



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, Tribes, and Tribally
Designated Housing Entities

Notice PIH 2023-26

Issued: September 28, 2023

This Notice is in effect until
amended, superseded, or rescinded.

Cross References:
Program Guidance 2018-02a, Notice PIH
2018-15, Notice PIH 2022-15

Subject: Implementing Required Use of the Grants Evaluation and Management System (GEMS) for Grant Programs with the Office of Native American Programs

Purpose: This notice informs the Office of Native American Programs' (ONAP's) grantees of the requirement to use GEMS effective the date of this notice for certain grant administration functions. GEMS replaces ONAP grantees' use of the Energy and Performance Information Center (EPIC). This notice supersedes Notice [PIH 2018-15](#).

Background: On August 18, 2023, ONAP issued a [Dear Tribal Leader Letter announcing the Nationwide Rollout of GEMS](#). GEMS is an online grant administration system that will manage most aspects of the grant workflow for ONAP's grant programs. ONAP's goal for GEMS is to improve the administration of Tribal housing programs and simplify grant management processes for Tribal grantees.

GEMS Use Requirement: Effective the date of this notice, all ONAP grantees are required to use GEMS to:

- Submit SF-425s for all ONAP-administered grant programs.
- Submit Indian Housing Plans (IHPs)/Annual Performance Reports (APRs) and related documents for the Indian Housing Block Grant formula program.

GEMS will retain all submitted documents for future reference by grantees and ONAP staff. Prior to the publication of this notice, data was transferred from EPIC to GEMS. IHP/APRs, and SF-425s submitted in EPIC will be archived and accessible by ONAP staff, if needed.

GEMS Registration and Access: ONAP grantees will need to set up an account through a [Registration Portal](#). Once the registration request is verified and processed by the Area ONAP, the grantee will receive an email with log-in information to access [GEMS](#). A one-time signature attestation will be required for authorized officials to submit electronic signatures in GEMS.

GEMS Resources: Helpful resources for using GEMS and for completing the IHP/APR and SF-425 are available on [ONAP's Codetalk website](#), or use these quick start links:

- [GEMS Website](#)
- [GEMS Self-Registration](#)
- [GEMS Log In](#)
- [GEMS User Guide](#) provides instructions for registering for access, completing and submitting required reporting, updating user information, and navigating GEMS.

[Notice PIH 2022-15](#): Federal Financial Reports (SF-425) and [Program Guidance 2018-02a](#): Completing the IHP/APR (HUD-52737), remain in effect until revoked, superseded, or amended.

The Future of GEMS: ONAP continues to develop future releases of GEMS that will include more reporting modules and functions for additional ONAP grant programs. With future releases, grantees will be required to use each new GEMS functionality. Grantees will be notified of additional functions and requirements via Program Guidance or Dear Tribal Leader Letters. GEMS Training and Technical Assistance will be provided by your Area ONAP and the ONAP GEMS team.

Requesting HUD Approval to Submit Via Email or Post: A grantee with inadequate internet service may use the fillable PDF versions of form HUD-52737 and SF-425 after submitting a request to the Area ONAP and receiving written approval. The request should be submitted prior to the grantee's IHP/APR or SF-425 due date. The request should include a brief description of the reasons why the grantee should be allowed to submit its IHP/APR or SF-425 using the fillable PDF versions of the form. The request must be signed by the grantee's authorized representative.

If the Area ONAP approves a request submitted by a grantee, the approval is valid for one Tribal program year. A grantee should plan on submitting its IHP/APR and SF-425 in the following year using GEMS. The PDF versions of the IHP/APR or SF-425 are available by contacting your local Area ONAP.

If you have any questions regarding this notice can be emailed to ONAPGEMS@hud.gov, or please contact your local Area ONAP for assistance with GEMS.



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