



Housing Trust Fund

eCon Planning Suite FAQs – 8/11/2016

Q1: Do I need to submit the Consolidated Plan amendment prior to starting the 2016 Annual Action Plan amendment?

A1: Grantees must first complete all edits to the amended Strategic Plan prior to starting the 2016 Annual Action Plan. However, grantees do not need to wait for the amended Consolidated Plan to be marked as “Review Completed” to start the amended Action Plan.

1. To create the Consolidated Plan amendment, click “Search” under the Consolidated Plan sub-menu.



2. Make note of the Version and Year of the Consolidated Plan you would like to copy.

<input type="text"/> Search <input type="button" value="Reset"/>					
Results Page 1 of 1					
Grantee Name	State	Year	Version	Title	Status
KANSAS	KS	2014	1.0	Consolidated Plan and Annual Action Plan	Review Completed

3. Click “Copy” under the Consolidated Plan sub-menu.





4. Enter the information for the Source and New Consolidated Plan. Indicate if the Amendment is “Substantial” or “Minor.” When completed, click “Copy.”

Copy | Cancel

Source Consolidated Plan's Start Year: *

Source Consolidated Plan's Version: *

New Consolidated Plan's Start Year: *

New Consolidated Plan's End Year: *

New Consolidated Plan's Version: *

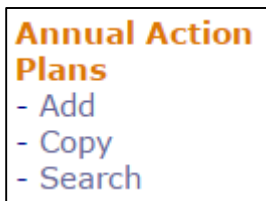
If Amendment: *

5. Make all amendments in the copied plan. You can change the title of the Consolidated Plan on the AD-25 screen.

Q2: If I have already started my 2016 Action Plan prior to amending my Consolidated Plan to include HTF, do I need to create a new Action Plan for HTF?

A2: Yes, if you created your 2016 AAP prior to amending your Consolidated Plan to include HTF, you will need to create a new AAP that is associated with the amended Consolidated Plan. You can manually cut and paste the information from your original 2016 AAP into the amended 2016 AAP to save time and effort.

1. To create the new 2016 AAP, click “Add” under the Annual Action Plan sub-menu.





2. Complete the AD-26 Screen for the Action Plan.

AD-26 Administration of the Annual Action Plan

Save | Cancel

AAP Program Year:*

AAP Title:*

AAP Plan Version:*

If Amendment:

Programs included:* CDBG
 HOME
 ESG
 HOPWA

Is this Annual Action Plan associated with a Consolidated Plan?*

Associate with ConPlan

3. Click "Associate with ConPlan."

4. Search for and select the amended Consolidated Plan to be associated with the 2016 AAP.

Search | Reset

Results Page 1 of 1

Select	Grantee Name	State	Year	Version	Title
<input type="radio"/>	KANSAS	KS	2014	1.0	Consolidated Plan and Annual Action Plan



5. The AD-26 screen will list the amended Consolidated Plan as the Associated Consolidated Plan. Click “Save” to complete the AAP set-up.

Consolidated Plan Consolidated Plan and
Title: Annual Action Plan

Consolidated Plan 2014
Beginning Year:

Consolidated Plan 2018
Ending Year:

Consolidated Plan 2.0
Version:

|

6. Use this version for the 2016 AAP. If you have already started a 2016 AAP, you can manually copy and paste content from the draft AAP into this version associated with the amended Consolidated Plan.

Q3: Do I need to submit both my Consolidated Plan and Action Plan to include my HTF Allocation Plan by August 16, 2016 or just the Consolidated Plan?

A3: All grantees must submit an Action Plan by August 16, 2016. However, any amendments to an already submitted or approved Action Plan (to include the HTF) do not need to be submitted by August 16. However, such submissions would be considered substantially incomplete, so the State must complete those amendments as soon as possible in order to avoid rejection of its HTF Allocation Plan and delay in receiving its HTF grant.

Q4: Does HUD need to approve my Consolidated Plan amendment before I can start my Action Plan amendment? I am concerned I won't make the August 16th deadline if this is the case?

A4: No, once you have created your Consolidated Plan amendment in IDIS, even if the Status is “Open in Progress” or “Submitted for Review,” you can create your Action Plan amendment in IDIS. Be sure that the amended Action Plan is associated with the amended Consolidated Plan by following the steps in Question 1.

Q5: Can I get a waiver for the HTF Allocation Plan submission deadline of August 16, 2016?



A5: Yes. States that cannot submit their HTF Allocation Plans by August 16, 2016 may request a waiver by following the same protocol used for requesting waivers for their other formula programs. The request must provide justification for a waiver of the August 16, 2016 submission date and propose a reasonable timeframe for when the HTF Allocation Plan will be submitted to HUD. The grantee must make the waiver request to the local HUD CPD Field Office. This waiver would only cover the HTF Allocation Plan portion of the Action Plan.

Q6: Can I submit my HTF Allocation Plan as a draft to get feedback or must it be submitted in final format?

A6: The State should contact the local HUD CPD Field Office to make this request.

Q7: What elements of the Consolidated Plan and Action Plan must be amended?

A7: Grantees should review the Sample Grantee Allocation Form posted on the HUD Exchange (<https://www.hudexchange.info/resource/5037/housing-trust-fund-allocation-plan-sample-form/>)

Q8: Will the status of my 2015 CAPER impact whether or when I can submit my 2016 HTF Consolidated Plan and Action Plan amendment?

A8: No. Whether you have submitted the CAPER or not, or whether it has been reviewed or approved will have no impact on whether or how you can submit your Consolidated Plan and Action Plan amendments.