

261—23.3 (15) Annual action plan. The authority will prepare a CDBG annual action plan for submittal to and approval by HUD. The plan will provide a description of the activities and programs that will take place during the year to meet goals established in the consolidated plan.

23.3(1) The annual action plan will contain the following:

- a.* Executive summary.
- b.* Sources of federal and state funds.
- c.* Statement of specific annual objectives.
- d.* Outcome measures.
- e.* Method of distribution of funds.
- f.* Allocation priorities and geographic distribution.
- g.* Annual affordable housing goals.
- h.* Homeless and other special needs.
- i.* Other actions to meet underserved community development needs.
- j.* Citizen participation in development of the plan.
- k.* Certifications required by 24 CFR 91.325 as revised December 5, 2011.
- l.* Monitoring efforts to ensure compliance.

23.3(2) The authority will follow the state's citizen participation plan during the development of the annual action plan. A draft annual action plan will be available on the authority's CDBG Web site for 30 days for public review and comment. The authority will hold a public hearing during the comment period to collect public input on the plan prior to its submittal to HUD.

23.3(3) The annual action plan will be submitted to HUD by November 15 of each year or 60 days after HUD announces the annual allocation amount. Upon review and approval by HUD, the annual action plan will cover activities from January 1 to December 31 of the year following plan submittal to HUD.

23.3(4) The annual action plan will include the proposed CDBG program funding allocation, including the percentage of funds allocated for each of the CDBG programs and activities listed in rule 261—23.4(15).