

This archived document is no longer applicable.



Housing Trust Fund and eCon Planning Suite

September 14 & 19, 2017



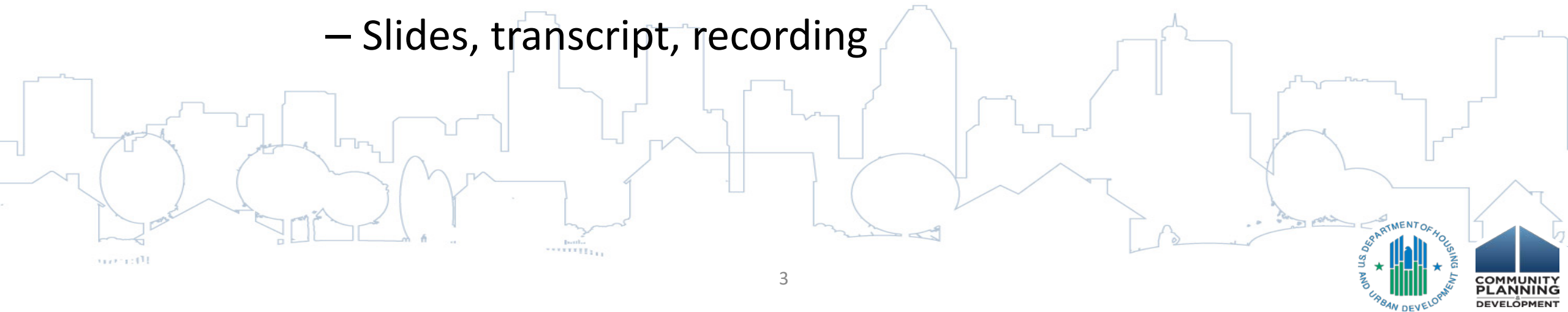
Webinar Instructions

- Presenters
 - Chris Andrews, The Cloudburst Group
- HUD Staff
 - Beth Hendrix, OBGA
 - Peter Huber, OAHP
 - Vashawn Banks, OAHP



Webinar Instructions

- Webinar will last approximately 90 minutes
- Materials will be posted on the HUD Exchange
 - Slides, transcript, recording



Webinar Instructions

- Close email and other programs on your computer
- If you experience technical difficulty with audio or video portions of this webcast, please:
 - Log off, then log in again
 - Request help through the “Questions” pane of the “Go To Webinar” toolbar

Webinar Instructions

- All participants will be muted
- Submit questions at any time during the webinar via the “Questions” pane
- Questions will be answered verbally
- May not be able to answer all questions

Webinar made possible by



**COMMUNITY
PLANNING
&
DEVELOPMENT**



Agenda

1. Adding HTF to Consolidated Plan (state grantees)
2. Adding HTF to Action Plan (state grantees)
3. HTF for Subgrantees (entitlement grantees)



Objectives

- Identify the screens required to complete the Consolidated Plan and Action Plan to include the HTF
- Review the process for incorporating the HTF into the Consolidated Plan and Action Plan
- Identify process for subgrantees to add HTF to Consolidated/Action Plan



Con Plan Updates

- HTF eCon Planning Suite elements release scheduled for 10/9
- 2018 Budget – currently under continuing resolution
 - Grantees **cannot** submit Consolidated or Annual Action Plans until HUD releases allocations
 - Reference CPD Notice 16-18 for guidance until subsequent notice is published



HTF and the eCon Planning Suite

Current

- PY 2016 – current Consolidated Plans amended to include HTF in priority needs, resources and goals
- PY 2016 & PY 2017 Action Plans included HTF elements based on Consolidated Plan amendment and HTF Allocation Plan

Future

- Beginning with PY 2018, eCon Planning Suite includes HTF screens for Con Plan and Action Plan
- HTF **automatically** added for all states to eCon Planning Suite

HTF and the eCon Planning Suite

Using HTF Screens in the eCon Planning Suite

Scenario

PY 2018 = new Con Plan

PY 2018 is AAP Year 2-5

PY 2018 is AAP Year 2-5
with Con Plan
amendment

Consolidated Plan

- Create Consolidated Plan
- HTF Program automatically selected on AD-25 Screen
- Complete HTF elements in Con Plan

- No edits required to Consolidated Plan in eCon Planning Suite to add HTF screens*

- No edits required to HTF elements in eCon Planning Suite

Action Plan

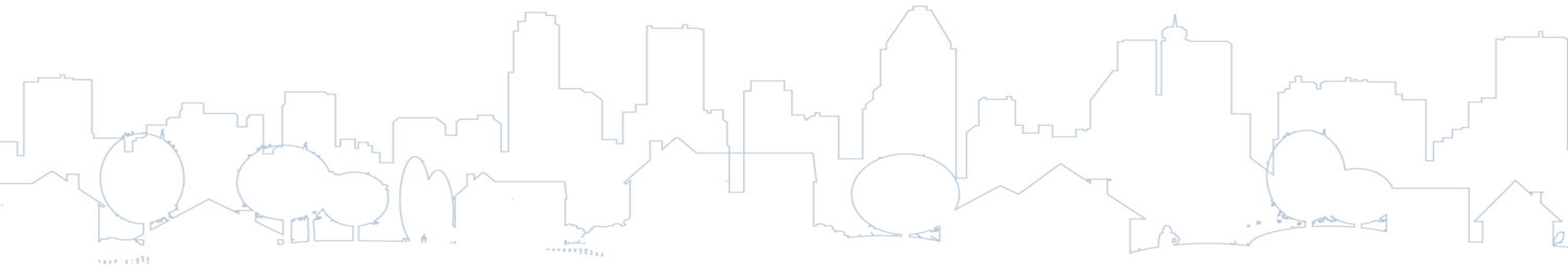
- Complete HTF elements in Year 1 Action Plan

- Select HTF Program on AD-26 screen
- Complete HTF elements in Year 2-5 Action Plan

- Select HTF Program on AD-26 Screen
- Complete HTF elements in Year 2-5 Action Plan

* Unless amending Consolidated Plan

ADDING HTF TO CONSOLIDATED PLAN (STATE GRANTEES)



Adding HTF to Consolidated Plan

HTF is now included
as a “Programs
Included”

Strategic Plan Beginning Year:* 2018

Ending Year:* 2022

Title:* Consolidated Plan

Plan Version:* V1

If Amendment: N/A ▼

Programs included:*

- ☒ CDBG
- ☒ HOME
- ☒ ESG
- ☒ HOPWA
- ☒ HTF

Consolidated Plan is for*: Grantee ▼

Adding HTF to Consolidated Plan

Executive Summary

ES-05 Executive Summary

The Process

PR-05 Lead & Responsible Agencies

PR-10 Consultation

PR-15 Citizen Participation

Needs Assessment

NA-05 Overview

NA-10 Housing Needs Assessment

NA-15 Disproportionately Greater Need: Housing Problems

NA-20 Disproportionately Greater Need: Severe Housing Problems

NA-25 Disproportionately Greater Need: Housing Cost Burdens

NA-30 Disproportionately Greater Need: Discussion

NA-35 Public Housing

NA-40 Homeless Needs Assessment

NA-45 Non-Homeless Special Needs Assessment

NA-50 Non-Housing Community Development Needs

Market Analysis

MA-05 Overview

MA-10 Number of Housing Units

MA-15 Cost of Housing

MA-20 Condition of Housing

MA-25 Public and Assisted Housing

MA-30 Homeless Facilities

MA-35 Special Needs Facilities and Services

MA-40 Barriers to Affordable Housing

MA-45 Non-Housing Community Development Assets

MA-50 Needs and Market Analysis Discussion

Strategic Plan

SP-05 Overview

SP-10 Geographic Priorities

SP-25 Priority Needs

SP-30 Influence of Market Conditions

SP-35 Anticipated Resources

SP-40 Institutional Delivery Structure

SP-45 Goals

SP-50 Public Housing Accessibility and Involvement

SP-55 Barriers to affordable housing

SP-60 Homelessness Strategy

SP-65 Lead based paint Hazards

SP-70 Anti-Poverty Strategy

SP-80 Monitoring

Annual Action Plan

AP-15 Expected Resources

AP-20 Annual Goals and Objectives

AP-25 Allocation Priorities

AP-30 Method of Distribution

AP-35 Projects

AP-40 Section 108 Loan Guarantee

AP-45 Community Revitalization Strategies

AP-50 Geographic Distribution

AP-55 Affordable Housing

AP-60 Public Housing

AP-65 Homeless and Other Special Needs Activities

AP-70 HOPWA goals

AP-75 Barriers to affordable housing

AP-85 Other Actions

AP-90 Program Specific Requirements

Adding HTF Administrator

- Complete PR-05 documentation

PR-05 Lead & Responsible Agencies - 24 CFR 91.300(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 | MINNESOTA | |
| CDBG Administrator | MINNESOTA <input type="button" value="Change"/> <input type="button" value="Remove"/> | <input type="text" value="Department of Employment and Economic Development"/> |
| HOPWA Administrator | MINNESOTA <input type="button" value="Change"/> <input type="button" value="Remove"/> | <input type="text" value="Minnesota Housing Finance Agency"/> |
| HOME Administrator | MINNESOTA <input type="button" value="Change"/> <input type="button" value="Remove"/> | <input type="text" value="Minnesota Housing Finance Agency"/> |
| ESG Administrator | MINNESOTA <input type="button" value="Change"/> <input type="button" value="Remove"/> | <input type="text" value="Department of Human Services"/> |
| HTF Administrator | <input type="button" value="Select Organization"/> | <input type="text"/> |

Strategic Plan

- HTF is included in all relevant elements of the Strategic Plan
 - Geographic Target Areas (SP-10)
 - Priority Needs (SP-25)
 - Anticipated Resources (SP-35)
 - Institutional Delivery Structure (SP-40)
 - Goals (SP-45)



Anticipated Resources (SP-35)

| Source of Funds | Source | Uses of Funds | Expected Amount Available Year 1 | Expected Amount Available Remainder of Con Plan | Narrative Description |
|-----------------|------------------|---|--|---|-----------------------|
| CDBG | public - federal | Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services | Annual Allocation: \$ <input type="text"/> Program Income: \$ <input type="text"/> Prior Year Resources: \$ <input type="text"/> Total: \$ <input type="text"/> 0 | \$ <input type="text"/> | |
| HOME | public - federal | Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA | Annual Allocation: \$ <input type="text"/> Program Income: \$ <input type="text"/> Prior Year Resources: \$ <input type="text"/> Total: \$ <input type="text"/> 0 | \$ <input type="text"/> | |
| HOPWA | public - federal | Permanent housing in facilities Permanent housing placement STRMU Short term or transitional housing facilities Supportive services TBRA | Annual Allocation: \$ <input type="text"/> Program Income: \$ <input type="text"/> Prior Year Resources: \$ <input type="text"/> Total: \$ <input type="text"/> 0 | \$ <input type="text"/> | |
| ESG | public - federal | Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing | Annual Allocation: \$ <input type="text"/> Program Income: \$ <input type="text"/> Prior Year Resources: \$ <input type="text"/> Total: \$ <input type="text"/> 0 | \$ <input type="text"/> | |
| HTF | public - federal | Acquisition Admin and Planning Homebuyer assistance Multifamily rental new construction Multifamily rental rehab New construction for ownership | Annual Allocation: \$ <input type="text"/> Program Income: \$ <input type="text"/> Prior Year Resources: \$ <input type="text"/> Total: \$ <input type="text"/> 0 | \$ <input type="text"/> | |

Annual Action Plan

- HTF included in relevant Action Plan elements
 - Expected Resources (AP-15)
 - Goals (AP-20)
 - Allocation Priorities (AP-25)
 - Method of Distribution (AP-30)
 - Projects* (AP-35)
 - Program Specific Requirements (AP-90)

Program Specific Requirements (AP-90)

- HTF Allocation Plan elements included on AP-90 Screen (Program Specific Requirements)

Housing Trust Fund (HTF)
Reference 24 CFR 91.320(k)(5)

1. How will the grantee distribute its HTF funds? Select all that apply:

- ☐ Applications submitted by eligible recipients
- ☐ Subgrantees that are State Agencies
- ☐ Subgrantees that are HUD-CPD entitlement grantees

2. If distributing HTF funds through grants to subgrantees, describe the method for distributing HTF funds through grants to subgrantees and how those funds will be made available to state agencies and/or units of general local government. If not distributing funds through grants to subgrantees, enter "N/A".

B *I* U |

3. If distributing HTF funds by selecting applications submitted by eligible recipients,

a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

B *I* U |



Program Specific Requirements (AP-90)

- Upload additional/supporting documentation using “Browse to Attach” links

7. Maximum Per-unit Development Subsidy Amount for Housing Assisted with HTF Funds. Enter or attach the grantee's maximum per-unit development subsidy limits for housing assisted with HTF funds. The limits must be adjusted for the number of bedrooms and the geographic location of the project. The limits must also be reasonable and based on actual costs of developing non-luxury housing in the area. If the grantee will use existing limits developed for other federal programs such as the Low Income Housing Tax Credit (LIHTC) per unit cost limits, HOME's maximum per-unit subsidy amounts, and/or Public Housing Development Cost Limits (TDCs), it must include a description of how the HTF maximum per-unit development subsidy limits were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements specified above.

A screenshot of a web form input field. At the top of the input area is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, insert image, insert video, insert link, and a source code icon (HTML). Below the toolbar is a large, empty text area for entering information.

 [Browse to Attach](#)

State Agency Subgrantee (AP-91)

Annual Action Plan

- AP-15 Expected Resources
- AP-20 Annual Goals and Objectives
- AP-25 Allocation Priorities
- AP-30 Method of Distribution
- AP-35 Projects
- AP-40 Section 108 Loan Guarantee
- AP-45 Community Revitalization Strategies
- AP-50 Geographic Distribution
- AP-55 Affordable Housing
- AP-60 Public Housing
- AP-65 Homeless and Other Special Needs Activities
- AP-70 HOPWA goals
- AP-75 Barriers to affordable housing
- AP-85 Other Actions
- AP-90 Program Specific Requirements
- AP-91 Program Specific Information for State Agency Subgrantees



AP-91 State Agency Subgrantee

- If HTF includes state agencies as a subgrantee, must complete AP-91.
- AP-91 Housing Trust Fund (HTF) -Reference 24 CFR 91.320(k)(5)

Save | Save and Return | Cancel

Housing Trust Fund (HTF)
Reference 24 CFR 91.320(k)(5)

State agency subgrantee name:

1. Distribution of Funds

a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2).

b. Describe the State Agency's application requirements for eligible recipients to apply for HTF funds.
- 22

AP-91 Housing Trust Fund (HTF) -Reference 24 CFR 91.320(k)(5)

Save | Save and Return | Cancel

Housing Trust Fund (HTF)

Reference 24 CFR 91.320(k)(5)

State agency subgrantee name:

1. Distribution of Funds

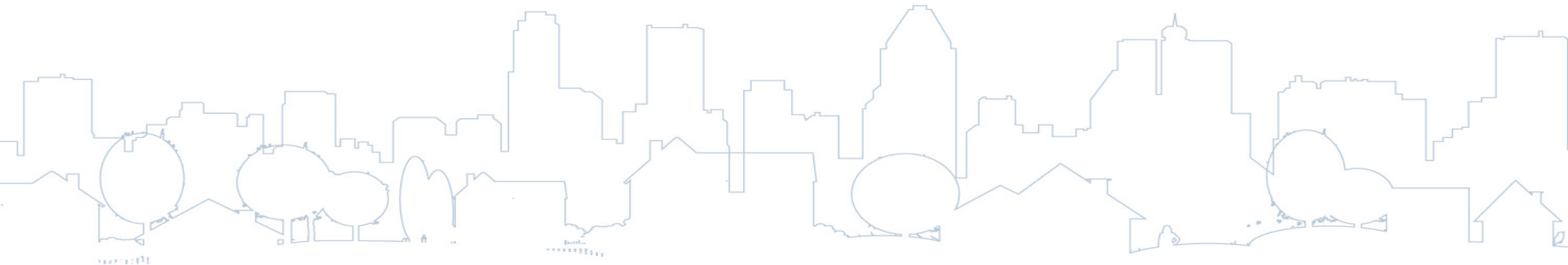
a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2).

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

b. Describe the State Agency's application requirements for eligible recipients to apply for HTF funds.

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

ADDING HTF TO ACTION PLAN



Creating Action Plan

- If copying or creating blank AAP, HTF automatically included as program

AAP Program Year:*

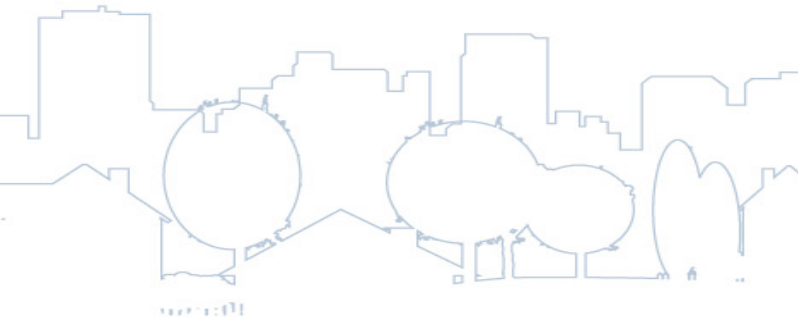
AAP Title:*

AAP Plan Version:*

If Amendment:

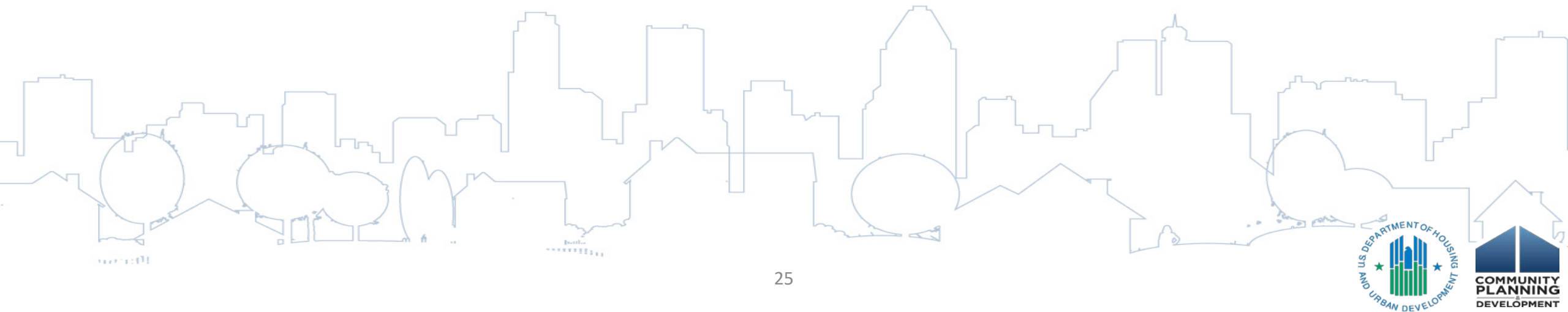
Programs included:*

- ☒ CDBG
- ☒ HOME
- ☒ ESG
- ☒ HOPWA
- ☒ HTF



Annual Action Plan

- HTF included in relevant Action Plan elements
 - Resources
 - Method of Distribution
 - Goals
 - Projects



Program Specific Requirements

- HTF Allocation Plan elements included on AP-90 Screen (Program Specific Requirements)

Housing Trust Fund (HTF)

Reference 24 CFR 91.320(k)(5)

1. How will the grantee distribute its HTF funds? Select all that apply:

- ☐ Applications submitted by eligible recipients
- ☐ Subgrantees that are State Agencies
- ☐ Subgrantees that are HUD-CPD entitlement grantees

2. If distributing HTF funds through grants to subgrantees, describe the method for distributing HTF funds through grants to subgrantees and how those funds will be made available to state agencies and/or units of general local government. If not distributing funds through grants to subgrantees, enter "N/A".

B *I* U | **HTML**

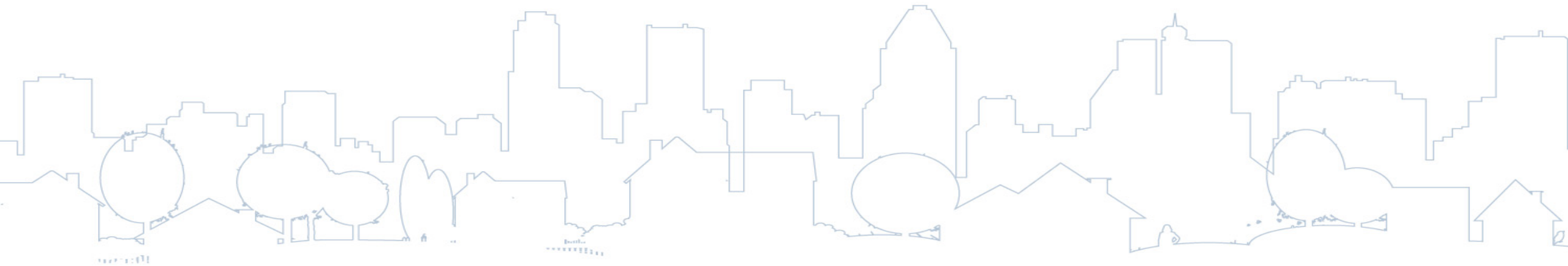
3. If distributing HTF funds by selecting applications submitted by eligible recipients,

a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

B *I* U | **HTML**



HTF & SUBGRANTEES



HTF & Subgrantees

- Entitlement subgrantees indicate they receive HTF when creating AAP/CP
- Must complete Program Specific Requirements for HTF in AP-90
- Must include HTF in relevant Action Plan screens (Resources, Goals, Projects)
- HTF included in subsequent AAPs regardless if subgrantee that year –leave fields blank if not receiving HTF for PY

Source AAP Program Year:* 2017

Source AAP Plan Version:* V1

New AAP Program Year:* 2018

New AAP Plan Version:* V1

If Amendment: * N/A ▼

Housing Trust Fund Subgrantee: Yes ▼

Subgrantee (Resources)

| Source of Funds | Source | Uses of Funds | Expected Amount Available | 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: \$ 7076798 Program Income: \$ 1200000 Prior Year Resources: \$ Total: \$ 8276798 | \$ 14153596 | | |
| HOME | public - federal | Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA | Annual Allocation: \$ 2159809 Program Income: \$ Prior Year Resources: \$ Total: \$ 2159809 | \$ 4319618 | | |
| HOPWA | public - federal | Permanent housing in facilities Permanent housing placement STRMU Short term or transitional housing facilities Supportive services TBRA | Annual Allocation: \$ 2196785 Program Income: \$ Prior Year Resources: \$ Total: \$ 2196785 | \$ 4393570 | | |
| 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: \$ 640040 Program Income: \$ Prior Year Resources: \$ Total: \$ 640040 | \$ 1280080 | | Add |

Subgrantee (Resources)

2101 Add Expected Resource - 24 CFR 91.420(b)

| |

Anticipated Resource:

Other Funding Source:

Expected Amount Available: \$

Amount Expected for the remainder of the Consolidated Plan: \$

Narrative Description:

Source: ☐ public - federal ☐ public - state ☐ public - local ☐ private

Must Do Activities – State Grantees

- Ensure Consolidated Plans beginning in 2018 include HTF
- Ensure Action Plans beginning in 2018 include HTF
- Include HTF in Strategic Plan and Action Plan
- Complete Program Specific Requirements (AP-90 and AP-91) for HTF



Must Do Activities – Entitlement Subgrantees

- If receiving HTF, mark “HTF Subgrantee” when creating Consolidated Plan or Action Plan
- Complete HTF relevant sections in Strategic Plan/Action Plan (Resources, Priority Needs, Goals, Projects)
- Complete AP-90 Program Specific Requirements
- **IF NOT RECEIVING HTF IN SUBSEQUENT YEARS, LEAVE HTF ELEMENTS BLANK OR ENTER N/A**

Questions

- For HTF related questions, contact your local CPD representative or email HTF@hud.gov.
- For HTF/eCon Planning Suite questions, submit an AAQ to the eCon Planning Suite Help Desk on the HUDExchange.
- For general HTF/IDIS questions, submit an AAQ to the IDIS Help Desk on the HUDExchange.

<https://www.hudexchange.info/program-support/my-question/>

Question and Answer

- Please submit any questions you have via the Questions pane.
- If you submit questions that are not answered, please submit them to the HUD Exchange Ask-a-Question

