



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

Special Attention of:
Administrators, Offices of Native American
Programs; and Tribes, Tribally Designated
Housing Entities

Notice PIH-2018-10

Issued: June 11, 2018

Expires: This notice remains in effect
until amended, superseded or rescinded.

Cross Reference(s):
FR-6091-N-01
FR-5889-FA-02
2 CFR Part 200

SUBJECT: Procedural Guidance for Tribal HUD-VA Supportive Housing Renewal Grant Applications

I. PURPOSE

This Tribal HUD-VA Supportive Housing (Tribal HUD-VASH) notice announces renewal requirements and procedural guidance for existing recipients of the program. Pursuant to the authority provided by the Consolidated Appropriations Act, 2017, P.L. 115-31 (“2017 Appropriations Act”), the Department will renew rental assistance and associated administrative fees to all eligible Tribal HUD-VASH grants initially funded with appropriated funds from Fiscal Year 2015 provided they meet applicable program requirements. This notice specifies the criteria for renewal grants, including data on the utilization of assistance reported by grant recipients under the demonstration program.

II. ELIGIBILITY

Eligible recipients for Tribal HUD-VASH renewal funding are limited to tribes and tribally designated housing entities (TDHEs) that were awarded assistance under the rental assistance and supportive housing demonstration program for Native American veterans authorized under the Federal Register notice, “Tribal HUD-VA Supportive Housing Program Awards, Fiscal Year 2015” (FR-5889-FA-02). A list of grantees eligible for renewal are located in Table 1.

HUD will award renewal funds based on the requirements issued in this notice.

Area ONAP	State	Grantee Name	Grant Number
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Alaska	AK	The Association of Village Council Presidents Regional Housing Authority	15HV0202000
	AK	Cook Inlet Housing Authority	15HV0203200
	AK	Tlingit-Haida Regional Housing Authority	15HV0216230
Eastern Woodlands	MN	Leech Lake Housing Authority	15HV0120020
	NC	Lumbee Tribe of North Carolina	15HV1710010
	MN	Oneida Tribe of Indians of Wisconsin	15HV0100030
	WI	White Earth Reservation Housing Authority	15HV0130200
Northern Plains	MT	Blackfeet Tribe of the Blackfeet Indian Reservation of Montana	15HV3000680
	SD	Oglala Sioux Tribe of the Pine Ridge Reservation, South Dakota	15HV4613400
	SD	Sicangu Wicoti Awayankapi Corporation (Rosebud)	15HV4614480
	ND	Standing Rock Housing Authority	15HV3818700
	ND	Turtle Mountain Housing Authority	15HV3819760
Northwest	WA	Colville Indian Housing Authority	15HV5302900
	WA	Spokane Indian Housing Authority	15HV5314900
	OR	Warm Springs Housing Authority	15HV4114240
	WA	Yakama Nation Housing Authority	15HV5318320
Southern Plains	OK	Cherokee Nation of Oklahoma	15HV4005780
	OK	Cheyenne-Arapaho Tribe	15HV4005840
	OK	Choctaw Nation Housing Authority	15HV4005960
	OK	Muscogee (Creek) Nation	15HV4007240
	OK	Osage Nation of Oklahoma	15HV4023120
Southwest	AZ	Hopi Housing Authority	15HV0402180
	AZ	Navajo Housing Authority	15HV0402810
	AZ	San Carlos Apache Housing Authority	15HV0403720
	AZ	Tohono O'odham Nation of Arizona	15HV0402920
	NM	Zuni Housing Authority	15HV3506730

Table 1: Eligible Renewal Tribes/TDHEs

III. Award Information and Overview

HUD intends to award renewal funds in one round during calendar year 2018, covering the period of January 8, 2016 – June 30, 2018. HUD will process Tribal HUD-VASH renewal funding as amendments to existing grant awards, as listed in Table 1 of this notice.

In order to receive renewal funds, Tribal HUD-VASH grantees must submit a renewal package as outlined in this notice, including reporting information such as rent payment data, number of lease renewals, and veteran enrollment.

Renewal funding will be based on a grantee's rental assistant payment and leasing information, plus an inflation factor. In addition, grantees will receive an administrative fee equivalent to the amount for all units awarded in the original HUD grant. This administrative fee renewal amount will be calculated at \$85/month per unit, plus an inflation factor, for the 30-month funding period.

IV. Renewal Package Submission

1) Receipt Deadline

Grantees must electronically submit the renewal information outlined in this notice to: tribalHUDVASH@hud.gov. The application window for renewal packages will be from July 1, 2018-August 15, 2018. Electronic packages must be received no later than 11:59:59 p.m. Eastern Standard Time on August 15, 2018.

If electronic submission is not possible, grantees must notify the Area ONAP office of its intent to mail an application and include a justification. Upon notification, grantees may mail one original and one copy of their renewal package to:

Frederick Grierfer, Director, Office of Grants Management
Office of Native American Programs
Department of Housing and Urban Development
451 7th St. SW, Room 5156
Washington, DC 20410

Mailed submissions must be postmarked no later than the date the information is due. Hand-carried or faxed information will not be accepted.

2) Renewal Package Content

Grantees must submit the following information in their renewal package:

- a) **Cover Letter:** The tribe/TDHE must submit a one-page cover letter on the organization's letterhead with the components below:
 - i) **Contact Information:** Provide the current Tribal HUD-VASH point of contact information for the tribe/TDHE, including mailing address, phone number, and email address.
 - ii) **Tribal Resolution (if applicable):** Grantees must include a statement whether the original tribal resolution for participation in the Tribal HUD-VASH program is still applicable. If the original tribal resolution is no longer applicable, then the grantee should submit a new resolution.
 - iii) **Authorized Representative signature:** The cover letter should be signed by the person authorized to submit the renewal package on behalf of the grantee.
- b) **Program Update and Overview:** Grantees must report the demonstration program's progress as outlined in Section VI.1 of this notice. (2 pages maximum)
- c) **Renewal Funding Information:** A completed Renewal Funding Table as provided in Section VI.2 of this notice.
- d) **Federal Financial Report (SF-425):** If not previously submitted, provide a copy of the latest SF-425 with the renewal package. If applicable, report any program income used towards meeting Tribal HUD-VASH program objectives.

V. Review and Award Process

HUD staff from headquarters and area offices will conduct a review to confirm that grantees have met the criteria for renewal under this notice. HUD will look at factors including:

- a) **Renewal package content:** Submission of a complete renewal package.
- b) **Indian Housing Plan (IHP) and Annual Performance Report (APR):** Verification that the tribe/TDHE's IHP and APR have been updated annually to include current Tribal HUD-VASH information.
- c) **SAM registration:** Confirmation that the tribe/TDHE's registration is current in the System for Award Management (SAM).

HUD will review the renewal package and will respond to grantees within 45 days of receipt. At HUD's sole discretion, HUD may contact the applicant to clarify items in the submission, and establish deadlines for response.

If HUD identifies any deficiency in the application, HUD will notify the applicant by email describing the deficiency and request a cure. HUD will send an email to the person designated in the contact information on the cover letter. The applicant must carefully review the request for cure and provide the response in accordance with the instructions contained in the deficiency notification. Deficiency clarifications or corrections must be received by HUD within the time limits specified in the notification. If a response to the deficiency is not received or in accordance with the instructions contained in the deficiency notification, the applicant will not be considered for renewal funding.

Upon HUD's approval of the renewal package, HUD will issue a grant amendment to be signed by the tribe/TDHE, and will disburse funds through the HUD LOCCS system.

VI. Utilization of Assistance Summary

Grantees must report its execution of the Tribal HUD-VASH program and renewal funding request based on the criteria in this section. The renewal funding data should cover the funding period of January 8, 2016 – June 30, 2018.

1) Program Update and Overview

The grantee must report how it has utilized its current funding to administer the demonstration program, including the grantee's progress towards meeting the program's goals, current and projected program enrollment, challenges faced, measures taken to address issues, conducting interim/annual reexaminations, and the grantee's community involvement strategies. (2 pages maximum).

2) Renewal Funding Information

HUD will send via email, a formatted excel file to Tribal HUD-VASH grantees eligible for renewal funding. Grantees applying for renewal funding must fill out this excel file and include a copy with their renewal application. The renewal funding data should reflect actual data based on the funding period of January 8, 2016 – June 30, 2018.

A sample of the excel file and the information required is provided below in Table 2. (Note: HUD does not need detailed participant information such as address, resident ID number, etc. for renewal funding.)

Table 2: Sample Renewal Funding Data

Funding Period: January 8, 2016-June 30, 2018

Grantee Name:

Family Size of Veteran	Project (PB) or Tenant-Based (TB)	Bedroom Size	Property Type (private, Tribe, or TDHE)	Lease Start Date	Lease End Date	Total Unit Months Leased During Renewal Period	Total Rent Amount	Amount Paid by Veteran	Monthly Rental Assistance Payment*	Non - HUD-VASH Funds Used to Support Rent
1	TB	1	Tribal	5/1/16	4/30/17	12**	\$500	\$185	\$315	\$0
1	TB	1	Tribal	5/1/17	4/30/18	12**	\$520	\$185	\$335	\$0
1	TB	1	Tribal	5/1/18	4/30/19	2**	\$540	\$185	\$355	\$0
3	PB	2	TDHE	9/1/17	8/31/18	10	\$800	\$50	\$750	\$0
2	TB	2	Private	7/1/16	3/31/17	9	\$1,200	\$200	\$900	\$100

*Report only Tribal HUD-VASH grant funds used to pay the monthly rent (rental assistance payment).

** If a Veteran's rent increased with a new lease period, enter the new lease period and rent amount on a separate line.

HUD will review the data reported by grantees and will base final renewal awards on the following factors:

- a) **Lease Period:** Identify the start and end dates for each veteran's lease
- b) **Total Unit Months Leased:** Specify the number of months covered under the funding period.
- c) **Monthly Rental Assistance Payment:** This should reflect the grantee's rental assistance payment under the Tribal HUD-VASH program (total rent for the unit minus any veteran contribution and any non-HUD funds used to pay rent).
- d) **Total Administrative Fee:** Grantees will receive an administrative fee equivalent to the amount for all units awarded in the original HUD grant. This administrative fee renewal amount will be calculated at \$85/month per unit, plus an inflation factor, for a 30-month period. For more information on eligible administrative and planning expenses, see Section M of FR-6091-N-01.

The tribe/TDHE must ensure the accuracy of renewal data. HUD will validate the data and reserves the right to determine the final renewal amounts based on data validation and the availability of funds.

VII. Risk Evaluation

In accordance with 2 CFR §200.205, HUD will continue to consider risk and administrative capacity before making awards. HUD will examine a range of capacity indicators, including program performance, compliance with reporting requirements, outstanding financial audits, unresolved HUD monitoring findings, OIG findings or audit findings, unresolved outstanding civil rights violations, high unexpended grant balances, compliance with mitigation plans, and overall administrative capacity to administer the Tribal HUD-VASH program.

HUD may impose new/revised mitigation plan requirements or special terms and conditions in accordance with 2 CFR §200.207, if any substantial administrative or programmatic concerns are identified in the review process.

VIII. Eligible Activities

Renewal funding awarded under the terms of this notice will be limited to current Tribal HUD-VASH program activities outlined in FR-6091-N-01.

IX. Reporting

Recipients of renewal awards will be subject to the reporting requirements of FR-6091-N-01-Section O and the terms and conditions of the grant award.

X. General Tribal HUD-VASH Resources

- Office of Native American Programs-Headquarters Office of Grants Management website: https://www.hud.gov/program_offices/public_indian_housing/ih/headquarters/gm
- 2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”: <https://www.ecfr.gov/cgi-bin/textidx?SID=abdcd954fac7098da5e31184b6f68782&mc=true&node=pt2.1.200&rgn=div5>

PAPERWORK REDUCTION ACT: The information collection requirements contained in this Notice are approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act (PRA) of 1995 (44 U.S.C 3520). In accordance with the PRA, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. The active information collections contained in this Notice are approved under the PRA OMB Control Number 2577-0169.

If you have questions about the Tribal HUD-VASH grant renewal process, please contact Frederick J. Grier, Director of Grants Management, Office of Native American Programs. 202-402-5186 or at Frederick.J.Grier@hud.gov.

/s/

Dominique Blom
General Deputy Assistant Secretary for Public
and Indian Housing