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PROGRAM GUIDANCE

PROGRAM: All Programs

FOR: Tribal Government Leaders and Tribally Designated Housing Entities

RJB

FROM: Rodger J. Boyd, Deputy Assistant Secretary, PN

TOPIC: Reporting Requirements for Programs Administered by the Office of Native American Programs

Purpose: The purpose of this guidance is to revise and replace NAHASDA Guidance 2001-04 issued on January 9, 2001, to assist tribes and tribally designated housing entities (TDHEs) with the reporting and closeout requirements for the programs that are administered by the Office of Native American Programs (ONAP).

The reporting requirements for current programs, programs originally funded under the U.S. Housing Act of 1937 ('37 Act), and programs incorporated into the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA) are attached. For your convenience, the programs are listed alphabetically within each category and are formatted so that the pages can be inserted into a binder.

CURRENT PROGRAMS

Indian Community Development Block Grant (ICDBG)
Indian Housing Block Grant (IHBG)
Resident Opportunities and Self-Sufficiency (ROSS)
Rural Housing & Economic Development (RH&ED)

PROGRAMS NO LONGER FUNDED

Indian Housing Drug Elimination Program (IHDEP)

PROGRAMS PREVIOUSLY FUNDED UNDER THE '37 ACT

Comprehensive Grant Program (CGP)
Comprehensive Improvement Assistance Program (CIAP)
Traditional Indian Housing Development (TIHD)

Unobligated or unexpended funds from '37 Act funds: As of October 1, 1997, unobligated or unexpended funds which were approved for new development, modernization, operations, or HOPE can be used for their original purpose or for any eligible NAHASDA activity.

When the unobligated or unexpended '37 Act program funds are used for a NAHASDA activity and are incorporated in an Indian Housing Plan (IHP), quarterly submissions of form HUD-272-I are required in addition to specific program reporting requirements until the '37 Act project is closed in the Line of Credit Control System (LOCCS).

Obligated '37 Act funds: If '37 Act funds are used for their original purpose or if the funds were obligated prior to October 1, 1997, the requirements that program recipients followed prior to the implementation of NAHASDA are still in effect.

For further details on the requirements regarding '37 Act funds, see questions 22, 23, and 27 in the Revised Notice of Transition Requirements, published in the Federal Register on January 27, 1998, and NAHASDA Guidance 98-04T, dated March 6, 1998.

PROGRAMS INCORPORATED INTO NAHASDA

Economic Development and Self-Sufficiency (EDSS)
Emergency Shelter Grant Program (ESG)
Indian HOME Program (IHOME)
Tenant Opportunities Program (TOP)
Youth Build*
Youth Sports Programs (YSP)

*Recipients of IHBG are ineligible under NAHASDA to apply for Youth Build.

For further information regarding programs incorporated into NAHASDA, see Questions 37 through 44 in the Revised Notice of Transition Requirements.

Standard forms, HUD forms, notices, handbooks, letters, regulations, and HUD-related laws, etc., may be accessed on: <http://www.HUDCLIPS.com>. Additional information regarding the programs administered by ONAP can be found on http://www.codetalkfed.us/Program_Info.html. The memorandum regarding closeout procedures for the Emergency Shelter Grants program is attached because it cannot be obtained from HUDClips.

Please direct questions regarding reporting requirements for the programs listed in this guidance to your Area ONAP.

Indian Housing Drug Elimination Program (IHDEP)

The IHDEP was a competitive program in which tribes and/or TDHEs competed for grant funds designed to eliminate drug-related crime in American Indian and Alaskan Native Communities. IHDEP encouraged tribes/TDHEs to establish collaborative relationships with federal, tribal, state and local agencies and increased community involvement in drug-related crime prevention activities such as community policing, resident training, youth retreat and cultural programs, and substance abuse prevention /intervention programs.

REPORTING REQUIREMENTS FOR OPEN GRANTS	FOR REPORTING PERIODS ENDING	DATES REPORTS ARE DUE	CITATION NUMBERS
Financial Status Report, SF-269A	6/30 & 12/31	7/30 & 1/30	§ 85.41(b) & § 761.35(c)(2)
Semi-annual performance report	6/30 & 12/31	7/30 & 1/30	§ 761.35(d)
Annual Resident Survey	12/31		
Close out reports			
SF-269A	Final completion	Within 90 days of termination of grant (or upon completion of approved grant activities)	§ 761.35, § 85.50 & PIH Notice 2004-08
Project completion report	“	“	“

Indian Community Development Block Grant (ICDBG)

The ICDBG program provides funding to tribes for housing, including housing rehabilitation, homeownership programs, land acquisition to support new housing construction, and under limited circumstances, new housing construction and community facilities, including infrastructure, construction, and economic development and microenterprise programs.

REPORTING REQUIREMENTS FOR OPEN GRANTS	FOR REPORTING PERIODS ENDING	DATES REPORTS ARE DUE	CITATION NUMBERS
SF-272, Federal Cash Transactions Report	3/31, 6/30, 9/30, 12/31	4/21, 7/21, 10/20, 1/22	§ 10003.506 & § 85.41(c)
Status & evaluation report	9/30	11/15	§ 1003.506(a)
HUD-2516, Contract & Subcontract Activity	Semiannually 3/31 & 9/30	4/10 & 10/10	§ 1003.506(b)
Close out reports			
SF-269A	At completion of grant	Submit within 90 days of project completion	§ 1003.508(b)(1)
Status/evaluation report	Final report	“	“

Disaster Recovery Initiative

There were a limited number of tribes funded in FY 1998 and 1999 with supplemental CDBG funds as part of a disaster recovery initiative. The reporting requirements for these tribes are listed in the Disaster Recovery Initiatives Notices dated October 22, 1998, and December 28, 1999, respectively.

Indian Housing Block Grant

Provides funding to assist and promote affordable housing activities, including the development, maintenance, and operation of housing on Indian reservations and in other Indian areas for occupancy by low-income Indian families. Eligible applicants are Indian tribes or tribally designated housing entities (TDHEs) when authorized by one or more Indian tribe. Funding is provided on a formula basis.

REPORTING REQUIREMENTS FOR OPEN GRANTS	FOR REPORTING PERIODS ENDING	DATES REPORTS ARE DUE	CITATION NUMBERS
Federal Cash Transactions Report, form HUD-272-I	Within 15 days of the end of each quarter*	4/21, 7/21, 10/20, 1/22	Notice PIH 2003-13 Part 85.41(c)(3)
Annual Performance Report, HUD-52735-A	End of recipient's program year	Within 60 days of the end of the recipient's program year	§ 1000.512 & Notice PIH 2000-5498-47
Close out reports			
Form HUD 272-I	Cash on hand, line 9j, equals zero		
Annual Performance Report, HUD-52735-A	Recipient indicates APR is final report	Within 60 days of the end of the recipient's program year	§ 1000.512

*In the letter issued to recipients each month, LOCCS reminds recipients that the reports are due 3/31, 6/30, 12/30 & 12/31. LOCCS is set up to receive reports on these days. However, Part 85 establishes that reports shall be submitted 15 days after the end of each quarter.

Rural Housing & Economic Development (RH&ED)

Created in 1998 to build capacity at the state and local level for rural housing and economic development and to support innovative housing and economic development activities in rural areas. Eligible applicants are local, rural, non-profit organizations and community development corporations; federally recognized Indian tribes; state housing finance agencies; and state, community and/or economic development agencies.

REPORTING REQUIREMENTS FOR OPEN GRANTS	FOR REPORTING PERIODS ENDING	DATES REPORTS ARE DUE	CITATION NUMBERS
Semi-annual narrative	Beginning 6 months after effective date of grant agreement & then every 6 months	to Area ONAPs every 6 months	§ 85.40(b)(2) or § 84.51(a) see 1999 RH&ED grant agreement, article V
SF 269-A	“	“	§ 85.41(b)
for construction costs: form 271	“	“	grant agreement
for non-construction costs: SF-424A or similar format	“	“	grant agreement
close out reports			
Certification of project completion		within 90 days of HUD approval to initiate close-out	Grant agreement
Certification of compliance with grant agreement		“	“
Report to comply with grant agreement		“	“
Final performance report		“	“

Comprehensive Grant Program (CGP)

This grant was awarded on a formula basis to Indian Housing Authorities (IHAs) with more than 250 dwelling units under management. The purpose of the grant was to improve the physical condition and upgrade the management and operation of existing public and Indian housing projects to ensure that such projects continue to be available to serve lower income families. CIAP funding for Indian programs was discontinued in fiscal year (FY) 1998.

REPORTING REQUIREMENTS FOR OPEN GRANTS	FOR REPORTING PERIODS ENDING	DATES REPORTS ARE DUE	CITATION NUMBERS
Annual Statement/ Performance and Evaluation Report, Part I: Summary, HUD-52837	Annually for period ending 6/30	9/30	§ 950.678(a)
Report cumulative obligated/expended amounts verbally to LOCCS	3/31, 6/30 9/30, 12/31	4/30, 7/31, 10/31, 1/31	PIH Notice 96-90
close out reports			
Actual Modernization Cost Certificate (AMCC), HUD-53001	Final completion	When all funds are expended	§ 950.657
HUD-52837	“	“	“

Comprehensive Improvement Assistance Program (CIAP)

The purpose of this competitive grant was to improve the physical condition and upgrade the management and operation of existing public and Indian housing projects to ensure that such projects continue to be available to serve lower income families. Funding for Indian programs was discontinued in FY 1998.

REPORTING REQUIREMENTS FOR OPEN GRANTS	FOR REPORTING PERIODS ENDING	DATES REPORTS ARE DUE	CITATION NUMBERS
CIAP Budget/Progress Report, Part 1, Summary, HUD-52825	Each 6-month period ending 3/31 & 9/30	4/30 & 10/30	§ 950.651
Report cumulative obligated/expended amounts verbally to LOCCS	3/31, 6/30 9/30, 12/31	4/30, 7/31, 10/31, 1/31	PIH Notice 96-90
close out reports			
Actual Modernization Cost Certificate (AMCC), HUD-53001	Final completion	When all funds are expended	§ 950.657
Final HUD-52825	“	“	“

Traditional Indian Housing Development (TIHD)

Grants were awarded competitively on an annual basis to IHAs. The purpose of the grant was to provide funding for construction or acquisition of dwelling units.

REPORTING REQUIREMENTS FOR OPEN GRANTS	FOR REPORTING PERIODS ENDING	DATES REPORTS ARE DUE	CITATION NUMBERS
Semi-annual Development Cost Statement, HUD-53045A	6/30 & 12/31	7/30 & 1/30	§ 950.229 & Question 29, page 4084 of the IHBG program revised Notice of Transition Requirements, 1/27/98
close out reports			
Actual Development Cost Certificate, HUD-52427	Final completion	24 months after Date of Full Availability	§ 950.285
Final Cost Statement, HUD-53045A	“	“	“

Note: for unobligated '37 Act program funds incorporated in an Indian Housing Plan (IHP), quarterly submissions of forms HUD-272-I are also required. See NAHASDA Guidance 98-04T, dated March 6, 1998.

Economic Development/Self-Sufficiency (EDSS)

The purpose of the EDSS program was to provide economic development opportunities and supportive services to assist housing program residents become economically self-sufficient, and to provide supportive services to assist elderly and handicapped persons live independently or to prevent premature or unnecessary institutionalization. Funding is no longer available under EDSS. In FY 1999, the Department combined the TOP and EDSS programs into a new program, the Resident Opportunities and Self-Sufficiency (ROSS) program. ROSS enables tribes/TDHEs to provide supportive services, resident empowerment activities and activities to assist residents in becoming economically self-sufficient.

The close-out requirements for EDSS are the same as those for ROSS. See page 13 of this guidance for the reporting requirements under ROSS.

Emergency Shelter Grant Program (ESG)

The program was designed as a first step in a continuum of assistance to enable homeless individuals and families to move toward independent living as well as to prevent homelessness. Funds were awarded competitively to Indian tribes from 1995 to 1997.

REPORTING REQUIREMENTS FOR OPEN GRANTS	FOR REPORTING PERIODS ENDING	DATES REPORTS ARE DUE	CITATION NUMBERS
SF-269A	12/31	1/30	§ 85.41(b)
Annual performance report	12/31	1/30	§ 576
close out reports			
SF-269A	zero balance on line 10h		Close out procedures issued by ONAP in memo dated 3/17/97
Final annual performance report	At completion of grant		“

Indian HOME Program (IHOME)

The purpose was to expand the supply of decent, safe, sanitary and affordable housing for low-income persons through partnership strategies that seek to leverage all available resources, including governmental, private, and non-profit sources. Funds were awarded competitively to eligible Indian tribes from 1992 to 1997.

REPORTING REQUIREMENTS FOR OPEN GRANTS	FOR REPORTING PERIODS ENDING	DATES REPORTS ARE DUE	CITATION NUMBERS
SF-269A	6/30 & 12/13	7/30 & 1/30	§ 954.506
Semi-annual performance report	Within 120 days of grant award & 6/30 & 12/13	6/30 & 12/31	“
close out reports			
SF-269A	Within 120 days of determination that project is complete	Project completion	§ 954.504
Project completion report	“	“	“

Resident Opportunities and Self-Sufficiency (ROSS)

The purpose of ROSS is to link services to public and Indian housing residents by providing grants for supportive services, resident empowerment activities, and activities to assist residents in becoming economically self-sufficient. Tribes were not eligible for ROSS in FY 2000, but were again eligible in FY 2001.

REPORTING REQUIREMENTS FOR OPEN GRANTS	FOR REPORTING PERIODS ENDING	DATES REPORTS ARE DUE	CITATION NUMBERS
Performance report to include the SF-269A and a narrative	semi-annually	7/30 & 1/31	24 CFR 964 and current NOFA
close out reports			
Final report to include the SF-269A and a narrative	Final completion	Within 120 days of determination that project is complete	24 CFR 964 and current NOFA
	“	“	“

Tenant Opportunities Program (TOP)

From FY 1993 to 1994, TOP grants were awarded competitively on an annual basis to resident organizations. The purpose was to provide opportunities for Resident Councils, Resident Management Corporations, and Resident Organizations to receive training to build the capacity of their organizations to meet the needs of their community. Funding is no longer available under TOP. In FY 1999, the Department combined the TOP and EDSS programs into a new program, the Resident Opportunities and Self-Sufficiency (ROSS) program, which enables tribes/TDHEs to provide supportive services, resident empowerment activities and activities to assist residents in becoming economically self sufficient.

The close-out requirements for TOP are the same as those for ROSS. See page 13 of this guidance for the reporting requirements under ROSS.