This archived document is no longer applicable.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
• 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
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
## Using HTF Screens in the eCon Planning Suite

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Consolidated Plan</th>
<th>Action Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY 2018 = new Con Plan</td>
<td>• Create Consolidated Plan</td>
<td>• Complete HTF elements in Year 1 Action Plan</td>
</tr>
<tr>
<td></td>
<td>• HTF Program automatically selected on AD-25 Screen</td>
<td>• Select HTF Program on AD-26 screen</td>
</tr>
<tr>
<td></td>
<td>• Complete HTF elements in Con Plan</td>
<td>• Complete HTF elements in Year 2-5 Action Plan</td>
</tr>
<tr>
<td>PY 2018 is AAP Year 2-5</td>
<td>• No edits required to Consolidated Plan in eCon Planning Suite to add HTF screens*</td>
<td>• Select HTF Program on AD-26 Screen</td>
</tr>
<tr>
<td>PY 2018 is AAP Year 2-5 with Con Plan amendment</td>
<td>• No edits required to HTF elements in eCon Planning Suite</td>
<td>• Complete HTF elements in Year 2-5 Action Plan</td>
</tr>
</tbody>
</table>

*Unless amending Consolidated Plan
ADDING HTF TO CONSOLIDATED PLAN (STATE GRANTEES)
Adding HTF to Consolidated Plan

HTF is now included as a “Programs Included”

- CDBG
- HOME
- ESG
- HOPWA
- HTF
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)

<table>
<thead>
<tr>
<th>Agency Role</th>
<th>Name</th>
<th>Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Agency</td>
<td>MINNESOTA</td>
<td>Department of Employment and Economic Development</td>
</tr>
<tr>
<td>CDBG Administrator</td>
<td>MINNESOTA</td>
<td>Minnesota Housing Finance Agency</td>
</tr>
<tr>
<td>HOPWA Administrator</td>
<td>MINNESOTA</td>
<td>Minnesota Housing Finance Agency</td>
</tr>
<tr>
<td>HOME Administrator</td>
<td>MINNESOTA</td>
<td>Minnesota Housing Finance Agency</td>
</tr>
<tr>
<td>ESG Administrator</td>
<td>MINNESOTA</td>
<td>Department of Human Services</td>
</tr>
<tr>
<td>HTF Administrator</td>
<td>Select Organization</td>
<td></td>
</tr>
</tbody>
</table>
• 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)

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Source</th>
<th>Uses of Funds</th>
<th>Expected Amount Available Year 1</th>
<th>Expected Amount Available Remainder of Con Plan</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG</td>
<td>public - federal</td>
<td>Acquisition, Admin and Planning, Economic Development, Housing, Public Improvements, Public Services</td>
<td>Annual Allocation: $</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>HOME</td>
<td>public - federal</td>
<td>Acquisition, Homebuyer assistance, Homeowner rehab, Multifamily rental new construction, Multifamily rental rehab, New construction for ownership, TBRA</td>
<td>Annual Allocation: $</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>HOPWA</td>
<td>public - federal</td>
<td>Permanent housing in facilities, Permanent housing placement, STRMU, Short term or transitional housing facilities, Supportive services, TBRA</td>
<td>Annual Allocation: $</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>ESG</td>
<td>public - federal</td>
<td>Conversion and rehab for transitional housing, Financial Assistance, Overnight shelter, Rapid re-housing (rental assistance), Rental Assistance Services, Transitional housing</td>
<td>Annual Allocation: $</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>HTF</td>
<td>public - federal</td>
<td>Acquisition, Admin and Planning, Homebuyer assistance, Multifamily rental new construction, Multifamily rental rehab, New construction for ownership</td>
<td>Annual Allocation: $</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>
• 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".**

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".**
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.
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 Sub.grantees
• If HTF includes state agencies as a subgrantee, must complete AP-91.
ADDING HTF TO ACTION PLAN
Creating Action Plan

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

<table>
<thead>
<tr>
<th>AAP Program Year:*</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAP Title:*</td>
<td>AAP1</td>
</tr>
<tr>
<td>AAP Plan Version:*</td>
<td>V1</td>
</tr>
<tr>
<td>If Amendment:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

- 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".

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".
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
## Subgrantee (Resources)

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Source</th>
<th>Uses of Funds</th>
<th>Expected Amount Available</th>
<th>Expected Amount Available Remainder of Con Plan</th>
<th>Narrative Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOME</td>
<td>public - federal</td>
<td>Acquisition, Homebuyer assistance, Homeowner rehab, Multifamily rental new construction, Multifamily rental rehab, New construction for ownership, TBRA</td>
<td>Annual Allocation: $2,159,809</td>
<td>431,968</td>
<td>$</td>
<td>Add</td>
</tr>
<tr>
<td>HOPWA</td>
<td>public - federal</td>
<td>Permanent housing in facilities, Permanent housing placement, STRMU, Short term or transitional housing facilities, Supportive services, TBRA</td>
<td>Annual Allocation: $2,196,785</td>
<td>439,357,0</td>
<td>$</td>
<td>Add</td>
</tr>
<tr>
<td>ESG</td>
<td>public - federal</td>
<td>Conversion and rehab for transitional housing, Financial Assistance, Overnight shelter, Rapid re-housing (rental assistance), Rental Assistance, Services, Transitional housing</td>
<td>Annual Allocation: $640,040</td>
<td>12,800,80</td>
<td>$</td>
<td>Add</td>
</tr>
</tbody>
</table>
2101 Add Expected Resource - 24 CFR 91.420(b)

Anticipated Resource: Housing Trust Fund

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/
• 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