

**FY2012 Annual Action Plan  
Submission Guidance  
March 19, 2012**

This listserv message provides guidance on the submission of FY2012 Annual Action Plans for both Emergency Solutions Grant (ESG) recipients and non-ESG jurisdictions. It also provides links to several Consolidated Plan resources that provide help with Annual Action Plan narratives, certifications, and review.

### **ESG Recipients**

All FY2012 Annual Action Plans must meet all new Consolidated Plan/ESG requirements (24 CFR part 91, as amended by the ESG Interim Rule).

- If your FY2012 Annual Action Plan has **already been approved** but does not meet the new Consolidated Plan/ESG requirements, you will need to submit a substantial amendment to the FY2012 Action Plan.
- If your FY2012 Annual Action Plan has **not yet been approved**, you should work with your local CPD Field Office to ensure that your Action Plan meets all new requirements - even if you have already submitted it.

### **Non-ESG Jurisdictions**

The new requirements under 24 CFR part 91, as amended by the ESG Interim Rule, are also applicable to non-ESG jurisdictions for the submission of their FY2012 Annual Action Plan. However, non-ESG jurisdictions are not necessarily required to submit a substantial amendment to a FY2012 Annual Action Plan that has already been approved. If you have questions about your FY2012 Annual Action Plan submission, contact your local HUD CPD Field Office .

### **Helpful Tools**

The narratives in Version 2 of CPMP Tool will not be updated to include ESG amendments. Instead, use the [formatted narratives for the General section of the Annual Action Plan](#), which have been updated and posted on the Consolidated Plan website. The [CPMP User Manual](#) also contains links to the narratives that include the changes made by the ESG Interim Rule.

The [Consolidated Plan Review Checklist](#) posted on the Consolidated Plan website has been updated to include the changes from the ESG Interim Rule. The checklist highlights general requirements that recipients should meet in their Consolidated Plan and/or Annual Action Plan submissions.

A [red-line strikeout of the Interim Rule](#) is posted on HUD's Homeless Resource Exchange (HRE) that shows the specific changes to the Con Plan/ESG regulations.

The [new ESG certifications](#) posted on HUD's HRE are a required component of the FY2012 Action Plan for ESG recipients.