

GUIDELINES FOR PREPARING A STATE CONSOLIDATED PLAN SUBMISSION FOR HOUSING & COMMUNITY DEVELOPMENT PROGRAMS

**U. S. Department of Housing and Urban Development
Office of Community Planning and Development**

INTRODUCTION

The Consolidated Plan is designed to be a collaborative process whereby a state or local jurisdiction establishes a unified vision for community development actions. It offers state and local jurisdictions the opportunity to shape the various housing and community development programs into effective, coordinated community development strategies. The vision outlines the state's overall policies and objectives for housing and community development throughout the state. It also creates the opportunity for strategic planning and citizen participation to take place in a comprehensive context, and to reduce duplication of effort at the state level, and serves as a management tool that helps the state, local governments, and citizens assess performance and track results.

The Consolidated Plan approach is also the means to meet the submission requirements for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Shelter Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) formula programs. This process replaces prior CPD planning and submission requirements with a single document that satisfies the submission requirements of the four CPD formula programs for state and local jurisdictions.

The statutes for the formula grant programs set forth three basic goals and objectives against which the plan and the state's performance under the plan will be evaluated by HUD. Each state's plan must state how it will pursue these goals for all community development programs, as well as all housing programs. These goals are: First, the programs *provide decent housing*. Included within this broad goal are the following: assist homeless persons to obtain affordable housing; retain the affordable housing stock, increase the availability of permanent housing that is affordable to low-income Americans without discrimination; and increase supportive housing that includes structural features and services to enable persons with special needs to live in dignity. Second, the programs *provide a suitable living environment*. This includes improving the safety and livability of neighborhoods; elimination of blighting influences and deterioration of property and facilities, increasing access to quality facilities and services; reducing the isolation of income groups within areas by deconcentrating housing opportunities and revitalizing deteriorating neighborhoods; restoring, enhancing and preserving natural and physical features of special value for historic, architectural, or aesthetic reasons; and conserving energy resources. The third major statutory goal of the programs is to *expand economic opportunities*. Within this goal are job creation and retention: stabilization and expansion of small businesses (including microbusinesses); the provision of public services concerned with employment; the provision of jobs involved in carrying out activities under programs and activities; providing access to credit for community development that promotes long-term economic and social viability; and empowering low- and moderate-income persons in federally-assisted and public housing to achieve self-sufficiency.

States develop a "strategy" toward meeting their policies and objectives that may express varying levels of detail on the direction that the state wishes to establish in housing and community development. States have the flexibility to determine the specificity of their plans depending on the extent to which they want to influence choices that localities make in housing and community development. States also have significant flexibility in determining the format of the plan and the method of collecting the data necessary for development of the plan, whether at the state, regional, or local levels. The geographic area that will be covered by the state's plan will be determined by the state, but must cover at least those areas that are eligible to receive funds directly from the state.

WHAT'S NEW

Requirements and Guidance:

The five steps for preparing a consolidated plan submission presented below clearly differentiate between what the state is required to submit and guidance in preparing the consolidated plan submission. The requirements are stated as "must do" statements, while guidance statements are not requirements but offered as "should" statements or presented as questions the state should take into consideration during plan development.

Plan Format:

HUD does not prescribe a specific, uniform presentation format for submitting the plan, but the plan must contain each of the required elements described below and the required tables. Tables 1 (Housing, Homeless and Special Needs) and Table 2A (Priority Housing Needs and Activities) are required. States are encouraged to use other new optional tables, such as Tables 3A (Summary of Annual Specific Objectives) and Table 3B (Annual Housing Goals) to provide information required by the consolidated plan final rule that was published on February 9, 2006. Tables 3A and 3B are similar to worksheets that are included in the latest version of the Consolidated Plan Management Process Tool. They are based on tables developed by grantees or in response to suggestions made by researchers and grantees. Tables 3A, 3B and 3C can help states illustrate the linkages between the performance measurement outcomes/objectives requirements of the Consolidated Plan and the Federal Register Notice on Performance Measurement that was published on March 7, 2006.

Use of Existing Documents:

HUD encourages states to draw from existing data, documents, materials, and processes in preparing their consolidated plan. CHAS data at: <http://socds.huduser.org/scripts/odbc.exe/chas/index.htm> and http://www.huduser.org/portal/datasets/cp/CHAS/data_download_chas.html are available to help identify housing needs. States also have the option to cross-reference pages of relevant documents like the TANF Plan and Continuum of Care Plan in order to streamline the consolidated plan process.

HUD's Strategic Plan Goals:

In developing Consolidated Plans, states should be aware of national goals that have been established in HUD's strategic plan. HUD requests the cooperation of all grantees in achieving these goals. Each state is encouraged to include ways in which it intends to address these goals as part of its Consolidated Plan. HUD's ability to report its progress in reaching these goals depends on information provided by states and local governments. These goals are not additional Consolidated Plan requirements; rather they provide a sharper focus to existing elements.

Emergency Solutions Grant Interim Rule:

The Emergency Solutions Grant interim rule published on December 5, 2011 contained several revisions and updates to the consolidated plan final rule. Included among the revisions were revised definitions, revisions to requirements regarding citizen participation and consultation, the housing and homeless needs assessment, the homeless sections of the housing market analysis and strategic plan, the homeless section of the action plan, and the Emergency Solutions Grant program certifications.

Performance Measurement Framework:

States are encouraged to identify specific objectives under general objective and outcome categories of providing decent housing, a suitable living environment, and economic opportunity with the purpose of the new or improved availability/accessibility, affordability, and sustainability. Each state must also provide outcome measures for activities included in its action plan in accordance with the Federal Register Notice dealing with Outcome Performance Measurement Systems, dated March 7, 2006.

STEPS FOR PREPARING A CONSOLIDATED PLAN AND SUBMISSION

These steps will guide the state through the process of preparing its housing and community development plan for submission to HUD.

I. Coordinating and Managing the Process

The consolidated plan submission process envisions that housing and community development planning and programming will be accomplished through a unified and comprehensive framework that encourages opportunities for collaboration and collective problem-solving. Partnerships among government agencies and between government and private groups enhance the use of government and private resources to achieve intended public purposes. These steps require states to take and/or describe specific actions and initiatives relevant to the preparation of their housing and community development plan.

Presubmission requirements

Required consultation -- States must consult and coordinate with local jurisdictions, continuum of care, and various public and private agencies that provide assisted housing, health services, social and fair housing services, and among its own departments regarding the housing needs of children, elderly persons, persons with disabilities (including persons with HIV/AIDS and their families), homeless persons, and other persons served, to assure that its consolidated plan is a comprehensive document and addresses statutory purposes.

When preparing portions of the consolidated plan describing the state's homeless strategy and resources available to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) and person at risk of homelessness, the state must consult with (1) each continuum of care within the state; (2) public and private agencies that address the housing, health, social services, victim services, employment, or education needs of low-income persons, homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) and person at risk of homelessness; (3) publicly funded institutions and 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); and (4) business and civic leaders.

When preparing its method of distribution under the CDBG program, the state must consult with local governments in nonentitlement areas of the state. The state must also consult with each continuum of care within the state in determining how to allocate its ESG grant for eligible activities; developing the performance standards for, and evaluating the outcomes of, projects and activities assisted by ESG; and developing funding, policies, and procedures for the operation and administration of the HMIS.

Lead-Based Paint -- The state must consult with state and local health and child welfare agencies, and examine existing data on hazards and poisonings, including health department data on the addresses of housing units in which children have been identified as lead poisoned.

Submission requirements:

Lead Agencies -- The state must identify the lead entity or entities for overseeing the development of the plan and the major public and private agencies responsible for administering programs covered by the consolidated plan.

Consultation/Coordination – The state must identify the significant aspects of the process by which the plan was developed, and with statewide and regional institutions, agencies, groups, and organizations (including businesses, developers, community and faith-based organizations), that participated in the process. It must briefly describe the state’s consultation with continuums of care, public and private agencies that address housing, health, social services, employment, or education needs of low-income individuals and families, homeless individuals and families, youth, and/or other persons with special needs; publicly funded institutions and 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); and other entities. The description should include the means of cooperation and coordination with local jurisdictions in developing, submitting and implementing its consolidated plan.

Institutional Structure -- The state must explain the institutional structure through which it will carry out its consolidated plan, including businesses, developers, non-profit organizations, philanthropic organizations, community and faith-based organizations, continuums of care, and public institutions, departments and agencies through which the state will carry out its housing, homeless, and community development plan . It must also assess the strengths and gaps in the delivery system, describing what it will do to overcome gaps in the institutional structure for carrying out its strategy for addressing its priority needs.

Guidance:

Collaboration and partnership -- In organizing to prepare the consolidated plan and submission, has the state considered establishing new relationships and organizational structures among various agencies and organizations in order to maximize the benefits that should arise from the collective problem-solving and coordinated activities? This will aid in data gathering and reporting, while increasing commitment to the plan.

Economic Development -- The consolidated plan should describe efforts made to enhance coordination with private industry, businesses, developers, and social service agencies, particularly with regard to the development of the state’s economic development strategy.

Regional Coordination – The state should describe actions taken to encourage coordination between and among the housing strategies of the state and jurisdictions within the state.

Sustainable Communities Initiative -- The Department encourages partnerships that integrate housing, transportation, water infrastructure, and land use planning and the implementation of strategies that provide more transportation choices, promote affordable housing, enhance economic competitiveness, support existing communities, coordinate policies and leverage investment, and value communities and neighborhoods. For more information see:
<http://www.hud.gov/content/releases/pr2009-06-16factsheet.pdf>

II. Citizen Participation:

The consolidated plan must result from an effective citizen participation process. Existing, ongoing citizen participation activities may be used, and states will have the flexibility to choose the most effective participation process.

States must adopt and follow a citizen participation plan that describes the state's policies and procedures for citizen participation. The citizen participation plan must also describe the citizen participation requirements (outlined in 24 CFR 570.486) for units of general local government receiving CDBG funds from the state and explain how the requirements will be met.

When preparing the consolidated plan, states must consult with local elected officials from among units of general local government in nonentitled areas in determining the state's method of distributing CDBG funds. In preparing the consolidated plan, states must consult with other public and private agencies that provide assisted housing, health, social, and fair housing services. As the section on lead-based paint hazards is prepared, the states must consult with state or local health and child welfare agencies.

The state's citizen participation plan must address the following, which mirrors the regulatory requirements and describe actions to be taken to encourage citizen participation. Citizens and units of general local governments must be provided a reasonable opportunity to comment on the citizen participation plan prior to implementation and on any substantial amendments thereto. The final citizen participation plan must be made public and be available in a format accessible to persons with disabilities, upon request.

Participation -- The state must indicate in the citizen participation plan how it will provide for and encourage citizen participation in the development of the state's consolidated plan, emphasizing the involvement of low- and moderate-income residents where housing and community development funds may be spent. States are expected, in all stages of the process, to take whatever actions are appropriate to encourage the participation of all its residents, including minorities and non-English speaking persons, as well as persons with mobility, visual or hearing impairments in all stages of the process. The state shall encourage 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 and activities covered by the consolidated plan in the process of developing and implementing the consolidated plan.

Access to Information -- In developing the consolidated plan, the state will make available to units of general local government, citizens, public agencies, and other interested parties, including those most affected, information on the amount of funds the state expects to receive to be available for community development and housing activities, and the range of activities that may be undertaken, including the estimated amount proposed to benefit low-, moderate-income residents; and the plans to minimize displacement, and assist those displaced, as a result of these activities.

Publishing the Consolidated Plan -- The state must publish its proposed consolidated plan in a manner to afford affected citizens, units of general local government, public agencies and other interested parties a reasonable opportunity to examine its content, and to submit comments on the proposed consolidated plan. This requirement to publish the plan may be met by publishing a summary of the proposed consolidated plan in one or more newspapers of general circulation, and by making copies of the proposed consolidated plan available at libraries, government offices, and public places. The summary must describe the contents and purpose of the consolidated plan, and must include a list of the locations where copies of the entire proposed consolidated plan may be examined. In addition the state must provide a reasonable number of free copies of the plan to citizens and groups that request it.

Public Hearings -- The state must hold at least one public hearing to obtain the views of citizens on community development and housing needs before the proposed consolidated plan is published for

comment. The citizen participation plan must: describe how and when adequate advance notice of the hearing will be provided to citizens (with sufficient information having been published about the subject of the hearing to afford citizens opportunity to provide informed comment); specify how the state will assure that the hearing be held at a time and location convenient to potential and actual beneficiaries with accommodation for persons with disabilities (describing in the citizen participation plan how these requirements will be met); and identify how the needs of non-English speaking residents will be met in the case of a by public hearing where a significant number of non-English speaking residents can be expected to participate.

Public Involvement -- explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation in a shared vision for change in communities and neighborhoods, and the review of program performance, e.g., use of focus groups, and use of the Internet.

Comments -- The state must provide a period of not less than 30 days to receive comments from citizens and units of general local governments on the proposed consolidated plan. States must consider the views of citizens and units of general local government that are received in writing, or orally at public hearings, in preparing the final consolidated plan. A summary of these comments or views and a summary of any comments or views not accepted must be attached to the final consolidated plan and made public. The summary must include an explanation of the comments not accepted and the reasons why these were not accepted. These requirements also apply to any substantial amendments made to the consolidated plan.

Amendments to the Consolidated Plan -- The state must specify in the citizen participation plan the criteria it will use for determining what changes in the state's planned or actual activities constitute a substantial amendment to the consolidated plan. This criteria for a substantial amendment must include changes to the method of distributing the funds covered by the consolidated plan. Prior to the submission of an amendment, the state shall provide citizens and units of general local government with reasonable notice and an opportunity to comment on the substantial amendments (the citizen participation plan must describe how this will occur). A period of at least 30 days must be provided in which to receive comments on the substantial amendment before the amendment is implemented.

Performance Reports -- The state must describe in its citizen participation plan how citizens will be given reasonable notice and an opportunity to comment on performance reports. A period of not less than 15 days must be given to receive comments on the performance report that is to be submitted to HUD prior to such submission. States must consider the views of citizens that are received in writing, or orally at public hearings, in preparing the performance report. A summary of these comments or views must be attached to the performance report.

Availability to the Public -- The state must make the consolidated plan as adopted, any substantial amendments, and the performance reports available to the public, including the availability of materials in a form accessible to persons with disabilities upon request. The citizen participation plan must explain how these documents will be available to the public.

Access to records -- The state must provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to its consolidated plan and the state's use of assistance under programs covered by the consolidated plan for the preceding five years.

Complaints -- The state shall describe, in the citizen participation plan, its procedures to handle

complaints from citizens related to the consolidated plan, amendments and performance report. States must provide for timely, substantive response to each written complaint within a specific time period (within 15 working days, where practicable, if the state receives a CDBG grant).

Submission Requirements:

Executive Summary -- a clear, concise executive summary that included the objectives and outcomes identified in the plan and an evaluation of past performance.

Citizen Participation -- a concise summary of the citizen participation process, a summary of citizen comments or views on the plan, and 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 persons with disabilities. The summary of citizen comments must include a written explanation of comments not accepted and the reasons why these comments were not accepted.

Guidance:

Examination of existing participation -- The state should evaluate the success of existing methods to solicit public comment and participation at the state level and at the local level. Have all avenues for increasing citizen awareness of hearings, particularly at the local level and the importance of these programs been explored?

Citizen Committees -- The state should consider how various citizen advisory committees/ boards can work together at the state level to provide input as the consolidated plan is being developed.

Local Citizen Committees -- The state should encourage localities to consider how various citizen advisory committees could work together at the local government level.

Facilitation -- The state should encourage localities to use various forms and techniques for citizen participation, ranging from small, issue-oriented forums to town meetings. Has the state considered new and innovative means that both the state and its units of general local governments can use to encourage additional citizen participation and provide improved citizen access to the decision making process?

Plan Evaluation -- The state should share HUD's response to the submission with all who attended state public hearings and planning meetings.

III. Housing, Homeless, and Community Development Needs

In this step the state is required to submit statistical and analytical information that provides an overall picture of the housing, homeless, and community development needs of the state. The information will assist in establishing priorities and allocating federal and state resources, principally for extremely low-, low-, and moderate-income families. It is also important for developing specific objectives in accordance with the statutory goals of providing decent housing, a suitable living environment, and expanding economic opportunities. The needs information must be sufficient to support the state's strategic plan described in Step IV, including its priorities for allocating resources, its specific objectives and its strategy for achieving desired results.

In describing its needs, the state is encouraged to draw relevant information from previous submissions and

other reports and studies, as appropriate. It is expected to use citizen input, as well as the results of consultations with social service agencies regarding housing and other needs of children, elderly persons, persons with disabilities, homeless persons, and other persons served by such agencies. For a state seeking funding under the HOPWA program, the needs described for housing and supportive services must address the needs of persons with HIV/AIDS and their families in areas outside of eligible metropolitan statistical areas.

Submission Requirements:

Housing Needs -- The state must provide an estimate of housing needs projected for the next five years. This includes an overall assessment of the state's housing needs for households residing in and those expected to reside in the state; a statement of its needs for assistance among extremely low-, low-income, moderate-income, and middle-income families for renters and owners; specification of such needs for different categories of persons, including elderly persons, single persons, large families; public housing residents; families on the public housing and Section 8 tenant-based waiting list, persons with HIV/AIDS and their families, victims of domestic violence, dating violence, sexual assault, and stalking; persons with disabilities; formerly homeless families and individuals who are receiving rapid-rehousing assistance and are nearing the termination of that assistance; and a description of housing needs in terms of the number of extremely low-income, low-income, moderate-income, and middle-income renters and owners experiencing specific housing problems, including cost-burden, severe cost-burden, substandard housing, and overcrowding (especially large families) compared to the jurisdiction as a whole.

Housing data included in this portion of the plan shall be based on data available from the U.S. Census, as provided by HUD and updated by any properly conducted study, or any other reliable source that the state clearly identifies. States may wish to use the CHAS data provided by HUD at the following website: <http://socds.huduser.org/scripts/odbc.exe/chas/index.htm> to satisfy the data requirements for the housing needs section when preparing their narrative. States may also use updated census data from the American Community Survey at: <http://www.census.gov/acs/www/index.html> or a special tabulation of the American Community Survey at: <http://www.huduser.org/portal/datasets/cp.html>. Data that takes into account the cost of housing and transportation costs is available at: <http://htaindex.cnt.org/>. In addition, States may also wish to refer to foreclosure data available at: http://www.huduser.org/datasets/nsp_foreclosure_data.html.

To the extent that any racial or ethnic group has disproportionately greater need for any income category in comparison to the needs of that category as a whole, the state must complete an assessment of that specific need. For this purpose, disproportionately greater need exists when the percentage of persons in a category of need who are members of a particular racial or ethnic group is at least 10 percentage points higher than the percentage of persons in the category as a whole.

Homeless Needs -- The state must describe the nature and extent of homelessness, including rural homelessness within the state. The description must include, for each category of homeless persons specified by HUD (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth), 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, and the number of days that persons experience homelessness, and any other measures specified by HUD.

The plan must also include, to the extent information is available, a narrative description of the nature

and extent of homelessness by racial and ethnic group. The plan must include a narrative description of the characteristics and needs of low-income individuals and families and families with children (especially extremely low-income) who are currently housing but threatened with homelessness. 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. The description must also include specific housing characteristics linked to instability and an increased risk of homelessness.

Facilities, Housing and Services for Homeless -- The state must include a brief inventory of facilities and services that meet the needs of homeless persons within the state, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. The inventory of families and housing (e.g. emergency shelter, transitional housing, and permanent supportive housing) must be presented in a form specified by HUD. 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.

Other Special Needs -- The state must estimate, to the extent practicable, the number of persons who are not homeless but require supportive services, including the elderly, frail elderly, persons with disabilities (mental, physical, developmental, persons with HIV/AIDS and their families), persons with alcohol or other drug addiction, victims of domestic violence, and any other categories the state may specify and describe their supportive housing needs. The plan must also describe, to the extent information is available, facilities and services that assist persons who are not homeless but require *housing or* supportive housing, and programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing. If the state plans to use HOME for tenant based rental assistance to assist one or more of these populations, it must justify the need for such assistance in the plan.

Lead-based Paint Needs -- The state must estimate the number of housing units that are occupied by extremely low-, low-, and moderate-income residents that contain lead-based paint hazards, as defined in section 1004 of the Residential Lead-Based Paint Hazard Reduction Act of 1992.

Market Conditions -- The state must describe the significant characteristics of the housing market in terms of the supply, demand, condition, and the cost of housing. If a state intends to use HOME funds for tenant based assistance, it must specify local market conditions that led to the choice of that option.

Barriers to Affordable Housing -- This section requires the state 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 state. Such policies include tax policy, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment.

Fair Housing -- The state must conduct an analysis to identify impediments to fair housing choice within the state. The analysis is not required to be submitted as part of the consolidated plan but the state must certify that it will affirmatively further fair housing; which means it will conduct the analysis, take appropriate actions to overcome the effects of any impediments and maintain records reflecting the analysis and actions in this regard.

Guidance:

Housing needs -- Has the state identified housing needs, including analysis of the needs based on income level, tenure (renters/owners), and housing problems? Has the state presented additional data or reorganized existing data to better support housing and community development findings? (The state should include persons with mental illness, persons with HIV/AIDS and/or their families, persons with disabilities, and other categories of people with needs as the state may determine). Has the state considered the housing credit needs of its residents?

Homeless Needs -- Has the state identified the need for facilities and services for homeless persons who are: severely mentally ill, alcohol/other drug addicted, severely mentally ill and alcohol/other drug addicted, fleeing domestic violence, homeless youth, living with HIV/AIDS; and such other categories as the state may determine? While homeless data in Table 1 must be point-in-time, the narrative may discuss both point-in-time and other reliable data, such as annualized counts. This information may be important in your planning process because it may reveal the volume and types of homelessness that must be dealt with over the course of a year or other time period longer than a day. These might include data from shelter or voucher programs, turnaway data from shelters, administrative records from health care for the homeless program, or drop in program for homeless people.

Availability of Data -- HUD encourages states to draw from existing data, documents, materials, and processes in preparing their consolidated plan. States have the option to cross-reference pages of relevant documents like the TANF Plan and Continuum of Care Plan in order to satisfy data requirements. With regard to special needs, states are encouraged to provide data to the extent available.

Discharge Coordination Policy -- Every jurisdiction receiving McKinney-Vento Homeless Assistance Act Emergency Shelter Grant (ESG), Supportive Housing, Shelter Plus Care, or Section 8 SRO Program funds should develop and implement a "Discharge Coordination Policy, to the maximum extent practicable. Such a policy should include "policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons." The jurisdiction should describe its planned activities to implement a cohesive, community-wide Discharge Coordination Policy and how the community will move toward such a policy.

Community Development Needs -- As part of the Housing and Community Development Strategy (Step IV), the state must identify its "priority non-housing community development needs" that affect more than one unit of general local government. These would be CDBG eligible activities typically funded by the state, such as public improvements, public facilities, public services and economic development activities. These priority needs must be described by CDBG eligibility category, reflecting the needs of persons or families for each type of activity. Although it is not required, the state should consider utilizing available and appropriate information derived from localities, and relevant reports and studies, to support the decisions made in selecting "priority non-housing community development needs" in Step IV. (The information might include crime and unemployment rates, incidence of AIDS or tuberculosis, inadequate public facilities, or other appropriate data.) One approach to estimating these needs is to assess the demand for CDBG funds for non-housing activities in the last 2 or 3 years from local government CDBG applications.

IV. Strategic Plan

The state must produce a strategic plan that brings the needs and resources together in a coordinated housing and community development strategy. The strategic plan should identify expected accomplishments and results the state hopes to achieve for the period of time designated in the strategic plan in terms of outputs *and outcomes*. The state plan must be developed to achieve the following goals and objectives, principally for low-, very low-, and extremely low-income residents:

- provide decent housing,
- create suitable living environments, and
- expand economic opportunities

Submission Requirements:

Time Period --The state must describe the period of time covered by the plan.

Priority Needs and Allocation Priorities -- The state must identify its priority needs, describe the reasons for assigning the priority given to each category of priority needs (including the tables, where required), and identify any obstacles to meeting underserved needs. In addition, the state must describe the general priorities for allocating investment geographically within the state and among priority needs. The state must address the following concerns:

Priority Housing Needs -- The state must identify the priority housing needs and activities specified in Table 2A. The state must provide an analysis of how the characteristics of the housing market and the severity of housing problems and needs of extremely low-income, low-income, and moderate-income renters and owners, persons at risk of homelessness, and homeless persons identified in accordance with section 91.305 , provided the rationale for establishing allocation priorities and use of funds made available for rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units (including preserving affordable housing units that may be lost from the assisted housing inventory for any reason.. Household and income types may be grouped where the analysis would apply to more than one family or income type. The Priority Housing Needs Table 2A is required to be completed and accompany this part. Part 3 of Table 2A, however, is optional for states.

A priority housing need may be any of the distinct categories of residents defined in the Table 2A matrix. Alternatively, the state may define its priorities by activity type (listed in Part 3 of Table 2A) in which case the needs of all categories of residents must be analyzed under each activity. The description may be for the state as a whole or broken down into the sub-state areas and regions considered to be most significant and meaningful.

Priority Homeless Needs – Using the results of the Continuum of Care planning process, identify the state’s homeless and homeless prevention priorities specified in Table 1. The description of the state's choice of priority needs and allocation priorities must be based on reliable data meeting HUD standards and should reflect the required consultation with homeless shelter and social service agencies regarding the needs of homeless families with children and individuals, persons with disabilities and other categories of homeless persons, and the citizen participation process.

Other Special Needs -- describe the priority housing and supportive service needs of persons who are not homeless but may require housing or supportive housing, i.e., elderly, frail elderly, persons with disabilities (mental, physical, developmental, persons with HIV/AIDS and their families), persons with alcohol or other drug addiction, victims of domestic violence, and public housing residents to the extent data is available.

Priority Non-housing Community Development Needs -- A state seeking Community Development Block Grant funding must identify its priority non-housing community development needs that affect more than one unit of general local government, and involve activities typically funded by the state under the CDBG program. These priority needs must be described by CDBG eligibility category, reflecting the needs of persons or families for each type of activity (i.e. public facilities, public improvements, public services and economic development).

Objectives and Strategies -- The state's strategic plan must summarize priorities and specific objectives, describing how funds that are reasonably expected to be made available will be used to address identified needs during the period covered by the strategic plan. Each specific objective must identify proposed accomplishments and outcomes the state hopes to achieve in quantitative terms over a specific time period (i.e. one, two, three or more years), or in other measurable terms as identified and defined by the state. States are encouraged to identify specific objectives under general objective and objective categories of decent housing, a suitable living environment, and expanding economic opportunity with the purpose of new or improved availability/accessibility, affordability, and sustainability using optional Tables 2C and 3A. If these tables are not used, states must provide comparable information that is required by the consolidated plan regulation.

Housing Objectives -- these specific objectives must separately specify the number of extremely low-income, low-income, and moderate-income renters and owners and homeless person previously described in section IV (Priority Housing Needs) for which it will provide affordable housing for a specific time period according to the standards in section 215 of Title II of the National Affordable Housing Act of 1990, as amended.

Community Development Objectives -- must identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals of described in 24 CFR 91.1 and the primary objective of the CDBG program. These goals include the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for low- and moderate-income persons.

Homeless Strategy -- using the "Continuum of Care" approach, identify the state's specific objectives and describe its strategy for reducing and ending homelessness through reaching out to homeless persons (especially chronically homeless individuals and families 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 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; and 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 into homelessness (such as health-care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions) or receiving assistance from public and private agencies that address housing, health, social services, employment, education, or youth needs.

Anti-Poverty Strategy -- summarize the state's goals, programs, and policies for reducing the number of poverty level families (as defined by the Office of Management and Budget and revised annually), and in consultation with other appropriate public and private agencies, (i.e. TANF agency) the state must summarize how the goals, programs, and policies for producing and preserving affordable housing set forth in the consolidated plan will be coordinated with other programs and services for which the state is responsible, and the extent to which they will reduce (or assist in reducing) the number of poverty level families, taking into consideration factors over which the jurisdiction has control.

Public Housing – all states must describe the manner in which the plan of the state will address the needs of public housing. If a public housing agency located within a state is designated as “troubled” by HUD, the strategy for the state or unit of local government in which the “troubled public housing agency” is located must describe the manner in which the state or unit of local government will provide financial or other assistance to improve the public housing agency’s operations and remove the “troubled” designation. (A state is not required to describe the manner in which financial or other assistance is provided if the troubled public housing agency is located entirely within the boundaries of a unit of general local government that must submit a consolidated plan to HUD.) For information dealing with public housing contact the PIH Information Resource Center at: 1-800-955-2232. If a state that has a state public housing agency administering public housing funds, then it must also describe the agency's activities to encourage public housing residents to become more involved in management and participate in homeownership.

Lead Based Paint -- outline actions that are proposed or are being taken to evaluate and reduce lead-based paint hazards, how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards, and describe how that reduction is being integrated into the state's housing policies and programs.

Reduction of Barriers -- describe actions to eliminate or reduce barriers to affordable housing specified in Section III and identify any obstacles to addressing under-served needs.

Low-income Tax Credits -- describe the strategy to coordinate the Low-Income Tax Credit with development of housing, including public housing, that is affordable to very low-income and low-income families.

Coordination -- The consolidated plan must summarize how the state will enhance coordination among continuums of care, public and assisted housing providers, and private and governmental health, mental health, and service agencies. With respect to the preparation of its homeless strategy, the state must describe efforts to coordinate 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. With respect to the public entities involved, the plan must describe the means of cooperation and coordination among the State and any units of

general local government in the implementation of its consolidated plan. (See page 3 for a description of other coordination requirements.)

Guidance:

Strategic Vision for Change -- If the state is developing a long-term program for significant change in its housing and community development throughout the state, has it engaged in a process that will develop a holistic vision of its desired future -- for example, how does the vision relate to making the localities within the state more livable, better functioning, and more attractive? Are there separate visions for different regions of the state that support the state's overall goals and objectives? Has the state developed the type of visual maps and graphic information to help it decide on the overall policies and objectives for housing and community development throughout the state?

Specific Objectives – HUD recognizes that states as grantor agencies have less control over fulfillment of sections of the regulations dealing with annual goals and performance than do local jurisdictions. However, states are expected to provide this information to the extent they are able to do so. States have the option to cross-reference pages of relevant documents like the TANF Plan and Continuum of Care Plan in order to satisfy data requirements.

Building on Assets -- Has the state identified and evaluated the variety of assets and opportunities that exist within the state as a whole including items ranging from educational institutions, new job training efforts, or the supply of vacant buildings that may offer new housing and community development opportunities? Has the state targeted investment areas by considering where housing and community development needs and assets converge?

Community Revitalization Strategy Areas -- States are strongly encouraged to allow local governments to adopt and implement community revitalization strategies. If a state elects to implement the revitalization strategy approach, it must develop a process for approving local strategies. The state's process for implementing community revitalization strategies must be submitted to and approved by HUD before it is implemented. The process should include outcomes that measure the economic empowerment of low- and moderate-income persons, increases in homeownership and property values. See CPD Notice 97-01 for instructions on qualifying community revitalization strategy areas.

Housing and Community Development Partnerships -- Has the state identified those public, private, nonprofit organizations, and community development financial institutions through which it will implement its strategic plan? Does the plan describe how the objectives of the Strategic Plan will be coordinated? Is one public agency in charge of "Making the Connections?" The institutional structure through which a state's plan will be implemented should describe the broad partnership and coordinating mechanisms that are necessary to achieve maximum success.

Anti-poverty Strategy -- Has the state identified how its long term objectives or vision for community development will affect areas of concentrated poverty? Has the state identified other agencies, with which appropriate anti-poverty strategies will be coordinated to assure that new affordable housing for poverty households is developed so that residents can avail themselves of jobs, training, transportation, and a suitable quality of life?

Mapping -- Has the state mapped its strategies to illustrate the areas within the state where its objectives are targeted? Can it illustrate where positive connections are being made between affordable housing and community development activities such as social services and public facilities and

amenities? Has the state mapped all environmental issues? The mapping of this environmental information will assist states identify both environmental resources and impediments to development. Mapping the information will also help states comply with Federal environmental and historic preservation laws.

Benchmarks and Time Frames -- Has the state identified a realistic time-frame for realizing its objectives and achieving benchmarks? How do timetables, deadlines, and requirements of other planning efforts in such areas as transportation and land use relate to the three to five year strategy?

Sustainable Communities Initiative -- Does the strategy identify how the state plans to provide more transportation choices, promote affordable housing, enhance economic competitiveness, support existing communities, coordinate policies and leverage investment, and value communities and neighborhoods?

V. Action Plan

In this section the state must provide a concise summary of the actions, activities, and programs that will take place during the next year to address the priority needs and specific objectives identified by the strategic plan. The action plan includes: (1) a summary of annual objectives, (2) the method of distribution of funds available under HOME, CDBG, ESG, and HOPWA programs, and (3) certifications required by 24 CFR 91.325. The summary of annual objectives should identify expected accomplishments the state hopes to achieve by the end of the program year in terms of outputs *and outcomes*. (The program funds providing these benefit(s) may be from any funding year or combined funding years.) The method of distribution describes how the state will distribute funds expected to be received during the program year under the formula allocations to units of general local government.

Submission Requirements:

Executive Summary -- a clear, concise executive summary that included the objectives and outcomes identified in the plan and an evaluation of past performance.

Sources of Funds -- Identify the resources from private and public sources, including those amounts allocated under HUD formula grant programs and program income, that are reasonably expected to be made available to address the needs identified in its plan, explaining how Federal funds made available will leverage resources from private and non-federal public sources, and a description of how matching requirements of HUD programs will be satisfied. Where deemed appropriate by the state, it may indicate publicly owned land or property that may be utilized to carry out the plan.

Statement of Specific Annual Objectives -- The state's action plan must contain a summary of the priorities and the specific annual objectives. From their 3 or 5 year consolidated plans, grantees will delineate which outcome goals and objectives the grantee plans to address in the coming year. States are encouraged to identify specific objectives under the general objective and outcome categories of decent housing, a suitable living environment, and economic opportunity with the purpose of new or improved availability/accessibility, affordability, and sustainability using optional Table 3A (Summary of Annual Specific Objectives). If this table is not used, states must provide comparable information that is required by the consolidated plan regulation.

Each specific objective developed to address a priority need must be identified by number and contain

the proposed accomplishments and outcomes the state hopes to achieve in quantitative terms during the specified time period, or in other measurable terms as identified and defined by the state.

Outcome Measures -- The action plan must provide outcome measures for activities included in its action plan in accordance with the Federal Register Notice, dated March 7, 2006 (i.e., general objective category (decent housing, suitable living environment, economic opportunity) and general outcome category (availability/accessibility, affordability, sustainability). The outcomes, outputs and indicators that the grantee plans to work on in the coming year should be included in optional Table 3C (Annual Action Plan). If this table is not used, states must provide comparable information that is required by the consolidated plan regulation and the Federal Register Notice.

Method of Distribution -- The state must include a description of its methods of distributing funds to local governments and nonprofit organizations to carry out activities or the activities the state will undertake, using funds expected to be received during the program year under the formula allocations (and related program income) and other HUD assistance. Also the state must explain how the proposed distribution of funds will address the priority needs and objectives described in the consolidated plan.

(a) With regard to HOME funds, the state will describe the general priorities for allocating investments geographically within the state and among different activities and housing needs.

(b) With regard to CDBG funds, the method of distribution of CDBG funds must contain a description of all criteria used to select applications for funding, including the relative importance of the criteria where applicable, a description of how all CDBG resources will be allocated among all funding categories, and any threshold factors and grant size limits that are to be applied. The method of distribution must provide sufficient information so that units of general local government will know the state's criteria for selecting application for funding and will be able to comment on the proposed method of distribution and to prepare responsive applications. The method of distribution may provide a summary of the selection criteria, provided that all criteria are summarized and the details are set forth in application manuals or other official state publications that are widely distributed to eligible applicants.

CDBG funds shall include the following: (1) the annual CDBG grant; (2) any funds recaptured by the state from units of general local government that will be distributed to other units of general local government from previous annual grants, if the method of redistribution is to be governed by a method of distribution other than that originally described in the final statement covering such funds; (3) any funds that are reallocated to the state by HUD at the time the annual grant is awarded; and (4) any program income that is distributed by the state pursuant to this year's method of distribution.

If the state intends to aid nonentitlement units of general local government in applying for guaranteed loan funds under 24 CFR part 570, subpart M (the Section 108 Loan Guarantee Program), it must describe available guarantee amounts and how applications will be selected for assistance. The method of distribution must also describe community revitalization strategies if the state allows them.

(c) With regard to ESG funds, the state must describe the process and criteria for awarding its grant funds to recipients along with a description of how the state intends to make its allocation available to units of local government and nonprofit organizations.

(d) With regard to HOPWA funds, the state must indicate its method of selecting sponsors, (including providing access to grassroots faith-based and other community organizations).

Allocation Priorities and Geographic Distribution -- The action plan must describe the reasons for the allocation priorities, identify the geographic areas of the state (including areas of low-income and minority concentration) in which it will direct assistance during the program year. For programs in which the state distributes funds through a competitive process and cannot predict the ultimate geographic distribution of the assistance, a statement must be included in the action plan indicating that fact. In instances where the state knows which communities will be funded when the consolidated plan is submitted, the resulting geographic areas where assistance will be provided (including identification of areas of minority concentration) must be described in the action plan. Where the method of distribution includes an allocation of resources based on geographic areas, the rationale for the priorities for such allocation must be provided., The state must also identify any obstacles to addressing underserved needs. Where appropriate, state should also estimate the percentage of funds the state plans to dedicate to target areas.

Annual Affordable Housing Goals -- The action plan must specify one-year goals for the number of homeless, non-homeless, and special-needs households to be provided affordable housing using funds made available to the state, and one-year goals for the number of households to be provided affordable housing through activities that provide rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units using funds made available to the state. The term affordable housing shall be as defined in 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership. States may use optional Table 3B for this purpose. If this table is not used, states must provide comparable information that is required by the consolidated plan regulation.

Homeless and other Special Needs -- The state must describe its one-year goals and specific action steps for reducing and ending homelessness through (i) reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs; (ii) addressing the emergency shelter and transitional housing needs of homeless persons; (iii) helping homeless persons (especially persons that are chronically homeless, families with children, veterans, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals 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.

The state must also describe its one-year goals and specific action steps for reducing and ending homelessness through helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to be discharged from publicly funded institution and systems of care or those receiving assistance from public or private agencies that address housing, health, social service, employment, education or youth needs; and address the special needs of persons who are not homeless but have other special needs.

Other Actions -- The state must also describe the actions it plans to take during the next year to: address obstacles to meeting underserved needs, foster and maintain affordable housing (including the coordination of Low-Income Housing Tax Credits with the development of affordable housing, remove barriers to affordable housing, evaluate and reduce lead based paint hazards, reduce the number of poverty level families, develop institutional structure, and enhance coordination between public and private housing and social service agencies, and foster public housing resident initiatives. These represent the actions to be taken in the program year to address these items as discussed in the strategic plan.

Citizen Participation – The state must include a summary of the citizen participation and consultation process, (including efforts made to broaden public participation), a summary of comments or views, and a summary of any comments or views not accepted and the reasons why they were not accepted.

Certifications – The state must include the applicable certifications required by 24 CFR 91.325 signed by the authorized official.

Monitoring -- The state must briefly describe actions that will take place during the next year to monitor its housing and community development activities and to ensure long-term compliance with program requirements and comprehensive planning requirements. Program requirements include appropriate regulations and statutes of the programs involved, including steps being taken to review affordable housing activities, ensure timeliness of expenditures, on-site inspections it plans to determine compliance with applicable housing codes, and actions to be taken to monitor its subrecipients.

Specific HOME Submission Requirements:

Resale Provisions - - For homeownership activities, the state must describe its resale or recapture guidelines that ensure the affordability of units acquired with HOME and/or American Dream Downpayment Initiative funds. See 24 CFR § 92.254(a)(4)

Tenant-Based Rental Assistance -- The state must describe how local market conditions led to the choice to the use of HOME funds for tenant based rental assistance program. If the tenant based rental assistance program provides a preference for a special needs group, that group must be identified in the consolidated plan as having an unmet need and show the preference is needed to narrow the gap in benefits and services received by that population.

Other Forms of Investment -- If a state intends to use other forms of investment other than those described in 24 CFR §92.205(b), the state must describe the other forms of investment.

Affirmative Marketing -- The state must describe the policy and procedures it will follow to meet the affirmative marketing and minority and women business outreach requirements as defined in 24 CFR § 92.350 and § 92.351, respectively.

Refinancing -- If a state intends to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds, it must state its financing guidelines required under 24 CFR 92.206(b)

American Dream Downpayment Initiative – If a state intends to use American Dream Downpayment Initiative (ADDI) funds to increase access to homeownership, it must provide the following information:

- (1) a description of the planned use of the ADDI funds;
- (2) a plan for conducting targeted outreach to residents and tenants of public and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide downpayment assistance for such residents, tenants, and families; and

(3) a description of the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

Specific ESG Submission Requirements:

The state must either include its written standards for providing Emergency Solutions Grant (ESG) assistance or describe its requirements for its 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(e)(2) and (e)(3).

For each area of the state in which a continuum of care has established a centralized or coordinated assessment system that meets HUD requirements, the state must describe that 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).

The state must identify its process for making subawards and a description of how the state intends to make its allocation available to units of general local government and private nonprofit organizations including community and faith-based organizations. The state must describe the performance standards for evaluating ESG activities.

The state must describe its consultation with each continuum of care in determining how to allocate ESG funds each program year; developing the performance standards for, and evaluating the outcomes of, projects and activities assisted by ESG funds; and developing funding, policies, and procedures for the administration and operation of the HMIS.

Specific HOPWA Submission Requirements:

HIV/AIDS Housing Goals -- States receiving HOPWA funds must identify method of selecting project sponsors (including providing full access to grassroots faith-based and other community organizations and annual goals for the number of households to be provided with housing through activities that provide short-term rent, mortgage and utility assistance payments to prevent homelessness of the individual or family, tenant-based rental assistance; and units provided in housing facilities that are being developed, leased or operated. For guidance that helps jurisdictions identify and track outputs and outcomes, see: <http://www.hud.gov/offices/cpd/aidshousing/programs/2006reportingreqs.cfm> .

Guidance

Impediments to Fair Housing Choice -- As part of the certification to affirmatively further fair housing, states were required to complete an analysis of impediments to fair housing choice and to take actions to overcome the effects of any impediments identified through that analysis. States are strongly encouraged to annually update their analysis of impediments and to include planned actions to overcome the effects of any impediments identified through that analysis in the annual action plan submission.

Regional Coordination – The State should describe actions taken to encourage coordination between and among the housing strategies of the state and jurisdictions within the state.

Sustainable Communities Initiative -- Does the strategy identify how the state plans to provide more

transportation choices, promote affordable housing, enhance economic competitiveness, support existing communities, coordinate policies and leverage investment, and value communities and neighborhoods?

Annual Updates -- States have the option to provide a brief narrative to update progress toward implementing items identified in the 3-5 year strategic plan or indicating there is no change in policies from a previous year. The state may also cross reference other sections of the consolidated plan or pages of other relevant documents.

APPENDIX A
CONSOLIDATED PLAN TABLES

Table 1 (Required)
Instructions for Housing, Homeless and Special Needs Populations

Housing Needs

Information in this table shall be based on data provided by HUD from the U.S. Census, as updated by any properly conducted local study, or any other reliable source that the state must clearly identify, and should reflect the required consultation with social service agencies regarding the housing needs of children, elderly persons, persons with disabilities, homeless persons, and other persons served by such agencies, and the citizen participation process. See <http://socds.huduser.org/scripts/odbic.exe/chas/index.htm> .

Homeless Population Instructions:

A state must provide a complete description of the source and methods used to generate the data, addressing where appropriate the following: (a) when the study was conducted; (b) who did the study; (c) the study's purposes; (d) geographical areas covered; (e) time period of data collection (e.g., one night, over a week's time); (f) locations included -- shelter-type facilities, service facilities, non-facility locations, such as streets, parks; and (g) corrections made for possible duplicate counting.

If the state is unsure about whether its counting methods meet HUD's standards, it may contact the local Office of Community Planning and Development.

Continuum of Care Housing Gap Analysis Chart:

This required chart represents the need for additional emergency, transitional housing and permanent supportive housing resources. The estimated unmet need is based upon the status of the inventory at a point-in-time (one-day) and takes into account both existing beds and funded new beds that are not yet ready for occupancy but are under development.

Current Inventory: Enter the number of existing beds currently serving the community. This includes only beds currently available for occupancy.

Under Development: Enter the number of funded beds not ready for occupancy but under development.

Unmet Need/Gap: Enter the number of beds determined to be the unmet need for each category.

Continuum of Care Homeless Population and Subpopulation Chart:

Completing Part 1: Homeless Population. This required chart must be completed using statistically reliable, unduplicated counts or estimates of homeless persons in sheltered and unsheltered locations at a one-day point in time. The counts must be from: **(A)** administrative records, **(N)** enumerations, **(S)** statistically reliable samples, or **(E)** estimates. The quality of the data presented in each box must be identified as: **(A), (N), (S) or (E)**.

Completing Part 2: Homeless Subpopulations. This must be completed using statistically reliable, unduplicated counts or estimates of homeless persons in sheltered and unsheltered locations at a one-day point in time. The numbers must be from: **(A)** administrative records, **(N)**

enumerations, **(S)** statistically reliable samples, or **(E)** estimates. The quality of the data presented in each box must be identified as: **(A), (N), (S) or (E)**.

Sheltered Homeless. Count 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 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 Homeless. Count adults, children and 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 car), 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.

Special Needs (Non-Homeless):

General Instructions. States should enter the number of persons in need of supportive housing only to the extent data are available. Data may be drawn from administrative record keeping, enumerations, statistically reliable samples, or other sources.

Line item instructions:

Elderly: Enter the estimated number of elderly persons in need of housing or housing and supportive services.

Frail Elderly: Enter the estimated number of frail elderly persons in need of housing or housing and supportive services.

Severe mental illness only: Enter the estimated number of severely mentally ill persons that are not homeless but need housing or housing and supportive services.

Developmentally disabled: Enter the estimated number of developmentally disabled persons that are not homeless but need housing or housing and supportive services.

Physically disabled: Enter the estimated number of physically disabled persons that are not homeless but need housing or housing and supportive services.

Alcohol/other drug addiction only: Enter the estimated number of persons with alcohol/other drug addiction that are not homeless but need housing or housing and supportive services.

HIV/AIDS: Enter the estimated number of persons with HIV/AIDS that are not homeless but

need housing or housing and supportive services.

Victims of Domestic Violence: Enter the estimated number of persons that are victims of domestic violence for which the state identifies the number of persons that are not homeless but need housing or housing and supportive services.

Other: Enter for any other category of special needs for which the state identifies the number of persons that are not homeless but need housing or housing and supportive services.

Table 2A (Required) Priority Housing Needs and Activities

General Instructions

This table is to be used to designate the priority to be given to each category of housing needs during the period of time designated in the strategic plan component of this document.

Part 1 -- Priority Housing Needs

The designation of a priority shall be based on data available from the U.S. Census, as updated by any properly conducted local study, or any other reliable source that the state must clearly identify, and should reflect the required consultation with social service agencies regarding the housing needs of children, elderly persons, persons with disabilities, homeless persons, and other persons served by such agencies, and the citizen participation process.

States are not required to indicate the level of the priority need. If the state chooses to indicate a priority level, enter the letter **H** (for High), **M** (for Medium), **L** (for Low), or **N** (for No Such Need) to signify the priority (if any) to be given to each category of residents or activities during the period of time designated in the strategic plan component of this document. If the following definitions of “high”, “medium”, or “low” are not used, please describe the manner in which the priorities for allocating investment are identified. For example, you can indicate a priority for allocating investments with a check mark, a “Y” for “Yes”, a “N” for “No”.

High priority: The state plans to use funds made available for activities that address this need during the period.

Medium priority: The state may use funds made available for activities to address this need during the period. Also, the state will take other actions to help this group locate other sources of funds.

Low priority: The state does not plan to use funds made available for activities to address this need during the period. The state will consider certifications of consistency for other entities' applications for Federal assistance.

No such need: The state finds there is no need or the state shows that this need is already substantially addressed.

0-30%: Subgroup with incomes of 0 to 30% of MFI for the area.

31-50%: Subgroup with incomes of 31 to 50% of MFI for the area.

51-80%: Subgroup with incomes of 51 to 80% of MFI for the area.

Small Related: A household of less than 5 persons which includes at least 2 related persons.

Large Related: A household of 5 or more persons which includes at least 2 related persons.

Elderly: A family in which the head of the household or spouse is at least 62 years of age.

All Other: A household of one or more persons that does not meet the definition of a Small Related household or a Large Related household, or an Elderly household.

Estimated Units: Enter the estimated number of households in need of assistance that the community considers a priority for the period of time designated in the strategic plan component of this document.

Part 2 -- Priority Special Needs (Non-Homeless)

The priority non-homeless special needs assessment shall be based on reliable data meeting HUD standards and should reflect the required consultation with social service agencies regarding the needs of the elderly, persons with disabilities and other categories of persons in need of housing or housing and supportive housing.

Priority Need Level: States are not required to indicate the level of the priority need. If the state chooses to indicate a priority level, enter the letter **H** (for High), **M** (for Medium), **L** (for Low), or **N** (for No Such Need) to signify the relative priority to be given to each category of activity during the period of time designated in the strategic plan component of this document. (See previous explanations)

Part 3 -- Priority Housing Activities (Optional)

Although this part of Table 2A is optional for states, the accompanying narrative dealing with priority housing activities is required.

For each of the activities in Part 3, the state is not required to indicate the level of the priority need. If the state chooses to indicate a priority level, enter the letter **H** (for High), **M** (for Medium), **L** (for Low), or **N** (for No Such Need) to signify the priority (if any) to be given to each category of residents or activities during the period of time designated in the strategic plan component of this document.

Table 2C (Optional) Summary of Specific Multi-Year Objectives

Specific Objective #: Identify each specific multi-year objective with a unique number. For example, DH-1.1, DH-1.2, DH-1.3 for specific objectives under the category that correspond with availability/accessibility of decent housing.

Specific Objectives: Identify the specific, measurable objective(s) under each general outcome/objective category. List specific objectives that are supported by the use of CPD formula grant funds separate from those that are not supported by the use of CPD formula grant funds. Each specific

objective developed to address a priority need, must be identified by number and contain proposed accomplishments and outcomes the state hopes to achieve in quantitative terms over a specific timeframe, or in other measurable terms as identified and defined by the state.

Sources of Funds: Identify the sources of funds that will be used to achieve the stated specific objective during the period covered by the strategic plan.

Performance Indicator: Enter the performance indicator that most closely describes the type of accomplishment and the most appropriate measure of that accomplishment. The performance should be a reasonable projection of what will be accomplished during the period designated for the specific objective.

Expected Number: Enter the number of the item indicated under Performance Indicator that the state expected to be completed during the period designated for the objective. (The program funds providing the benefit(s) may be from any funding year or combined funding years.)

Actual Number: Enter the number of the item indicated under Performance Indicator that the state actually completed during the time period of time designated for the objective. (This is for performance reporting purposes.)

Percent Completed: Identify the percent of the goal completed.

Table 3A (Optional) Summary of Specific Annual Objectives

Specific Objective #: Identify each specific annual objective with a unique number. For example, DH-1.1, DH-1.2, DH-1.3 for specific annual objectives under the category that corresponds with availability/accessibility of affordable housing.

Sources of Funding: Identify the sources of funding that will be used to achieve the stated specific objective during the program year.

Specific Annual Objectives: Identify the specific, measurable annual objective that corresponds with the specific objectives in the strategic plan under each outcome/objective category. List specific annual objectives that are supported by the use of CPD formula grant funds separate from those that are not supported by the use of CPD formula grant funds. Each specific annual objective developed to address a priority need, must be identified by number and contain proposed accomplishments and annual program year numeric goals the state hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the state.

Performance Indicator: Enter the performance indicator that most closely describes the type of accomplishment and the most appropriate measure of that accomplishment. The performance should be a reasonable projection of what will be accomplished during the program year.

Expected Number: Enter the annual number of the item indicated under Performance Indicator that the state expected to be completed during the twelve month period covered by the action plan. (The program funds providing the benefit(s) may be from any funding year or combined funding years.)

Actual Number: Enter the annual number of the item indicated under Performance Indicator that the state actually completed at the end of the annual program year. (This is for performance reporting purposes.)

Percent Completed: Identify the percent of the goal completed.

Table 3B (Optional)
Annual Affordable Housing Goals

Resources used during the period: Enter a “X” in the cells that correspond with the source or sources of formula grant funds made available to the state that will be used for the various categories of households and the acquisition of existing units, production of new units, rehabilitation of existing units, construction of new, rental assistance, and homeownership assistance, and other activities as appropriate during the period of time designated in the action plan portion of this document.

Annual Affordable Housing Goals (Sec. 215)

Annual Affordable Rental Housing Goals (Sec. 215): Enter the expected number of households the state hopes to serve by the acquisition of existing units, production of new units, rehabilitation of existing units, and rental assistance during the period of time designated in the action plan portion of this document with funds made available by HUD to the state.

Total Section 215 Affordable Renter: Enter the total number of renter households to whom the state will provide affordable rental housing meeting the Section 215 criteria during the period designated in the action plan portion of this document using funds made available to the state.

Annual Affordable Owner Housing Goals (Sec. 215): Enter the expected number of households the state hopes to serve by the acquisition of existing units, production of new units, rehabilitation of existing units, and homebuyer assistance during the period of time designated in the action plan portion of this document with funds made available by HUD to the state.

Total Sec. 215 Affordable Owner: Enter the total number of owner households to whom the state will provide affordable homeownership housing meeting the Section 215 criteria during the period of time designated in the action plan portion of this document using funds made available to the state.

Annual Affordable Housing Goals (Sec. 215)

Enter the expected number of households the state hopes to serve by the acquisition of existing units, production of new units, rehabilitation of existing units, rental assistance and homebuyer assistance during the period of time designated in the action plan portion of this document with funds made available by HUD to the state.

Total Section 215 Affordable Housing: Enter the total number of households to whom the state will provide affordable housing meeting the Section 215 criteria during the period of time designated in the action portion of this document using funds made available to the state.

Homeless Households: Enter the total number of homeless households to whom the state will provide affordable housing meeting the Section 215 criteria during the period of time designated in the action plan portion of this document.

Non-Homeless Households: Enter the total number of non-homeless households to whom the state will provide affordable housing meeting the Section 215 criteria during the period of time designated in the action plan portion of this document.

Special Needs Households: Enter the total number of special needs households to whom the state will provide affordable housing meeting the Section 215 criteria during the period of time designated in the action plan portion of this document.

Annual Housing Goals

Total Annual Rental Housing Goal: Enter the total number of rental households to be assisted with completed housing units that are considered affordable (using local definitions of affordability) during the period of time designated in the action plan portion of this document.

Total Annual Owner Housing Goal: Enter the total number of owner households to be assisted with completed housing units that are considered affordable (using local definitions of affordability) during the period of time designated in the action plan portion of this document.

Total Annual Housing Goal: Enter the total number of households to be assisted with completed housing units that are considered affordable (using local definitions of affordability) during the period of time designated in the action plan portion of this document.

Table 3C (Optional) Annual Action Plan -- Planned Project Results

Instructions: Identify the objective, outcomes, and measurable indicators of the activities that the state plans to work on in the coming year. States should also include progress made towards the 5-year goals in a narrative format. (The program funds providing the benefit(s) may be from any funding year or combined funding years.)

Objective and Outcome: Identify the outcome and objective category in accordance with the Federal Register Notice dated March 7, 2006, i.e., general objective category (decent housing, suitable living environment, economic opportunity) and general outcome category (availability/accessibility, affordability, sustainability).

Performance Indicators: Identify the applicable specific indicator from HUD's performance measurement system. See the Federal Register Notice dated March 7, 2006 on Outcome Performance Measurement Systems for Community Planning and Development Formula Grant Programs for examples of specific outcome indicators.

Expected Number: Identify or describe, in numerical terms, the direct products of a program's activities for the applicable performance indicator that are expected to be completed during the twelve month period covered by the action plan.

Activity Description: A general list of planned activities to be carried out in the coming year. For the CDBG Program, the "Activity Description" should include the categories to which states will apportion funds.