

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
SALARIES AND EXPENSES, HOUSING AND URBAN DEVELOPMENT
BUDGET ACTIVITY 2: COMMUNITY PLANNING AND DEVELOPMENT

SCOPE OF ACTIVITY

The Office of Community Planning and Development's (CPD) mission is to enable the development of viable urban, suburban and rural communities by promoting integrated approaches to housing, and community and economic development that assist families in moving towards homeownership, and expand economic opportunities for low- and moderate-income persons. The Assistant Secretary for CPD administers formula and competitive grant programs and guaranteed loan programs that help communities plan and finance their growth and development, and increase their capacity to govern and provide shelter and services for homeless persons and other persons with special needs, including persons with HIV/AIDS. CPD also administers the Departmentwide relocation and environmental functions. CPD staff in Headquarters and in 42 field offices carry out these responsibilities.

CPD has historically distributed more than \$8 billion annually and, through the Grants Management Process (GMP), oversees more than 4,000 grantees--States, cities and counties, and non-profit organizations across the nation. Formula grantees submit annual Action Plans; consistent with their multi-year Consolidated Plans, that detail how they will spend CPD formula and other program funds. The Consolidated Plan requires communities to assess their housing and community development needs and to develop goals and articulate a plan to address those needs using CPD program and other funds. CPD staff is therefore charged with making sure that all of these programs are run effectively and efficiently. This involves regular monitoring visits by both Headquarters and Field staff to ensure that communities are using HUD funds appropriately, enforcing timeliness and other program standards, resolving audit findings and facilitating the exchange of best practices.

As part of the President's Management Agenda, CPD was tasked with streamlining the Consolidated Plan and making it more useful to communities in assessing their own progress toward addressing the problems of low-income area. Communities use the Consolidated Plan to identify community and neighborhood development needs, the actions that will address those needs, and the measures to gauge their performance. It is both an application for all CPD formula grant programs as well as a planning document. Accomplishments to date include: (1) issuance of revised policy guidance for completing Consolidated Plans and Annual Action Plans to be submitted in fiscal year 2005; (2) initial planning for modernizing the Integrated Disbursement and Information System (IDIS) to make it more user-friendly and enhance reporting capabilities; (3) completed testing and evaluating several pilots suggested by the working groups; (4) posted the Consolidated Plan Management Process (CPMP) tool on the HUD website to enable grantees to streamline the submission process, create a standardized format that enhances the jurisdiction's ability to track results, and to facilitate review by HUD, grantees, and the public; (5) developed regulatory changes to streamline the Consolidated Plan process and make it more results-oriented; (6) participated in a performance measurement working group initiated by the Council of State Community Development Agencies that included the major community development interest groups and OMB to develop one system to be used by the CPD formula program grantees to report outcomes in a framework that could aggregate results at the national level; and (7) completed a study that identifies promising performance measurement practices, explores promising ways to design and carry out performance measurement efforts, and recommends workable approaches to national assessments of community development programs. In accordance with Notice 03-09, "Development of State and Local Performance Measurement Systems for CPD Formula Grant Programs," all grantees are reporting to HUD on whether they have a local performance measurement system or, for those that do not, what steps they will take to implement a system. HUD will use CDBG technical assistance funds to assist grantees in developing, implementing, and improving their local performance measurement systems. During fiscal year 2006, the Office of CPD will implement proposed regulatory changes to the Consolidated Plan, track the use of the CPMP tool by grantees and assess their satisfaction with the tool, continue development and refinement of the working group's proposed performance measurement framework for all grantees, and implementing the first phase of the modernization of the Integrated Disbursement and Information System.

Salaries and Expenses, Housing and Urban Development
Budget Activity 2: Community Planning and Development

Monitoring is a management control technique that is integral to the on-going process of assessing the quality of grantee performance over time. Monitoring provides information for making informed judgments about program effectiveness and management efficiency, as well as identifying instances of fraud, waste and abuse. Monitoring goals and objectives are articulated in the Management Plan. CPD Headquarters offices establish national monitoring goals that are carried out at the local level. Local Management action plans facilitate field staff efforts to develop local monitoring strategies, establish time-frames for completion of goals, and allocate resources for monitoring and other activities. During 2004, CPD revised its risk analysis process, including clarifying in-depth monitoring procedures, to ensure that limited resources are targeted for maximum program effectiveness. The simplified process was implemented in 2005.

Key Priorities. The Management Plan directly correlates with the Department's six strategic goals, established to carry out its mission. CPD programs contribute to the following goals:

Increase Homeownership Opportunities/Promote Decent Affordable Housing. Communities receiving formula funds under the Consolidated Planning process must establish local 5-year goals for affordable housing and homeownership to guide them as they use their annual allocations of CDBG, HOME and ADDI, Housing Opportunities for Persons with AIDS (HOPWA) and Emergency Shelter Grants (ESG) funds. Each plan is implemented through 1-year action plans that specify the local projects and activities that will create new or rehabilitate existing multifamily and single family housing units affordable to low- and moderate-income households. The Consolidated Plan, Annual Plan and Grants Management Process (GMP) provide the framework and tools for communities to develop coordinated approaches to providing various forms of housing assistance to both renters and homeowners. The Self-Help Homeownership Opportunity Program (SHOP) provides "seed" funds for the acquisition and preparation of land for construction for housing for homebuyers with incomes 50-65 percent of its area median income.

The HOME program plays a key role in addressing the shortages affordable housing and homeownership in communities. States, urban counties, consortia of local governments, and cities use their annual HOME allocations to expand affordable rental housing opportunities by building, rehabilitating, and buying multifamily rental properties and by providing assistance to new homebuyers. The American Dream Downpayment Initiative provides funds to participating jurisdictions and states for low-income families in need of downpayment assistance. Providing this opportunity to these households is important to the national policy objective to increase homeownership, especially among minority groups, and to help stabilize neighborhoods.

The HOPWA program also contributes to increasing the availability of affordable housing by integrating assistance from other sources for needed health care and supportive services in the communities.

Promote Participation of Faith-based and Community Organizations. The Community Development Technical Assistance programs, particularly those for HOME and Homeless Assistance, have benefited faith-based groups by providing them with organizational and program development assistance. In order to help communities in the HOME program meet the requirements for local community-based nonprofit housing organizations participation in the program, HUD provides technical assistance through nonprofit intermediaries. These intermediaries, some of whom are faith-based groups, assist Community Housing Development Organizations (CHDOs) develop the capacity to implement housing projects in their local communities. An estimated 30 percent of the CHDOs are faith-based groups who need help and organizational support to more effectively carry out their mission. To further this goal, HUD is proposing a 5-city pilot aimed at increasing the participation of faith-based and community organizations in cities' community development strategies. In addition, approximately 15 percent of CPD's homeless assistance funds and more than 50 percent of SHOP funds are awarded to faith-based organization each year. Finally, CPD, in conjunction with HUD's Faith-Based and Communities Initiative, have developed a Notice for ensuring equal treatment of faith-based organization participating in eight CPD programs. The Notice provides guidance and information for CPD staff and grantees on how HUD will administer the regulation to ensure equal treatment.

Strengthen Communities. CPD's largest program, Community Development Block Grants, is the primary vehicle for the revitalization of our Nation's neighborhoods, providing opportunities for self-sufficiency to millions of lower-income Americans. The program's primary objective is to develop viable urban communities by expanding opportunities, and to provide decent housing and a suitable living environment, principally for persons of low- and moderate-income. This objective is achieved by limiting activities to those which carry out one of the following broad national objectives: (1) benefit low- and moderate-income persons; (2) aid in the prevention or elimination of slums and blight; or (3) meet other particularly urgent community development needs. The Administration plans to work with stakeholders to identify ways to increase local accountability, improve targeting of funds and demonstrate results.

The Brownfields program supports reclamation and redevelopment of abandoned, idled or under-used real property where expansion or redevelopment is complicated by real or perceived contamination. Although no new funding is requested for fiscal year 2006, the spend-out of existing grants allows areas to restore productive job-creating uses and to address the economic development needs of communities in and around such sites.

CPD's Homeless Assistance Program supports the Department's commitment to eliminate chronic homelessness, including an emphasis on increasing the supply of permanent housing for the chronically homeless. This program also reflects HUD's increased emphasis on its core mission of providing housing, with attention given to coordinating HUD's efforts with the mainstream programs provided by other Departments that assist the homeless. The McKinney-Vento homeless assistance programs are specifically designed to reduce and prevent homelessness by creating housing opportunities and providing supportive services to homeless persons. Homeless funds will be used to renew a significant portion of the vital housing and supportive services projects already established, as well as to provide funding for new projects, particularly permanent supportive housing, that will fill housing and service gaps in local communities.

CPD's Continuum of Care process enables families and individuals to move from homelessness to self-sufficiency, and ensures linkages with other housing and community development resources, such as the Section 8, CDBG, HOME and HOPWA programs. Further linkages with other Federal funding sources, non-profit organizations, State and local government agencies, housing developers and service providers and local businesses are encouraged. Under the Continuum of Care, communities assess the gaps in their homelessness assistance strategies, and determine the most appropriate local responses and priorities.

Other CPD programs, including Empowerment Zones, Enterprise Communities and Renewal Communities, also contribute to this Goal.

Embrace High Standards of Ethics, Management and Accountability. CPD Headquarters and Field staff are responsible for protecting taxpayers' interests by ensuring that Federal funds are used appropriately and in compliance with laws and regulations. CPD staff accomplish this through effective and efficient program administration, including monitoring to ensure that grantees are using Federal funds for the purposes for which they were intended, and enforcement of applicable laws, regulations and policies. CPD staff is the front line for monitoring our programs across the country. In 2005, CPD is conducting in-depth, on-site monitoring of formula and competitive grantees, for compliance with statutory and regulatory requirements. HUD has contracted for the development of individual grantee performance summaries that will allow examination of program and performance data by the public. Results are expected during Fiscal Year 2005. HUD staff have taken an initial step by posting on the Internet each grantee's CDBG expenditure data for over 90 different categories. The public can evaluate any grantee's use of funds expenditures at: <http://www.hud.gov/offices/cpd/communitydevelopment/budget/disbursementreports/index.cfm>.

Some grantee program accomplishment data is also available at:

<http://www.hud.gov/offices/cpd/communitydevelopment/library/accomplishments/index.cfm>

HOME Program performance "SNAPSHOTS" highlight State and Local PJs, performance linked to HUD annual goals. These snapshots are issued quarterly and available at: <http://www.hud.gov/offices/cpd/affordablehousing/programs/home/snapshot/index.cfm>.

Ensure Equal Opportunity in Housing. The more than 1,000 jurisdictions that participate in the HUD's Consolidated Planning process include fair housing objectives in their multi-year plans. Each must certify that its Consolidated Plan is in compliance with the 1988 Fair Housing Act and all Federal regulations concerning fair housing. All recipients of formula funds must complete an analysis of impediments to fair housing choices in the jurisdiction to receive fair housing certification. The failure of a State or a community to develop an analysis of impediments to fair housing or to take reasonable action to address such impediments may result in the denial or loss of such formula funds until compliance is secured. This is a powerful tool for fair housing. In addition, the fair housing provisions apply to CPD's competitive programs as well.

The attached charts display detailed staffing and workload estimates based on the Resource Estimation and Allocation Process (REAP) baseline data.

WORKLOAD

CPD administers grant programs that enable communities to plan and finance their growth and development; increase their capacity to meet local housing, community and economic development needs; and provide shelter and services for homeless persons, families, persons with special needs, and persons with HIV/AIDS and their families. In fiscal year 2006, CPD will continue its commitment to work with customers to ensure effective utilization of program funds by promoting what works and recognizing the best of local performance.

1. HEADQUARTERS

The Assistant Secretary and program offices in Headquarters provide oversight and guidance to field offices to implement the programs for which CPD is responsible. Headquarters program offices provide program policy and guidance for the execution of CPD's formula, competitive and loan guarantee programs. In addition, HQ staff are primarily responsible for conducting competitions, for administering hundreds of Congressional earmarks and for providing financial, human resources, information technology and other support services for all CPD employees.

2. FIELD

CPD staff in the 42 field offices implement our programs at the local level. They review local Consolidated Plans and Annual Plans, consult with the communities on these Plans, approve the Plans and execute grant agreements to make the funds available to the grantees. The Grants Management Process (GMP) system supports CPD staff review of the actual accomplishments of each community in implementing their plans and achieving their goals. They also manage CPD's competitive programs, including homeless assistance, Youthbuild, BEDI, technical assistance and others. GMP requires CPD staff to monitor the progress of communities as they move forward with the activities specified in their plans, and to make on-site visits, as necessary.

TRAVEL

	ACTUAL 2004	ENACTED 2005	ESTIMATE 2006	INCREASE + DECREASE - 2006 vs 2005
	(Dollars in Thousands)			
Travel	\$825	\$676	\$676	...
Total	825	676	676	...

Salaries and Expenses, Housing and Urban Development
 Budget Activity 2: Community Planning and Development

CPD's fiscal year 2006 request for travel funding is \$676 thousand. The bulk of these funds is used for CPD field staff to carry out their program administration responsibilities, including monitoring and assisting grantees in using their Federal housing, community and economic development dollars in the most effective and efficient manner.

Travel funds will be required to carry out strategic objectives and Management Plan goals. In addition to monitoring, travel funds are used by staff to provide technical assistance to communities in developing and implementing their local plans for formula and competitive funds. Travel funds are also critical to maintain the partnerships with communities that are the cornerstones of effective service delivery.

CPD staff perform on-site monitoring to prevent fraud, waste, and abuse in its programs. These efforts also address the Office of the Inspector General Semi-Annual Reports to Congress that have highlighted the need for more on-site monitoring of grantees. Ongoing needs also include the sharing of technical specialists (relocation, environmental, rehabilitation, financial) between offices, and enabling Field staff to carry out their heightened responsibilities in the areas of training and partnership with communities and non-profit organizations.

Travel for Headquarters staff is for ongoing outreach efforts to grantees, public interest groups, non-profit organizations and elected officials, to enlist their ideas and conduct consultations, monitoring, management requirements and support to HUD Field staff.

Section 805 of the 1992 Housing and Community Development Act mandated that the Secretary transfer \$545 thousand in program funds to implement an ongoing training program for HUD officers and employees, especially field staff, responsible for administering Community Development Block Grant (CDBG) assistance and economic development projects. Some of these funds are used for travel to enable Headquarters and field staff to participate in relevant training opportunities. At the end of 2004, \$531,539 of the total had been used.

CONTRACTS

	ACTUAL 2004	ENACTED 2005	ESTIMATE 2006	INCREASE + DECREASE - 2006 vs 2005
	(Dollars in Thousands)			
Technical Services.....	\$448	\$312	\$312	...
Data and Statistical Services.	12	8	8	...
General Support	1,420	988	988	...
All Other Services.....	48	32	32	...
Total	1,928	1,340	1,340	...

The principal categories in this object class are contracts for technical services, and general support services. Funding of \$1,340 thousand is requested in fiscal year 2006 to enable CPD to procure the information, technical services and other support necessary for the implementation of our housing, community and economic development programs.

Technical Services funds are required to support the Community Connections Clearinghouse efforts related to CPD programs, such as Renewal Community workshops, publications, the Veteran Resource Center program workshops, and other activities. These efforts provide an opportunity to build partnerships between Federal, State, and local governments and non-profit groups, and to work together to develop comprehensive, coordinated approaches to dealing with community problems.

Finally, all other general support contract services are required to fund miscellaneous requirements for visual arts, training not provided through the HUD Training Academy, temporary clerical support, and other administrative services.

Salaries and Expenses, Housing and Urban Development
 Budget Activity 2: Community Planning and Development

COMMUNITY PLANNING AND DEVELOPMENT
 Summary of Requirements by Grade
 Salaries and Expenses
 (Dollars in Thousands)

	<u>2004 Actual</u>	<u>2005 Appropriation</u>	<u>2006 Request</u>	<u>Increase/ Decrease</u>
Grade:				
Executive Level	0	0	0	0
Executive Service	6	6	6	0
GS-15	75	75	77	+2
GS-14	149	144	148	+4
GS-13	213	202	207	+5
GS-12	232	231	237	+6
GS-11	39	43	44	+1
GS-10	2	2	2	0
GS-9	34	25	26	+1
GS-8	2	2	2	0
GS-7	68	67	69	+2
GS-6	8	8	8	0
GS-5	5	7	7	0
GS-4	7	3	3	0
GS-3	3	1	1	0
GS-2	1	0	0	0
GS-1	0	0	0	0
Total Positions	844	816	837	+21
Average ES Salary	\$139,951	\$142,750	\$145,605	+\$2,855
Average GS Salary	\$77,815	\$79,371	\$80,958	+\$1,587
Average GS Grade	12.1	12.1	12.1	0.0

Salaries and Expenses, Housing and Urban Development
 Budget Activity 2: Community Planning and Development

COMMUNITY PLANNING AND DEVELOPMENT
 Summary of Requirements by Object Class
 Salaries and Expenses
 (Dollars in Thousands)

<u>Object Class</u>	<u>2004 Actual</u>	<u>2005 Appropriation</u>	<u>2006 Request</u>	<u>Increase/Decrease</u>
Personal Services.....	\$86,259	\$83,753	\$88,576	+\$4,823
Travel and Transportation of Persons.....	825	676	676	0
Transportation of Things.....	0	0	0	0
Rent, Communication & Utilities.....	0	0	0	0
Printing and Reproduction.....	218	185	185	0
Other Services.....	1,928	1,340	1,340	0
Supplies and Materials.....	58	51	51	0
Furniture & Equipment.....	0	0	0	0
Insurance Claims & Indemnities.....	0	0	0	0
Total Obligations.....	\$89,288	\$86,005	\$90,828	+\$4,823

Overall Summary of Community Planning and Development Staff Requirements

	FTE			Increase + Decrease - 2006 vs 2005
	Estimate 2004	Estimate 2005	Estimate 2006	
Headquarters.....	240.2	247.1	253.6	+6.5
Field	645.6	568.9	583.5	+14.6
Total	885.8	816.0	837.1	+21.1

Summary of Community Planning and Development Staff Requirements

	Estimate 2004	Estimate 2005	Estimate 2006	Increase + Decrease - 2006 vs 2005
<u>Headquarter Employment</u>				
Office of the Assistant Secretary/GDAS for CPD	9.0	9.0	9.0	0.0
Office of the Assistant Secretary for Grant Programs	72.0	73.0	74.0	+1.0
Special Needs Programs	39.0	41.9	45.1	+3.2
Environmental and Energy Programs	21.0	18.0	18.0	0.0
Office of the DAS for Economic Development	33.3	35.2	38.0	+2.8
Office of the DAS for CPD Operations	57.9	60.0	59.5	-0.5
CPD Field Management	8.0	10.0	10.0	0.0
Total	240.2	247.1	253.6	+6.5
<u>Field Employment</u>				
Overall Guidance of CPD Field Activities	84.0	84.1	84.0	-0.1
Review Consolidated Plans - Field	50.8	43.1	43.4	+0.3
Provide Consolidated Plan Assistance and Training - Field	10.7	0.0	0.0	0.0
Perform Risk Analysis of Grant Recipients - Field	2.0	15.9	19.9	+4.0
Manage Entitlement Grantees - Field	92.9	0.0	0.0	0.0
Manage Entitlement Grants - Field	29.8	87.4	87.8	+0.4
Evaluate Entitlement Grantees - Field	49.8	41.2	41.5	+0.3
Monitor Entitlement Grantees On-Site - Field	27.5	0.0	0.0	0.0
Monitor Entitlement Grantees	11.2	34.1	37.2	+3.1
Field Management of Competitive Grants	108.5	82.0	88.6	+6.6
On-site Monitoring of Competitive Grant Recipients (CGRs) - Field	31.8	23.9	24.2	+0.3
Manage All Other (non-McKinney) Competitive Grants Competition	1.9	12.9	13.0	+0.1
Manage McKinney Competition - Field	54.3	0.0	0.0	0.0
Field Management of McKinney Competition	15.2	63.2	64.0	+0.8
Field - Manage Special Purpose Grants	1.0	8.0	8.0	0.0
General Field CPD Program Management	22.6	20.0	20.0	0.0
Provide Environmental Support - Field	26.6	0.0	0.0	0.0
Conduct Environmental Reviews	1.8	9.6	9.6	0.0
Perform Environmental Monitoring Activities	1.3	4.7	4.7	0.0
Field - Provide Environmental Services Support	5.0	27.0	27.5	+0.5
Provide Economic Development Assistance - Field	5.4	0.0	0.0	0.0
Relocation Activities - Field	11.5	11.8	10.1	-1.7
Total	645.6	568.9	583.5	+14.6

Detail of Community Planning and Development Staff Requirements

Workload Guideline	Workload Indicator	Fiscal Year 2004			Fiscal Year 2005			Fiscal Year 2006				
		Projected Accomplishment	Projected Unit Cost (Hrs)	FTE	Underfunded Workload/Allocation	Projected Accomplishment	Projected Unit Cost (Hrs)	FTE	Underfunded Workload/Allocation	Projected Accomplishment	Projected Unit Cost (Hrs)	FTE
Headquarter Employment												
Office of the Assistant Secretary/GDAS for CPD												
Overall Guidance of CPD activities in HQ and Field	NA	6.0	7.0	6.0	7.0	6.0
Provide CPD Comptroller Services	NA	3.0		3.0		3.0
Subtotal				9.0				9.0				9.0
Office of the Assistant Secretary for Grant Programs												
General Guidance of CPD Grant Programs	NA	2.0		2.0		2.0
Immediate Office of Block Grant Assistance	NA
Activities of Block Grant Entitlement Program	NA	20.0		20.0		20.0
Provide Block Grant State and Small Cities Activities	NA	9.0		9.0		9.0
Disaster and Special Issues	NA	3.0		3.0		3.0
Financial Management	# of applications reviewed		55	570.00	15.0		58	572.00	16.0
General Guidance of Affordable Housing Programs	NA	4.0		4.0		4.0
Provide Financial and Information Services for Affordable Housing	NA	8.0		8.0		8.0
Program Policy Affordable Housing Programs	NA	7.0		9.0		9.0
Relocation and Acquisition Activities	NA	3.0		3.0		3.0
Provide Section 108 Program Activities	# of applications reviewed	52	643.00	16.0		inactive for 2005 & 2006						
Subtotal				72.0				73.0				74.0
Special Needs Programs												
General Guidance of Special Needs Program	NA	3.0	5.0	4.0		4.0
Special Needs Assistance Program (SNAPS) - Intake/Evaluation Activities	# of Continuum of Care Reviews	4,950	6.25	14.8		5,000	6.40	15.3		5,050	6.40	15.5
Provide SNAPS - Grant Administration Activities (Includes Title V)	# of Projects Managed	4,800	4.00	9.2		4,900	4.50	10.6		4,900	4.50	10.6
Provide SNAPS Policy, Program Management and Advocacy	NA	1.0	1.3	1.0		3.0
Provide HIV/AIDS Housing (HOPWA) Grant Activities	# of applications reviewed	28	148.00	2.0		80	53.00	2.0		80	53.00	2.0
Provide HOPWA Grants Management and Special Initiatives	NA	9.0		9.0		10.0
Subtotal				39.0				41.9				45.1
Environmental and Energy Programs												
Overall Guidance of HUD Environmental and Energy Programs	NA	4.0		5.0		5.0
Manage HUD Environmental Program	NA	9.0		7.0		7.0
Manage HUD Energy Program	NA	8.0		6.0		6.0
Subtotal				21.0				18.0				18.0
Office of the DAS for Economic Development												
Overall Guidance for Economic Development Activities	NA	6.0		6.0		6.0

Workload Guideline	Workload Indicator	Fiscal Year 2004			Fiscal Year 2005			Fiscal Year 2006				
		Projected Accomplishment	Projected Unit Cost (Hrs)	FTE	Underfunded Workload/ Allocation	Projected Accomplishment	Projected Unit Cost (Hrs)	FTE	Underfunded Workload/ Allocation	Projected Accomplishment	Projected Unit Cost (Hrs)	FTE
Rural Housing and Economic Development Activities	# of Applications Processed	7.0		496	29.50	7.0		496	29.50	7.0
Manage Special Purpose Grants	# of Congressional Applications	2,560	5.00	6.1		2,560	6.50	8.0		3,150	6.50	9.8
Manage RC/EZ/EC Initiatives	# of RC/EZ/EC Communities	120	143.00	8.2		90	190.00	8.2		90	212.00	9.2
Grants Management	# of economics development grants	125	34.00	2.0		780	5.40	2.0		780	5.40	2.0
Youth Build	NA	4.0		4.0		4.0
Subtotal				33.3				35.2				38.0
Office of the DAS for CPD Operations												
Overall Guidance of Technical Assistance Management (TAM) Activities	NA	2.0		2.0		2.0
Manage CPD Budget Operations	NA	7.0		7.0	2.0	7.0
Provide CPD Administrative Services Support	# of personnel actions processed	510	45.30	11.0		341	73.30	12.0		341	73.30	12.0
Provide CPD Human Resources and Training Support	NA	4.5	2.0	4.0	1.5	4.5
Manage TA Contracts and National Agreements	# of Cooperative Agreements and Contracts Administered	1,536	17.80	13.0		1,536	19.00	14.0		1,540	18.90	14.0
Manage CPD System Development and Maintenance	NA	14.0	1.0	15.0	2.0	14.0
DAS for Operations	NA	3.0		3.0		3.0
Office of Policy and Coordinator	NA	3.4		3.0		3.0
Subtotal				57.9				60.0				59.5
CPD Field Management												
Provide Liaison Services to CPD Field Offices	# of Field Offices Supported	42	400.00	8.0		42	495.00	10.0	0.9	42	495.00	10.0
HEADQUARTERS EMPLOYMENT TOTAL				232.2				247.1				253.6
FIELD ACTIVITIES												
Overall Guidance of CPD Field Activities	NA	84.0		84.1		84.0
Review Consolidated Plans - Field	# of Consolidated Plans Reviewed	1,146	93.00	50.8		1,146	78.50	43.1		1,151	78.50	43.4
Provide Consolidated Plan Assistance and Training - Field	NA	10.7		inactive for 2005 & 2006						
Perform Risk Analysis of Grant Recipients - Field	# of Risk Analysis of GRs	2.0		4,154	8.00	15.9		4,145	10.00	19.9
Manage Entitlement Grantees - Field	# of Entitlement Grantees Managed	1,146	170.00	92.9		inactive for 2005 & 2006						
Manage Entitlement Grants - Field	# of Entitlement Grants Managed	29.8		2,098	87.00	87.4		2,098	87.00	87.8
Evaluate Entitlement Grantees - Field	# of CAPERS Evaluated	1,146	91.00	49.8		1,146	75.00	41.2		1,151	75.00	41.5

Workload Guideline	Workload Indicator	Fiscal Year 2004			Fiscal Year 2005				Fiscal Year 2006			
		Projected Accomplishment	Projected Unit Cost (Hrs)	FTE	Underfunded Workload/ Allocation	Projected Accomplishment	Projected Unit Cost (Hrs)	FTE	Underfunded Workload/ Allocation	Projected Accomplishment	Projected Unit Cost (Hrs)	FTE
Monitor Entitlement Grantees On-Site - Field	# of Monitoring Visits Made	374	154.00	27.5	inactive for 2005 & 2006							
Monitor Entitlement Grantees	# of Monitoring Letters Sent	11.2		300	237.00	34.1		368	210.00	37.2
Field Management of Competitive Grants	# of Competitive Grants Managed	6,500	35.00	108.5		6,585	26.00	82.0		6,585	28.00	88.6
On-site Monitoring of Competitive Grant Recipients (CGRs) - Field	# of Monitoring Letters Sent	717	93.00	31.8		600	83.00	23.9		625	80.50	24.2
Manage All Other (non-McKinney) Competitive Grants Competition	# of Application Received	1.9		1,000	27.00	12.9		1,000	27.00	13.0
Manage McKinney Competition - Field	# of Grants Approved	4,950	23.00	54.3	inactive for 2005 & 2006							
Field Management of McKinney Competition	# of Application Received	15.2		4,400	30.00	63.2		4,440	30.00	64.0
Field - Manage Special Purpose Grants	NA	1.0	25.0	8.0	23.0	8.0
General Field CPD Program Management	NA	22.6		20.0		20.0
Provide Environmental Support - Field	NA	26.6	inactive for 2005 & 2006							
Conduct Environmental Reviews	# of Envi. Review	1.8		2,000	10.00	9.6		2,000	10.00	9.6
Perform Environmental Monitoring Activities	# of in-depth monitoring visit	1.3		100	98.00	4.7		100	98.00	4.7
Field - Provide Environmental Services Support	NA	5.0		27.0		27.5
Provide Economic Development Assistance - Field	NA	5.4	inactive for 2005 & 2006							
Relocation Activities - Field	NA	11.5	1.0	11.8	2.7	10.1
FIELD EMPLOYMENT TOTAL				645.6				568.9				583.5

Salaries and Expenses, Housing and Urban Development
Budget Activity 2: Community Planning and Development

HEADQUARTERS EMPLOYMENT

EXPLANATION OF CHANGES FOR THE FISCAL YEAR 2006 BUDGET ESTIMATE

The Office of Community Planning and Development's (CPD) fiscal year 2006 FTE level of 837.1 FTE is 21.1 FTE above the fiscal year 2005 FTE ceiling. The improved level of service as a result of the 21.1 additional for FY 2006 is described below.

Office of the Assistant Secretary/GDAS for CPD. Nine (9) FTE are requested for this office. There are no FTE increases between fiscal years 2005 and 2006.

Community Development Block Grant. The 49 FTE requested for the CDBG program is the same as the suggested REAP baseline. The fiscal year 2006 budget proposes to transfer the program to the Department of Commerce, but a significant number of open grants remain that will still be monitored by HUD. Compared to fiscal year 2005, CDBG has an increase of 1 FTE, which will provide support to the *Financial Management Division*.

Affordable Housing. The 25 FTE requested for the program is consistent with the REAP baseline. There are no FTE increases between fiscal years 2005 and 2006.

Special Needs Programs (SNAPS). The total number of FTE requested for these program areas is 45. Compared to fiscal year 2005, SNAPS has an increase of 3 FTE: 1 FTE in HOPWA and 2 FTE in SNAPS Policy Division, which will provide better service and guidance to SNAPS programs and initiatives.

General Guidance of Special Needs Program. There are no FTE increases between fiscal years 2005 and 2006.

Office of Environment and Energy. The requested 18 FTE is consistent with the REAP baseline. There are no FTE increases between fiscal years 2005 and 2006.

Office of the DAS for Economic Development. CPD is requesting 38 FTE for the various programs covered under this heading. The differences will be in the *Managing Special Purpose Grants* and *Grants Management*. With the proposed transfer of the CDBG program to Commerce, it is anticipated there will be no new special purpose grants, but many old ones that will need to be processed. No funds are being requested for the program under the Grants Management heading, although old grants will need to continued to be monitored. Compared to fiscal year 2005, DAS for Economic Development has an increase of 3 FTE: 2 FTE in *Manage Special Purpose Grants and Grants Management* and 1 FTE in *Manage RC/EZ/EC Initiatives*. These FTE will help in the transferring and closing-out special purpose grants, EZ/RC/EC program, and other CPD initiatives.

CPD Operations and Technical Assistance. Fifty-nine point five (59.5) FTE are proposed for this area. Compared to fiscal year 2005, CPD Operations has an increase of 0.5 FTE in *Human Resources and Training Support*, which will result in better service to CPD staff.

CPD Field Management. Ten (10) FTE are recommended for this program. There are no FTE increases between fiscal years 2005 and 2006.

FIELD EMPLOYMENT

The additional 14.6 FTE request for FY 2006 in the Field will help CPD carry out critical functions such as grantee oversight, providing technical assistance and monitoring of increasing workload as the portfolio of grants continues to grow.

Perform Risk Analysis of Grant Recipients. Compared to fiscal year 2005, this activity increased by 4 FTE, which will allow CPD to better identify and provide services to high-risk grantees.

Monitor Entitlement Grantees. Compared to fiscal year 2005, this activity increased by 3 FTE, which will enable CPD to provide better TA assistance and oversight of the entitlement grantees.

Field Management of Competitive Grants. Compared to fiscal year 2005, this activity has an increase of 6.6 FTE, which will improve services to competitive grantees.

On-Site Monitoring of Competitive Grant Recipients (CGRs). For fiscal years 2005 and 2006, CPD has adopted more stringent and in-depth risk analysis and monitoring processes that results in a fewer number of grantees being monitored compared to previous years.