



Implementation of the Housing Trust Fund (HTF) in the eCon Planning Suite

HFA Institute

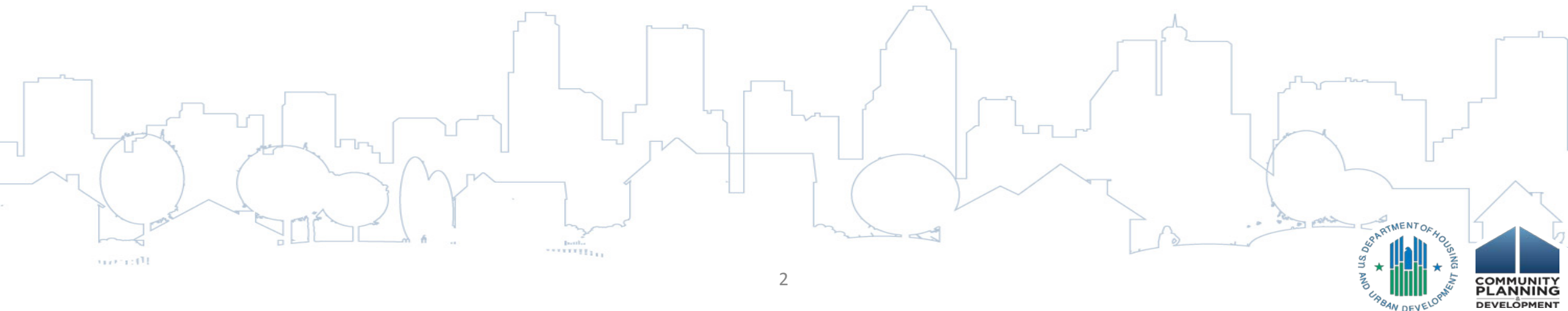
January 8, 2018



Presenter

– Quinn Warner, OAHP

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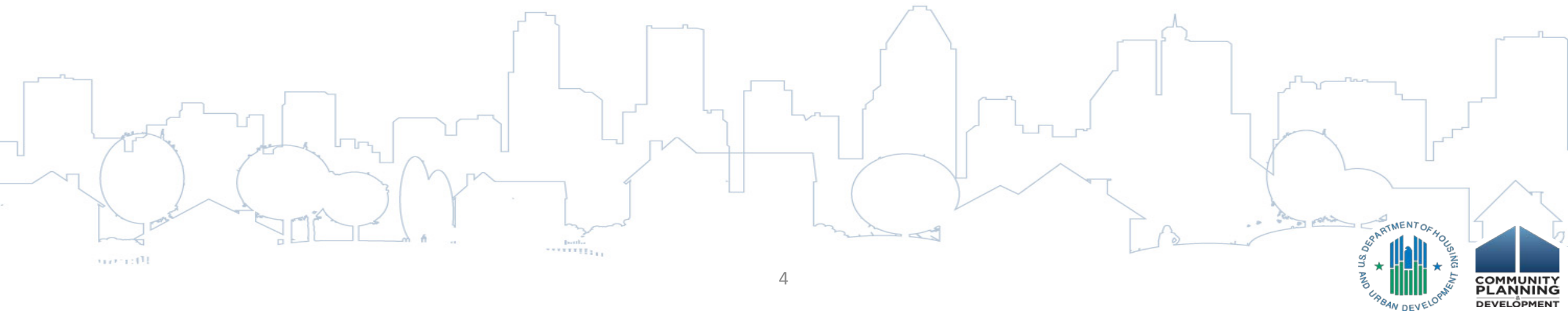
Agenda

1. Adding HTF to new Consolidated Plan
2. Adding HTF to Action Plan



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



HTF and the eCon Planning Suite

- 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
 - **NO** HTF Allocation Plans for grantees or subgrantees for PY 2016 or PY 2017 are entered in IDIS; first plans in the system would be PY 2018

HTF and the eCon Planning Suite

Future

- Beginning with PY 2018, eCon Planning Suite includes HTF screens for Con Plan and Action
- 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

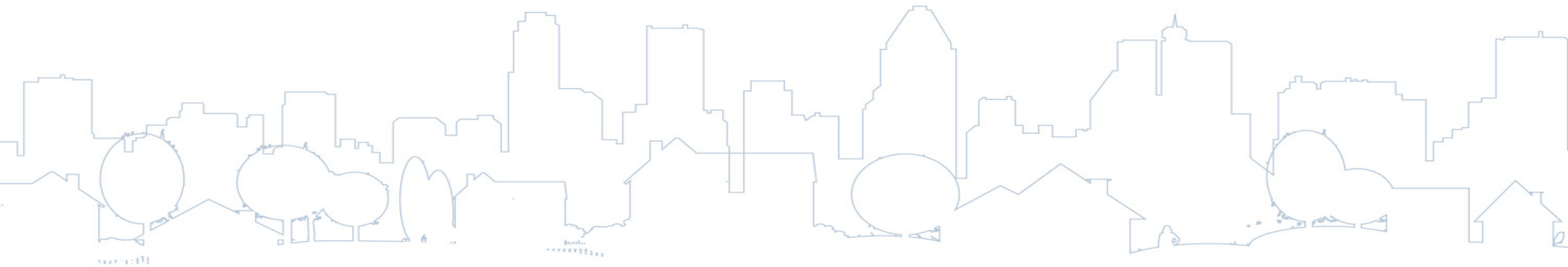
- Complete HTF elements in Year 1 Action Plan

- 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



Adding HTF to Consolidated Plan

HTF is now included as a “Programs Included”

Strategic Plan Beginning Year:*

Ending Year:*

Title:*

Plan Version:*

If Amendment:

Programs included:*

- CDBG
- HOME
- ESG
- HOPWA
- HTF

Consolidated Plan is for*:

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)

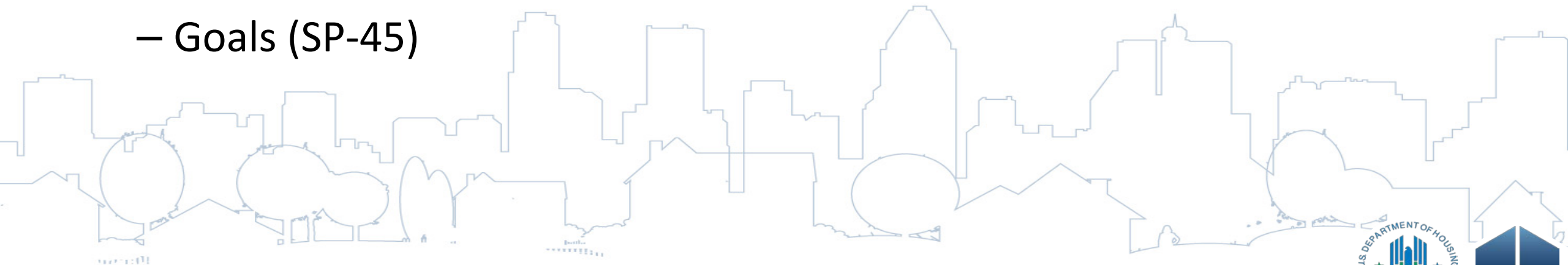
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1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

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="text" value="Select Organization"/>	<input type="text"/>

Strategic Plan

- HTF is included in all relevant elements of the Strategic Plan
 - Geographic Target Areas (SP-10)
 - Anticipated Resources (SP-35)
 - Priority Needs (SP-25)
 - 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" value="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" value="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" value="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" value="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" value="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".

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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".

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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 rich text editor interface. The top part shows a toolbar with various icons for text formatting (bold, italic, underline), lists, links, and document management. 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)








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


State agency subgrantee name:

1. Distribution of Funds

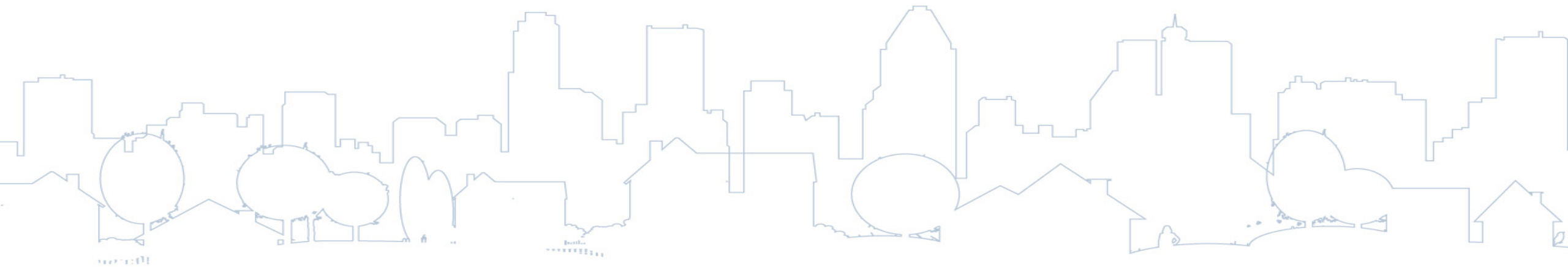
a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2).

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

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ADDING HTF TO ACTION PLAN



Creating Action Plan

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

AAP Program Year:*

AAP Title:*

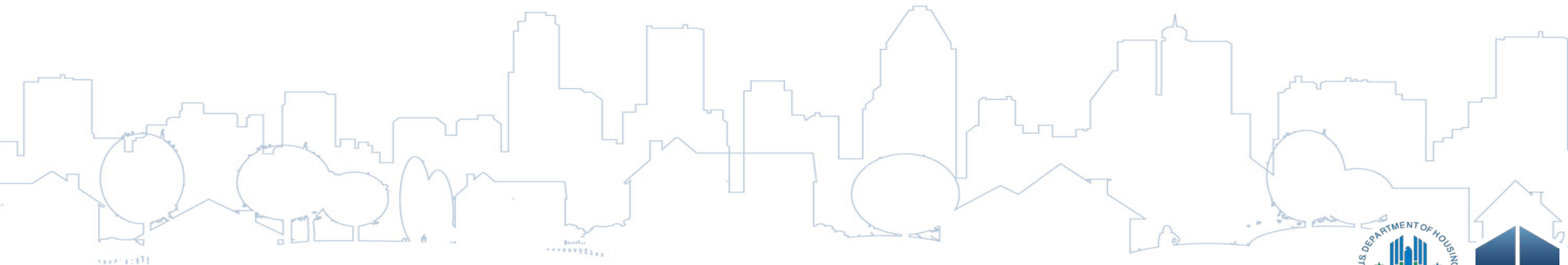
AAP Plan Version:*

If Amendment:

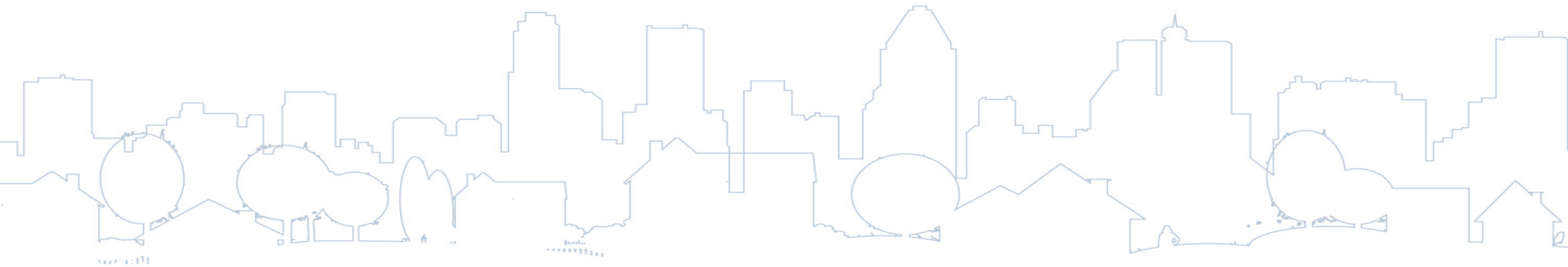
- Programs included:*
- CDBG
 - HOME
 - ESG
 - HOPWA
 - HTF

Annual Action Plan

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



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

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)

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

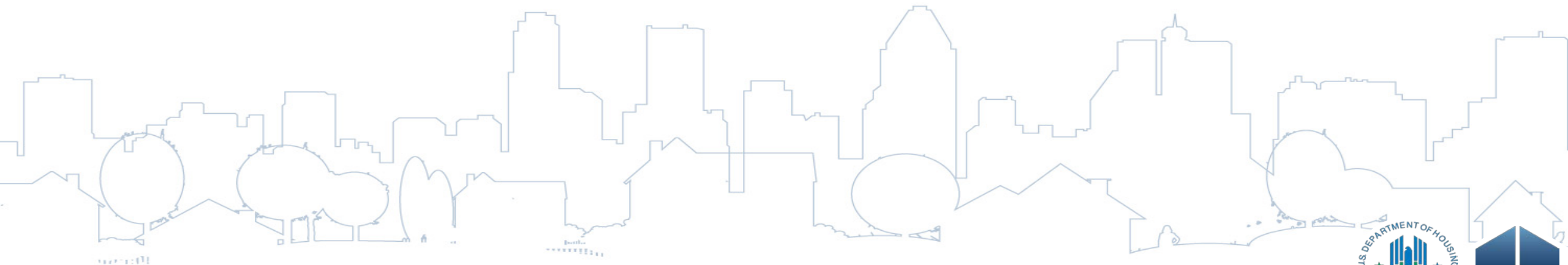
a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

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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 for HTF



Questions

- For HTF related questions, contact your Field Office
- For HTF/eCon Planning Suite questions, submit an AAQ to the eCon Planning Suite Help Desk on the HUDExchange:
 - <https://www.hudexchange.info/program-support/my-question/>
- HTF Quick Guide:
 - <https://www.hudexchange.info/resources/documents/Con-Plan-Quick-Guide-HTF-eCon-Planning-Suite.pdf>
- CPD Notices 16-07 and 17-05

Question?

