



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

OFFICE OF PUBLIC AND INDIAN HOUSING

Special Attention of:
Tribes; Tribally
Designated Housing Entities;
and ONAP Administrators

Notice PIH 2018-15 (TDHEs)

Issued: September 28, 2018

Effective until revoked, superseded, or amended

Cross Reference:
Program Guidance 2018-02

Subject: Required Use of the Energy and Performance Information Center for Submission of the Indian Housing Plan/Annual Performance Report

Purpose: The purpose of this notice is to: (1) inform Indian Housing Block Grant (IHBG) recipients of the requirement to use HUD's online Energy and Performance Information Center (EPIC) for submitting the Indian Housing Plan (IHP)/Annual Performance Report (APR) (form HUD-52737); and (2) explain the alternative IHP/APR submission process for recipients with inadequate internet service.

Background: EPIC is an online application that automates much of the process for completing and submitting IHPs/APRs, IHP Amendments, IHP Certifications, and requests for IHP waivers. EPIC's automated capabilities, such as prepopulated fields, drop-down menus, and automatic-totaling tables, should save the user time in completing the form while enhancing data quality.

The user accesses the system through the internet. EPIC allows for data to be collected through a web-based form and then saved into a database for further analysis and reporting. EPIC retains all submitted documents for future reference. EPIC is available at https://portalapps.hud.gov/app_epic/

EPIC uses HUD's Secure Systems for user authentication and authorization. User IDs and passwords are required to access EPIC. The user must be registered in HUD's Secure Systems to have a valid ID and password for EPIC. If the user needs to register with Secure Systems, visit this site: https://hudapps.hud.gov/public/wass/public/pha/phareg_page.jsp. Once the user has registered with Secure Systems, the user must contact their Area Office of Native American Programs (Area ONAP) to complete registration before they can access EPIC.

For detailed information on how to complete an IHP/APR, see Program Guidance [2018-02](#).

EPIC Requirement: IHBG recipients are now required to use EPIC for submitting IHPs/APRs and related documents. Effective May 1, 2018, recipients must begin using EPIC for their

upcoming program year IHP. The EPIC system requires an IHP for a given program year to be submitted before submitting an APR for that program year. So, if a recipient did not submit an IHP in EPIC, the recipient cannot submit the corresponding APR in EPIC, and should complete the APR portion of form HUD-52737 using the same format that they utilized for the IHP portion.

A recipient with inadequate internet service may use the fillable PDF version of form HUD-52737 after submitting a request to the Area ONAP and receiving written approval. The request should be submitted prior to the recipient's IHP due date. The request should include a brief description of the reasons why the recipient should be allowed to submit its IHP/APR using the fillable PDF version of the form based on the inadequacy of its internet service. The request must also be signed by the recipient's authorized representative. If the Area ONAP approves a request submitted by a recipient, the approval is valid for one tribal program year for both the IHP and APR. A recipient should plan on submitting its IHP/APR in the following year using EPIC unless it continues to have inadequate internet service to do so. The PDF version of the IHP/APR is available by contacting your local Area ONAP.

EPIC Resources: ONAP's Code Talk website provides helpful resources for using EPIC and for completing the IHP/APR. The documents below, and others, are available at:
https://www.hud.gov/program_offices/public_indian_housing/ih/grants/ihbg

EPIC User Manual for Recipients. The manual describes how a grant recipient uses EPIC and includes sufficient detail in plain English, along with numerous screen shots.

Secure Systems Registration. The document provides a step-by-step description of how to register with Secure Systems.

IHP/APR Form Guidance. Program Guidance [2018-02](#) provides in-depth descriptions of how to complete each section of the form along with numerous examples to assist the recipient. Recipients are strongly encouraged to rely on the guidance when using EPIC for the first time.

The EPIC IHP/APR has help functions in video format for each page that provide additional information about the data collected on that page. In addition, the underlined elements of the form contain helpful information when clicked.

Technical Assistance: If you have any questions regarding this notice, please contact your local Area ONAP.

/s/

Dominique Blom
General Deputy Assistant Secretary
for Public and Indian Housing