U.S. Department of Housing and Urban Development

Grants Evaluation Management System (GEMS)

Grantee User Guide
(revised 09/20/2023)

Table of Contents

Introduction

HUD's Office of Native American Programs' (ONAP) Grants Evaluation and Management System (GEMS) is the system of record for an ONAP grantee's grant history and the interface for processing and managing ONAP grants. GEMS plays a substantial role in storing and analyzing data reported by grantees and enabling ONAP staff to assess and report on grant performance.

The purpose of this Guide is to provide grantees with step-by-step instructions on how to use GEMS. The instructions are accompanied by numerous screenshots.

GEMS will continually be improved and expanded to handle all ONAP grant programs. Currently available are all Federal Financial Report (FFR) – Standard Form 425 (SF-425) for ONAP grants, as well as formula Indian Housing Block Grant's (IHBG) Indian Housing Plan (IHP), Annual Performance Report (APR), their updates and amendments, and interim funding requests.

As additional programs and functions are added to GEMS, this Guide will be updated, and training will be conducted. Always rely on the current version of this Guide, as it provides the latest descriptions of GEMS and its functionality. Check CodeTalk to make sure you have the latest version of the Guide and access recorded trainings.

User Guide Updates

Since the last version of this Guide was released, the following changes/updates have been made:
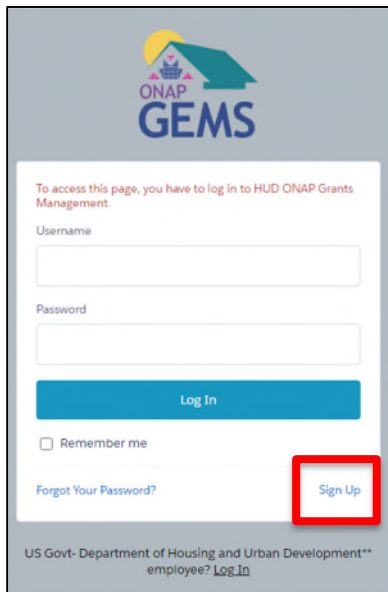
- General Updates:
    - Version number added to the footer.
    - Version number updated to 1.11.
    - Updated the pages numbers in the *Table of Contents*.
    - *User Guide Updates* section added.
    - In all instances where the Guide talks about being able to see a submission's decision, it has been clarified that if no decision is listed it means that your area ONAP office is still reviewing it.
- Introduction:
    - Updated to reflect nationwide rollout status.
- How to Register as a GEMS User:
    - Clarified the descriptions of the fields on the registration form.
- How to Create, Change, or Reset your Password:
    - Clarified the steps to reset your password from the log-in screen.
    - Added that password reset links expire in 24 hours.
- How to Navigate the GEMS Grantee Portal:
    - Added information on the upcoming deadlines section of the **Home** tab.
    - Added and linked related sections of the Guide to the tabs they apply to.
- How to Complete an Initial IHP:
    - Clarified that Line 18 does not show when the grantee is the Tribe.
    - Clarified that the "total all other funds to be expended" sections in Section 3 are now collective and the information needs to be broken out in Section 5.
- How to Sign Award Packages:
    - Updated and clarified the steps.
- How to Amend Your IHP:
    - Updated the step the user is referred to in *How to Complete an Initial IHP*.
- How to Complete an APR:
    - Clarified who to contact if the IHP is not in 'In Compliance' status.
    - Clarified that Line 18 does not show when the grantee is the Tribe.
    - Clarified that the "total all other funds to be expended" sections in Section 3 are now collective and the information needs to be broken out in Section 5.
- How to Update or Revise an APR:
    - Clarified when this section needs to be used.
    - Added that each section needs to be clicked through for GEMS to determine if it is complete.
    - Updated the step the user is referred to in *How to Complete an APR*.
- How to Complete an SF-425:
    - Clarified and updated sections on submitting formula IHBG SF-425s with investment authority.
- How to Update or Revise an SF-425:
    - Clarified the steps.

I. How to Register as a GEMS User

A Tribe/TDHE will determine who needs access to GEMS and their permission level. There is no limit on the number of users that your organization can have at this time. At a minimum, each Tribe and TDHE has one executive contract which is either the Tribal Chairperson or TDHE Executive Director.

By registering, you agree that you have permission to create an account with the requested access level. All user registration requests are reviewed and approved by ONAP; we will reach out to your organization to confirm access is being provided to the appropriate users.

1. Navigate your internet browser to the GEMS login page at https://hud-gateway.force.com/GEMS
   a. We recommend you use Google Chrome. However, GEMS will work fully in most browsers.

2. In the top righthand corner, click the red **Log in** button.

3. When the screen refreshes, click the **Sign Up** link in the lower righthand corner.
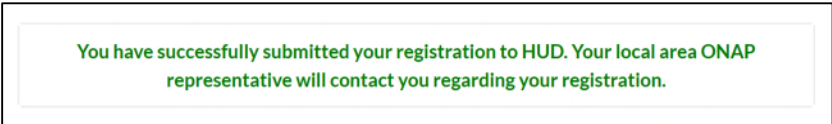
4. On the next screen, read the Privacy Act Statement and select your ONAP region from the dropdown menu. Click the **Next** button.

5. Complete the registration form. Additional information is provided below each field. All required fields are indicated with an *:
   - **Tribe/TDHE:** Start typing the name of your Tribe/TDHE and select it from the dropdown menu.
     o If you selected the wrong region on the last screen, scroll to the bottom of the form and click the **Previous** button on the righthand corner. Then return to Step 4.
     o If you cannot find your organization, contact your area ONAP GEMS representative.
   - **Salutation:** Select your preferred salutation from the dropdown menu.

- **First Name, Middle Name, Last Name, Suffix, Title, Telephone Number, Fax Number:** Enter your information in these fields.
- **Primary Contact:** Select **Yes** if you are the Executive Contact (the authorized entity) for the Tribe/TDHE. Otherwise, select **No**.
- **Registration Type:** Select one of the following from the dropdown menu:
  - New Account: Select if you have not previously used GEMS for your organization.
  - Reauthorization: Select if you need to update an existing or previously deactivated GEMS account.
  - Disablement: Select if you need to remove your GEMS account.
- **Work Street, Work City, Work State/Province, Work Zip/Postal Code:** Enter your work address.
- **Email:** Enter your work email address.
- **Requested Access:** Select the level of access you are authorized to have from the dropdown menu. As shown in the image below, each level builds on and includes the previous one:
  - Read/Review Plans – allows you to only read forms.
  - Create/Edit Plans – allows you to read, create, and edit forms.
  - Sign/Submit Plans – allows you to read, create, edit, and submit forms; only select this option if you have permission to sign and submit forms on behalf of your Tribe/TDHE.
    - If your Tribe/TDHE allows it, you can have sign/submit plan access without being the primary contact.
    - The primary contact should always have sign/submit plan access.

- **Grant Program:** Select the grant type(s) your organization has from the menu.
  - To select multiple grant types, hold down the Ctrl (PC) or Command (Mac) key while clicking on the desired grant types. Repeat as needed. All the grant types you have selected will show as highlighted with a gray background and white text.

- To remove one or more selected grant types, hold down the Ctrl (PC) or Command (Mac) key and click on the grant type again that you want to remove from your selection. Repeat as needed.
- **Are you replacing someone in your tribe/housing entity?:** Select **Yes**, **No**, or **Unknown** from the dropdown menu.
  - If you are unsure, select unknown.
- **Comments:** Add any additional comments to help ONAP review your request.

6. Click the **Register** button at the bottom righthand corner. The system will automatically check to see if you already have a GEMS account.
   a. If you do not have an account in GEMS**,** you will receive an email that says your area ONAP GEMS representative will review your registration request. Once the registration is approved, you will receive an email with instructions on how to access the system. You may need to check your email inbox and spam folder to find the email.
      i. If you have not heard back about your registration within five (5) business days, please reach out to your area ONAP office.

You have successfully submitted your registration to HUD. Your local area ONAP representative will contact you regarding your registration.

   b. If you have an account in GEMS, you will receive a message to reset your password. Click the **click here** link and follow the steps to change your password. Your username is your email address. (More information on resetting your password can be found in *How to Create, Change, or Reset Your Password*.)

The email address johnsGems@gmail.com you provided already exists in the Grants Evaluation Management System (GEMS). Please click here to reset your password.

II. How to Create, Change, or Reset Your Password

Once your registration request is reviewed and approved by your area ONAP office, you will receive the below email to set up a password. Your username is your email address; click the link in the email to setup your password.
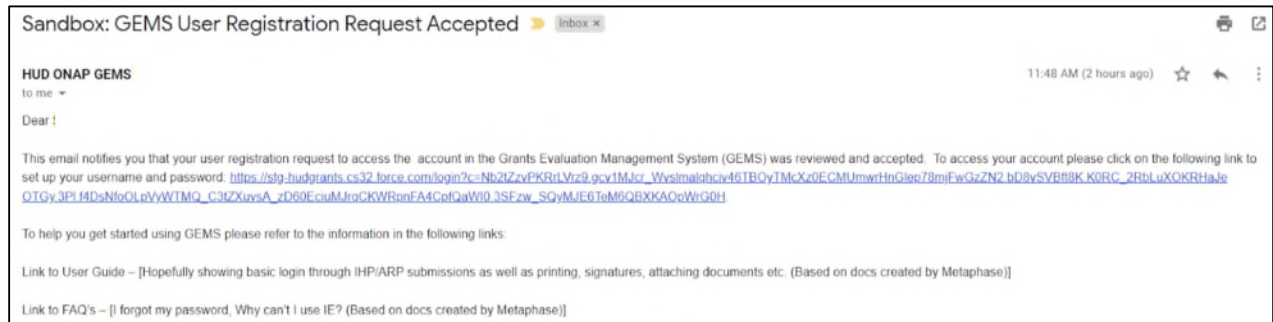
A password change can either be:
 a) self-initiated while logged-in or
 b) requested while logged-out, like when you cannot remember your password.

Self-Initiated Password Change While Logged-In

1. Click the person icon in the upper righthand corner and click the **Profile** link from the dropdown.

2. Click the **Settings & Preferences** link from the menu on the righthand side and click the **Change Password** link down the screen on the left when the text changes.
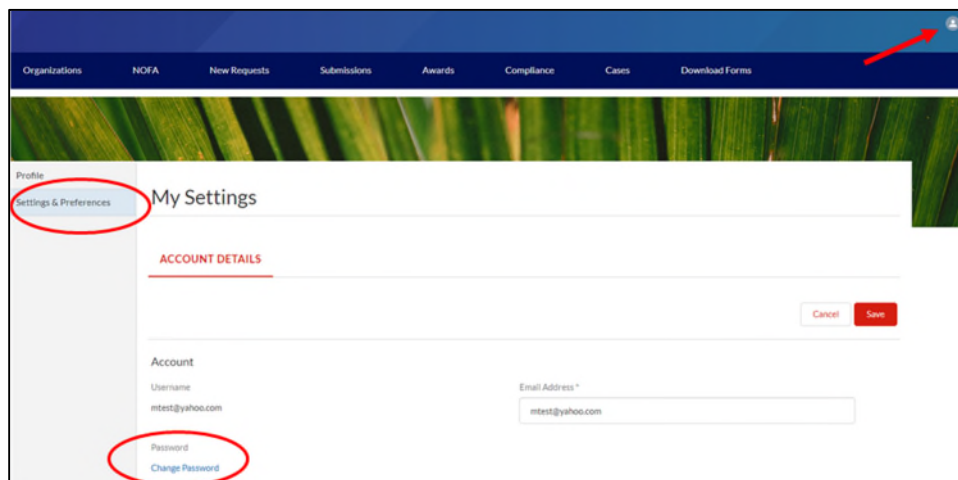
3. When the page refreshes, enter your current password as well as the new password you would like to use. Please make sure that it has at least 10 characters, and includes at least one (1) letter, one (1) number, and one (1) special character.

4. Once your password meets the requirements, click the **Save** button.

Password Change Request While Logged Out

1. Navigate your internet browser to the GEMS login page at https://hud-gateway.force.com/GEMS

2. In the top righthand corner, click the red **Log in** button.

3. When the page refreshes, click the **Forgot your Password?** link in the lower lefthand corner.

4. When the page refreshes, enter your username, and click the **Continue** button.

5. A password change request will be sent to your email address on file. When you receive the email, click the included link. You may need to check your email inbox and spam folder to find the email. If you are
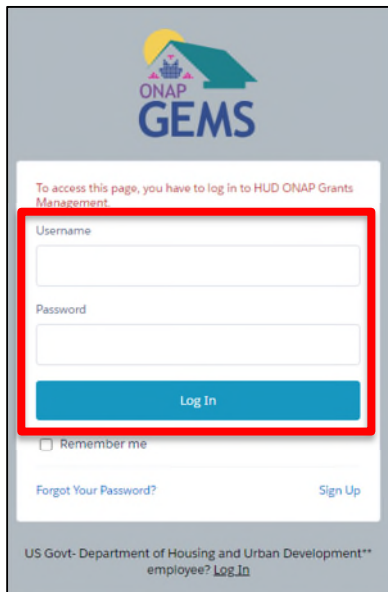
unable to reset your password within 24 hours of receiving the email, contact your area ONAP GEMS representative to reset the password again as the link will have expired.

6. A webpage will open that asks you to create a new password. Please make sure that it has at least 10 characters, and includes at least one (1) letter, one (1) number, and one (1) special character.

7. Once your password meets the requirements, click the **Change Password** button to save the change.

III. How to Login to Your GEMS Account

If you do not have a GEMS account yet, please follow the steps in *How to Register a User in GEMS*.

1. Navigate your internet browser to the GEMS login page at https://hud-gateway.force.com/GEMS
   a. We recommend you use Google Chrome. However, GEMS will work fully in most browsers.

2. In the top righthand corner, click the red **Log in** button.

3. When the screen refreshes, enter your username (email address) and password.

4. Click the **Log In** button to go to the **Home** tab.

IV. How to Navigate the GEMS Grantee Portal

There are nine (9) tabs across the top of the portal. Starting on the lefthand side, additional information is provided below about each tab. If there are less than nine (9) tabs across the top of your screen, the tab on the right will say **More**, and the extra tabs can be found by clicking that tab.

1. The **Home** tab has a) a dashboard, where you can find upcoming deadlines and unfinished tasks, and b) a calendar. If you think something listed has already been submitted and/or the due date appears wrong, please contact your grants management specialist or grants evaluation specialist.
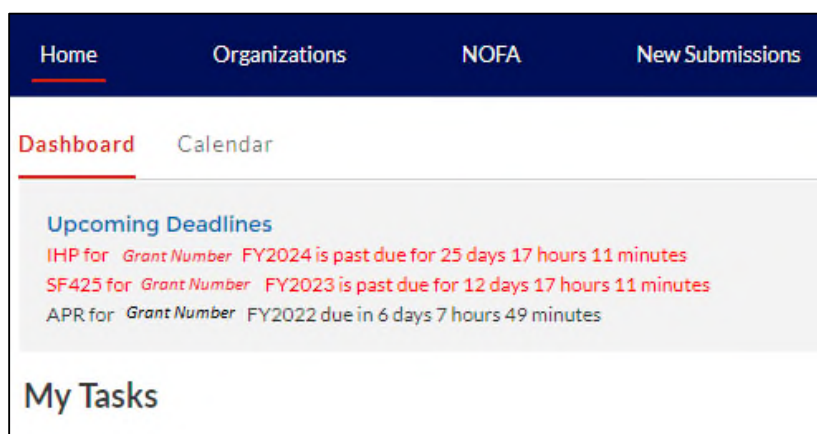
2. The **Organizations** tab shows which Tribe and/or TDHE your account is associated with and the Tribe and TDHE hierarchy for these organizations. See *How to View Your Organization's Contacts* for more information.
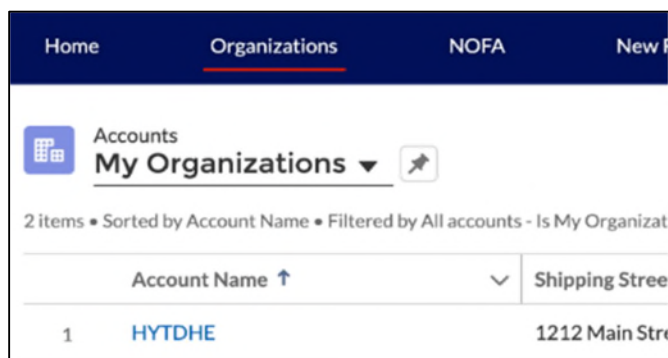
3. The **NOFA** tab is coming soon, and this section will be updated when it is available.

4. The **New Submissions** tab allows you to create new reports, requests, and documents. See *How to Complete an Initial IHP*, *How to Complete an IHP Waiver*, *How to Complete an Interim Fudging Request*, *How to Complete an IHP Amendment*, *How to Complete an APR*, and *How to Update/Revise an APR* for more information.

5. The **Submissions** tab shows the status of the submitted reports or documents for your organization. If no decision is shown, your area ONAP office is still reviewing the submission. See *How to Complete an IHP Amendment*, *How to Complete an APR*, *How to Update/Revise an APR*, *How to Print an IHP/APR*, *How to Update/Revise an SF-425*, *How to Print an SF-425* for more information.

6. The **Awards** tab lists the awards packages for your organization. See *How to Sign Award Packages* for more information.

7. The **Compliance** tab is coming soon, and this section will be updated when it is available.

8. The **Cases** tab allows you to submit a help ticket to your area ONAP office. See *How to Submit and Watch a Support Case* for more information.

Home	Organizations	NOFA	New Submissions	Submissions	Awards	Compliance	Case	Download Forms

Cases
My Cases ▾ 📌
0 items • Sorted by Case Number • Filtered by My cases • Updated a few seconds ago
Q Search this list…
Printable View | New

Case Number ↑	∨	Contact Name	∨	Subject	∨	Status	∨	Priority	∨	Date/Time Opened	∨	Case Owner Alias	∨
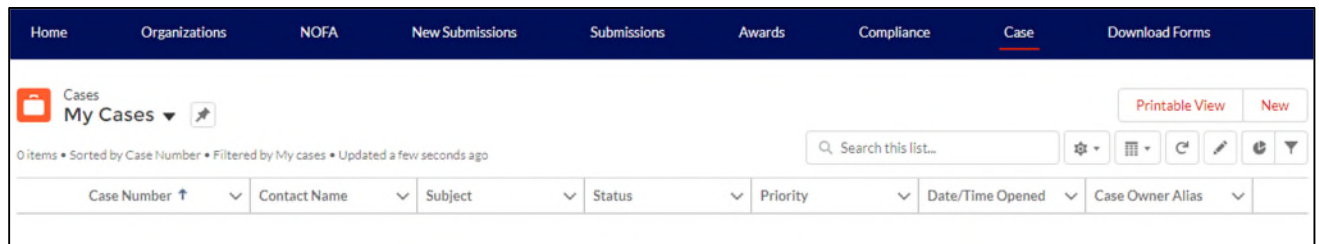
9. The **Download Forms** tab allows you to download a blank IHP/APR form, Tribal certification form, and GEMS signature attestation page.

Home	Organizations	NOFA	New Submissions	Submissions	Awards	Compliance	Case	Download Forms

Please click a link below to download a form

For better result please download, save and open it in Internet Explorer.
Form HUD-52737 (IHP/APR)
Tribal Certification Form
GEMS Signature Attestation Page
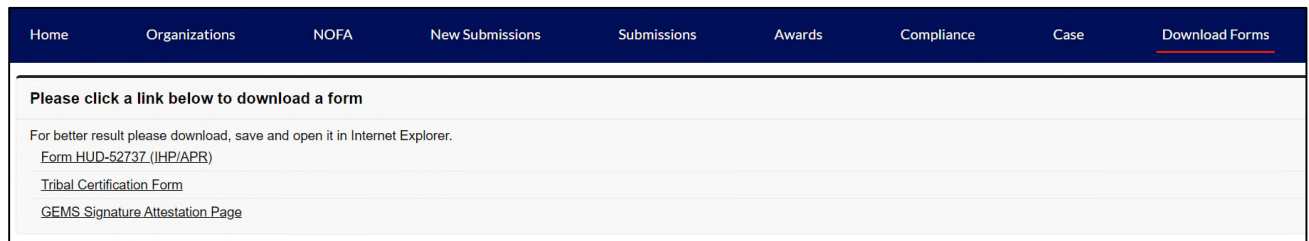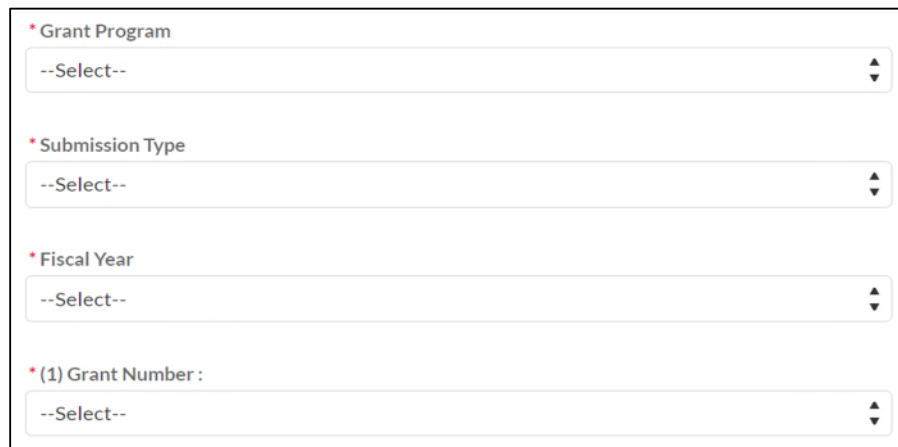
V. How to Complete an Initial IHP

1. Once logged-in to GEMS (see *How to Login to Your GEMS Account*), click the **New Submissions** tab.

Home	Organizations	NOFA	New Submissions	Submissions

2. Select the following options from the dropdown menus:
   - **Grant Program:** Select **IHBG**
   - **Submission Type:** Select **Initial Plan (IHP)**
   - **Fiscal Year:** Select the fiscal year for this IHP
   - **(1) Grant Number:** Select the grant number for this IHP

   * Grant Program
   --Select--

   * Submission Type
   --Select--

   * Fiscal Year
   --Select--

   * (1) Grant Number :
   --Select--

3. Click the **Next Section** button in the bottom righthand corner to start the IHP.

4. The screen will refresh, and you will see *Section 1: Cover Page*. The section bar at the top shows your progress and is color coded. It will be blue for the section you are working on, gray for a section that has not been started yet, yellow for a section that was started but not completed, and green for a section that is complete. All required fields are indicated with an *:

Section 1	✓	Section 3	Section 4	Section 5

   IHBG PY 2022 (1/1/2022 - 12/31/2022) Indian Housing Plan (IHP)

   ## SECTION 1: COVER PAGE
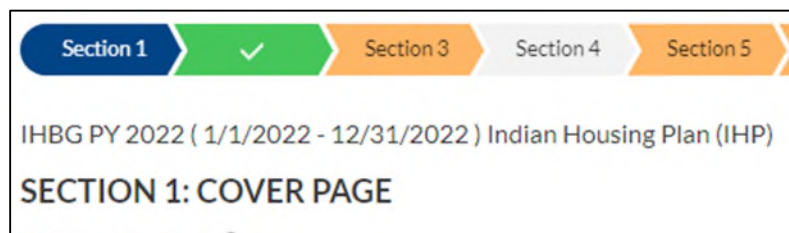
5. You can complete the IHP in one setting or save your work and pick it up later. Each section will have three (3) buttons in the bottom righthand corner to a) go back to the last section (**Previous Section**), b) save your work as a draft (**Save as Draft**), and c) go to the next section (**Next Section**).

- To leave and return later, click **Save as Draft**, and find the IHP on the **Home** tab. Then click the dropdown arrow at the end of the row and select **Edit**.

Previous Section	Save as Draft	Next Section

6. Complete *Section 1: Cover Page*. Some information is prepopulated, and other information will populate when the IHP is submitted; additional information is provided below about each field that you can edit:
   - **(10) Contact Person:** Enter the name of the contact person for the IHP.
   - **(11) Telephone Number:** Enter the phone number of the contact person.
   - **(16) Fax Number:** Enter the fax number of the contact person.
   - **(17) Email Address:** Enter the email address of the contact person.
   - **(18) If TDHE, List Tribes Below:** If you are with a TDHE, you will be able to check the box for the Tribe you serve. (This field will <u>not</u> show when the grantee is the Tribe.)
   - **(21) CCR/SAM Expiration Date:** Enter your organization's CCR/SAM expiration date.

Section 1	Section 2	Section 3	Section 4	Section 5

IHBG PY 2022 (1/1/2020 - 12/31/2020) Indian Housing Plan (IHP)

SECTION 1: COVER PAGE

* (1) Grant Number : ⓘ

55IT5167890

* (2) Recipient Program Year : ⓘ

1/1/2020 - 12/31/2020

* (3) Federal Fiscal Year : ⓘ

2022

Submission Type

◉ (4) Initial Plan (Complete this Section then proceed to Section 2)

◯ (5) Amended Plan (Complete this Section and Section 8 if applicable)

◯ (6) Annual Performance Report (Complete items 27-30 and proceed to Section 3)

Record Type ⓘ

◉ (7) Tribe

◯ (8) TDHE

* (9) Name of Recipient : ⓘ

Western Testing Tribe

* (10) Contact Person : ⓘ

Mr Testworths

7. Click the **Next Section** button to go to *Section 2: Housing Needs*.

8. Complete Section 2 by selecting which types of need your organization will provide and typing in the text boxes that are applicable. Descriptions for this section are included in GEMS.

SECTION 2: HOUSING NEEDS
NAHASDA § 102(b)(2)(B)

(1) Type of Need: Check the appropriate box(es) below to describe the estimated types of housing needs and the need for other assistance for low-income Indian families (column B) and all Indian families (column C) inside and outside the jurisdiction.

Check all that apply

Housing Needs

(A) Type of Need	(B) Low-Income Indian Families	(C) All Indian Families
(1) Overcrowded Households	☐	☐
(2) Renters Who Wish to Become Owners	☐	☐
(3) Substandard Units Needing Rehabilitation	☐	☐
(4) Homeless Households	☐	☐
(5) Households Needing Affordable Rental Units	☐	☐
(6) College Student Housing	☐	☐
(7) Disabled Households Needing Accessibility	☐	☐
(8) Units Needing Energy Efficiency Upgrades	☐	☐
(9) Infrastructure to Support Housing	☐	☐
(10) Other (specify below)	☐	☐

(2) Other Needs.
(Describe the other needs below. Note this text is optional for all needs except "Other.")

(3) Planned Program Benefits.
* (Describe below how your planned programs and activities will address the needs of low income families identified above. Also describe how your planned programs will address the various types of housing assistance needs NAHASDA § 102(b)(2)(B)):

(4) Geographic Distribution.
* Describe below how the assistance will be distributed throughout the geographic area and how this geographic distribution is consistent with the needs of low income families. NAHASDA § 102(b)(2)(B)(i)):

Previous Section   Save as Draft   Next Section

9. Click the **Next Section** button to go to *Section 3: Program Descriptions*.

10. To complete Section 3, you will need to add each planned program individually by clicking the **Add New Program** button.

11. The *Add/Edit Program* page will pop up. Fill in each field to describe the activity.

- **1.1a Unique Identifier:** Any number you choose to identify the program by, but it is recommended that you number them in order and include the program year, such as 2023-01. The system will sort your programs by this field.
- **1.1b Program Name:** A few words to summarize what the program is, such as Operation of 1937 Act Housing.
- **1.2 Program Description:** Describe what specific types of projects will be developed during the program year.
- **1.3 Eligible Activity Number:** Select an activity from the dropdown that best fits the program.
- **1.4 Intended Outcome Number:** Select an outcome from the dropdown that best fits the program.
- **1.6 Who Will Be Assisted:** Describe the types of households that will be assisted under the program.
- **1.7 Types and Level of Assistance:** Describe the types and level of assistance that will be provided to each household.
- **Planned Number of Units to be Completed in Year Under this Program:** Estimate the number of IHBG-assisted units to be completed, households to be served, and/or acres to be purchased for IHBG-assisted housing development for each planned activity during the program year.
- **Prior and Current Year IHBG (only) funds to be expended in 12-month program year (L):** The cumulative amount of IHBG funds that are planned to be used for these activities in the program year.
- **Total all other funds to be expended in 12-month program year (M):** The amount of non-IHBG funds that are planned to be used for these activities in the program year.
  - *Note:* This field no longer breaks down by type of other funds. Just enter the total dollar amount on this screen. You will need to break it out by funding source in Section 5.

12. Click the **Save and Continue** button to return to the main Section 3 page. Verify that each of the added programs are displayed and fix any error messages that appear under the **Add New Program** button. If you need to edit an activity, click the dropdown arrow at the end of the row that you need to edit, and select **Edit** to reopen the *Add/Edit Program* page.

13. Repeat Steps 10, 11, and 12 until you have entered all the programs that need be included in this IHP.
    - If an activity is close to one you have already created for this IHP, you can copy it by clicking the dropdown arrow at the end of the row and select **Clone** to open the *Add/Edit Program* page.
    - If an activity is entered in error, you can delete it by clicking the dropdown arrow at the end of the row and select **Delete**.

14. Click the **Next Section** button to go to *Section 4: Maintaining 1937 Act Units, Demolition, and Disposition*.

15. Complete Section 4 by typing in the text boxes. Descriptions for this section are included in GEMS.

16. Click the **Next Section** button to go to *Section 5: Budgets*.

17. Complete Section 5 by updating the three components as follows:

- In the *(1) Sources of Funding* table, enter dollar amounts in Columns A, B, and D to report the actual funds available for each source. The system will calculate Columns C and E in real time; they will be $0.00 until information is entered in Columns A, B, and D.

- In the *(2) Uses of Funding* table, check the information in Columns L and M for each of your programs. These dollar amounts will auto-populate from Section 3. If you fix any of these cells,

it will automatically update Section 3 as well. The system will calculate Column N in real time; it will be $0.00 until information is entered in Columns L and M.

- o GEMS might not show your programs in the order you expect, so check the program name before entering any figures.

PROGRAM NAME	(L) Prior and current year IHBG (only) funds to be expended in 12-month program year	(M) Total all other funds to be expended in 12-month program year	(N) Total funds to be expended in 12-month program year (L+M)
2021-003: Allentown Semi-Luxury Homes	$1,700,000.00	$25,000.00	$1,725,000.00
2022-001: Burrowed Bengal Rentals	$900,000.00	$25,000.00	$925,000.00
2022-003: Brady Apts Rehab	$1,200,000.00	$25,000.00	$1,225,000.00
Planning and Administration	$0.00	$0.00	$0.00
Loan repayment - describe in 3 & 4 below	$0.00	$0.00	$0.00
TOTAL	$3,800,000.00	$75,000.00	$3,875,000.00

- In the *(3) Estimated Sources of Uses of Funding (NAHASDA § 102(b)(2)(C))* text box, type in any applicable information. A description for this text is included in GEMS.

18. Click the **Next Section** button to go to *Section 6: Other Submission Items*.

19. Complete Section 6 by typing in the text boxes and selecting yes/no on the relevant questions.

20. If your organization has expanded its formula area, answer yes in Line 6 to add this information. If not, answer no and skip to Step 23.

21. Click the **Add Expanded Formula Area** button to add the fields you need to complete and add the necessary data. All the fields are required; they are:
    - Geographic area that has been added to the Tribe's formula area and the documented number of Tribal members residing there
    - All AIAN Households – IHBG Funds
    - AIAN Households with Incomes 80% or Less of Median Income – IHBG Funds
    - All AIAN Households – Funds from Other Sources
    - AIAN Households with Incomes 80% or Less of Median Income – Funds from Other Sources

22. Repeat Step 21 until you have entered all the expanded formula areas that need be included in this IHP.
    - If you click the **Add Expanded Formula Area** button too many times, click the garbage can icon for any expanded area that needs to be removed.

23. Click the **Next Section** button to go to *Section 7: Indian Housing Plan Certification of Compliance*.

24. Complete Section 7 by selecting yes, no, or not applicable on the six (6) questions. Descriptions for this section are included in GEMS.

IHBG PY 2020 (10/1/2021 - 9/30/2022) Indian Housing Plan (IHP)

SECTION 7: INDIAN HOUSING PLAN CERTIFICATION OF COMPLIANCE

NAHASDA § 102(b)(2)(D)

By signing the IHP, the recipient certifies its compliance with Title II of the Civil Rights Act of 1968 (25 USC Part 1301 et seq.), and ensures that the recipient has all appropriate policies and procedures in place to operate its planned programs. The recipient should not assert that it has the appropriate policies and procedures in place if these documents do not exist in its files, as this will be one of the items verified during any HUD monitoring review.

(1) In accordance with applicable statutes, the recipient certifies that:

* It will comply with Title II of the Civil Rights Act of 1968 in carrying out this Act, to the extent that such title is applicable, and other applicable federal statutes.

○ Yes
○ No
Complete this field.

(2) In accordance with 24 CFR 1000.328, the recipient receiving less than $200,000 under FCAS certifies that:

* There are households within its jurisdiction at or below 80 percent of median income

○ Yes
○ No
○ Not Applicable
Complete this field.

(3) The following certifications will only apply where applicable based on program activities.

* a. It will maintain adequate insurance coverage for housing units that are owned and operated or assisted with grant amounts provided under NAHASDA, in compliance with such requirements as may be established by HUD;

○ Yes
○ No
○ Not Applicable
Complete this field.

* b. Policies are in effect and are available for review by HUD and the public governing the eligibility, admission, and occupancy of families for housing assisted with grant amounts provided under NAHASDA;

○ Yes
○ No
○ Not Applicable
Complete this field.

* c. Policies are in effect and are available for review by HUD and the public governing rents charged, including the methods by which such rents or homebuyer payments are determined, for housing assisted with grant amounts provided under NAHASDA; and

○ Yes
○ No
○ Not Applicable
Complete this field.

* d. Policies are in effect and are available for review by HUD and the public governing the management and maintenance of housing assisted with grant amounts provided under NAHASDA

○ Yes
○ No
○ Not Applicable
Complete this field.

Previous Section   Save as Draft   **Next Section**

25. If you are with a TDHE, click the **Next Section** button to go to *Section 8: IHP Tribal Certification*. If you are with a Tribe, skip to Step 27.

26. Complete Section 8 by selecting how the tribal government reviews the IHP and providing the Tribe's name, as well as the authorized official's name and title. Wet signatures may be added on the *Attachments Section*.

IHBG PY 2020 (10/1/2021 - 9/30/2022) Indian Housing Plan (IHP)

SECTION 8: IHP TRIBAL CERTIFICATION

NAHASDA § 102(c)

This certification is used when a Tribally Designated Housing Entity (TDHE) prepares the IHP or IHP amendment on behalf of a tribe. This certification must be executed by the recognized tribal government covered under the IHP.

(1) The recognized tribal government of the grant beneficiary certifies that:

☐ (2) It had an opportunity to review the IHP or IHP amendment and has authorized the submission of the IHP by the TDHE; or

☐ (3) It has delegated to such TDHE the authority to submit an IHP or IHP amendment on behalf of the Tribe without prior review by the Tribe.

(4) Tribe:

(5) Authorized Official's Name and Title:

(6) Authorized Official's Signature (Enter your name to sign electronically.):

(7) Date (MM/DD/YYYY):

Jan 4, 2022

Previous Section   Save as Draft   **Next Section**

27. Click the **Next Section** button to go to *Section 9: Tribal Wage Certification*.

28. Complete Section 9 by selecting how your organization will determine wages. A text box is included if more information needs to be included.

29. Click the **Next Section** button to go to *Attachments Section*.

30. Complete this section by uploading any attachments that need to be added to your IHP. Click the dropdown menu below **Select a Document Type to attach to the form** on the righthand side of the screen. The options are GEMS signature attestation page, tribal certification signature page, and other. (Forms that need signatures can be found from the **Download Forms** tab.)
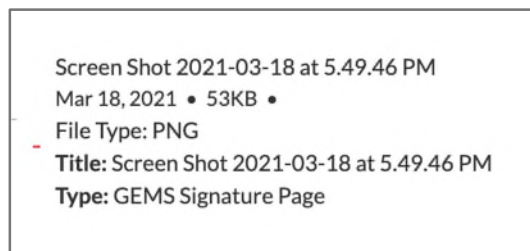
- If the GEMS signature attestation page or tribal certification page are more than one file, upload additional pages with the other file type. Your grants management specialist will ensure that all the sections are complete and attached before moving your IHP on in the review process.

31. When you have selected the document type, you will have the option to find where the file is saved on your computer (the **Upload Files** button) or drag and drop the file from a location that you can see.

32. Ensure the file's title and type are correct, and verify that your attachment was successfully uploaded.

Screen Shot 2021-03-18 at 5.49.46 PM
Mar 18, 2021 • 53KB •
File Type: PNG
Title: Screen Shot 2021-03-18 at 5.49.46 PM
Type: GEMS Signature Page

33. Repeat Steps 30, 31, and 32 until all files are attached.

34. Click the **Next Section** button to go to the *Review/Submit Confirmation* section.

35. If the IHP is complete, the section bar will be green and there will be a checkbox next to each of the sections under *Section Completion Status*. Revisit any section that is not yet complete.

IHBG PY 2020 (10/1/2021 - 9/30/2022) Indian Housing Plan (IHP)

Review / Submit Confirmation

Section Completion Status
- ☑ Section 1
- ☑ Section 2
- ☑ Section 3
- ☑ Section 4
- ☑ Section 5
- ☑ Section 6
- ☑ Section 7
- ☑ Section 8
- ☑ Section 9

Certification: The information contained in this document is accurate and reflects the activities actually planned or accomplished during the program year. Activities planned and accomplished are eligible under applicable statutes and regulations.

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosure of information, including intentional disclosure, is subject to a civil money penalty not to exceed $10,000 for each violation.

*Name of Authorized IHP Submitter

*Title of Authorized IHP Submitter   Please fill out this field.

*Signature of Authorized IHP Submitter (Enter your name to sign electronically)

Electronically signed by

*IHP Submission Date

1/4/2022

Previous Section   Save as Draft   Submit

36. Once complete, your IHP is ready to submit. As someone authorized to submit it, type your name twice and then your title. Click the **Submit** button. You will receive a message that says your IHP has been submitted and is pending approval; you may wish to print this page for your records.

37. Click the **Close** button to return to the **Home** tab.

38. You can check the status of your IHP from the **Submissions** tab. If no decision is shown, your area ONAP office is still reviewing your submission.

39. If you need to print your IHP, see *How to Print an IHP/APR*.

VI. How to Complete an IHP Waiver

1. Once logged-in to GEMS (see *How to Login to Your GEMS Account*), click the **New Submissions** tab.

Home	Organizations	NOFA	New Submissions	Submissions

2. Select the following options from the dropdown menus:
   - **Grant Program:** Select **IHBG**
   - **Submission Type:** Select **IHP Waiver Request**
   - **Fiscal Year:** Select the fiscal year for this waiver
   - **(1) Grant Number:** Select the grant number for this waiver

* Grant Program

--Select--

* Submission Type

--Select--

* Fiscal Year

--Select--

* (1) Grant Number :

--Select--

3. Click the **Next Section** button in the bottom righthand corner to start the IHP waiver request.

4. Complete the request form. Descriptions for this section are included in GEMS, and all required fields are indicated with an *.

SECTION 15: IHP WAIVER REQUESTS
NAHASDA § 101(b)(2)

THIS SECTION IS ONLY REQUIRED IF THE RECIPIENT IS REQUESTING A WAIVER OF AN IHP SECTION OR A WAIVER OF THE IHP SUBMISSION DUE DATE.

A waiver is valid for a period not to exceed 90 days Fill out the form below if you are requesting a waiver of one or more sections of the IHP. NOTE : This is NOT a waiver of the IHBG program requirements but rather a request to waive some of the IHP submission items.

* (1a.) Type of Waiver Request
☐ Extend IHP Due Date
☐ IHP Section Waiver

(1b.) Select the sections of the IHP where you are requesting a waiver and/or a waiver of the IHP due date.
☐ 1. Cover Page
☐ 2. Housing Needs
☐ 3. Program Descriptions
☐ 4. Maintaining 1937 Act Units, Demolition, and Disposition
☐ 5. Budgets
☐ 6. Other Submission Items
☐ 7. Indian Housing Plan Certification of compliance
☐ 8. IHP Tribal Certification
☐ 9. Tribal Wage Rate Certification

* (2) Describe the reasons that you are requesting this waiver (Describe completely why you are unable to complete a particular section of the IHP or could not submit the IHP by the required due date.):

* (3) Describe the actions you will take in order to ensure that you are able to submit a complete IHP in the future and/or submit the IHP by the required due date. (This section should completely describe the procedural, staffing or technical corrections that you will make in order to submit a complete IHP in the future and/or submit the IHP by the required due date.):

* (4) Recipient :

HYTDHE

* (5) Authorized Official's Name and Title :

* (6) Authorized Official's Signature (Enter your name to sign electronically.) :

(7) Date(MM/DD/YYYY) :

Jan 13, 2022

Cancel   Save as Draft   Submit

5. Click the **Submit** button. You will receive a message that says your request has been submitted and is pending approval; you may wish to print this page for your records.

> Congratulations, your IHBG FY 2021 (10/1/2021 - 9/30/2022) IHP Waiver Request for HYTDHE : 55-IT-12345 was submitted to HUD successfully and is under review.
>
> Close

6. Click the **Close** button to return to the **Home** tab.

7. You can check the status of your IHP waiver request from the **Submissions** tab. If no decision is shown, your area ONAP office is still reviewing your submission.

| Home | Organizations | NOFA | New Submissions | Submissions | Awards | More ∨ |

Version	FY	Submission Display Type	Grant Program	Grant Number	Reporting Periond End Date	Status
Please select ▼	2020 ▼	Please select ▼	Please select ▼	Please select ▼	Please select ▼	Please select ▼

Version ∨	FY ∨	Submission Type ∨	G.. ∨	Grant Nu... ∨	Peri... ∨	Status ∨	Decision ∨	↑∨
	2020	IHP Waiver Request	IHBG	55IH0222220		Submitted		
	2020	Initial Plan (IHP)	IHBG	55IH0222220		Submitted	In Compliance	
	2020	APR	IHBG	55IH0222220		Submitted		

8. If you need to print your IHP waiver, see *How to Print an IHP/APR*.

VII. How to Complete an Interim Funding Request

To submit an interim funding request, your organization must have:
- Previously submitted an IHP for the Fiscal Year that was found in compliance.
  - If the IHP has been submitted but is not listed as being in compliance, please contact your grants management specialist.
- Received a notification that the funds are available for this grant.

1. Once logged-in to GEMS (see *How to Login to Your GEMS Account*), click the **New Submissions** tab.

Home	Organizations	NOFA	New Submissions	Submissions

2. Select the following from the dropdown menus:
   - **Grant Program:** Select **IHBG**
   - **Submission Type:** Select **Interim Funding Request**
   - **Fiscal Year:** Select the fiscal year for this request
   - **(1) Grant Number:** Select the grant number for this request

*Grant Program

    IHBG

*Submission Type

    Interim Funding Request

*Fiscal Year

    2022

*(1) Grant Number :

    55IT5167890

3. Click the **Next Section** button in the bottom righthand corner to start the interim funding request.

Interim Funding Request

Name of Recipient : HYTDHE
Grant Number : 55-IT-12345
Fiscal Year : 2021
Program Year : 10/1/2021 - 9/30/2022
Grant Program : IHBG

* Requested Interim Funding Amount

* Describe the reasons why you are requesting Interim Funding

* Recipient

HYTDHE

* Authorized Official's Name and Title

* Authorized Official's Signature

Date (MM/DD/YYYY)

Jan 18, 2022

Cancel   Save as Draft   Submit

4. Complete the request form. All required fields are indicated with an *:

- **Requested Interim Funding Amount:** Enter the amount you are requesting with this request (the maximum amount is set forth in the HUD notice).
- **Describe the reason why you are requesting Interim Funding:** Outline why you are requesting interim funding.
- **Contact Person:** Enter the name of the contact person for the request.
- **Telephone Number:** Enter the phone number of the contact person.
- **Email Address:** Enter the email address of the contact person.
- **Authorized Official's Name and Title:** As someone authorized to submit this request, enter your name and title.
- **Authorized Official's Signature:** As someone authorized to submit this request, type your name.

5. Click the **Submit** button. You will receive a message that says your interim funding request has been submitted and it is pending approval; you may wish to print this page for your records.

Congratulations, your IHBG FY 2021 (10/1/2021 - 9/30/2022) Interim Funding Request for HYTDHE : 55-IT-12345 was submitted to HUD successfully and is under review.

Close

6. Click the **Close** button to return to the **Home** tab.

7. You can check the status of your request from the **Submissions** tab. If no decision is shown, your area ONAP office is still reviewing your submission.

VIII. How to Sign Award Packages

To sign an award package, your organization must have:
- Previously submitted an IHP for the Fiscal Year that was found in compliance.
  - If the IHP has been submitted but is not listed as being in compliance, please contact your grants management specialist.
- Received an email saying that you can log in to sign your grant agreement.
- <u>The authorized representative with signature privileges logged in.</u>

1. Once logged-in to GEMS (see *How to Login to Your GEMS Account*), click the **Home** tab.

2. Look under *My Tasks* for Form HUD-52734B under Submission Type. Click the dropdown arrow at the end of the row for the HUD-52734B that you need to sign and click **Edit**.

3. On the **Sign/Submit Award Agreement** page, enter the required information and click **Submit**.
   - Review the award documents by clicking the following links:
     - HUD-52734B
     - IHBG Award Letter
   - **Authorized Official's Name:** As someone authorized to submit this request, enter your name.
   - **Authorized Official's Title:** As someone authorized to submit this request, enter title.
   - **Authorized Official's Signature:** As someone authorized to submit this request, type your name.

4. Click on the **Awards** tab. When the screen refreshes, click on the link under the *Package Number* column to open the grant agreement.

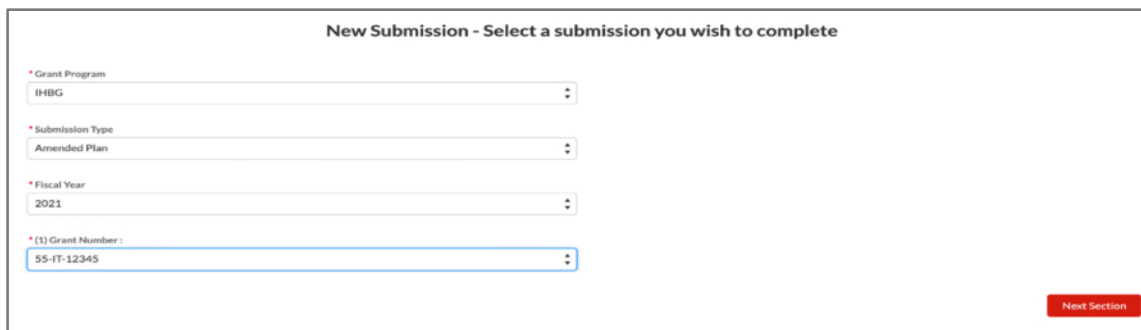5. Click the red PDF icon in the *View* column next to each document to open and review it.

IX. How to Amend Your IHP

To complete an IHP Amendment, your organization must have:
- Previously submitted an IHP for the Fiscal Year that was found in compliance.
  - If the IHP needs to be submitted, see *How to Complete an Initial IHP*. When the IHP is found to be compliant, you can return to complete the amendment process.
  - If the IHP has been submitted but the status is not "in compliance", please contact your grants management specialist.

1. Once logged-in to GEMS (see *How to Login to Your GEMS Account)*, click the **New Submissions** tab.

2. Select the following options from the dropdown menus:
   - **Grant Program:** Select **IHBG**
   - **Submission Type:** Select **Amended Plan**
   - **Fiscal Year:** Select the fiscal year for this request
   - **(1) Grant Number:** Select the grant number for this request

New Submission - Select a submission you wish to complete

* Grant Program
IHBG

* Submission Type
Amended Plan

* Fiscal Year
2021

* (1) Grant Number :
55-IT-12345

Next Section

3. Click the **Next Section** button in the bottom righthand corner. The IHP that you are amending will be copied, and you will be able to make any necessary changes. While you do not need to make changes in each section, you need to click through each section for the system to determine if the page is complete.

4. From this point, the instructions are the same as submitting the initial IHP. Please see *How to Complete an Initial IHP* and start with Step 4.
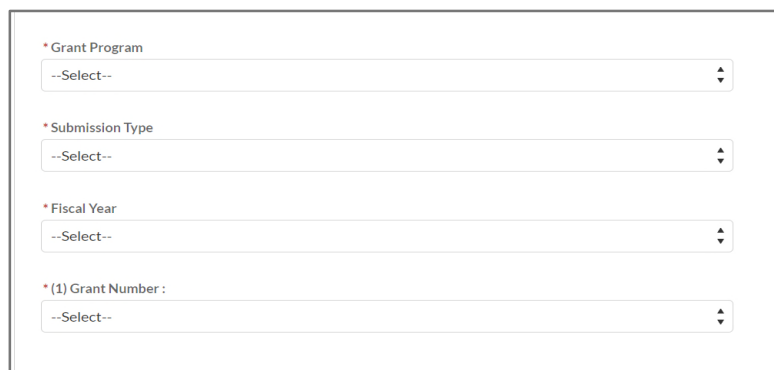
X.   How to Complete an APR

To complete an APR, you organization must have:
- Previously submitted an IHP for the Fiscal Year that was found in compliance.
  - o   If the IHP needs to be submitted, see *How to Complete an Initial IHP*. When the IHP is found to be compliant, you can return to complete the APR submission process.
  - o   If the IHP has been submitted but the status is not 'In Compliance', please contact your grants management specialist.

1. Once logged-in to GEMS (see *How to Login to Your GEMS Account)*, click the **New Submissions** tab.

Home	Organizations	NOFA	New Submissions	Submissions

2. Select the following options from the dropdown menus:
   - **Grant Program:** Select **IHBG**
   - **Submission Type:** Select **Annual Performance Report**
   - **Fiscal Year:** Select the fiscal year for this report
   - **(1) Grant Number:** Select the grant number for this report

```
* Grant Program
--Select--

* Submission Type
--Select--

* Fiscal Year
--Select--

* (1) Grant Number :
--Select--
```

3. Click the **Next Section** button in the bottom righthand corner to start the APR.

4. The screen will refresh, and you will see *Section 1: Cover Page*. The section bar at the top shows your progress and is color coded. It will be blue for the section you are working on, gray for a section that has not been started yet, yellow for a section that was started but not completed, and green for a section that is complete. All required fields are indicated with an *.

5. You can complete the APR in one setting or save your work and pick it up later. Each section will have three (3) buttons in the bottom righthand corner to a) go back to the last section (**Previous Section**), b) save your work as a draft (**Save as Draft**), and c) go to the next section (**Next Section**).
   - To leave and return later, click **Save as Draft**, and find the APR on the **Home** tab. Then click the dropdown arrow at the end of the row and select **Edit**.

6. Check all fields in Section 1 to make sure the contact information for the report and the CCR/SAM expiration date are correct, as this information could have changed during the year. Update the fields, as needed.

7. Click the **Next Section** button at the bottom of the screen to move to *Section 3: Program Descriptions*.

8. Complete Section 3 by opening each program from your IHP. Click the dropdown arrow at the end of the row and select **Edit** to open the *Add/Edit Program* page. GEMS might not show your programs in the order you expect, so check the program name before entering any information.

9. Several of the fields will auto-populate from your IHP and will not be able to be edited. Your progress for the program year should be included in Lines:
   - **1.5. Actual Outcome Number:** Select an outcome from the dropdown that best fit the program.
   - **1.8. APR: Describe Accomplishments:** Describe what you were able to accomplish during the program year.

- **1.10. APR Reason Behind Schedule:** Include why the program is behind schedule, if applicable.
- **APR Actual Number of Units Complete:** Enter the number of IHBG-assisted units completed, households served, and/or acres purchased for IHBG-assisted housing development for each planned activity during the program year.
- **Total IHBG (only) funds expended in 12-month program year (O):** The amount of IHBG funds spent for these activities in the program year.
- **Total all other funds expended in 12-month program year (P):** The amount of non-IHBG funds spent for these activities in the program year.
  - *Note:* This field no longer breaks down by type of other funds. Just enter the total dollar amount on this screen. You will need to break it out further in Section 5.

10. Click the **Save and Continue** button to return to the main Section 3 page. Verify that each of the added programs are displayed and fix any error messages that appear under the **Add New Program** button.

11. Repeat Steps 8, 9, and 10 until you have entered information for all the programs that need be included in the APR.

12. Click the **Next Section** button to go to *Section 5: Budgets*.

13. Complete Section 5 by updating the component as follows:

- In the *(1) Sources of Funding* table, enter the dollar amounts in Columns F, G, I, and K to report the actual funds spent and unspent for each source in the program year. The system will calculate Columns H and J in real time; they will be $0.00 until information is entered in Columns F, G, I, and K.

(F) Actual amount on hand at beginning of program year	(G) Actual amount received during 12-month program year	(H) Actual total sources of funding (F+G)	(I) Actual funds expended during 12-month program year	(J) Actual unexpended funds remaining at end of 12-month program year (H - I)	(K) Actual unexpended funds obligated but not expended at end of 12-month program year
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.00	■	$0.00	$0.00	$0.00	$0.00
$0.00	■	$0.00	$0.00	$0.00	$0.00

- In the *(2) Uses of Funding* table, check the information in Columns O and P for each of your programs. These dollar amounts will auto-populate from Section 3. If you update any of these cells, it will automatically update Section 3 as well. The system will calculate Column Q in real time; it will be $0.00 until information is entered in Columns L and M.
  - GEMS might not show your programs in the order you expect, so check the program name before entering any figures.

(2) Uses of Funding (NAHASDA § 102(b)(2)(C)(ii)) (Note that the budget should not exceed the total funds on hand (Column C) and insert as many rows as needed to include all the programs identified in Section 3. **Actual** expenditures in the APR section are for the 12-month program year.)

PROGRAM NAME	(O) Total IHBG (only) funds expended in 12-month program year	(P) Total all other funds expended in 12-month program year	(Q) Total funds expended in 12-month program year (O+P)
1:1	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00

(3) Estimated Sources or Uses of Funding (NAHASDA § 102(b)(2)(C)).

*(Provide any additional information about the estimated sources or uses of funding, including leverage (if any). You must provide the relevant information for any planned loan repayment listed in the Uses of Funding table on the previous page. This planned loan repayment can be associated with Title VI or with private or tribal funding that is used for an eligible activity described in an IHP that has been determined to be in compliance by HUD. The text must describe which specific loan is planned to be repaid and the NAHASDA-eligible activity and program associated with this loan):

(4) APR (NAHASDA § 404(b))

*(Enter any additional information about the actual sources or uses of funding, including leverage (if any). You must provide the relevant information for any actual loan repayment listed in the Uses of Funding table on the previous page. The text must describe which loan was repaid and the NAHASDA-eligible activity and program associated with this loan.):

- In the *(4) APR (NAHASDA § 404(b))* text box, type in any applicable information. A description for this text is included in GEMS.

14. Click the **Next Section** button to go to *Section 6: Other Submission Items*.

15. Complete Section 6 by answering Question 5 and any fields that may pop up based on your answer. All other information on this page is loaded from your IHP, and you will not be able to make changes.

16. Click the **Next Section** button to go to *Section 10: Self-Monitoring*.

17. Complete Section 10 by answering the yes/no questions and typing in the text boxes that are applicable. Descriptions for this section are included in GEMS.

18. Click the **Next Section** button to go to *Section 11: Inspections*.

19. Complete Section 11 by updating the component as follows:

- In the *(1) Inspection of Units* table, enter the numbers by unit type in Columns B, C, D, and E. The system will calculate Column F in real time; it will be 0 until information is entered in Columns B, C, D, and E.

- For Question 2, answer the yes/no question and type in the text box, as applicable. Descriptions for this section are included in GEMS.

SECTION 11: INSPECTIONS
NAHASDA § 403(b)

(1) Inspection of Units *(Use the table below to record the results of recurring inspections of assisted housing.)*

Activity (A)	Total Number of Units (B)	Results of Inspections			Total Number of Units Inspected (F=C+D+E)
		Units in Standard Condition (C)	Units Needing Rehabilitation (D)	Units Needing to be Replaced (E)	
1937 Housing Act Units:					
a. Rental	0	0	0	0	0
b. Homeownership	0	0	0	0	0
c. Other	0	0	0	0	0
1937 Act Subtotal:					
NAHASDA Associated Units:					
a. Rental	0	0	0	0	0
b. Homeownership	0	0	0	0	0
c. Rental Assistance	0	0	0	0	0
d. Other	0	0	0	0	0
NAHASDA Act Subtotal:					
Total:					

* (2) Did you comply with your inspection policy:
○ Yes
○ No
Complete this field.

(3) If no, why not:

20. Click the **Next Section** button to go to *Section 12: Audits*.

21. Complete Section 12 by answering the yes/no question and selecting the date, as applicable. Descriptions for this section are included in GEMS.

SECTION 12: AUDITS
24 CFR § 1000.544

This section is used to indicate whether a financial audit based on the Single Audit Act and 2 CFR Part 200 Subpart F is required, based on a review of your financial records.
* Did you expend $750,000 or more in total Federal awards during the APR reporting period?
○ Yes
○ No
Complete this field.

If Yes, an audit is required to be submitted to the Federal Audit Clearinghouse and your Area Office of Native American Programs.
If No, an audit is not required.

22. Click the **Next Section** button to go to *Section 13: Public Availability*.

23. Complete Section 13 by answering the yes/no questions and typing in the text boxes. Descriptions for this section are included in GEMS.

24. Click the **Next Section** button to go to *Section 14: Jobs Supported by NAHASDA*.

25. Complete Section 14 by entering a number in Questions 1 and 2 and typing in the text box, as applicable. Descriptions for this section are included in GEMS.

26. Click the **Next Section** button to go to the *Attachments Section*.

27. Complete this section by uploading any attachments that need to be added to your APR. To add an attachment, click the dropdown menu below **Select a Document Type to attach to the form** on the righthand side of the screen. The options are GEMS signature attestation page, tribal certification signature page, and other. (Forms that need signatures can be found from the **Download Forms** tab.)
    - If the GEMS signature attestation page or tribal certification page are more than one file, upload additional pages with the other file type. Your grants evaluation specialist will ensure that all the sections are complete and attached before moving your APR on in the review process.

28. When you have selected the document type, you will have the option to find where the file is saved on your computer (the **Upload Files** button) or drag and drop the file from a location that you can see.

29. Ensure the file's title and type are correct. Verify that your attachment was successfully uploaded.

Screen Shot 2021-03-18 at 5.49.46 PM
Mar 18, 2021 • 53KB •
File Type: PNG
Title: Screen Shot 2021-03-18 at 5.49.46 PM
Type: GEMS Signature Page

30. Click the **Next Section** button to go to the *Review/Submit Confirmation* section.

31. If the APP is complete, the section bar will be green and there will be a checkbox next to each of the sections under *Section Completion Status*. Revisit any section that is not yet complete.

32. Once complete, your APR is ready to submit. As someone authorized to submit it, type their name twice and then your title. Click the **Submit** button. You will receive a message that says your APR has been submitted and is pending approval; you may wish to print this page for your records.

Congratulations! Your Annual Performance Report (APR) has been submitted to HUD but it is pending the appropriate Approving Official's wet signature(s). Please ensure the Approving Official wet signature(s) is sent to HUD as soon as possible.

Done

33. Click the **Close** button to return to the **Home** tab.

34. You can check the status of your APR from the **Submissions** tab. If no decision is shown, your area ONAP office is still reviewing your submission.

FY	Submission Type	Gr...	Grant Number	Due Date	Status	Decision	Recipient Program Year	Account...	Edit
2021	Interim Funding	IHBG	55-IT-12345		Submitted		10/1/2021 - 9/30/2022	HYTDHE	▾
2020	Initial Plan (IHP)	IHBG	55-IT-12345	07/18/2019	Submitted - Pending Tribal Certification	Not In Compliance	10/1/2021 - 9/30/2022	HYTDHE	▾
2021	APR Update	IHBG	55-IT-12345		Submitted		10/1/2021 - 9/30/2022	HYTDHE	▾
2021	Initial Plan (IHP)	IHBG	55-IT-12345	07/20/2020	Submitted		10/1/2021 - 9/30/2022	HYTDHE	▾
2021	APR	IHBG	55-IT-12345	12/29/2021	Submitted		10/1/2021 - 9/30/2022	HYTDHE	▾

35. If you need to print your APR, see *How to Print an IHP/APR*.
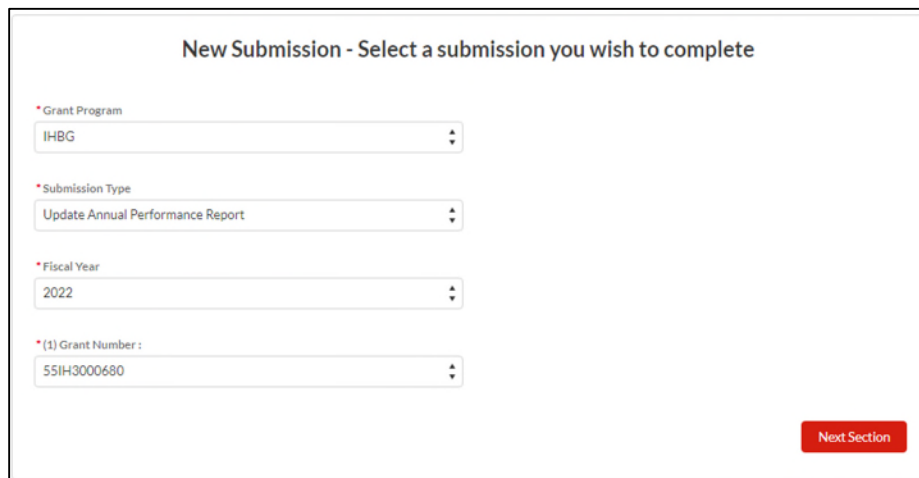
XI. How to Update or Revise an APR

During your area ONAP office's initial review, they may return your APR to you for revisions. If that is the case, the instructions are the same as submitting the initial APR. Please see *How to Complete an APR* and start with Step 4.

However, if your area ONAP office has completed their review <u>and</u> accepted your APR, and you need to update or revise your APR further, please procced with the following steps.

1. Once logged-in to GEMS (see *How to Login to Your GEMS Account)*, click the **New Submissions** tab.

Home	Organizations	NOFA	New Submissions	Submissions

2. Select the following options from the dropdown menus:
   - **Grant Program:** Select **IHBG**
   - **Submission Type:** Select **Update Annual Performance Report**
   - **Fiscal Year:** Select the fiscal year for this report
   - **(1) Grant Number:** Select the grant number for this report

New Submission - Select a submission you wish to complete

* Grant Program
IHBG

* Submission Type
Update Annual Performance Report

* Fiscal Year
2022

* (1) Grant Number :
55IH3000680

Next Section

3. Click the **Next Section** button in the bottom righthand corner. The APR that you are amending will be copied, and you will be able to make any necessary changes. While you do not need to make changes in each section, you need to click through each section for the system to determine if the page is complete.

4. From this point, the instructions are the same as submitting the initial IHP. Please see *How to Complete an APR* and start with Step 4.

XII. How to Print an IHP or APR

1. Once logged-in to GEMS (see *How to Login to Your GEMS Account*), click on either the **Submissions** tab.

2. Locate the IHP or APR you need to print. You can narrow the records that show up by using the submission display type dropdown search. Click the dropdown arrow at the end of the row and select **Print**.

3. Once the PDF is created, the IHP or APR will open in a new pop-up window. You can print and/or save the file.

XIII. How to Complete an SF-425

If you have any questions on anything besides how to enter your SF-425 in GEMS, please see PIH Notice 2022-15 at https://www.hud.gov/sites/dfiles/PIH/documents/2022-15pihn.pdf.

Unlike other reports you can submit in GEMS, SF-425s are generated by the system and you can see all of them during the year. Be sure that you are completing the correct SF-425 by checking the reporting period and due date. If you have any questions, contact your grants management specialist or grants evaluation specialist.

1. Once logged-in to GEMS (see *How to Login to Your GEMS Account)*, click the **Home** tab.

2. Under *My Tasks*, locate the SF-425 you need to complete. You can narrow the tasks that show up by using any of the following filters. With each dropdown you select, fewer items should appear on the list. You can click **Reset Filters**, on the upper righthand side of the screen, to show everything again:
   - FY: Show all things submitted for a specific Fiscal Year
   - Submission Display Type: Show all things by document type. Look for SF-425s by selecting *SF425 Report* or *SF425 Report (IHBG Formula)*
   - Grant Program: Show all things for a specific grant type
   - Grant Number: Show all things for a specific grant
   - Reporting Period End Date: Show all things with a specific end date for the reporting period

3. When you locate the SF-425 that you want to submit, click the dropdown arrow at the end of the row and select **Edit** to open the *SF-425* page.

4. Several of the fields will auto-populate with your organization's information and will not be able to be edited. Your figures for the reporting period should be included in the following lines. All required fields are indicated with an *. GEMS will do the line math, but it is not completed in real time. The fields you can update are:
   - 5. Recipient Account # or Identifying #
   - 6c. Final Report
   - 7. Basis of Accounting
   - 10a. Cash Receipts Cumulative
   - 10b. Cash Disbursements Cumulative

- 10d. Total Federal Funds Authorized
- 10e. Federal Share of Expenditures
- 10f. Federal Share Unliquidated Obligation
- 10i. Total recipient share required
- 10j. Recipient share of expenditures
- 10l. Total Federal program income earned
- 10n. Program income – additional alternative
- 12a. Current Investment Balance *(available only on IHBG formula grants)*
- 12. Remarks: Enter any explanations
- 13a(i). Name of Authorized Official
- 13a(ii). Title of Authorized Official
- 13b. Signature of Authorized Official
- 13c. Telephone with Area Code
- 13. Email Address

Information

Status	Grant
Pending Submission	55IH123456
Due Date	Version
5/1/2023	1
Required Submission	Review Decision
Required Submission-002818	
Fiscal Year	Submission Type
2023	SF425 Report (IHBG Formula Read-only)
1. Federal Agency ⓘ	ONAP Account
Alaska	HYTDHE
2. Federal Grant or Identifying Number ⓘ	5. Recipient Account # or Identifying # ⓘ
55IH123456	
3(a). Recipient Organization ⓘ	6a. Report Type ⓘ
HYTDHE	Quarterly

Cancel   Save

5. Click the **Save** button in the bottom righthand corner.

6. You can now review what you entered on the previous screen and add indirect expenses, investment information, notes, and attachments, if applicable. Depending on your screen resolution, the sections to add indirect expenses, investment information, notes, and attachments will either be on the righthand side of the screen (as shown in the screenshot below) or at the bottom of the page.
   - If you need to change any of the information from the previous screen, you can click the **Edit** button at the top righthand corner or double click on the field that you need to edit. Be sure to click the **Save** button at the bottom of the screen when you are done.

7. If your organization uses indirect expenses, you need to add this information. If not, skip to Step 10. Click the **New** button in the *Indirect Expenses* box and add the necessary data. All the fields are required; they are:

- a. Type
- b. Rate
- c. Period From
- d. Base
- e. Amount Charged
- f. Federal Share

8. Click the **Save** button to return to the main page or click the **Save & New** button to add another indirect expense (repeat Step 7). The expense will appear in the *Indirect Expenses* box and total on the form.

- If you need to edit an expense, click the dropdown arrow at the end of the row that you need to edit, and select **Edit** to reopen the *Indirect Expenses* page.
- If you need to delete an expense, click the dropdown arrow at the end of the row that you need to delete, and select **Delete**.

9. Repeat Steps 7 and 8 until you have entered all indirect expenses.

10. If your organization has investment authority and this is your IHBG formula grant's SF-425, you need to add this information. If not, skip to Step 13. Click the **New** button in the *Investments* box and add the necessary data. The following fields should be used when **new** funds are drawn down from eLOCCS and invested. The investment worksheet or other routine reporting methods you use to report interest, etc., should be added as an attachment:
    - Draw Down Type
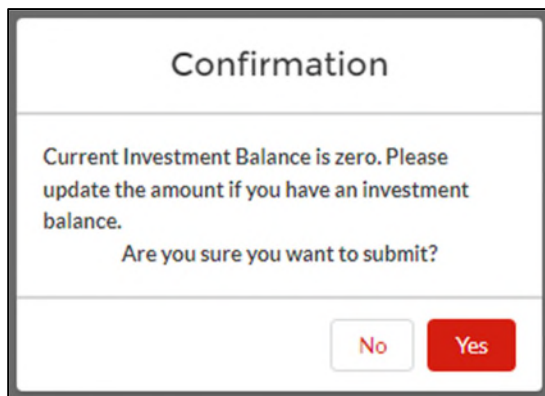   - Amount Drawn Down
    - Date of Draw Down
    - Date Funds Drawn Down were Invested

11. Click the **Save** button to return to the main page or click the **Save & New** button to add another investment (repeat Step 10). The investment will appear in the *Investments* box and total on the form.
    - If you need to edit an investment, click the dropdown arrow at the end of the row that you need to edit, and select **Edit** to reopen the *Investments* page.
    - If you need to delete an investment, click the dropdown arrow at the end of the row that you need to delete, and select **Delete**.

12. Repeat Steps 10 and 11 until you have entered all new investments.

13. If you need to add any notes and/or attachments, you will have the option to add them in the *Notes & Attachments* box. If not, skip to Step 15. You can find where the file is saved on your computer (either of the **Upload Files** button) or drag and drop the file from a location that you can see.

14. When the file uploads, click on the **Done** button to return to the SF-425. The attachment will appear in the *Notes & Attachments* box.

- Click the **View All** link in the box if you need to make a change. Each file will be listed, and you can do the following steps by clicking the dropdown arrow at the end of the row for each file. When you are done, Use the internet browser's back button to return to the form.
  - o Download
  - o View File Details
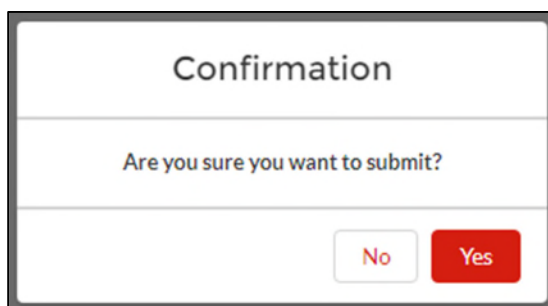 - o Upload New Version
  - o Edit File Details
  - o Delete

15. Click the **Submit** button in the upper righthand corner.
- If your organization has investment authority and this is your IHBG formula grant's SF-425, you will receive the following pop up message if there is nothing in 12a (Current Investment Balance). If that is correct, click the **Yes** button. Otherwise, click the **No** button and enter your investment balance in the required field. When it has been submitted, a green success banner will appear for a moment at the top of the screen.

- For all other SF-425s, you will receive the following pop up message. Click the **Yes** button to submit the SF-425, or click the **No** button to go back and look at and/or make changes before submitting. When it has been submitted, a green success banner will appear for a moment at the top of the screen.

16. You can check the status of your SF-425 from the **Submissions** tab. If no decision is shown, your area ONAP office is still reviewing your submission.

	FY	Submission Type	G...	Grant Number	Period End ...	Status	Decision	Submit Date	Recipient Program Year
1	2022	SF425 Report (IHBG Formula Read-only)	IHBG	55IH0222220	12/31/2022	Submitted	Accepted	02/01/2023	1/1/2022 - 12/31/2022
1	2023	SF425 Report (IHBG Formula Read-only)	IHBG	55IH0222220	03/31/2023	Submitted	Accepted	02/01/2023	1/1/2023 - 12/31/2023
1	2023	SF425 Report (IHBG Formula Read-only)	IHBG	55IH0222220	06/30/2023	Submitted		02/01/2023	1/1/2023 - 12/31/2023
1	2023	SF425 Report (IHBG Formula Read-only)	IHBG	55IH0222220	09/30/2023	Submitted		02/01/2023	1/1/2023 - 12/31/2023
1	2023	SF425 Report (IHBG Formula Read-only)	IHBG	55IH0222220	12/31/2023	Submitted		02/02/2023	1/1/2023 - 12/31/2023
	2019	Initial Plan (IHP)	IHBG	55IH0222220		Submitted	In Compliance		1/1/2019 - 12/31/2019

17. If you need to print your SF-425, see *How to Print an SF-425*.

XIV. How to Update or Revise an SF-425

Once an SF-425 is submitted, you cannot update or revise it without taking additional steps. These vary depending on where it is in the review status and if you or your area ONAP office request a revision.

An update or revision can be needed or requested:
   a) after you have submitted the SF-425 but before your area ONAP office has reviewed it,
   b) during your area ONAP office's reviews, or
   c) after your area ONAP office's review is complete.

You Notice an Error <u>Before</u> the Area ONAP Office has Reviewed the SF-425

If you notice something that needs to be changed <u>before</u> your area ONAP office has reviewed it, send an email to your grants management specialist or grants evaluation specialist to have the SF-425 returned.

Once returned, the SF-425 can be found on your **Home** tab; return to *How to Complete an SF-425* to resubmit your SF-425.

Area ONAP Office Requests Changes During Review

If your area ONAP office has questions during the review process, they will email you and, if needed, return the SF-425 for revisions.

Once returned, the SF-425 can be found on your **Home** tab; return to *How to Complete an SF-425* to resubmit your SF-425.

You Notice an Error <u>After</u> the Area ONAP Office has Reviewed the SF-425

Once an SF-425 has been accepted, if you notice something needs to be changed take following steps:
   1. Once logged-in to GEMS (see *How to Login to Your GEMS Account*), click on the **Submissions** tab.

   2. Locate the SF-425 you need to edit. You can narrow the tasks that show up by using any of the following filters. With each thing you select, fewer items should appear on the list. Click **Reset Filters**, on the upper righthand side of the screen, to show everything again:
      a. FY: Show all things submitted for a specific Fiscal Year.
      b. Submission Display Type: Show all things by document type. Look for SF-425s by selecting *SF425 Report* or *SF425 Report (IHBG Formula)*.
      c. Grant Program: Show all things for a specific grant type.
      d. Grant Number: Show all things for a specific grant.
      e. Reporting Period End Date: Show all things with a specific end date for the reporting period.

3. When you locate the SF-425 that you want to edit, click the dropdown arrow at the end of the row and select **Create New Version**.

FY	Submission Type	G...	Grant Number	Period End ...	Status	Decision	Submit Date	R	A	R...
2022	SF425 Report (IHBG Formula Read-only)	IHBG	55IH0222220	12/31/2022	Submitted	Accepted	02/01/2023	1/1...	Ced...	0385...
2023	SF425 Report (IHBG Formula Read-only)	IHBG	55IH0222220	03/31/2023	Submitted	Accepted	02/01/2023	1/1...		
2023	SF425 Report (IHBG Formula Read-only)	IHBG	55IH0222220	06/30/2023	Submitted		02/01/2023	1/1...		
2023	SF425 Report (IHBG Formula Read-only)	IHBG	55IH0222220	09/30/2023	Submitted		02/01/2023	1/1...		
2023	SF425 Report (IHBG Formula Read-only)	IHBG	55IH0222220	12/31/2023	Submitted		02/02/2023	1/1...	Ced...	0385...

Dropdown menu options: View / Create New Version / Print

4. The new SF-425 will pop up on the screen. Scroll down and click the **Save** button. The new version will be visible on your **Home** tab.

5. Return to *How to Complete an SF-425* to resubmit your SF-425 and start with Step 4.

XV. How to Print an SF-425

1. Once logged-in to GEMS (see *How to Login to Your GEMS Account*), click on either the **Home** tab or the **Submissions** tab.

2. Locate the SF-425 you need to print. You can narrow the tasks that show up by using any of the following filters. With each thing you select, fewer items should appear on the list. Click **Reset Filters**, on the upper righthand side of the screen, to show everything again:
   a. FY: Show all things submitted for a specific Fiscal Year.
   b. Submission Display Type: Show all things by document type. Look for SF-425s by selecting *SF425 Report* or *SF425 Report (IHBG Formula)*.
   c. Grant Program: Show all things for a specific grant type.
   d. Grant Number: Show all things for a specific grant.
   e. Reporting Period End Date: Show all things with a specific end date for the reporting period.

3. When you locate the SF-425 that you want to print, click the dropdown arrow at the end of the row, and select **Print**.

4. Because the file takes a moment to generate, the SF-425 will be available in the *Notes and Attachments* list on the SF-425 record. Locate the SF-425 again, click the dropdown arrow at the end of the row, and select **View**.

5. When the screen refreshes, scroll to the *Notes and Attachments* section. Find and click on the PDF that you just created; it is likely the first link. If you do not see it, click **View All**.

6. When the screen refreshes, the PDF will open, and you can print and/or save the file.

XVI. How to View Your Organization's Contacts

1. Once logged-in to GEMS (see *How to Login to Your GEMS Account*), click on the **Organizations** tab. Make sure that the list view you are looking at is the *My Organizations* list. If you do not see *My Organizations* next to the buildings in the blue square on the lefthand side of the screen, you can change your view by clicking on the downward arrow and selecting *My Organizations*. If you are with a TDHE, you will see the Tribe and your organization.
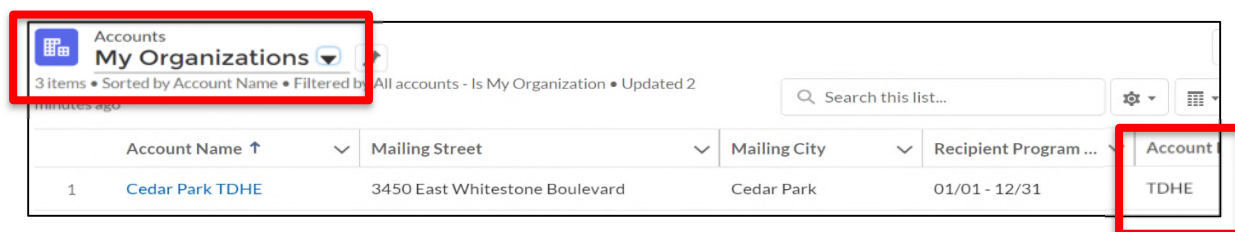
2. Click on your organization's name in the **Account Name** column to view the information about your organization and the users associated with it.
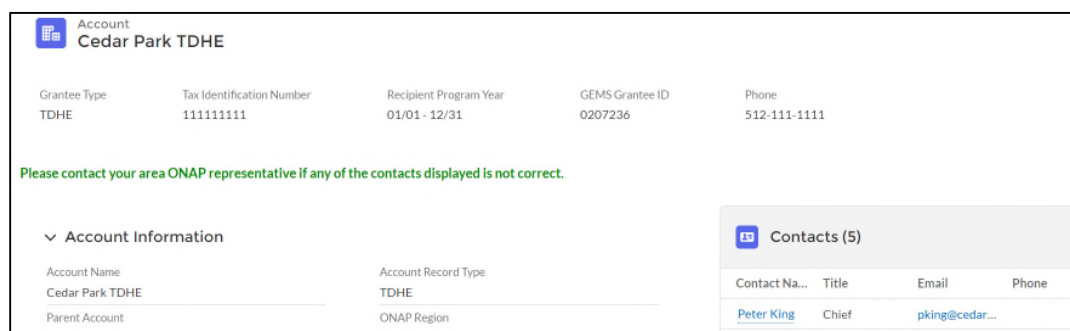
3. Depending on your screen resolution, the *Contacts* box will either be on the righthand side of the screen (as shown in the screenshot above) or at the bottom of the page. Click on an individual's name to view the user's information, including if they are the executive contact, if their account is active, and if their wet signature is on file. Contact your grants management specialist or grants evaluation specialist if any of the information is incorrect.
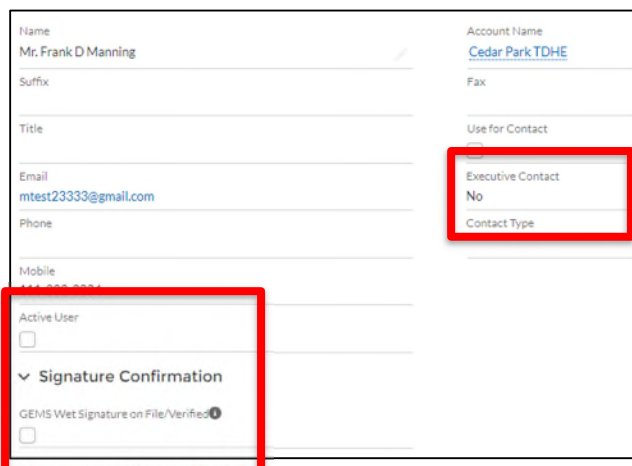
XVII. How to Submit and Watch a Support Case

Support for GEMS is provided by multiple ONAP staff. You may get a faster response by submitting a help ticket or support case instead of contacting one ONAP staff member directly.
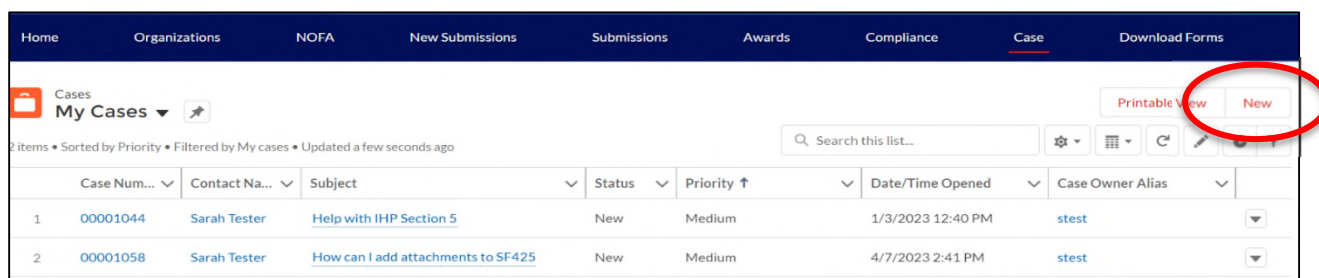
After logging in (Step 1), please continue to the subsection that applies.

1. Once logged-in to GEMS (see *How to Login to Your GEMS Account)*, click on the **Case** tab.

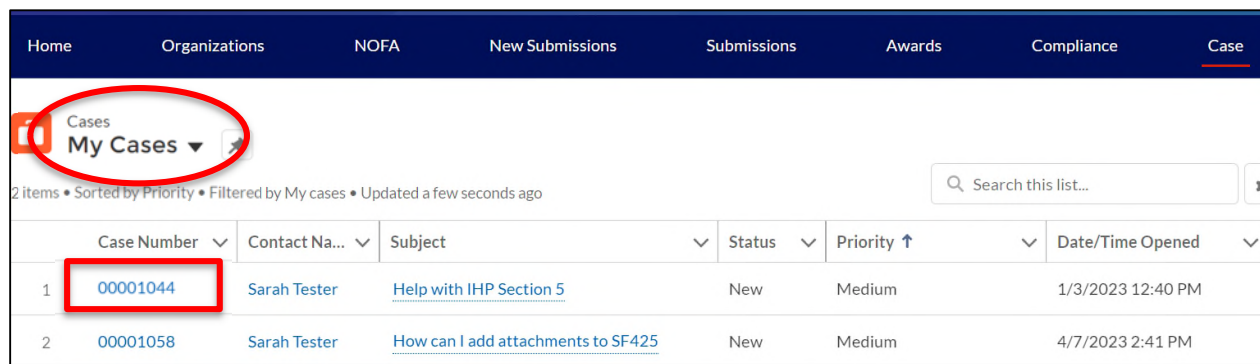## Submit a New Support Case

2. Click the **New** button in the righthand side of the screen.

3. Enter information about your question and/or the issue that you are experiencing. Be sure the *Status* of your case is <u>New</u>. Click the **Save** button to submit your support case to ONAP, or click the **Save & New** button to submit and create another support case (repeat Step 2)
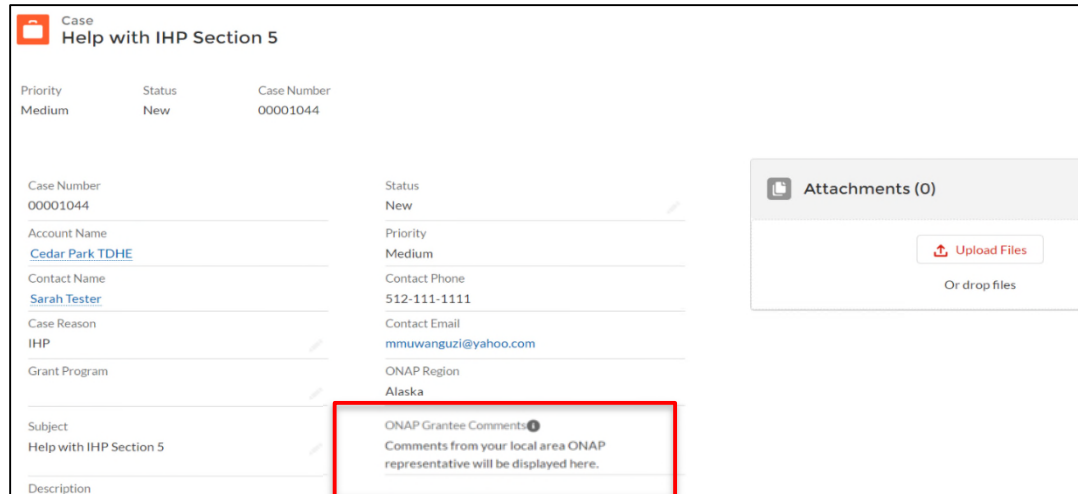
See the Status of My Support Cases

2. Ensure that the list view you are looking at is the *My Cases* list. If you do not see *My Cases* next to the briefcase in the orange square on the lefthand side of the screen, you can change your view by clicking on the downward arrow and selecting *My Cases.* This will show all the support cases that you have submitted in the system.

3. Click on the case number in the *Case Number* column to view the details, status, and/or response from ONAP staff.
    a. An ONAP staff member may reach out to you outside of GEMS to get additional information and/or troubleshoot the problem you are experiencing.