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

Andrew Cuomo, Secretary

Cardell Cooper, Assistant Secretary

EZ/EC News Flash

Flash #24

EZ/EC Performance Reports

March 14, 2000

From: Dennis Kane, EZ/EC Initiative Coordinator
To: EZ/EC Main Contacts and Board Chairpersons
Re: Advisory to EZ/ECs on the 1999 Annual Reporting Cycle

1999 EZ/EC ANNUAL REPORTS ARE DUE MARCH 24, 2000

All changes to Implementation Plans and the 1999 Annual Reports must be made no later than March 24, 2000. The performance assessment that HUD is mandated to perform will be based on your 1999 Annual Report as of March 24, 2000. The timeframe to complete all changes has been extended several times since August 31, 1999. Incomplete reporting and missing data has held up the entire assessment process and will affect the evaluation of your progress.

Do not initiate any work in your 2000 Annual Report. The EZ/EC Initiative Office will create your 2000 Annual Report from your 1999 Annual Report on May 8, 2000. The roll of 1999 information into the 2000 Annual Report will cause any pre-existing 2000 Annual Report data to be lost.

HUD is congressionally-mandated to obtain performance reports from the EZ/ECs to enable an evaluation of progress. HUD's monitoring and auditing oversight for the EZ/ECs is primarily derived from section 1391(d)(2) of the Omnibus Budget Reconciliation Act of 1993 and HUD's regulations at 24 CFR Part 597.400-430 and Part 598.415-430 and the January 12, 1995 Federal Register, Part II, Department of Housing and Urban Development (24 CFR Part 597) regarding Empowerment Zones and Enterprise Communities, Final Rule. On the basis of the performance reviews described in 597.401 and subject to the provisions in relation to the revocation of designation appearing at 597.403, HUD will make findings on the continuing eligibility for and the validity of the designation of any EZ or EC.

Empowerment Zones & Enterprise Communities

Empowering America's Communities

<http://www.hud.gov/cpd/ezec/ezeclist.html>

1999 Annual Report Guidance

- **EZ/ECs must immediately review, finalize and submit to HUD any “in progress” Implementation Plans that should be reflected in the 1999 Annual Report.**
- EZ/EC staff at HUD headquarters will review submitted Implementation Plans and “approve” them or return them with comments explaining the requested modification.
- If you still have Implementation Plans that are “in progress” that should be reflected in the 1999 Annual Report, the 1999 Annual Report must be sent back to you in order for the Annual Report to capture all the edits made to the Implementation Plans. **Do not submit your 1999 Annual Report for the final time until all the relevant Implementation Plans show “approved” status and you have made your final changes to the Annual Report data and narratives.**
- As the end of the 1999 Reporting Period was June 30, 1999, it is appropriate for an EZ/EC to leave *new* Implementation Plans ‘in-progress’ to be absorbed later in the 2000 Annual Report. **Do not submit** new Implementation Plans at this time.

2000 Annual Report Guidance

- **The 2000 Annual Reports are due no later than July 31, 2000. The Reporting Period will cover July 1, 1999 through June 30, 2000.**
- Before your 2000 Annual Report can be created, all Implementation Plans that should be reflected in the 2000 Annual Report must have an “approved” status. Please submit any relevant Implementation Plans that do not show “approved” status by May 1, 2000.
- **Reminder to all Round II EZs - Round II HUD EZ grant funding now has its own field under “Sources of Funds”. It is listed as “HUD - EZ Fund”. Your Round II funds MUST be listed in this field. Your Round II funds must not be listed under SSBG (HHS - EZ/EC Fund) nor under Non-SSBG..** If you listed your Round II EZ funds under the “Participating Entity (Non-SSBG)” section of “Sources of Funds” prior to the availability of the standardized field, we are asking that you delete that line and show the dollar amount in the “HUD- EZ Fund” field for the 1999 Annual Report.
- Reminder to Round II EZs with a previous EC designation - Please continue to indicate if a new Implementation Plan is an EZ Implementation Plan by noting “EZ” at the front of the Implementation Plan name.

We can't thank you enough for all your help and patience. We recognize and appreciate your efforts. We hope that the extra effort undertaken to improve the Implementation Plans for the 1999 Reporting Cycle will greatly reduce the workload in developing the 2000 Annual Reports.

If you have any questions concerning this process, please contact your assigned EZ/EC staff person (see Flash Fax # 15, sent out on March 7, 2000).

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TIME LINE FOR EZ/EC ANNUAL REPORTS

August 31, 1999	1999 Annual Reports Due
September 1999 - March 24, 2000	Revisions to Implementation Plans and Annual Reports Allowed
September 1999 - March 24, 2000	Completeness Checks, Verification and Assessments undertaken by assigned HUD staff (Public Trust Officers)
March 24, 2000	Final submission of 1999 Annual Reports
March 31, 2000	PTO assessments completed
April 2000	EZ/ECs edit, create and submit Implementation Plans for the 2000 Annual Report
May 1, 2000	All Implementation Plans for the 2000 Annual Report show “approved” status
May 8, 2000	2000 Annual Reports created by HUD HQ and are available to EZ/ECs
May 8, 2000 - July 31, 2000	EZ/ECs enter data into their 2000 Annual Reports
July 31, 2000	2000 Annual Reports Due
August 1 - August 31, 2000	PTOs complete their assessments
August 31, 2000	PTO assessments completed

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