include column on the SP-10 Geographic Priorities screen will appear. |
| | Associated Goals | Place a check next to any goal that is designed to address the need. |
| | Describe Basis for Relative Priority | Summarize the rationale for the priority given to the need. Reference information provided in the Needs Assessment and Market Analysis. |

DATA ENTRY: NARRATIVE

| Field | Description |
|----------------------|---|
| Narrative (Optional) | Use this field to provide additional information on the priority needs. |



PRIORITY NEEDS SUMMARY TABLE

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

| SP-28 Priority Needs Summary | | | | |
|-------------------------------|---|---|----------------|---|
| Previous Page | | | | |
| Name | Population | Geographic Areas | Priority Level | Associated Goals |
| Chronic Homelessness | Chronic Homelessness Mentally Ill Chronic Substance Abuse Extremely Low veterans | | High | Rapid Re-Housing |
| Homeless Prevention | Extremely Low Other Large Families Families with Children | | High | Homeless Prevention |
| Neighborhood Stabilization | Extremely Low Other Non-housing Community Development Low Moderate | Bandera Estates-Local Target area Bruni & Oilton-Local Target area | High | Acquisition-Rehabilitation of Distressed Property |
| Job Training | Families with Children Moderate Individuals Low Extremely Low | | High | Job Training |



SP-30 Influence of Market Conditions

Regulation Citation: 24 C.F.R. §§ 91.215(b)(1), 91.315(b)(1), 91.415

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The plan must describe how the characteristics of the housing market influenced the jurisdiction's decisions regarding allocation priorities among the types of housing assistance:

- Rental assistance
- Production of new units
- Rehabilitation of existing units
- Acquisition of existing units (including the preservation of affordable housing units)

The allocation priorities must also factor in the severity of housing problems and needs of renters and owners by income level (extremely low-income, low-income, and moderate-income), persons at risk of homelessness, and homeless persons. For the purpose of this section, household and income types may be grouped together where the analysis would apply to more than one of them.

If the grantee intends to use HOME funds for tenant-based assistance, the grantee must specify local market conditions that led to this decision.

DATA ENTRY: INFLUENCE OF MARKET CONDITIONS

For each of the following types of affordable housing programs, describe the housing market characteristics that will influence the use of funds available for housing type.

| Field | Description |
|---------------------------------------|---|
| Tenant Based Rental Assistance (TBRA) | Identify characteristics of the jurisdiction's housing market that would substantiate the need for this funding type/program. |
| TBRA for Non-Homeless Special Needs | Identify characteristics of the jurisdiction's housing market that would substantiate the need for this funding type/program. |
| New Unit Production | Identify characteristics of the jurisdiction's housing market that would substantiate the need for this funding type/program. |
| Rehabilitation | Identify characteristics of the jurisdiction's housing market that would substantiate the need for this funding type/program. |
| Acquisition, Including Preservation | Identify characteristics of the jurisdiction's housing market that would substantiate the need for this funding type/program. |



SP-35 Anticipated Resources

Regulation Citation: 24 C.F.R. §§ 91.215(a)(4), 91.315(a)(4) 91.415

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The plan must identify the federal, state, local, and private resources expected to be available to the jurisdiction to address priority needs and specific objectives identified in the Strategic Plan, including the following:

- Entitlement allocations and anticipated program income for:
 - CDBG
 - HOME
 - ESG
 - HOPWA
 - HTF
- Section 8 funds
- Low-Income Housing Tax Credits
- Competitive McKinney-Vento Homeless Assistance Act funds
- HOME match
- ESG match

This section of the plan should also describe how federal funds will leverage additional resources, including a narrative description of how matching requirements of the HUD programs will be satisfied.

STATE GRANTEE INSTRUCTIONS

For state grantees, the plan must describe the strategy to coordinate the Low-Income Housing Tax Credit with the development of housing that is affordable to low-income and moderate-income families.

DATA ENTRY: NARRATIVE

| Field | Description |
|--------------|---|
| Introduction | Provide a short summary of the anticipated resources that the jurisdiction will have at their disposal over the course of the Strategic Plan. |



ANTICIPATED RESOURCES TABLE

CDBG, HOME, ESG, and HOPWA will appear automatically in separate rows if the grantee receives these grants directly. The CDBG Colonias Set-Aside row will also appear for the four state grantees on the United States-Mexico border. In addition to the formula funds, grantees can add rows for other sources of funding that they expect to be available during the planning period. Note that information added to this table will auto-populate fields in AP-15 of the Year 1 Annual Action Plan.

| Field | Description |
|--|--|
| Source (read only) | Type of funding, either formula grants received by the grantee or other types of funding added to the table by the grantee. HTF will be included for all state grantees. Entitlement grantees will need to add HTF as an additional resource. |
| Use of Funds | As listed: Acquisition, Economic Development, Housing, Public Improvements, etc. |
| Expected Amount Available Year 1: <ul style="list-style-type: none">• Annual Allocation• Program Income• Prior Year Resources• Total (Calculated) | Enter formula grant funds received (or expected to be received) by the grantee in the first year of the Consolidated Plan, program income anticipated in the coming year, and any prior year funds to be reallocated. The total expected amount available in the first year will be calculated as the sum of the grantee-entered annual allocation, program income, and prior-year resources. This field is read-only. |
| Expected Amount Available Remainder of Consolidated Plan | Estimate the amount of funds expected to be received over the remaining 2–4 years of the Consolidated Plan, depending on the length of the grantee’s planning period. |
| Narrative Description | Additional space to describe the funding source. |



ANTICIPATED RESOURCES TABLE

| Source of Funds | Source | Uses of Funds | Expected Amount Available Year 1 | 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: \$ <input type="text"/> Program Income: \$ <input type="text"/> Prior Year Resources: \$ <input type="text"/> Total: \$ <input type="text"/> 0 | \$ <input type="text"/> | <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"/> | <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"/> | <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"/> | <input type="text"/> | Add |



ADD A RESOURCE

To add another source of funding to the Anticipated Resources table, click the <Add> link in the Action column. Fields marked with an asterisk are required by the system in order to save the screen.

| * | Field | Description |
|---|--|---|
| * | Anticipated Resource | Select a source from the list provided: <ul style="list-style-type: none"> • CDBG Colonias Set-Aside • Continuum of Care • General Fund • Housing Trust Fund • Veterans Affairs Supportive Housing (HUD-VASH) • Low Income Housing Tax Credits (LIHTC) • Public Housing Capital Fund • Redevelopment Fund • Section 108 CDBG Loan Guarantee • Section 811 Supportive Housing for Persons with Disabilities • Shelter Plus Care • SRO-Moderate Rehabilitation • Supportive Housing Program • Tax Credits • Tax Exempt Bond Proceeds • Tax Increment Financing • Other (Specify) |
| | Other Funding Source | This field is only required when “Other” is selected from the dropdown list for Anticipated Resource. |
| | Expected Amount Available Year 1 | Estimate the amount of funding expected during Year 1 of the Consolidated Plan. |
| | Expected Amount Available Remainder of Consolidated Plan | Estimate the amount of funding expected to be received by over the remaining 2–4 years of the Consolidated Plan, depending on the length of the grantee’s planning period |
| | Narrative Description | Additional space to describe the funding source. |
| * | Source | Select one: public-federal, public-state, public-local, or private. |
| * | Use of Funds | Check all that apply from the list provided. If “Other” is checked, please use the text box provided to indicate the use. |



DATA ENTRY: NARRATIVE

| Field | Description |
|---|---|
| Explain how Federal funds will leverage those additional resources (private, state, and local funds), including a description of how matching requirements will be satisfied. | Describe how federal funds will leverage additional resources (private, state, and local funds) and how the matching requirements of HOME and ESG will be satisfied, if applicable. |
| If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan. | Describe any publicly owned land or properties within the jurisdiction that may be used to address needs identified in the plan. |
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |



SP-40 Institutional Delivery Structure

Regulation Citation: 24 C.F.R. §§ 91.215(k), 91.315(k), 91.415

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The plan must provide a concise summary of the organizations that will carry out the objectives outlined in the Strategic Plan. This group of organizations, known as the jurisdiction's **institutional structure**, may include, but is not limited to:

- Departments of the jurisdiction
- Other government agencies, such as consortia members
- Nonprofit organizations
- Community and faith-based organizations
- Philanthropic organizations
- Private industry
- CoCs that serve the grantee's jurisdiction

The plan should also include a brief assessment of the strengths and gaps of the institutional structure in terms of its ability to carry out the Strategic Plan and any actions that the jurisdiction will undertake to overcome gaps and weaknesses in the institutional structure.

DATA ENTRY: INSTITUTIONAL STRUCTURE TABLE

Grantees must use the Institutional Structure Table to list the agencies that will be involved in implementing the plan. Use the <Add Another> button to insert additional rows in the table. Grantees are not required to specify every organization that will be involved in the program delivery of funded activities. It is understood that some organizations will not be selected to participate until after the plan has been approved. At a minimum, grantees should identify the lead agency and other organizations that will play a major role in administering funded activities.

Please note that the screen must be saved before the choices for Geographic Area Type and Geographic Area Priorities will appear. Fields marked with an asterisk are required by the system in order to save the screen.

| * | Field | Description |
|---|--------------------|--|
| | Sort Order | Indicate the order in which the organizations will be presented in the printed version of the plan. This may be done at any point when organizations are being added or after organizations have been added. |
| * | Responsible Entity | Click the <Select Organization> button to search for an organization that has been added to the system or to add a new organization. |



| * | Field | Description |
|---|-------------------------|--|
| | Responsible Entity Type | <ul style="list-style-type: none"> Government agency PHA Redevelopment authority Regional organization Private industry Nonprofit organization Community-Based Development Organization (CBDO) Public institution Community Housing Development Organization (CHDO) Subrecipient Contractor Developer Other (specify) |
| | Role | <ul style="list-style-type: none"> Affordable housing—ownership Affordable housing—rental Public housing Homelessness Non-homeless special needs Community development: public facilities Community development: neighborhood improvements Community development: public services Community development: economic development Planning |
| | Geographic Area Type | <ul style="list-style-type: none"> Nation State Region Jurisdiction Neighborhood Census Tract Colonias Other (Specify) |

| Sort* | Responsible Entity | Responsible Entity Type | Role | Geographic Area Served (optional) | Action |
|-------|--|--|---|--|--------|
| 1 | <div>Select Organization</div> <div>AUBURN</div> | <div>Government</div> <div>If Other Specify...</div> | <div>Affordable Housing</div> <div><input type="checkbox"/> Ownership</div> <div><input type="checkbox"/> Rental</div> <div><input type="checkbox"/> Public Housing</div> <div><input type="checkbox"/> Homelessness</div> <div><input type="checkbox"/> Non-homeless special needs</div> <div>Community Development</div> <div><input type="checkbox"/> public facilities</div> <div><input type="checkbox"/> neighborhood improvements</div> <div><input type="checkbox"/> public services</div> <div><input type="checkbox"/> Economic Development</div> <div><input checked="" type="checkbox"/> Planning</div> | <div>Jurisdiction</div> <div>If Other Specify...</div> | |

Add Another

DATA ENTRY: NARRATIVE

| Field | Description |
|---|--|
| Assess strengths and gaps in the institutional delivery system. | Provide a summary of the organizational capacity of the grantee and its partners to address the needs of the community. For HOME participating jurisdictions, address the capacity of Community Housing Development Organizations (CHDOs). |
| For States with colonias only: | |



| Field | Description |
|---|--|
| Assess strengths and gaps in the institutional delivery system working within the Colonias. | For states with colonias, provide a summary of the organizational capacity of organizations working within colonias to address the needs of the community. |

DATA ENTRY: HOMELESS SERVICES TABLE

For each service listed in the table, indicate if the service is available in the community and if there are services in the community that specifically target homeless populations and persons with HIV.

To add a service not listed, click the <Add Other> link at the bottom of the table.

| Supportive Services | | | |
|------------------------------------|--------------------------|--------------------------|--------------------------|
| Alcohol & Drug Abuse | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Child Care | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Education | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Employment and Employment Training | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Healthcare | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| HIV/AIDS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Life Skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mental Health Counseling | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Transportation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If Other Specify... | | | |
| <input type="text"/> | | | |

DATA ENTRY: NARRATIVE

| Field | Description |
|--|--|
| Describe the extent to which services targeted to homeless persons and persons with HIV, and mainstream services, such as health, mental health, and employment services are made available to and used by homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) and persons with HIV within the jurisdiction. | Provide a brief summary of the institutional structure that serves homeless persons and persons with HIV. Include mainstream services (those designed to serve all people) in this discussion as well. |
| Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed in Homeless Services Table above. | Provide a summary of the organizational capacity of the grantee and its partners to address the needs of the community's homeless population and persons with special needs. |



| Field | Description |
|---|---|
| Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system to address priority needs. | Provide a summary of how the gaps identified above will be addressed. |



SP-45 Goals

Regulation Citation: 24 C.F.R. §§ 91.215(a)(4), 91.315(a)(4), 91.415

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

For local jurisdictions, the plan must summarize its priorities and the specific goals it intends to initiate and/or complete within the term of the Strategic Plan. Each goal must use one or more GOIs to describe in quantitative terms what the jurisdiction hopes to achieve. The plan should be explicit about what the jurisdiction intends to do with formula grant funds in the context of its larger strategy.

Much like the priority needs, the template provides grantees a great deal of flexibility in establishing goals in that the grantee determines the number of goals and how the goals are defined. Keep in mind that the goals listed in the Strategic Plan and those in the Action Plan will be tightly linked. In order to be included in the Action Plan, a goal must also appear in the Strategic Plan.

STATE GRANTEE INSTRUCTION

For state grantees, the plan should provide goals to the extent that the grantee is able to do so. HUD recognizes that states generally do not initiate specific projects or activities, but offer programs through which local communities apply for funding to accomplish specific objectives. These local applications are submitted after the Consolidated Plan is submitted to HUD and approved.

DATA ENTRY: NARRATIVE

| Field | Description |
|---|---|
| Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)(2)/91.315(b)(2) | <p>Based on the goals established as part of the Strategic Plan, estimate the number of households to whom the jurisdiction will provide affordable housing assistance <u>separately for homeless persons and each income group</u>.</p> <p>Note: ESG recipients should include, at a minimum, the units assisted with ESG-funded rental assistance in this measure if they are certain that those units meet the definition of “affordable housing” in the HOME regulations at 24 C.F.R. § 92.252 for rental housing. Other units assisted that do not meet this definition may be discussed separately.</p> |



DATA ENTRY: GOALS TABLE

The Goals page will list all of the goals entered to date. To add a new goal, click the <Add Goal> button to display the Add Goal page. To view a summary of Strategic Plan goals entered to date, including the goal, geographic area, need(s) addressed, proposed funding, and GOIs, click the <View Summary> button. The fields below are displayed when adding a goal.

| Sort* | Goal Name | Action |
|---|------------------------------------|--|
| 1 | Affordable Housing | View Edit Delete |
| 2 | Ending Homelessness | View Edit Delete |
| 3 | Community and Economic Development | View Edit Delete |
| 4 | Planning and Administration | View Edit Delete |
| Add Goal View Summary | | |

Fields marked with an asterisk are required by the system in order to save the screen.

| * | Field | Description |
|---|---------------------------|--|
| * | Name | Provide a short, descriptive name for the goal. Limited to 50 characters. |
| | Description | Provide a brief description, including specific details of the goal (if known). |
| * | Category | Place a check next to one or more of the categories of need that will be addressed by the goal. |
| * | Start Year | Enter the first program year in which the jurisdiction will begin to address the goal. |
| * | End Year | Enter the last program year in which the jurisdiction plans to address the goal. |
| * | Objective | Select the most appropriate objective based on why the goal was chosen. |
| * | Outcome | Select the most appropriate outcome based on what the goal is trying to achieve. |
| | Geographic Areas Included | Select each geographic area that will be served by activities aimed at achieving this goal, if applicable. Only those areas with a check in the Include column on the SP-10 Geographic Priorities screen will appear. |
| | Priority Needs Addressed | Place a check next to each priority need that will be addressed by this goal. (The Quality Check will warn grantees if they have not addressed all of their priority needs with goals.) |
| | Funding Allocated | For each formula program, enter an estimated amount that will be used to address this goal over the period of the Strategic Plan. |
| | Goal Outcome Indicator | Enter a quantitative goal for one or more of the following GOIs. This information will be carried through to the CAPER template so that a grantee can assess and evaluate progress toward meeting its stated goals. When selecting GOIs, the grantee should consider the types of activities that will be carried out to address this goal and the corresponding accomplishment types available at the activity level for CPD-funded activities. For more guidance on selecting GOIs based on activity type, please see Appendix B . |



| * | Field | Description |
|---|-------|--|
| | | <ol style="list-style-type: none"> 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 5. Facade treatment/business-building rehabilitation 6. Brownfield acres remediated 7. Rental units constructed 8. Rental units rehabilitated 9. Homeowner housing added 10. Homeowner housing rehabilitated 11. Direct financial assistance to homebuyers 12. Tenant-based rental assistance/Rapid rehousing 13. Homeless person overnight shelter 14. Overnight/Emergency shelter/Transitional housing beds added 15. Homelessness prevention 16. Jobs created/retained 17. Businesses assisted 18. Housing for homeless added 19. Housing for people with HIV/AIDS added 20. HIV/AIDS housing operations 21. Buildings demolished 22. Housing code enforcement/Foreclosed property care 23. Other (Specify) |



Strategic Plan

SP-48 Goals Summary

Close

| Goal | Category | Geographic Area | Needs Addressed | Funding |
|----------------------|---|-----------------|--|---|
| Chronic Homelessness | Homeless | | | |
| | Start Year: 2012 | End Year: 2016 | Outcome: Availability/accessibility | Objective: Create suitable living environments |
| | Description: Funds will be used to assist chronically homeless individuals move from living on the street to stabilized, permanent housing situations. Planned activities include street outreach, case management, emergency shelter, rental assistance, and supportive services. | | | |
| | Goal Outcome Indicator Tenant-based rental assistance / Rapid Rehousing Homeless Person Overnight Shelter | | Quantity 50 50 | UoM Households Assisted Persons Assisted |



SP-50 Public Housing Accessibility and Involvement

Regulation Citation: 24 C.F.R. §§ 91.215(c), 91.315(c), 91.415

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The plan must include a concise summary of the grantee's strategy to address the needs of public housing developments and their tenants. Jurisdictions are allowed to cross-reference pages of relevant documents such as the PHA Plan in order to streamline the Consolidated Plan and make the process less burdensome.

For local government grantees, the plan must include:

- The need to increase the number of accessible units where required by Section 504.
- Strategies to encourage public housing residents to become more involved in management and to participate in homeownership.
- If HUD designates the PHA as "troubled," strategies to provide financial or other assistance to improve its operations and remove such a designation.

STATE GRANTEE INSTRUCTION

For state grantees, the plan must do the following:

- For a state in which a state agency administers public housing funds, the plan must describe activities to encourage resident involvement in management and to participate in homeownership.
- The plan must describe how the state will address the needs of public housing.
- If HUD designates a PHA located within the non-entitlement portion of the state as "troubled," the strategy for the state must describe the manner in which the state or unit of general local government will provide financial or other assistance to improve the PHA's operations and remove the "troubled" designation.



DATA ENTRY: NARRATIVE

| Field | Description |
|---|--|
| Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement) | Describe, if required by a Section 504 Voluntary Compliance Agreement, the need to increase the number of accessible units. |
| Activities to Increase Resident Involvement | Describe how the grantee will encourage public housing residents to become more involved in management and to participate in homeownership programs. |
| Is the PHA designated as troubled under 24 C.F.R. § 902? | Answer Yes, No, or Not Applicable (N/A). |
| Plan to remove the 'troubled' designation | If the grantee's PHA is troubled, describe the manner in which the state or unit of local government will provide financial or other assistance to improve the agency's operations and to remove such designation. |



SP-55 Barriers to Affordable Housing

Regulation Citation: 24 C.F.R. §§ 91.215(h), 91.315(h), 91.415

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The plan must identify strategies for removing or ameliorating negative effects of public policies that serve as barriers to affordable housing identified on MA-40 Barriers to Affordable Housing. Such policies include tax policy affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment. HUD has established a [regulatory barrier clearinghouse](#) that provides examples of how communities can identify and remove barriers to affordable housing.

DATA ENTRY

| Field | Description |
|---|--|
| Barriers to Affordable Housing | This description of barriers to affordable housing is a read-only copy of the text provided on MA-40 Barriers to Affordable Housing. |
| Strategy to Remove or Ameliorate the Barriers to Affordable Housing | Describe the specific efforts to be undertaken to reduce the barriers to affordable housing. |



SP-60 Homelessness Strategy

Regulation Citation: 24 C.F.R. §§ 91.215(d), 91.315(d), 91.415

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The plan must describe the jurisdiction's strategy for reducing and ending homelessness through:

- Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs
- Addressing the emergency shelter and transitional housing needs of homeless persons
- Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living
- Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are:
 - Likely to become homeless after being discharged from publicly funded institutions and systems of care
 - Receiving assistance from public and private agencies that address housing, health, social services, employment, education, or youth needs

The strategies should consider both the housing and supportive services needed in each stage of the process. Many elements of the CoC plan (homeless needs, inventory, strategy, and priorities) correspond to the homeless elements required by the Consolidated Plan. HUD guidelines and guidance seek to integrate the two planning processes and to use the CoC information in developing the Consolidated Plan. A jurisdiction may attach relevant portions of the CoC plan and include any supplementary information necessary to complete the Consolidated Plan, such as the CoC Housing Inventory Count, Service Activity Chart, the discharge coordination policy, and plans to end homelessness or chronic homelessness.

Where the CoC geography is not contiguous with a jurisdiction's geography, the relevant parts of the CoC plan should be apportioned to the grantee's jurisdiction. States may consider including a combination of goals from all of the CoCs in the state, focusing on the Balance of State CoC goals (if applicable), and/or including the goals from the State Interagency Plan or Statewide 10-year plan.



DATA ENTRY: NARRATIVE

| Field | Description |
|---|---|
| Describe how the jurisdiction's strategy and how the Strategic Plan goals contribute to the strategy for the following: | |
| Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs. | Describe the jurisdiction's strategy for reaching out to homeless persons and assessing their individual needs. |
| Addressing the emergency shelter and transitional housing needs of homeless persons. | Describe the jurisdiction's strategy for addressing the emergency shelter and transitional housing needs of homeless persons. |
| Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again. | Describe the jurisdiction's strategy for rapid rehousing. |
| Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs. | Describe the jurisdiction's strategy for homelessness prevention. |



SP-65 Lead-based Paint Hazards

Regulation Citation: 24 C.F.R. §§ 91.215(i), 91.315(i), 91.415

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The plan must outline the following in regard to lead-based paint hazards:

- Proposed actions to evaluate and reduce lead-based paint hazards
- Proposed actions to increase access to housing without such health hazards
- How the proposed actions will be integrated into housing policies and programs

In addition, non-state grantees must address how the proposed actions are related to the extent of lead poisoning and hazards.

DATA ENTRY: NARRATIVE

| Field | Description |
|---|---|
| Local Entitlements and Consortia only: | |
| Actions to address LBP hazards and increase access to housing without LBP hazards | Outline the actions proposed or being taken to evaluate and reduce lead-based paint hazards, describe how the plan for the reduction of lead-based paint hazards is related to the extent of lead poisoning and hazards, and describe how the plan for reduction will be integrated into housing policies and programs. |
| How are the actions listed above related to the extent of lead poisoning and hazards? | Describe how the extent of lead poisoning and hazards will affect the jurisdiction's plan of action. For example, a jurisdiction may give higher priority to homes with children or neighborhoods with higher incidence rates of poisoning. |
| How are the actions listed above integrated into housing policies and procedures? | Indicate how the plan and actions will be integrated into the housing policies and procedures. |

| Field | Description |
|---|---|
| States only: | |
| Actions to address LBP hazards and increase access to housing without LBP hazards | Outline the actions proposed or being taken to evaluate and reduce lead-based paint hazards. Describe how the plan for the reduction of lead-based paint hazards will be implemented. |



| Field | Description |
|---|--|
| How are the actions listed above integrated into housing policies and procedures? | Indicate how the plan and actions will be integrated into the housing policies and procedures. |



SP-70 Anti-Poverty Strategy

Regulation Citation: 24 C.F.R. §§ 91.215(j), 91.315(j), 91.415

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The plan must provide a concise summary of the jurisdiction's goals, programs, and policies for reducing the number of poverty-level families. The plan should focus on activities designed to reduce the number of persons in poverty rather than on services provided to persons in poverty. In addition, the plan should focus on factors over which the jurisdiction has control, including:

- The coordination of housing programs funded through the Consolidated Plan with the jurisdiction's other programs and services in order to reduce the number of poverty-level families
- Job training, job placement, life skills training, and welfare to work programs designed to reduce the number of poverty-level families
- The jurisdiction's policies for providing employment and training opportunities to Section 3 residents pursuant to 24 C.F.R. § 135

STATE-SPECIFIC INSTRUCTION

A state grantee's plan must provide a concise summary of the state's anti-poverty efforts and how the housing components of the Consolidated Plan will be coordinated with other programs, such as Temporary Assistance for Needy Families, and employment and training programs. State grantees can satisfy this requirement by citing statewide plans and other relevant planning documents.

DATA ENTRY: NARRATIVE

| Field | Description |
|--|--|
| Jurisdiction Goals, Programs, and Policies for Reducing the Number of Poverty-Level Families | Describe the jurisdiction's goals, programs, and policies for reducing the number of poverty-level families. How are resources being targeted to have an impact on people in poverty? Describe how the number of families in poverty will be reduced as opposed to how families in poverty are provided services. The grantee should consider factors over which the jurisdiction has control. |
| How are the jurisdiction's poverty-reducing goals, programs, and policies coordinated with this affordable housing plan? | Describe the jurisdiction's coordination of goals, programs, and policies for reducing the number of poverty-level families with the affordable housing plan. |



SP-75 Colonias Strategy (States with Colonias Only)

Citation(s): See Section 916 of the National Affordable Housing Act of 1990, see also HUD Notice CPD 11-001.

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------|----------------|-----------------------|-------------------------------------|---------------|----------------------|
| Applicable? | | | | <input checked="" type="checkbox"/> | | |

OVERVIEW

A “colonia” is defined as any identifiable community in the United States–Mexico border regions of Arizona, California, New Mexico, and Texas that has inadequate sewage systems, no potable water supply, and a shortage of decent, safe, and sanitary housing. The border region includes the area within 150 miles of the U.S.–Mexico border excluding metropolitan statistical areas with populations exceeding one million.

Texas, Arizona, California, and New Mexico set aside up to 10 percent of their state CDBG funds to be spent in colonias communities. The set-aside funds are used for all CDBG-eligible activities that meet the needs of colonias. Common uses of these funds include water system and sewer improvements and housing assistance.

DATA ENTRY

| Field | Description |
|--|--|
| Describe the state's homeless strategy within Colonias. | Describe what strategy the state will employ to address homelessness within the colonias. |
| Describe the barriers to affordable housing in Colonias. | Describe what strategy the state will employ to remove or minimize public policies that adversely impact affordable housing within the colonias. |
| Describe the state's strategy for addressing barriers to affordable housing (including substandard housing) in Colonias. | Describe what strategy the state will employ to address those public policies that create barriers to affordable housing including substandard housing within the colonias. |
| Describe the state's goals/programs/policies for reducing the number of poverty-level families in Colonias. | Describe the efforts the state will employ to reduce the number of families living at or below poverty level through targeted goals, specific programs, and policies within the colonias. Indicate how the number of poverty-level families will be reduced, including more description than just services or benefits provided. |



| Field | Description |
|--|---|
| Describe how the state's goals/programs/policies for producing and preserving affordable housing in the Colonias will be coordinated with other programs and services. | Describe how the jurisdiction will coordinate its actions with other program services in order to increase the production and preservation of affordable housing. |



SP-80 Monitoring

Regulation Citation(s): 24 C.F.R. §§ 91.230, 91.330, 91.430

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The plan must describe the standards and procedures the jurisdiction will use to monitor its housing and community development projects and ensure long-term compliance with program and comprehensive planning requirements.

DATA ENTRY: NARRATIVE

| Field | Description |
|--|---|
| Describe the standards and procedures that the grantee will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements. | <p>The monitoring plan must describe:</p> <ul style="list-style-type: none">• The standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan, incorporating the HOME program emphasis if applicable.• What defined efforts the jurisdiction will utilize to ensure long-term compliance with the requirements of the programs. This includes minority business outreach and the comprehensive planning requirements. |



ACTION PLAN

In the Action Plan, the jurisdiction must provide a concise summary of the actions, activities, and programs that will take place during the program year to address the priority needs and goals identified by the Strategic Plan. In the template, the information collected for the first-year Action Plan will differ slightly from other years in that some of the sections have been integrated into the Consolidated Plan and are not repeated in the Year 1 Action Plan. These include the Executive Summary, Consultation, and Citizen Participation sections.

CDBG-DR Grantees

CDBG-DR projects and activities should not be included as projects in the Action Plan. However, they should be referenced in the “Allocation Priorities” text box on the AP-35 screen. For more information on Consolidated Plan requirements for CDBG-DR grantees, see the [HUD Guidance](#) dated January 2015.

Action Plan Template contains the following sections:

- AP-15 Expected Resources
- AP-20 Annual Goals and Objectives
- AP-25 Allocation Priorities (States Only)
- AP-30 Method of Distribution (States Only)
- AP-35 Projects
- AP-40 Section 108 Loan Guarantee (States Only)
- AP-45 Community Revitalization Strategies (States Only)
- AP-48 Method of Distribution for Colonias (States Only)
- AP-50 Geographic Distribution
- AP-55 Affordable Housing
- AP-60 Public Housing
- AP-65 Homeless and Other Special Needs Activities
- AP-70 HOPWA goals (HOPWA grantees only)
- AP-75 Barriers to affordable housing
- AP-80 Colonias Actions (States bordering Mexico only)
- AP-85 Other Actions
- AP-90 Program Specific Requirements
- AP-91 Program Specific Requirements State Agency Subgrantee



AP-15 Expected Resources

Regulation Citation(s): 24 C.F.R. §§ 91.220(c)(1, 2), 91.320(c)(1, 2), 91.420(b)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The plan must provide a concise summary of the federal resources expected to be available. These resources include grant funds, anticipated program income, and other resources such as private and non-federal public sources that are reasonably expected to be available to the jurisdiction to carry out its Strategic Plan over the course of the program year.

The plan must explain how federal funds will leverage these additional resources, including a description of how matching requirements of the HUD programs will be satisfied.

The screen contains the following sections:

1. Introduction
2. Anticipated Resources Table (Read Only)
3. Additional Narrative

DATA ENTRY: INTRODUCTION

| Field | Description |
|--------------|---|
| Introduction | Provide a short summary of the anticipated resources that the jurisdiction will have at its disposal over the course of the program year. |

ANTICIPATED RESOURCES TABLE

For the First year Action Plan, this table is read-only and displays the information entered on the SP-35 Anticipated Resources screen. For Action Plans for subsequent years, users must provide estimates for each source of funds.

| Field | Description |
|--------------------|--|
| Source (read only) | Source of grantee formula funds |
| Use of Funds | As listed: Acquisition, Economic Development, Housing, Public Improvements, etc. |



| Field | Description |
|---|--|
| Expected Amount Available Year 1 Annual Allocation Program Income Prior Year Resources Total (Calculated) | Available formula grant funds received by grantee plus program income anticipated in the coming year and prior year funds to be reallocated. |
| Expected Amount Available for Remainder of Consolidated Plan | Estimate the amount of funds expected during the remainder of the Consolidated Plan time frame. |
| Narrative Description | Describe how the funds will leverage additional resources from private, state, and local funds. |

DATA ENTRY: NARRATIVE

| Field | Description |
|---|---|
| Explain how Federal funds will leverage those additional resources (private, state, and local funds), including a description of how matching requirements will be satisfied. | Describe how matching (HOME and ESG) requirements will be satisfied and how federal funds will leverage those additional resources (private, state, and local funds). |
| If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan. | Describe any publicly owned land or property within the jurisdiction that may be used to address needs identified in the plan. |
| Discussion | If needed, provide additional narrative regarding the information provided on this page. |



ANTICIPATED RESOURCES TABLE

| Source of Funds | Source | Uses of Funds | Expected Amount Available Year 1 | 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: \$ <input type="text"/> Program Income: \$ <input type="text"/> Prior Year Resources: \$ <input type="text"/> Total: \$ <input type="text"/> 0 | \$ <input type="text"/> | <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"/> | <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"/> | <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"/> | <input type="text"/> | Add |



AP-20 Annual Goals and Objectives

Regulation Citation: 24 C.F.R. §§ 91.220(c)(3) and (e), 91.320(c)(3) and (e), 91.420

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

For local jurisdictions, the plan must summarize the specific goals it intends to initiate and/or complete within the term of the program year. Each goal must use one or more of the GOIs to describe in quantitative terms what the jurisdiction hopes to achieve. The plan should be explicit about what the jurisdiction intends to do with formula grant funds in the context of its larger strategy.

STATE GRANTEE INSTRUCTION

For state grantees, the plan should provide goals to the extent to which states are able.

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

DATA ENTRY: GOALS

The Annual Goals and Objectives page lists all goals entered to date. To add a new goal, click the <Add Goal> button to display the Annual Goals Table.

To view a summary of annual goals entered to date, including the goal, geographic area, need(s) addressed, proposed funding, and GOIs, click the <View Summary> button.

To change the sort order of the goals, edit the fields in the Sort column and click the <Save and Return> button to refresh the screen.



Goals:

| Sort* | Goal Name | Action |
|--------------------------------|---|--|
| <input type="text" value="1"/> | Rapid Re-Housing | View Edit Delete |
| <input type="text" value="2"/> | Homeless Prevention | View Edit Delete |
| <input type="text" value="3"/> | Acquisition-Rehabilitation of Distressed Property | View Edit Delete |
| <input type="text" value="4"/> | Job Training | View Edit Delete |

|

Fields marked with an asterisk are required by the system in order to save the screen.

| * | Field | Description |
|---|--|--|
| * | Strategic Plan Goal | Select a Strategic Plan goal from the dropdown box. Grantees can have only one Annual Goal for each Strategic Plan goal. |
| | Narrative | Provide a brief description, including specific details of the goal (if known). |
| * | Category Start Year End Year Objective Outcome | These fields are read-only. The data are copied from the information provided for the corresponding Strategic Plan goal. |
| | Geographic Areas Included | Select each geographic area that will be served by activities aimed at achieving this goal. |
| | Priority Needs Addressed | Place a check next to each priority need that will be addressed by this goal. |
| | Goal Outcome Indicator | Enter a quantitative annual goal for each GOI that applies. For consistency, the jurisdiction should select the same GOIs for the annual goals as they did for the Strategic Plan goals. |



Annual Action Plan

AP-23 Annual Goals Summary

Close

| Goal | Category | Geographic Area | Needs Addressed | Funding |
|----------------------|---|-----------------|--|---|
| Chronic Homelessness | Homeless | | | |
| | Start Year: 2012 | End Year: 2016 | Outcome: Availability/accessibility | Objective: Create suitable living environments |
| | Narrative: Funds will be used to assist chronically homeless individuals move from living on the street to stabilized, permanent housing situations. Planned activities include street outreach, case management, emergency shelter, rental assistance, and supportive services. | | | |
| | Goal Outcome Indicator | | Quantity | UoM |
| | Tenant-based rental assistance / Rapid Rehousing | | 10 | Households Assisted |
| | Homeless Person Overnight Shelter | | 10 | Persons Assisted |



AP-25 Allocation Priorities (States Only)

Regulation Citation: 24 C.F.R. § 91.320(d)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------|----------------|-----------------------|-------------------------------------|---------------|----------------------|
| Applicable? | | | | <input checked="" type="checkbox"/> | | |

OVERVIEW

For state grantees, the plan must describe the reasons for its allocation priorities and how the proposed distribution of funds will address the priority needs and goals of the Strategic Plan. In the template, a state will be asked to express its allocation priorities by assigning a percentage of each CPD grant to each goal. The level of detail in these sections does not have to be extensive as long as the details are contained in other readily available state documents.

DATA ENTRY: INTRODUCTION

| Field | Description |
|--------------|---|
| Introduction | Use this field to provide highlights and key points of the funding allocation priorities. |

DATA ENTRY: FUNDING ALLOCATION PRIORITIES TABLE

In this table, state grantees will indicate the percentage of funds expected to be allocated to each goal for each funding source.

| Funding Allocation Priorities | | | | | | | | |
|--|--|---|---|---|--|--|--------------------------------|----------------------------------|
| | Increase the supply of affordable rental housing (%) | Expand homeownership and improve existing housing (%) | Provide homeless assistance & prevention services (%) | Increase economic development opportunities (%) | Maintain or increase public services (%) | Maintain or increase public facilities (%) | Colonias Set-Aside | Total (%) |
| CDBG | <input type="text" value="15"/> | <input type="text" value="39"/> | <input type="text" value="0"/> | <input type="text" value="10"/> | <input type="text" value="8"/> | <input type="text" value="23"/> | <input type="text" value="5"/> | <input type="text" value="100"/> |
| HOME | <input type="text" value="55"/> | <input type="text" value="30"/> | <input type="text" value="15"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="100"/> |
| HOPWA | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="100"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="100"/> |
| ESG | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value=""/> |
| Other Lead Hazard Control Program | <input type="text" value="75"/> | <input type="text" value="25"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="100"/> |
| Other National Housing Trust Fund | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |



DATA ENTRY: ADDITIONAL NARRATIVE

| Field | Description |
|--|---|
| Reason for Allocation Priorities | Provide a narrative that describes the rationale for assigning the percentages listed in the table above. States may reference other state documents. |
| How will the proposed distribution of funds address the priority needs and specific objectives described in the Consolidated Plan? | Provide a brief narrative that describes how the use of funds will contribute to achieving the goals set forth in the Consolidated Plan. |



AP-30 Method of Distribution (States Only)

Regulation Citation: 24 C.F.R. § 91.320(d) and (k)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------|----------------|-----------------------|-------------------------------------|---------------|----------------------|
| Applicable? | | | | <input checked="" type="checkbox"/> | | |

OVERVIEW

For state grantees, the plan must include a description of its method(s) for distribution.

DATA ENTRY: INTRODUCTION

| Field | Description |
|--------------|---|
| Introduction | Provide an overview with key points describing the method(s) of distribution. |

DATA ENTRY: DISTRIBUTION METHODS TABLE

Complete this table for each different distribution methodology used. To add a new method, click the <Add Method> button at the bottom of the table. Fields marked with an asterisk are required by the system in order to save the screen.

| * | Field | Description |
|---|--|---|
| * | State Program Name | Provide a name for the method of distribution. |
| | Funding Sources | Select each funding source that will use the method of distribution. The system will list all funding sources that were inserted on the SP-35 Anticipated Resources screen. |
| | Describe the state program addressed by the Method of Distribution. | Self-explanatory. |
| | Describe all the criteria that will be used to select applications and the relative importance of these criteria. | Self-explanatory. |
| | If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only) | Self-explanatory. |
| | Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government and nonprofit organizations, including community and faith-based organizations. (ESG only) | Self-explanatory. |



| * | Field | Description |
|---|---|-------------------|
| | Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only) | Self-explanatory. |
| | Describe how resources will be allocated among funding categories. | Self-explanatory. |
| | Describe threshold factors and grant size limits. | Self-explanatory. |
| | What are the outcome measures expected as a result of the Method of Distribution? | Self-explanatory. |

DATA ENTRY: DISCUSSION NARRATIVE

| Field | Description |
|------------|---|
| Discussion | Use the discussion to provide any narrative not included in other sections of the screen. |



AP-35 Projects

Regulation Citation(s): 24 C.F.R. §§ 91.220(d), 91.420

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The Action Plan must provide a concise summary of the eligible programs or activities that will take place during the program year to address the priority needs and specific objectives identified in the Strategic Plan. In the template, each eligible program/activity is called a **project**.

The jurisdiction should include enough detail for each project so that HUD may determine that the project is an eligible use of the proposed funding source. Each project must be associated with one or more priority needs and one or more goals. The jurisdiction must use one or more of the GOIs to describe the planned accomplishments and indicate a target date for realizing the accomplishment.

Jurisdictions that receive ESG should use one project to describe all ESG funding. The system will display an error if the jurisdiction adds a second project with ESG funding.

This section will replace the former Table 3C.

STATE-SPECIFIC INSTRUCTION

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 submenu in IDIS Online to add its projects for the program year.

However, state grantees should note that, in order for accomplishments to associate to the goals listed in the plan, projects must be entered in the Action Plan template. Given this, it will be necessary to amend the plan and resubmit it after the projects have been added.

ON COPIED ACTION PLANS: With IDIS Release 11.23, IDIS will no longer copy the source plan's projects into the new Action Plan when copying an Action Plan. Grantees will need to add projects to the newly created Action Plan by selecting the "Add An Existing Project" link on the AP-35 Project screen to search for and add an existing project or create a new project to add to the plan.



DATA ENTRY: NARRATIVE

| Field | Description |
|--------------|---|
| Introduction | Provide a short overview of the jurisdiction's planned actions and to emphasize key points regarding the topics listed on the page. |

DATA ENTRY: PROJECTS TABLE

The Projects page will list all projects entered to date. For each project listed, the user can view, edit, or remove the project. To view a summary of projects entered to date, click the <View Summary> link.

To add a new project, click the <Add an Existing Project>. On the following screen, click the "Create a New Project" link to open a blank project entry screen. CDBG and HOPWA grantees have the option of adding an existing project. To do this, select a program year from the dropdown (and any of other search parameters, if desired) and click the <Search> button. Find the project from the results list and click the "Add" link.

Users must be assigned Activity privileges in IDIS to create (Set-up Activity) or edit (Update Activity) projects in the Action Plan template.

Project
Search Projects

Search Criteria
Program Year:
2019 ▼

Program:
▼

Project Title:

IDIS Project ID:

Grantee/PJ Project ID:

Search | Reset | Return to AP-35 Projects | Create a New Project

Results Page 1 of 1

| Program Year | IDIS Project ID | Grantee/PJ Project ID | Project Title | Project Owner | Status | Action |
|--------------|-----------------|-----------------------|---|---------------|--------|--------|
| 2019 | 1 | Affordable Housing | Athens-Clarke Heritage Foundation-Hands On Athens | Athens, GA | Open | Add |
| 2019 | 2 | Affordable Housing | Athens Housing Authority: ACT I Homes | Athens, GA | Open | Add |
| 2019 | 3 | Affordable Housing | Athens Land Trust: Affordable Housing | Athens, GA | Open | Add |

The user will see the following fields when adding a new project. Fields marked with an asterisk are required by the system in order to save the screen.

| * | Field | Description |
|---|-----------------------|--|
| * | Project Title | Provide a descriptive title that gives the reader an understanding of what will be funded. Some jurisdictions develop naming conventions to achieve consistency in project titles. |
| | Grantee/PJ Project ID | Enter a local code or tracking number, such as a contract number or local accounting number that will help the grantee reconcile this IDIS project with local records. |



| * | Field | Description |
|---|--|---|
| | Description | Briefly summarize the nature of the project that will help the reader determine how the project is eligible and its intended objectives and outcomes. Include an estimate of the number and type of families (including income level) that will benefit from the proposed use of funds and a target date for completing each activity. |
| | Allow Another Organization to Set up Activities under this Project | Click this button ONLY if the jurisdiction will provide IDIS access to another organization to complete the IDIS data entry for this project. This field is read-only in the Action Plan; this field can only be edited from the Projects menu in IDIS. |
| | Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs) | For HOPWA-funded projects, click this button to select the sponsor responsible for carrying out the project. This field is read-only in the Action Plan; this field can only be edited from the Projects menu in IDIS. For guidance on setting up HOPWA-funded projects, please refer to the Using IDIS Online for the HOPWA Program on HUD Exchange. |
| | Estimated Amount (including Program Income) | Enter an amount for each grant program that will fund the project. |
| | Expected Resources | Provide an amount of funds the jurisdiction expects to allocate to this project, by funding source. This section will include all funding sources listed on SP-35 Anticipated Resources. |
| | Annual Goals Supported | Place a check next to each Annual Goal that the project will support. |
| | Target Areas Included | Place a check next to each target area that will be served by the proposed project. A project may address more than one target area. |
| | Priority Need(s) Addressed | Place a check next to each priority need addressed by the proposed project. A project may address more than one priority need. |
| | Planned Activities | Provide a brief summary of the eligible activities to be funded as part of this project. |



| * | Field | Description |
|---|------------------------|--|
| | Goal Outcome Indicator | <p>Enter a quantitative goal for one or more of the following GOIs. For consistency, the same GOIs that were used for the Strategic Plan goals and Annual goals should be used at the project level. It is not necessary to provide a GOI for administrative and planning activities.</p> <ol style="list-style-type: none"> 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 5. Facade treatment/business-building rehabilitation 6. Brownfield acres remediated 7. Rental units constructed 8. Rental units rehabilitated 9. Homeowner housing added 10. Homeowner housing rehabilitated 11. Direct financial assistance to homebuyers 12. Tenant-based rental assistance/Rapid rehousing 13. Homeless person overnight shelter 14. Overnight/Emergency shelter/Transitional housing beds added 15. Homelessness prevention 16. Jobs created/retained 17. Businesses assisted 18. Housing for homeless added 19. Housing for people with HIV/AIDS added 20. HIV/AIDS housing operations 21. Buildings demolished 22. Housing code enforcement/Foreclosed property care 23. Other (Specify) |

DATA ENTRY: NARRATIVE

| Field | Description |
|--|--|
| Describe the reasons for allocation priorities and any obstacles to addressing underserved needs | <p>If funding priorities have changed from those outlined in the Strategic Plan, describe the changes and the basis for those changes.</p> <p>List any obstacles to addressing underserved needs and proposed actions to overcoming those obstacles.</p> |



AP-40 Section 108 Loan Guarantee (States Only)

Regulation Citation: 24 C.F.R. § 91.320(k)(1)(ii)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------|----------------|-----------------------|-------------------------------------|---------------|----------------------|
| Applicable? | | | | <input checked="" type="checkbox"/> | | |

OVERVIEW

For state grantees, the plan must indicate if the state plans on allowing Units of General Local Government (UGLG) to apply for Section 108 Loan Guarantees available through CDBG. These loan guarantees provide communities with a source of financing for economic development, housing rehabilitation, public facilities, and large-scale physical development projects. Borrowed funds are guaranteed by future CDBG allocations to cover the loan amount as security for the loan.

States may choose to identify one or more specific UGLGs to be assisted or may indicate that all or a specified subset of UGLGs are eligible for assistance and describe how applications will be selected for assistance.

DATA ENTRY: NARRATIVE

| Field | Description |
|--|--|
| Will the state help non-entitlement units of general local government to apply for Section 108 loan funds? | Yes or No. |
| If yes, describe available grant amounts. | Describe the level of assistance available to UGLGs, the types of programs eligible for assistance, the national objective(s) to be met, and the planned repayment for the amount of funds borrowed. |
| If yes, describe how applications will be accepted. | Describe the state's process for selecting applications from its UGLGs. |



AP-45 Community Revitalization Strategies (States Only)

Regulation Citation(s): 24 C.F.R. § 91.320(k)(1)(ii)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------|----------------|-----------------------|-------------------------------------|---------------|----------------------|
| Applicable? | | | | <input checked="" type="checkbox"/> | | |

OVERVIEW

For state grantees, the plan must indicate if the state plans on allowing UGLG to apply for a Community Revitalization Strategy designation. Such designation provides the state and UGLG regulatory flexibility in satisfying the eligibility and national objective requirements of the CDBG program.

If a state elects to allow revitalization strategies in its program, the plan must describe the state's process and criteria for approving the local government's revitalization strategies. A state must approve a local government's revitalization strategy before it may be implemented.

DATA ENTRY: NARRATIVE

| Field | Description |
|--|-------------------|
| Will the state allow units of general local government to carry out community revitalization strategies? | Yes or No. |
| Describe the state's process and criteria for approving local government's revitalization strategies. | Self-explanatory. |



AP-48 Method of Distribution for Colonias Set-Aside (States with Colonias Only)

Regulation Citation: 24 C.F.R. §§ 91.320(d)&(k), see also HUD Notice CPD 11-001

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------|----------------|-----------------------|-------------------------------------|---------------|----------------------|
| Applicable? | | | | <input checked="" type="checkbox"/> | | |

OVERVIEW

State grantees that border Mexico (Texas, Arizona, California, and New Mexico) may set aside up to 10 percent of their state CDBG funds for colonias. A “colonia” is defined as any identifiable community in the United States–Mexico border regions of Arizona, California, New Mexico, and Texas that has inadequate sewage systems, no potable water supply, and a shortage of decent, safe, and sanitary housing. The set-aside funds are used for all CDBG-eligible activities that meet the needs of colonias. Common uses of these funds include water system and sewer improvements and housing assistance.

This screen collects information about the state’s method of distribution specifically for colonias.

DATA ENTRY: DISTRIBUTION METHODS TABLE

Complete this table for each different distribution methodology used. To add a new method, click the <Add Method> button at the bottom of the table. Fields marked with an asterisk are required by the system in order to save the screen.

| * | Field | Description |
|---|--|---|
| * | State Program Name | |
| | Funding Sources | Select each funding source that will use the method of distribution. The system will list all funding sources that were inserted on the SP-35 Anticipated Resources screen. |
| | Describe the state program addressed by the Method of Distribution. | |
| | Describe all of the criteria that will be used to select applications and the relative importance of these criteria. | |
| | If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only) | |
| | Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government and nonprofit organizations, including community and faith-based organizations. (ESG only) | |



| * | Field | Description |
|---|---|-------------|
| | Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only) | |
| | Describe how resources will be allocated among funding categories. | |
| | Describe threshold factors and grant size limits. | |
| | What are the outcome measures expected as a result of the method of distribution? | |

DATA ENTRY: DISCUSSION NARRATIVE

| Field | Description |
|------------|---|
| Discussion | Describe the key points of the information presented above. |



AP-50 Geographic Distribution

Regulation Citation(s): 24 C.F.R. §§ 91.220(f), 91.320(f), 91.420

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

STATE GRANTEE INSTRUCTION

For state grantees, the plan must describe the geographic areas of the state in which it will direct assistance during the ensuing program year and provide the rationale for its priorities in allocating investment geographically.

For a local jurisdiction, this screen is only required if geography was used to determine funding allocation priorities or if it identified one or more target areas in the Strategic Plan.

DATA ENTRY: NARRATIVE

| Field | Description |
|---|--|
| Description of the geographic areas of the jurisdiction (including areas of low-income and minority concentration) where assistance will be directed. | If the jurisdiction used geographic target areas as a basis for funding allocation priorities, describe the target areas that will receive assistance. |

DATA ENTRY: GEOGRAPHIC DISTRIBUTION TABLE

This table lists each geographic area included within the plan. For each area, indicate what percentage of funds, if any, will be directed to the target area.

| Geographic Distribution | |
|-------------------------|------------------------|
| Target Area | Percentage of Funds |
| Bandera Estates | <input type="text"/> % |
| Bruni & Oilton | <input type="text"/> % |



DATA ENTRY: NARRATIVE

| Field | Description |
|---|---|
| Rationale for the priorities in allocating investments geographically | Summarize or refer to the information included on SP-10 Geographic Priorities in the Strategic Plan. If the rationale has changed from that described in the Strategic Plan, describe what has changed. |
| Discussion | Describe the key points of the information presented above. |



AP-55 Affordable Housing

Regulation Citation(s): 24 C.F.R. §§ 91.220(g), 91.320(g), 91.420

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The Action Plan must specify goals for the number of homeless, non-homeless, and special needs households to be provided affordable housing within the program year. The plan must also indicate the number of affordable housing units that will be provided by program type, including rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units. For the purpose of this section, the term “affordable housing” is defined in the HOME regulations at 24 C.F.R. § 92.252 for rental housing and 24 C.F.R. § 92.254 for homeownership. This estimate should not include the provision of emergency shelter, transitional shelter, or social services.

This section replaces Table 3B.

DATA ENTRY

For each goal listed, estimate the number of homeless households that will be helped in the program year with **housing assistance**. This includes:

- Rental assistance
- Production of new units
- Rehabilitation of existing units
- Acquisition of existing units

This estimate should not include the provision of emergency shelter, transitional shelter, or social services. For goals by Program Type, each assisted unit should only be included under one Program Type. For example, report the unit once under either Acquisition or Rehabilitation if the jurisdiction administers a program that acquires vacant units for rehabilitation and resale; do not report the unit under both Acquisition and Rehabilitation.

| Field | Description |
|---|--|
| Introduction | Provide a short overview of the jurisdiction’s planned actions and emphasize key points regarding the topics listed on the page. |
| One-Year Goals for the Number of Households to be Supported (by Population Type): | |
| Homeless | Enter the annual goal for housing assistance for units reserved for homeless individuals and households. |
| Non-Homeless | Enter the annual goal for housing assistance for all units NOT reserved for homeless individuals and households. |



| Field | Description |
|--|---|
| Special Needs | Enter the annual goal for housing assistance for units reserved for households that are not homeless but require specialized housing or supportive services. |
| Total | System calculated. The total for population type should equal the total below for program type. |
| One-Year Goals for the Number of Households Supported Through (by Program Type): | |
| Rental Assistance | Enter the annual goal for housing assistance for programs such as TBRA and one-time payments to prevent homelessness. |
| Production of New Units | Enter the annual goal for the construction of new units, including the conversion of non-residential properties. |
| Rehab of Existing Units | Enter the annual goal for the rehabilitation of existing units, including reconstruction. If the unit will be acquired and rehabilitated, report the unit only once. Do not report the unit under both Acquisition and Rehabilitation. |
| Acquisition of Existing Units | Enter the annual goal for housing assistance for programs such as down payment assistance. If the unit will be acquired and rehabilitated, report the unit only once. Do not report the unit under both Acquisition and Rehabilitation. |
| Total | System calculated. The total for program type should equal the total above for population type. |

DATA ENTRY: DISCUSSION NARRATIVE

| Field | Description |
|------------|---|
| Discussion | Describe the key points of the information presented above. |



AP-60 Public Housing

Regulation Citation(s): 24 C.F.R. §§ 91.220(h), 91.320(j), 91.420

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

This section should describe what actions the grantee will take in the given program year to carry out the public housing portion of the Strategic Plan. The jurisdiction must identify the manner in which its plan will address the needs of public housing during the program year. If the PHA is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction must describe the manner in which it will provide financial or other assistance to improve the operations of the PHA to remove such a designation.

DATA ENTRY: NARRATIVE

| Field | Description |
|--|---|
| Introduction | Provide a short overview of the jurisdiction's planned actions and emphasize key points regarding the topics listed on the page. |
| Actions planned during the next year to address the needs of public housing residents | Briefly describe any actions planned to address the needs of public housing residents. Indicate if any funded projects will address the needs of public housing residents. |
| Actions to encourage public housing residents to become more involved in management and participate in homeownership | Briefly describe any actions planned to encourage public housing residents to become involved in management and to participate in homeownership programs. Indicate if any funded projects will address the needs of public housing residents. |
| If the PHA is designated as troubled, describe the manner in which financial or other assistance will be provided | If the PHA is not designated as "troubled," indicate "Not Applicable." If the PHA is "troubled," briefly describe any assistance the jurisdiction will provide to help the PHA clear the "troubled" designation. |
| Discussion | Provide additional narrative regarding the topics listed above if additional space is needed. |



AP-65 Homeless and Other Special Needs Activities

Regulation Citation(s): 24 C.F.R. §§ 91.220(i), 91.320(h), 91.420

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The Action Plan must describe the jurisdiction's one-year goals and the specific actions it will undertake in the program year to carry out the homeless strategy outlined in SP-60 Homelessness Strategy.

The Action Plan must also describe the jurisdiction's one-year goals and specify the activities it will undertake to serve the housing and supportive service needs of non-homeless populations who require supportive housing. While this screen does not have fields that specifically address special needs goals, this information can be included in the Introduction and/or the Discussion narratives.

DATA ENTRY: NARRATIVE

| Field | Description |
|---|--|
| Introduction | Provide a short overview of the jurisdiction's planned actions and emphasize key points regarding the topics listed on the page. If the jurisdiction's Strategic Plan includes goals and objectives that will serve the needs of special needs populations who require supportive housing, include a description of the proposed actions. |
| Describe the jurisdiction's one-year goals and actions for reducing and ending homelessness including: | |
| Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs. | Describe actions planned to address reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs. Describe the link between the actions and the one-year goals. |
| Addressing the emergency shelter and transitional housing needs of homeless persons. | Describe the grantee's actions planned to address emergency shelter and transitional shelter needs for the homeless (individual and families), including domestic violence shelters, residential programs for runaway/homeless youth, and hotel/motel/apartment voucher arrangements paid by a public/private agency because a person or family is homeless. Describe the link between the actions and the one-year goals. |



| Field | Description |
|--|---|
| <p>Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.</p> | <p>Describe grantee actions to support the transition from shelter or transitional housing to permanent housing or independent housing, particularly for chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. This may include shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again. Discussion should also include a description of appropriate supportive housing for persons leaving mental/physical health facilities. Describe the link between the actions and the one-year goals.</p> |
| <p>Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.</p> | <p>Describe grantee-specific actions planned to address the prevention of homelessness for those in greatest need. Describe the link between the actions and the one-year goals.</p> |
| <p>Discussion</p> | <p>Use this field to provide additional narrative regarding the information provided on this page.</p> |



AP-70 HOPWA Goals (HOPWA Grantees Only)

Regulation Citation(s): 24 C.F.R. §§ 91.220(l)(3), 91.320(k)(4), 91.420

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------|----------------|-----------------------|-------------------------------------|---------------|----------------------|
| Applicable? | HOPWA | HOPWA | | <input checked="" type="checkbox"/> | HOPWA | |

OVERVIEW

HOPWA grantees must specify annual goals according to types of assistance, including:

- STRMU
- TBRA
- Permanent housing facilities (developed, leased, or operated)
- Transitional short-term housing facilities (developed, leased, or operated)

DATA ENTRY: HOPWA GOALS TABLE

| Field | Description |
|--|-------------------|
| One-year goals for the number of households to be provided housing through the use of HOPWA for: | |
| Short-term rent, mortgage, and utility assistance payments | Self-explanatory. |
| Tenant-based rental assistance | Self-explanatory. |
| Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds | Self-explanatory. |
| Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds | Self-explanatory. |



AP-75 Barriers to Affordable Housing

Regulation Citation(s): 24 C.F.R. §§ 91.220(j), 91.320(i), 91.420

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-----------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | optional | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The jurisdiction should briefly describe the actions it will take during the next year to reduce barriers to affordable housing. Jurisdictions should refer back to MA-40 in the Market Analysis and SP-55 in the Strategic Plan when writing this section.

If a participating grantee in a HOME consortium completes this screen, it will appear in IDIS but not in the Microsoft Word download. The grantee will need to copy the information from IDIS into the Word document.

DATA ENTRY: NARRATIVE

| Field | Description |
|--|--|
| Introduction | Provide a short overview of the jurisdiction's planned actions and emphasize key points regarding the topics listed on the page. |
| Describe planned actions to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing, such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. | Describe grantee actions to address the removal or mitigation of the effects of public policies that create barriers to affordable housing. Example of factors which affect affordable housing <u>may</u> include: <ul style="list-style-type: none">• Building and zoning codes• Environmental problems• Impact fees• Cost of land• Incentive programs such as tax abatement or down-payment assistance |
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |



AP-80 Colonias Actions (States with Colonias only)

Regulation Citation(s): See HUD Notice CPD 11-001

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------|----------------|-----------------------|-------------------------------------|---------------|----------------------|
| Applicable? | | | | <input checked="" type="checkbox"/> | | |

OVERVIEW

State grantees who border Mexico (Texas, Arizona, California, and New Mexico) may set aside up to ten percent of their state CDBG funds for colonias. A “colonia” is defined as any identifiable community in the United States–Mexico border regions of Arizona, California, New Mexico, and Texas that has inadequate sewage systems, no potable water supply, and a shortage of decent, safe, and sanitary housing. The set-aside funds are used for all CDBG-eligible activities that meet the needs of colonias. Common uses of these funds include water system and sewer improvements and housing assistance.

This screen collects information about the state’s proposed actions for colonias, including those that:

- Address obstacles to meeting underserved needs
- Reduce the number of poverty-level families
- Develop institutional structure
- Enhance coordination between public and private housing and social service agencies

DATA ENTRY

| Field | Description |
|---|---|
| Introduction | Provide a short overview of the jurisdiction’s planned actions and emphasize key points regarding the topics listed on the page. |
| Describe actions the state plans to take to address obstacles to meeting underserved needs. | Describe actions that the state will take to address obstacles to meeting underserved needs. These may have been identified in the Strategic Plan. |
| Describe actions the state plans to take to reduce the number of poverty-level families. | Describe actions the state will take to reduce the number of families living at or below poverty level in the colonias. This should include targeted goals, specific programs, and policies. Address how the number of poverty-level families will be reduced as opposed to how poverty-level families will be provided a service or benefit. |
| Describe actions the state plans to take to develop the institutional structure. | Describe actions that will be taken to improve the institutional structure within the colonias across private industry, nonprofit organizations, and community and public institutions. |



| Field | Description |
|--|--|
| Describe actions the state plans to take to enhance coordination between public and private housing and social service agencies. | Describe how coordination with other program services will be aligned with the goals/programs and policies that encourage increased production and preservation of affordable housing within the colonias. |
| Discussion | Describe the strategies the state will employ to remove or minimize public policies that adversely impact affordable housing within colonias. |



AP-85 Other Actions

Regulation Citation: 24 C.F.R. §§ 91.220(k), 91.320(j), 91.420

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The plan must describe the jurisdiction's planned actions to carry out the following strategies outlined in the Consolidated Plan:

- Foster and maintain affordable housing
- Evaluate and reduce lead-based paint hazards
- Reduce the number of poverty-level families
- Develop institutional structure
- Enhance coordination

In addition, the jurisdiction must identify obstacles to meeting underserved needs and propose actions to overcome those obstacles.

DATA ENTRY

| Field | Description |
|---|--|
| Introduction | Provide a short overview of the jurisdiction's planned actions and emphasize key points regarding the topics listed on the page. |
| Describe actions planned to address obstacles to meeting underserved needs. | Identify specific obstacles to meeting underserved needs and propose actions to overcome those obstacles. Obstacles can be any issue that is preventing a jurisdiction from realizing a goal. These issues are often identified through the monitoring and performance evaluation of each program. Examples of specific obstacles include: <ul style="list-style-type: none">• Lack of landlord participation in rental assistance and rental rehabilitation programs• Lack of lender participation in homebuyer programs |
| Describe actions planned to foster and maintain affordable housing. | Describe the actions that will take place during the next year to preserve affordable housing units that may be lost from the assisted housing inventory. |
| Describe actions planned to reduce lead-based paint hazards. | Briefly describe efforts to evaluate and reduce the number of housing units containing lead-based paint hazards. The actions should refer to the strategy outlined on SP-65 in the Strategic Plan. |



| Field | Description |
|--|--|
| Describe actions planned to reduce the number of poverty-level families. | Briefly describe efforts to reduce the number of poverty-level families. The actions should refer to the strategy outlined on SP-70 in the Strategic Plan. |
| Describe actions planned to develop institutional structure. | Describe actions that will be taken to improve the jurisdiction's institutional structure. The actions should address gaps and weaknesses identified on SP-40 in the Strategic Plan. |
| Describe actions planned to enhance coordination between public and private housing and social service agencies. | <p>Briefly describe actions that will take place to enhance coordination in the implementation of the jurisdiction's Consolidated Plan among the CoC; public and assisted housing providers; private and governmental health, mental health, and service agencies; and the state and any units of general local government in the metropolitan area.</p> <p>With respect to economic development, the jurisdiction should describe actions that will take place to enhance coordination with private industry, businesses, developers, and social services agencies.</p> |
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |



AP-90 Program-Specific Requirements

Regulation Citation: 24 C.F.R. §§ 91.220(l), 91.320(k), 91.420

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

This section addresses the program-specific requirements for the Annual Action Plan. The Consolidated Plan Final Rule contains requirements regarding program-specific narratives in the Action Plan for CDBG and HOME. This section also includes program-specific narrative for HOPWA, ESG, and HTF.

DATA ENTRY: INTRODUCTION

| Field | Description |
|--------------|--|
| Introduction | Provide a short overview of the jurisdiction's planned actions and emphasize key points regarding the topics listed on the page. |

DATA ENTRY: CDBG

| Field | Description |
|--|--|
| 1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed. | Indicate all program income received, amount receipted into IDIS Online, and amount not yet committed to activities. |
| 2. The amount of proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's Strategic Plan. | If the jurisdiction has an open Section 108 project, provide a summary of the project. The summary should include the project name, a short description, and the current status of the project, as well as the amount of the Section 108 loan. Also include: if there is an EDI or BEDI grant and the amount; the total amount of CDBG assistance provided for the project; the national objective code(s); matrix code(s); if the NOC has been met; if project status is complete; number of beneficiaries (jobs created/retained, number of FTE jobs held by/made available to low- or moderate-income persons (LMI)); and number of households assisted (and of those, how many are LMI). |
| 3. The amount of surplus funds from urban renewal settlements. | Indicate the amount of funds from urban renewal settlements. This will typically be \$0. |



| Field | Description |
|---|--|
| 4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan. | Indicate any funds returned to the grantee line of credit for which the planned use has not been included in a prior Action Plan. Funds returned may be a result of ineligible activities, excessive draws, or ineligible expenditures. |
| 5. The amount of income from float-funded activities. | Indicate the amount of funds relieved as income from float-funded activities. |
| Total Program Income | System calculated. |
| The amount of urgent need activities. | Indicate the amount of funds planned for urgent need, identify the activity(s) in the Action Plan, and certify that the activity is designed to meet urgent community development needs because existing conditions pose a serious and immediate threat to the health or welfare of the community and because other financial resources are not available. |
| The estimated percentage of CDBG funds that will be used for activities that benefit persons of low- and moderate-income. | Indicate the percentage of funds from the CDBG grant that will be spent on LMI beneficiaries. The minimum is 70 percent. |
| Overall Benefit: A consecutive period of 1, 2, or 3 years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low- and moderate-income. Specify the years covered that include this Action Plan. | Indicate the consecutive period (1, 2, or 3 years) the grantee has elected for the overall benefit period that includes the current Action Plan. A period of 1, 2, or 3 years may be used to determine that a minimum overall benefit of 70 percent of CDBG funds is used to benefit persons of low- and moderate-income. |

DATA ENTRY: HOME

| Field | Description |
|---|--|
| 1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows: | <p>Describe any form of investment not listed below:</p> <ul style="list-style-type: none"> • Equity investments • Interest-bearing loans or advances • Non-interest-bearing loans or advances • Interest subsidies • Deferred payment loans • Grants • Loan guarantees |
| 2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows: | Include a brief summary of the resale or recapture guidelines. If the field does not provide enough space, use the Grantee Unique Appendices attachment feature on the Administration page to include the full policy. |



| Field | Description |
|--|---|
| 3. A description of the guidelines for resale or recapture that ensure the affordability of units acquired with HOME funds (see 24 C.F.R. § 92.254(a)(4)) is as follows: | |
| 4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 C.F.R. § 92.206(b). | If the grantee expects to include refinancing as part of its multifamily rehabilitation project, include a brief summary of the refinancing guidelines. If the field does not provide enough space, grantees should use the Grantee Unique Appendices attachment feature on the Administration page to include their full policy. |

DATA ENTRY: HOPWA

NOTE: As of version 11.8, the template is missing a narrative where the grantee can identify the method of selecting project sponsors, including providing full access to grassroots faith-based and other community organizations. In order to include this information, HOPWA grantees must use the “Add Text” link toward the bottom of the page to insert a text box.

| Field | Description |
|---|--|
| Housing Opportunities for Persons with AIDS Program (HOPWA) | |
| Goals | <p>Identify the method of selecting project sponsors and describe the one-year goals for HOPWA-funded projects:</p> <ul style="list-style-type: none"> • Short-term rent, mortgage, and utility assistance to prevent individual or family homelessness • Tenant-based rental assistance • Units provided in housing facilities that are being developed, leased, or operated |
| Discussion | Use this field to provide additional narrative regarding the information provided in this section. |

DATA ENTRY: ESG

| Field | Description |
|--|--|
| 1. Include written standards for providing ESG assistance (may include as attachment). | Describe written standards for providing ESG assistance or describe requirements for subrecipients to establish and implement written standards for providing ESG assistance. The minimum requirements regarding these standards are set forth in 24 C.F.R. § 576.400(e)(3). This information may be included as an attachment using the feature on the Administration screen. |
| 2. If the Continuum of Care has an established centralized or coordinated assessment system that | Has the CoC for the jurisdiction’s area established a centralized or coordinated assessment system that meets HUD requirements? If yes, describe the centralized or |



| Field | Description |
|---|---|
| meets HUD requirements, describe that centralized or coordinated assessment system. | coordinated assessment system. The requirements for using a centralized or coordinated assessment system, including the exception for victim service providers, are set forth under 24 C.F.R. § 576.400(d) |
| 3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations) will be allocated | Identify the process for making sub-awards and describe how the jurisdiction intends to make its allocation available to private nonprofit organizations (including community and faith-based organizations) and, in the case of urban counties, funding to participating units of local government. |
| 4. If the jurisdiction is unable to meet the homeless participation requirement in 24 C.F.R. § 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG. | Is the jurisdiction able to meet the homeless participation requirement in 24 C.F.R. § 576.405(a)? If not, describe the plan for reaching out to and consulting with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities or services that receive funding under ESG. This requirement does not apply to states. |
| 5. Describe performance standards for evaluating ESG activities. | Self-explanatory. |

DATA ENTRY: HTF

The table below describes the data entry fields for this section. Several fields include a “Browse to Attach” link—allowing users to upload PDF, Microsoft Word, or Microsoft Excel attachments to support or supplement the HTF information.

| Field | Description |
|---|---|
| 1. How will the grantee distribute its HTF funds? Select all that apply: | <ul style="list-style-type: none"> - 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". | Describe the method of distribution for HTF funds. |
| 3.a If distributing HTF funds by selecting applications submitted by eligible recipients, describe the eligibility requirements for recipients of HTF funds (as defined in 24 C.F.R. § 93.2). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A". | Describe the eligibility requirements for recipients of HTF funds. |



| Field | Description |
|--|---|
| 3.b If distributing HTF funds by selecting applications submitted by eligible recipients, describe the grantee's application requirements for eligible recipients to apply for HTF funds. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A". | Describe the application requirements for recipients of HTF funds. |
| 3.c If distributing HTF funds by selecting applications submitted by eligible recipients, describe the selection criteria that the grantee will use to select applications submitted by eligible recipients. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A". | Describe the application review and application selection process. |
| 3.d If distributing HTF funds by selecting applications submitted by eligible recipients, describe the grantee's required priority for funding based on geographic diversity (as defined by the grantee in the consolidated plan). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A". | Describe the priority criteria for geographic allocation of funding based on the Consolidated Plan. |
| 3.e If distributing HTF funds by selecting applications submitted by eligible recipients, describe the grantee's required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A". | Describe the priority criteria based on capacity of application to obligate HTF funds and conduct eligible activities in a timely manner. |
| 3.f If distributing HTF funds by selecting applications submitted by eligible recipients, describe the grantee's required priority for funding based on the extent to which the rental project has Federal, State, or local project-based rental assistance so that rents are affordable to extremely low-income families. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A". | Describe the priority criteria based on the applicant's ability to leverage federal, state, or local project-based rental assistance. |
| 3.g If distributing HTF funds by selecting applications submitted by eligible recipients, describe the grantee's required priority for funding based on the financial feasibility of the project beyond the required 30-year period. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A". | Describe the priority criteria based on the financial feasibility of the project beyond the 30-year period. |
| 3.h If distributing HTF funds by selecting applications submitted by eligible recipients, describe the grantee's required priority for funding based on the merits of the application in meeting the priority housing needs of the grantee (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations). If not distributing funds | Describe the priority criteria based on the applicant's ability to meet the priority housing needs of the grantee. |



| Field | Description |
|---|---|
| by selecting applications submitted by eligible recipients, enter "N/A". | |
| 3.i If distributing HTF funds by selecting applications submitted by eligible recipients, describe the grantee's required priority for funding based on the extent to which the application makes use of non-federal funding sources. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A". | Describe the priority criteria based on the applicant's ability to leverage non-federal funding sources. |
| 4. Does the grantee's application require the applicant to include a description of the eligible activities to be conducted with HTF funds? If not distributing funds by selecting applications submitted by eligible recipients, select "N/A". | <ul style="list-style-type: none"> - Yes - No - N/A |
| 5. Does the grantee's application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements? If not distributing funds by selecting applications submitted by eligible recipients, select "N/A". | <ul style="list-style-type: none"> - Yes - No - N/A |
| 6. Performance Goals and Benchmarks. The grantee has met the requirement to provide for performance goals and benchmarks against which the grantee will measure its progress, consistent with the grantee's goals established under 24 C.F.R. § 91.315(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens. | <ul style="list-style-type: none"> - Yes - No |
| <p>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.</p> <p>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.</p> | Either using the "Browse to Attach" link or the narrative field, enter the per unit development subsidy limits for housing assisted with HTF funds. |
| 8. Rehabilitation Standards. The grantee must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements | Either using the "Browse to Attach" link or the narrative field, describe the rehabilitation |



| Field | Description |
|---|--|
| <p>that the housing must meet upon project completion. The grantee's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The grantee must attach its rehabilitation standards below. In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; and Capital Needs Assessments (if applicable).</p> | <p>standards for all HTF-assisted housing rehabilitation activities.</p> |
| <p>9. Resale or Recapture Guidelines. Below, the grantee must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the grantee will not use HTF funds to assist first-time homebuyers, enter "N/A".</p> | <p>Either using the "Browse to Attach" link or the narrative field, describe the resale/recapture guidelines.</p> |
| <p>10. HTF Affordable Homeownership Limits. If the grantee intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. If the grantee will not use HTF funds to assist first-time homebuyers, enter "N/A".</p> | <p>Select:</p> <ul style="list-style-type: none"> - The jurisdiction will use the HUD-issued affordable homeownership limits. - The jurisdiction has determined its own affordable homeownership limits using the methodology described in § 93.305(a)(2) and the limits are attached. <p>Use the narrative field or "Browse to Attach" link to describe the homeownership limits.</p> |
| <p>11. Grantee Limited Beneficiaries or Preferences. Describe how the grantee will limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population to serve unmet needs identified in its consolidated plan or annual action plan. If the grantee will not limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population, enter "N/A."</p> <p>Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the grantee must not limit or give preferences to students. The grantee may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303(d)(3) only if such limitation or preference is described in the action plan.</p> | <p>Describe any preferences used in determining beneficiaries of HTF funds.</p> |



| Field | Description |
|---|---|
| 12. Refinancing of Existing Debt. Enter or attach the grantee's refinancing guidelines below. The guidelines describe the conditions under which the grantee will refinance existing debt. The grantee's refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the grantee will not refinance existing debt, enter "N/A." | Either using the "Browse to Attach" link or the narrative field, describe the refinancing guidelines. |
| Discussion | Use this field to provide additional narrative regarding the HTF program. |

DATA ENTRY: DISCUSSION NARRATIVE

| Field | Description |
|------------|---|
| Discussion | Use this field to provide additional narrative regarding the information provided on this page. |



AP-91 Program-Specific Requirements for State Agency Subgrantees

Regulation Citation: 24 C.F.R. § 91.320(k)(5)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------|----------------|-----------------------|-------------------------------------|---------------|----------------------|
| Applicable? | | | | <input checked="" type="checkbox"/> | | |

OVERVIEW

This section addresses the program-specific requirements for state grantees who subgrant HTF funds to another state agency. This screen will only appear if the state grantee indicates that it will subgrant funds to a state agency subgrantee on the AP-90 screen.

DATA ENTRY: HTF

The table below describes the data entry fields for this section. At the bottom of the screen is a “Browse to Attach” link—this link allows users to upload PDF, Microsoft Word, or Microsoft Excel attachments to support or supplement the HTF information.

| Field | Description |
|---|---|
| State agency subgrantee name | Enter subgrantee agency name. |
| 1.a Distribution of Funds: Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2). | Describe eligibility requirements for HTF. |
| 1.b Distribution of Funds: Describe the State Agency's application requirements for eligible recipients to apply for HTF funds. | Describe the application requirements for recipients of HTF funds. |
| 1.c Distribution of Funds: Describe the selection criteria that the State Agency will use to select applications submitted by eligible recipients. | Describe the application review and application selection process. |
| 1.d Distribution of Funds: Describe the State Agency's required priority for funding based on geographic diversity (as defined by the State in the consolidated plan). | Describe the priority criteria for geographic allocation of funding based on the Consolidated Plan. |
| 1.e Distribution of Funds: Describe the State Agency's required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner. | Describe the priority criteria based on the capacity of the application to obligate HTF funds and conduct eligible activities in a timely manner. |



| Field | Description |
|--|---|
| 1.f Distribution of Funds: Describe the State Agency's required priority for funding based on the extent to which the rental project has Federal, State, or local project-based rental assistance so that rents are affordable to extremely low-income families. | Describe the priority criteria based on the applicant's ability to leverage federal, state, or local project-based rental assistance. |
| 1.g Distribution of Funds: Describe the State Agency's required priority for funding based on the financial feasibility of the project beyond the required 30-year period. | Describe the priority criteria based on the financial feasibility of the project beyond the 30-year period. |
| 1.h Distribution of Funds: Describe the State Agency's required priority for funding based on the merits of the application in meeting the priority housing needs of the State (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations). | Describe the priority criteria based on the applicant's ability to meet the priority housing needs of the grantee. |
| 1.i Distribution of Funds: Describe the State Agency's required priority for funding based on the extent to which the application makes use of non-federal funding sources. | Describe the priority criteria based on the applicant's ability to leverage non-federal funding sources. |
| 2. Does the State Agency's application require the applicant to include a description of the eligible activities to be conducted with HTF funds? | <ul style="list-style-type: none"> - Yes - No - N/A |
| 3. Does the State Agency's application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements? | <ul style="list-style-type: none"> - Yes - No - N/A |



SECTION VIII: THE ANNUAL ACTION PLAN TEMPLATE SCREENS

Annual Action Plan Screens

The following screens are included in the Year 2-5 Action Plan. See [Section VIII: The Consolidated Plan and Action Plan Template Screens](#) (following hyperlinks) for detailed information on each screen.

- Setup**
 - [AD-26 Administration \(Same as AD-25\)**](#)
 - [AD-50 Verify Grantee/PJ Information in IDIS**](#)
 - [AD-55 Verify Grantee/PJ - Program Contacts**](#)
- Process**
 - [AP-05 Executive Summary \(Same as ES-05\)**](#)
 - [PR-05 Lead & Responsible Agencies**](#)
 - [AP-10 Consultation \(Same as PR-10\)**](#)
 - [AP-12 Participation \(Same as PR-15\)**](#)
- Strategic Plan*
 - [SP-10 Geographic Priorities*](#)
 - [SP-25 Priority Needs*](#)
 - [SP-45 Goals*](#)
- Annual Action Plan
 - [AP-15 Expected Resources](#)
 - [AP-20 Annual Goals and Objectives](#)
 - [AP-25 Allocation Priorities \(States Only\)](#)
 - [AP-30 Method of Distribution \(States Only\)](#)
 - [AP-35 Projects \(Optional for States\)](#)
 - [AP-40 Section 108 Loan Guarantee \(States Only\)](#)
 - [AP-45 Community Revitalization Strategies \(States Only\)](#)
 - [AP-48 Method of Distribution for Colonias \(States Only\)](#)
 - [AP-50 Geographic Distribution](#)
 - [AP-55 Affordable Housing](#)
 - [AP-60 Public Housing](#)
 - [AP-65 Homeless and Other Special Needs Activities](#)
 - [AP-70 HOPWA goals \(HOPWA grantees only\)](#)
 - [AP-75 Barriers to affordable housing](#)
 - [AP-80 Colonias Actions \(States bordering Mexico only\)](#)
 - [AP-85 Other Actions](#)



- [AP-90 Program Specific Requirements](#)
- [AP-91 Program Specific Information for State Agency Subgrantees](#)



SECTION IX: THE CAPER TEMPLATE

Once an Annual Action Plan has been submitted in IDIS (either stand-alone or associated with a Consolidated Plan in the system), grantees **MUST** submit their CAPER/PER via IDIS for that program year.

Within 90 days of the end its program year, a jurisdiction is required to provide an annual report to HUD that summarizes its performance for the program year. Local jurisdictions must prepare a CAPER. States prepare a Performance and Evaluation Report (PER).

The performance report must include a description of the resources made available, the investment of available resources, the geographic distribution and location of investments, the families and persons assisted (including the racial and ethnic distribution of persons assisted), the actions taken to affirmatively further fair housing, and other actions indicated in the Strategic Plan and the Action Plan.

The importance of timely and accurate performance reports cannot be overstated. Grantees should strive to ensure that all applicable deadlines are met. Performance reporting meets three basic purposes:

- Provides HUD with the necessary information to meet its statutory requirement to assess each grantee's ability to carry out relevant CPD programs in compliance with all applicable rules and regulations,
- Provides information necessary for HUD's Annual Report to Congress, also statutorily mandated, and
- Provides grantees an opportunity to describe to citizens their successes in revitalizing deteriorated neighborhoods and meeting objectives stipulated in their Consolidated Plan.

To support the development of the CAPER, grantees with approved Annual Action Plans can also use the Con Plan Goals and Accomplishments MicroStrategy Report in IDIS. The report summarizes the program year's accomplishments into three sections. These sections correspond to the sections on the CR-05 Goals and Accomplishments screen in which grantees must report on program year accomplishments and accomplishments in meeting the 5-year Strategic Plan goals.

The report includes any accomplishments reported in IDIS for the selected program year. The system determines this differently for each of the programs. For CDBG and HOPWA, the system looks at the Program Year on the Accomplishment Detail page. For HOME, the system looks for activities with a completion date in the given year. ESG grantees do not report accomplishments in IDIS; ESG accomplishments will have to be inputted manually into the CAPER.

This report can be run at any point during the program year. In addition to using it for the CAPER, it can be used to help assess progress toward meeting Strategic Plan goals when developing each year's Annual Action Plan.



NOTE FOR ESG RECIPIENTS: Beginning with the Federal Fiscal Year (FFY) 2017 grant (starting on October 1, 2017), ESG recipients can use Sage to submit ESG CAPER data. Grantees should not submit ESG CAPER data with the eCart after this date.

For instructions on how to use Sage to submit ESG CAPER data, see: [Sage ESG CAPER Guidebook for ESG-funded Programs](#).

In order to use the full CAPER template, the jurisdiction must have an approved Action Plan in IDIS for the given program year. Once a jurisdiction begins using the Action Plan Template, the use of the CAPER template is required for all plans that have been submitted in IDIS. For example, if a grantee uses IDIS to prepare and submit its Program Year 2013 Annual Action Plan, the grantee will use the IDIS template to prepare and submit its Program Year 2013 CAPER. However, beginning with program year 2012 CAPER submissions, ESG recipients have been required to use the CAPER template to complete ESG-CAPER screens regardless of whether the Action Plan is entered in IDIS. HUD has provided guidance for portions of the CAPER related to homelessness and the ESG program in [Notice 13-06, available on the HUD Exchange](#).

The template is designed to satisfy the annual reporting requirements listed in 24 C.F.R. § 91.520 for both state and local jurisdictions. It contains the following sections:

| Screen | Citation |
|--|--|
| CR-00 Administration | |
| CR-05 Goals and Outcomes | 91.520(a) |
| CR-10 Racial and Ethnic Composition | 91.520(a) |
| CR-15 Resources and Investments | 91.520(a) |
| CR-20 Affordable Housing | 91.520(b) |
| CR-25 Homeless and Other Special Needs | 91.220(d, e); 91.320(d, e); 91.420 91.520(c) |
| CR-30 Public Housing | 91.220(h); 91.320(j); 91.420 |
| CR-35 Other actions | 91.220(j)-(k); 91.320(i)-(j); 91.420, 520(a) |
| CR-40 Monitoring | 91.230, 91.330, 91.430 |
| CR-45 CDBG | 91.520(d) |
| CR-50 HOME | 91.520(e) |
| CR-55 HOPWA | 91.520(f) |
| CR-60 Subrecipient Information | |
| CR-65 ESG Persons Assisted | 91.520(g) |
| CR-70 ESG Assistance Provided | 91.520(g) |
| CR-75 ESG Expenditures | 91.520(g) |



In addition to CAPER, some jurisdictions must prepare additional IDIS reports for field office review. Local jurisdictions that receive CDBG funding must prepare the Financial Summary Report (PR26).

A state grantee should submit their PERs through the electronic Consolidated Plan template. The PER should still be completed using the [instructions in Notice CPD-11-03](#). Once submitted in accordance with the instructions in Notice CPD-11-03, the PER becomes available in IDIS as the PR28 and can be downloaded and reviewed. In addition to doing the PR28, the other requirements of the CAPER Regulations under 24 C.F.R. § 91.520 are met by completing the e-Con Plan CAPER template.

Updates to the eCon Plan template are pending to enable state CDBG grantees to submit their PERs through this system in the future along with the rest of the CAPER. Additionally, an update to CPD-11-03 is pending at this time. In the meantime, the guidance above should be followed.



ADDING A CAPER

When creating the CAPER in IDIS, the system pulls information from other parts of IDIS. For example, the goals are pulled from the Annual Action Plan and accomplishment data is pulled from the activity accomplishment screens.

Consortia Grantees: Remember, the Lead Entity and entitlement consortium members are responsible for creating, completing, and submitting their own CAPER templates in IDIS.

To take full advantage of the automation of the CAPER and to reduce the need for manual adjustments, make sure these other sections of IDIS are updated first before creating the CAPER template:

- Amendments to the Annual Action Plan: All amendments to the Annual Action Plan must be entered into IDIS and approved by HUD with a status of “Review Completed,” especially if the amendments affected the goals. If the amendments have not been processed in IDIS, the system-generated CAPER will not reflect the amendments. For more information on how to amend an Action Plan in IDIS, please see [Amending an Annual Action Plan](#).
- Accomplishment Data for Activities: Before generating the CAPER, update the accomplishment data for each open activity.

Grantees cannot create a copy of an existing CAPER. Therefore, it is critical that grantees ensure all accomplishment information is entered prior to creating a CAPER.

Data fields in the CAPER are editable to allow grantees to manually correct/adjust numbers as necessary.

STEPS TO ADD A NEW CAPER TO IDIS

1. Click Plans/Projects/Activities in the Main Menu bar. By default, the system will display the Search Activities screen. On the left side of the screen, the system will display the submenu for the Consolidated Annual Performance and Evaluation Report. If this submenu does not appear, check with the local IDIS administrator to make sure the user’s IDIS user profile has been assigned access for the CAPER screens.
2. To add a new CAPER, click <Add> in the Consolidated Annual Performance and Evaluation Report submenu on the left-hand side of the screen. The system will display the CR-00 Administration screen.



Consolidated Annual Performance Evaluation Report
CR-00 - Administration

Save | Cancel

Program Year:*

Title:

Version:*

Save | Cancel

3. Complete the Administration screen using the information below. Each required field is marked with an asterisk (*). Grantees can leave non-required fields blank and provide this information later. When finished, click the <Save> button at the bottom of the screen. Once saved, the report's status is set to "Open—in Progress" and the grantee will be taken to the CAPER Menu screen that will list all the data entry screens.

DATA ENTRY

The table below describes the data entry fields for this section. Fields marked with an asterisk are required by the system in order to save the screen.

| * | Field | Description |
|---|--------------|---|
| * | Program Year | Indicate the program year of the report. This should match the FFY of the allocation received during the program year. For example, to create a CAPER for a program year spanning July 1, 2012 to June 30, 2013, insert 2012. In order to use the full CAPER template, the grantee must have an approved Action Plan in IDIS for the year specified. If there is not an approved Action Plan for the specified program year, the grantee will be allowed to create an "ESG Only" CAPER template. |
| * | Version | The version must be unique to the grantee. This field cannot be edited once the CAPER is created. |
| * | Title | The title will appear on the cover and in the page heading of the printed report. |



SUBMITTING A CAPER

According to 24 C.F.R. § 91.520(a), “This performance report shall be submitted to HUD within 90 days after the close of the jurisdiction's program year.” Before submitting performance reports to the HUD Field Office for review, the jurisdiction must make the report available to the public for examination and comment for a period of at least 15 days.¹² To create a copy of the report for public review, use the <Download as Word Document> or <Download as PDF Document> buttons at the top of the menu screen.

As part of the CAPER submission, entitlement grantees must also submit the PR26 MicroStrategy Report and state grantees must submit the PER.

Before submitting the report to HUD, jurisdictions are encouraged to reconcile the information in the narratives with the accomplishment and expenditure information within the other sections of IDIS and IDIS reports.

Grantees can include up to five unique appendices to the CAPER from the CAPER administration screen.

To submit the report, return to the Administration screen and change the status of the plan from “Open—in Progress” to “Submitted for Review.” Once it has been submitted, the jurisdiction will no longer be able to edit the information in the template.

The HUD Field Office staff person designated as the HUD Field Office Acceptor will receive an e-mail that the jurisdiction has updated the performance report’s status. If the Field Office reviews the performance report and feels changes are needed, they will update the status to “Reviewed and Waiting for Modifications.” This will allow the grantee to make necessary changes and revisions to report and submit it once again. If the Field Office finds that no changes are needed, they will update the status to “Review Completed” and the information in the template will remain read-only.

¹² 24 C.F.R. § 91.105(d)(1); 24 C.F.R. § 91.115(d)(1); 24 C.F.R. § 91.401



SECTION X: THE CAPER TEMPLATE SCREENS

CAPER SCREENS

CR-05 Goals and Outcomes

Regulation Citation(s): 24 C.F.R. § 91.520(a)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The report must describe the jurisdiction's progress in achieving its goals during the reporting period. The report should summarize this information in a way that both HUD and the jurisdiction's citizens can easily assess progress made toward meeting longer-term goals.

This screen includes the following sections:

1. Summary of Progress Narrative
2. Table 1: Accomplishments for the Program Year
3. Table 2: Accomplishments for the Strategic Plan to Date
4. Assessment on the Use of Funds to Meet Highest Priorities Narrative

The two tables will automatically populate the goals based on information entered in the Strategic Plan and Annual Action Plan. The accomplishment fields will be populated based on the accomplishment information entered at the IDIS activity level. While the fields are populated by the system, a user can edit them if they appear incorrect.

The extent to which all of the accomplishment data appears depends on the program.

- CDBG: If the information has been input under the correct program year under Accomplishment Detail, it should appear, even if the activity is still open. This is because CDBG activities can generate beneficiaries over several different program years.
- HOME: The HOME program only counts the beneficiary when the activity is marked as complete.
- ESG: ESG beneficiary data is no longer collected in IDIS. Recipients and subrecipients are required to enter beneficiary data into HMIS and should report data via Sage.

The two narrative sections on this screen should be supported by the information found in the tables. Jurisdictions should use the narrative sections to highlight specific accomplishments and, if applicable, explain why progress was not made toward meeting specific goals.

Note: When printed, Tables 1 and 2 described below are combined into a single table indicating accomplishments from the program year and Strategic Plan period.



Grantees may want to use the Con Plan Goals and Accomplishments MicroStrategy Report to finalize this table and ensure activities that were associated with multiple or no Strategic Plan goals are properly accounted for in this table. HUD has developed an [e-tutorial describing the report](#) that is accessible on HUD Exchange.

ACCOMPLISHMENTS—NARRATIVE

| Field | Description |
|--|--|
| Progress the jurisdiction has made in carrying out its Strategic Plan and its Action Plan. 91.520(a) | Provide an overview that includes major initiatives and highlights that were proposed and executed throughout the program year in carrying out the Strategic Plan and Action Plan. |



TABLE 1: ACCOMPLISHMENTS—PROGRAM YEAR

This table provides a comparison of the proposed goals versus actual outcomes realized in the program year for each goal included in the Action Plan. Each goal may have one or more GOIs. Expected, Actual, and Percent Complete fields will be populated with data from the Action Plan and accomplishment data entered at the IDIS activity level. Users may update the values in the Expected and Actual columns. Editing the Expected column data will not modify the corresponding data entered in the Strategic Plan and Action Plan.

| Table 1 - Accomplishments - Program Year | | | | | | | | |
|--|-----------------------------------|---------|----------------|---|----------|--------|------------------------|------------------|
| Goal | Category | Funding | | Outcome | | | | |
| (CSS1) Provide assistance to persons with HIV/AIDS | Non-Homeless Special Needs | Source | Amount | Indicator | Expected | Actual | Unit of Measure | Percent complete |
| | | HOPWA | \$1,212,178.00 | Housing for People with HIV/AIDS added | 1333 | 1000 | Household Housing Unit | 75% |
| (CSS2) Provide assistance to homeless persons | Homeless | Source | Amount | Indicator | Expected | Actual | Unit of Measure | Percent complete |
| | | ESG | \$956,346.00 | Homeless Person Overnight Shelter | 4172 | 4750 | Persons Assisted | 114% |
| (CSS4) Capacity for community organizations | Non-Housing Community Development | Source | Amount | Indicator | Expected | Actual | Unit of Measure | Percent complete |
| | | HOME | \$190,000.00 | Other | 4 | 06 | Other | 150% |
| (CSS5) Provide neighborhood code inspections | Non-Housing Community Development | Source | Amount | Indicator | Expected | Actual | Unit of Measure | Percent complete |
| | | CDBG | \$187,749.00 | Housing Code Enforcement/Foreclosed Property Care | 135 | 125 | Household Housing Unit | 93% |
| (ED2) Participation in the Section 3 Program | Non-Housing Community Development | Source | Amount | Indicator | Expected | Actual | Unit of Measure | Percent complete |
| | | CDBG | \$0.00 | Other | 20 | 21 | Other | 105% |



TABLE 2 ACCOMPLISHMENTS—STRATEGIC PLAN TO DATE

This table provides a comparison of the proposed goals versus actual outcomes realized to date¹³ for each goal included in the Action Plan. Each goal may have one or more GOIs. Expected, Actual, and Percent Complete fields will be populated with data from the Action Plan and accomplishment data entered at the IDIS activity level. Users may update the values in the Expected and Actual columns. Editing the Expected column data will not modify the corresponding data entered in the Strategic Plan and Action Plan.

| Table 2 - Accomplishments - Strategic Plan to Date | | | | | | | |
|--|-----------------------------------|---------|--|-----------------------------------|-----------------------------------|------------------------|-------------------------------------|
| Goal | Category | Funding | Outcome | | | | |
| (CSS1) Provide assistance to persons with HIV/AIDS | Non-Homeless Special Needs | | Indicator | Expected | Actual | Unit of Measure | Percent complete |
| | | | Housing for People with HIV/AIDS added | <input type="text" value="0"/> | <input type="text" value="0"/> | Household Housing Unit | <input type="text" value="0"/> % |
| | | | HIV/AIDS Housing Operations | <input type="text" value="1500"/> | <input type="text" value="1000"/> | Household Housing Unit | <input type="text" value="67"/> % |
| (CSS2) Provide assistance to homeless persons | Homeless | | Indicator | Expected | Actual | Unit of Measure | Percent complete |
| | | | Homeless Person Overnight Shelter | <input type="text" value="4471"/> | <input type="text" value="4750"/> | Persons Assisted | <input type="text" value="106"/> % |
| (CSS3) Assistance to persons with special needs | Non-Homeless Special Needs | | Indicator | Expected | Actual | Unit of Measure | Percent complete |
| | | | Public service activities other than Low/Moderate Income Housing Benefit | <input type="text" value="50"/> | <input type="text" value="35"/> | Persons Assisted | <input type="text" value="70"/> % |
| (CSS4) Capacity for community organizations | Non-Housing Community Development | | Indicator | Expected | Actual | Unit of Measure | Percent complete |
| | | | Other | <input type="text" value="1"/> | <input type="text" value="0"/> | Other | <input type="text" value="0.00"/> % |
| (CSS5) Provide neighborhood code inspections | Non-Housing Community Development | | Indicator | Expected | Actual | Unit of Measure | Percent complete |
| | | | Housing Code Enforcement/Foreclosed Property Care | <input type="text" value="300"/> | <input type="text" value="139"/> | Household Housing Unit | <input type="text" value="46"/> % |

¹³ Accomplishments will include data from the program year and all previous years associated with the Consolidated Plan.



ACCOMPLISHMENTS – NARRATIVE

| Field | Description |
|---|---|
| Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified. | Identify strategies through which the jurisdiction is making progress toward its goals, as well as strategies that need improvement. Cite specific examples from the two tables included in the screen. |



CR-10 Racial and Ethnic Composition of Families Assisted

Regulation Citation(s): 24 C.F.R. § 91.520(a)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The performance report must include a description of the race and ethnicity of families and persons assisted.

Local jurisdictions that receive CDBG must maintain data on the extent to which each racial and ethnic group and single-headed households (by gender of household head) have applied for, participated in, or benefited from any program or activity funded in whole or in part by CDBG funds.

STATE GRANTEE INSTRUCTION

State grantees must maintain records for CDBG-funded projects that include data on the racial, ethnic, and gender characteristics of persons who are applicants for, participants in, or beneficiaries of the program.

Per 24 C.F.R. § 92.508(a)(7), HOME grantees are required to maintain equal opportunity and fair housing documentation, including data on the extent to which each racial and ethnic group and single-headed households (by gender of household head) have applied for, participated in, or benefited from any program or activity funded in whole or in part with HOME funds.

The accomplishments reported in this table are based on the IDIS activity accomplishment screens for the current reporting program year for the grantee's programs. Users can edit this data to correct any errors or issues in the populated data. Users must manually enter racial and ethnic data from HMIS for ESG projects.

Note: The table only states "families assisted," but the data is reporting on **both** families and persons assisted.



| Describe the families assisted (including the racial and ethnic status of families assisted 91.520(a)) | | | | |
|--|------|------|------|-------|
| | CDBG | HOME | ESG | HOPWA |
| Race: | | | | |
| White | 75 | 21 | 3306 | 0 |
| Black or African American | 50 | 0 | 825 | 0 |
| Asian | 80 | 0 | 23 | 0 |
| American Indian or American Native | 0 | 0 | 25 | 0 |
| Native Hawaiian or Other Pacific Islander | 0 | 0 | 11 | 0 |
| Total | 205 | 21 | 4190 | 0 |
| Ethnicity: | | | | |
| Hispanic | 110 | 18 | 2070 | 0 |
| Not Hispanic | 95 | 3 | 2120 | 0 |

ADDITIONAL NARRATIVE

| Field | Description |
|-----------|---|
| Narrative | Use the narrative to highlight any key points regarding the data table. |



CR-15 Resources and Investments

Regulation Citation(s): 24 C.F.R. § 91.520(a)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The performance report must include a description of the resources made available, the investment of available resources, and the geographic distribution and location of investments. In addition, HOME grantees must provide detailed data on match, program income, and affirmative marketing actions and outreach to minority-owned and women-owned businesses.

This screen includes the following sections:

1. Resources Made Available Table
2. Geographic Distribution and Location of Investments Table
3. Leveraging and Match Narrative
4. Fiscal Year Summary HOME Match Report
5. Match Contribution for the Federal Fiscal Year Table
6. HOME Program Income Table
7. Minority Business and Women Business Enterprises (MBE-WBE)
8. Minority Owners of Business Property Table
9. Relocation and Property Acquisition Table

The information collected on this page replaces the HOME Program Annual Performance Report (HUD Form 40107). By providing the information here, HOME PJs no longer have to submit HUD Form 40107.

RESOURCES MADE AVAILABLE

This table provides a comparison between the expected amount of funds available from each resource to the amount actually expended in the program year. The amount of resources made available is generated by the system based on information entered in the Strategic Plan and Annual Action Plan. The expenditure data is generated by the system based on drawdowns completed during the program year. Users may update the values in both columns. The narrative should be used to explain any adjustments made to the default values.



Consolidated Annual Performance Evaluation Report

CR-15 - Resources and Investments 91.520(a)

Save | Save and Return | Cancel

Identify the resources made available.

| Source of Funds | Resources Made Available | Amount Expended During Program Year Program Year 2018 |
|-----------------|--------------------------|--|
| CDBG | 2351323 | |
| HOME | 867617 | |
| HOPWA | 1406384 | |
| Other | 6495000 | |

GEOGRAPHIC DISTRIBUTION AND LOCATION OF INVESTMENTS

This table provides a list of the target areas included in the Strategic Plan. For each target area, the system will carry forward the planned percentage of allocation from the Action Plan. The Actual Percentage of Allocation and the Narrative Description must be provided by the jurisdiction. The system also provides an overall narrative for this table to discuss the geographic distribution as a whole and the location of investments. If no target areas are identified, use the narrative section to generally describe the geographic distribution of funds.

| Identify the geographic distribution and location of investments. | | | |
|---|----------------------------------|---------------------------------|-----------------------|
| Target Area | Planned Percentage of Allocation | Actual Percentage of Allocation | Narrative Description |
| Belvedere Redvelopment Area | | | |
| Booker Washington Heights Neighborhood Revitalization Area | | | |
| Brandon Acres/Cedar Terrace | | | |
| City of Columbia City Limits | | | |
| EAU CLAIRE TARGET AREA | | | |
| EDISTO COURT TARGET AREA | | | |
| King - Lyon Street Redevelopment Area | | | |
| Pinehurst Community Council | | | |

NARRATIVE: LEVERAGING AND MATCH

| Field | Description |
|---|--|
| Explain how Federal funds leveraged additional resources (private, state, and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction was used to address the needs identified in the plan. | Describe how additional resources were leveraged using federal dollars. For HOME and ESG grantees, use this field to detail how match requirements were satisfied. The HOME information should be consistent with the Match tables on this screen. ESG data should be consistent with the information provided on CR-75 ESG Expenditures. |



FISCAL YEAR SUMMARY HOME MATCH REPORT (HOME GRANTEES ONLY)

Unless granted a waiver, HOME grantees must match 25 cents for each dollar of HOME funds spent on affordable housing. The match is tracked by FFY. This table collects information regarding compliance with the match requirement. It is recommended that HOME grantees use the HOME Match Report ([HUD Form 40107-A](#)) or a similar log to track eligible forms of match received throughout the program year (this screen collects the information recorded in the HOME Match Report).

| Fiscal Year Summary - HOME Match | |
|--|-------------------------|
| 1. Excess match from prior Federal fiscal year | \$ <input type="text"/> |
| 2. Match contributed during current Federal fiscal year | \$ <input type="text"/> |
| 3. Total match available for current Federal fiscal year (Line 1 plus Line 2) | \$0 |
| 4. Match liability for current Federal fiscal year | \$ <input type="text"/> |
| 5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4) | \$0 |

The table below describes the data entry fields for this section.

| Field | Description |
|---|--|
| 1. Excess Match from prior Federal fiscal Year | Use the amount of carry-over identified from the previous year's match report. |
| 2. Match contributed during the current Federal fiscal year | Use the total listed from the Match Contribution table below. |
| 3. Total match available for current Federal fiscal year | Line 1 plus Line 2. System calculated. |
| 4. Match liability for current Federal fiscal year. | Use the PR33—HOME Match Liability Report to determine this amount. |
| 5. Excess match carried over to next Federal fiscal year. | Line 3 minus Line 4. System calculated. |

Note: This report requires grantees to identify match based on the FFY (October 1 – September 30), **not** the grantee's program year. Grantees should ensure that the amount reported covers the FFY immediately preceding the end of the jurisdiction's program year. For example, if the last day of a PJ's program year is September 30, 2019, the timeframe for reporting match would be October 1, 2018 through September 30, 2019.

MATCH CONTRIBUTION FOR THE FEDERAL FISCAL YEAR TABLE (HOME GRANTEES ONLY)

This table collects the same information as the HOME Match Report (HUD Form 40107-A). To add additional match contributions, click the <Add Another> button at the bottom of the table. To delete a row, click <Delete> in the Action column.



| Match Contribution for the Federal Fiscal Year | | | |
|--|--------------------------------------|----------------------------|-------------------------------|
| Project No. or Other ID | Date of Contribution (mm/dd/yyyy) | Cash (non-Federal sources) | Foregone Taxes, Fees, Charges |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="Add Another"/> | | | |

| Appraised Land/Real Property | Required Infrastructure | Site Preparation, Construction Materials, Donated labor | Bond Financing | Total Match | Action |
|------------------------------|-------------------------|---|----------------------|----------------------|------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Delete |

| Field | Description |
|---|---|
| Project No. or Other ID | If the project is HOME-funded, it is recommended to use the IDIS activity ID as the project number. For match projects that are not HOME-funded, use a numbering system that includes the prefix "NON" (i.e., "NON-2012-01"). |
| Date of Contribution | If the contributions were made at different dates during the year, enter the date of the last contribution. |
| Types of Eligible Match <ul style="list-style-type: none"> • Cash (non-Federal) • Foregone Taxes, Fees, Charges • Appraised Land/Real Property • Required Infrastructure • Site Prep, Construction Materials Donated Labor • Bond Financing | Report the match contribution in the proper column. Definitions of each type of eligible match are provided in CPD Notice 97-03. |
| Total Match | Report the total amount of match received for the project. |



HOME PROGRAM INCOME TABLE (HOME GRANTEES ONLY)

This table summarizes the receipt and expenditure of HOME program income. Several IDIS reports are useful in capturing this data. However, it is important for jurisdictions to distinguish between program income, recaptured funds, and repayments. This table replaces Part II of the HOME Program Annual Performance Report (HUD Form 40107).

| HOME MBE/WBE report | |
|---|---|
| Program Income - Enter the program income amounts for the reporting period | |
| Balance on hand at beginning of reporting period | Amount received during reporting period |
| \$ <input type="text"/> | \$ <input type="text"/> |

| | | |
|---|--------------------------|--|
| | | |
| Total amount expended during reporting period | Amount expended for TBRA | Balance on hand at end of reporting period |
| \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |

| Field | Description |
|---|--|
| Balance on hand at beginning of reporting period. | Self-explanatory. |
| Amount received during reporting period. | Self-explanatory. IDIS Report PR 09—Program Income Detail Report by Fiscal Year and Program can be used to determine this amount. |
| Total amount expended during reporting period. | Self-explanatory. IDIS Report PR 07—Drawdown Report by Voucher Number can be used to determine this amount. |
| Amount expended for TBRA. | Self-explanatory. IDIS Report PR 05—Drawdown Report by Project and Activity OR PR 07—Drawdown Report by Voucher Number can be used to determine this amount. |
| Balance on hand at end of reporting period. | Self-explanatory. IDIS Report PR 09—Program Income Detail Report by Fiscal Year and Program can be used to determine this amount. |

MINORITY BUSINESS AND WOMEN BUSINESS ENTERPRISES (HOME GRANTEES ONLY)

HOME grantees are required to oversee a minority outreach program within its jurisdiction to ensure the inclusion, to the maximum extent possible, of minorities and women—and entities owned by minorities and women—in all HOME-funded and other federally funded housing contracts. This table collects information on the number and value of contracts for HOME projects completed during the program year.



This table replaces Part III of the HOME Program Annual Performance Report (HUD Form 40107). Please refer to HUD Form 40107 for instructions on completing these tables.

| Minority Business Enterprises and Women Business Enterprises - Indicate the number and dollar value of contracts for HOME projects completed during the reporting period | | | | | | |
|---|-------|-----------------------------------|---------------------------|----------------------|----------------------|----------------------|
| | Total | Minority Business Enterprises | | | | |
| | | Alaskan Native or American Indian | Asian or Pacific Islander | Black Non-Hispanic | Hispanic | White Non-Hispanic |
| Contracts: Number | 0 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Dollar Amount | 0 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Sub-Contracts: Number | 0 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Dollar Amount | 0 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | Total | Women Business Enterprises | | Male | | |
| Contracts: Number | 0 | <input type="text"/> | <input type="text"/> | | | |
| Dollar Amount | 0 | <input type="text"/> | <input type="text"/> | | | |
| Sub-Contracts: Number | 0 | <input type="text"/> | <input type="text"/> | | | |
| Dollar Amount | 0 | <input type="text"/> | <input type="text"/> | | | |

MINORITY OWNERS OF BUSINESS PROPERTY TABLE (HOME GRANTEES ONLY)

This table replaces Part IV of the HOME Program Annual Performance Report (HUD Form 40107). Please refer to HUD Form 40107 for instructions on completing these tables.

| Minority Owners of Rental Property - Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted | | | | | | |
|--|-------|-----------------------------------|---------------------------|----------------------|----------------------|----------------------|
| | Total | Minority Property Owners | | | | |
| | | Alaskan Native or American Indian | Asian or Pacific Islander | Black Non-Hispanic | Hispanic | White Non-Hispanic |
| Number | 0 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Dollar Amount | 0 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

RELOCATION AND PROPERTY ACQUISITION TABLE (HOME GRANTEES ONLY)

This table replaces Part V of the HOME Program Annual Performance Report (HUD Form 40107). Please refer to HUD Form 40107 for instructions on completing these tables.

| Relocation and Real Property Acquisition - Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition | | | | | | |
|--|----------------------|-----------------------------------|---------------------------|----------------------|----------------------|----------------------|
| | Number | Cost | | | | |
| Parcels Acquired | <input type="text"/> | <input type="text"/> | | | | |
| Businesses Displaced | <input type="text"/> | <input type="text"/> | | | | |
| Nonprofit Organizations Displaced | <input type="text"/> | <input type="text"/> | | | | |
| Households Temporarily Relocated, not Displaced | <input type="text"/> | <input type="text"/> | | | | |
| Households Displaced | Total | Minority Business Enterprises | | | | White Non-Hispanic |
| | | Alaskan Native or American Indian | Asian or Pacific Islander | Black Non-Hispanic | Hispanic | |
| Number | 0 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Cost | 0 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |



CR-20 Affordable Housing

Regulation Citation(s): 24 C.F.R. § 91.520(b)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The performance report must include an evaluation of the jurisdiction's progress in meeting its specific goals of providing affordable housing, including the number and types of families served by income level and the number of homeless persons assisted. If the jurisdiction is not meeting its goals, the performance report should explain why sufficient progress was not made.

For the purpose of this section, the term “affordable housing” is defined in the HOME regulations at 24 C.F.R. § 92.252 for rental housing and 24 C.F.R. § 92.254 for homeownership. This estimate should not include the provision of emergency shelter, transitional shelter, or social services. The numbers reported for actual accomplishments should be consistent with the accomplishments reported at the activity level in IDIS. MicroStrategy Reports such as the PR-23—Summary of Accomplishments can help the jurisdiction determine the actual number of extremely-low-, low-, and moderate-income renter and owner households that received assistance during the program year.

AFFORDABLE HOUSING—NUMBER OF HOUSEHOLDS ASSISTED TABLE

This table lists the goals and actual number of affordable housing units produced in the program year for each type of population (homeless, non-homeless, special needs). The One-Year Goal field is system-generated based on the information from the Action Plan. The Actual numbers must be provided by the user. The numbers reported for Actual should be consistent with the accomplishments reported at the activity level in IDIS. Several reports, including the PR23—Summary of Accomplishments, can help the jurisdiction determine the actual counts for the program year.

| | One-Year Goal | Actual |
|--|---------------|--------|
| Number of homeless to be provided affordable housing units | 2121 | |
| Number of non-homeless to be provided affordable housing units | 3232 | |
| Number of special-needs to be provided affordable housing units | 5454 | |
| Total | 10807 | 0 |

AFFORDABLE HOUSING—NUMBER OF HOUSEHOLDS SUPPORTED TABLE

This table lists the goals and actual number of affordable housing units produced in the program year for each type of housing assistance (rental assistance, production of new units, rehabilitation of existing units, and acquisition of existing units). The One-Year Goal field is system-generated based on the



information from the Action Plan. The Actual numbers must be provided by the user. The numbers reported in the Actual field should be consistent with the accomplishments reported at the activity level in IDIS. Several reports, including the PR23—Summary of Accomplishments, can help the jurisdiction determine the actual counts for the program year.

| Number of households supported through: | One-Year Goal | Actual |
|---|---------------|--------|
| Rental Assistance | 6565 | |
| The Production of New Units | 2121 | |
| Rehab of Existing Units | 4141 | |
| Acquisition of Existing Units | 5252 | |
| Total | 18079 | 0 |

DATA ENTRY: NARRATIVE

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

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

Discuss how these outcomes will impact future annual action plans.

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

| Field | Description |
|--|--|
| Discuss the difference between goals and outcomes and problems encountered in meeting these goals. | Identify any barriers that may have a negative impact on progress. Cite specific examples for programs that are not meeting their goals. |
| Discuss how these outcomes will impact future annual Action Plans. | Based on the self-evaluation in the previous narrative, explain any adjustments and improvements that will be made to implement strategies and goals more effectively. |



NUMBER OF PERSONS SERVED

This table displays the number of households assisted at each income level who received housing assistance during the program year. The numbers reported for Actual are populated by the system based on accomplishments reported at the activity level in IDIS. Grantees can adjust these values to correct actual numbers.

| Number of Persons Served | CDBG Actual | Home Actual |
|--------------------------|----------------------------------|---------------------------------|
| Extremely Low-income | <input type="text" value="469"/> | <input type="text" value="33"/> |
| Low-income | <input type="text" value="159"/> | <input type="text" value="37"/> |
| Moderate-income | <input type="text" value="799"/> | <input type="text" value="14"/> |
| Total | <input type="text"/> | <input type="text"/> |

NARRATIVE

| Field | Description |
|-----------|---|
| Narrative | Provide additional narrative regarding the information provided on this page. |



CR-25 Homeless and Other Special Needs

Regulation Citation(s): 24 C.F.R. §§ 91.220(d, e), 91.320 (d, e), 91.420, 91.520(c)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The report must include an evaluation of the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

- Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs
- Addressing the emergency shelter and transitional housing needs of homeless persons
- Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are:
 - Likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health-care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions)
 - Receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs
- Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very low-income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs. The grantee should explain how the jurisdiction is implementing a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

DATA ENTRY: NARRATIVE

| Field | Description |
|---|-------------|
| Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through: | |



| Field | Description |
|--|---|
| Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs | Highlight key accomplishments, milestones, and benchmarks. Also, identify any barriers that may have a negative impact on progress. Cite specific examples. Based on this, explain any adjustments and improvements that will be made to implement strategies and goals more effectively. |
| Addressing the emergency shelter and transitional housing needs of homeless persons | Highlight key accomplishments, milestones, and benchmarks. Also, identify any barriers that may have a negative impact on progress. Cite specific examples. Based on this, explain any adjustments and improvements that will be made to implement strategies and goals more effectively. |
| Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again | Highlight key accomplishments, milestones, and benchmarks. Also, identify any barriers that may have a negative impact on progress. Cite specific examples. Based on this, explain any adjustments and improvements that will be made to implement strategies and goals more effectively. |
| Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs. | Highlight key accomplishments, milestones, and benchmarks. Also, identify any barriers that may have a negative impact on progress. Cite specific examples. Based on this, explain any adjustments and improvements that will be made to implement strategies and goals more effectively. Discuss progress made in terms of coordinating discharge policies that result in a decrease of homelessness. |



CR-30 Public Housing

Regulation Citation(s): 24 C.F.R. §§ 91.220(h), 91.320(j), 91.420

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

Describe actions taken during the program year to carry out the public housing strategy described in the Strategic Plan on SP-50 Public Housing Accessibility and Involvement and the Action Plan on AP-60 Public Housing, including:

- Actions taken to address the needs of public housing
- Actions taken to encourage public housing residents to become more involved in management and participate in homeownership
- If applicable, actions taken to provide assistance to troubled PHAs

DATA ENTRY: NARRATIVE

| Field | Description |
|--|--|
| Actions taken to address the needs of public housing | Summarize actions taken during the program year and progress made toward specific public housing goals, if any, set forth in the Strategic Plan and Action Plan. |
| Actions taken to encourage public housing residents to become more involved in management and participate in homeownership | Summarize actions taken during the program year. Provide an explanation for actions proposed in the plan but not taken during the program year. Explain how future actions will change based on the results of the current year. |
| Actions taken to provide assistance to troubled PHAs | Summarize actions taken during the program year. Provide an explanation for actions proposed in the plan but not taken during the program year. Indicate if the housing agency has removed the “troubled” designation. |



CR-35 Other Actions

Regulation Citation(s): 24 C.F.R. §§ 91.220(j, k), 91.320 (i, j), 91.420, 91.520(a)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The annual report must include a summary of progress made on the “Other Actions” described in the Strategic Plan and Action Plan, including:

- Barriers to Affordable Housing (SP-55 and AP-75)
- Obstacles to Meeting Underserved Needs (AP-85)
- Lead-Based Paint Hazards (SP-65 and AP-85)
- Anti-Poverty Strategy (SP-70 and AP-85)
- Institutional Structure (SP-40 and AP-85)
- Enhance Coordination (PR-15 and AP-85)

In addition, this section collects information on the jurisdiction’s actions to address impediments to fair housing choice, per 24 C.F.R. § 91.520(a).

DATA ENTRY: NARRATIVE

| Field | Description |
|---|---|
| Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i) | Summarize specific actions taken during the program year to address regulatory barriers to affordable housing. Grantees should refer back to the information provided in the Consolidated Plan and Annual Action related to barriers to affordable housing. Provide an explanation for actions proposed in the plan but not taken during the program year. Explain how future actions will change based on the results of the current year. |
| Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j) | Summarize specific actions taken during the program year to address obstacles to meeting underserved needs. Provide an explanation for actions proposed in the plan but not taken during the program year. Explain how future actions will change based on the results of the current year. |
| Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j) | Indicate how many homes were made “lead-free” in the course of the program year. Summarize specific actions taken during the program year. Provide an explanation for actions proposed in the plan but not taken during the program year. Explain how future actions will change based on the results of the current year. |



| Field | Description |
|--|--|
| Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j) | <p>To the extent the information is available, estimate the number of families removed from poverty. Summarize the number of Section 3 residents and businesses assisted during the program year.</p> <p>Provide an explanation for actions proposed in the plan but not taken during the program year. Explain how future actions will change based on the results of the current year.</p> |
| Actions taken to develop institutional structure. 91.220(k); 91.320(j) | <p>Summarize specific actions taken during the program year to develop institutional structure. Provide an explanation for actions proposed in the plan but not taken during the program year. Explain how future actions will change based on the results of the current year.</p> |
| Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j) | <p>Summarize specific actions taken during the program year to enhance coordination between the grantee and other service providers. Provide an explanation for actions proposed in the plan but not taken during the program year. Explain how future actions will change based on the results of the current year.</p> |
| Identify actions taken to overcome the effects of any impediments identified in the jurisdiction's analysis of impediments to fair housing choice. 91.520(a) | <p>Describe specific actions taken to affirmatively further fair housing, including actions taken regarding the completion of an analysis of impediments to fair housing choice, a summary of the impediments identified in the analysis, and actions taken to overcome the effects of impediments identified through the analysis.</p> |



CR-40 Monitoring

Regulation Citation(s): 24 C.F.R. §§ 91.230, 91.330, 91.430

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Applicable? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OVERVIEW

The performance report must describe the standards and procedures that the jurisdiction has used to monitor activities carried out in furtherance of the plan and to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements.

DATA ENTRY: NARRATIVE

| Field | Description |
|---|---|
| Description of the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements. | Provide a short summary of monitoring efforts in general. A more detailed narrative will be required for HOME monitoring results on CR-50 HOME. |
| Description of the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports. | <p>Provide a short summary of public participation efforts regarding the CAPER. Highlight any efforts to encourage participation from low- and moderate-income persons and residents of targeted areas.</p> <p>Jurisdictions must make the report available to the public for examination and comment for a period of at least 15 days.</p> |



CR-45 CDBG (CDBG Grantees Only)

Regulation Citation(s): 24 C.F.R. § 91.520(d)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------------------------------|----------------|-----------------------|-------------------------------------|---------------|----------------------|
| Applicable? | <input checked="" type="checkbox"/> | CDBG | CDBG | <input checked="" type="checkbox"/> | CDBG | CDBG |

OVERVIEW

For CDBG grantees, the performance report must describe any changes in its program objectives and the rationale for making the changes. The report should also indicate how the jurisdiction will change its programs as a result of its experiences. When conducting this self-assessment, consider the following questions:

- Are the activities and strategies making an impact on identified needs?
- What indicators would best describe the results?
- What barriers may have a negative impact on fulfilling the strategies and the overall vision?
- What is the status of grant programs?
- Are any activities or types of activities falling behind schedule?
- Are grant disbursements timely?
- Are major goals on target?

DATA ENTRY: NARRATIVE

| Field | Description |
|--|---|
| Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences. | Explain any adjustments and improvements that will be made to implement the jurisdiction's strategies more effectively. Identify any barriers and specific issues that may have a negative impact on progress as a rationale for making changes. Changes to program objectives may also be based on the changing economic condition and market in which the grantee operates. |
| Does this jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants? | Yes or No. |
| Describe accomplishments and program outcomes during the last year. | If the answer to the BEDI question (above) is yes, describe the progress made in the given program year following instructions for Section 108 reporting contained in Chapters 8 and 9 of the IDIS Online for CDBG Entitlement Communities Training Manual . |



CR-50 HOME (HOME Grantees Only)

Regulation Citation(s): 24 C.F.R. § 91.520(e)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------|-------------------------------------|-----------------------|-------------------------------------|---------------|----------------------|
| Applicable? | HOME | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | HOME | HOME |

OVERVIEW

For HOME participating jurisdictions, the report must include the following:

- Results of on-site inspections of affordable rental housing for program compliance
- Assessment of the jurisdiction's affirmative marketing actions
- Assessment of the jurisdiction's outreach to minority-owned and women-owned businesses

DATA ENTRY: NARRATIVE

| Field | Description |
|--|---|
| Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations. Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation. | List all housing developments that received on-site inspections during the program year. List any developments that missed a scheduled inspection. Indicate any issues discovered during monitoring visits and the follow-up actions taken by the jurisdiction. |
| Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b) | Summarize the effectiveness of the jurisdiction's affirmative marketing actions. Explain how future actions will change based on the results of the current year. |
| Data on the amount and use of program income for projects, including the number of projects and owner and tenant characteristics. | Summarize the amount of HOME program income received and used. Also include a summary of projects funded and the characteristics of the beneficiaries. |
| Describe other actions taken to foster and maintain affordable housing. 91.220(k) STATES ONLY: Including the coordination of LIHTC with the development of affordable housing. 91.320(j) | Indicate if the jurisdiction took action to preserve the affordability of existing rental housing. State grantees must describe the coordination of programs funded through the Consolidated Plan with developments funded by LIHTC. |



CR-55 HOPWA (HOPWA grantees only)

Regulation Citation(s): 24 C.F.R. § 91.520(f)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------|----------------|-----------------------|-------------------------------------|---------------|----------------------|
| Applicable? | HOPWA | HOPWA | | <input checked="" type="checkbox"/> | HOPWA | |

OVERVIEW

For HOPWA grantees, the performance report must include the number of individuals assisted and the types of assistance provided.

DATA ENTRY: HOPWA NUMBER OF HOUSEHOLDS SERVED

This table lists the one-year goals and actual number of households receiving HOPWA assistance for each eligible type of housing assistance. The One-Year Goal field is system-generated based on the information from the Action Plan. The Actual numbers must be provided by the user. The numbers reports for Actual should be consistent with the accomplishments reported at the activity level in IDIS and in the jurisdiction's HOPWA CAPER.

| Number of Households Served Through: | One-Year Goal | Actual |
|--|---------------|--------|
| Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family | | |
| Tenant-based rental assistance | | |
| Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds | | |
| Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds | | |
| Total | | |

Data Entry: Narrative

| Field | Description |
|------------|--|
| Discussion | Evaluate the performance of the HOPWA-funded programs. Based on this self-evaluation, explain any adjustments and improvements that will be made to more effectively implement the strategies. |



CR-60 ESG (ESG Recipients Only)

Regulation Citation(s): 24 C.F.R. § 91.520(g)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------|----------------|-----------------------|-------|---------------|----------------------|
| Applicable? | ESG | ESG | ESG | ESG | ESG | ESG |

OVERVIEW

Use this screen to indicate the CoC(s) active in the recipient's jurisdiction and which subrecipients received ESG funds in the program year. Click the <Select Subrecipient> button to select which subrecipients to include in the CAPER. Be sure to click the <Save Subrecipient> button before closing the page.

ESG RECIPIENT INFORMATION

Fields marked with an asterisk are required by the system in order to save the screen.

| * | Field | Description |
|---|---|---|
| | 1. Grantee and ESG Contact Information | The Grantee Information and Program Contact will be automatically populated by the system. No data input required. Click the Grantee/PJ tab on the top IDIS navigation to see the contact information. If any changes are required, please contact your local HUD field office to make the update. |
| | 1a. Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance | Self-explanatory. To select more than one CoC, hold down the Ctrl key on the keyboard. |
| | 2. Reporting Period | This information will be automatically populated by the system. No data input required. |
| | 3. Specify Subrecipients | Click the <Select Subrecipients> button to select which subrecipients received ESG funds during the given program year. Instructions on completing the subrecipient form are presented below. |
| | 3a. Is subrecipient a victims service provider? | Answer Yes or No for each subrecipient. Victims Service Providers include rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. |
| * | 3b. Organization Type | Indicate if the subrecipient is a Faith-Based Organization, a Unit of Government, or Other (non-faith based) Non-Profit Organization. |
| * | 3c. ESG Subgrant or Contract Award Amount | Enter the amount provided to the subrecipient in the program year. |



Consolidated Annual Performance Evaluation Report

CR-60 - ESG 91.520(g) - ESG Recipients only

ESG Supplement to the 2019 CAPER

Close

1. Grantee and ESG Contact Information Click on the Grantee/PJ tab on the top IDIS navigation to see the contact information.

1a. Identify CoCs in which the recipients or subrecipients will provide ESG assistance:

2010 South Bend/Mishawaka/St. Joseph County CoC
2010 Indiana Balance of State
2010 Indianapolis CoC

Use CTRL-Click to select more than one CoC

Save Coc

2. Reporting Period Click on the Grantee/PJ tab on the top IDIS navigation to see the grantee's reporting period.

3. Specify Subrecipients

| Organization | Is subrecipient a victim services provider? | Organization Type | ESG Subgrant or Contract Award Amount | Action |
|---|---|-------------------|---------------------------------------|--------|
| <u>HAMMOND</u> Hammond, IN 46320-2554 DUNS: 067479923 | <input type="radio"/> Yes <input checked="" type="radio"/> No | Select ▼ | \$ 0 | Delete |
| <u>HAVEN HOUSE</u> Hammond, IN 46325-0508 DUNS: 779940923 | <input type="radio"/> Yes <input checked="" type="radio"/> No | Select ▼ | \$ 0 | Delete |
| <u>INNER MISSION</u> Hammond, IN 46325-0706 DUNS: 966622701 | <input type="radio"/> Yes <input checked="" type="radio"/> No | Select ▼ | \$ 0 | Delete |

Select Subrecipients

Save Subrecipients

Note: A subrecipient only appears in the selection list on CR-60 if that entity exists on any funded HESG activity dating back to the 2011 program year—even if the entity is allocated \$0 on one or more activity. When an organization is not in the subrecipient list on CR-60, the entity was not included in any of the recipient's funded ESG activities in IDIS.

- **If funds are still available in the activity**, go back to the IDIS funding screen to allocate funding for the ESG subrecipient. The CR-60 subrecipient selection screen will be automatically updated and the grantee will be able to select the subrecipient.
- **If funds are not available**, go back to the IDIS funding screen to add the ESG subrecipient but, in this case, allocate \$0 for the subrecipient. This action will also cause the CR-60 subrecipient selection list to be automatically updated with the subrecipient entity.
- **If the subrecipient entity is still not included in the CR-60 subrecipient selection list**, use the text box on the administration screen (CR-00) to add the subrecipient's information.



CR-65 ESG Persons Assisted (ESG recipients only)

Regulation Citation(s): 24 C.F.R. § 91.520(g)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------|----------------|-----------------------|-------------------------------------|---------------|----------------------|
| Applicable? | ESG | ESG | ESG | <input checked="" type="checkbox"/> | ESG | ESG |

NOTE: Starting with all 2017 CAPER submissions, ESG recipients should not complete any of the data tables on the CR-65 screen, but should instead submit all data via Sage.

Guidance on using Sage to submit ESG CAPER data is available in the [Sage ESG CAPER Guidebook for ESG-funded Programs](#).

Recipients must select “Print Complete CAPER” from the Submission Launchpad in Sage once the status on all forms is marked “Completed.” Select PDF as the print choice and download the report into the PDF file. Submit this downloaded PDF report on Screen CR-00 as an attachment to maintain a complete record of the CAPER submission in the eCon Planning Suite.



CR-70 ESG Assistance Provided (ESG recipients only)

Regulation Citation(s): 24 C.F.R. § 91.520(g)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------|----------------|-----------------------|-------------------------------------|---------------|----------------------|
| Applicable? | ESG | ESG | ESG | <input checked="" type="checkbox"/> | ESG | ESG |

OVERVIEW

ESG recipients will use this page to report on the emergency shelter utilization rates. Recipients should use local data sources to populate these tables.

For “Total number of bed-nights available”:

The recipient should enter the total number of slots (beds) that are available in a year. For example, if they are all year-round beds, it would be 365 multiplied by the number of emergency shelter beds; if some are seasonal as well (e.g., only winter), then they would add in the number of nights each bed is available.

For “Total number of bed-nights provided”:

The recipient should enter the number of beds that were filled each night.

Note: Recipients are not required to track each emergency shelter beds by funding source. Whether using ESG funds for shelter operations, essential services, and/or renovation, grantees are required to report in the CAPER the number of all emergency shelter beds in ESG-funded emergency shelter activities.

DATA ENTRY: SHELTER UTILIZATION

| | |
|--|------------------------|
| Consolidated Annual Performance Evaluation Report | |
| CR-70 - ESG 91.520(g) - Assistance Provided and Outcomes | |
| <input type="button" value="Save"/> <input type="button" value="Save and Return"/> <input type="button" value="Cancel"/> | |
| 8. Shelter Utilization | |
| | Number of units |
| Number of Beds - Rehabbed | <input type="text"/> |
| Number of Beds - Conversion | <input type="text"/> |
| Total Number of bed-nights available | <input type="text"/> |
| Total Number of bed-nights provided | <input type="text"/> |
| Capacity Utilization | 0% |



| Field | Description |
|--------------------------------------|---|
| Number of Beds – Rehabbed | Enter the number of additional beds created as a result of a rehab activity. |
| Number of Beds – Conversion | Enter the number of beds created as a result of the conversion of a building to a shelter. |
| Total Number of bed-nights available | Enter the total number of beds available in a year—include all beds, whether or not they were ESG-funded. |
| Total Number of bed-nights provided | Enter the number of beds that were filled each night—include all beds, whether or not they were ESG-funded. |
| Capacity Utilization | Read-only. System calculated. |

DATA ENTRY: PROJECT OUTCOMES

| Field | Description |
|--|--|
| Project Outcomes Data measured under the performance standards developed in consultation with CoC(s) | ESG recipients must report on project outcomes data measured under the performance standards developed in consultation with the CoC(s). Recipients have the discretion to choose the format in which to report this data; however, recipients' project outcomes must correlate with the performance standards identified in their Action Plan on screen AP-90. |



CR-75 ESG Expenditures (ESG recipients only)

Regulation Citation(s): 24 C.F.R. § 91.520(g)

| Type of Plan | Entitlement | Consortia Lead | Consortia Participant | State | Regional Lead | Regional Participant |
|--------------|-------------|----------------|-----------------------|-------------------------------------|---------------|----------------------|
| Applicable? | ESG | ESG | ESG | <input checked="" type="checkbox"/> | ESG | ESG |

NOTE: Starting with all 2019 CAPER submissions, ESG recipients should not complete any of the data tables on the CR-75 screen, but should instead submit all data via Sage.

Guidance on using Sage to submit ESG CAPER data is available in the [Sage ESG CAPER Guidebook for ESG-funded Programs](#).

Recipients must select “Print Complete CAPER” from the Submission Launchpad in Sage once the status on all forms is marked “Completed.” Select PDF as the print choice and download the report into the PDF file. Submit this downloaded PDF report on Screen CR-00 as an attachment to maintain a complete record of the CAPER submission in the eCon Planning Suite.



APPENDIX A: QUALITY CHECK ERRORS AND WARNINGS

CONSOLIDATED PLAN ERRORS AND WARNINGS

The following is a list of warnings and errors to help grantees assess the consistency and completeness of their Consolidated Plans submission. Quality checks for the Annual Action Plan are listed in the next section.

These errors and warnings may indicate that a requirement has not been met, which could potentially cause the HUD Field Office to not accept the plan submission as complete. However, plans can be submitted even if the Quality Check warnings are not cleared. If a user believes the plan meets all Consolidated Plan requirements, the grantee can ignore the Quality Check warning and submit the plan to HUD.

| Screen | Quality Check |
|--------|--|
| AD-25 | CPD programs indicated don't match current IDIS – warning. |
| | Regional Plan selected in AD-25, w/o identifying other qualified grantees as participating |
| | Blank report title – warning |
| | No Alternate / Local data sources identified – warning |
| AD-35 | Any of the survey instrument text fields are blank – warning |
| AD-40 | Any of the administrative system text fields are blank – warning |
| AD-55 | No program contact (last name or email) for a CPD program included in the plan |
| ES-05 | Any of the 7 presented text boxes blank – warning |
| PR-05 | Consolidated Plan Public Contact Information blank – warning |
| PR-10 | No consulting organization – warning |
| | Need to identify at least one org type for each consulting org |
| | Across all of the consulting orgs, each Agency/Group/Organization Type needs to be indicated at least once. |
| | Need to enter a non-blank value if 'Other' org type was selected for a consulting org |
| | Need to identify at least one plan section for each consulting org |
| | Need to enter a non-blank value if 'Other' plan section was selected for a consulting org |
| | "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" text box blank – warning |
| PR-15 | For an outreach record, a blank mode of outreach selected. |
| | For an outreach record, no target of outreach identified |
| | For an outreach record, if non-English speaking target of outreach is selected, blank language |
| | For an outreach record, other target of outreach selected with a blank value |
| | A Summary of response/attendance field is blank |
| | A Summary of Comments Received field is blank |
| NA-05 | Overview field is blank – warning |



| Screen | Quality Check |
|--------|---|
| NA-10 | Any of the following text fields are blank: – warning What are the most common housing problems? Are any populations/household types more affected than others by these problems? Describe the needs of Low-income individuals and children... |
| NA-15 | A user defined race has been added into a table with a blank name. |
| NA-20 | Any of the table cells are blank for a data source selected for inclusion in the report. |
| | A user defined race has been added into a table with a blank name. |
| NA-25 | A user defined race has been added into a table with a blank name. |
| NA-30 | Any of the text fields are blank: – warning |
| NA-35 | Any of the section 504 text fields are blank: – warning |
| NA-40 | If the state has rural homeless, the description text field is blank |
| | Either of the nature and extent of homelessness text fields are blank – warning |
| NA-45 | Any of the following text fields are blank: – warning Describe the characteristics of special needs populations in the community. What are the housing and supportive service needs of these populations? Discuss the size and characteristics of the population with HIV / AIDS... |
| NA-50 | Any of the text fields are blank: – warning |
| MA-05 | The text field is blank – warning |
| MA-10 | Any of the following text fields are blank: – warning Describe the number and targeting (income level/type ... Provide an assessment of units expected to be lost ... Does the availability of housing units meet the needs of the population? Describe the need for specific types of housing: |
| MA-15 | Any of the following text fields are blank: – warning Is there sufficient housing for households at all income levels? How is affordability of housing likely to change considering changes... How do HOME rents / Fair Market Rent compare... |
| MA-20 | Any of the following text fields are blank: – warning Describe the jurisdiction’s definition for “condition” ... Describe the need for owner and rental rehabilitation based on the condition... Estimate the number of housing units within the jurisdiction... Describe the jurisdiction’s definition for “condition” ... Describe the need for owner and rental rehabilitation based on the condition... Estimate the number of housing units within the jurisdiction... |
| MA-25 | Any of the following text fields are blank: – warning Describe the number and physical condition of public housing... Describe the restoration and revitalization needs of public housing units... Describe the public housing agency’s strategy for improving the... |



| Screen | Quality Check |
|--------|---|
| MA-30 | The following text field is blank: – warning Describe the strengths and weaknesses of the service delivery system for persons ... |
| MA-35 | Any of the following text fields are blank: – warning Describe programs for ensuring that persons returning from mental ... Describe the strengths and weaknesses of the service delivery system for persons... |
| MA-40 | The text field is blank – warning |
| MA-45 | Any of the following text fields are blank: – warning How do the skills and education of the jurisdiction’s workforce. Describe the needs of the business community. What other factors impact economic development in the jurisdiction... |
| MA-50 | Any of the following text fields are blank: – warning Are there any populations or households in areas or neighborhoods workforce ... Are there areas in the Jurisdiction where these populations are concentrated? What are the characteristics of the market in these areas/neighborhoods? Are there any community assets in these areas/neighborhoods? Are there other strategic opportunities in any of these areas? |
| | If the grantee is a Colonias Set-Aside State and the following text field is blank: – warning Based on the needs analysis above, describe the State’s needs in Colonias. |
| SP-05 | The text field is blank – warning |
| SP-10 | There are no geographic area records |
| | There are geographic area records that are not associated with any goal – warning |
| SP-25 | There are priority need records that are not associated with any goal – warning |
| SP-26 | No population affected has been identified for a priority need |
| | No target area affected has been identified for a priority need |
| | No associated goals have been identified for a priority need |
| | The description of the Basis for Relative Priority field is blank for a priority need |
| SP-35 | Resources across all of the plan years over/under allocated to goals (state the amount by funding source over or under allocated to goals) – warning |
| | If the grantee is an entitlement grantee and not part of a regional plan, first year resources over/under allocated to the corresponding AAP projects (state the amount by funding source over or under allocated to projects) – warning |
| | The following text field is blank: – warning Explain how federal funds will leverage those additional resources ... |
| SP-36 | No use of funds has been identified for an added resource. |
| | The ‘other’ use of funds has been identified with a blank name. |
| SP-45 | The text field is blank: – warning |
| SP-46 | The ‘other’ category has been identified with a blank name. |
| | No target area included has been identified for a goal. |
| | No priority need addressed has been identified for a goal. |
| | No funding has been identified for a goal. |



| Screen | Quality Check |
|--------|--|
| | No Goal Outcome Indicator has been identified for a goal. |
| SP-50 | If the grantee is designated as troubled under 24 CFR part 902, the plan to remove the 'troubled' designation text field is blank – warning |
| SP-55 | If the Barriers to Affordable Housing text field is not blank in the Housing Market Analysis Barriers to Affordable Housing screen (MA-40) and the following text field is blank – warning Strategy to Remove or Ameliorate the Barriers to Affordable Housing: |
| SP-60 | Any of the text fields are blank: – warning |
| SP-65 | Any of the text fields are blank: – warning |
| SP-70 | Any of the text fields are blank: – warning |
| SP-75 | If the grantee is a Colonias Set-Aside State, Any of the text fields are blank: – warning |
| SP-80 | The text field is blank: – warning |

The system will also provide a warning any time the grantee uses an alternative data source and there is no description of the data source or if any of the cell values in the table are blank.

ANNUAL ACTION PLAN QUALITY CHECK ERRORS AND WARNINGS

The following is a list of errors and warnings that may appear on the Quality Check screen that can help grantees assess the consistency and completeness of their Annual Action Plans.

These errors and warnings may indicate that a requirement has not been met, which could potentially cause the HUD Field Office to not accept the plan submission as complete. However, plans can be submitted even if the Quality Check warnings are not cleared. If a user believes the plan meets all Consolidated Plan requirements, the grantee can ignore the Quality Check warning and submit the plan to HUD. Please note that the checks for AP-15 and AP-16 are not applicable for the Annual Action Plan component of a Consolidated Plan.

| Screen | Quality Check |
|--------|--|
| AD-25 | CPD programs indicated don't match current IDIS – warning. |
| | Regional Plan selected in AD-25, w/o identifying other qualified grantees as participating |
| | Blank report title – warning |
| | No Alternate / Local data sources identified – warning |
| AD-35 | Any of the survey instrument text fields are blank – warning |
| AD-40 | Any of the administrative system text fields are blank – warning |
| AD-55 | No program contact (last name or email) for a CPD program included in the plan |
| ES-05 | Any of the 7 presented text boxes blank – warning |
| PR-05 | Consolidated Plan Public Contact Information blank – warning |
| PR-10 | No consulting organization – warning |
| | Need to identify at least one org type for each consulting org |



| Screen | Quality Check |
|--------|---|
| | Across all of the consulting orgs, each Agency/Group/Organization Type needs to be indicated at least once. |
| | Need to enter a non-blank value if 'Other' org type was selected for a consulting org |
| | Need to identify at least one plan section for each consulting org |
| | Need to enter a non-blank value if 'Other' plan section was selected for a consulting org |
| | "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" text box blank – warning |
| PR-15 | For an outreach record, a blank mode of outreach selected. |
| | For an outreach record, no target of outreach identified |
| | For an outreach record, if non-English speaking target of outreach is selected, blank language |
| | For an outreach record, other target of outreach selected with a blank value |
| | A Summary of response/attendance field is blank |
| | A Summary of Comments Received field is blank |
| AP-15 | If the grantee is an entitlement grantee, any funds that have not been allocated to projects – warning |
| | The following text field is blank: – warning Explain how federal funds will leverage those additional resources ... |
| AP-16 | No use of funds has been identified for an add resource. |
| | The 'other' use of funds has been identified with a blank name. |
| AP-20 | The text field is blank: – warning |
| | If the grantee is an entitlement grantee, any goals that are not associated with at least one project |
| AP-21 | No target area included has been identified for a goal. |
| | No priority need addressed has been identified for a goal. |
| | No funding has been identified for a goal. |
| | No GOI has been identified for a goal. |
| AP-36 | If the grantee is an entitlement, no funding has been identified for a project. |
| | If the grantee is an entitlement, no goal supported has been identified for a project. |
| | If the grantee is an entitlement, no target area included has been identified for a project. |
| | If the grantee is an entitlement, no priority need addressed has been identified for a project. |
| | If the grantee is an entitlement, no GOI has been identified for a project. |
| AP-25 | If the grantee is a state, the funding allocation of a fund does not total 100% – warning |
| | If the grantee is a state, any of the following text fields are blank: – warning Reasons for Allocation Priorities: How will the proposed distribution of funds address the priority needs... |
| | |
| AP-30 | If the grantee is a state as part of a AAP that is part of a ConPlan, no method of distribution has been identified for a SP Anticipated Resource (from screen SP-35) |
| | If the grantee is a state as part of a AAP that is not part of a ConPlan, no method of distribution has been identified for a AAP Expected Resource (from screen AP-15) |



| Screen | Quality Check |
|--------|---|
| | <p>If the grantee is a state, for a method of distribution, any of the following text fields are blank: – warning</p> <p>Describe the state program addressed by the Method of Distribution.</p> <p>Describe all of the criteria that will be used to select applications and ...</p> <p>Describe how resources will be allocated among funding categories.</p> <p>Describe threshold factors and grant size limits.</p> <p>What are the outcome measures expected as a result of the method of distribution?</p> |
| | <p>If the grantee is a state and receives ESG funds, for a method of distribution, the following text field is blank: – warning</p> <p>Describe the process for awarding funds to state recipients and how the state</p> |
| | <p>If the grantee is a state and receives HOPWA funds, for a method of distribution, the following text field is blank: – warning</p> <p>Identify the method of selecting project sponsors (including providing full access...</p> |
| AP-40 | <p>If the grantee is a state, and will help non-entitlement governmental units apply for Section 108 loan funds, any of the following text fields are blank: – warning</p> <p>Describe available grant amounts.</p> <p>Describe how applications will be accepted.</p> |
| AP-45 | <p>If the grantee is a state, and will allow units of local government to carry out community revitalization strategies, the following text field is blank: – warning</p> <p>“If yes, describe the state’s process and criteria for approving local government’s revitalization strategies.”</p> |
| AP-48 | <p>If the grantee is a Colonias Set-Aside State, use the same edits applied to screen AP-30.</p> |
| AP-50 | <p>Any of the following text fields are blank: – warning</p> <p>Description of the geographic areas of the entitlement...</p> <p>Rationale for the priorities for allocating investments geographically.</p> |
| AP-60 | <p>Any of the following text fields are blank: – warning</p> <p>Actions planned during the next year to address the needs to public housing:</p> <p>Actions to encourage public housing residents to become more involved ...</p> |
| AP-65 | <p>Any of the following text fields are blank: – warning</p> <p>Actions planned to address emergency shelter and transitional housing needs</p> <p>Actions planned to address homelessness prevention (for low-income individuals</p> <p>Actions planned to address the transition to permanent housing and independent living:</p> <p>Specific actions planned to end chronic homelessness:</p> |
| AP-75 | <p>The following text field is blank: – warning</p> <p>Actions it planned to remove or ameliorate the negative effects of public policies...</p> |



| Screen | Quality Check |
|--------|---|
| AP-80 | <p>If the grantee is a Colonias Set-Aside State, any of the following text fields are blank: - warning</p> <p>Actions the state plans to take to address obstacles...</p> <p>Actions the state plans to take to reduce the number of poverty-level families.</p> <p>Actions the state plans to take to develop the institutional structure.</p> <p>Actions the state plans to take to enhance coordination between public ...</p> |
| AP-85 | <p>Any of the following text fields are blank: – warning</p> <p>Actions planned to address obstacles to meeting underserved needs:</p> <p>Actions planned to foster and maintain affordable housing:</p> <p>Actions planned to reduce lead-based paint hazards:</p> <p>Actions planned to reduce the number of poverty-level families:</p> <p>Actions planned to develop institutional structure:</p> <p>Actions planned to enhance coordination between public and private ...</p> |
| AP-90 | <p>If the grantee is a HOME, CDBG, or HESG grantee, any of the following text fields are blank: – warning</p> <p>A description of other forms of investment being used beyond ...</p> <p>A description of the guidelines that will be used for resale or recapture ...</p> <p>A description of the guidelines for resale or recapture that ensures the ...</p> <p>Plans for using HOME funds to refinance existing debt secured by ...</p> |



APPENDIX B: GOAL OUTCOME INDICATORS

GOAL OUTCOME INDICATOR DESCRIPTIONS

1. Public facility or infrastructure activities other than low-/moderate-income housing benefit

Use this GOI for any CDBG-funded public facility or infrastructure project or activity that will not use Low-Mod Housing (LMH) as its national objective. Examples include street improvements or park improvements that use Low-Mod Area (LMA) or homeless shelters or senior centers that use Limited Clientele (LMC).

2. Public facility or infrastructure activities for low-/moderate-income housing benefit

Use this GOI for any CDBG-funded public facility or infrastructure project or activity that will use LMH as its national objective. Use this GOI when the grantee supports large housing developments with infrastructure improvements tied directly to the development.

3. Public service activities other than low-/moderate-income housing benefit

Use this GOI for any CDBG-funded public service project or activity that will not use LMH as its national objective. Most public services will use this GOI. Examples include youth services or senior services that use LMC or anti-crime programs that use LMA. Use this code for HOPWA-funded activities including Housing Information Services, Permanent Housing Placement, and Supportive Services.

4. Public service activities for low-/moderate-income housing benefit

Use this GOI for any CDBG-funded public service project or activity that will use LMH as its national objective. Examples include 05R Homeownership Assistance (Not Direct), 05S Rental Subsidies, and 05T Security Deposits.

5. Facade treatment/business-building rehabilitation

Use this GOI for any activity using the matrix code 14E Rehabilitation of Publicly or Privately-Owned Commercial/Industrial Properties. This GOI should also be used for 01 Acquisition, 15 Code Enforcement, 16B Non-Residential Historic Preservation, and similar activity types that target commercial properties.

6. Brownfield acres remediated

Brownfields are abandoned, idled, or underused real property where expansion or redevelopment is complicated by the presence or potential presence of environmental contamination. Use this GOI for any activity that will redevelop property that is considered a brownfield.

7. Rental units constructed

Use this GOI for any HOME- or CDBG-funded activity that constructs new rental units.

8. Rental units rehabilitated

Use this GOI for any HOME- or CDBG-funded activity that rehabilitates existing rental units. Use this GOI for any project involving the reconstruction of rental units.

9. Homeowner housing added

Use this GOI for any HOME- or CDBG-funded activity that constructs new owner-occupied units.



10. Homeowner housing rehabilitated

Use this GOI for any HOME- or CDBG-funded activity that rehabilitates existing owner-occupied units. Use this GOI for any project involving the reconstruction of owner-occupied units.

11. Direct financial assistance to homebuyers

Use this GOI for any HOME-funded activity where the homebuyer receives down payment or closing cost assistance or purchases the home for a price below market value. For CDBG-funded activities, use this GOI for any project using the matrix code 13 Direct Homeownership Assistance.

12. Tenant-based rental assistance/Rapid rehousing

Use this GOI for any HOPWA or HOME-funded TBRA and CDBG-funded activity using matrix code 05S Rental Housing Subsidies. For ESG-funded projects, use this code for activities funded under the Rapid Rehousing component.

13. Homeless person overnight shelter

Use this GOI for any CDBG-funded activity using matrix code 03C—Homeless Facilities (Not Operating) or 03T—Operating Costs of Homeless/AIDS Programs. For ESG-funded projects, use this code for activities funded under the Emergency Shelter component. Note: There is currently no GOI for ESG-funded Street Outreach activities. This GOI can be used to capture persons served under the ESG-funded Street Outreach component when accompanied by an explanation in a text box clarifying this.

14. Overnight/Emergency shelter/Transitional housing beds added

Use this GOI for any CDBG-funded activity using matrix code 03C—Homeless Facilities (Not Operating) or 03T—Operating Costs of Homeless/AIDS Programs that adds beds to the available inventory. For ESG-funded projects, use this code for any renovation activities funded under the Emergency Shelter component that resulted in the creation of additional beds.

15. Homelessness prevention

Use this GOI for any CDBG-funded activity using matrix code 05C—Legal Services, 05Q—Subsistence Payments, or 05T—Security Deposits that prevents homelessness. For HOPWA-funded projects, use this code for STRMU. For ESG-funded projects, use this code for any activities funded under the Homelessness Prevention component.

16. Jobs created/retained

Use this GOI for any CDBG-funded activity with Jobs as the accomplishment type, including those with national objectives such as LMJ, LMAFI, LMASA, and LCMCMC. Also use this GOI for any HOPWA-funded activity where income-producing jobs are created.

17. Businesses assisted

Use this GOI for any CDBG-funded activity using a matrix code starting with 17, 18, and 14E – Rehab: Commercial/Industrial.

18. Housing for homeless added

Use this GOI for any CDBG-funded activity using matrix codes 01-Acquisition, 12-Construction of Housing, or a matrix code in the 14 series where units are designated for homeless. Also use this GOI for any HOME-funded activities that include units designated for homeless.

**19. Housing for people with HIV/AIDS added**

Use this GOI for any CDBG-funded activity using matrix codes 01-Acquisition, 12-Construction of Housing, or a matrix code in the 14 series where units are designated for people with HIV/AIDS. Also use this GOI for any HOME-funded activities that include units designated for people with HIV/AIDS. Finally, use this GOI for HOPWA-funded facility-based housing development, including acquisition, rehabilitation, conversion, lease, or repair.

20. HIV/AIDS housing operations

Use this GOI for any CDBG-funded activity using a matrix code 03T- Homeless/AIDS Programs when services are specifically for persons with HIV/AIDS. For HOPWA-funded projects, use this code for facility-based operations.

21. Buildings demolished

Use this GOI for any CDBG-funded activity using a matrix code 04-Clearance. This code can also be used as a secondary goal for HOME and HOPWA-funded projects that involve the clearance of blighted buildings.

22. Housing code enforcement/Foreclosed property care

Use this GOI for any CDBG-funded activity using a matrix code 15-Code Enforcement or 19E CDBG Operation and Repair of Foreclosed Property.

23. Other (Specify)

Use this GOI when none of the others describe the goal that the grantee wants to track.



CDBG ACTIVITIES

The following table lists suggested pairings between GOIs and corresponding types of CDBG activities.

| | Goal Outcome Indicator | Unit of Measure | CDBG |
|----|---|---------------------------|--|
| 1 | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit | Persons Assisted | Matrix Codes 03 (except 03T) with National Objective Other Than LMH |
| 2 | Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit | Households Assisted | Matrix Codes 03 with National Objective of LMH |
| 3 | Public service activities other than Low/Moderate Income Housing Benefit | Persons Assisted | Matrix Codes 05 (and 03T) with National Objective Other Than LMH |
| 4 | Public service activities for Low/Moderate Income Housing Benefit | Households Assisted | Matrix Codes 05R, 05S, and 05T with National Objective of LMH |
| 5 | Facade treatment/business building rehabilitation | Businesses | Matrix Code 14E and activities that target rehab of commercial properties |
| 6 | Brownfield acres remediated | Acres Remediated | Use this GOI for any activity that will redevelop property that is considered a brownfield. |
| 7 | Rental units constructed | Household / Housing Units | Matrix Codes 01 and 12 that involve new rental units |
| 8 | Rental units rehabilitated | Household / Housing Units | Matrix Codes in 14 series ('14A','14B','14C','14D','14F','14G','14H','14I') that include existing rental units |
| 9 | Homeowner Housing Added | Household / Housing Units | Matrix Codes 01 and 12 that involve new rental units |
| 10 | Homeowner Housing Rehabilitated | Household / Housing Units | Matrix Codes in 14 series that include existing owner units |
| 11 | Direct Financial Assistance to Homebuyers | Households Assisted | Matrix Code 13 and 05R |
| 12 | Tenant-based rental assistance / Rapid Rehousing | Households Assisted | Matrix Code 05S only |
| 13 | Homeless Person Overnight Shelter | Persons Assisted | Matrix Code 03C and 03T |
| 14 | Overnight/Emergency Shelter/Transitional Housing Beds added | Beds | Matrix Code 03C and 03T |
| 15 | Homelessness Prevention | Persons Assisted | Matrix Codes 05C, 05Q, and 05T |



| | Goal Outcome Indicator | Unit of Measure | CDBG |
|----|---|---------------------------|--|
| 16 | Jobs created/retained | Jobs | National objective code of LMJ*, LMAFI, LMASA, LMCMC with Jobs as Accomplishment Type |
| 17 | Businesses assisted | Businesses Assisted | Matrix code 14E, 17*, 18* |
| 18 | Housing for Homeless added | Household / Housing Units | Matrix Codes 01, 12, or in 14 series that include units designated for homeless |
| 19 | Housing for People with HIV/AIDS added | Household / Housing Units | Matrix Codes 01, 12, or in 14 series that include units designated for persons with HIV/AIDS |
| 20 | HIV/AIDS Housing Operations | Household / Housing Units | Matrix code 03T when services specifically for persons with HIV/AIDS |
| 21 | Buildings Demolished | Buildings | Matrix Code 04 |
| 22 | Housing Code Enforcement/Foreclosed Property Care | Household / Housing Units | Matrix Code 15 or 19E CDBG Operation and Repair of Foreclosed Property |
| 23 | Other | Other | |



HOME ACTIVITIES

The following table lists suggested pairings between GOIs and corresponding types of HOME activities. GOIs that do not apply to HOME-funded activities are not listed.

| | Goal Outcome Indicator | Unit of Measure | HOME |
|----|--|---------------------------|--|
| 6 | Brownfield acres remediated | Acres Remediated | Use this GOI for any activity that will redevelop property that is considered a brownfield. |
| 7 | Rental units constructed | Household / Housing Units | Construction of new rental units |
| 8 | Rental units rehabilitated | Household / Housing Units | Rehabilitation of existing rental units |
| 9 | Homeowner Housing Added | Household / Housing Units | Construction of new owner-occupied units Conversion to owner-occupied units Acquisition only of existing units |
| 10 | Homeowner Housing Rehabilitated | Household / Housing Units | Rehabilitation of existing owner-occupied units |
| 11 | Direct Financial Assistance to Homebuyers | Households Assisted | |
| 12 | Tenant-based rental assistance / Rapid Rehousing | Households Assisted | Tenant Based Rental Assistance |
| 18 | Housing for Homeless added | Household / Housing Units | Use this GOI for any permanent housing specifically targeted to homeless persons |
| 19 | Housing for People with HIV/AIDS added | Household / Housing Units | Use this GOI for any activity specifically targeted to persons with HIV/AIDS |
| 21 | Buildings Demolished | Buildings | Use this GOI for any activity that includes the demolition of property that is part of the overall objective. |
| 23 | Other | Other | |



HOPWA ACTIVITIES

The following table lists suggested pairings between GOIs and corresponding types of HOPWA activities. GOIs that do not apply to HOPWA-funded activities are not listed.

| | Goal Outcome Indicator | Unit of Measure | HOPWA |
|----|---|-----------------------------|--|
| 3 | Public service activities other than Low-/Moderate-Income Housing Benefit | Persons Assisted | Housing Information Services Permanent Housing Placement Supportive Services |
| 6 | Brownfield acres remediated | Acres Remediated | Use this GOI for any activity that will redevelop property that is considered a brownfield. |
| 12 | Tenant-based rental assistance/ Rapid Rehousing | Households Assisted | TBRA |
| 15 | Homelessness Prevention | Persons Assisted | STRMU |
| 16 | Jobs created/retained | Jobs | Facility-Based Housing Subsidy Assistance TBRA STRMU Housing Information Services Supportive Services Permanent Housing Placement |
| 19 | Housing for People with HIV/AIDS added | Household/ Housing Units | Facility-Based Housing Development (Acquisition, rehabilitation, conversion, lease, and repair) |
| 20 | HIV/AIDS Housing Operations | Household/ Housing Units | Facility-Based Housing Operations |
| 21 | Buildings Demolished | Buildings | Use this GOI for any activity that includes the demolition of property that is part of the overall objective. |
| 23 | Other | Other | |



APPENDIX C: DEFAULT DATA GEOGRAPHIES

The table indicates default jurisdiction boundaries on which pre-populated data is based for each screen for different types of Consolidated Plan Templates.

| Section/Table | Entitlement | | | State* | Consortia** | | Regional** | |
|--|----------------|----------------|----------------|----------------|----------------|-------------|----------------|-------------|
| | With HOME | | Without HOME | | Lead | Participant | Lead | Participant |
| | With HOPWA | Without HOPWA | | | | | | |
| Needs Assessment | | | | | | | | |
| NA-10 Housing Needs Assessment | HOME | HOME | CDBG | Statewide | HOME | | CDBG | |
| NA-15 Disproportionately Greater Need: Housing Problems | HOME | HOME | CDBG | Statewide | HOME | | CDBG | |
| NA-20 Disproportionately Greater Need: Severe Housing Problems | HOME | HOME | CDBG | Statewide | HOME | | CDBG | |
| NA-25 Disproportionately Greater Need: Housing Cost Burdens | HOME | HOME | CDBG | Statewide | HOME | | CDBG | |
| NA-35 Public Housing | Based on AD-25 | Based on AD-25 | Based on AD-25 | Based on AD-25 | Based on AD-25 | | Based on AD-25 | |
| NA-40 Homeless Needs Assessment | No Data | No Data | No Data | No Data | No Data | | No Data | |
| NA-45 Special Needs Assessment | HOPWA | N/A | N/A | N/A | HOPWA*** | | HOPWA*** | |
| Housing Market Analysis | | | | | | | | |
| MA-10 Number of Housing Units | HOME | HOME | CDBG | Statewide | HOME | | CDBG | |
| MA-15 Cost of Housing | HOME | HOME | CDBG | Statewide | HOME | | CDBG | |
| MA-20 Condition of Housing | HOME | HOME | CDBG | Statewide | HOME | | CDBG | |
| MA-25 Public and Assisted Housing | Based on AD-25 | Based on AD-25 | Based on AD-25 | Based on AD-25 | Based on AD-25 | | Based on AD-25 | |
| MA-30 Homeless Facilities and Services | No Data | No Data | No Data | No Data | No Data | | No Data | |
| MA-35 Special Needs Facilities and Services | HOPWA | N/A | N/A | N/A | HOPWA*** | | HOPWA*** | |
| MA-45 Non-Housing Community Development Assets | CDBG | CDBG | CDBG | CDBG | CDBG | CDBG | CDBG | |

* Statewide is for the entire state (including entitlement and non-entitlement areas).

** Unless divided into two columns, data entries for consortia and regional plans are for the entire geography comprised of both lead and participating jurisdictions.

*** If grantee received HOPWA, default data will be provided.



APPENDIX D: CONSORTIA SCREEN REQUIREMENTS

| Lead Grantee Template | Participating Grantee with CDBG Template | Participating Grantee with CDBG & ESG Template |
|--|---|--|
| Setup | | |
| AD-25 Administration | AD-25 Administration | AD-25 Administration |
| AD-50 Verify Grantee/PJ Information in IDIS | AD-50 Verify Grantee/PJ Information in IDIS | AD-50 Verify Grantee/PJ Information in IDIS |
| AD-55 Verify Grantee/PJ - Program Contacts | AD-55 Verify Grantee/PJ - Program Contacts | AD-55 Verify Grantee/PJ - Program Contacts |
| Executive Summary | | |
| ES-05 Executive Summary | ES-05 Executive Summary | ES-05 Executive Summary |
| Process | | |
| PR-05 Lead & Responsible Agencies | PR-05 Lead & Responsible Agencies | PR-05 Lead & Responsible Agencies |
| PR-10 Consultation | PR-10 Consultation | PR-10 Consultation |
| PR-15 Citizen Participation | PR-15 Citizen Participation | PR-15 Citizen Participation |
| Needs Assessment | | |
| NA-05 Overview | NA-05 Overview | NA-05 Overview |
| NA-10 Housing Needs Assessment | Include in Lead Template | Include in Lead Template |
| 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-40 Homeless Needs Assessment |
| NA-45 Non-Homeless Special Needs Assessment | NA-50 Non-Housing Community Development Needs | Include in Lead Template |
| NA-50 Non-Housing Community Development Needs | | NA-50 Non-Housing Community Development Needs |



| Lead Grantee Template | Participating Grantee with CDBG Template | Participating Grantee with CDBG & ESG Template |
|--|--|--|
| Market Analysis | | |
| MA-05 Overview | MA-05 Overview | MA-05 Overview |
| MA-10 Number of Housing Units | Include in Lead Template | Include in Lead Template |
| MA-15 Cost of Housing | | |
| MA-20 Condition of Housing | | |
| MA-25 Public and Assisted Housing | | MA-30 Homeless Facilities |
| MA-30 Homeless Facilities | | |
| MA-35 Special Needs Facilities and Services | | Include in Lead Template |
| MA-40 Barriers to Affordable Housing | | |
| MA-45 Non-Housing Community Development Assets | MA-45 Non-Housing Community Development Assets | MA-45 Non-Housing Community Development Assets |
| MA-50 Needs and Market Analysis Discussion | MA-50 Needs and Market Analysis Discussion | MA-50 Needs and Market Analysis Discussion |
| MA-60 Broadband Needs of Housing | MA-60 Broadband Needs of Housing | MA-60 Broadband Needs of Housing |
| MA-65 Hazard Mitigation | MA-65 Hazard Mitigation | MA-65 Hazard Mitigation |
| Strategic Plan | | |
| SP-05 Overview | SP-05 Overview | SP-05 Overview |
| SP-10 Geographic Priorities | SP-10 Geographic Priorities | SP-10 Geographic Priorities |
| SP-25 Priority Needs | SP-25 Priority Needs | SP-25 Priority Needs |
| SP-30 Influence of Market Conditions | Include in Lead Template | Include in Lead Template |
| SP-35 Anticipated Resources | SP-35 Anticipated Resources | SP-35 Anticipated Resources |
| SP-40 Institutional Delivery Structure | SP-40 Institutional Delivery Structure | SP-40 Institutional Delivery Structure |
| SP-45 Goals | SP-45 Goals | SP-45 Goals |
| SP-50 Public Housing Accessibility and Involvement | Include in Lead Template | Include in Lead Template |
| SP-55 Barriers to affordable housing | | |
| SP-60 Homelessness Strategy | | SP-60 Homelessness Strategy |
| SP-65 Lead-based paint Hazards | SP-65 Lead-based paint Hazards | SP-65 Lead-based paint Hazards |
| SP-70 Anti-Poverty Strategy | SP-70 Anti-Poverty Strategy | SP-70 Anti-Poverty Strategy |
| SP-80 Monitoring | SP-80 Monitoring | SP-80 Monitoring |



| Lead Grantee Template | Participating Grantee with CDBG Template | Participating Grantee with CDBG & ESG Template |
|---|--|---|
| First Year Annual Action Plan | | |
| AP-15 Expected Resources | AP-15 Expected Resources | AP-15 Expected Resources |
| AP-20 Annual Goals and Objectives | AP-20 Annual Goals and Objectives | AP-20 Annual Goals and Objectives |
| AP-35 Projects | AP-35 Projects | AP-35 Projects |
| AP-50 Geographic Distribution | AP-50 Geographic Distribution | AP-50 Geographic Distribution |
| AP-55 Affordable Housing | Include in Lead Template | Include in Lead Template |
| AP-60 Public Housing | | |
| AP-65 Homeless and Other Special Needs Activities | | AP-65 Homeless and Other Special Needs Activities |
| AP-75 Barriers to affordable housing | | AP-75 Barriers to affordable housing |
| AP-85 Other Actions | AP-85 Other Actions | AP-85 Other Actions |
| AP-90 Program Specific Requirements | AP-90 Program Specific Requirements | AP-90 Program Specific Requirements |



| Lead Grantee Template | Participating Grantee with CDBG Template | Participating Grantee with CDBG & ESG Template |
|---|---|---|
| Second to Fifth Year Annual Action Plan | | |
| Setup | | |
| AD-26 Administration | AD-26 Administration | AD-26 Administration |
| AD-50 Verify Grantee/PJ Information in IDIS | AD-50 Verify Grantee/PJ Information in IDIS | AD-50 Verify Grantee/PJ Information in IDIS |
| AD-55 Verify Grantee/PJ - Program Contacts | AD-55 Verify Grantee/PJ - Program Contacts | AD-55 Verify Grantee/PJ - Program Contacts |
| Process | | |
| AP-05 Executive Summary | AP-05 Executive Summary | AP-05 Executive Summary |
| PR-05 Lead & Responsible Agencies | PR-05 Lead & Responsible Agencies | PR-05 Lead & Responsible Agencies |
| AP-10 Consultation | AP-10 Consultation | AP-10 Consultation |
| AP-12 Participation | AP-12 Participation | AP-12 Participation |
| Annual Action Plan | | |
| AP-15 Expected Resources | AP-15 Expected Resources | AP-15 Expected Resources |
| AP-20 Annual Goals and Objectives | AP-20 Annual Goals and Objectives | AP-20 Annual Goals and Objectives |
| AP-35 Projects | AP-35 Projects | AP-35 Projects |
| AP-50 Geographic Distribution | AP-50 Geographic Distribution | AP-50 Geographic Distribution |
| AP-55 Affordable Housing | Include in Lead Template | Include in Lead Template |
| AP-60 Public Housing | | |
| AP-65 Homeless and Other Special Needs Activities | | AP-65 Homeless and Other Special Needs Activities |
| AP-75 Barriers to affordable housing | AP-75 Barriers to affordable housing | AP-75 Barriers to affordable housing |
| AP-85 Other Actions | AP-85 Other Actions | AP-85 Other Actions |
| AP-90 Program Specific Requirements | AP-90 Program Specific Requirements | AP-90 Program Specific Requirements |