



*Housing Trust Fund
Allocation Plan Guide
2016*



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I. GENERAL INFORMATION

HTF Allocation Plan

The Housing Trust Fund (HTF) Interim Rule (24 CFR Part 93) made the consolidated plan regulations at 24 CFR Part 91 applicable to the HTF. As a result, an HTF grantee (i.e., a State) must include HTF in its citizen participation plan (§ 91.115), strategic plan (§ 91.315), and annual action plan (§ 91.320). In addition, the State must submit to HUD for review and approval an HTF allocation plan with its annual action plan (§ 91.320(k)(5)). Also, as required in § 91.10, the HTF program must be administered by the State on the same program year it established for all grant programs covered by the consolidated plan.

The HTF allocation plan is an annual submission to HUD that describes how the State will distribute the HTF funds, including how it will use the funds to address its priority housing needs. The allocation plan also describes what activities may be undertaken with HTF funds and how recipients and projects will be selected.

Submission Requirement

HUD Notice CPD 12-009 requires a State submitting a consolidated plan on or after November 15, 2012 to use the eCon Planning Suite in IDIS to submit this plan and all subsequent consolidated plans, annual action plans, and consolidated annual performance and evaluations reports (CAPERs). However, the eCon Planning Suite does not currently contain the data fields to accommodate the HTF allocation plan. As a result, HUD developed this guide to assist the State in submitting the HTF allocation plan. The State may opt to use this sample form or to submit its allocation plan in a different format, provided that all required elements are addressed. Please visit the HTF website, www.hudexchange.info/htf for more guidance on the HTF program and HUD Notice CPD 16-07 *Guidance for HTF Grantees on Fiscal Year 2016 Housing Trust Fund (HTF) Allocation Plans* for more information on HTF allocation plans. This guide also contains a list of HTF and eCon Planning Suite resources that the State should reference before developing and submitting its HTF allocation plan. The State should also consult the *Con Plan Quick Guide: Amending a Consolidated Plan and Action Plan* for assistance on amending its consolidated plan and action plan.

Deadline

The State must submit an HTF allocation plan and make any amendments to its consolidated plan no later than **August 16, 2016**. Please note that some of the HTF allocation plan requirements will be completed in eCon Planning Suite in IDIS and the rest will be submitted as a Word document or PDF file to HUD. For 2016, the HTF allocation

plan must be submitted to both the local HUD CPD Field Office and to HUD's Office of Affordable Housing Programs at htf@hud.gov.

Review Period

The 45 day review period begins when (a) HUD receives the Standard Form 424 and certifications or email notification that the consolidated plan has been submitted in IDIS (for new action plans) or (b) HUD receives the Standard Form 424 and certifications or email notification that an amended action plan has been submitted in IDIS. The State should also complete and submit a Standard Form 1199A- Direct Deposit Sign up Form for deposit of its HTF grant funds.

Approval Process

The HTF allocation plan will be deemed approved 45 days after HUD receives the plan, unless HUD notifies the State that the plan is disapproved before expiration of the review period. Please note, if a State intends to use HTF funds to assist first-time homebuyers, it must set forth the guidelines for resale and recapture, and obtain HUD's specific, written approval, as required in § 93.304(f), separate and apart from the approval of the HTF allocation plan. The requirements for resale and recapture guidelines are the same as the HOME Program resale and recapture requirements, except for the income targeting requirements.

Need Assistance?

For assistance with the HTF allocation plan, the State should contact the local HUD CPD Field Office and/or send its question(s) to the HTF mailbox at htf@hud.gov. For assistance with the eCon Planning Suite in IDIS, the State should contact Ask A Question on the HUD Exchange website at <https://www.hudexchange.info/get-assistance/my-question/>.

II. GRANTEE INFORMATION

State:

South Carolina

FY 2016 HTF Allocation Amount:

\$3,000,000

III. CONSOLIDATED PLAN REQUIREMENTS

Citizen Participation Plan

The consolidated plan regulation at § 91.115 requires the State to include HTF in its citizen participation plan. Essentially, before adopting a consolidated plan, the State is required to adopt a citizen participation plan that describes the process for providing and encouraging citizens to participate in the development of the consolidated plan, the amendments to the consolidated plan and the performance report (CAPERS). For the purposes of HTF, the State is required to make the following information available to the public:

- the amount of HTF assistance the State expects to receive,
- the range of activities the State may undertake, including the estimated amount that will benefit extremely low-income households, and
- the State's plans to minimize displacement of persons and to assist any persons displaced.

If the State already conducted its citizen participation and included HTF in any citizen participation it performed for the other HUD formula grant programs, then the State does not need to conduct additional citizen participation for HTF. If the State has not yet conducted citizen participation or did not include HTF in the citizen participation it performed for other HUD formula grant programs, then it must conduct citizen participation to include HTF as part of its consolidated plan.

Consolidated Plan Screen(s) To Revise

The following screen in the eCon Planning Suite consolidated plan template in IDIS must be revised to include HTF.

- ES-05 / AP-05 Executive Summary:** § 91.320(b)- The Executive Summary includes seven narratives: (1) Introduction; (2) Summary of Objectives and Outcomes; (3) Evaluation of Past Performance; (4) Summary of the Citizen Participation and Consultation Process; (5) Summary of Public Comments; (6) Summary of Comments Not Accepted; (7) Summary.

- ☒ **PR-15 Citizen Participation:** § 91.115 and § 91.300(c)- revise this screen to provide a summary of the citizen participation efforts made for HTF, including efforts to broaden public participation, a summary of citizen comments or views on the plan, and a written explanation of comments not accepted and the reasons why these comments were not accepted.

IV. STRATEGIC PLAN REQUIREMENTS

The State must amend the affordable housing section of the strategic plan to include specific objectives that describe proposed accomplishments the State hopes to achieve and must specify the number of extremely low-income families to which the State will provide affordable housing to (homeownership- § 93.302; rental- § 93.304) over a specific period of time. The State can complete this requirement by including HTF on the **SP-45 Goals screen**.

Note: Directions on how to amend a plan are included at the end of this document.

Reminder: 100 percent of FY 2016 HTF funds must benefit extremely low-income households; a minimum of 80 percent must be used for rental housing; up to 10 percent may be used for homeownership housing; up to 10 percent may be used for administrative costs.

Strategic Plan Screen(s) To Revise

In addition to updating the affordable housing section of the strategic plan, the following screens in the eCon Planning Suite consolidated plan template in IDIS must be revised to include HTF.

- ☒ **SP-10 Geographic Priorities:** § 91.315(a)(1)- revise this screen to discuss how investments are allocated geographically.
- ☒ **SP-25 Priority Needs:** § 91.315(a)(2)- revise this screen to indicate the general priorities for allocating investment of available resources among different needs.
- ☒ **SP-30 Influence of Market Conditions:** § 93.315(b)- revise this screen to describe how the characteristics of the housing market influenced the State's decisions regarding allocation priorities among the types of housing assistance.
- ☒ **SP-35 Anticipated Resources:** § 91.315(a)(4); § 91.320(c)(1) and (2)- revise this screen to identify the federal, state, local, and private resources expected to be available to the State to address priority needs and specific objectives identified in the strategic plan. Specifically, the State should add a program to this screen by

selecting “Add” in the *Action* column. This will open the **SP-36 Add Anticipated Resource** screen. The State should select “Other” in the *Anticipated Resource* field and enter “Housing Trust Fund” in the *Other Funding Source* field. The State should also select the “public - federal” radio button in the “Source” field and complete the rest of the fields on this screen for its HTF program.

- ☒ **SP-45 Goals:** § 91.315(a)(4) and § 91.315 (b)(2)- revise this screen to summarize the State’s priorities and the specific goals it intends to initiate and/or complete within the term of the strategic plan. The State must also ensure its five year goals include any accomplishments due to HTF funds and must also enter the number of extremely low-income families to which the State will provide assistance with its HTF funds.

V. ANNUAL ACTION PLAN REQUIREMENTS

The State must include HTF in its annual action plan or amend the plan to include HTF information as required in § 93.320(k)(5). The action plan must include an HTF allocation plan that describes the distribution of HTF funds, and establishes the application requirements and selection criteria of applications submitted by eligible recipients that meet the State’s priority housing needs.

Annual Action Plan Screen(s) To Revise

The following screens in the eCon Planning Suite consolidated plan template in IDIS must be revised to include HTF.

- ☒ **AP-15 Expected Resources:** § 91.320(c)(1) and (2)- revise this screen to provide a concise summary of the federal resources expected to be available. The HTF resources added to the **SP-35 Anticipated Resources** screen will carry over to this screen.
- ☒ **AP-20 Annual Goals and Objectives:** § 91.320(c)(3) and (e)- revise this screen to summarize the specific goals the State intends to initiate and/or complete within the term of the program year. Any HTF related goals and objectives entered on the **SP-45 Goals** screen will carry over to this screen.
- ☒ **AP-25 Allocation Priorities:** § 91.320(d)- revise this screen to describe the reasons for the State’s allocation priorities and how the proposed distribution of funds will address the priority needs and goals of the strategic plan.

- ☒ **AP-30 Method of Distribution:** § 91.320(d) and (k5)- revise this screen to include a description of its method(s) for distribution for the “Other – Housing Trust Fund” selection based on the entry made on the **SP-35 Anticipated Resources** screen.
- ☒ **AP-50 Geographic Distribution:** § 91.320(f)- revise this screen to describe the geographic areas of the state in which it will direct assistance during the ensuing program year and provide rationale for its priorities in allocating investment geographically.
- ☒ **AP-55 Affordable Housing:** § 91.320(g)- revise this screen to specify goals for the number of homeless, non-homeless, and special needs households to be provided affordable housing within the program year.
- ☒ **AP-65 Homeless and Other Special Needs Activities:** § 91.320(h)- revise this screen to describe how HTF will help to address the State’s one-year goals and actions for reducing and ending homelessness, if applicable.
- ☒ **AP-75 Barriers to Affordable Housing:** § 91.320(i)- revise this screen to describe how HTF will help with any actions the State’s will take during the next year to reduce barriers to affordable housing, if applicable.
- ☒ **AP-85 Other Actions:** § 91.320(j)- revise this screen to describe how HTF will help with any actions the State will take during the next year to carry out the following strategies outlined in the consolidated plan:
 - Foster and maintain affordable housing;
 - Evaluate and reduce lead-based paint hazards;
 - Reduce the number of poverty-level families;
 - Develop institutional structure; and
 - Enhance coordination.

In addition, the State must identify obstacles to meeting underserved needs and propose actions to overcome those obstacles using HTF funds, if applicable.

HTF Funding Priorities-§ 91.320(k)(5)(i)

The State is responsible for distributing HTF funds throughout the State according to its housing priority needs. In addition to revising the **AP- 30 Method of Distribution** screen in IDIS, the State must respond to the following questions.

1. Will the State distribute HTF funds through grants to subgrantees? If yes, describe the method for distributing HTF funds through grants to subgrantees and how the State will make those funds available to units of general local governments. If no, state N/A. Please attach response if you need additional space.

The State will not distribute HTF funds through subgrantees.

2. Will the State distribute HTF funds by selecting applications submitted by eligible recipients? If yes, describe the eligibility requirements for applicants as defined in § 93.2- definition of recipient. If no, state N/A. Please attach response if you need additional space.

Yes. A recipient can be an organization, agency, or other entity (including a public housing agency, or a for-profit entity or nonprofit entity) that is awarded NHTF funding from the Authority as an owner or owner/developer and completes a NHTF project. Eligible recipients for NHTF funding must meet minimum qualification and demonstrate proficiency as developers and asset managers. Therefore, the NHTF application will provide evidence that eligible recipients at a minimum:

- (1) Will comply with the requirements of the NHTF program during the entire affordability period and all NHTF-assisted units will remain in compliance with the requirements of the NHTF program during the entire affordability period. Applicants will certify to such in the NHTF application. If awarded recipients will certify to such within the National Housing Trust Fund Funding Agreement
- (2) Demonstrate the financial capacity necessary to undertake, complete, and manage a NHTF proposed project by providing the following:
 - a. Financial statements that have been compiled, reviewed or audited by an independent CPA licensed by the South Carolina Board of Accountancy.
 - b. Financial statements that include a balance sheet dated on or after December 31, 2015.
 - c. A minimum of unrestricted liquid assets of \$100,000 and a minimum net worth of \$200,000.
 - i. The Authority defines liquid assets as cash, cash equivalents, and investments held in the name of the entities and/or persons, including cash in bank accounts, money market funds, U.S. Treasury bills, and equities traded on the New York Stock Exchange or NASDAQ. Certain cash and investments will not be considered liquid assets, including, but not limited to: 1) stock held in the applicant's own company or any closely held entity, 2) investments in retirement accounts, 3) cash or investments pledged as collateral for any liability, and 4) cash in property accounts including reserves.
 - ii. All liquid assets must be identified in the submitted financial statement.
 - iii. The Authority reserves the right to verify information in the financial statements and all financial capacity statements made by applicants, lenders, accountants, and others. If false statements are found to have been made at any point in time, all entities and/or persons associated with the application may be debarred from all Authority programs for three (3) years.
 - (3) Have familiarity and understanding of Federal, state, and local housing programs to ensure compliance with all applicable program requirements and regulations. Applicants must have a minimum of three (3) full time staff members, which are not volunteers, who have successfully participated in and completed Federal grant housing programs. Applicants must have a designated Program Administrator on staff that will be responsible for the coordination of the NHTF-assisted project (i.e. project implementation through project completion). Applicants that have been debarred or are not in good standing with all Authority and U.S. Department of Housing and Urban Development programs are not eligible recipients.
 - (4) Have demonstrated experience and capacity to conduct an eligible NHTF activity as evidenced by the ability to own, construct, or rehabilitate, AND manage and operate an affordable multifamily rental housing development. Applicants must have experience in the last ten (10) years of successfully developing at least two (2) multifamily rental developments of at least four (4) units each or one (1) multifamily rental development with at least eight (8) units. Successfully developing means coordinating the development team in planning, financing and constructing a development through the receipt of Certificates of Occupancy and reaching stabilized occupancy. If the Applicant has not managed such properties they may hire a management company with previous experience managing developments that adhere to strict Federal, state, or local occupancy regulations. The management company must be hired for the initial two (2) years after stabilized occupancy.

3. Will the State distribute HTF funds by selecting application submitted by eligible recipients? If yes, describe all the criteria that will be used to select applications and the relative importance of these criteria. At a minimum, as required in § 91.320(k)(5)(i), the selection criteria must include:

- Priority based upon geographic diversity
- Applicant's ability to obligate HTF funds
- Applicant's ability to undertake eligible activities in a timely manner
- For rental housing, the extent to which the project has Federal, State or local project-based rental assistance so rents are affordable to extremely low-income families
- For rental housing, the duration of the units' affordability period
- The merits of the application in meeting the State's priority housing needs (please describe)
- The extent to which application makes use of non-federal funding sources
- Other (please describe). Please attach response if you need additional space.

Yes. Selection criteria which will not earn points but are minimum requirements:

1) Priority based upon geographic diversity as defined by a state's consolidated plan - According to the 2016-2020 South Carolina State Consolidated Plan for Housing and Community Development, there are no specified geographic priorities or regional targeting of funds as it pertains to HUD programs, with the exception of the HOPWA program. As such, NHTF will be available statewide to the highest ranked applications until all NHTF funds are exhausted.

2) Applicant's ability to obligate NHTF funds - An eligible recipient must have demonstrated experience and capacity to conduct an eligible NHTF activity as evidenced by the ability to own, construct, or rehabilitate, AND manage and operate an affordable multifamily rental housing development. Applicants must have experience in the last ten (10) years of successfully developing at least two (2) multifamily rental developments of at least four (4) units each or one (1) multifamily rental development with at least eight (8) units. Successfully developing means coordinating the development team in planning, financing and constructing a development through the receipt of Certificates of Occupancy and reaching stabilized occupancy. If the Applicant has not managed such properties they may hire a management company with previous experience managing developments that adhere to strict Federal, state, or local occupancy regulations. The management company must be hired for the initial two (2) years after stabilized occupancy.

3) Applicant's ability to undertake eligible activities in a timely manner - An eligible recipient must have familiarity and understanding of Federal, state, and local housing programs to ensure compliance with all applicable program requirements and regulations. Applicants must have a minimum of three (3) full time staff members, which are not volunteers, who have successfully participated in and completed Federal housing program grants. Successful Applicants must have a designated Program Administrator on staff that will be responsible for the coordination of any project (i.e. project implementation through project completion).

4) The merits of the application in meeting the State's priority housing needs - South Carolina's priority housing needs listed in the State's Consolidated plan are:

- a. Improve affordable housing opportunities statewide, particularly rental housing.
- b. Support of transitional and supportive housing facilities for people with disabilities, HIV/AIDS,

- and other special needs.
- c. Preservation of affordable housing.
- d. Identify additional sources for rental assistance.
- e. Homeless prevention and rapid re-housing.

Each application must address at least one of the above priority housing needs. As designed, South Carolina's NHTF program will be available to new construction affordable rental housing units only. As such, all applications will meet the first listed priority; a. Improve affordable housing opportunities statewide, particularly rental housing. Depending on the variety of applications submitted, additional priority housing needs may also be addressed with the exception of item c. Preservation of affordable housing. It is anticipated that rehabilitation of affordable housing will be available through South Carolina's NHTF program next year and subsequent years.

5) Eligible activities are new construction, or reconstruction for non-luxury, site-specific rental housing, serving households at or below 30 percent of the area median income or households below the poverty line, whichever is greater, with suitable amenities.

6) Financial Commitments - An original executed letter, contract, or agreement from each funding source verifying that an NHTF Applicant has firm commitments for the project must be provided. Such a commitment must include: (a) the amount of funds being provided; (b) any conditions for receiving the funds; (c) expiration of the funds or a time frame in which the funds must be spent; (d) whether the funds are being provided as a loan or grant; and (e) the term and interest rate, if applicable, for the funds.

7) A Market Study or Market Study Needs Assessment Report prepared by an Authority approved third party market study provider must be submitted with an NHTF application to ensure there is adequate demand for the proposed project. Proposals with twelve (12) or fewer units must submit a Market Study Needs Assessment Report. Applications with thirteen (13) or more units must submit a Market Study. Market assessments cannot be more than six (6) months old of application submission.

When applications are received, all will be reviewed for the above minimum requirements. Applications not meeting the minimum requirements will be disqualified, all other applications will be reviewed and scored and ranked using the following point criteria:

1) For rental housing, the extent to which the project has Federal, State or local project-based rental assistance (PBRA) so rents are affordable to extremely low-income households - Points will be awarded for the percentage of PBRA provided to a project. A signed conditional commitment from the appropriate official regarding PBRA is required to obtain points. Points will be awarded as follows:

- | | |
|-----------------------------------|----------|
| a. 51% and up project based units | 3 points |
| b. 21% - 50% project based units | 2 points |
| c. Up to 20% project based units | 1 point |

2) For rental housing, the duration of the units' affordability period - Two (2) points will be given to those applications voluntarily adding five years or more to the affordability commitment beyond the required 30-year period.

3) The extent to which an application makes use of non-federal funding sources - Points will be awarded to applications which have committed funding sources which are non-federal and non-Authority. If applicable, the appraised value of land that has been owned by the Applicant for less than one year can be used as a non-federal leveraged funding source.

- | | |
|---|----------|
| a. 5% up to 10% of total sources comprised of non-federal and non-Authority funds | 1 point |
| b. 10% up to 20% of total sources comprised of non-federal and non-Authority funds | 2 points |
| c. 21% and higher of total sources comprised of non-federal and non-Authority funds | 3 points |

4) Site and Neighborhood Characteristics - Points will be awarded/assessed for services/detrimental site characteristics in certain distances from the site as indicated below:

- a. Full service grocery store within one (1) mile 4 points
- b. Three (3) points for each service listed below located within two (2) miles for a maximum of 12 points:
 - i. Full Service Grocery Store
 - ii. Pharmacy or Drug Store
 - iii. Convenience store AND gas station
 - iv. Public park or playground
- c. Sites within one-half (1/2) mile of an operating commercial beef/hog/chicken/turkey farm or processing plant; one-quarter (1/4) mile of adult video/entertainment venue/club/store; and/or one-quarter (1/4) mile of a sewage treatment plant. -1 point each for a possible total of -3 points

5) Negative performance issues in connection with any Authority administered programs - Negative points will be assessed based on the Applicant's previous five (5) years of performance with any of the Authority's programs.

- a. Applicant was suspended for any length of time. -4 points
- b. Awarded funds were de-obligated or rescinded by the Authority for lack of progress or an inability to complete a project. -2 points

6) Project Readiness Points

- a. Demonstrating site control – A copy of the recorded deed in the Applicant's name 2 points
- b. Utility tie-ins are accessible and within 350 feet of the proposed site as evidenced by a letter from the applicable water and sewer provider(s). 2 points
- c. Projects proposing redevelopment of one Authority funded NSP1 land banked parcel 4 points
OR more than one Authority funded NSP1 land banked parcel 6 points

7) Development Design Points

- a. Architectural style anti-fungal roof shingles warranted for a minimum of thirty (30) years. 8 points
- b. Attic insulation rated R-38 or higher. 3 Points
- c. Energy Star rated HVAC systems (15 SEER or greater) in all units. 5 points
- d. Underground utilities (gas/electric, cable and phone) throughout the project site. 2 points
- e. All units contain Energy Star ceiling fans with light fixture in the living room and all bedrooms; each fan and each light must connect to wall switches. 5 points
- f. Full size Energy Star refrigerator, with ice maker, having a minimum size of 18 cubic feet. 5 points
- g. Energy Star rated dishwasher in all units. 3 points
- h. Over the range mounted microwave oven, with re-circulating fan, in all units. 4 points
- i. All units must have a Range Queen, Fire Stop, Auto Stop or comparable extinguishing system over the stove. 3 points
- j. Provide an easily-accessible area that serves the entire project and is dedicated to the collection and storage of non-hazardous material for recycling, to include paper, corrugated cardboard, glass, plastics, and metals. Property management is responsible for ensuring proper disposal and removal of the recyclables. For scattered site projects, provide a letter from the City/County stating that individual recycle bins will be provided to each house, duplex, or townhouse. 1 point
- k. Energy Star rated windows in all units. 8 points
- l. Landscaping - Projects using native drought resistance plantings, preserving and protecting existing trees during construction. An Architect certified landscape plan should be submitted listing the new plantings and marking the existing trees that indicates (1) the location of all existing plantings and the proposed location of all new planting areas; and (2) a list of all plants to be added, to include both the common and botanical name of the plants. 2 points
- m. Toilets with 1.6 gallons or less per flush, shower heads at 2.0 GPM or less, and bath and kitchen faucets at 2.0 GPM or less in all units. 2 points

Additional Selection Criteria which, if not submitted with the initial application, can be cured within ten (10) business days:

1) Appraisal Requirements: The Authority requires appraisals for all NHTF proposals.

- a. An appraisal, dated no more than six (6) months prior to the date an application is signed, is required.
- b. Appraisers must be licensed by the South Carolina Real Estate Appraisers Board on a permanent, non-temporary basis. Additionally, appraisers must have a State Certified General Real Property

Appraiser's license or State Certified Residential Real Property Appraiser's license, whichever is appropriate for the property being appraised.

c. Appraisers must identify the Authority as an authorized user of the appraisal, noting that the Authority may rely on the representations made therein. Additionally, the Authority reserves the right to convey a copy of the appraisal to third parties, assigns and pertinent parties involved in the contemplated allocation of tax credits.

d. Appraisals must be prepared in conformance with the Uniform Standards of Professional Appraisal Practice (USPAP) published by the Appraisal Foundation and with title XI of the Federal Finance Reform, Recovery and Enforcement Act of 1989 (FIRREA).

e. For rehabilitation developments, appraisals must represent the income approach. For new construction developments, containing only vacant land, appraisals must use the market data approach.

f. Comparable properties must be located in the proposal's sub-market. If an appraiser chooses comparable properties outside of the sub-market, the appraiser must also include a detailed description of every comparable located closer to the proposal and a list detailing why each was not chosen as a comparable. Regardless, comparable must be located in the proposal's home county or in extreme instances, an adjacent county.

g. If the appraisal does not substantiate the purchase price submitted in the NHTF application the Authority may decrease the amount proposed in the application to match the appraised value. Developments not meeting minimum underwriting requirements or found to be financially infeasible as a result of this reduction will be disqualified.

h. If the Authority deems the appraised value of a proposal to be unusual or excessive, a separate appraiser will be hired by the Authority, at the applicant's expense, to prepare a second appraisal.

2) Applicants for NHTF funding must have Site Control of any proposed site.

a. All Applicants must provide an option, sales contract or a warranty deed in the name of the Applicant for the proposed project site.

i. Applicants are allowed to enter into options and sales contracts for property prior to the completion of an environmental review if, and only if, the option or sales contract is conditional in nature so as not to provide legal claim to any amount of HOME funds to be used for the specific project or site until the environmental review process is satisfactorily completed.

ii. For all projects requesting NHTF funds, the following language must be included in any purchase option, purchase contract, or long term lease or included as an executed addendum attached to one of these documents and dated on or before April 4, 2016, "Notwithstanding any provision of this Agreement, if U.S. Department of Housing and Urban Development (HUD) funds are used, including, but not limited to NHTF funds, the parties agree and acknowledge that this Agreement does not constitute a commitment of funds or site approval, and that such commitment of funds or approval may occur only upon satisfactory completion of an environmental review and receipt of a release of funds notice from the U.S. Dept. of HUD under 24 CFR Part 58. The parties further agree that the provision of any federal funds to the project is conditioned on the determination to proceed with, modify or cancel the project based on the results of a subsequent environmental review. If no HUD funds are utilized in regard to this property, this provision shall be considered null and void."

iii. *Notice to Seller for the Acquisition of Property with Federal Funds* is required. It must be initiated at the time of the option or contract and must be submitted with the application.

3) Letter from the City/County verifying that a site as existing is appropriately zoned and allowed for a proposed development.

4) Financial Terms and conditions are as follows:

a. The total maximum award amount per project is up to \$700,000.

b. Funds may be awarded as follows based on the financial structure of the proposed application:

i. A thirty (30) year forgivable loan;

ii. A thirty (30) year deferred repayable one half percent (.5%) loan; or

iii. A thirty (30) year repayable loan at 0%.

b. The affordability period requirements will be enforced through a recorded Restrictive Covenant.

c. NHTF will be secured through an Applicant's execution of a Promissory Note and the recordation of a Mortgage.

d. The project's initial Debt Coverage Ratio (DCR) shall not be less than 1.20.

- e. All NHTF loans must be financially feasible and ensure there will be cash flow sufficient to cover debt service for the entire 30-year affordability period.
- f. The Authority will only allow the NHTF loan to be subordinated to a conventional lender.
- g. Eligible expenses include:
 - i. Site improvements
 - ii. Development hard costs
 - iii. Related soft costs
 - iv. Demolition
 - v. Financing costs
 - vi. Acquisition costs of acquiring unimproved real property limited to appraised value.

5) Mandatory Design Criteria

1. Window coverings for each window, including glass doors, must be installed. Metal blinds are not permitted.
2. All kitchen and bathroom interior cabinets must be solid wood or wood/plastic veneer products with dual slide tracks on drawers. New cabinets must have solid wood dual sidetrack drawers and no laminate or particleboard fronts for doors or drawer fronts. Cabinets shall meet the ANSI/KCMA A1 61.1 performance and construction standard for kitchen and vanity cabinets. Cabinets shall bear the certification seal of KCMA (Kitchen Cabinet Manufacturers Association).
3. All entry doors must be metal-clad wood, steel or fiberglass doors that are insulated, paneled, and have a peephole. Deadbolt locks are required in entry doors. Dead bolt locks on entry doors should have "thumb latch" on interior side. Double keyed dead bolt locks are prohibited. The minimum clear width of all exterior doors shall be 34 inches.
4. All doors must be side hinged except for bi-fold and sliding doors in place at existing older persons or elderly projects as long as they are functioning properly. Existing family projects must replace all bi-fold and sliding doors with hinged doors.
5. All retention and/or detention ponds must be fenced in unless a letter is provided from the Department of Health and Environmental Control (DHEC) that a fence is not required. The storm water retention/detention basin design, maintenance and management shall be the sole responsibility of the owner/developer and shall be in strict accordance with all applicable federal, state, local and environmental regulations governing storm water retention/detention basins.
6. A new project sign at the entrance(s) to the complex affixed with a Fair Housing logo. Existing signs in good condition may be allowed based on an Authority inspection.
7. Exterior lighting fixtures at all entry doors including individual units, community buildings and common areas within the building(s). The fixtures at the individual apartment units are to be controlled from the interior of the unit.
8. Enclosed trash dumpsters and/or compactors if proposed for the project. The dumpster must be enclosed by solid fencing on at least three sides. The pad and approach pad to the dumpster must be concrete and not asphalt. The trash dumpster/compactor must be ADA accessible and located on an ADA accessible route.
9. Roofing materials shall be anti-fungal shingles with a minimum 25-year warranty.
10. The following Energy Star appliance must be provided in each unit: Full sized refrigerator-freezer, with ice maker, having a minimum size of fourteen (14) cubic feet.
11. At a minimum, fourteen (14) SEER HVAC units must be installed. All refrigeration lines must be insulated. All projects must have central heat and air. Window units are not allowed for any development type.
12. Each unit must be equipped with a 5 lb. ABC rated dry chemical fire extinguisher readily accessible in the kitchen and mounted to accommodate handicapped accessible height in accessible units.
13. Wall switch controlled Energy Star rated overhead lighting is required in all rooms.
14. Sites located in a Radon Zone-1 (highest level) will require Radon Resistant New Construction Practices. Rehabilitation projects must meet the Radon Mitigation Standards as required by the Environmental Protection Agency.
15. Metal flashing or 20 mil polyethylene when used in conjunction with a self-adhering polyethylene laminate flashing, must be installed above all exterior door and window units.
16. Mailboxes, playground and all exterior project amenities must be ADA accessible.
17. Exterior wall insulation must have an overall R-11 minimum for the entire wall assembly and roof or attic insulation must have an R-30 rating minimum.

18. Tub/shower units must have minimum dimensions of 30-inch width by 60-inch length and be equipped with anti-scald valves. All shower units without a tub must have minimum dimensions of 30-inch width by 48-inch length (ADA approved shower). All tubs in designated handicap accessible units must come complete with "factory-installed grab bars".
19. Mirror length must extend to top of vanity backsplash with top of mirror a minimum of 6'-0" above finish floor. Framed decorative mirrors or medicine cabinets with mirrors are allowed with a minimum size of 14" x 24" and must be hung with the top of mirror a minimum of 6'-0" above finish floor. Vanity cabinets or a medicine cabinet shall be provided in all units. All cabinets in designated handicap accessible units must be installed at ADA mounting heights.
20. Water heaters must be placed in drain pans with drain piping plumbed to disposal point as per the latest approved addition of the International Plumbing Code.
21. Pipe all Water Heater Temperature & Pressure (T&P) relief valve discharges to disposal point as per the latest approved edition of the International Plumbing Code.
22. Exterior shutters (new not recycled) are required on all 100% vinyl siding buildings. Only existing rehabilitation projects may have 100% vinyl building exteriors.
23. Roof gable vents must be made of aluminum or vinyl materials.
24. All attics must be vented.
25. Carpet and Resilient flooring materials must meet minimum FHA standards.
26. Each bedroom and hallway, etc. must have, as required by Code (local, state or Federal) a hard-wired battery back-up smoke detector.
27. A carbon monoxide detector must be installed in each unit with gas mechanical systems or gas appliances. Units with an attached garage must also have a carbon monoxide detector installed. A combination unit smoke detector and carbon monoxide detector can be used to meet this requirement.
28. Pre-finished fascia and soffits must be vinyl covered aluminum and/or perforated cementitious panels with vents.
29. Gutter and downspout systems complete with splash blocks will be supplied surrounding all multi-story residential buildings but will not be required for single story buildings.
30. At a minimum, all projects must meet the 2006 International Energy Conservation Code.
31. All units must be equipped with an energy efficient rated hot water heater with energy factor of 0.61 for gas or 0.93 for electric and will have manufacturer's data sheet submitted with the plans.
32. All units must have an Energy Star rated HVAC system and will have manufacturer's data sheet submitted with plans.
33. All HVAC air handlers and hot water heaters must be contained within the unit/building. These may not be located in the attic or crawl space.
34. All units must have Energy Star rated windows and will have manufacturer's data sheet submitted with plans.
35. Lighting must be in all common area corridors, stairwells, and the community room. Interior light fixtures to be fitted with Energy Star light bulbs.
36. Low flow water saving features must be used; low flow showerheads, low flow kitchen and bathroom faucets, and low flow toilets and will have manufacturer's data sheet submitted with plans.
37. Washer/dryer hookups in all units. Hookups for stackable washer and dryers may only be installed in older persons and elderly units.
38. All units pre-wired for cable television hook-ups in the living room and one (1) per bedroom.
39. Units with three (3) or more bedrooms must have a minimum of one (1) full bathroom and one (1) three-quarter bathroom. **Bathrooms are defined as follows: ½ bathroom contains a toilet and vanity with sink; ¾ bathroom contains a toilet, vanity with sink, and a shower; and a full bathroom contains a toilet, vanity with sink, and a tub/shower combination. ADA units ONLY may have a roll in shower.**
40. The minimum bedroom size for all bedrooms must be a minimum 120 square feet. The minimum bedroom square footage excludes the closet space.
41. The minimum square footage per unit based on the number of bedrooms per unit must be as listed below. All of the units in the project must meet the minimum square footage per unit. The Authority considers the square footage of an individual unit to be the usable living space measured from the interior wall to interior wall.

# of Bedrooms per Unit	# of Bathrooms per Unit	Minimum Sq. Ft. Per Unit
0 Bedroom/Efficiency	One (1) Full	550
1 Bedroom	One (1) Full	750
2 Bedroom	One (1) Full	950
3 Bedroom	One (1) Full & One (1) Three-Quarter (3/4)	1,100
4 Bedroom	One (1) Full & One (1) Three-Quarter (3/4)	1,250

42. All elderly projects will be one-story structures, or if greater than one story, all stories will be accessible by elevators.
 43. All sidewalks and walkways shall be a minimum of 36" in width and made of concrete and shall provide access to all parking spaces, front entryway doors, common amenities and driveways and shall be ADA compliant. Where ADA accessible routes, walkways, etc. are required within the development, clearly marked ramps, crosswalks, signage, etc. shall be furnished in accordance with ADA regulations.
 44. Sliding glass doors are prohibited.
 45. Water closets must be centered, at a minimum, 18 inches from sidewalls, vanity/lavatories and bath tubs.
 46. Public use stairway components, such as stringers, treads, and risers must be constructed from steel or concrete. Handrails and pickets must be constructed from steel or aluminum.
 47. Patio and porch/balcony components used as part of the building shall have concrete slabs or decks (may use TEK Polymer) and must be constructed so that no wood is exposed. Concealment shall be with materials such as aluminum or vinyl siding or cementitious materials. Structural wood columns shall be at a minimum 6" x 6" pressure treated columns concealed as noted above with properly sized fiberglass, high density urethane or aluminum columns. Columns must be installed on metal brackets/clips to prevent water seepage into the columns. Decorative rails and/or guard rail systems used at porches and patios shall be code compliant systems of vinyl, fiberglass or metal. Wood railings are not allowed.
 48. Wall Framing: Sound proofing or sound batt insulation is required between the studs framing in party walls. A sound rating of STC 54 is required.
 49. Fluorescent lighting is required in the kitchen.
 50. All buildings must be minimum 20% brick/stone veneer. The remaining exterior of the buildings may be fiber cement and/or hardiplank. The exterior of the building is defined as the exterior façade from finished grade elevation to eave line. All exterior wall faces must have an excess of brick/stone veneer based on the percentages selected above. This is applicable to all sides of all the buildings. On all exterior walls the brick/stone veneer must extend above all areas of grass, landscaping and other areas of soil or mulch.
 51. All new construction projects must submit a complete site specific soils report and boring site plan at the time of submission of final plans and specifications, bound within the project specifications. The soils report and boring site plan must reflect the results of laboratory tests conducted on a minimum of one (1) soil boring per planned building location and a minimum of one (1) soil boring at the planned paved area of the project. A registered professional engineer or a certified testing agency with a current license to practice in the State of South Carolina must prepare the report.
 52. ALL Single Family and Townhouse Projects:
 - a. All townhouse developments must contain a minimum of two (2) bedrooms and one and one-half bathroom. At a minimum, a half bathroom must be located on the first floor. Townhouses may not be developed when targeting elderly populations.
 - b. Projects must have concrete driveways, curbing at street and front entry walkways. In the case of new infill scattered site projects, drainage swales will be allowed along the front (street side) in lieu of curbing at the street.
 - c. All projects must have a washer and dryer hookup in each unit. Hookups for stackable washer and dryers may only be installed in older persons and elderly units.
 - d. All HVAC and hot water heaters must be contained within the unit/building. These may not be located in the attic or crawl space.
- 6) All Additional Federal Requirements will be followed.

Recipient Application Requirements- § 91.320(k)(5)(ii)

1. Will the State require that all recipient applications contain a description of the eligible activities to be conducted with HTF funds as required in § 93.200- Eligible activities?

Yes No

2. Will the State require that each eligible recipient certify that housing assisted with HTF funds will comply with HTF requirements?

Yes No

Performance Goals and Benchmarks- § 91.320(k)(5)(iii)

The plan must include performance goals and benchmarks against which the State will measure its progress, consistent with the State’s goals established at § 91.315(b)(2). To comply with this requirement, the State will include HTF housing goals in the housing table on the **SP-45 Goals** and **AP-20 Annual Goals and Objectives** screens in the eCon Planning Suite consolidated plan template in IDIS.

VI. OTHER REQUIREMENTS

Maximum Per-unit Development Subsidy Amount- § 91.320(k)(5) and § 93.300(a)

The State must establish its own maximum limitations on the total amount of HTF funds that can be invested per-unit for development of non-luxury housing. The limits must be reasonable, based on actual costs, and adjusted for the number of bedrooms and geographic location of the project. The State may choose to develop its own limits or adopt limits used in other federal programs such as HOME or Low-Income Housing Tax Credit and must submit them with its HTF allocation plan. The State must submit a description of how the HTF maximum per-unit development subsidy amounts were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements.

Indicate below what maximum per-unit development subsidy limits the State will use for its FY 2016 HTF program.

- State developed its own maximum per-unit development subsidy limits and the limits are attached.
- State adopted limits used in other federal programs and the limits are attached.

**State of South Carolina
Maximum Per-Unit Subsidy Limits
for the
2016 National Housing Trust Fund Program**

# of Bedrooms	Lowcounty Region	Midlands Region	Upstate Region
0 Bedroom/Efficiency	125,000	125,000	125,000
1 Bedroom	130,000	130,000	130,000
2 Bedroom	135,000	135,000	135,000
3 Bedroom	140,000	140,000	140,000
4 Bedroom	145,000	145,000	145,000

- a. Low Country Region Counties: Beaufort, Berkeley, Charleston, Colleton, Dorchester, Georgetown, Horry, Jasper, and Williamsburg.
- b. Midlands Region Counties: - Aiken, Allendale, Bamberg, Barnwell, Calhoun, Chesterfield, Clarendon, Darlington, Dillon, Edgefield, Fairfield, Florence, Greenwood, Hampton, Kershaw, Lee, Lexington, Marion, Marlboro, McCormick, Newberry, Orangeburg, Richland, Saluda, and Sumter.
- c. Upstate Region Counties: - Abbeville, Anderson, Cherokee, Chester, Greenville, Lancaster, Laurens, Oconee, Pickens, Spartanburg, Union, and York.

The maximum per unit subsidy limits are limited to the lesser of the average estimated Total Development Cost per unit for HOME units in years 2015 and 2016 or the High Cost Percentage (HCP) of 244% for the Base City Columbia, SC. The effective date of the HCP for Base City Columbia, SC is November 18, 2015.

The maximum amount of National Housing Trust Fund, or a combination of NHTF and any other federal funds, that may be invested on a per unit basis in a specific county may not exceed the maximum per unit subsidy limit established above.

New limits are subject to HUD final approval.

The single limits are appropriate for the entire state as a result of consistent construction costs throughout the state.

Rehabilitation Standards - § 91.320(k)(5)(iv) and § 93.301(b)

If the State intends to use its HTF funds for housing being rehabilitated, it must establish rehabilitation standards that all HTF-assisted housing undergoing rehabilitation must meet at the time of project completion in accordance with § 93.301(b). The standards must provide enough details on what work is required, how that work should be performed and what materials should be used. The State's standards may refer to applicable codes or may establish requirements that exceed the minimum requirements of the codes. At a minimum, the rehabilitation standards must address:

- Health and safety;
- Major systems;
- Lead-Based Paint;
- Accessibility;
- Disaster Mitigation;
- State and local Codes, Ordinances, and Zoning Requirements; and
- Inspectable Areas and Observable Deficiencies from HUD's Uniform Physical Condition Standards identified by HUD as applicable to HTF-assisted housing.

Indicate below if the State will use HTF funds for rehabilitation of housing.

- The State plans to use HTF funds for the rehabilitation of housing and has attached its rehabilitation standards.
- The State will not use HTF funds for rehabilitation of housing.

Resale and/or Recapture Provisions- § 91.320(k)(5)(v) and § 93.304(f)

If the State intends to use HTF funds to assist first-time homebuyers, it must set forth the guidelines for resale or recapture and obtain HUD specific, written approval, as required in § 93.304(f). Approval of the consolidated plan or annual action plan under § 91.500 or the failure to disapprove the consolidated plan or annual action plan does not satisfy the requirement for specific HUD approval for resale or recapture guidelines.

Indicate below if the State intends to use HTF funds for first-time homebuyers.

- The State will use HTF funds to assist first-time homebuyers and has attached the applicable resale/recapture provisions.
- The State will not use HTF funds to assist first-time homebuyers.

HTF Affordable Homeownership Limits- § 91.320(k)(5)(vi) and § 93.305

HTF funds may only be invested for the provision of modest housing for homeownership. This means the housing has a purchase price for the type of single family housing that does not exceed 95 percent of the median purchase price for the area for newly constructed or standard housing. If the State plans to use HTF funds for homebuyer assistance, and does not use the HTF affordable homeownership limits established by HUD, it must determine 95 percent of the median purchase price for single family housing for designated areas across the State. If the State will determine its own affordable homeownership limits, it must determine the limits using the methodology described in § 93.305(a)(2).

Indicate below if the State will use HTF funds for homeownership housing and what affordable homeownership limits it will use.

- The State will use HTF funds for homeownership housing and will use the HUD issued limits.
- The State will use HTF funds for homeownership housing and has determined its own affordable homeownership limits and the limits are attached.
- The State will not use HTF funds for homeownership housing.

State Limited Beneficiaries or Preferences- § 91.320(k)(5)(vii)

The State may limit the beneficiaries or give preferences to a particular segment of the extremely low-income population only if described in the action plan. Any limitation or preference must not violate non-discrimination requirements at § 93.350 and the State must not limit or give preferences to students. The State may also allow rental housing owners to limit tenants or give a preference in accordance with § 93.303(d)(3), only if such limitation or preference is described in the action plan.

Indicate below if the State will limit beneficiaries or give preferences to a particular segment of the extremely low-income population.

- The State will limit beneficiaries and/or give preferences to the following segments of the extremely low-income population. The groups listed have also been identified in the action plan.
- The State will not limit beneficiaries and/or give preferences to any segments of the extremely low-income population.

Refinancing of Existing Debt- § 91.320(k)(5)(viii) and § 93.201(b)

If the State will use HTF funds for refinancing of existing debt, it must establish refinancing guidelines and include them in its consolidated plan. The State's refinancing guidelines must describe the conditions under which it will refinance existing debt. At a minimum, the guidelines must demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. Refinancing of existing debt is only eligible if it is necessary to reduce the overall housing costs and to make the housing more affordable.

Indicate below if the State will permit the refinancing of existing debt.

- The State will permit the refinancing of existing debt and the conditions under which the State will refinance existing debt are attached.
- The State will not permit the refinancing of existing debt.

VII. GRANTEE CERTIFICATIONS

In addition to submitting an HTF allocation plan, the State must submit all the required certifications identified at § 91.225 (for new action plans). If the State is amending the action plan to include HTF, it must resubmit the following certification to include HTF:

- Consistency with plan- The jurisdiction must submit a certification that the housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan. Where the HOPWA funds are to be received by a city that is the most populous unit of general local government in an EMSA, it must obtain and keep on file certifications of consistency from the authorized public officials for each other locality in the EMSA in which housing assistance is provided. HTF must be included in this certification.

VIII. REQUIRED FORMS

In addition to submitting an HTF allocation plan, the State must submit and/or complete the following standard forms for its HTF program.

- Standard form- 424: [Application for Federal Assistance](#) (§ 91.320(a))
- Standard form- 1199 A : [Direct Deposit Sign up Form](#)

IX. RESOURCES

The following resources should be referenced before developing and submitting the HTF allocation plan.

HTF Resources

- HTF website- www.hudexchange.info/htf
- HTF [Interim Rule](#)
- Notice CPD-16-07: [Guidance for HTF Grantees on FY 2016 HTF Allocation Plans](#)
- HTF [FAQs](#)
 - o HTF Maximum Per-Unit Development Subsidy Amounts
 - o HTF Rehabilitation Standards
- HTF Webcast on [Overview of the HTF program](#)
- HTF Webinar on [Developing HTF Allocation Plans](#)
- HTF [Formula Allocation](#)


Consolidated Plan Resources

- eCon Planning Suite website- <https://www.hudexchange.info/consolidated-plan/econ-planning-suite/>
- Notice CPD-12-009: [Use of IDIS to Submit the Consolidated Plan](#)
- Consolidated Plan in IDIS [Desk Guide](#)
- Con Plan Quick Guide: Amending a Consolidated Plan and Annual Action Plan For State, Entitlement & Regional Grantees.


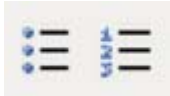





X. APPENDICES

Appendix A: eCon Planning Suite Editing Options

Narrative Fields and the 4,000 Character Limit

The limit on the amount of text is 4,000 characters per field. The character limit includes white spaces, formatting marks such as new paragraphs, and other hidden characters. For example, the following text “The **quick** brown fox” contains 16 visible characters, but also contains 3 white space characters and additional hidden characters related to the bold and underline formatting. Users can select the  option to display and remove the hidden formatting.

Other Editing Options

Tools	Description
	<p>Bold Italics Underline</p>
	<p>Bullet List Numbered List</p>
	<p>Undo Redo</p>
	<p>Paste as Plain Text. If this tool is toggled on, any text pasted into the narrative box will be stripped of all formatting.</p> <p>Paste from Word. This tool will allow the pasted text to retain limited formatting, including Bold, Italics, Underline, and simple numbered and bulleted lists. Paste from Word will not retain more complex formatting, such as tables and indentation.</p>
	<p>Select All. This tool selects all of the text currently entered in the narrative box.</p>
	<p>Show/Hide Visual Control Characters. This tool is used to toggle the display of hidden formatting, such as paragraph marks (not currently functional).</p>
	<p>Edit HTML Source. This tool opens a dialog box where users can edit the HTML Code to format the text of the narrative box.</p>

Adding Additional Text Box for Narrative:

To input additional narrative beyond 4,000 characters, grantees can add another [text box](#). Due to embedded formatting in PDF documents, grantees should not try to copy text from PDFs, but should only use text or Microsoft Word files.

The screenshot below shows the features of narrative fields in the template.



The screenshot displays a web application interface. At the top, there is a text area containing the following text: "This Action Plan outlines the City of Hammond's proposed activities for the program year beginning April 1, 2012 and ending March 31, 2013 using Federal funds granted to the City by the U.S. Department of Housing and Urban Development (HUD) under the following grant programs:" followed by a bulleted list: "• Community Development Block Grant (CDBG), • Home Investment Partnership (HOME), and • Emergency Shelter Grant (ESG) programs." Below this text area is a table with the following structure:

Type	Sequence	Label	Action
Text	1	Objectives and Outcomes	View Edit Delete

Below the table, there is a row of links: "Add GIS Map | Add GIS Data | Add IP | **Add Text** | Add Table". The "Add Text" link is highlighted with a red box, and a blue arrow points to it from the right.

Appendix B: Amending a Consolidated Plan and Annual Action Plan

I. Amending Approved Consolidated Plan/Year 1 Action Plan

The State should follow these instructions to amend its consolidated plan and annual action plan to include HTF. All States are responsible for amending their individual Action Plans.

To amend a Consolidated Plan/Year 1 Action Plan, grantees must first copy the existing plan.

1. Click "Search" under the Consolidated Plan submenu.



2. Make note of the Year and Version of the Plan to be amended.

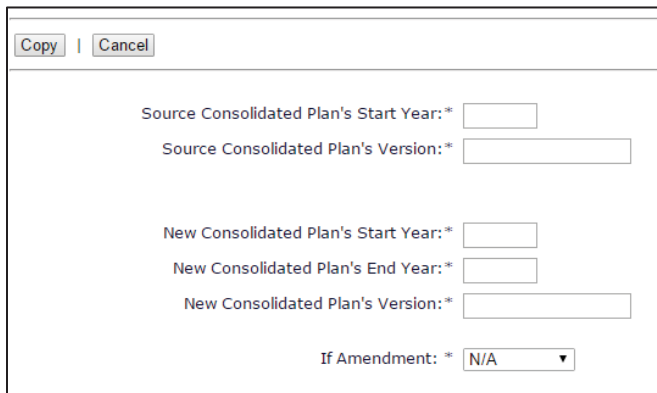
Results Page 1 of 1

Grantee Name	State	Year	Version	Title	Status	Action
SAN ANTONIO	TX	2015	1	San Antonio Five Year Consolidated Plan 2015-2019	Review Completed	View

3. Click "Copy" under the Consolidated Plan submenu.



4. Enter the Source Year and Version from the Plan to be copied (identified in Step 2).



A screenshot of a "Copy" dialog box. At the top left are "Copy" and "Cancel" buttons. The dialog contains several input fields and a dropdown menu:

- 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: * N/A

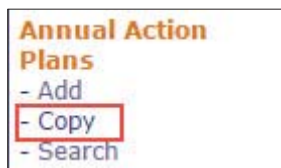
5. Enter the Start Year, End Year and Version for the amended plan. For amendments, the Start Year must be the same as the Source Plan. Select whether the amendment is Minor or Substantial from the dropdown menu.
6. Once completed, click “Copy.” The Amended plan will be accessible from the Consolidated Plan search screen. The default title of the copied plan will be “ConPlan Copy.” Grantees can change the title on the AD-25 screen.
7. If the copy is a Substantial Amendment, the AD-25 screen will include a text box following the “If Amendment” dropdown menu to explain the amendment.

The screenshot shows a form with a dropdown menu labeled "If Amendment:" set to "Substantial". Below it is a text box labeled "If Substantial Amendment, explain:*" which is currently empty.

8. All amendments, minor and substantial, must be submitted for review in IDIS to ensure the amended information is included in the CAPER. Depending on the amendment, the Field Office may not conduct a full review of the plan, but must functionally mark the amended plan as “Review Complete” in IDIS.

II. Amending the Action Plan

1. Click “Search” under the Action Plan submenu and note the Year and Version of the Action Plan to be amended.
2. Click “Copy” in the Action Plan submenu.



3. Enter information in the fields provided. For amendments, the Program Year for the amended plan must be the same as the Source Program Year.

Copy Annual Action Plan

Copy | Cancel

Source AAP Program Year: *

Source AAP Plan Version: *

New AAP Program Year: *

New AAP Plan Version: *

If Amendment: *

4. Select whether the amendment is Minor or Substantial.
5. When complete, click "Copy". The amended plan will be accessible from the Action Plan search screen. The default title of the copied plan will be "AAP Copy." Grantees can change the title on the AD-26 screen.
6. If the copy is a Substantial Amendment, the AD-26 screen will include a text box immediately following the "If Amendment" dropdown menu to explain the amendment.

If Amendment:

If Substantial Amendment, explain: *

7. All amendments, minor and substantial, must be submitted for review in IDIS to ensure the amended information is included in the CAPER. Depending on the amendment, the Field Office may not conduct a full review of the plan, but must functionally mark the amended plan as "Review Complete" in IDIS.