The eCon Planning Suite:

A Desk Guide for Using IDIS to Prepare the Consolidated Plan, Annual Action Plan, and CAPER/PER

Version: August 27, 2013

TABLE OF CONTENTS

Contents

Table of Contents 2

Overview 4

Section I: Features of the Template 7

- Integration into IDIS Online 7
- New Format 9
  - Required Vs. Suggested Fields 9
  - Narrative Fields 12
  - Drafting the Narrative in Microsoft Word 13
  - Data Tables 14
  - Additional content 15
- Quality Check 22
- Regional Strategy Plan Option 23

Section II: The Consolidated Planning Process 24

- Determining Needs 25
- Setting Priorities 25
- Determining Resources 26
- Setting Goals 27
- Administering the Programs 29
- Evaluating Performance 29
- Summary 29

Section III: The Consolidated Plan Template 30

- Overview : Adding and Submitting a Plan 32
- Adding a Consolidated Plan 33
- Copying a Consolidated Plan 37
- Editing a Consolidated Plan 40
  - Setup 41
  - Executive Summary 57
  - The Process 60
  - Needs Assessment 75

Market Analysis 115
Strategic Plan 151
First-Year Action Plan 190
Reviewing and Submitting the Consolidated Plan 228
Section IV: The Action Plan Template 230
Adding an Annual Action Plan 230
Copying an Annual Action Plan 233
Editing an Annual Action Plan 235
Reviewing and Submitting the Action Plan 235
Section V: The CAPER Template 237
Adding a CAPER 239
CAPER screens 241
Submitting a CAPER 281
Appendix A: Quality Check Errors and Warnings 282
Consolidated Plan errors and warnings 282
Annual Action Plan Quality Check Errors and warnings 286
Appendix B: Goal Outcome Indicators 290
Goal Outcome Indicator Descriptions 290
CDBG Activities 293
HOME Activities 295
HOPWA Activities 296
Appendix C: Default Data Geographies 297

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. In order 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 a number of methods, including consultation with local agencies, public outreach, a review of demographic and economic data sets, and a housing market analysis. Once finished, the needs assessment portion of the Consolidated Plan forms 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 new online tools to help grantees create market-driven, leveraged housing and community development plans. These tools are designed to help grantees with the needs analysis and strategic decision making required for the Consolidated Plan.

One of these tools, the Consolidated Plan Template is now required for all Consolidated Plans. Grantees scheduled to submit a Consolidated Plan to HUD will use the template for the Consolidated Plan, Year 1 Action Plan and all subsequent Annual Action Plans.

The Consolidated Plan Template provides a number of 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 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 Consolidated Annual Performance and Evaluation Report (CAPER), making the Consolidated Plan a useful management tool.

- 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 in 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.

This manual includes the following sections to provide instruction on how to use the Consolidated Plan Template in IDIS Online:

- Section I: Features of the System—describes the features of the Consolidated Plan Template and their benefits.
    - Integration into IDIS Online
    - New Format
    - Quality Check
    - Regional Strategy Plan Option
- Section II: Consolidated Planning Process—describes how the Consolidated Plan Template will be integrated into the grants management and planning cycle.
    - Determining Needs
    - Setting Priorities
    - Determining Financial and Institutional Resources
    - Setting Goals
    - Administering the Programs
    - Evaluating Performance
    - Summary
- Section III: The Consolidated Plan Template
    - Overview of Adding and Submitting a Plan
    - Adding a Consolidated Plan
    - Editing a Consolidated Plan
    - Reviewing and Submitting the Plan
- Section IV: The Action Plan Template
    - Adding an Annual Action Plan
    - Editing an Annual Action Plan
    - Reviewing and Submitting the Plan
- Section V: The CAPER Template
    - Adding a CAPER
    - CAPER screens

- Submitting a CAPER

SECTION I: FEATURES OF THE TEMPLATE

In this section:

- Integration into IDIS Online
- New Format
- Required vs. Suggested Fields
- Narrative Fields
- Data Tables
- Quality Check
- Regional Strategy Plan Option

INTEGRATION INTO IDIS ONLINE

With the incorporation of the Consolidated Plan, Annual Action Plan, and CAPER into IDIS Online, all of 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 Consolidated Annual Performance and Evaluation Report (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 IDIS Log On page:

http://www.hud.gov/offices/cpd/systems/idis/obtainaccount.cfm

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[1]. Local administrators can use these steps to edit a user's profile to provide access to the Consolidated Plan, Action Plan, and CAPER templates:

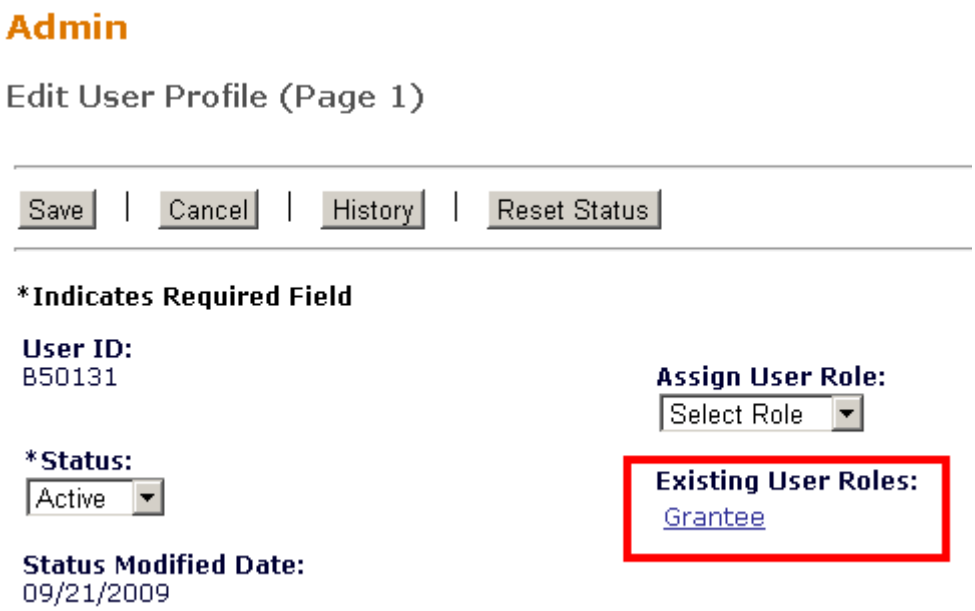
1. Click on Admin in the Main Menu bar (only local administrators will see this option).

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.

[1] 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.

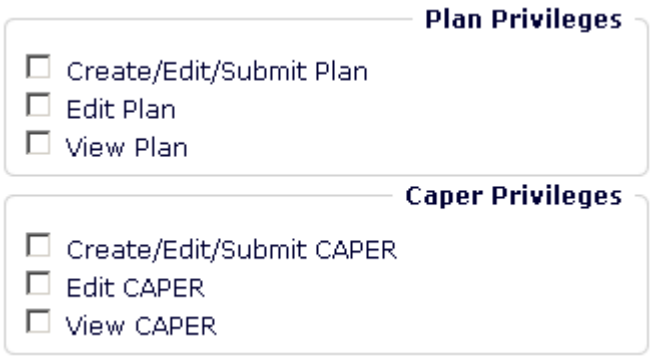
3. In the listed results, click on the Edit link for the user profile that needs to be revised.

4. The system will display the screen entitled “Edit User Profile (Page 1).” Click on the link labeled Grantee listed under Existing User Roles (see screenshot below).



5. The system will display the screen entitled “Edit Grantee/PJ User Profile (Page 2).” This page displays all of the grantees associated with the selected user profile. Click on the <Edit Access> link for the applicable grantee.

6. The system will display the screen entitled “Edit Grantee/PJ User Profile (Page 4).” This page displays all of the permissions for the selected user profile. Check the appropriate boxes in the Plan Privileges and CAPER Privileges sections and click <Save>.



NEW 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 CFR Part 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 VS. SUGGESTED 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, however, that there are fields that are designed to capture information explicitly required by the Consolidated Plan regulations at 24 CFR Part 91. These fields are marked with an exclamation point (!) within the manual.

*!	Field	Description
	Introduction	Use the Introduction 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.

In the example above, neither field is marked with an asterisk, meaning the user can save the page

without providing an answer to either field. The second field is marked with an exclamation point, inferring that this information is explicitly called for in the regulation and should be entered before submitting the final version of the plan to HUD. 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.

There are several optional fields included to help the grantee create a better overall narrative structure and to make the plan more readable. For example, several screens have narrative fields labeled "Introduction" and "Discussion." Other fields, while not required specifically by regulation, are included to help the grantee analyze the data presented.

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. When determining what fields to answer and the degree of information required, it is highly recommended that grantees refer to the cited regulation for guidance.

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 point is to ensure that the information submitted via the template fulfills all of the requirements per 24 CFR Part 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)
NA-50	Non-Housing Community Development Needs	91.315(f)	91.215 (f)
MA-05	Overview	none	none

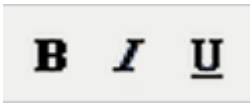
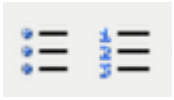
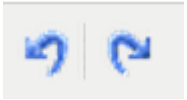
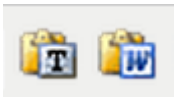
IDIS	IDIS Screen Name	State Citation	Entitlement Citation
MA-10	Number of Housing Units	91.310(a)	91.210(a)&(b)(2)
MA-15	Cost of Housing	91.310(a)	91.210(a)
MA-20	Condition of Housing	91.310(a)	91.210(a)
MA-25	Public and Assisted Housing	none	91.210(b)
MA-30	Homeless Facilities	91.310(b)	91.210(c)
MA-35	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)
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)

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

Narrative Example

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

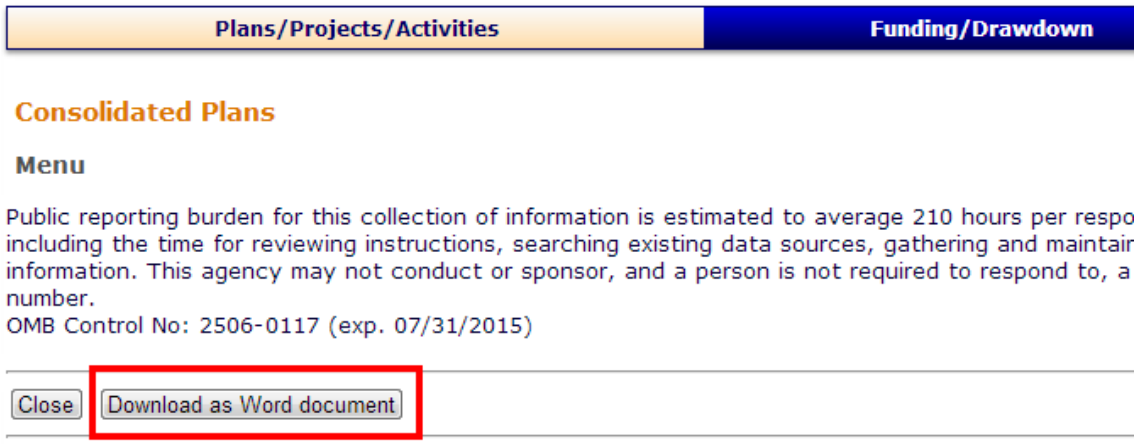
Tools	Description
	Bold Italics Underline
	Bullet List Numbered List
	Undo Redo
	Paste as Plain Text. If this tool is toggled on, any text pasted into the narrative box will be stripped of all formatting. Paste from Word. This tool will allow the pasted text to retain limited formatting, including Bold, Italics, Underline, and simple numbered and bulleted lists. Paste from Word will not retain more complex formatting, such as tables and indentation.
	Select All. This tool selects all of the text currently entered in the narrative box.

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

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 on Download as Word document 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 described in 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[2]. 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[3]. This allows grantees to compare the data based on geographic area. For example, a grantee may want to know how the vacancy rate in one neighborhood compares to that of another neighborhood or to 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.

[2] 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.

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

	Base Year: 2000 Census	Most Recent Year: 2011 ACS	%Change
Population	83048	77277	-7
Households	34139	28674	-16
Median Income	35528	38308	8

	Displayed	Used in Report		
Data Source:	Default Data	○	2005-2009 ACS Data	
	Alternate Data	●	Sort: 3 — Data Source Name: 2011 ACS 3 Year Estimates	Delete Data Set

Notes:
The table was updated to include the most current data available from the Census.

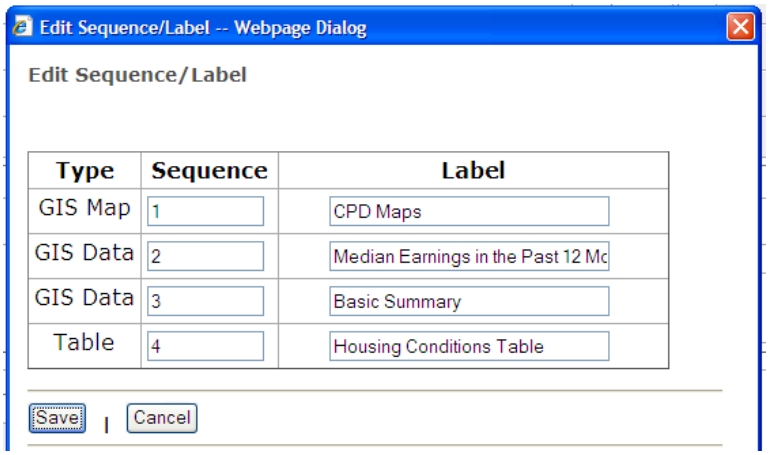
Add GIS Map | Add GIS Data | Add JPEG | Add Text | Add Table

ADDITIONAL CONTENT

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 on the <Sequence> or <Label> link.



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 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 on 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 Map Selection tools to create the grantee's desired map.
3. To send the map back to IDIS Online, click on 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 on 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> button to save the changes. The map will now be listed under the selected narrative or data table. To view the map, click on the <View> link.
5. The browser window that CPD Maps opened in 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 has the ability to 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

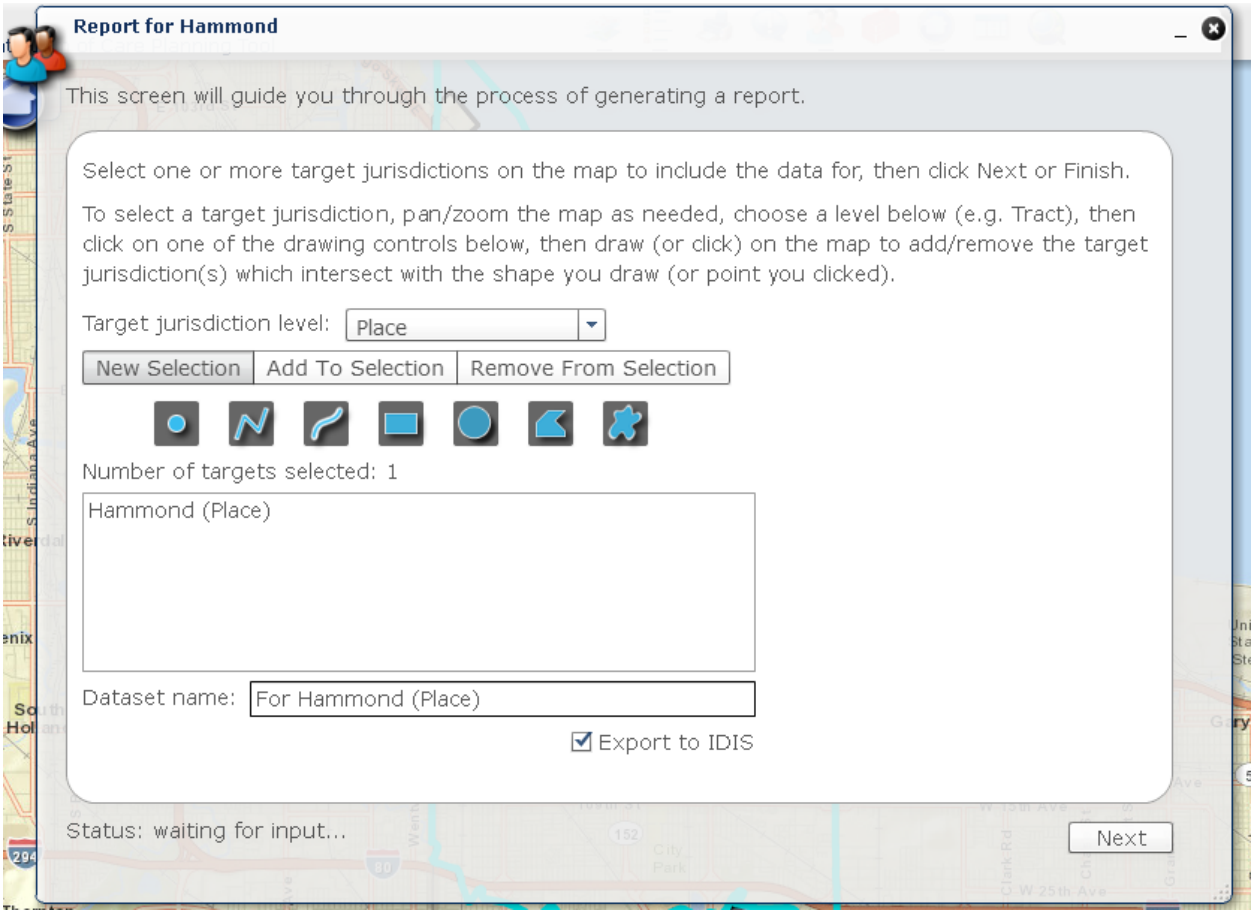
jurisdiction and the county, or between a group of census tracts serving as a target area and the jurisdiction as a whole, for example.

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

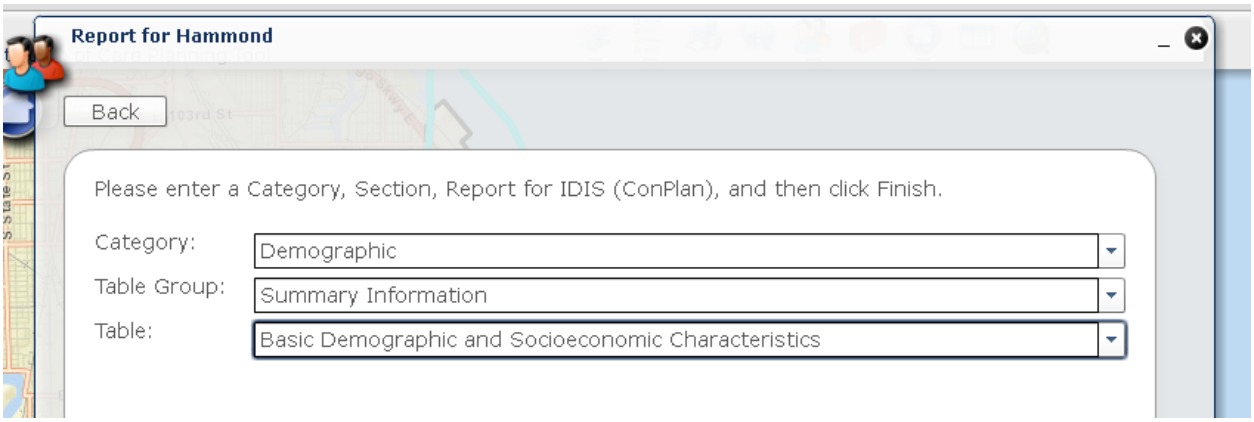
1. Click on the <Add GIS Data> link. A new browser window will open to display CPD Maps. The tool should automatically zoom to the grantee's boundaries.

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>.



4. Select the data table to insert by choosing a Category, Table Group, and Table. The system provides the following options:



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% (renter)
		Greater than 30% (owner)
		Greater than 50% (renter)
		Greater than 50% (owner)
	Crowding	More than one person per room (renter)
		More than one person per room (owner)
Housing Supply	Summary Information	Summary Information for Characteristics of the Housing Stock
	Simple Tabulations	Number and % of occupied housing units by structure type
		Number and % of occupied housing units by bedrooms
		Number and % of owner-occupied housing units by bedrooms

Category	Table Group	Table
		Number and % of renter-occupied housing units by bedrooms
		Number and % 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
		Labor Force
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

5. Click the <Finish> button. A popup box will appear that reads "Report successfully exported to IDIS." Click <Ok> to close the box.

6. Back in IDIS, click the <Save> or <Save and Return> button to save the changes. The data table will now be listed under the selected section of the plan. To view the data table, click on the <View> link.

7. The browser window that CPD Maps opened in can be closed. A new browser window will open each time the <Add GIS Data> link is clicked.

ADD .JPEG (IMAGES)

The Add Image 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 on 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 on 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 on 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 on the canvas and select Paste or open the screen shot taken in Step 1.
4. Crop the image, if necessary.
5. Select File-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-Save As and select .jpeg.

ADD TEXT

In the printed version of the template, the text entered in the narrative field will always appear at the beginning of each section, followed by the additional content provided by the grantee. 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 narrative in the beginning of the section.

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 on 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 on 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.

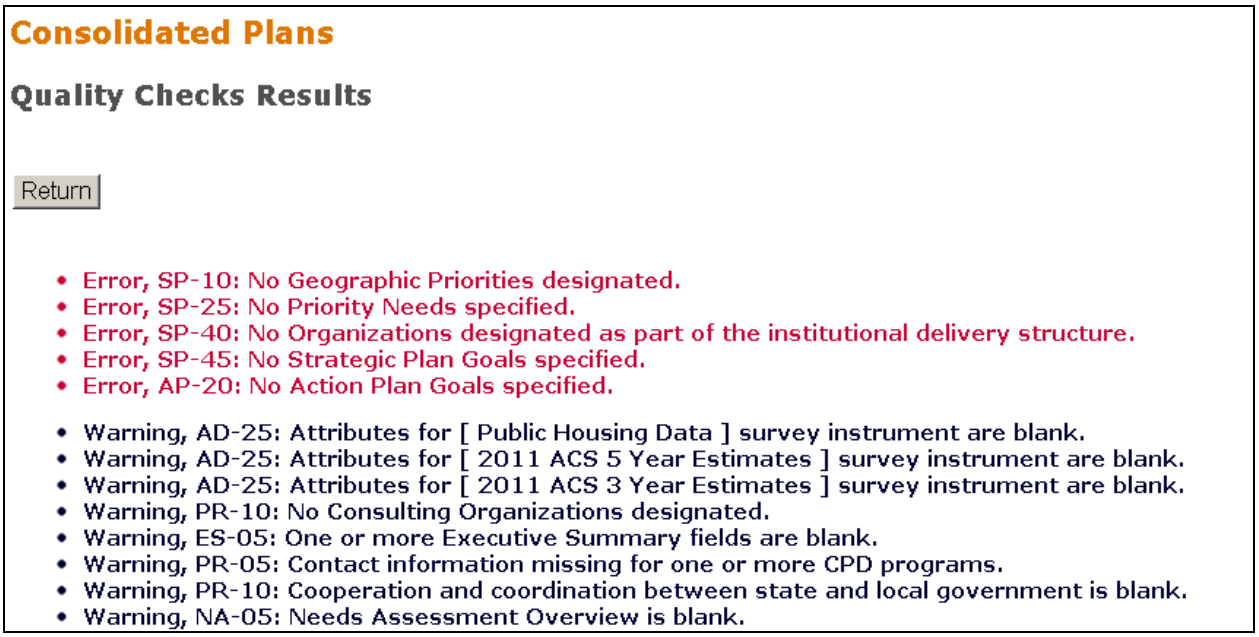
4. Click the <Save> button in the dialog box to close it and click <Save> on the IDIS screen to save the change.

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 [Public Housing Data] survey instrument are blank.
- Warning, AD-25: Attributes for [2011 ACS 5 Year Estimates] survey instrument are blank.
- Warning, AD-25: Attributes for [2011 ACS 3 Year Estimates] survey instrument 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.
- Warning, NA-05: Needs Assessment Overview is blank.

REGIONAL STRATEGY PLAN OPTION

The new 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 decide 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 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 Action Plan and link their annual plan to 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 electronically the shared Regional Consolidated Plan to HUD.
- The lead grantee is 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 Strategy Consolidated Plan.

SECTION II: THE CONSOLIDATED PLANNING PROCESS

The Consolidated Plan is part of a larger grants management and planning process that can be divided into six phases[4]: (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 of 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 Consolidated Annual Performance and Evaluation Report (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 among 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

[4] The six phases described here are only a model of how each task in the grants 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 grants management process.

incorporated into both the development and implementation of the Consolidated Plan. A Consolidated 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 grants 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 CFR Part 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 will assist 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 presents 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.

In addition, 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 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 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 grants 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 need.

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 clearly 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 available at:

http://www.hud.gov/offices/cpd/about/conplan/pdf/cpdmaps_deskguide.pdf

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. In order 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 a number of Goal Outcome Indicators.
Action-Oriented	Explain what actions must be taken in order 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 twenty-two Goal Outcome Indicators (GOI) 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 Goal Outcome Indicators. For a description of each Goal Outcome Indicator, 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
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 of 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 Consolidated Annual Performance and Evaluation Report (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 and Action Plan, 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 grants 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 grants 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.

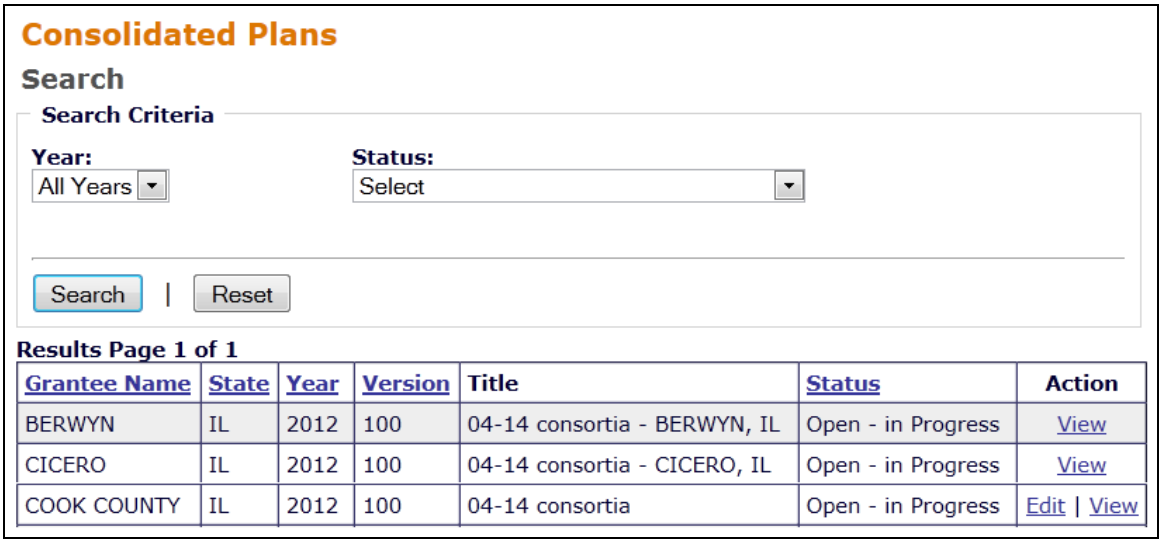
The projects in the Annual Action Plan should be designed to address the goals and priority needs outlined in the Consolidated Plan.

SECTION III: THE CONSOLIDATED PLAN TEMPLATE

The Consolidated Plan Template is designed to collect the information required by the regulations found in 24 CFR Part 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 and grantees who opt to create a regional strategy, the template will vary based on the whether the user is the lead grantee or a participating grantee.

CONSORTIA PLANS

Consortia plans must be added by the Consortia's lead grantee. When adding the plan, the lead grantee specifies the other participating grantees who receive CDBG, ESG, or HOPWA directly from HUD. Participating grantees are Consortia participants that are also grantees under one or more of the other Consolidated Plan grant programs (CDBG, ESG or HOPWA). Once the plan is saved, the system will create a Consolidated Plan Template for the lead grantee and an additional template for each participating grantee based on the grants they receive. All of the templates will have the same value in the 'version' field. All of the templates will also have the same title, except that the titles for each of the participating grantees will be appended with the name of the grantee, as illustrated in the screenshot below.



Consolidated Plans

Search

Search Criteria

Year: All Years

Status: Select

Search | Reset

Results Page 1 of 1

Grantee Name	State	Year	Version	Title	Status	Action
BERWYN	IL	2012	100	04-14 consortia - BERWYN, IL	Open - in Progress	View
CICERO	IL	2012	100	04-14 consortia - CICERO, IL	Open - in Progress	View
COOK COUNTY	IL	2012	100	04-14 consortia	Open - in Progress	Edit | View

The 'Lead Grantee' version of the plan will contain the housing-related screens that apply to the consortia as a whole. This includes all screens in the Process section, Needs Assessment and Market Analysis except for the Non-Housing Community Development Needs screens, and the Strategic Plan[5]. While only the lead grantee can set up the plan, both lead grantee users and participating grantee users can edit the 'Lead Grantee' version of the plan for the consortia as a whole. Users for the lead grantee have view-only privilege for the 'Participating Grantee' versions.

[5] NA-50 and MA-45 screen only needs to be completed if the lead grantee also receives CDBG, in which case .the data will only apply to the lead grantee and only the lead grantee will be able to view and edit these screens.

Each participating grantee that receives from directly from HUD will have their separate plan. The screens that appear on the 'Participating Grantee' version of the plan are determined by the grants that the participating grantee receives directly from HUD (i.e. CDBG, ESG). Housing-related screens in the Needs Assessment and Market Analysis will only appear in the template assigned to the lead grantee. Participating grantees are expected to contribute their housing information in the housing screens on the lead grantee's template.

Participating Grantees of a HOME Consortia who receive CDBG will see the following screens in their version of the template:

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

Participating Grantees of a HOME Consortia who receive ESG 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

Only the lead grantee can submit the plan. The submitted plan includes the 'Lead Grantee' version for the consortia as a whole and each 'Participating Grantee' version. Similarly, when the plan is printed, the 'Lead Grantee' version will print first, followed by the sections for each 'Participating Grantee'.

REGIONAL STRATEGY PLANS

The new 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 decide 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 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 Action Plan and link their Annual Plan to the regional Consolidated Plan.

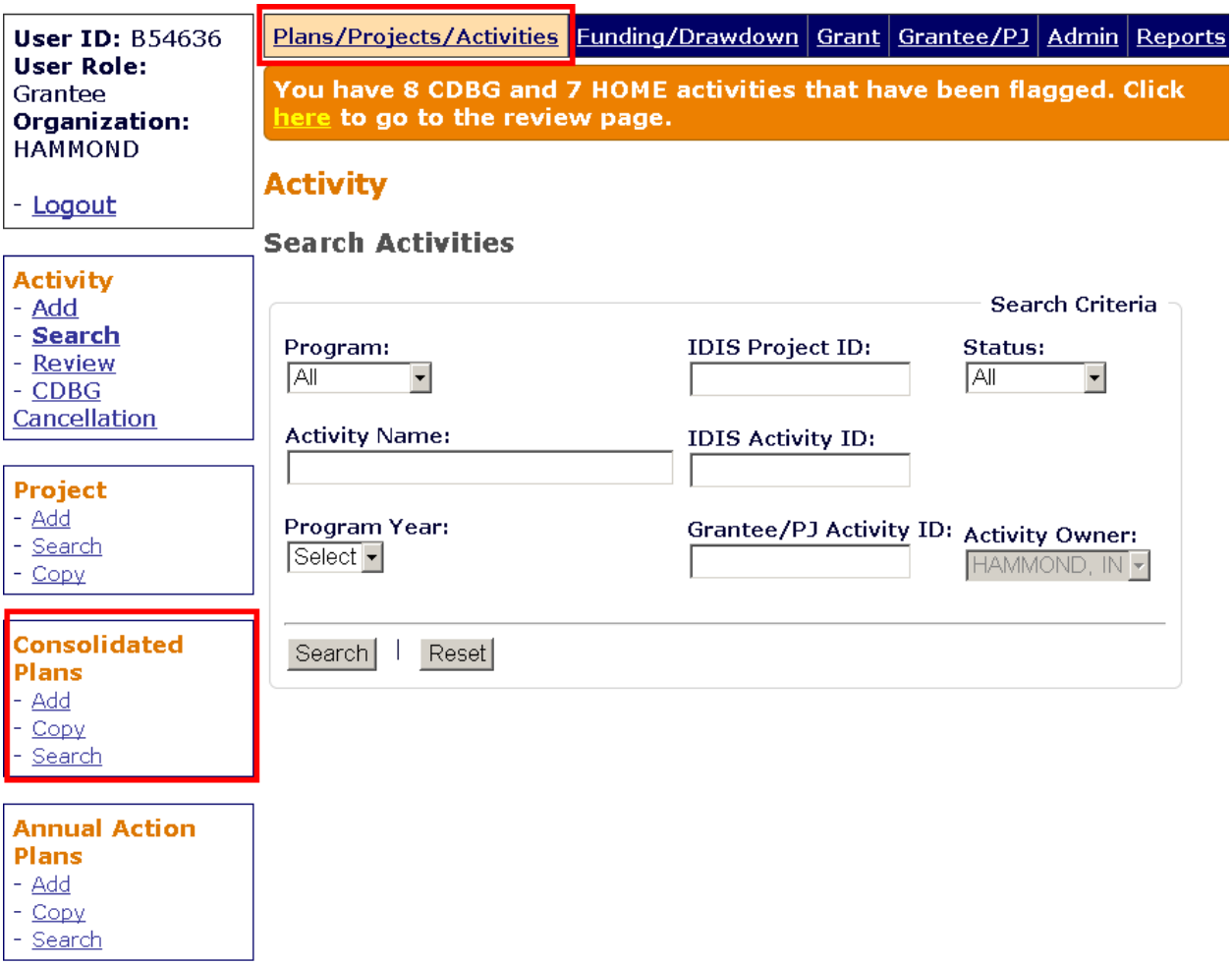
OVERVIEW : ADDING AND SUBMITTING A PLAN

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 screen 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 the ”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.”

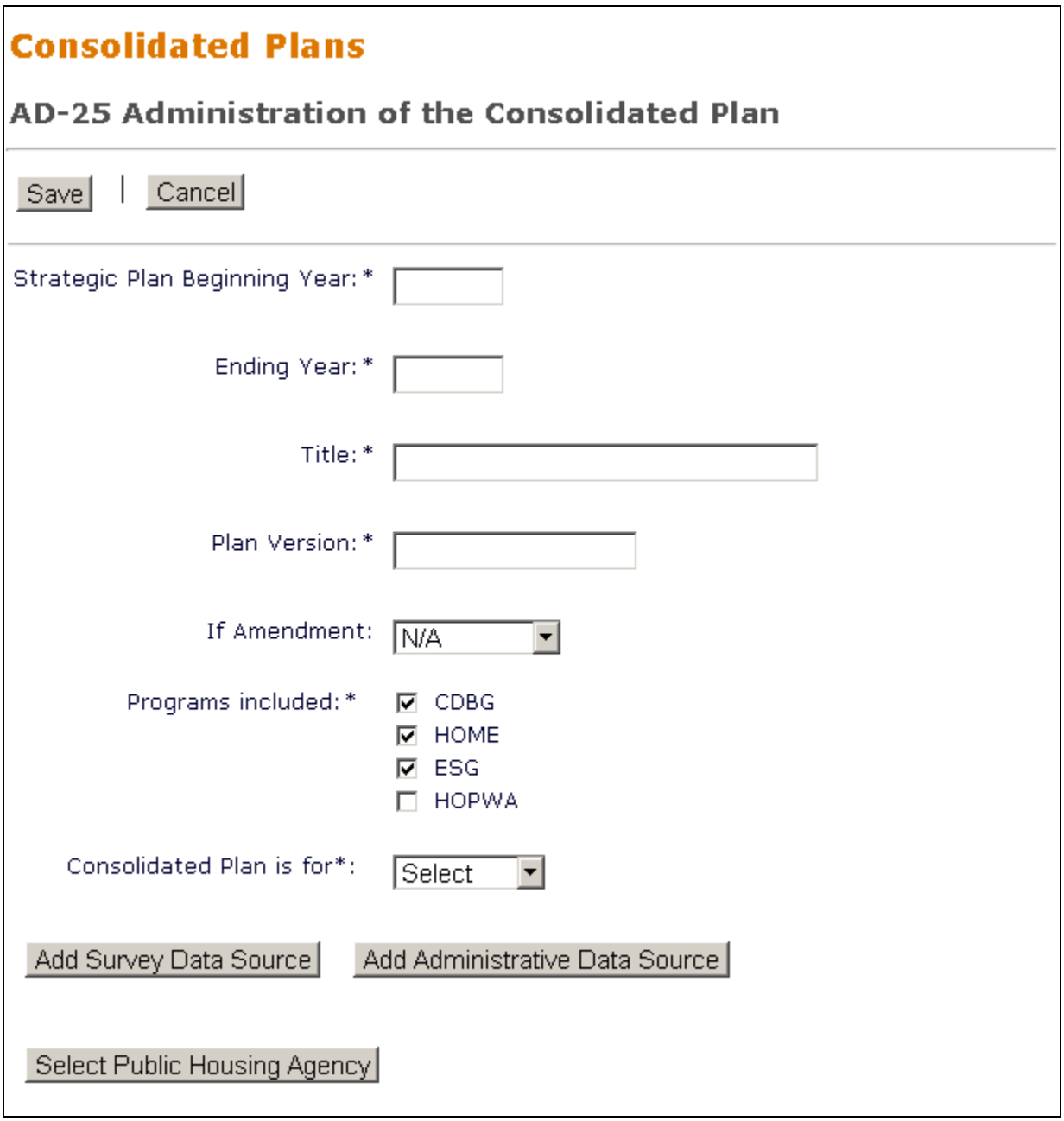
ADDING A CONSOLIDATED PLAN

To add a new plan to IDIS Online:

1. Click on 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 sub-menus for Activities, Projects, Consolidated Plans, and Action Plans and Consolidated Annual Performance and Evaluation Reports (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 on <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 on <Add> in the 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. 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.



Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

	Field	Description
*	Strategic Plan Beginning Year	Enter the first program year of the Consolidated Plan. This should be the calendar year in which the plan begins.
*	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, 2017, use 2017 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. The title can be changed after the plan is created.
*	Plan Version	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. 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.
	If Amendment	Identify if the plan is an amendment. The default is 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	The system will place a check next to each program (CDBG, HOME, ESG, HOPWA) the jurisdiction receives. The user should change the default selection if it is incorrect. At least one selection must be indicated. The Quality Check will provide a warning if the programs selected do not match the grantee's allocations in IDIS.
*	Consolidated Plan Is for:	Select the type of plan: • Grantee • Consortia • Regional 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. 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 Plan and associate it to the Regional template to complete their 1st Year Action Plan. (See instructions for adding an Annual Action Plan)

	Field	Description
	Add a Data Source	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. 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 count, code violation records, and surveys of local government agencies and service providers. 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.
*	Select Public Housing Agency	Click the <Select Public Housing Agency> button. The system will display a search screen. Search for the public housing agencies operating within the grantee's jurisdiction by agency name, code, or by simply clicking Search to see all the public housing agencies in the grantee's state. In the results, click the checkbox next to each public housing agency that operates within the grantee's jurisdiction (even if the PHA is not located within the jurisdiction) and click the <Select> button. States may want to select all PHAs within the state. Grantees must select at least one PHA in order to create a Consolidated Plan. The system will populate data fields on the public housing data screens (NA-35 and MA-25), based on the public housing agencies selected here[6]. It is recommended that grantees consult with each public housing agency 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 public housing agency 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.

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

COPYING A CONSOLIDATED PLAN

Grantees have the option of copying data from one version of the Consolidated Plan into a new version. Grantees can use this feature to submit a Substantial Amendment to the existing Consolidated Plan or to copy the information in a Consolidated Plan from one year to a new year (i.e. 2012 to 2017).

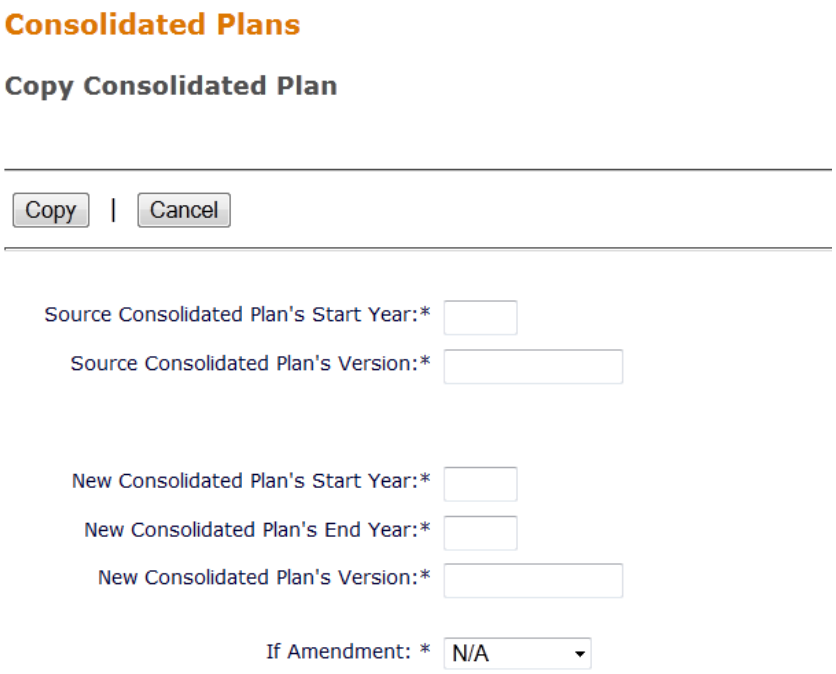
When the Copy feature is used to create a plan amendment, all elements of the plan are copied, including any attachments, additional content (i.e. images, maps, and text boxes that were inserted throughout the template), and alternate data sources.

When the Copy feature is used to copy the plan's information to a new year or new version (i.e. the copy is not an amendment to the original plan), 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.

Plan Element	Copy is an amendment	Copy is NOT an amendment
Attachments	Copied	Copied.
Additional Content	Copied	Copied
Alternate Data Sources	Copied	List of data sources is copied, but data in tables is replaced with current data sources.
Pre-populated data in tables	Copied	Data is replaced with current data sources.

Only the lead grantee for the Consortia can copy the Consolidated Plan. Participating grantees cannot copy a Consolidated Plan. Participating grantees 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 grantee 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. Nor can associated Action Plans be copied and linked to the new version of the Regional Strategy. Participating grantees will have to create new versions of their Action Plan and associate it to the copied version of the Regional Strategy. (See instructions for adding an Annual Action Plan)



Use the following 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.

2. Go to Plan/Projects/Activities in the Main Menu. In the Consolidated Plan sub-menu, click on <Copy> link to display the Copy Consolidated Plan screen.

3. Enter the Source Consolidated Plan's Start Year and Version.

4. 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. If the new copy is a Substantial Amendment to the existing plan, the Start Year must be the same as the Source Plan Start Year.

5. Designate whether the copy is an amendment. If the copy is not an amendment, select the default NA. Otherwise, select Minor or Substantial. A Minor amendment is any change that does not pass the threshold for a Substantial Amendment as outlined in the grantee's Citizen Participation Plan.

6. 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 "ConPlan Copy."

7. Locate the new copy of the plan and click <Edit>.

8. Click on the link for the AD-25 Administration screen.

9. Grantees can update the plan's title on this screen.

10. If the copy is a Substantial Amendment, the screen will include a text box labeled "Explanation of Substantial Amendment Changes" immediately following the existing Substantial Amendment checkbox. The information provided in this text box will not appear on the printed version of the plan. The information is a place for the grantee to communicate a summary of the amendments made to the plan to the Field Office Reviewer.

11. If the plan is ready for submittal 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". While HUD review of amendments is not required, the amended Action Plan must have a "Review Complete" status so that the system will refer to the updated version of the plan for the CAPER.

12. When finished editing the screen, click <Save and Return> to save any changes.

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 edit a plan with a status of "Review Completed", the grantee must copy the plan, make the needed changes, and resubmit to HUD for review.

To edit an existing Consolidated Plan in IDIS Online:

1. Click on 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 sub-menus for Activities, Projects, Consolidated Plans, Action Plans and Consolidated Annual Performance and Evaluation Reports (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 on <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 on <Edit> link for the relevant plan. The system will display a menu of links for the screens in the selected Consolidated Plan.

AD-25 Administration

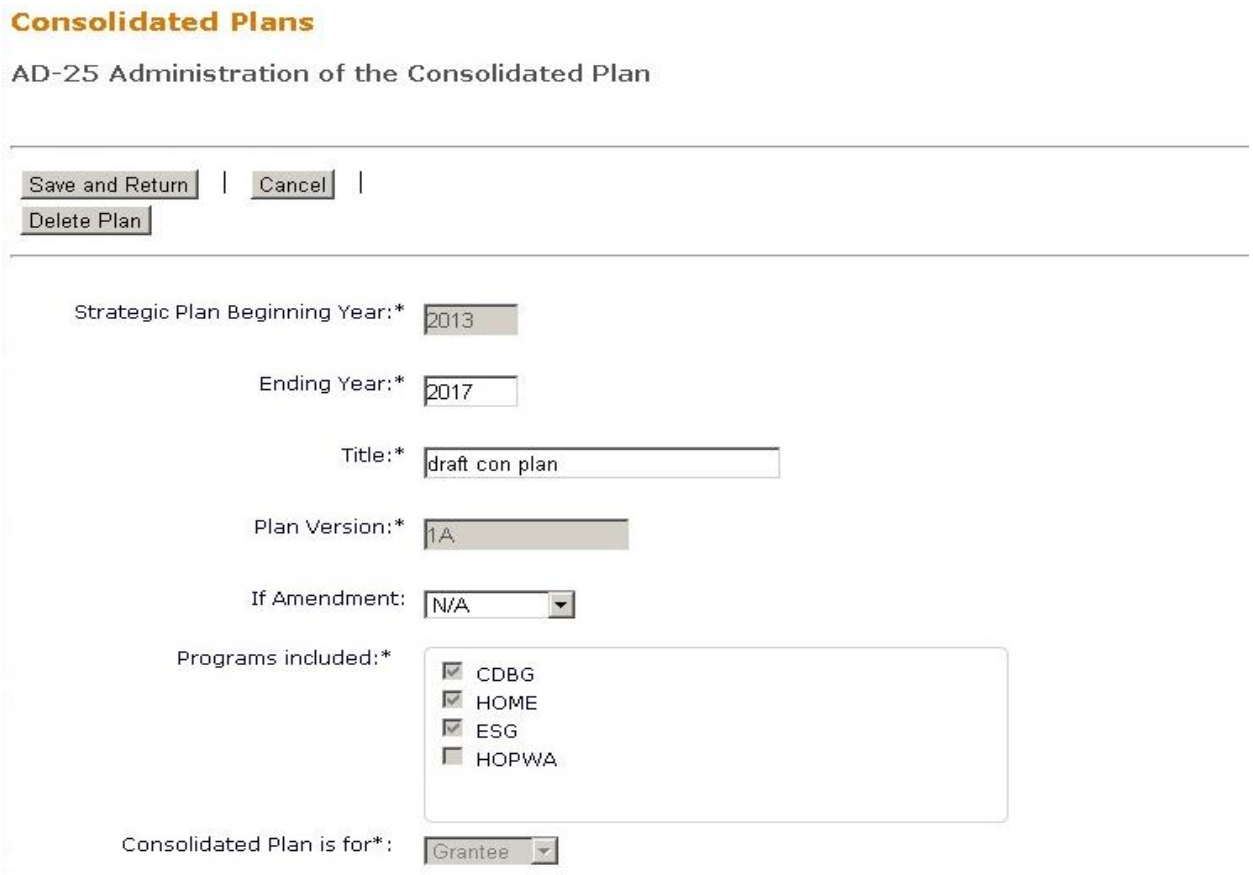
Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	Read only	☑	☑	

OVERVIEW

This screen collects some 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.



Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Strategic Plan Beginning Year	Read-only.
*	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, 2017, use 2017 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, select "Minor" or "Substantial." The threshold for a Substantial Amendment 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.

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.

Alternate/Local Data Sources

Sort*	Data Source Name	Description	Deleted Flag
1	Public Housing Data	Survey	☐
2	2011 ACS Data	Survey	☐

Add Survey Data Source | Add Administrative Data Source

DATA ENTRY: PUBLIC HOUSING AGENCIES

This section lists the public housing agencies 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
IN010	Housing Authority of the City of Hammond
IN029	Housing Authority of the City of East Chicago

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 to IDIS.

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Attachments (optional)	
	Cover Page Image[7]	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 also can 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 at the top of each page 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 at the top of each page 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	

[7] 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	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. 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." 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.
	Grantee's Unique Appendices	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)
	Grantee SF-424s and Certifications	Use the <Browse to Attach> link to add a file that contains scanned copies of signed SF-424 and certifications. NOTE: The original, signed SF-424s and certifications must also be submitted to the Field Office.

DATA ENTRY: QUALITY CHECK AND STATUS

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Quality Check	Click the <Quality Check> link to receive a summary including the following information: • Any blank data entry fields • Discrepancies in the Strategic Plan or Annual Action Plan 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."
*	Status	Options include: • 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. • 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 Awaiting Modifications. If the Field Office requests edits to the plan, HUD staff will change the status to "Reviewed and Awaiting 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. In order to make amendments to the plan, the grantee should use the Copy 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. In order 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.

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. Fields marked with an exclamation point (!) are required by HUD regulation. While some of the fields below are not regulatorily required, 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.
	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

Save and Return | Cancel

Sort Number*: 3

Name of the Survey Data Set:*

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

Provide a brief summary of the data set.

What was the purpose for developing this data set?

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

Briefly describe the methodology for the data collection.

Describe 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.

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.

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. Fields marked with an exclamation point (!) are required by HUD regulation. While some of the fields below are not regulatorily required, 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 the 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.”

*!	Field	Description
	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 cover 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.”
	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 2013.”
	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 2013.”

Consolidated Plans

AD-40 Grantee Administrative Data Documentation

Save and Return | Cancel

Sort Number*: 3

Name of the Administrative Data Set:*

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

Provide a brief summary of the data set.

What was the purpose for developing this data set?

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

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

What is the status of the data set (complete, in progress, or planned)?

AD-50 Verify Grantee/PJ Information in IDIS

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	

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[8]. 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. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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.

[8] As of version 11.5, 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

Submit changes to HUD FO | Cancel

Grantee Information

Lead Agency: HAMMOND

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

Year:	Start Date:	End Date:
2013	04/01/2013	03/31/2014

***Address:**

649 Conkey St

***City:**

Hammond

***State/Territory:**

IN

***Zip Code:**

46324 - 1158

Submit changes to HUD FO | Cancel

AD-55 Verify Grantee/PJ—Program Contacts

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	

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. Jurisdictions can use this page to notify their local HUD office of changes to its contact information at any time by clicking the <Submit Changes to HUD FO> button[9]. The button sends an e-mail to the assigned Field Office CPD Representative and to the Field Office CPD Director. This process is independent of the Consolidated Plan or Action Plan submission and approval.

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.

DATA ENTRY

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Primary Contact	
*	Name & Title E-mail Address & Telephone Address Information	Provide contact information for 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.

[9] As of version 11.5, this function was still in beta and did not function properly. Until corrected, grantees are encouraged to notify their field office of changes to contact information via telephone or email.

Grantee/PJ

AD-55 Verify Grantee/PJ Program Contacts

Submit changes to HUD FO | Cancel

***Indicates Required Field**

*** Primary Contact**

* First Name: GEORGE
Middle Initial:
* Last Name: MILLER
Title:
* Email: GMILLER@GRANTEES.NET
Address:
City:
State: Select state
Zip Code: -
Telephone: 2138536371 Ext.

CDBG Contacts

Select Organization | Agency/Department:

First contact

First Name:
Middle Initial:
Last Name:
Title:
Email:
Address:
City:
State: Select state
Zip Code: -
Telephone: Ext.

Second contact

First Name:
Middle Initial:
Last Name:
Title:
Email:
Address:
City:
State: Select state
Zip Code: -
Telephone: Ext.

HOME Contacts

Select Organization | Agency/Department:

First contact

First Name:
Middle Initial:
Last Name:
Title:
Email:
Address:
City:
State: Select state
Zip Code: -
Telephone: Ext.

Second contact

First Name:
Middle Initial:
Last Name:
Title:
Email:
Address:
City:
State: Select state
Zip Code: -
Telephone: Ext.

EXECUTIVE SUMMARY

ES-05 Executive Summary

Regulation Citation(s): 24 CFR 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?	☑	☑	☑	☑	☑	☑

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. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Introduction	Use the Introduction 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.
!	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 re-state the key points of the Executive Summary.

Consolidated Plans

ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

Save | Save and Return | Cancel

1. Introduction

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

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

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

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

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

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

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

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

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.

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

7. Summary

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

Save | Save and Return | Cancel

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 consult 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 CFR 91.200(b), 91.300(b)

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	Read-Only	☑	☑	☑

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. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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)

Save | Save and Return | Cancel

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

Agency Role	Name	Department/Agency
Lead Agency	HAMMOND, IN	

Narrative (optional):

Consolidated Plan Public Contact Information:

Save | Save and Return | Cancel

PR-10 Consultation

Regulation Citation: 24 CFR 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?	☑	☑	☑	☑	☑	☑

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 CFR 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 public housing agency 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 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 CFR 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. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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(l)).	Provide a summary of the grantee's coordination efforts in general. Coordination regarding homelessness will be addressed in the fields below. With respect to economic development, the grantee should describe their efforts to enhance coordination with private industry, businesses, developers, and social service agencies.
!	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.	This summary must address the jurisdiction's efforts to coordinate with the Continuum of Care, housing providers, and other agencies in regard to 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. 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.
!	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.	Jurisdictions that receives an ESG grant must describe the consultation with the Continuum of Care that serves the jurisdiction's geographic area in: 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, 91.200(b), 91.215(l)

Save | Save and Return | Cancel

Introduction:

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

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.

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.

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 consulted[10] (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.

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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: • 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 Care[11] • 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)	• Community Development Financial Institution (CDFI) • Foundation • Grantee Department • Major Employer • Neighborhood Organization • Private Sector Banking/Financing

[10] 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.
[11] 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?	Check all that apply: • 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 jurisdictions consultations with housing, social service agencies and other entities

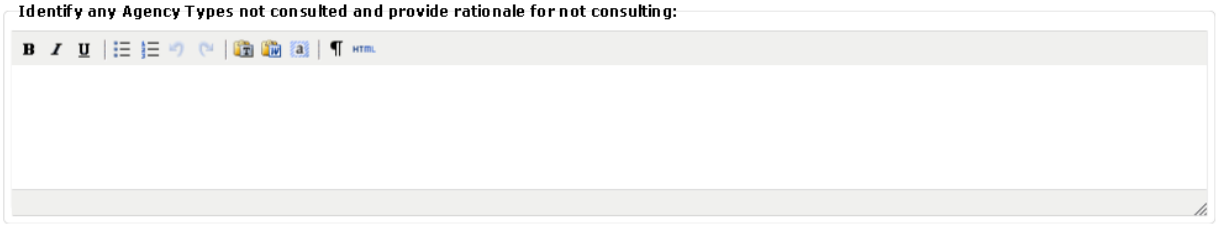
Sort*	Agency/Group/Organization*	Agency/Group/Organization Type*	What section of the Plan was addressed by Consultation?*	Action
1	Select Organization	☐ Housing ☐ PHA ☐ Services-Children ☐ Services-Elderly Persons ☐ Services-Persons with Disabilities ☐ Services-Persons with HIV/AIDS ☐ Services-Victims of Domestic Violence ☐ Services-homeless ☐ Services-Health ☐ Services-Education ☐ Services-Employment ☐ Service-Fair Housing ☐ Health Agency ☐ Child Welfare Agency ☐ Publicly Funded Institution/System of Care ☐ Other government - Federal ☐ Other government - State ☐ Other government - County ☐ Other government - Local ☐ Regional organization ☐ Planning organization ☐ Business Leaders ☐ Civic Leaders ☐ Other **Optional Designation(s)** ☐ Community Development Financial Institution ☐ Foundation ☐ Grantee Department ☐ Major Employer ☐ Neighborhood Organization ☐ Private Sector Banking / Financing	☐ 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 ☐ Economic Development ☐ Lead-based Paint Strategy ☐ Anti-poverty Strategy ☐ Other	

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

DATA ENTRY: NARRATIVE

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Identify any agency types not consulted and provide rationale for not consulting.	Describe (briefly) the types of agencies not consulted and why they were excluded.

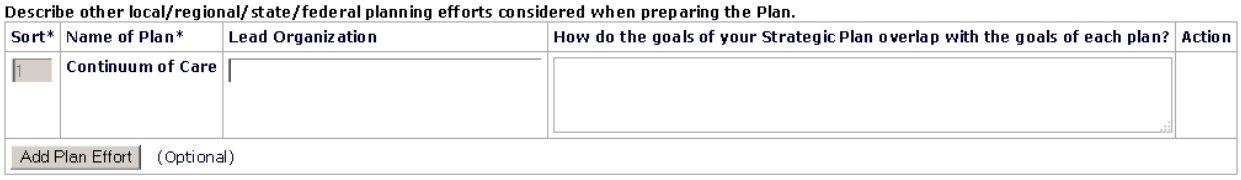


DATA ENTRY: OTHER LOCAL/REGIONAL/STATE/FEDERAL PLANNING EFFORTS

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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

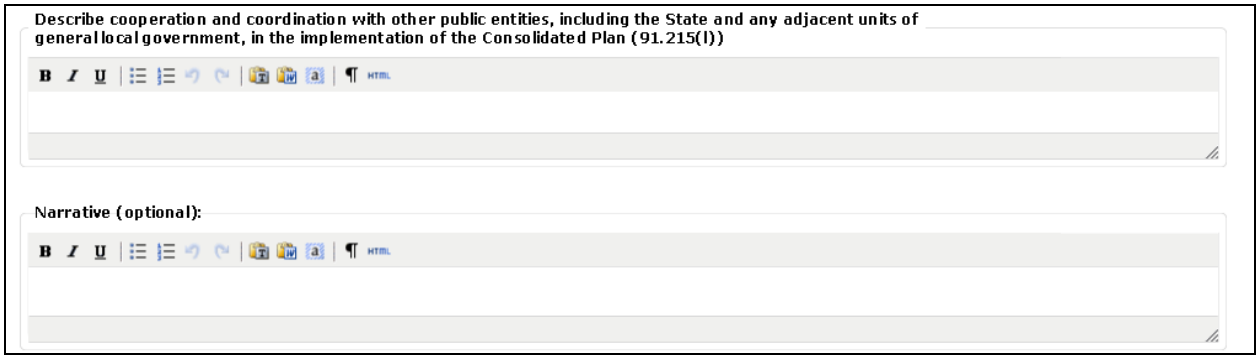
*!	Field	Description
	Sort	The sort order is the order in which the organizations will appear on the screen and in the printed version of the plan.
*	Name of Plan	Provide the name of the plan.
	Lead Organization	Identify the lead agency or entity for overseeing the development of the plan.
	How do the 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.



DATA ENTRY: ADDITIONAL NARRATIVE

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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)).	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. For states, provide a short summary of efforts to coordinate with units of general local government in the implementation of the Consolidated Plan.
	Narrative (optional):	Use this field to provide additional information pertaining to consultations and coordination that is not captured by the fields above.



PR-15 Citizen Participation

Regulation Citation(s): 24 CFR 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?	☑	☑	☑	☑	☑	☑

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 Continuum of Care, 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

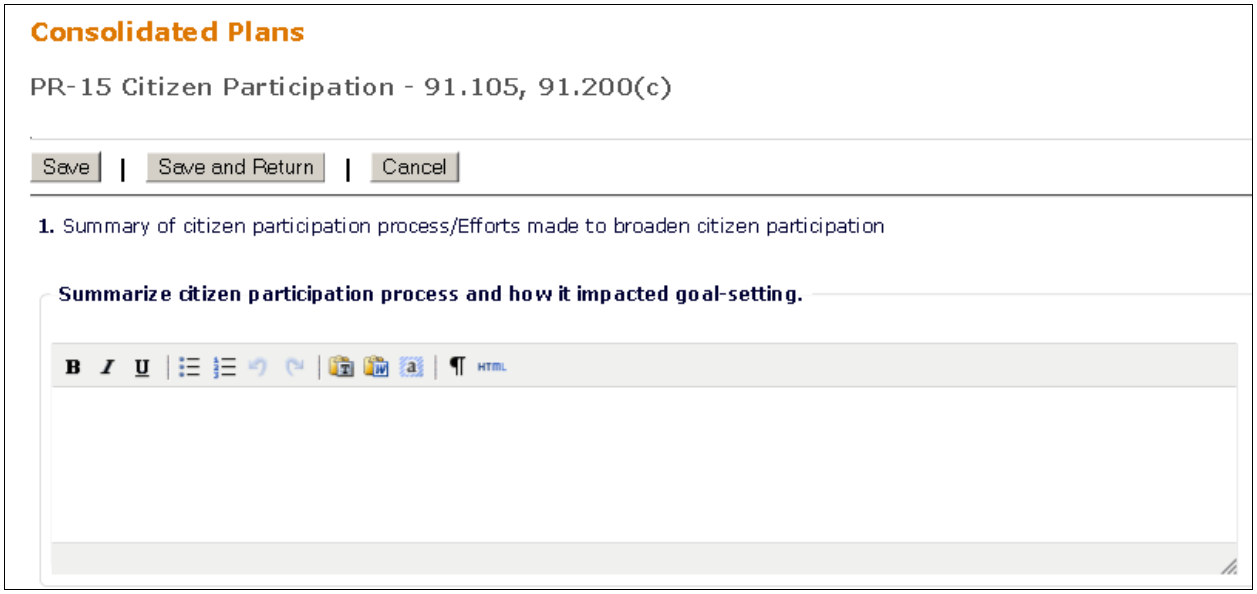
State grantees are required to follow the citizen participation regulations per 24 CFR 91.115. While state grantees are not required to include their Citizen Participation Plan, the information on this screen should convey the following:

- 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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

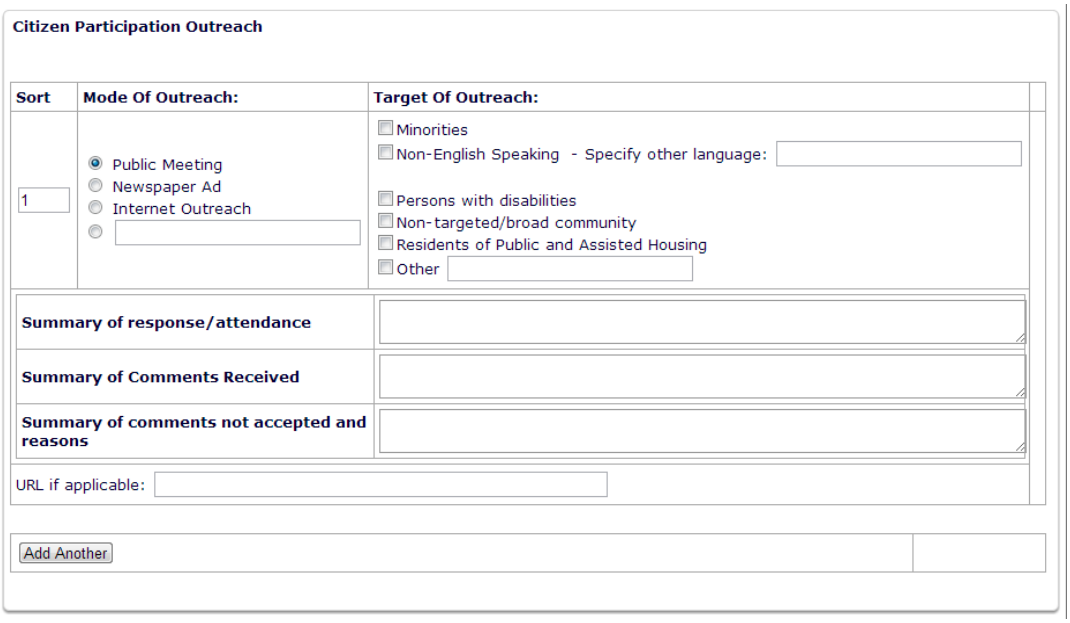
*!	Field	Description
!	Summarize citizen participation process and how it impacted goal-setting.	Describe (briefly) the citizen participation process and how it impacted goal-setting. Include efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as to persons with disabilities.
	For State grantees with Colonias:	
!	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.



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. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Sort Order	This is the order in which items will be displayed in the print version of the plan.
	Mode Of Outreach	• Public Meeting • Newspaper Ad • Internet Outreach • Other (Specify) – (Grantees should use the "Other" category for public hearings)
	Target Of Outreach	• 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 accepted during the citizen participation process and the reasons they were rejected.
	URL if Applicable	Provide a Uniform Resource Locator (URL) or Web address.



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 these 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.

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 by 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 racial or ethnic group at a given income level experience housing problems at a greater rate (10% 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 public housing agency 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 Point-In-Time (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?	☑	☑	☑	☑	☑	☑

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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 CFR 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?	☑	☑	☑	☑	☑	☑

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% and >50%
7. Cost Burden >50%
8. Crowding Table (More Than One Person Per Room)
9. Households With Children Present
10. Additional Narratives

DATA ENTRY: SUMMARY OF HOUSING NEEDS

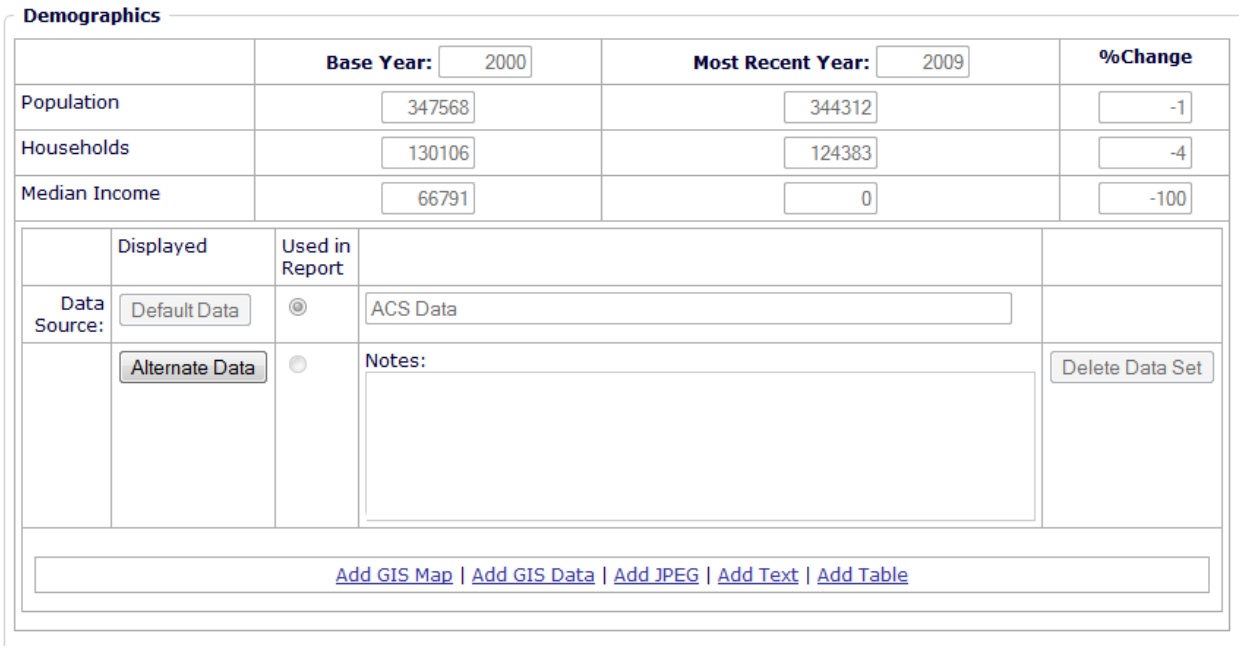
Use this field to provide a summary of the housing needs within the grantee's jurisdiction. The summary should describe the need according to family type, income level, tenure type, and household type. The summary should also include discussion on the types of housing problems (cost burdened, substandard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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Summary of Housing Needs	While not required by the regulations, this section can highlight key points and provide grantees with a place to "tell the story" regarding various types of need 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: 2000 Census and 5-year American Community Survey (ACS) estimate.



Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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	5555	5875	8210	* 4505	19440
Small Family Households	2205	1930	3565	* 1930	10465
Large Family Households	595	1190	2000	* 940	2905
Household contains at least one person 62-74 years of age	775	925	625	555	3035
Household contains at least one person age 75 or older	580	930	830	340	725
Households with one or more children 6 years old or younger	1770	1710	2920	* 1250	3670
*This data is >80% HAMFI					

Note: Asterisk indicating that some >80-100% HAMFI fields in this table are actually >80% HAMFI is incorrect. Please disregard. This will be removed in a future release.

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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. Note asterisk in screenshot. No cell will be presented for the Small Family Households in the >100% HAMFI (HUD Adjusted Median Family Income) column for the default or alternate data views.
!	Large Family Households	A large family is defined as a family with five or more members. Note asterisk in screenshot. No cell will be presented for the Large Family Households in the >100% HAMFI (HUD Adjusted Median Family Income) column for the default or alternate data views.
!	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	No cell will be presented for the Households with one or more children 6 years old or younger rows in the >100% HAMFI (HUD Adjusted Median Family Income) column for the default or alternate data views.

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 lives in substandard housing, they would be counted in the category of households living in substandard housing. Each housing problem is detailed by tenure and HUD Adjusted Median Family Income (HAMFI). Default Data Source: Comprehensive Housing Affordability Strategy (CHAS) data.

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 – Lacking complete plumbing or kitchen facilities	180	235	145	25	585	24	60	20	75	179
Severely Overcrowded – With >1.51 people per room (and complete kitchen and plumbing)	285	449	235	170	1139	50	20	64	75	209
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	424	245	350	200	1219	60	140	179	44	423
Housing cost burden greater than 50% of income (and none of the above problems)	5430	2269	290	45	8034	4240	3719	3255	1625	12839
Housing cost burden greater than 30% of income (and none of the above problems)	980	2565	2864	809	7218	454	2279	2705	2755	8193
Zero/negative Income (and none of the above problems)	649	0	0	0	649	325	0	0	0	325

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
!	Substandard Housing – Lacking complete plumbing or kitchen facilities	Households without hot and cold piped water, a flush toilet and 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.

*!	Field	Description
!	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% 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.
!	Housing cost burden greater than 30% 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 30% 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 HUD Adjusted Median Family Income (HAMFI). This table aggregates the data from the previous table, showing the total number of households that have any housing problem. Default Data Source: Comprehensive Housing Affordability Strategy (CHAS) data.

Housing Problems 2 (Households with one or more Housing problems: Lacks kitchen or bathroom, Overcrowding, 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	6305	3200	1020	445	10970	4375	3939	3535	1835	13684
Having none of four housing problems	2005	3360	5450	3320	14135	518	3200	5690	6135	15543
Household has negative income, but none of the other housing problems	649	0	0	0	649	325	0	0	0	325

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 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 actually have a cost burden, but still require housing assistance and therefore are counted separately.

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

These two tables display the number of households with housing cost burdens more than 30% and 50%, respectively, by household type, tenancy, and household income (expressed as a percentage of Area Median Income (AMI)). Default Data Source: Comprehensive Housing Affordability Strategy (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	2204	2374	1298	5876	939	1635	2625	1598
Large Related	464	345	245	1054	285	469	844	1598
Elderly	2424	1243	564	4231	2884	3378	1765	8027
Other	2109	1694	1334	5137	734	707	924	2365
Total need by income	7,201	5,656	3,441	16,298	4,842	6,189	6,158	13,588

Cost Burden > 50%	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	2059	855	59	2973	895	1215	1685	3795
Large Related	375	90	0	465	260	404	464	1128
Elderly	1705	629	100	2434	2510	1599	635	4744
Other	1980	825	129	2934	719	595	610	1924
Total need by income	6,119	2,399	288	11,591	4,384	3,813	3,394	11,591

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 households that are overcrowded, 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 Area Median Income (AMI)). Default Data Source: Comprehensive Housing Affordability Strategy (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	120	70	165	110	465	35	75	85	45	240
Multiple, unrelated family households	15	0	25	0	40	10	15	35	30	90
Other, non-family households	0	0	30	0	30	0	0	0	0	0
Total need by income	135	70	220	110	535	45	90	120	75	330

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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.
!	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 Area Median Income (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				0				0

Displayed	Used in Report	
Alternate Data		Notes:

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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.

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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.
	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.

*!	Field	Description
!	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 re-housing assistance and are nearing the termination of that assistance.	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. In addition, specify particular housing characteristics that have been linked with instability and an increased risk of homeless-ness. Include an estimate of the number and type of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance.
	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 CFR 91.5 and can be used to qualify households for homeless prevention services.
	Discussion	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: 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 CFR 91.205(b)(2), 91.305(b)(2), 91.405

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

OVERVIEW

A disproportionately greater need exists when the members of 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.[12] For example, assume that 60% of all low-income households within a jurisdiction have a housing problem and 70% 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 provide 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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Introduction	Enter a brief introduction defining "disproportionately greater number of housing problems" and provide an anecdotal or other supporting narrative to describe the different levels of need among racial and ethnic categories.

[12] An example of calculating disproportionate greater need is provided here

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%, 30–50%, 50–80%, and 80–100% AMI). Default Data Source: Comprehensive Housing Affordability Strategy (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 the number of households with a housing problem within the group by the total of households with a housing problem and those without a housing problem. Do not include households with no/negative income.

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	22200	1885	1465	
White	8655	910	630	
Black / African American	6665	474	410	
Asian	450	25	55	
American Indian, Alaska Native	50	0	0	
Pacific Islander	0	0	0	
Hispanic	6095	470	350	

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Discussion	This specific field is optional, but grantees must discuss disproportionately greater need regarding housing problems at some point in the document. This may be a logical section in which to include an analysis of the data presented above.

NA-20 Disproportionately Greater Need: Severe Housing Problems

Regulatory Citation(s): 24 CFR 91.205(b)(2), 91.305(b)(2), 91.405

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

OVERVIEW

A disproportionately greater need exists when the members of 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% of all low-income households within a jurisdiction have a housing problem and 70% 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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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%, 30–50%, 50–80%, and 80–100% AMI). Default Data Source: Comprehensive Housing Affordability Strategy (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	#	290	0	20	
White	#	19390	4700	1465	
Black / African American	#	7555	2005	630	
Asian	#	5805	1345	410	
American Indian, Alaska Native	#	440	35	55	
Pacific Islander	#	8	45	0	
Hispanic	#	0	0	0	

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 has a severe cost burden, is severely overcrowded, or both.
	Has No Severe Housing Problem	The number of households at the given income range that does not have a severe cost burden and is not severely overcrowded.

*!	Field	Description
	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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Discussion	This specific field is optional, but grantees must discuss disproportionately greater need for severe housing problems at some point in the document. This may be a logical section in which to include an analysis of the data presented above.

NA-25 Disproportionately Greater Need: Housing Cost Burdens

Regulatory Citation(s): 24 CFR 91.205(b)(2), 91.305(b)(2), 91.405

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

OVERVIEW

A disproportionately greater need exists when the members of 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% of all low-income households within a jurisdiction have a housing problem and 70% 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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Introduction	Enter a brief introduction defining "disproportionately greater number of cost-burdened households" 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—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%), cost burden (30-50%), severe cost burden (more than 50%), and no/negative income. Default Data Source: Comprehensive Housing Affordability Strategy (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	#	4330	14255	0	1245	
White	#	7450	0	1105	3275	
Black / African American	#	0	155	455	0	
Asian	#	10	25	0	0	
American Indian, Alaska Native	#	0	0	1705	3005	
Pacific Islander	#	0	115	50	0	
Hispanic	#	61220	19930	16285	660	
	#					

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 without a **cost burden.**
	Housing Cost to Income Ratio Between 30% and 50% (**Cost Burdened**)	The number of **cost-burdened households** that pay between 30% and 50% of their income on housing-related costs.
	Housing Cost to Income Ratio Greater Than 50% (**Severely Cost Burdened**)	The number of **severely cost-burdened households** that pay more than 50% 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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Discussion	This specific field is optional, but grantees must discuss disproportionately greater need for housing cost burden at some point in the document. This may be a logical section in which to include an analysis of the data presented above.

NA-30 Disproportionately Greater Need: Discussion

Regulation Citation: 24 CFR 91.205(b)(2), 91.305(b)(2), 91.405

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 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%).
	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 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 CFR 91.205(b), 91.405

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

OVERVIEW

The plan must provide a concise summary of the needs of public housing residents. This information should be gathered through consultations with the public housing agency 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 public housing agencies selected on screen AD-25. This data is based on information submitted by the public housing agencies to HUD. There may be instances in which the public housing agency did not report data to HUD. In addition, it is important to note that in cases where the public housing agency'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 public housing agency 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 of 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.

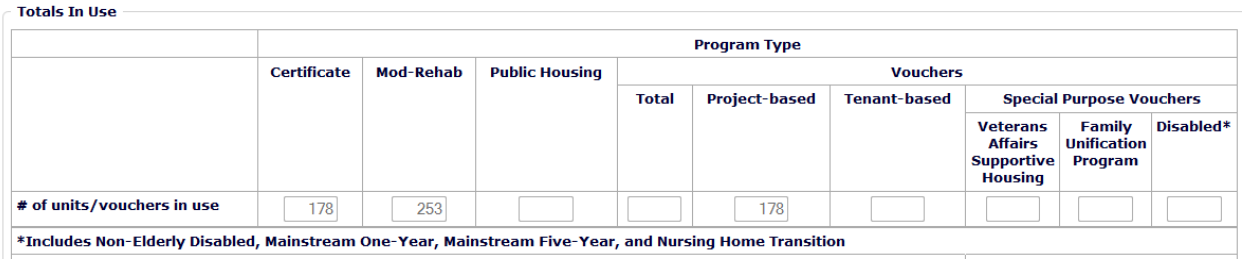
DATA ENTRY: INTRODUCTION

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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					
				Total	Project-based	Tenant-based	Special Purpose Vouchers		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
# of units/vouchers in use	178	253			178				

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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description *(All fields are pre-populated – if not pre-populated, use the alternate data to provide data collected during consultation with the PHA)*
	Certificate	The total number of Section 8 certificates administered by the public housing authority (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% 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 pursuant to 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.

*!	Field	Description *(All fields are pre-populated – if not pre-populated, use the alternate data to provide data collected during consultation with the PHA)*
	Vouchers	
	Total	Enter the total number of Section 8 vouchers (project based plus tenant based) 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.
	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: Public and Indian Housing Information Center (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					
				Total	Project-based	Tenant-based	Special Purpose Vouchers		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
Average Annual Income	18054	19548	18054						
Average length of stay	6	7	6						
Average household size	2	1	2						
# Homeless at admission	0	0	0						
# of Elderly Program Participants (>62)	36	148	36						
# of Disabled Families	33	25	33						
# of Families requesting accessibility features	178	253	178	N/A	N/A	N/A	N/A	N/A	N/A
# of HIV/AIDS program participants									
# of DV victims									

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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	For each type of public housing program (each column), provide the following:	
	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: Public and Indian Housing Information Center (PIC). The default data source does not include the Other racial category. In order 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								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Vouchers		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
White	64	131					64		
Black/African American	114	116					114		
Asian		3							
American Indian, Alaska Native		2							
Pacific Islander		1							
Other									

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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 a 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: Public and Indian Housing Information Center (PIC).

Ethnicity of Residents

Ethnicity	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Vouchers		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
Hispanic	21	24					21		
Not Hispanic	157	229					157		

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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 needs of tenants and applicants on waiting list for accessible units as required by 24 CFR 8.25.

*!	Field	Description
	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 CFR 91.205(c), 91.305(c), 91.405

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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 the Homeless Management Information System (HMIS) and data from the Point-In-Time (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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Introduction	Use the Introduction 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 Continuum of Care is accessible in CPD Maps. When reviewing the Continuum of Care data in CPD Maps, grantees should consult with the Continuum 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 Continuum of Care to obtain the data for the grantee's jurisdiction. States and local jurisdictions with multiple Continuums of Care should present combined data for ALL Continuums within the grantee's geographic area. Grantees can create a report in CPD Maps that aggregates data for multiple Continuums to be used for the Con Plan. For more guidance on producing reports, see the CPD Maps Desk Guide.

Population	Sheltered	Unsheltered	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
Persons in Households with Adult(s) and Child(ren)						
Persons in Households with Only Children						
Persons in Households with Only Adults						
Chronically Homeless Individuals						
Chronically Homeless Families						
Veterans						
Unaccompanied Youth						
Persons with HIV						

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
!	For each of the homeless populations listed (each row), provide the following:	
!	Sheltered	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. Do not count (1) persons who are living doubled up in conventional housing; (2) formerly homeless persons who are residing in Section 8 SRO, Shelter Plus Care, 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.
!	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 population. 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 Continuum of Care to generate this data for the grantee's jurisdiction.

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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		
Black or African American		
Asian		
American Indian or Alaska Native		
Pacific Islander		
Ethnicity:		
Hispanic		
Not Hispanic		

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 CFR 91.205(b, d), 91.305(b, d), 91.405

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Introduction	Use the Introduction 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	
Area incidence of AIDS	
Number of new cases prior year (3 years of data)	
Rate per population	
Current HIV surveillance data:	
Number of Persons living with HIV (PLWH)	
Area Prevalence (PLWH per population)	
Number of PLWA (AIDS only)	
Number of new HIV cases reported last year	

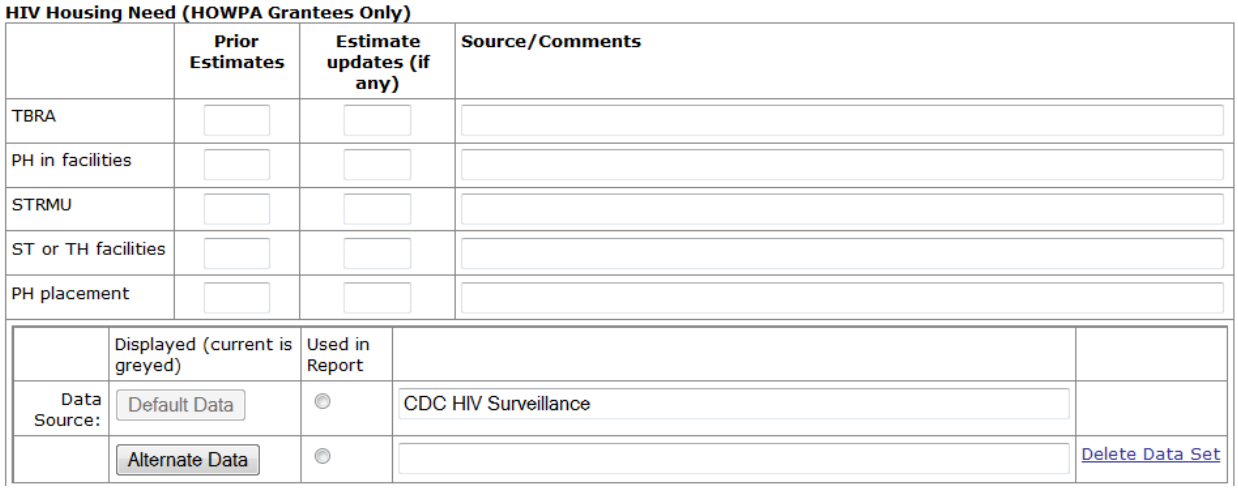
	Displayed (current is greyed)	Used in Report		
Data Source:	Default Data	○	CDC HIV Surveillance	
	Alternate Data	○		Delete Data Set

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 (HOWPA GRANTEES ONLY)

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



HIV Housing Need (HOWPA Grantees Only)

	Prior Estimates	Estimate updates (if any)	Source/Comments
TBRA			
PH in facilities			
STRMU			
ST or TH facilities			
PH placement			

	Displayed (current is greyed)	Used in Report		
Data Source:	Default Data	○	CDC HIV Surveillance	
	Alternate Data	○		Delete Data Set

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	For each row (Housing Type), provide prior estimates, estimate updates (if any) and include a brief narrative regarding source information or comments.	
!	TBRA	Tenant-Based Rental Assistance. 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. 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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 CFR 91.215(f), 91.315(f), 91.415

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	CDBG[1]	CDBG[1]	☑	☑	☑

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 the grantees 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. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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): • 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.

*!	Field	Description
!	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, but only those that are relevant to the grantee): • 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.	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): • 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 these data with alternative data sources. Grantees also can support the data tables they present with GIS maps, GIS data sets, images, and custom data tables.

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 public housing agency'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 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

At the end of this section, 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.

MA-05 Overview

Regulation Citation(s): None

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

OVERVIEW

While not required, 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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Market Analysis Overview	While not required, this field is useful 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 CFR 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?	☑	☑	☑	☑	☑	☑

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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Introduction	Use this optional field to describe the type of housing currently available in the jurisdiction and to discuss current trends in the housing market: • 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 RENTAL PROPERTIES BY NUMBER OF UNITS TABLE

This table displays the total number of rental units by property type> for each property type, the table will also display the percentage of all rental units that the property type encompasses. Default Data Source: American Community Survey (ACS).

All rental properties by number of units:

Property type	Number	%
1-unit detached structure	12438	71%
1-unit, attached structure	5968	3%
2-4 unitsStr	23713	14%
5-20 unitsStr	7366	4%
More than 20 unitsStr	12172	7%
Mobile Home, boat, RV, van, etc	442	0%
TOTAL	17404	100%

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	For each of the following property types, indicate the **number of rental units** within the jurisdiction.	
!	1-unit detached structure	The number of rental units that are detached structures with 1 unit.
!	1-unit, attached structure	The number of rental units that are attached structures with 1 unit.
!	2-4 units	The number of rental units that are in structures with 2-4 units.
!	5-20 units	The number of rental units that are in structures with 5-20 units.
!	More than 20 units	The number of rental 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: American Community Survey (ACS).

Unit Size by Tenure	Owners		Renters	
	Number	%	Number	%
No bedroom	491	1%	2678	7%
1 bedroom	1745	2%	13310	36%
2 bedrooms	11496	13%	12928	35%
3+ bedrooms	74072	84%	7663	21%
TOTAL	87804	100%	36579	99%

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 CFR 91.210(a), 91.310(a), 91.410

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Introduction	While optional, this field can be used to provide a brief narrative 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), American Community Survey (ACS) (most recent year)

Cost of Housing

	Base Year: 2000	Most Recent Year: 2009	% Change
Median Home Value	78500	96900	23
Median Contract Rent	439	583	33

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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: American Community Survey (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	4050	11.08%
$500-999	15039	41.12%
$1,000-1,499	13699	37.45%
$1,500-1,999	2899	7.93%
$2,000 or more	892	2.44%
TOTAL	36579	100%

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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.
	$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: Comprehensive Housing Affordability Strategy (CHAS) data.

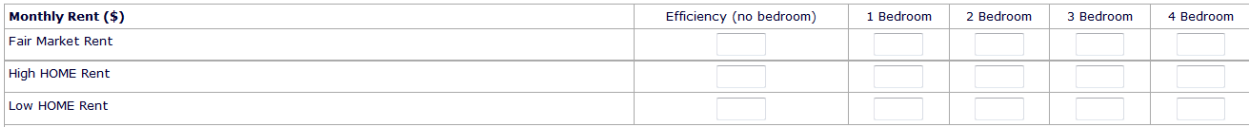
Housing Affordability % of Units affordable to Households earning:	Renter	Owner
30% HAMFI	2310	No Data
50% HAMFI	6109	1092
80% HAMFI	17653	3035
100% HAMFI	No Data	4136

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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% 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% 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 and HUD HOME Rents.



Monthly Rent ($)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent					
High HOME Rent					
Low HOME Rent					

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	For each unit size, the following rents are provided:	
	Fair Market Rent	(NOTE: FMR are not applicable to state grantees) Fair Market Rents (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% 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.

*!	Field	Description
	High HOME Rent	(NOTE: This table is not applicable to state grantees) High HOME Rents are equal to the FMR or 30% of the adjusted income of a family whose income equals 65% AMI, whichever is lower.
	Low HOME Rent	(NOTE: This table is not applicable to state grantees) Low HOME Rents are equal to 30% of the adjusted income of a family whose income equals 50% AMI.

DATA ENTRY: ADDITIONAL NARRATIVE

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Is there sufficient housing for households at all income levels?	Use this **optional** field to 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?	Use this **optional** field to provide a narrative summary describing how 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?	Use this **optional** field to 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 that the HOME Rents/FMRs, then the strategy should reflect programs that produce or preserve affordable housing.
	Discussion	Use this field to provide additional narrative regarding the information provided on this page.

MA-20 Condition of Housing

Regulation Citation: 24 CFR 91.210(a), 91.310(a), 91.410

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Introduction	While not required, the Introduction can be used to 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."	These definitions are a required by the regulations. "Standard" Examples: • The unit meets HUD Housing Quality Standards (HQS). • The unit meets all state and local codes. "Substandard" Example: • 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" the units has. 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%. The table also calculates the percentage of total units that the category represents. Default Data Source: American Community Survey (ACS).

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	34240	39%	17249	47%
With two selected Conditions	766	1%	1934	5%
With three selected Conditions	199	0%	17	0%
With four selected Conditions	20	0%	67	0%
No selected Conditions	52579	60%	17312	47%
TOTAL	87,804	100%	36,575	99%

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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.
!	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	2264	3%	1414	4%
1980-1999	6222	7%	3925	11%
1950-1979	43891	50%	19038	52%
Before 1950	35427	40%	12202	33%
TOTAL	87,804	100%	36,579	100%

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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: Comprehensive Housing Affordability Strategy (CHAS) data.

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980.	79318	90%	31240	85%
Housing units built before 1980 with children present	18232	21%	13055	36%

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 are the only source of data.

Vacant Units

	Suitable for Rehabilitation	Not suitable for Rehabilitation	Total
Vacant Units			*0*
Abandoned Vacant Units			*0*
REO Properties			*0*
Abandoned REO Properties			*0*

Data Source: Alternate Data | Notes: | Delete Data Set

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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	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: A home or residential property is abandoned if either: • 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 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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Describe the need for owner and rental rehabilitation based on the condition of the jurisdiction's housing.	Use this **optional** field to 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).	This field is **required** by the regulations. 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 CFR 91.210(b), 91.410

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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 Plan available at http://www.hud.gov/offices/pih/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; the jurisdiction's activities to encourage public housing residents to become more involved in management and participate in homeownership, and, for "troubled" public housing agencies, the manner in which the state or unit of general local government will provide financial or other assistance to such troubled public housing agencies 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 public housing agencies selected on screen AD-25. This data is based on information submitted by the public housing agencies to HUD. There may be instance where no data was reported to HUD by the public housing agency. In addition, 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 public housing agency 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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Introduction	While not required, grantees can use the Introduction to 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								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Vouchers		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
# of units/vouchers available	277	188		0	0	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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 public housing agency 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 as a downloadable Excel file at: http://www.huduser.org/portal/datasets/pis.html.

Public Housing Condition

Public Housing Development	Average Inspection Score	
Elmwood Gardens	89	
Tyrell Towers	76	Delete
Add Another		

To complete this table, click the “Add Another “ button, enter the name of the Public Housing Development and its Average Inspection Score. See table below for a description of each of these terms. Repeat these steps until data has been entered for all Public Housing Developments.

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
!	Public Housing Development	The name of the public housing development
	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. For detailed information on how scores are calculated, click the link listed below: http://portal.hud.gov/hudportal/documents/huddoc?id=phasprule.pdf. Physical Inspection Scores are available from HUD User at: http://www.huduser.org/portal/datasets/pis.html

DATA ENTRY: ADDITIONAL NARRATIVE

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing.	Provide a brief narrative summary describing the public housing agency'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 CFR 91.210(c), 91.310(b), 91.410

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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 Continuum of Care for access to the most recent Housing Inventory Chart. Note that the fields may not match the fields on the Housing Inventory Chart exactly and some calculation may be necessary. States and local jurisdictions with multiple Continuums of Care will need to compile the Housing Inventory Charts from all of the Continuums within their geographic area.

- Emergency Shelter: Any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless, and which does not require occupants to sign leases or occupancy agreements.
- Transitional Housing: Transitional housing. A project that is designed to provide housing and appropriate supportive services to homeless persons to facilitate movement to independent living within 24 months, or a longer period approved by HUD.
- Permanent Supportive Housing: Permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.

DATA ENTRY: NARRATIVE

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 Continuum of Care 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 Continuum of Care to obtain the data for the grantee's jurisdiction. States and local jurisdictions with multiple Continuums of Care should present combined data across for ALL Continuums 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)					
Households with Only Adults					
Chronically Homeless Households					
Veterans					
Unaccompanied Youth					

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 CFR 91.210(d), 91.310(c), 91.410

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Introduction	While optional, grantees can use this field to 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 Consolidated Annual Performance and Evaluation Report (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 table

Type of HOPWA Assistance	Number of Units Designated or Available for People with HIV/AIDS and their families
TBRA	
PH in facilities	
STRMU	
ST or TH facilities	
PH placement	

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
!	TBRA	Provide the number of Tenant-Based Rental Assistance (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	Short-term, rent, mortgage, and utility assistance.
!	ST or TH facilities	Provide the number of Short-Term (ST) and Transitional Housing (TH) units designated or available for people with HIV/AIDS and their families.
!	PH placement	Provide the number of Permanent Housing (PH) placements made for people with HIV/AIDS and their families.

DATA ENTRY: NARRATIVE

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Including 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 supporting 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.

*!	Field	Description
	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.
	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 CFR 91.210(e), 91.310(d), 91.410

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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 at http://www.huduser.org/rbc that provides examples of how communities can identify and remove barriers to affordable housing.

DATA ENTRY

The table below describes the data entry fields for this screen. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 CFR 91.215(f), 91.315(f), 91.415

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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.

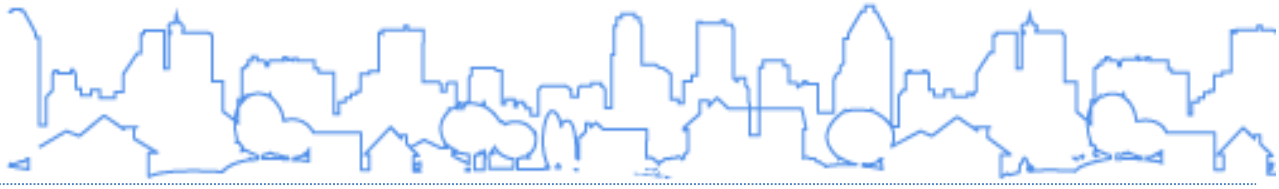
This screen also provides a wealth of data regarding the local economic condition of the jurisdiction and compares the ability of the local work force to satisfy the needs of local businesses. Much of this data can be used to describe the level of housing demand in the local market.

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

The table below describes the data entry fields for this section. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Introduction	While optional, this field allows grantees to preface and summarize the key points contained in the remaining sections of the screen.

DATA ENTRY: BUSINESS BY SECTOR

This table identifies business data by the 13 businesses defined by sectors across number of workers, number of jobs and calculates the totals and a final ratio of workers to each job by business sector using locally provided data. Default Data Source: ESRI Business Analyst Package and American Community Survey (ACS).

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs Less Workers %
Agriculture, Mining, Oil & Gas Extraction	351	601	1	2	1
Arts, Entertainment, Accommodations	794	594	3	2	-1
Construction	938	460	4	1	-3
Education and Health Care Services	575	1573	2	4	2
Finance, Insurance, and Real Estate	2283	3540	10	10	0
Information	1216	2142	5	6	1
Manufacturing	850	1542	4	4	0
Other Services	1803	2648	8	8	0
Professional, Scientific, Management Services	3380	3232	14	9	-5
Public Administration	5659	9383	24	27	3
Retail Trade	2269	3320	10	9	-1
Transportation & Warehousing	1228	2085	5	6	1
Wholesale Trade	2330	3927	10	11	1
Grand Total	23,676	35,047	100	100	0

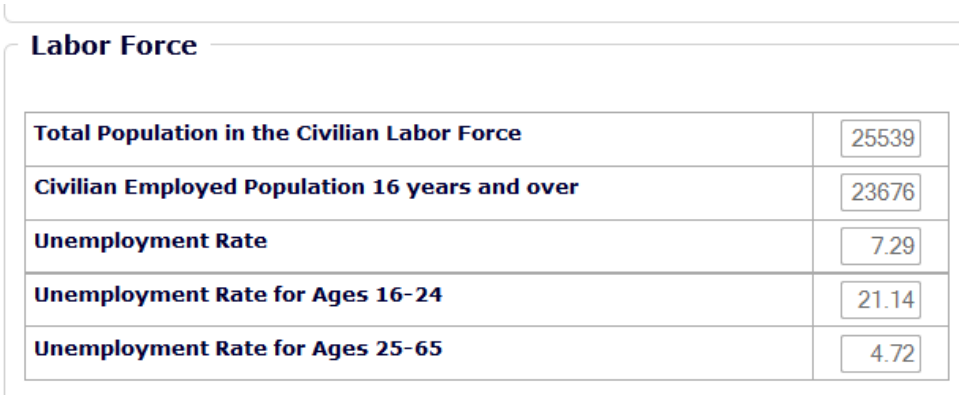
Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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.

*!	Field	Description
	Jobs Less Workers	The percentage of jobs less 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: American Community Survey (ACS).



Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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: American Community Survey (ACS).

Occupations by Sector	Number of People
Management, business and financial	5763
Farming, fisheries and forestry occupations	60
Service	6862
Sales and office	8493
Construction, extraction, maintenance and repair	3509
Production, transportation and material moving	7821

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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: American Community Survey (ACS).

Travel Time	Number	Percentage
< 30 Minutes	19641	88
30-59 Minutes	1981	9
60 or More Minutes	660	3
Total	22,282	100

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Travel Time < 30 minutes	Self-explanatory.
	Travel Time 30-50 Minutes	Self-explanatory.
	Travel Time 60 or More Minutes	Self-explanatory.

DATA ENTRY: EDUCATIONAL ATTAINMENT

Default Data Source: American Community Survey (ACS).

	In Labor force		
Educational Attainment	Civilian Employed	Unemployed	Not in Labor Force
Less than high school graduate	1033	322	1374
High school graduate (includes equivalency)	5091	368	2503
Some college or Associate's degree	4647	466	1768
Bachelor's degree or higher	9624	207	1443

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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.

	Age				
	18-24 yrs	25-34 yrs	35-44 yrs	45-64 yrs	65+ yrs
Less than 9th grade	84	155	104	312	559
9th to 12th grade, no diploma	456	717	423	1018	825
High school graduate, GED, or alternative	1171	2165	1987	3810	2596
Some college, no degree	1142	1424	1188	2650	1569
Associate's degree	164	423	313	887	179
Bachelor's degree	337	1618	1537	2882	1096
Graduate or professional degree	34	978	1392	2881	1057

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Less than 9th grade	Self-explanatory.
	9th to 12th 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: American Community (ACS).

Median Earnings in The Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	13000
High school graduate (includes equivalency)	19447
Some college or Associate's degree	25835
Bachelor's degree	44198
Graduate or professional degree	58440

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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

While the following narratives are not required by the regulations, grantees can 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. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 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 are 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 CFR 91.210(a), 91.310(a), 91.410

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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

The table below describes the data entry fields for this screen. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 analysis above describe the State's needs in Colonias.	For states with colonias, summarize the needs of colonias.

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.

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 Goal Outcome Indicators (GOI) 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 re-housing, 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 CFR part 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?	☑	☑	☑	☑	☑	☑

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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Strategic Plan Overview	This field can be used to provide a short summary for each of the sections included in the Strategic Plan.

SP-10 Geographic Priorities

Regulation Citation(s): 24 CFR 91.215(a)(1), 91.315(a)(1), 91.415

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

OVERVIEW

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

While not required, 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, Neighborhood Stabilization Program (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 CFR part 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	☑	Edit | View
2	Bruni & Oilton	Local Target area	☑	Edit | View
	12th, 13th, Doak, 3rd, 4th	Local Target area	☐	View
	12th, 18th, 20th & Shepard	Local Target area	☐	View
	12th, Oak, Cherry, Pecan	Local Target area	☐	View
	1930 Kurth Drive	Local Target area	☐	View
	1st, Ave E, Ave F	Local Target area	☐	View
	2nd Street	Local Target area	☐	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 check mark 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 on 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.

*!	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% of the area median income.

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

*!	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.

*!	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.

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

4. 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.

5. Click the box in the Include column so that a check mark appears and then click the <Save> button to save the screen.

6. 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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	The geographic allocation priority question will be based on the type of the grantee:	
	HOPWA Grantees	Describe the basis for allocating investments geographically within the jurisdiction (or within the 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 CFR 91.215(a)(2), 91.315(a)(2), 91.415

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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 CFR 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 Re-housing
  - 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, 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.

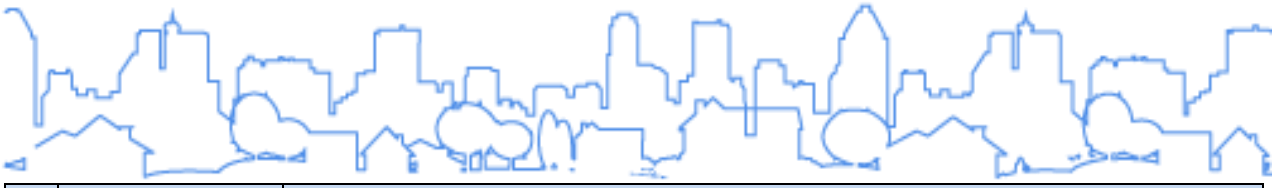
Priority Needs:

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. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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.



*!	Field	Description
	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: • Income Level • Family Types • Homeless subpopulations • Non-homeless Special Needs
	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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 inputted 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 CFR 91.215(b)(1), 91.315(b)(1), 91.415

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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)

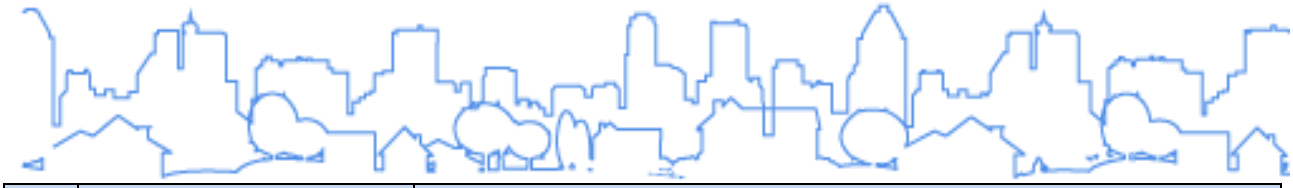
The allocation priorities must also factor in the severity of housing problems and needs of renters and owners by income level (extremely low-income, low-income, and moderate-income), persons at risk of homelessness, and homeless persons. For the purpose of this section, household and income types may 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. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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.



*!	Field	Description
	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 CFR 91.215(a)(4), 91.315(a)(4) 91.415

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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
- 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

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

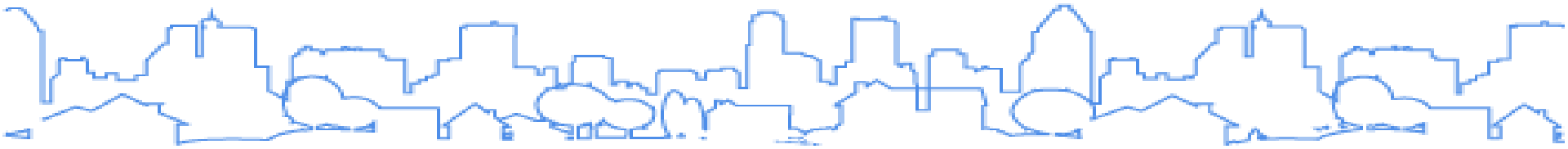
*!	Field	Description
	Introduction	While optional, this field can provide a short summary of the anticipated resources that the jurisdiction will have at their disposal over the course of the Strategic Plan.

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.

Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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.
	Use of Funds	As listed: Acquisition, Economic Development, Housing, Public Improvements, etc.)
!	Expected Amount Available Year 1: • 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 year 1 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 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.



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: $ Program Income: $ Prior Year Resources: $ Total: $ 0	$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	Annual Allocation: $ Program Income: $ Prior Year Resources: $ Total: $ 0	$		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement STRMU Short term or transitional housing facilities Supportive services TBRA	Annual Allocation: $ Program Income: $ Prior Year Resources: $ Total: $ 0	$		
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: $ Program Income: $ Prior Year Resources: $ Total: $ 0	$		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. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
*	Anticipated Resource	Select a source from the list provided: • 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 funds expected during Year 1 of the Consolidated Plan.
	Expected Amount Available Remainder of Consolidated Plan	Estimate the amount of funds 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

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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 CFR 91.215(k), 91.315(k), 91.415

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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
- Continuum of Care that serve the grantee's jurisdiction

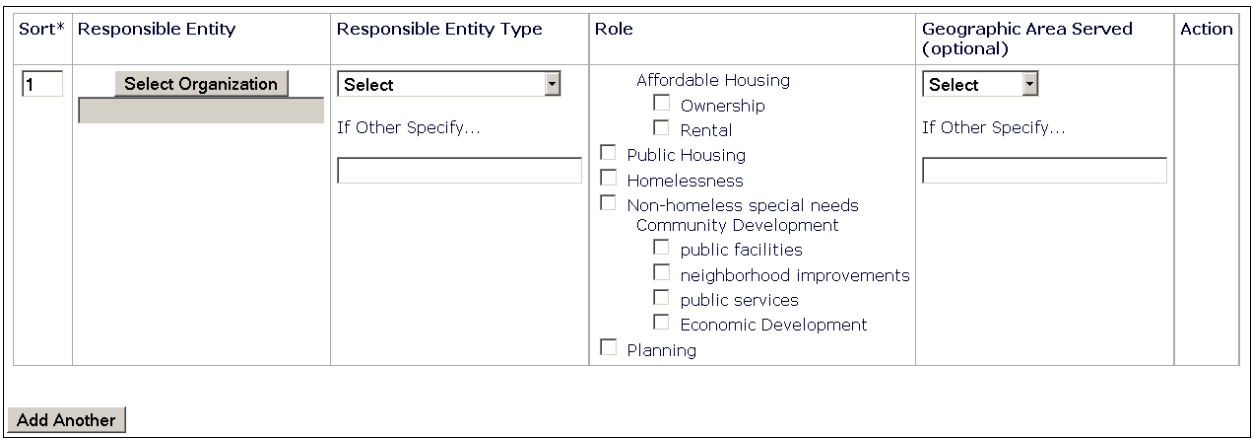
The plan should also include a brief assessment of the strengths and gaps of the institutional structure in terms of its ability to carry out the Strategic Plan and any actions that the jurisdiction will undertake to overcome gaps and weaknesses in the institutional structure.

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. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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.
	Responsible Entity Type	• 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	• 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	• Nation • State • Region • Jurisdiction • Neighborhood • Census Tract • Colonias • Other (Specify)



DATA ENTRY: NARRATIVE

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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:	
!	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.

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	☐	☐	☐
Legal Assistance	☐	☐	☐
Mortgage Assistance	☐	☐	☐
Rental Assistance	☐	☐	☐
Utilities Assistance	☐	☐	☐
Street Outreach Services			
Law Enforcement	☐	☐	☐
Mobile Clinics	☐	☐	☐
Other Street Outreach Services	☐	☐	☐

Supportive Services			
Alcohol & Drug Abuse	☐	☐	☐
Child Care	☐	☐	☐
Education	☐	☐	☐
Employment and Employment Training	☐	☐	☐
Healthcare	☐	☐	☐
HIV/AIDS	☐	☐	☐
Life Skills	☐	☐	☐
Mental Health Counseling	☐	☐	☐
Transportation	☐	☐	☐
Other	☐	☐	☐
If Other Specify...			

DATA ENTRY: NARRATIVE

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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.
!	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 CFR 91.215(a)(4), 91.315(a)(4), 91.415

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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 Goal Outcome Indicators 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: 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 Goal Outcome Indicators (GOI), click the <View Summary> button. The fields below are displayed when adding a goal.

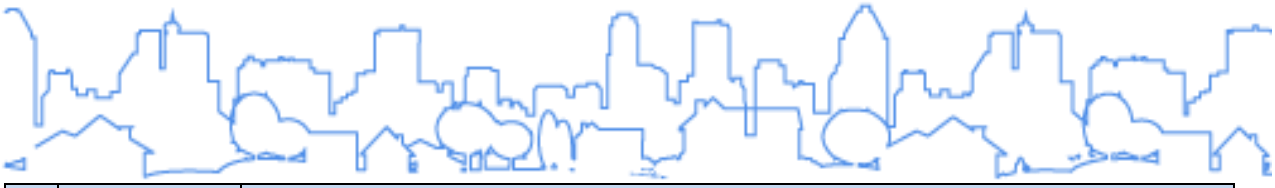
Goals:

Sort*	Goal Name	Action
1	Rapid Re-Housing	View | Edit | Delete
2	Homeless Prevention	View | Edit | Delete
3	Acquisition-Rehabilitation of Distressed Property	View | Edit | Delete
4	Job Training	View | Edit | Delete

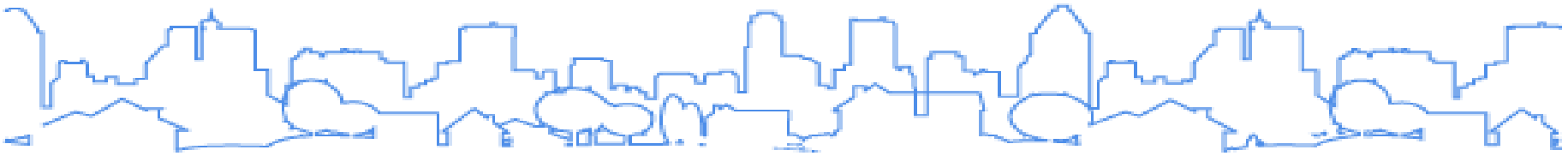
Add Goal | View Summary

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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.



*!	Field	Description
!	Goal Outcome Indicator	Enter a quantitative goal for one or more of the following Goal Outcome Indicators. 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 Goal Outcome Indicators, 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 CDBG-funded activities. For more guidance on selecting Goal Outcome Indicators based on activity type, please see Appendix B. 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 CFR 91.215(c), 91.315(c), 91.415

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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 public housing agency 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 public housing agency 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 public housing agency's operations and remove the "troubled" designation.

DATA ENTRY: NARRATIVE

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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 public housing agency designated as troubled under 24 CFR part 902?	Answer Yes, No, or Not Applicable (N/A).
!	Plan to remove the 'troubled' designation	If the grantee's public housing agency 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 CFR 91.215(h), 91.315(h), 91.415

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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 at http://www.huduser.org/rbc that provides examples of how communities can identify and remove barriers to affordable housing.

DATA ENTRY

The table below describes the data entry fields for this screen. Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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: 91.215(d), 91.315(d), 91.415

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

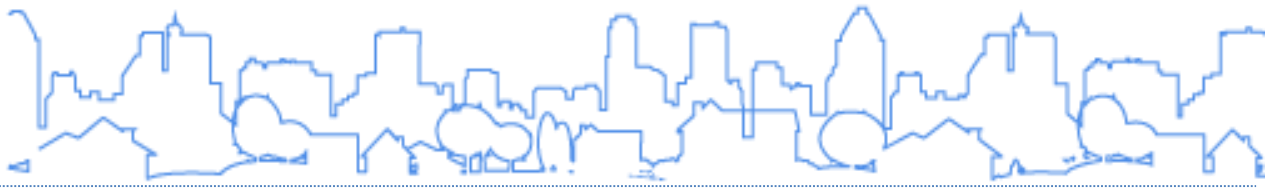
OVERVIEW

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 Continuum of Care 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 Chart, 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

The table below describes the data entry fields for this screen. Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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 CFR 91.215(i), 91.315(i), 91.415

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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 reduction of lead-based paint hazards is related to the extent of lead poisoning and hazards, and 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 reduction of lead-based paint hazards will be implemented.
!	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 CFR 91.215(j), 91.315(j), 91.415

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

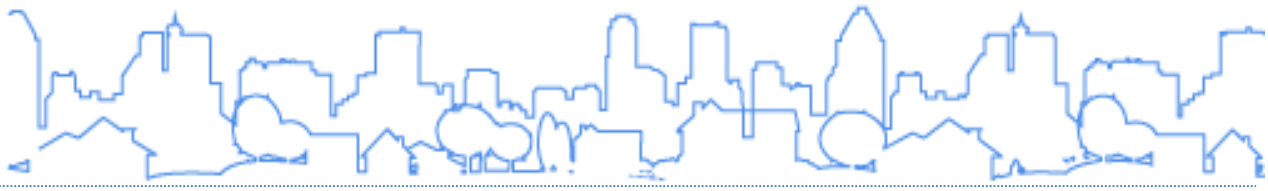
OVERVIEW

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 CFR 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

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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 for 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?				☑		

OVERVIEW

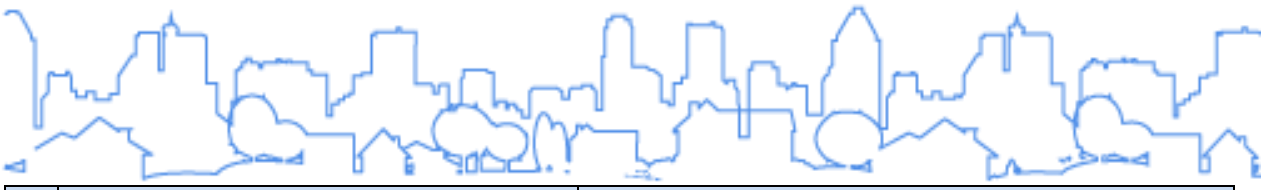
A colonia is defined as any identifiable community in the United States–Mexico border regions of Arizona, California, New Mexico, and Texas that has inadequate sewage systems, no potable water supply, and a shortage of decent, safe, and sanitary housing. The border region includes the area within 150 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

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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.



*!	Field	Description
	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.
	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 production and preservation of affordable housing.

SP-80 Monitoring

Regulation Citation(s): 24 CFR 91.230, 91.330, 91.430

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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

The table below describes the data entry fields for this screen. Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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.	The monitoring plan must describe: • 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 requirements of the programs. This includes minority business outreach and the comprehensive planning requirements.

FIRST-YEAR 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. The Year 1 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-15 Expected Resources

Regulation Citation(s): 24 CFR 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?	☑	☑	☑	☑	☑	☑

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

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Introduction	Use this field to 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.

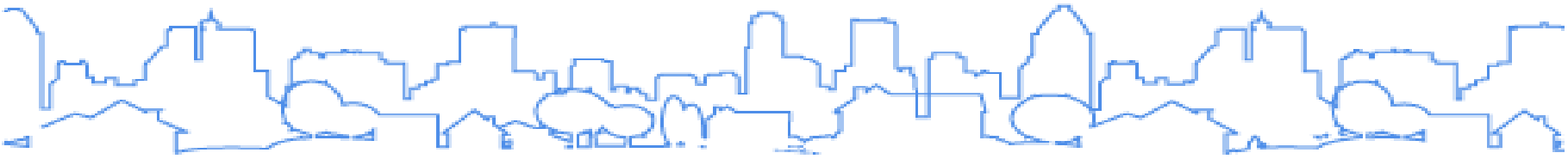
Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Source (read only)	Source of grantee formula funds
	Use of Funds	As listed: Acquisition, Economic Development, Housing, Public Improvements, etc.
	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

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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	Use this field to 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: $ Program Income: $ Prior Year Resources: $ Total: $ 0	$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	Annual Allocation: $ Program Income: $ Prior Year Resources: $ Total: $ 0	$		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement STRMU Short term or transitional housing facilities Supportive services TBRA	Annual Allocation: $ Program Income: $ Prior Year Resources: $ Total: $ 0	$		
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: $ Program Income: $ Prior Year Resources: $ Total: $ 0	$		Add

AP-20 Annual Goals and Objectives

Regulation Citation: 24 CFR 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?	☑	☑	☑	☑	☑	☑

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 Goal Outcome Indicators 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 that states are able to do so.

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 Goal Outcome Indicators (GOI), 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.

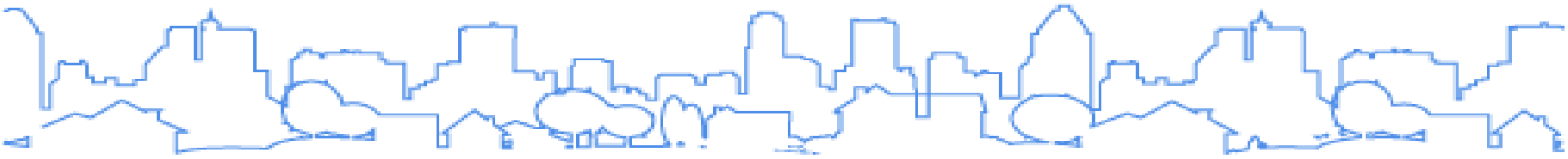
Goals:

Sort*	Goal Name	Action
1	Rapid Re-Housing	View | Edit | Delete
2	Homeless Prevention	View | Edit | Delete
3	Acquisition-Rehabilitation of Distressed Property	View | Edit | Delete
4	Job Training	View | Edit | Delete

Add Goal | View Summary

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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 Goal Outcome Indicator that applies. For consistency, the jurisdiction should select the same Goal Outcome Indicators 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 Tenant-based rental assistance / Rapid Rehousing Homeless Person Overnight Shelter	Quantity 10 10	UoM Households Assisted Persons Assisted	

AP-25 Allocation Priorities (States Only)

Regulation Citation: 24 CFR 91.320(d)

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?				☑		

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

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Introduction	Use the Introduction 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

	Rapid Re-Housing (%)	Homeless Prevention (%)	Job Training (%)	Acquisition-Rehabilitation of Distressed Property (%)	Total (%)
CDBG			10	90	100
HOME				100	100
HOPWA					
ESG	80	20			100
General Fund		40	60		100

DATA ENTRY: ADDITIONAL NARRATIVE

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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 CFR 91.320(d) and (k)

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?				☑		

OVERVIEW

For state grantees, the plan must include a description of its method(s) for distribution.

DATA ENTRY: INTRODUCTION

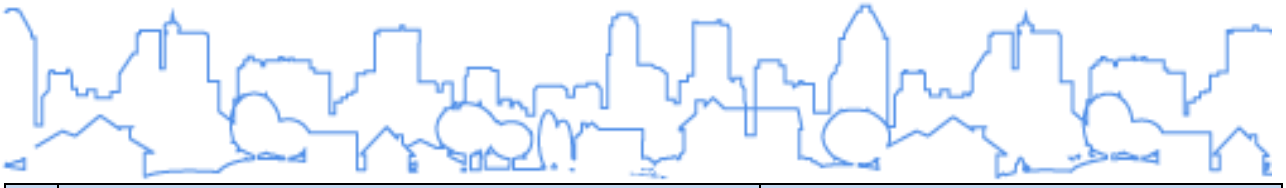
Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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.



*!	Field	Description
	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.
	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

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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 CFR 91.220(d), 91.420

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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 Goal Outcome Indicators 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 sub-menu 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.

DATA ENTRY: NARRATIVE

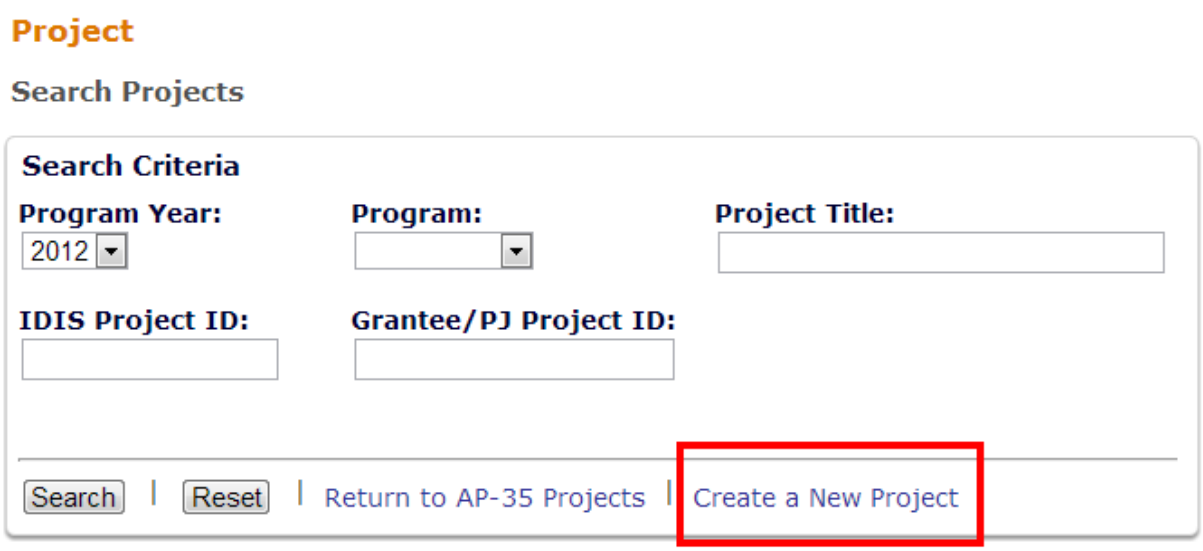
The table below describes the data entry fields for this screen. Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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.

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.

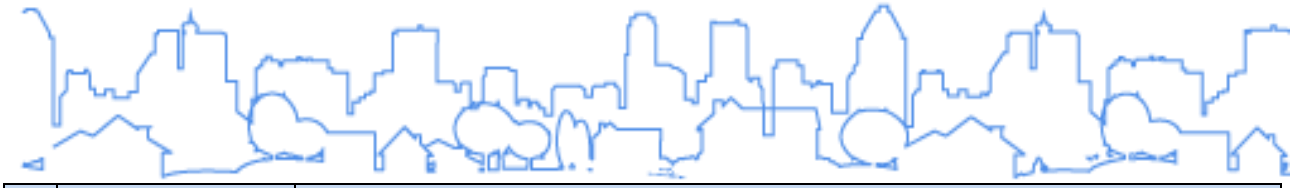


Results Page 1 of 1

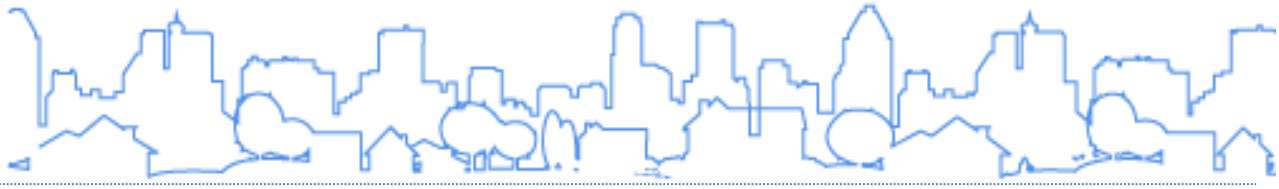
Program Year	IDIS Project ID	Grantee/PJ Project ID	Project Title	Project Owner	Status	Action
2012	1	B12-01	Accolade-Catholic Charities	OAK PARK, IL	Open	Add
2012	2	B12-02	Children's Clinic	OAK PARK, IL	Open	Add

The user will see the following fields when adding a new project. Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
*	Project Title	Provide a descriptive title that will provide readers with an understanding of what will be funded. Some jurisdictions develop naming conventions to achieve consistency in project titles.
	Grantee/PJ Project ID	Use this field to 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.
	Description	Provide a brief summary of 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: http://www.hud.gov/offices/cpd/systems/idis/reporting/HOPWAReportingIDISOnline.pdf
	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	Enter a quantitative goal for one or more of the following Goal Outcome Indicators. For consistency, the same Goal Outcome Indicators that were used at 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. 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

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Describe the reasons for allocation priorities and any obstacles to addressing underserved needs	If funding priorities have changed from those outlined in the Strategic Plan, describe the changes and the basis for those changes. List any obstacles to addressing underserved needs and proposed actions to overcoming those obstacles.

AP-40 Section 108 Loan Guarantee (States Only)

Regulation Citation: 24 CFR 91.320(k)(1)(ii)

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?				☑		

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 provides 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

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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 CFR 91.320(k)(1)(ii)

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?				☑		

OVERVIEW

For state grantees, the plan must indicate if the state plans on allowing Units of General Local Government (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 local government's revitalization strategies. A state must approve a local government's revitalization strategy before it may be implemented.

DATA ENTRY: NARRATIVE

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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: 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?				☑		

OVERVIEW

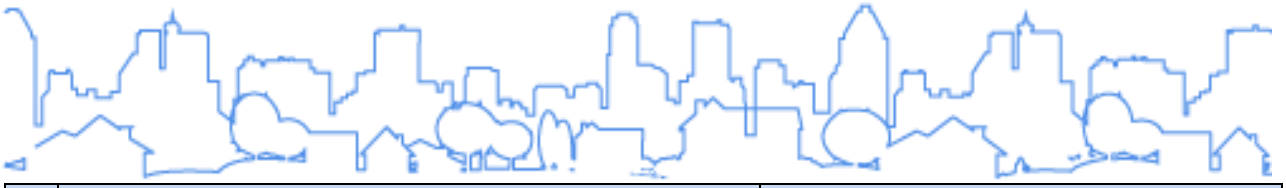
State grantees that border Mexico (Texas, Arizona, California, and New Mexico) may set aside up to ten percent of their state CDBG funds for colonias. A colonia is defined as any identifiable community in the United States–Mexico border regions of Arizona, California, New Mexico, and Texas that has inadequate 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 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. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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)	



*!	Field	Description
	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)	
	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

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Discussion	Describe the key points of the information presented above.

AP-50 Geographic Distribution

Regulation Citation(s): 24 CFR 91.220(f), 91.320(f), 91.420

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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 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

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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. This table is optional.

Geographic Distribution

Target Area	Percentage of Funds
Bandera Estates	%
Bruni & Oilton	%

DATA ENTRY: NARRATIVE

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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 CFR 91.220(g), 91.320(g), 91.420

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership.

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.

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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.
	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.
!	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 tenant-based rental assistance (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

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Discussion	Describe the key points of the information presented above.

AP-60 Public Housing

Regulation Citation(s): 24 CFR 91.220(h), 91.320(j), 91.420

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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 public housing agency 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 public housing agency to remove such a designation.

DATA ENTRY: NARRATIVE

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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.
!	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	Use this field to provide additional narrative regarding the topics listed above.

AP-65 Homeless and Other Special Needs Activities

Regulation Citation(s): 24 CFR 91.220(i), 91.320(h), 91.420

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

OVERVIEW

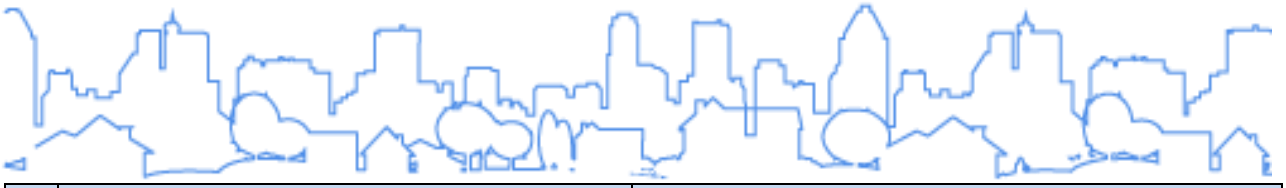
The Action Plan must describe the jurisdiction's one-year goals and the specific actions steps it will undertake in the program year to carry out the homeless strategy outlined in SP-60 Homelessness Strategy.

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

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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. 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.



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

AP-70 HOPWA Goals (HOPWA Grantees Only)

Regulation Citation(s): 24 CFR 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		☑	HOPWA	

OVERVIEW

HOPWA grantees must specify annual goals according to types of assistance, including:

- Short-term rent, mortgage, and utility assistance payments (STRMU)
- Tenant-based rental assistance
- Permanent housing facilities (developed, leased, or operated)
- Transitional short-term housing facilities (developed, leased, or operated)

DATA ENTRY: HOPWA GOALS TABLE

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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 CFR 91.220(j), 91.320(i), 91.420

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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.

DATA ENTRY: NARRATIVE

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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.
!	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 effects of public policies that create barriers to affordable housing. Example of factors which affect affordable housing may include: • 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?				☑		

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.

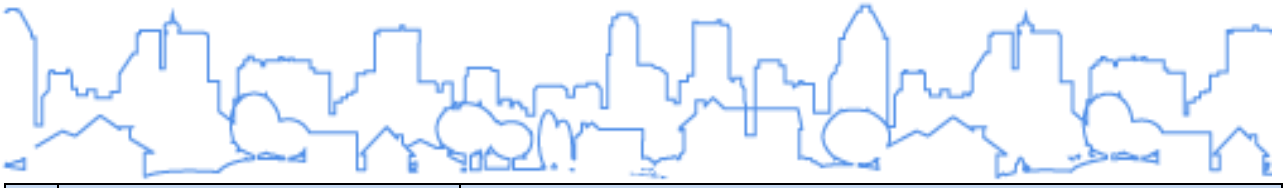
This screen collects information about the state's proposed actions for colonias, including those that:

- 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

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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.
!	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.



*!	Field	Description
!	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, community and public institutions.
!	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 coordinated 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 CFR 91.220(k), 91.320(j), 91.420

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

OVERVIEW

The plan must describe the jurisdiction's planned actions to carry out the following strategies outlined in the Consolidated Plan:

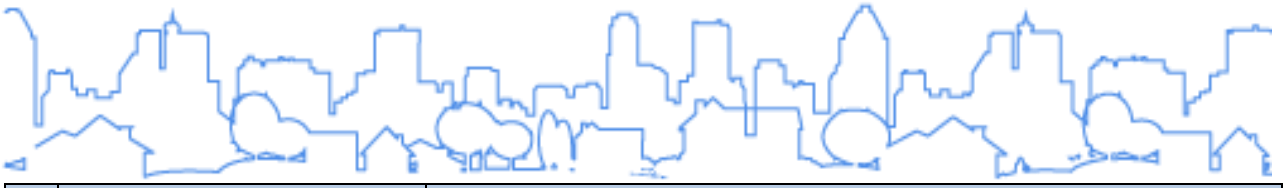
- Foster and maintain affordable housing
- Evaluate and reduce lead-based paint hazards
- Reduce the number of poverty-level families
- Develop institutional structure
- Enhance coordination

In addition, the jurisdiction must identify obstacles to meeting underserved needs and propose actions to overcome those obstacles.

DATA ENTRY

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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.
!	Describe actions planned to address obstacles to meeting underserved needs.	Identify specific obstacles to meeting underserved needs and propose actions to overcoming 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: • Lack of landlord participation in rental assistance and rental rehabilitation programs • Lack of lender participation in homebuyer programs



*!	Field	Description
!	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.
!	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.	Briefly describe actions that will take place to enhance coordination in the implementation of the jurisdiction's Consolidated Plan, among the Continuum of Care; 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. 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.
	Discussion	Use this field to provide additional narrative regarding the information provided on this page.

AP-90 Program-Specific Requirements

Regulation Citation: 24 CFR 91.220(l), 91.320(k), 91.420

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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.

DATA ENTRY: INTRODUCTION

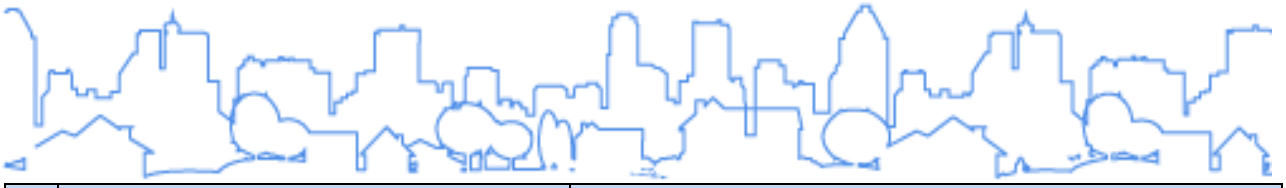
Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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.

DATA ENTRY: CDBG

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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.



*!	Field	Description
!	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 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 LMI persons); and number of households assisted, and of those the number, 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.
!	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. 70% is the minimum.
!	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. 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.

DATA ENTRY: HOME

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
!	1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:	Describe any form of investment not listed below: • 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.
!	3. A description of the guidelines for resale or recapture that ensure the affordability of units acquired with HOME funds (see 24 CFR 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 CFR 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

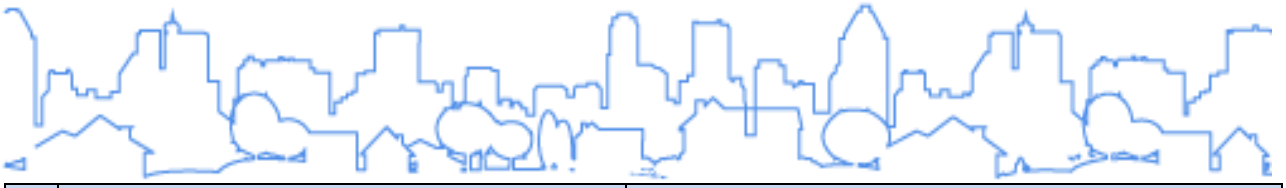
Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Housing Opportunities for Persons with AIDS Program (HOPWA)	
!	Goals	Identify the method of selecting project sponsors and describe the one-year goals for HOPWA-funded projects: • 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

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	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 CFR 576.400€(2) a€(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 meets HUD requirements, describe that centralized or coordinated assessment system.	Has the Continuum of Care for the jurisdiction's area established a centralized or coordinated assessment system that meets HUD requirements? If yes, describe the centralized or 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 CFR 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.



*!	Field	Description
!	4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 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 CFR 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.	Self-explanatory.

DATA ENTRY: DISCUSSION NARRATIVE

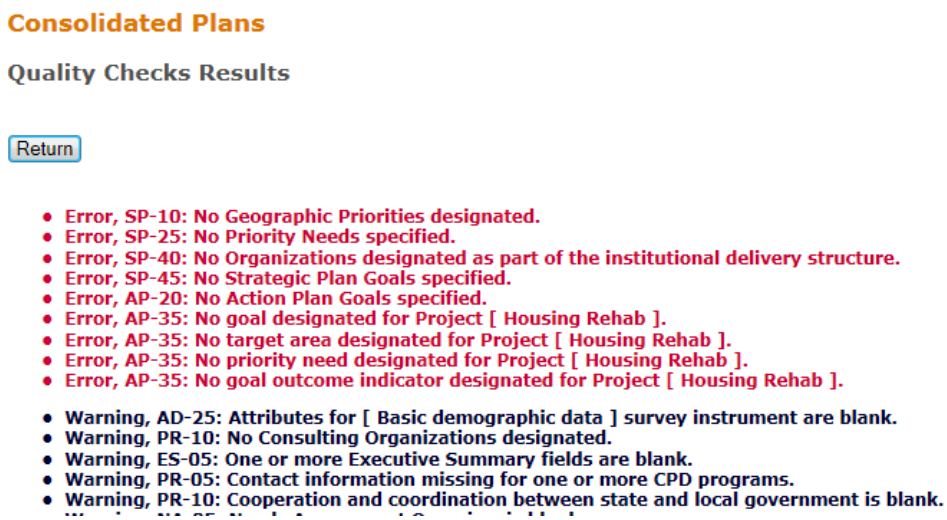
Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

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

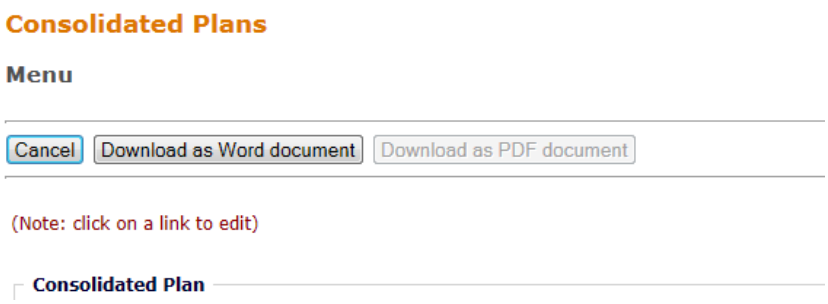
REVIEWING AND SUBMITTING THE CONSOLIDATED PLAN

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 a 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 submission. For a complete list of potential errors and warnings, please refer to Appendix A.



- 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. Review should include the accuracy of the information and the order in which information is included.



To submit the plan, return to the Administration screen and update the status of the plan from "Open in Progress" to "Submitted for Review." 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 Awaiting 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.

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

SECTION IV: THE ACTION PLAN TEMPLATE

The Action Plan Template is not required until grantees use the Consolidated Plan Template or exercise the option to enter a stand-alone Action Plan for a paper-based Consolidated Plan. The template is designed to collect the information required by the Consolidated Plan regulations found in 24 CFR Part 91.

The Action Plan Template is used in the following scenarios:

- Grantees participating in a Regional Strategy Consolidated Plan
- Grantees using IDIS to submit an Annual Action Plan for Year 2, 3, 4, or 5 of a Consolidated Plan

Grantees who have not used IDIS to submit the Consolidated Plan may still opt to use the Action Plan Template to prepare a submission for Year 2, 3, 4, or 5 of a Consolidated Plan not loaded into IDIS Online. These "stand-alone" Action Plans include three screens from the Strategic Plan section of the Consolidated Plan: SP-10 Geographic Priorities, SP-25 Priority Needs, and SP-45 Goals.

ADDING AN ANNUAL ACTION PLAN

To add a new Annual Action Plan to IDIS Online:

1. Click on 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 sub-menus 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 on Add in the Annual Action Plan sub-menu. 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 program year. 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 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.

*!	Field	Description
*	AAP Plan Version	Enter a unique version. This field is alpha-numeric 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	Only a grantee user can identify the type of plan amendment (n/a, Substantial, Minor) being made. The default is n/a. When an amendment is indicated, the system will provide a dialog box with the definition of a Substantial Amendment and will indicate that Substantial Amendments require citizen participation and HUD approval. Amendments must be submitted to the Field Office for their records and approval (if substantial). Even minor amendments must be submitted to the field office so that they can change the status of the amended plan to "Review Completed". While there is no requirement for HUD to approve minor amendments, the status of the Action Plan must be changed to "Review Completed" in order for the amendments to be reflected in the CAPER.
*	Programs Included	The system will place a check next to each program (CDBG, HOME, ESG, HOPWA) that the jurisdiction receives. The user may change the default selection. At least one selection must be indicated. The Quality Check will provide a warning if the programs selected do not match the grantee's allocations in IDIS.
*	Is this Annual Action Plan associated with a Consolidated Plan?	If the Action Plan is for the second, third, fourth, or fifth year of a Consolidated Plan already entered into IDIS, select Yes and click the Associate with Con Plan button. If the Action Plan will not be associated with a Consolidated Plan in the system (i.e. a stand-alone Action Plan), select no. 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.

4. When finished, click on 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 screen that will list all of the data entry screens. Below is a screenshot of the Annual Action Plan menu for a stand-alone Action Plan. The menu for an Action Plan associated with a Consolidated Plan is the same except for the Strategic Plan section, including SP-10 Geographic Priorities, SP-25 Priority Needs, and SP-45 Goals.

Annual Action Plans

Menu

Cancel | Download as Word document | Download as PDF document

(Note: click on a link to edit)

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

Strategic Plan
- SP-10 Geographic Priorities
- SP-25 Priority Needs
- SP-45 Goals

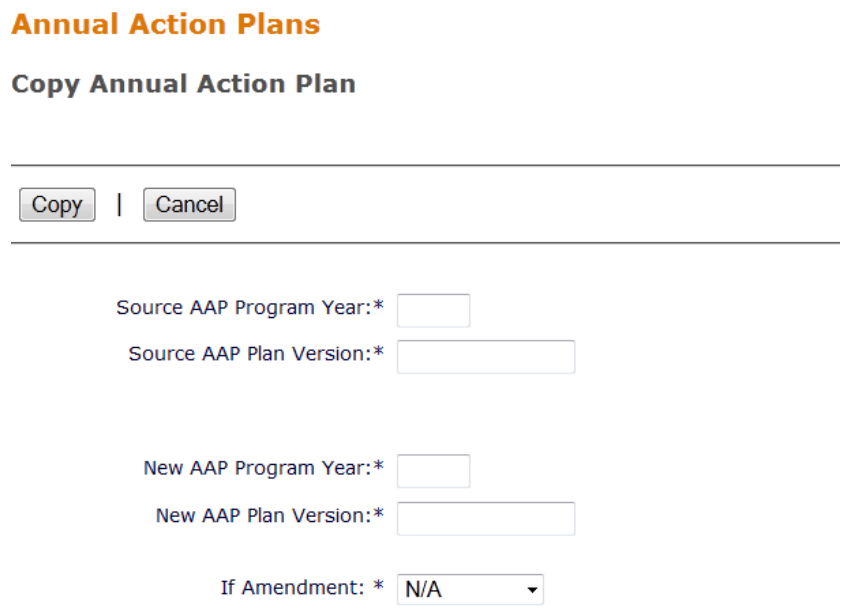
Annual Action Plan
- AP-15 Expected Resources
- AP-20 Annual Goals and Objectives
- AP-35 Projects
- AP-50 Geographic Distribution
- AP-55 Affordable Housing
- AP-60 Public Housing
- AP-65 Homeless and Other Special Needs Activities
- AP-75 Barriers to affordable housing
- AP-85 Other Actions
- AP-90 Program Specific Requirements

COPYING AN ANNUAL ACTION PLAN

Grantees have the option of copying data from one version of the Action Plan into a new version. Grantees can use this feature to copy the information in an Action Plan from one year to a new year (i.e. 2012 to 2017) or to submit a Substantial Amendment to the existing Action Plan.

The new copy of the Action Plan will include any attachments and all additional content, such as images, maps, and text boxes that were inserted throughout the template. If the Action Plan that is copied is associated with a Consolidated Plan in the system, the copy will be associated with the same plan. If the Action Plan that is copied is stand-alone (not associated with a Consolidated Plan in the system), the information in the Action Plan's Geographic Priorities, Priority Needs, and Goals screens will be copied as well.

If the grantee is a consortia with participants, only the consortia lead can copy the plan. When the lead 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 Consolidated Plan as well. The Copy function only works for the same grantee; the system cannot copy one grantee's plan to another.



Take the following steps to copy an Action Plan:

1. Go to Plan/Projects/Activities in the Main Menu. In the Action Plan sub-menu, click Search.

2. Click <Search> 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”).

3. On the left-hand Action Plan sub-menu, click <Copy>.

4. In the copy screen, enter the Source Action Plan’s Program Year and Version. The Source Action Plan is the plan that will be copied. Please note that the Version is case-sensitive (see screenshot above).

5. Enter the Program 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 (once set on this screen, the version identifier cannot be modified). If the new copy is an amendment (Substantial or Minor) to the existing plan, the Program Year must be the same as the Source Program Year.

6. Designate if the copy of the plan is an amendment. If the copy is not an amendment, select the default NA. Otherwise, select Minor or Substantial. A Minor amendment is any change that does not meet the threshold for a Substantial Amendment as outlined in the grantee’s Citizen Participation Plan.

7. Click the <Copy> button. The system will create a copy of the plan and display a list of all of the grantee’s Action Plans. The title of the copied plan defaults to “AAP Copy.” This can be changed on the AD-26 Administration screen.

8. Locate the new copy of the plan and click <Edit>.

9. Click on the link for the AD-26 Administration screen.

10. Update the plan’s title.

11. If the copy is a Substantial Amendment, the screen will include a text box labeled “Explanation of Substantial Amendment Changes” immediately following the existing Substantial Amendment checkbox. The information provided in this text box will not appear on the printed version of the plan. The grantee can use this space to communicate to the Field Office a summary of the amendments made to the plan.

12. When finished editing the screen, click <Save and Return> to save any changes.

EDITING AN ANNUAL ACTION PLAN

To edit an existing Action Plan in IDIS Online:

1. Click on <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 sub-menus 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 on <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 on <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 III: 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 loaded into IDIS Online 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, marked below with an asterisk (*), will need to be completed only for Action Plans that are not associated with a Strategic Plan in IDIS Online.

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 is read-only since the same information is provided on SP-35 Anticipate Resources for 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.

Annual Action Plan Screens

- 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

SECTION V: 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 Consolidated Annual Performance and Evaluation Report (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), 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 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
- Provides grantees an opportunity to describe to citizens their successes in revitalizing deteriorated neighborhoods and meeting objectives stipulated in their Consolidated Plan

NOTE FOR ESG GRANTEES: Beginning with the Federal Fiscal Year (FFY) 2012 grant, ESG grantees must use the CAPER template to complete the following screens (regardless if the Action Plan is entered in IDIS or not):

- CR-60 Subrecipient Information
- CR-65 Persons Assisted ESG
- CR-70 Assistance Provided
- CR-75 Expenditures

HUD has provided guidance for portions of the CAPER related to homelessness and the ESG program in CPD Notice 13-06, available online from the www.onecpd.info website at:

https://www.onecpd.info/resources/documents/Notice-CPD-13-06-Guidance-For-Submitting-Portions-of-CAPER-Related-to-Homelessness-and-ESG-Program.pdf

In order to use the full CAPER template, the jurisdiction must have an approved Action Plan in IDIS. 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.

The template is designed to satisfy the requirements 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-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 the narrative provided in the CAPER template, some jurisdictions must provide IDIS reports as well. Local jurisdictions that receive CDBG funding must include the Financial Summary Report (PR26). A state grantee has the option of using the PR28 report from IDIS or generating its entire report from its own system, as long as the report includes all of the data necessary to meet CDBG program requirements. Additional guidance for state grantees is available in CPD Notice 11-03: http://portal.hud.gov/hudportal/documents/huddoc?id=11-03cpdn.pdf

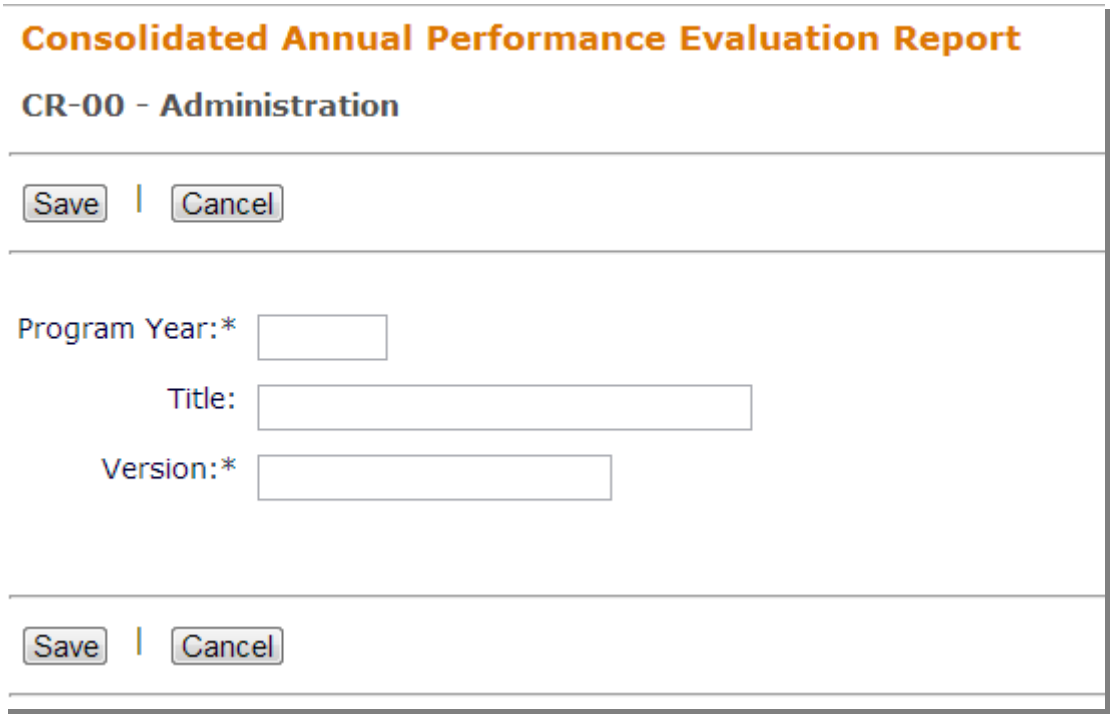
ADDING A CAPER

To add a new CAPER to IDIS Online:

1. Click on 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 sub-menu for the Consolidated Annual Performance and Evaluation Report. If this sub-menu 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 on Add in the Consolidated Annual Performance and Evaluation Report sub-menu on the left-hand side of the screen. The system will display the CR-00 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. 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 of the data entry screens.



DATA ENTRY

Fields marked with an asterisk are required by the system. Those marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
*	Program Year	Indicate the program year of the report. This should match the Federal fiscal year 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.

CR-05 Goals and Outcomes

Regulation Citation(s): 24 CFR 91.520(a)

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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 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.

ACCOMPLISHMENTS – NARRATIVE

The table below describes the data entry fields for this section. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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.

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 Goal Outcome Indicators. 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 Actual column.

Table 1 - Accomplishments - Program Year

Goal	Category	Funding	Outcome
goal 1	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Source: CDBG Amount: 2500000	

Indicator	Expected	Actual	Unit of Measure	Percent complete
Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	400	100	Persons Assisted	25 %
Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	400	0	Households Assisted	0.00 %
Public service activities for Low/Moderate Income Housing Benefit	580	235	Households Assisted	41 %
Facade treatment/business building rehabilitation	111	45	Business	41 %
Homeowner Housing Added	1500	1600	Household Housing Unit	107 %
Homeowner Housing Rehabilitated	1500	1462	Household Housing Unit	97 %
Direct Financial Assistance to Homebuyers	2450	3521	Households Assisted	144 %

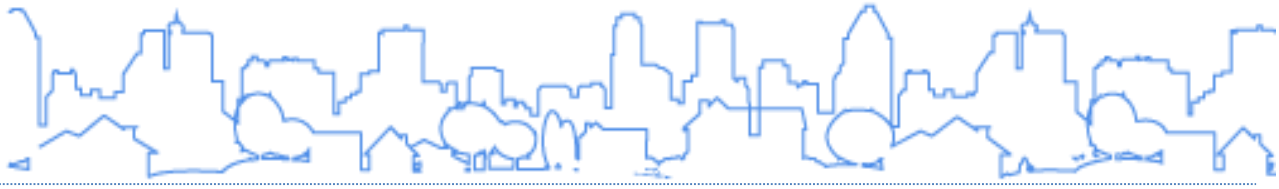


TABLE 2 ACCOMPLISHMENTS – STRATEGIC PLAN TO DATE

This table provides a comparison of the proposed goals versus actual outcomes realized to date[13] for each goal included in the Action Plan. Each goal may have one or more Goal Outcome Indicators. 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 Actual column.

Table 2 - Accomplishments - Strategic Plan to Date

Goal	Category	Funding		Outcome				
		Source	Amount	Indicator	Expected	Actual	Unit of Measure	Percent complete
goal 1	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG	4000000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	5000	0	Persons Assisted	0.00 %
				Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	5000	0	Households Assisted	0.00 %
				Public service activities for Low/Moderate Income Housing Benefit	500	0	Households Assisted	0.00 %
				Facade treatment/business building rehabilitation	5099	0	Business	0.00 %
				Homeowner Housing Added	5001	0	Household Housing Unit	0.00 %
				Homeowner Housing Rehabilitated	5002	0	Household Housing Unit	0.00 %
				Direct Financial Assistance to Homebuyers	5003	120	Households Assisted	2.40 %
				Jobs created/retained	250	0	Jobs	0.00 %
				Businesses assisted	350	0	Businesses Assisted	0.00 %

ACCOMPLISHMENTS – NARRATIVE

The table below describes the data entry fields for this section. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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.	Use this field to 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.

[13] Accomplishments will include data from the program year and all previous years associated with the Consolidated Plan.

CR-10 Racial and Ethnic composition of families assisted

Regulation Citation(s): 24 CFR 91.520(a)

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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 CFR 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 read-only and cannot be edited. It is summarized from the IDIS activity accomplishment screens for the given program year for the grantee's programs.

Describe the families assisted (including the racial and ethnic status of families assisted 91.520(a)

	CDBG	HOME	ESG
Race:			
White	0	0	
Black or African American	0	0	
Asian	0	0	
American Indian or American Native	0	0	
Native Hawaiian or Other Pacific Islander	0	0	
Total	0	0	0
Ethnicity:			
Hispanic	0	0	
Not Hispanic	0	0	

ADDITIONAL NARRATIVE

The table below describes the data entry fields for this section. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Narrative	Use the narrative to highlight any key points regarding the data table.

CR-15 Resources and Investments

Regulation Citation(s): 24 CFR 91.520(a)

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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

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 expected amount 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.

Identify the resources made available.

Source of Funds	Source (Federal, state local)	Expected Amount Available (system generated)	Actual Amount Expended Program Year X
CDBG		2000000	
HOME		1000000	
HOPWA			
Other (system generated)			

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.

Identify the geographic distribution and location of investments.

Target Area	Planned Percentage of Allocation (system generated)	Actual Percentage of Allocation	Narrative Description
local target area 1			
local target area 2			
local target are 3			
Other geographic area 1			

NARRATIVE: LEVERAGING AND MATCH

The table below describes the data entry fields for this section. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 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 Federal fiscal year. 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	$
2. Match contributed during current Federal fiscal year	$
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	$0
4. Match liability for current Federal fiscal year	$
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	$0

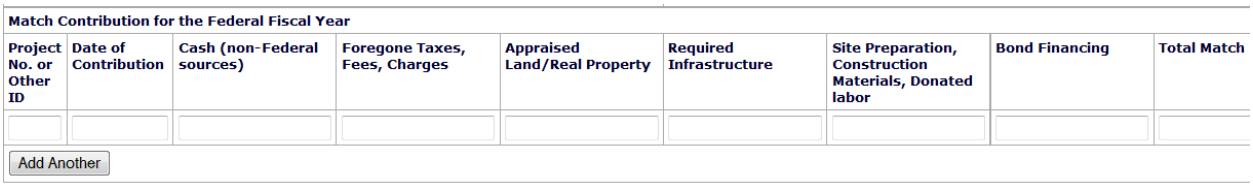
The table below describes the data entry fields for this section. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation. While not explicitly required by the regulations, HUD reviewers of the CAPER expect that the HOME match information be included as part of the report.

*!	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.

*!	Field	Description
!	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.

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.

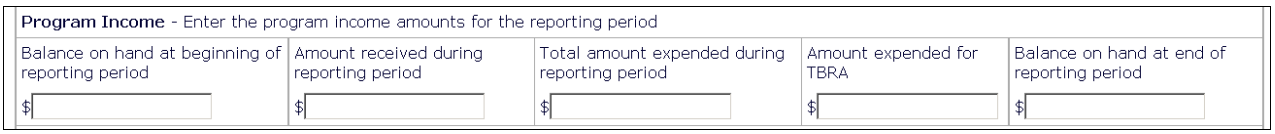


The table below describes the data entry fields for this section. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 • 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 is designed to collect the same information as Part II of the HOME Program Annual Performance Report (HUD Form 40107).



The table below describes the data entry fields for this section. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 is designed to collect the same information as 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					
Dollar Amount	0					
Sub-Contracts: Number	0					
Dollar Amount	0					
	Total	Women Business Enterprises	Male			
Contracts: Number	0					
Dollar Amount	0					
Sub-Contracts: Number	0					
Dollar Amount	0					

MINORITY OWNERS OF BUSINESS PROPERTY TABLE (HOME GRANTEES ONLY)

This table is designed to collect the same information as 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					
Dollar Amount	0					

RELOCATION AND PROPERTY ACQUISITION TABLE (HOME GRANTEES ONLY)

This table is designed to collect the same information as 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		
Businesses Displaced		
Nonprofit Organizations Displaced		
Households Temporarily Relocated, not Displaced		

Households Displaced	**Total**	Minority Business Enterprises				
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	**White Non-Hispanic**
Number	0					
Cost	0					

CR-20 Affordable Housing

Regulation Citation(s): 24 CFR 91.520(b)

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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.

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

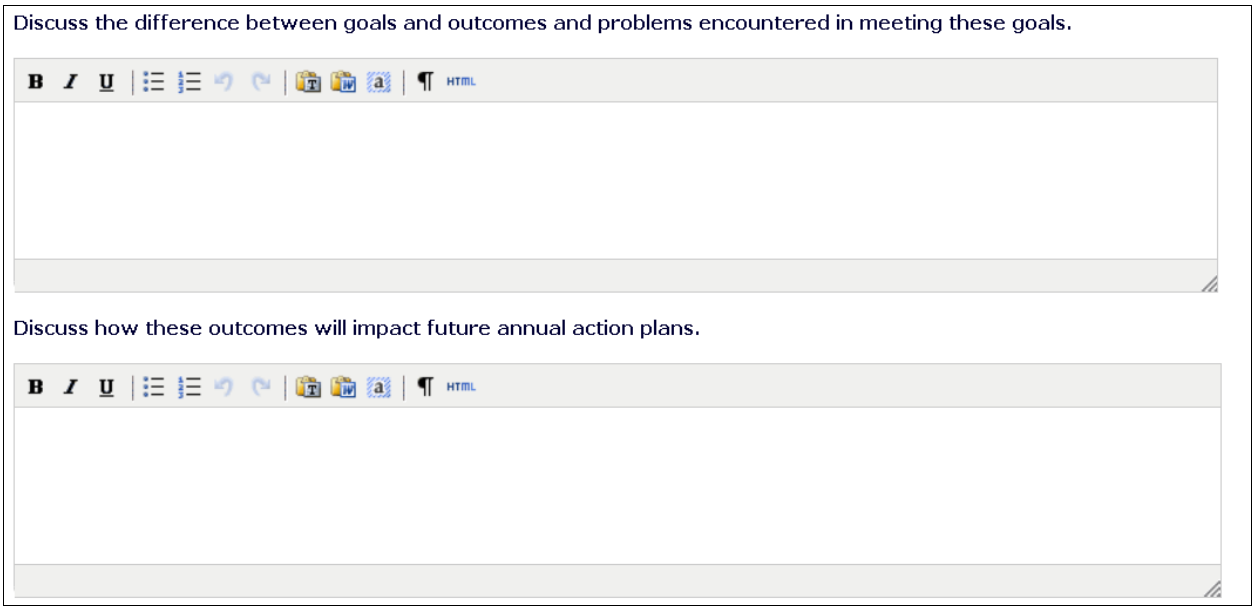
AFFORDABLE HOUSING – NUMBER OF HOUSEHOLDS SUPPORTED TABLE

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.

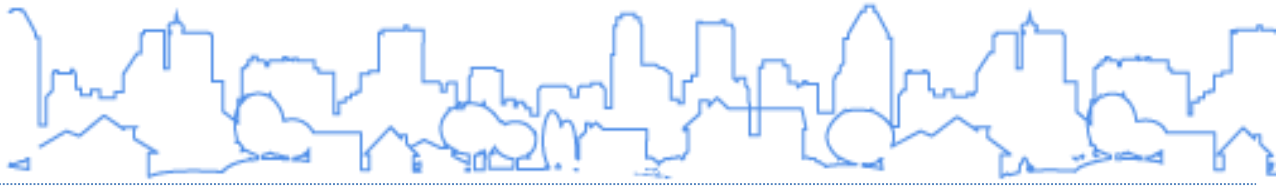
Number of households supported through:	One-Year Goal	Actual
Rental Assistance	6565	
The Production of New Units	2121	
Rehab of Existing Units	4141	
Acquisition of Existing Units	5252	
Total	18079	0

DATA ENTRY: NARRATIVE

The table below describes the data entry fields for this section. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.



*!	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 more effectively implement strategies and goals.



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	469	33
Low-income	159	37
Moderate-income	799	14
Total		

NARRATIVE

The table below describes the data entry fields for this section. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Narrative	Use this field to provide additional narrative regarding the information provided on this page.

CR-25 Homeless and Other Special Needs

Regulation Citation(s): 24 CFR 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?	☑	☑	☑	☑	☑	☑

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 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
- 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

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

The table below describes the data entry fields for this section. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Evaluate 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	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 more effectively implement strategies and goals.
!	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 more effectively implement strategies and goals.
!	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 more effectively implement strategies and goals.
!	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 more effectively implement strategies and goals. Discuss progress made in terms of coordinating discharge policies that result in a decrease of homelessness.

CR-30 Public Housing

Regulation Citation(s): 24 CFR 91.220(h), 91.320(j), 91.420

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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

The table below describes the data entry fields for this section. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 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 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 CFR 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?	☑	☑	☑	☑	☑	☑

OVERVIEW

The annual report must include a summary of progress made on the "Other Actions" described in the Strategic Plan and Action Plan, including:

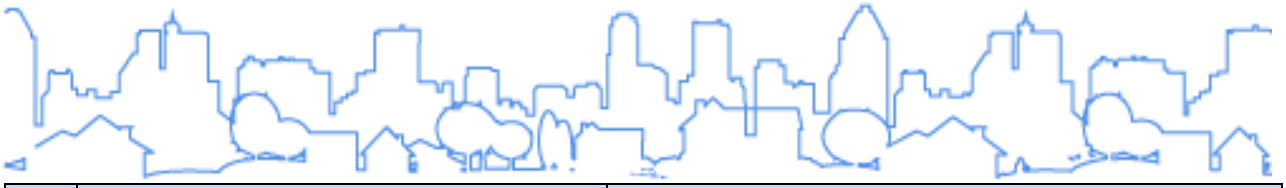
- Barriers to Affordable Housing (SP-55 and AP-75)
- Obstacles to meeting underserved needs (AP-85)
- Lead-based Paint Hazards (SP-65 and AP-85)
- Anti-Poverty Strategy (SP-70 and AP-85)
- Institutional structure (SP-40 and AP-85)
- Enhance coordination (PR-15 and AP-85)

In addition, this section collects information on the jurisdiction's actions to address impediments to fair housing choice, per 24 CFR 91.520(a).

DATA ENTRY: NARRATIVE

The table below describes the data entry fields for this section. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 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 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 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 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 the number of poverty-level families. 91.220(k); 91.320(j)	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. Provide 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 develop institutional structure. 91.220(k); 91.320(j)	Summarize specific actions taken during the program year to develop institutional structure. Provide 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 enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)	Summarize specific actions taken during the program year to enhance coordination between the grantee and other service providers. Provide 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.
!	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)	Describe specific actions taken to affirmatively further fair housing, including actions taken regarding completion of an analysis of impediments to fair housing choice, a summary of impediments identified in the analysis, and actions taken to overcome the effects of impediments identified through the analysis.

CR-40 Monitoring

Regulation Citation(s): 24 CFR 91.230, 91.330, 91.430

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	☑	☑	☑	☑	☑

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

The table below describes the data entry fields for this section. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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.	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.

CR-45 CDBG (CDBG grantees only)

Regulation Citation(s): 24 CFR 91.520(d)

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	☑	CDBG	CDBG	☑	CDBG	CDBG

OVERVIEW

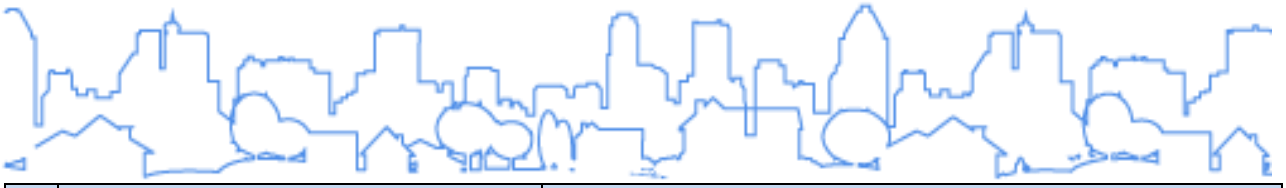
For CDBG grantees, the performance report must describe any changes in its program objectives and the rationale for making the changes. The report should also indicate how the jurisdiction will change its programs as a result of its experiences. When conducting this self-assessment, consider the following 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

The table below describes the data entry fields for this section. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 more effectively implement the jurisdiction's strategies. Identify any barriers and specific issues that may have a negative impact on progress as rationale for making changes. Changes to program objectives may also be based on the changing economic condition and market in which the grantee operates.



*!	Field	Description
	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.

CR-50 HOME (HOME grantees only)

Regulation Citation(s): 24 CFR 91.520(e)

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	HOME	☑		☑	HOME	HOME

OVERVIEW

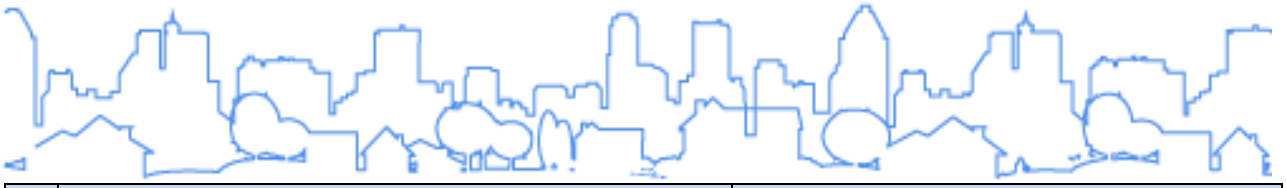
For HOME participating jurisdictions, the report must include the following:

- 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

The table below describes the data entry fields for this section. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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.



*!	Field	Description
!	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 CFR 91.520(f)

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	HOPWA	HOPWA		☑	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.

The table below describes the data entry fields for this section. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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

The table below describes the data entry fields for this section. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
	Discussion	Use the Discussion field to 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 CFR 91.520(g)

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	ESG	ESG	ESG	☑	ESG	ESG

OVERVIEW

Select the Continuums of Care active in the grantee's jurisdiction and add a separate subrecipient form for each subrecipient receiving ESG funds in the program year. Click the <Add Another> button to add a subrecipient form.

ESG RECIPIENT INFORMATION

The table below describes the data entry fields for this section. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	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 on 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 <Add subrecipient> button to complete the subrecipient form for each organization receiving ESG funds during the given program year. Instructions on completing the subrecipient form are presented below.

Consolidated Annual Performance Evaluation Report

CR-60 - ESG 91.520(g) - ESG Recipients only

ESG Supplement to the 2013 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 Dakota Statewide 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.

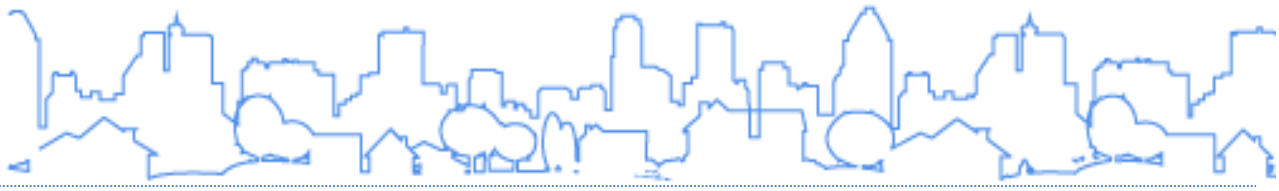
3. Specify Subrecipients

No recipient has been specified for year 2013.

Add Subrecipient

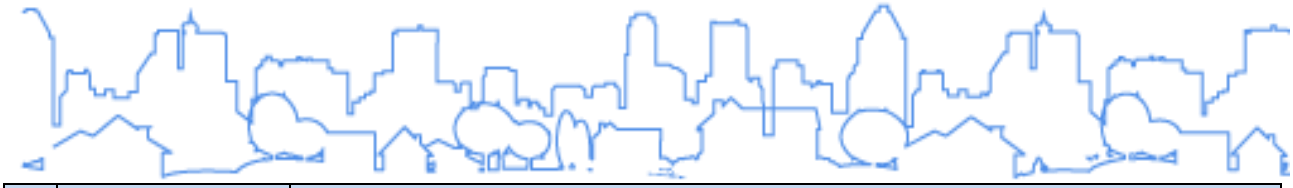
Close

3A. SUBRECIPIENT FORM



The table below describes the data entry fields for this section. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

*!	Field	Description
*	Subrecipient or Contractor Name	Self-explanatory.
*	City, State, and Zip Code	Self-explanatory.
	DUNS Number	Self-explanatory. Do not use any dashes or non-numeric characters.
*	Organization Type	Select one of the following: • Faith-Based Organization • Unit of Government • Other Non-profit Organization
	VAMA-DV Provider:	Answer Yes if the subrecipient is a victim service provider as defined in the ESG Interim Rule: "a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs."



*!	Field	Description
	ESG Subgrant or Contract Award Amount	Enter the amount of the contract/award for the given program year.

CR-65 ESG Persons Assisted (ESG recipients only)

Regulation Citation(s): 24 CFR 91.520(g)

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	ESG	ESG	ESG	☑	ESG	ESG

OVERVIEW

ESG recipients will use this page to report information about persons assisted with ESG funds. The screen contains the following sections:

1. Homelessness Prevention Activities
2. Rapid Re-Housing Activities
3. Shelter Activities (Emergency and Transitional)
4. Total for all persons served with ESG
5. Gender
6. Age
7. Special Populations Served

DATA ENTRY: HOUSEHOLD INFORMATION

Complete the following table for 'homelessness prevention,' 'rapid re-housing,' 'shelter,' and 'Total for all persons served with ESG (Unduplicated, if possible).' A table for 'street outreach' is currently unavailable, but this information is still required. Please complete the Household Information table for 'street outreach' by adding a table. Jurisdictions should use HMIS data to the extent it is available, along with other data sources as needed, to populate these tables.

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused	
Missing Information	
Total	0

NOTE: The Household Information table for 'shelter' should be an unduplicated count within each shelter. For example, if the same person was provided with outpatient health services and legal services,

that person should only be counted once for one of the services (even if the provision of assistance occurred multiple times over the course of the reporting period). At this time, recipients are not expected to provide an unduplicated count of persons served among all shelters within the recipient's jurisdiction. Therefore, if a participant was served by two different shelters within the same jurisdiction and the HMIS does not unduplicate between shelters, it is possible that that participant could be counted and reported twice in this table.

DATA ENTRY: GENDER INFORMATION

Complete the following table for all persons served with ESG during the program year. Jurisdictions should use HMIS data to the extent it is available, along with other data sources as needed, to populate these tables. Those ESG recipients that have collected gender information under the category "Other," "Don't know/Refused," or "Missing Information" in HMIS are instructed to report this data under the "Unknown" category in the Gender Information table.

	Total
Male	
Female	
Transgendered	
Unknown	
Total	0

DATA ENTRY: AGE INFORMATION

Complete the following table for all persons served with ESG during the program year. Jurisdictions should use HMIS data to the extent it is available, along with other data sources as needed, to populate these tables.

Number of Persons in Households	Total
Under 18	
18-24	
Over 24	
Don't Know/Refused	
Missing Information	
Total	0

DATA ENTRY: SPECIAL POPULATIONS SERVED

Complete the following table for all persons served with ESG during the program year. Jurisdictions should use HMIS data; to the extent it is available, along with other data sources as needed, to populate these tables. For purposes of this table, "elderly" includes persons aged 62 and older.

Subpopulation	Total	Total Persons Served - Prevention	Total Persons Served - RRH	Total Persons Served in Emergency Shelters
Veterans				
Victims of Domestic Violence				
Elderly				
HIV/AIDS				
Chronically Homeless				
Persons with Disabilities:				
Severely Mentally Ill				
Chronic Substance Abuse				
Other Disability				
Total (Unduplicated if possible)				

Note: Required Racial and Ethnic Data - To the extent that this information is available, recipients are required to report on the racial and ethnic status of families assisted by ESG. Although not included in the ESG-only CAPER template screens in IDIS, this information must be reported as part of the paper copy of the CAPER submitted to the applicable HUD field office. Recipients can use CAPER template screen CR-10 as an example of how to present this data.

CR-70 ESG Assistance Provided (ESG recipients only)

Regulation Citation(s): 24 CFR 91.520(g)

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	ESG	ESG	ESG	☑	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 should count all emergency shelter beds, whether or not they are ESG-funded.

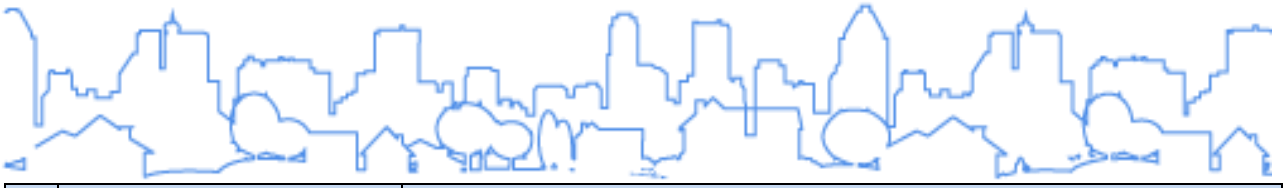
DATA ENTRY: SHELTER UTILIZATION

The table below describes the data entry fields for this section. Fields marked with an asterisk are required by the system. Fields marked with an exclamation point (!) are required by HUD regulation.

10. Shelter Utilization

	Number of units
Number of Beds - Rehabbed	
Number of Beds - Conversion	
Total Number of bed-nights available	
Total Number of bed-nights provided	
Capacity Utilization	0

*!	Field	Description
!	Number of Beds – Rehabbed	Enter the number of additional beds created as a result of a rehab activity.



*!	Field	Description
!	Number of Beds – Conversion	Enter the number of beds created as a result of 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. Calculated by system.

NOTE: ESG recipients are required to develop performance standards in consultation with the CoC(s). There is no place in this template to include this project outcomes data, but it is still required information for submission of the CAPER. Please provide this information by adding a table or text box. See 24 CFR 91.520(g) for the requirement.

CR-75 ESG Expenditures (ESG recipients only)

Regulation Citation(s): 24 CFR 91.520(g)

Type of Plan	Entitlement	Consortia Lead	Consortia Participant	State	Regional Lead	Regional Participant
Applicable?	ESG	ESG	ESG	☑	ESG	ESG

OVERVIEW

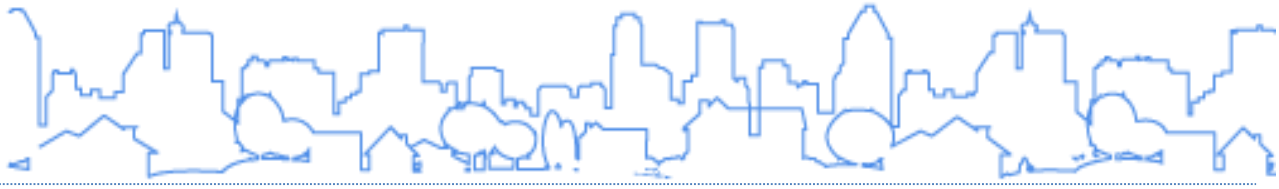
ESG recipients will use this page to report ESG expenditures on each ESG component, as well as match sources. Each table will display the most recent three fiscal years. Jurisdictions do need to provide data for all three years, when there is a space to do so. Jurisdictions should report on the funds from each fiscal year's allocation that were expended during the reporting period (the recipient's program year) only. For purposes of this table, "expended" means that the cost was incurred by the recipient or subrecipient during the reporting period (not necessarily drawn down from IDIS).

The tables in this section capture expenditure data for both ESG and the legacy Emergency Shelter Grants programs. Particularly for Tables 11A, 11B, and 11D, not all categories and all fiscal year expenditure fields apply to both programs. For FY2009 and FY2010, it is not possible to enter data for some activities – this is because some activities that are now eligible ESG activities were not allowable under the Emergency Shelter Grants program. Jurisdictions should use data from local financial and accounting systems to complete these tables. Tables 11E and 11G are calculated by the system

11A. ESG EXPENDITURES FOR HOMELESS PREVENTION

11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
Expenditures for Rental Assistance			
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance			
Expenditures for Housing Relocation & Stabilization Services - Services			
Expenditures for Homelessness Prevention under Emergency Shelter Grants Program			
Subtotal Homelessness Prevention	0.00	0.00	0.00



11B. ESG EXPENDITURES FOR RAPID RE-HOUSING

11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	FY 2010	FY 2011	FY 2012
Expenditures for Rental Assistance		0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance		0	0
Expenditures for Housing Relocation & Stabilization Services - Services		0	0
Expenditures for Homeless Assistance under Emergency Shelter Grants Program		0	0
Subtotal Rapid Re-Housing	0	0	0

11C. ESG EXPENDITURES FOR EMERGENCY SHELTER

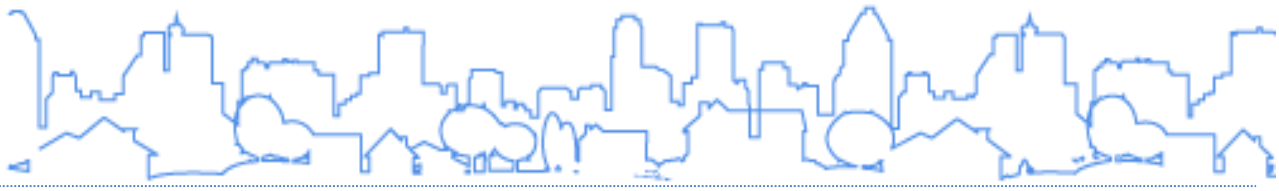
11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
Essential Services			
Operations			
Renovation			
Major Rehab			
Conversion			
Subtotal		0.00	0.00

11D. OTHER GRANT EXPENDITURES

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
Street Outreach			
HMIS			
Administration			



11E. TOTAL AMOUNT OF FUNDS EXPENDED ON ESG ACTIVITIES

11e. Total ESG Grant Funds

Total ESG Funds Expended	FY 2009	FY 2010	FY 2011
0.00	0.00	0.00	0.00

11F. MATCH SOURCE

11f. Match Source

	FY 2009	FY 2010	FY 2011
Other Non-ESG HUD Funds			
Other Federal Funds			
State Government			
Local Government			
Private Funds			
Other			
Fees			
Program Income			
Total Match Amount	0.00	0.00	0.00

11G. TOTAL

11g. Total

Total Amount of Funds Expended on ESG Activities	FY 2009	FY 2010	FY 2011
0.00	0.00	0.00	0.00

SUBMITTING A CAPER

According to 24 CFR Part 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.[14] 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.

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.

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.

[14] 24 CFR Part 91.105(d)(1); 24 CFR Part 91.115(d)(1); 24 CFR Part 91.401

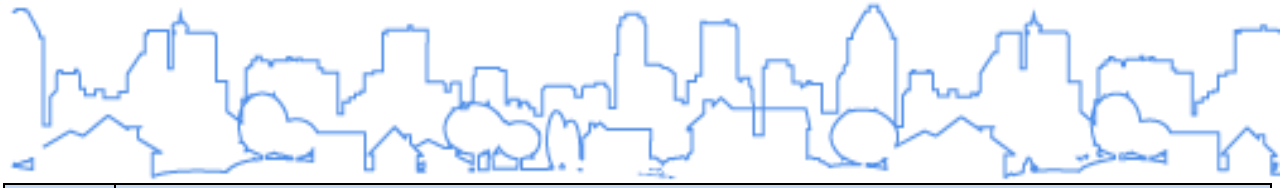
APPENDIX A: QUALITY CHECK ERRORS AND WARNINGS

CONSOLIDATED PLAN ERRORS AND WARNINGS

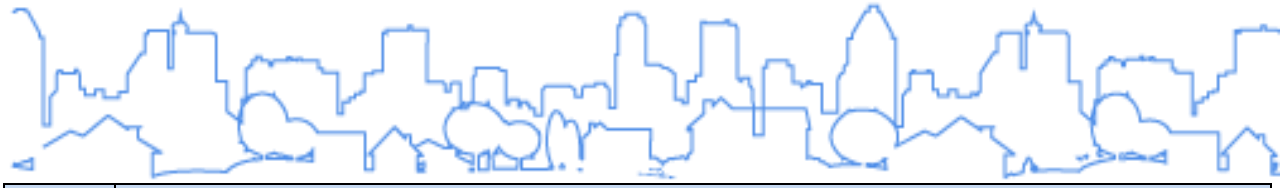
The following is a list of warnings and errors to help grantees assess the consistency and completeness of their Consolidated Plans submission. Quality checks for the Annual Action Plan are listed in the next section.

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.

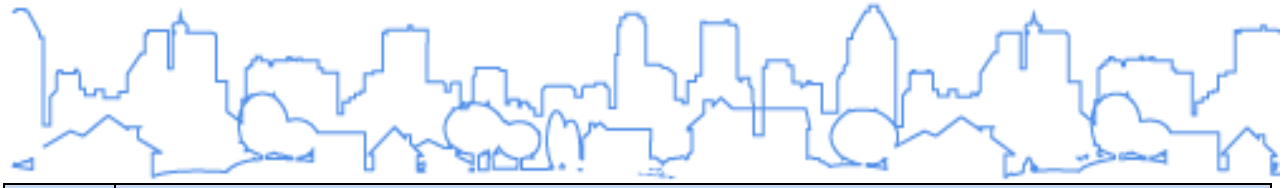
Screen	Quality Check
AD-25	CPD programs indicated don't match current IDIS – warning.
	Regional Plan selected in AD-25, w/o identifying other qualified grantees as participating
	Blank report title – warning
	No Alternate / Local data sources identified - warning
AD-35	Any of the survey instrument text 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.



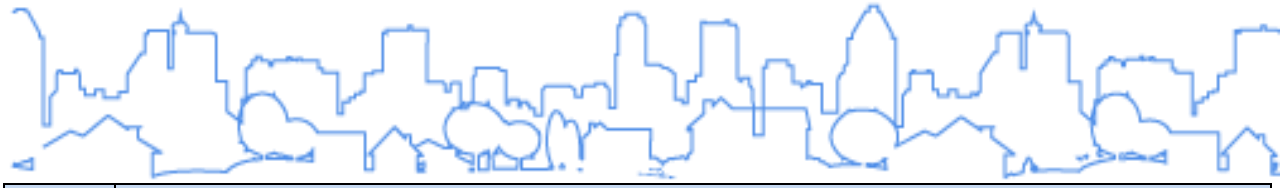
Screen	Quality Check
	For an outreach record, no target of outreach identified
	For an outreach record, if non-English speaking target of outreach is selected, blank language
	For an outreach record, other target of outreach selected with a blank value
	A Summary of response/attendance field is blank
	A Summary of Comments Received field is blank
NA-05	Overview field is blank – warning
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:



Screen	Quality Check
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…
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.



Screen	Quality Check
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 add 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.
	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



Screen	Quality Check
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

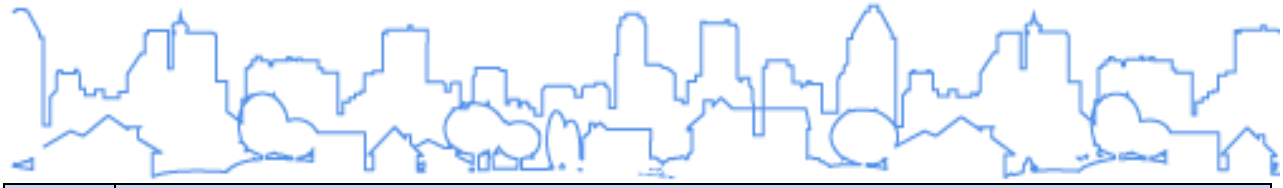
The system will also provide a warning any time the grantee uses an alternative data source and there is no description of the data source or if any of the cell values in the table are blank.

ANNUAL ACTION PLAN QUALITY CHECK ERRORS AND WARNINGS

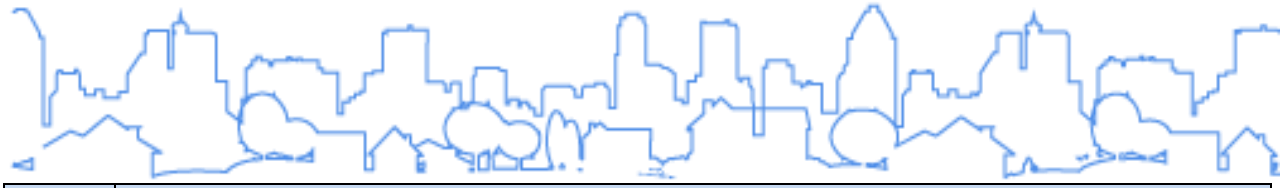
The following is a list of errors and warnings that may appear on the Quality Check screen that can help grantees assess the consistency and completeness of their Annual Action Plans.

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.

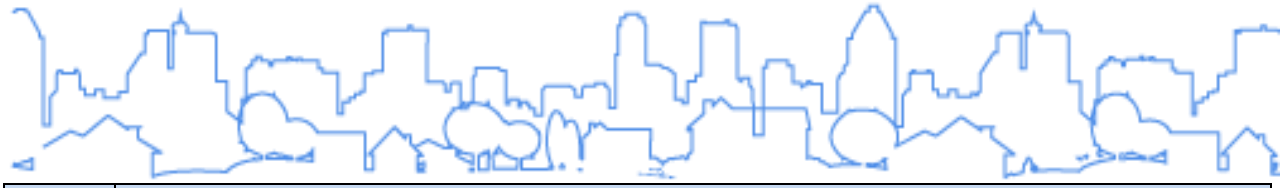
Screen	Quality Check
AD-25	CPD programs indicated don't match current IDIS – warning.
	Regional Plan selected in AD-25, w/o identifying other qualified grantees as participating
	Blank report title – warning
	No Alternate / Local data sources identified - warning
AD-35	Any of the survey instrument text 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
	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



Screen	Quality Check
	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 Goal Outcome Indicator 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 Goal Outcome Indicator 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…



Screen	Quality Check
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)
	If the grantee is a state, for a method of distribution, any of the following text fields are blank: - warning Describe the state program addressed by the Method of Distribution. Describe all of the criteria that will be used to select applications and … 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?
	If the grantee is a state and receives ESG funds, for a method of distribution, the following text field is blank: - warning Describe the process for awarding funds to state recipients and how the state
	If the grantee is a state and receives HOPWA funds, for a method of distribution, the following text field is blank: - warning Identify the method of selecting project sponsors (including providing full access…
AP-40	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 Describe available grant amounts. Describe how applications will be accepted.
AP-45	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 “If yes, describe the state’s process and criteria for approving local government’s revitalization strategies.”
AP-48	If the grantee is a Colonias Set-Aside State, use the same edits applied to screen AP-30.
AP-50	Any of the following text fields are blank: - warning Description of the geographic areas of the entitlement… Rationale for the priorities for allocating investments geographically.
AP-60	Any of the following text fields are blank: - warning Actions planned during the next year to address the needs to public housing: Actions to encourage public housing residents to become more involved …



Screen	Quality Check
AP-65	Any of the following text fields are blank: - warning Actions planned to address emergency shelter and transitional housing needs Actions planned to address homelessness prevention (for low-income individuals Actions planned to address the transition to permanent housing and independent living: Specific actions planned to end chronic homelessness:
AP-75	The following text field is blank: - warning Actions it planned to remove or ameliorate the negative effects of public policies…
AP-80	If the grantee is a Colonias Set-Aside State, any of the following text fields are blank: - warning Actions the state plans to take to address obstacles… Actions the state plans to take to reduce the number of poverty-level families. Actions the state plans to take to develop the institutional structure. Actions the state plans to take to enhance coordination between public …
AP-85	Any of the following text fields are blank: - warning Actions planned to address obstacles to meeting underserved needs: Actions planned to foster and maintain affordable housing: Actions planned to reduce lead-based paint hazards: Actions planned to reduce the number of poverty-level families: Actions planned to develop institutional structure: Actions planned to enhance coordination between public and private …
AP-90	If the grantee is a HOME, CDBG, or HESG grantee, any of the following text fields are blank: - warning A description of other forms of investment being used beyond … A description of the guidelines that will be used for resale or recapture … A description of the guidelines for resale or recapture that ensures the … Plans for using HOME funds to refinance existing debt secured by ...

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 Low-Mod Housing (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 Low-Mod Housing (LMH) as its national objective. Most public services will use this GOI. Examples include youth services or senior services that use Limited Clientele (LMC) or anti-crime programs that use Low-Mod Area (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 Low-Mod Housing (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 under-used 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.

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.

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.

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 short-term rent, mortgage, and utility assistance (STRMU).

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 LMCMC. 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.

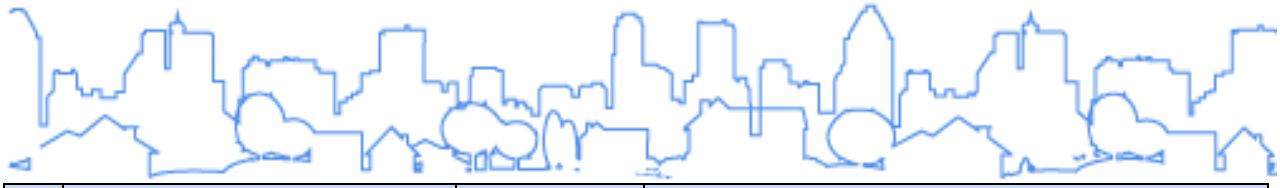
23. Other (Specify)

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 Goal Outcome Indicators 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



	Goal Outcome Indicator	Unit of Measure	CDBG
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
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 Goal Outcome Indicators and corresponding types of HOME activities. Goal Outcome Indicators 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 Goal Outcome Indicators and corresponding types of HOPWA activities. Goal Outcome Indicators 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	Tenant Based Rental Assistance
15	Homelessness Prevention	Persons Assisted	Short-Term Rent, Mortgage, and Utility Assistance (STRMU)
16	Jobs created/retained	Jobs	Facility-Based Housing Subsidy Assistance Tenant-Based Rental Assistance (TBRA) Short Term Rent, Mortgage and Utility Payments (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							
	With HOPWA	Without HOPWA	Without HOME		Lead	Participant	Lead	Participant
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 is for the entire geography comprised by both lead and participating jurisdictions.

*** If grantee received HOPWA, default data will be provided