

**IHP/APR  
APPENDIX**

**Program Guidance**

- a. 2018-02a Guidance Completing the Indian Housing Plan/Annual Performance Report (form HUD-52737)**
- b. Program Guidance 2018-02a Attachment Indian Housing Plan And Annual Performance Report Form Guidance**
- c. Program Guidance 2010-03 Affordable Housing Activities & Administrative Activities**
- d. PIH Notice 2014-15 Administrative and Planning Expenses in the Indian Housing Block Grant (IHBG) Program**
- e. Program Guidance 2014-10R Reserve Accounts for Administration & Planning**
- f. Program Guidance 2014-07 Federal Financial Report – Standard Form 425 Instructions & Guidance for the IHBG Program**
- g. Program Guidance 2014-08(R) The Voice Response System (VRS) of the Line of Credit Control System (LOCCS) is being replaced by the Electronic Line of Credit System (eLOCCS) throughout Housing and Urban Development (HUD)**
- h. eLOCCS Registration Guide**

**EPIC**

- a. EPIC User Guide**
- b. EPIC Registration Instructions**
- c. EPIC – Recipient PowerPoint – April 2018**
- d. Blank IHP APR Tribal Certification Page**






No. 2018-02a  
October 1, 2018

# PROGRAM GUIDANCE

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**PROGRAM:** Indian Housing Block Grant

**FOR:** Tribal Government Leaders and Tribally Designated Housing Entities

**FROM:** Heidi J. Frechette, Deputy Assistant Secretary for Native American Programs, PN 

**TOPIC:** Guidance Completing the Indian Housing Plan/Annual Performance Report (form HUD-52737)

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**PURPOSE:** This guidance amends pages 4 and 5 of the attachment to Program Guidance 2018-02 (R), the Indian Housing Plan and Annual Performance Report Guidance, with correct APR due dates. The Indian Housing Plan and Annual Performance Report Guidance provides recipients of Indian Housing Block Grant (IHBG) funds with information on how to complete the Indian Housing Plan (IHP)/Annual Performance Report (APR) (form HUD-52737).

**BACKGROUND:** To receive an IHBG, a recipient must submit a One-Year IHP, as required by the Native American Housing Assistance and Self-Determination Act (NAHASDA), § 101(b)(1). Recipient programs that are fully or partially funded by IHBG, IHBG program income, Title VI funds, Title VI program income, or 1937 Housing Act funds must be included in the IHP. The recipient is required to submit the IHP to the Area Office of Native American Programs (ONAP) at least 75 days prior to the start of its 12-month program year, as required by NAHASDA § 102(a)(1)(A). A recipient may request a 90-day waiver of the submission date.

At the end of the recipient's program year, the recipient must submit an APR to the Area ONAP, as required by NAHASDA § 404(a). The APR describes annual accomplishments and shows the progress made toward accomplishing planned eligible activities and realizing intended outcomes. At a minimum, the APR text must describe the results of expending IHBG resources, as applicable. Recipient programs that are partially funded by IHBG resources must be included in the APR. If the recipient wishes to report on programs funded by other sources, it may do so. The recipient is required to submit the APR to HUD no later than 90 days after the recipient's program year end, as required by the regulations at 24 CFR § 1000.514. A recipient may request a 30-day extension of the submission date.

**PROCEDURE:** Attached is a step-by-step guidance for completing the IHP and APR sections of form HUD-52737. The guidance provides in-depth descriptions along with numerous examples to assist the recipient. Using the guidance is recommended, especially when completing an IHP or APR for the first time.

Form HUD-52737 is available at:

[https://www.hud.gov/program\\_offices/administration/hudclips/forms/hud5](https://www.hud.gov/program_offices/administration/hudclips/forms/hud5)

**ADDITIONAL GUIDANCE:** Contact your Area ONAP if you have any questions.

Attachment

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**Program Guidance 2010-03 Affordable Housing  
Activities & Administrative Activities**




No. 2010-03  
May 07, 2010

# PROGRAM GUIDANCE

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**PROGRAM:** Indian Housing Block Grant (IHBG)

**FOR:** All Tribal Government Leaders and Tribally Designated Housing Entities

**FROM:**   
for Rodger J. Boyd, Deputy Assistant Secretary for Native American Programs, PN

**TOPIC:** Affordable Housing Activities and Administrative Expenses

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**Purpose:** This guidance updates Native American Housing Assistance and Self-Determination Act (NAHASDA) Guidance 2009-02, NAHASDA Affordable Housing Activities and Administrative Expenses.

**Guidance:** The document is intended to provide assistance to tribes and tribally designated housing entities (TDHE) when determining eligible affordable housing activities and eligible administrative expenses using Indian Housing Block Grant (IHBG) funds. Please note that this is not a complete list of eligible activities under NAHASDA.

**Inquires:** Should you have any questions regarding this guidance, please contact your Area Office of Native American Programs.

## NAHASDA AFFORDABLE HOUSING

### Section 202. Eligible Affordable Housing Activities

**Affordable housing activities under this title [title II of NAHASDA] are activities, in accordance with the requirements of this title, to develop, operate, maintain, or support affordable housing for rental or homeownership, or to provide housing services with respect to affordable housing, through the following activities:**

- Affordable housing is housing that meets the requirements of title II of NAHASDA:
  - Housing units developed under the United States Housing Act of 1937 (low rent, Mutual Help and Turnkey housing units) are considered to be and must be maintained as affordable housing for purposes of NAHASDA
  - Housing units developed under NAHASDA are required to meet NAHASDA requirements
  - Other housing units that are not assisted under NAHASDA, but which meet the requirements of title II of NAHASDA, qualify as affordable housing
- “Housing” includes
  - Rental housing that may be single-family units, multifamily units, Single Room Occupancy units, attached units such as duplex, triplex
  - Homeownership housing
  - Group homes for persons with special needs such as the elderly/disabled
  - Congregate housing
  - Transitional housing
  - Halfway housing
  - Domestic violence shelters
  - Homeless emergency shelters

**(1) Indian Housing Assistance -- The provision of modernization or operating assistance for housing previously developed or operated pursuant to a contract between the Secretary and an Indian housing authority.**

Eligible activities include, but are not limited to:

- Modernization of 1937 Act Housing
- Operating assistance for 1937 Act Housing
  - Maintenance
  - Rent and participants’ utility subsidies

**(2) Development -- The acquisition, new construction, reconstruction, or moderate or substantial rehabilitation of affordable housing, which may include real property acquisition, site improvement, development and rehabilitation of utilities, necessary infrastructure, and utility services, conversion, demolition, financing, administration and planning, improvement to achieve greater energy efficiency, mold remediation, and other related activities.**

Eligible activities include, but are not limited to:

- Acquisition of affordable housing



- financing acquisition of affordable housing by homebuyers
  - down payment assistance
  - closing costs assistance
  - direct lending
  - interest subsidies or other financial assistance
- New construction of affordable housing
- Reconstruction of affordable housing
- Moderate rehabilitation of affordable housing, including but not limited to:
  - lead-based paint hazards elimination or reduction
  - improvements to provide physical accessibility for disabled persons
  - energy-related improvements
- Substantial rehabilitation of affordable housing, including but not limited to:
  - lead-based paint hazards elimination or reduction
  - improvements to provide physical accessibility for disabled persons
  - energy-related improvements
- Conversion of non-residential building into affordable housing
- Improvement to achieve greater energy efficiency
- Activities related to the affordable housing, including but not limited to:
  - site improvements
    - recreational area and playgrounds for use by residents of affordable housing
    - on-site streets and sidewalks
  - development and rehabilitation of utilities and utility services for affordable housing units
  - acquisition of real property
  - demolition
  - relocation
  - environmental review of the affordable housing project
  - administration and planning of the affordable housing project
  - architectural and engineering plans

**(3) Housing Services -- The provision of housing-related services for affordable housing, such as housing counseling in connection with rental or homeownership assistance, establishment and support of resident organizations and resident management corporations, energy auditing, activities related to the provision of self-sufficiency and other services, and other services related to assisting owners, tenants, contractors, and other entities, participating or seeking to participate in other housing activities assisted pursuant to this section.**

Eligible activities include, but are not limited to:

- Housing counseling in connection with affordable rental or homeownership housing
- Establishment and support of resident organizations in affordable housing
- Establishment of resident management corporations in affordable housing
- Energy auditing of affordable housing
- Activities related to the provision of self-sufficiency

- child care costs – subsidies to residents of affordable housing or operating costs of a facility [but not construction or rehabilitation of a facility] for residents of affordable housing
- transportation costs – subsidies to residents of affordable housing or rental of car, van, or bus for residents of affordable housing to attend training
- job placement and job training for residents of affordable housing
- assistance to residents of affordable housing in obtaining other federal, state and local assistance
- Homeless prevention activities, which are short-term subsidies to defray rent and utility bills that families have received
- Security deposits and/or first month's rent to permit family to move into an apartment
- Payments to prevent foreclosure on a home
- Tenant-based rental assistance payments, including:
  - college housing vouchers
- Project-based rental assistance payments
- The development and delivery of training courses related to the administration of affordable housing activities and programs in compliance with NAHASDA and its associated regulations
- Youth activities for residents of affordable housing that reduce or eliminate the use of drugs
  - salaries and expenses for staff of youth sports program
  - educational programs relating to drug abuse
  - Boys and Girls Clubs
  - sports and recreation equipment
  - travel for youth for the purpose of participating in sporting events
  - does not include any entertainment travel expenses such as travel to watch sporting events that youth are not participating in

**(4) Housing Management Services -- The provision of management services for affordable housing, including preparation of work specifications, the costs of operation and maintenance of units developed with funds provided under this Act, and management of affordable housing projects.**

Eligible activities include, but are not limited to:

- preparation of work specifications for affordable housing
- loan processing for affordable housing
- inspections for affordable housing
- tenant selection for affordable housing
- management of tenant-based and project-based rental assistance
- mediation programs for landlord-tenant disputes for affordable housing
- hiring of grants writers for affordable housing applications
- operating assistance for NAHASDA-assisted units to include maintenance and utilities

**(5) Crime Prevention and Safety Activities -- The provision of safety, security, and law enforcement measures and activities appropriate to protect residents of affordable housing from crime.**

Eligible activities include, but are not limited to:

- Physical improvements for affordable housing to enhance security such as fences, speed bumps, monitors, locks, additional lighting
- Employment of security personnel for affordable housing
  - law enforcement services are eligible only for affordable housing residents. This is a direct cost to the program authorized under NAHASDA, in accordance with 2 CFR 225. A tribe/TDHE must document that costs are only for affordable housing residents.
  - equipment for law enforcement activities

**(6) Model Activities -- Housing activities under model programs that are designed to carry out the purposes of this Act and are specifically approved by the Secretary as appropriate for such purpose.**

Eligible activities include, but are not limited to:

- Construction of an office building for the recipient's administration of NAHASDA activities, including the rehabilitation of or additions to existing office spaces
- Construction of warehouse, maintenance and storage space for housing materials for housing assisted under NAHASDA, including the rehabilitation of or additions to existing structure
- Construction of day care center, including the rehabilitation of existing facility to be used for day care, to the extent that the facility will be used by residents of affordable housing
- Construction of a community building or center, including the rehabilitation of an existing facility, to the extent it will be used for affordable housing activities and by residents of affordable housing
- Construction of college housing to the extent the facility will be used by eligible families
- Construction of an administrative facility and training center

Each model housing activity must be approved in accordance with the procedures in 24 CFR Part 1000, Subpart B.

**Section 101(h). Administrative and Planning Expenses -- The Secretary shall, by regulation, authorize each recipient to use a percentage of any grant amounts received under this Act for comprehensive housing and community development planning activities and for any reasonable administrative and planning expenses of the recipient relating to carrying out this Act and activities assisted with such amounts, which may include costs for salaries of individuals engaged in administering and managing affordable housing activities assisted with grant amounts provided under this Act and expenses of preparing an Indian housing plan under section 102.**

Eligible administrative and planning expenses of the IHBG program include:

- Costs of overall program and/or administrative management, including
- Salaries and benefits of staff administering IHBG program
- Costs of coordination, monitoring, and evaluation
- Costs of preparing the Indian Housing Plan, including data collection
- Costs of preparing the Annual Performance Report

- Challenge to and collection of data for purposes of challenging the formula
- Costs of comprehensive housing and community development planning activities
- Staff and overhead costs directly related to carrying out affordable housing activities can be costs of the affordable housing activity or administration or planning at the discretion of the recipient
- The recipient can use up to 20 percent of its annual grant for administration and planning, and must identify the percentage of grant funds which will be used in the Indian Housing Plan
- The recipient may request HUD's approval to use more than 20 percent of its grant for administration and planning. HUD must consider any cost of preparing the Indian Housing Plan, challenges to and collection of data, the recipient's grant amount, approved cost allocation plans, and any other relevant information with special consideration given to the circumstances of recipients receiving minimal funding.

**PIH Notice 2014-15 Administrative and Planning Expenses in  
the Indian Housing Block Grant (IHBG) Program**



**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing**

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

Notice PIH 2014-15

Issued: June 19, 2014

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

Cross Reference(s): 24 CFR Part 1000  
and OMB Circular A-87

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**SUBJECT:** Administrative and Planning Expenses in the Indian Housing Block Grant (IHBG) Program

**PURPOSE:** This Notice provides specific guidance on administrative and planning expense requirements for recipients of IHBG funds. The regulatory requirements on IHBG administrative and planning expenses (24 CFR §§1000.236, 1000.238) changed on January 3, 2013. The regulation now identifies what percentage of the recipient's annual grant allocation or expenditures may be used for such purposes without prior HUD approval. This Notice replaces Notice PIH 2002-29.

In addition to the above IHBG regulatory requirements, NAHASDA recipients are also required to meet the cost guidelines in applicable OMB Circulars and the regulations at 2 CFR Part 225 (2013). Recipients should note that new Federal government regulations on Administrative Requirements, Cost Principles, and Audit Requirements were promulgated on December 26, 2013, at 2 CFR Part 200. HUD intends to update its regulations by December 26, 2014, to implement these new requirements in its programs. After HUD implements the new requirements, in 2 CFR Part 200 and (after December 26, 2014), all grant funds will be subject to 2 CFR Part 200. Until that time, applicable OMB Circulars and the regulations at 2 CFR Part 225 will continue to apply to IHBG funds awarded prior to December 26, 2014.

**ADMINISTRATIVE AND PLANNING EXPENSES:** NAHASDA recipients are required to meet the general allowability cost guidelines at 2 CFR Part 225 (2013). Expenses must: (1) be necessary and reasonable; (2) be allocable; (3) be authorized; (4) conform to any limitations or exclusions; (5) be consistent with policies, regulations, and procedures; (6) be accorded consistent treatment; (7) be determined according to generally accepted accounting principles; (8) not be included as a cost or used as a cost to meet cost sharing requirements; (9) be the net of all applicable credits; and (10) be adequately documented, 2CFR Part 225, App.A.(C).

The IHBG regulation at 24 CFR §1000.236 (2013) lists several examples of eligible administrative and planning expenses. Such expenses include, but are not limited to:

- (1) Costs of overall program and /or administrative management;
- (2) Coordination monitoring and evaluation;
- (3) Preparation of the Indian Housing Plan (IHP) including data collection and transition costs;

- (4) Preparation of the annual performance report;
- (5) Challenge to and collection of data for purposes of challenging the formula; and
- (6) Administrative and planning expenses associated with the expenditure of non-IHBG funds on affordable housing activities, as long as the source of the non-IHBG funds limits expenditure of its funds on such administrative expenses.

**EXPENDITURE OF RESERVE ACCOUNTS FUNDS:** The funds held in the reserve account(s) are to be used only for eligible administration and planning expenses in accordance with 24 CFR §1000.239 (2013). The amounts spent from the reserve account(s) are included in the recipient’s applicable 20 percent or 30 percent maximum amount of grant funds that may be used for administration and planning expenses. For additional information, see the Program Guidance for *Reserve Accounts for Administration and Planning*.

**PERCENTAGE OF IHBG FUNDS TO BE USED FOR ADMINISTRATION AND PLANNING:** The recipient’s annual grant amount determine the percentage of IHBG funds that can be used for administration and planning. A recipient may request HUD approval to exceed the 20 or 30 percent spending cap.

<i>Annual IHBG Grant</i>	<i>Administrative and Planning Spending Cap</i>
\$500,000 or Less	30%
More than \$500,000	20%

- **\$500,000 or less:** Recipients receiving \$500,000 or less may use up to 30 percent of their annual expenditures of grant funds or up to 30 percent of their annual grant amount, whichever is greater.
- **In Excess of \$500,000:** Recipients receiving in excess of \$500,000 may use up to 20 percent of their annual expenditures of grant funds or may use up to 20 percent of their annual grant amount, whichever is greater. The 20 percent cap also would apply to a recipient that receives IHBG funds on behalf of one or more beneficiaries if each beneficiary qualifies for the 20 percent spending cap.
- **One or more Beneficiaries:** If a recipient receives IHBG funds on behalf of one or more grant beneficiaries, the recipient may use up to 30 percent of the annual expenditure of grant funds or 30 percent of the grant amount, whichever is greater, for each beneficiary whose allocation is \$500,000 or less. For beneficiaries whose allocation is in excess of \$500,000, the recipient may use up to 20 percent of the annual expenditure of grant funds or up to 20 percent of the annual grant amount, whichever is greater.
- If the same percentage cap applies to all of the recipient’s beneficiary grant allocations, the recipient should state the grant amount or expenditure amount, the cap percentage applied, and the actual dollar amount of the cap. If the recipient applies a different cap percentage for each beneficiary, the following information must be provided:
  - (1) Name of each beneficiary
  - (2) Amount of each beneficiary allocation
  - (3) Applicable percentage cap for each beneficiary allocation
  - (4) Actual dollar amount of each cap
  - (5) Combined cap dollar amount

The following is an example of a recipient’s calculation of the maximum amount that can be spent on administrative and planning expenses to be included on line 4 when multiple grant

beneficiaries are included in the grant.

Grant Beneficiary	Annual Grant Amount (a)	Percentage Allowed (b)	Maximum A & P based on Annual Grant Amount ( a x b)	Annual Expenditures (d)	Percentage Allowed (e)	Maximum A & P based on Annual Expenditures ( d x e)
Name of Tribe	\$600,000	20%	\$120,000	\$450,000	20%	\$90,000
Name of Tribe	\$300,000	30%	90,000	\$600,000	30%	\$180,000
Total			\$210,000			\$270,000

In this example, the maximum amount that the recipient can spend on administrative and planning expenses is \$270,000. The calculation for the budgeted administrative and planning expense must be included on Line 4 in Section 6 of the IHP. Any revision to the calculation based upon actual expenditures must be included in Line 5 in Section 6 of the annual Performance Report (APR).

HUD recommends that a recipient consistently apply either the annual grant amount or annual expenditure amount in calculating the spending cap. A recipient may request HUD approval to exceed the 20 or 30 percent spending cap (24 CFR §1000.238 (2013)).

**AFFORDABLE HOUSING ACTIVITIES WITH NON-IHBG FUNDING:** If necessary, a recipient may use IHBG funds for expenses related to the administration and planning of affordable housing activities funded with non-IHBG funds. The total amount of IHBG funds spent on administration and planning for both IHBG and non-IHBG funded activities may not exceed the recipient’s allowable spending cap, except with HUD approval. The use of IHBG funds for administration and planning of activities funded with non-IHBG funds must comply with the IHBG restrictions on using funds for administration and planning, in addition to any requirement on administrative and planning expenses imposed by the non-IHBG funds (not including non-IHBG spending limits).

**ELIGIBLE ADMINISTRATIVE AND PLANNING EXPENSES:** The following illustrate eligible administrative and planning expenses.

- **Costs of overall program and/or administrative management**
  - Salary and the associated expenses of the Tribal Designated Housing Entity (TDHE) Executive Director and immediate staff or the tribe’s Housing Division Director and immediate staff while managing the housing entity’s or divisions overall operations.
  - Expense or a portion of the expense of obtaining a periodic financial review or audit of the recipient.
  - Expense or a portion of the expense of the accounting and personnel divisions of the recipient.
  - For those tribes that have an approved indirect cost rate, the applicable indirect expenses. For the indirect expenses to be allowable, the approved indirect cost rate proposal must include the IHBG program in the direct cost base and be prepared in accordance with Appendix E of 2 C.F.R §225 (2013).
  - Expenses to develop a comprehensive housing affordability strategy and community development plan describing needs, resources, priorities and proposed activities on a reservation-wide or Indian area-wide basis.
  
- **Coordination monitoring and evaluation**
  - Salary and associated expenses or contractor expense for the self-monitoring effort by the recipient.
  - Salary and associated expenses of a tribe when evaluating the operations of its TDHE.



- Salary and associated expenses of a recipient when evaluating the operations of a sub recipient.
- **Preparation of the IHP including data collection and transition costs**
  - Salary and associated expenses or contractor expenses for collecting housing and population data and preparing the IHP.
  - Start-up expenses of a tribe that is taking over the housing needs responsibility from a housing authority or TDHE.
- **Preparation of the Annual Performance Report (APR)**
  - Salary and associated expenses or contractor expenses for collecting data and compiling information for the APR.
  - Expense of making the APR available to the public and obtaining public comments before submitting the APR to the Area Office of Native American Programs (ONAP).
- **Challenge to and collection of data for purposes of challenging the formula**
  - Salary and associated expenses or contractor expense for gathering and presenting data to challenge the IHBG formula.
- **Staff and overhead costs directly related to carrying out affordable housing activities**
  - Administrative expenses of an individual affordable housing activity may be charged to administration and planning at the discretion of the recipient. If a recipient chooses to charge direct administration costs of an affordable housing activity as administrative and planning, the cost of developing or operating the activity will be understated. This may cause problems when, in the normal course of property management, the recipient evaluates the true cost of the activity for cost/benefit and whether to continue or repeat that activity. A recipient should review its financial management information needs before electing to charge direct costs to administrative and planning expense.

**INELIGIBLE ADMINISTRATIVE AND PLANNING EXPENSES:** The following are examples of ineligible administrative and planning expenses:

- **Funds or property used for personal employee use** is considered a contribution to others and in an unnecessary and unreasonable cost, and therefore, an ineligible IHBG expense.
  - IHBG funds used to pay personal obligations of an employee.
  - Recipient use of IHBG funds to pay the maintenance and operating expenses of the personal property.
  - Recipient's property used for personal purposes.
  - Recipient-owned funds or property being used for non-recipient business.
- **Paying a disproportionate share of a computer network's purchase and installation costs.**
  - A proportional share of the network cost is an eligible charge to the IHBG program; however, the amount actually charged to the IHBG program must be supported and reasonable in relation to the degree the system is used by the IHBG program.

- **Miscalculating the indirect cost rate allocation.**
  - In general, indirect costs are eligible under the IHBG program; however, in order for the indirect costs to be allowable, they must be supported by an approved indirect cost rate proposal that has been prepared in accordance with Appendix E to 2 C.F.R. Part 225 (2013).
  
- **Exceeding the IHBG administrative and planning percentage ceiling without HUD approval.**
  - A recipient may not exceed the maximum percentage award for administrative and planning. Any costs in excess of the percentage ceiling would be ineligible. The recipient must request prior approval by HUD to exceed the percentage limitation.
  
- **Inadequate documentation to support all administration and planning expenses related to affordable housing activities.**
  - The recipient's financial management records must support the costs charged to the administrative and planning expense line item. The actual amounts paid by the recipient must be documented in the recipient's financial records( for example, a recipient may not automatically charge the maximum percentage of the grant to administrative and planning expenses without providing supporting documentation).
  
- **A tribe's sub recipient agreement specified that administrative and planning expenses of the sub recipient were to be charged directly to housing activities.**
  - The sub recipient's responsibilities include preparing and submitting the IHP, the APR and progress reports to the tribe. Since, sub recipients must comply with the same requirements as recipients, classification of general administrative and planning costs to an affordable housing activity is inappropriate. In a situation where a tribe and a sub recipient both incur administrative and planning expenses, all such costs must be compiled from all sources to determine compliance with the IHBG programs limitation on planning and administrative expenses.
  
- **Non-IHBG funds used for administrative and planning activities to the maximum extent permitted before IHBG fund may be used for a non-IHBG fund.** The intent of §1000.236(a)(6) was to encourage leveraging of funds by enabling IHBG funds to be used for the administration and planning activities of non-IHBG funds related to affordable housing.
  - A recipient may only use IHBG funds for administration and planning of a non-IHBG fund after using the non-IHBG fund for administration and planning to the maximum extent permitted by that fund. For example, if a non-IHBG fund of \$100,000 only allows the use of that fund up to 10 percent of the allocation for administration and planning, the recipient must use \$10,000 for such activities before it can utilize IHBG grant funds to administer that non-IHBG fund.
  
- **IHBG funds used for administrative and planning activities of a non-IHBG fund beyond the IHBG limitation for administrative and planning expenses.**
  - If the non-IHBG fund limits administrative and planning expenditures, but that limitation is more generous than that allowed under IHBG (20 percent of annual expenditure or grant for recipients receiving more than \$500,000 and 30 percent of annual expenditure or grant for recipients receiving \$500,000 or less), then

IHBG fund may not be used for administrative and planning expenditures of that non-IHBG fund, unless approved by HUD in advance.

- When IHBG grant funds are used for administrative and planning activities of a non-IHBG program, the recipient must comply with IHBG rules governing administrative and planning expenditures.
- Administrative and planning expenses related to a non-IHBG fund must comply with IHBG rules governing administrative and planning expenditures when using IHBG grant funds.

If you have any questions regarding this Notice, please contact your local Area ONAP.

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Sandra B. Henriquez, Assistant Secretary  
for Public and Indian Housing

**Program Guidance 2014-10R Reserve Accounts for  
Administration & Planning**



No. 2014-10(R)  
August 14, 2014

# RECIPIENT GUIDANCE

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**PROGRAM:** Indian Housing Block Grant (IHBG)

**FOR:** Tribal Government Leaders and Tribally Designated Housing Entities

*RJ.B.*

**FROM:** Rodger J. Boyd, Deputy Assistant Secretary for Native American Programs, PN

**TOPIC:** Reserve Accounts for Administration and Planning

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**PURPOSE:** The purpose of this guidance is to provide information and direction to Tribal Government Leaders and Tribally Designated Housing Entities (TDHE) on the requirements for establishing and maintaining reserve accounts for administration and planning activities for Indian Housing Block Grant (IHBG) program recipients.

**BACKGROUND:** The Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA) as well as the regulation at 24 CFR §1000.239 authorizes recipients of IHBG funds to establish and maintain reserves for administration and planning expenses related to affordable housing activities. Eligible administration and planning expenses are defined in 24 CFR §1000.236.

**ESTABLISHING RESERVE ACCOUNTS:** A recipient may establish and maintain separate reserve accounts, only for the purpose of accumulating amounts for administration and planning relating to affordable housing activities. HUD approval is not required to establish reserve accounts. The reserve amounts must be held in one or more accounts separate from other funds.

Reserve Accounts were added as a new eligible activity to NAHASDA and the IHBG regulations, and should be identified in Section 3 and Section 5 in the Indian Housing Plan (IHP) and reported in the Annual Performance Report (APR). In accordance with the IHP instructions, recipients should include the maximum amount of their reserve and the calculation used to determine this amount in the IHP. The actual amount of the reserve account that was established and/or maintained and the income earned on the investment of the reserve account(s) should be reported as an accomplishment in Section 3, Item 1.8, of the APR at the end of each year.

The reserve accounts must be tracked to ensure compliance with 24 CFR §1000.239. The drawdown of administration and planning reserve amounts shall be recorded and tracked on the quarterly Federal Financial Report (SF-425) and the final SF-425. It will be reflected with an explanation on Line 12 (remarks) until it is disbursed in whole or in part, at which time, it will be reflected on Line 10(b), cash disbursements.

**MAXIMUM AMOUNT OF RESERVES:** The maximum amount of administrative and planning reserves, whether held in one or more accounts that a recipient may have available at any one time is calculated as follows:

- (a) Determine 5-year average of administration and planning expenses expended in a tribal program year.
- (b) Establish  $\frac{1}{4}$  (one-fourth) of that amount for the total eligible reserve amount.

It will be necessary for the recipient to calculate this amount each year to determine if the Reserve Account is maintained within the maximum amount allowable. The funds drawn from LOCCS and deposited into Reserve Accounts do not count towards the applicable 20 percent or 30 percent maximum amount of grant funds that may be used for administration and planning expenses.

**REPLENISH RESERVE ACCOUNT:** If at any time the Reserve Account balance falls below the maximum allowed, the recipient may replenish the reserve account(s) with IHBG funds. If the amount exceeds the maximum allowed, the recipient will be required to return the amount that exceeds the maximum allowable to the IHBG grant account in LOCCS. These funds will then be available to the recipient to draw for future eligible activities. The replenishment of reserves account funds does not count towards the applicable 20 percent or 30 percent maximum amount of grant funds that may be used for administration and planning expenses. The replenishment of reserve account funds should be included as a new activity in an amendment to the current IHP or in a subsequent year's IHP.

**INVESTMENT OF RESERVE ACCOUNTS FUNDS:** Planning and administration reserve funds may be invested in accordance with 24 CFR §1000.58, if the recipient is approved to invest IHBG funds. The recipient must invest NAHASDA Reserve Account funds only in obligations of the United States or securities that are guaranteed or insured by the United States in accordance with 24 CFR §1000.58 (c) Recipients investing reserve account funds must execute a Depository Agreement, form [HUD-52736-A](#) (11/2013) for funds deposited in bank accounts and form [HUD-52736-B](#) (11/2013) for funds managed by brokers/dealers.

**INTEREST EARNED ON RESERVE ACCOUNTS:** Interest earned from investment(s) or interest bearing reserve accounts is not considered program income or included when calculating the maximum allowable reserve amount. If interest is earned on Reserve Account funds maintained above the maximum allowable funds for the reserve account, the interest on the funds above the maximum allowable is earned unlawfully and must be returned to the US Treasury. Contact your area Office of Native American Programs for further assistance in returning funds. The returned funds will not be available for future use by the recipient and may not be returned to HUD for future year carryover funds.

**EXPENDITURE OF RESERVE ACCOUNT FUNDS:** Recipients may transfer funds from one or more reserve accounts for expenditures for administration and planning relating to affordable housing activities. Funds expended from the Reserve Account(s) may only be expended on planning and administration costs. Recipients should report accomplishments related to expenditures of funds in the Reserves Account in Section 3 of the APR.

The reserve account(s) funds expended for administration and planning activities are included towards the applicable 20 percent or 30 percent maximum amount of grant funds that may be used for administration and planning expenses.

PROGRAM GUIDANCE 2013-10 (RECIPIENT)

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If the recipient wants to expend Reserve Account funds on affordable housing activities, the Reserve Account funds must be returned to LOCCS and then re-drawn from LOCCS for affordable housing activities. This is necessary to maintain compliance with the NAHASDA statute requiring Reserve Accounts funds be maintained only for the purpose of accumulating funds for administration and planning activities.

For further information on eligible expenses of Reserve Account funds see PIH Notice 2014-15, *Administrative and Planning Expenses in the Indian Housing Block Grant (IHBG) Program*.

**QUESTIONS:** If you have questions regarding the above procedures, please contact your local Area ONAP Grants Management staff.

**Program Guidance 2014-07 Federal Financial Report –  
Standard Form 425 Instructions & Guidance for the IHBG  
Program**



# RECIPIENT GUIDANCE

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**PROGRAM:** Indian Housing Block Grant

**FOR:** Tribal Government Leaders and Tribally Designated Housing Entities  
*TRIBA*

**FROM:** Rodger J. Boyd, Deputy Assistant Secretary for Native American Programs

**TOPIC:** Federal Financial Report – Standard Form 425  
Instructions and Guidance for the IHBG Program

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**PURPOSE:** The purpose of this guidance is to update tribes and tribally designated housing entities (TDHE) on the requirements of the Federal Financial Report (FFR) as it applies to the Indian Housing Block Grant (IHBG) program. For the IHBG program, this guidance replaces Program Guidance 2012-01 and 2014-04.

**BACKGROUND:** The FFR applies to all Federal grants including the IHBG program. Each recipient of Federal financial assistance must account for the funds received and disbursed. Reports must be signed and submitted to the Area Office of Native American Programs (Area ONAP).

On April 28, 2011, ONAP issued PIH Notice 2011-23, implementing the new Indian Housing Plan/Annual Performance Report (IHP/APR) Form and related changes to the IHP and APR business process which initiated a shift from grant-specific to program year reporting. As a result of this change, all IHBGs were consolidated under a single grant number with funding budgeted and reported on a 12-month, program-year basis. This guidance provides instruction on how the FFR (SF 425) should be completed.

**DUE DATES:** Each recipient is required to submit one FFR per quarter for each 12-month program year. The 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarterly reports must be submitted no later than 30 days after the end of the calendar quarter. The 4<sup>th</sup> quarterly report is due 90 days after the end of the 4<sup>th</sup> quarter. The 4<sup>th</sup> quarterly report is the final report for the recipient's 12-month program year. The quarterly reports are due as indicated in the chart below and are based on the recipient's specific program year.

<b>Program Year</b>	<b>Q1 Due Date</b>	<b>Q2 Due Date</b>	<b>Q3 Due Date</b>	<b>Q4 Due Date</b>
Oct 1 – Sept 30	Jan 30	April 30	July 30	Dec 29
Jan 1 – Dec 31	April 30	July 30	Oct 30	Mar 31
Apr 1 – March 31	July 30	Oct 30	Jan 30	Jun 29
July 1 – June 30	Oct 30	Jan 30	April 30	Sept 29

**DEFINITION OF TERMS:** The FFR and its instructions contain several technical terms. The definitions are provided below in alphabetical order.

- *Accrual Accounting:* An accounting method that records revenue and expenses when incurred, regardless of when cash is exchanged. In general, economic events are recognized by matching revenues to expenses (the matching principle) at the time when the transaction occurs, rather than when payment is made (or received). This method allows the current cash inflows/outflows to be combined with future expected cash inflows/outflows to give a more accurate picture of a recipient’s current financial condition.
- *Cash Basis Accounting:* An accounting method where income (or revenue) is recognized only when payment is received and expenses are recognized only when payment is made. Basically, when cash is received for the sale of property, it is recorded in the accounting records as revenue at the time. This is in contrast with accrual accounting, where the sale would be recorded in the books of account when a contract is executed rather than when cash is actually received.
- *Cash Disbursements:* Payment for goods or services in cash, check or electronic payment.
- *Cash on Hand:* Cash in actual possession; also called cash-in-hand or cash-on-hand.
- *Cash Receipt:* A printed or electronic document recording each time cash is received for a good or service.
- *Federal Share of Un-liquidated Obligations:* The amount of Federal funds legally committed that have not been expensed such as an account payable for items ordered or received but for which the supplier has not been paid. See below for definition of obligation.
- *Fund Accounting:* A system used by nonprofit and government organizations, including tribal governments and TDHEs. The accounting records take the form of a collection of funds, each fund having a distinct purpose, ranging from operating expenses to funding the various activities of the organization.
- *Obligation:* Any legally-binding agreement to pay a particular sum of money for contract labor, supplies, materials or services. Please refer to PIH Notice 2000-26 (TDHEs) for a description of the different types of funding obligations.
- *Program Income Earned:* Represents income earned by the recipient that is directly generated by a supported activity or earned as a result of the award.

- *Total Federal Funds Authorized:* Represents the total amount of Federal funds awarded for approved activities or projects.

**INSTRUCTIONS FOR COMPLETING THE FFR:** Generally, procedures for grant programs require recipients to request periodic disbursements concurrent with incurring eligible costs. HUD’s disbursement policy permits grant recipients to request funds to meet immediate cash needs for reimbursement of eligible costs incurred/paid with other funding sources. Grant disbursements are expected to be expended within three (3) business days of receipt. The primary focus of the FFR for the IHBG program is to:

- Record and track the revenue and expenditure of IHBG funds;
- Capture anticipated obligations of IHBG funds (paid expenses that will be reimbursed with IHBG funds); and
- Report on investments, program income and planning and administration reserve amounts.

Recipients are expected to follow the instructions and guidance closely to ensure data accuracy, consistency, and reliability. All FFRs submitted to the Area ONAP are based on single grant reporting; therefore, only the SF-425 is used. The SF-425A is used for multiple grant reporting and is not applicable to any of ONAP’s programs at this time.

The SF 425 form is available for downloading from the following website:  
[http://www.whitehouse.gov/sites/default/files/omb/assets/grants\\_forms/SF-425.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf)

**LINE-BY-LINE INSTRUCTIONS AND GUIDANCE:** The following table outlines the instructions for reporting IHBG program revenue and expenditures:

Form Line Item	ONAP Guidance
1	Enter “Department of Housing and Urban Development ONAP”.
2	Enter the grant number assigned by the Federal agency.
3	Enter the name and complete address of the recipient organization including zip code.
4(a)	Enter the recipient organization’s Data Universal Numbering System (DUNS) number.
4(b)	Enter the recipient organization’s Employer Identification Number (EIN).
5	This is optional. The recipient may enter an account number or other identifier they assign, not HUD, or leave blank.
6	Mark appropriate box.
7	Mark appropriate box Cash or Accrual. Financial data should be presented using the same basis of accounting as the APR and the Schedule of Expenditures of Federal Awards (SEFA). (i.e. financial statements prepared by the recipient in preparation for completion of the A-133 audit process). To ensure that the grant accrual methodology remains reasonable and appropriate, HUD will review the approach each quarter based on receipt of FFR (SF-425) data. It is critical that the methodology of the accrual process is consistently applied.

Form Line Item	ONAP Guidance
8	Indicate the period established in the award. The “From” date will be the first day of the recipient’s current 12-month program year and the “To” date will be the last day of that 12-month program year. For a recipient with a program year that begins in October, the “From” date will be October 1 of that year and the “To” date will be September 30 of the following year (e.g., October 1, 2012, to September 30, 2013). There will be four quarterly FFRs submitted for each 12-month program year and then the reporting process will start over.
9	Enter the ending date of the reporting period. Use the following reporting period end dates: 3/31, 6/30, 9/30 or 12/31.
10a	Enter the cumulative amount of actual cash received for the 12-month program year from the Federal agency as of the reporting period end date. This is the amount of all LOCCS draw-downs received for the subject grant from the “From” date until the end of this reporting period. This should include any <u>undisbursed</u> cash on hand at the end of the prior program year. (See definition of <i>Cash Disbursements</i> above).
10b	Enter the cumulative amount of Federal fund disbursements (such as cash or checks) as of the reporting period end date. Disbursements are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expenses charged to the award, and the amount of cash advances and payments made to sub-recipients and contractors and the amount of expenses paid from other funds that will be reimbursed by IHBG funds as of the reporting period end date.
10c	Enter the amount of Line 10a minus Line 10b. This amount represents immediate cash needs. Excess cash on hand, for more than three business days, requires an explanation on Line 12, Remarks, explaining why the draw down was made prematurely or other reasons for the excess cash.
10d	Enter the total Federal funds authorized as of the reporting period end date. This will be the IHBG grant amount for the 12-month program year. For ease of reporting, recipients should include the balance in LOCCS for the “55 Project” at the beginning of its program year and any undisbursed IHBG cash on hand from the previous program year. Recipients must add any grant amounts awarded during the program year.
10e	Enter the amount of Federal fund expenditures. This amount will equal or exceed the amount reported on Line 10b. For reports prepared on a cash basis, expenditures are: the sum of cash disbursements for direct charges for property and services; the amount of indirect expense charged; the value of third-party in-kind contributions applied; and the amount of cash advance payments and payments made to sub-recipients. Expenditures are the sum of cash disbursements for direct charges for property and services; the amount of indirect expense incurred; the value of in-kind contributions applied; and the net increase or decrease in the amounts owed by the recipient for (1) goods and other property received; (2) services performed by employees, contractors, sub-recipients, and other payees; and (3) programs for which no current services or performance are required.

Form Line Item	ONAP Guidance
10f	Enter the Federal portion of unliquidated obligations. Unliquidated obligations on a cash basis are obligations incurred, but not yet paid including amounts due to sub-recipients and contractors. On an accrual basis, they are obligations incurred, but for which expenditures have not been recorded. Do not include any amount in Line 10f that has been reported in Line 10e. Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense has not been incurred.
10g	Enter the sum of Lines 10e and 10f.
10h	Enter the amount of Line 10d minus Line 10g.
10i	A recipient share is not required under the IHBG program.
10j	Enter recipient funds (e.g., tribal funds, revolving loans, non-program income, rental receipts, etc.) expended for program activities.
10k	Enter sum 10j minus 10i.
10l	Enter the cumulative amount of Federal program income earned during the reporting period, including interest earned on IHBG investments. Include any program income on hand from the previous reporting period (Line 10.o.). See instructions for Line 12, Remarks, for additional reporting requirements related to program income.
10m	Leave blank. IHBG recipients are not required to use earned income to reduce the grant amount.
10n	Enter the cumulative amount of program income expenditures for the reporting period.
10o	Enter the amount of Line 10l minus Line 10n. This amount equals the program income that has been earned but not expended, as of the reporting period end date.
11	This information is optional for the IHBG program.
12	<p>The remarks should clarify or explain information contained in the report. Additional pages may be attached. Explanations should be provided for the following:</p> <p><b>Cash on Hand:</b> Explain any IHBG cash on hand that exceeds cash needs of 3 business days including: (1) funds drawn down for investment purposes; and (2) funds drawn down to establish or replenish a reserve for planning and administration.</p> <p><b>Invested IHBG Funds:</b> Include: (a) the amount(s) drawn down; (b) the draw down date(s); (c) the date(s) that the funds were invested in an approved investment instrument; and d) the current balance for all IHBG investments.</p> <p><b>Planning and Administration Reserves:</b> This must include: (a) the amount(s) drawn down; (b) the draw down date(s); (c) the date(s) that the funds were placed in a separate account established for this purpose; (d) amount of interest earned; and (e) current balance of the Planning and Administration Reserve Account(s).</p> <p><b>Amounts Entered on Line 10l:</b> Explain amounts entered on 10l that include, but are not limited to, the amount of interest earned on the investment of IHBG funds.</p>
13a	Enter the name and title of the authorized certifying official.
13b	The authorized certifying official must sign here.
13c	Enter the telephone number (including area code and extension) of the individual listed in Line 13a.
13d	Enter the email address of the individual listed in Line 13a.

Form Line Item	ONAP Guidance
13e	Enter the date the FFR is submitted to the Federal agency using the month, day, and year format.

**SOURCE DOCUMENTATION RETENTION:** Recipients of Federal funds must maintain relevant and reliable accounting systems to ensure that the information provided in the FFR is consistent and fairly presented. Furthermore, recipients are required to maintain all source documents and accumulated transactional documents for expenses included in the FFR.

**SANCTIONS:** In the event that HUD determines that a recipient has failed to comply with its financial accounting, documentation and reporting responsibilities, HUD is authorized to initiate sanctions against the recipient, as stipulated at 24 CFR Part 1000, Subpart F. These sanctions include the suspension, limitation, and/or termination of the recipient's HUD-funded grants.

*Note:* The Office of Management and Budget (OMB) published new regulations on Guidance for Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, which will supersede previous OMB Circulars. HUD is implementing regulations in accordance with the guidance, and expects the new audit and financial regulations will become effective December 26, 2014, or later. FY 2014 grantees will be required to comply with the HUD implementing regulations when they become effective, but should not use them before the effective date.

**ADDITIONAL GUIDANCE:** Contact your Area ONAP if you have any questions.

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**No. 2014-08(R)**  
**August 12, 2014**

# RECIPIENT GUIDANCE

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**PROGRAM:** All Grant Programs

**FOR:** Tribal Government Leaders, Tribally Designated Housing Entities, and the Department of Hawaiian Home Lands

*RJB*

**FROM:** Rodger J. Boyd, Deputy Assistant Secretary for Native American Programs, PN

**TOPIC:** The Voice Response System (VRS) of the Line of Credit Control System (LOCCS) is being replaced by the Electronic Line of Credit System (eLOCCS) throughout Housing and Urban Development (HUD).

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**PURPOSE:** Effective August 1, 2014, all first-time or reinstated LOCCS users must use eLOCCS. HUD is planning on retiring the Line of Credit Control Voice Response System (LOCCS-VRS). HUD's Office of Chief Financial Officer (OCFO) is currently transitioning all LOCCS VRS users to eLOCCS, which is the Internet version of LOCCS under the Real Estate Assessment Center's (REAC) Secure Systems. OCFO is implementing the transition from VRS to eLOCCS in three phases:

Phase 1: Pilot Phase - completed

Phase 2: All first-time and reinstated LOCCS users and approving officials who submit a HUD-27054 LOCCS Access form and register for Secure Systems will only be able to access eLOCCs, effective August 1, 2014.

Phase 3: Convert all remaining VRS users to eLOCCs. The target date set for completing this conversion for the Office of Native American Programs is December 31, 2014.

This Guidance provides instruction to the grant recipient on how to register and access eLOCCS for the grant programs administered by the Office of Native American Programs (ONAP) that currently use VRS to submit drawdown requests. These programs include the Indian Housing Block Grant, Indian Community Development Block Grant, Native Hawaiian Housing Block Grant, Rural Housing and Economic Development, Resident Opportunities and Self-Sufficiency, and Training and Technical Assistance programs. This guidance replaces Program Guidance 2013-02, Voluntary Registration for Line of Credit Control System/Voice Response System (LOCCS/VRS).



**BACKGROUND:** *e*LOCCS is the Internet version of the LOCCS/VRS. It is a grant disbursement and accounting system used by HUD. *e*LOCCS provides significantly more reporting capability and the ability to utilize queries. Authorized grant recipients, or their representatives, can access *e*LOCCS through HUD's Secure Systems. Once *e*LOCCS access has been authorized, the user is allowed to view a wide range of contract-level information regarding HUD payments to the grantee.

***e*LOCCS Hours of Operation:**

Monday – Saturday . . . . . 6:00 a.m. to 8:00 p.m. EST  
Sunday . . . . . Not Available

**Browser Requirements:** Secure Systems and *e*LOCCS both support the same browser. Currently, the recommended browser is Internet Explorer 7.0. To get additional information about browser requirements, go to the HUD Online Systems webpage:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/reac/reac\\_security](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/reac_security)

***e*LOCCS Coordinator:** All ONAP recipients, including tribes, Tribally Designated Housing Entities (TDHEs), the Department of Hawaiian Home Lands (DHHL) and Technical Assistance Providers must have a Coordinator and at least one user registered. Generally, the Coordinator is the Executive Director or other principal, and they should register as such by marking the Coordinator circle in the Secure System process described in the hyperlinks or attachments provided within this notice. This person controls access to HUD systems and performs other system administrative functions.

**Secure Systems / *e*LOCCS Registration:** New users and approving officials need to register in both the Secure Systems and *e*LOCCS. **When registering, based on system requirements, ONAP recipients must register as Multifamily Housing.**

Below is the OCFO announcement of the conversion from VRS to *e*LOCCS in the link below.

The instructions for registering in Secure Systems are contained in the link below.

- *e*LOCCS Registration Guide  
[http://portal.hud.gov/hudportal/documents/huddoc?id=eloccs\\_registration\\_guide.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=eloccs_registration_guide.pdf)

The Instructions for registering in *e*LOCCS are contained in the link below.

- LOCCS Access Guidelines for Grantees  
[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/cfo/loccs\\_guidelines](http://portal.hud.gov/hudportal/HUD?src=/program_offices/cfo/loccs_guidelines)

Below is a link to form HUD-27054

- form HUD-27054, LOCCS VRS Access Authorization form (Attachment V)  
<http://portal.hud.gov/hudportal/documents/huddoc?id=27054.pdf>
- *e*LOCCS Getting Started Guide  
<http://portal.hud.gov/hudportal/documents/huddoc?id=eloccsguide.pdf>

PROGRAM GUIDANCE 2014-08 (RECIPIENT)

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The OCFO has requested that each Program Office designate a VRS-to-eLOCCs coach who is to handle simple registration questions. If there are any issues or questions the coach cannot answer, the coach will contact the LOCCS Help Desk and facilitate a response as quickly as possible.

Wayne Johnson has been appointed the coach for ONAP grant recipients, and he can be reached via email at: [Wayne.J.Johnson@hud.gov](mailto:Wayne.J.Johnson@hud.gov) or by telephone at 303-675-1609.

# **eLOCCS Registration Guide**

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## EPIC Registration Instructions:

from: [https://portalapps.hud.gov/app\\_epic/](https://portalapps.hud.gov/app_epic/)  
New Users

If you are a Tribe or TDHE staff person (i.e. your organization receives Indian Housing Block Grant funding) and you already have a Secure Systems (aka "M") ID, you just need to request access to EPIC, please click here to send an email to [ONAP\\_EPICHelp@hud.gov](mailto:ONAP_EPICHelp@hud.gov). In your email, include your Secure System Logon Id (WASS id), the name of the Tribe or TDHE for whom you are registering and your telephone number. (Many Tribe and TDHE staff obtained a Secure Systems logon ID in order to be able to access eLOCCS.) If you do not have a Secure Systems ID, you first need to get a Secure Systems login ID and password. You can obtain one by following the instructions starting on page 13 of the eLOCCS Registration Guide (June 2014): [http://portal.hud.gov/hudportal/documents/huddoc?id=eloccs\\_registration\\_guide.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=eloccs_registration_guide.pdf). Complete steps 3a through 3c. The instructions will take you to the Secure Systems Registration Page. On that page select "Multifamily Housing Entity" and then provide the information required by the form (note that you most likely want to select "User" rather than "Coordinator" as the application type unless you are assuming the role of coordinator of the Secure System rights of other staff in your organization-the processing for being accepted as a "coordinator" is more stringent and time consuming). Once you have a Secure Systems Logon ID and password, follow the instructions above for Tribe and TDHE staff that have a Secure Systems ID (at the beginning of this paragraph). If you have a Secure Systems ID and are still having problems logging in: see the instructions at the bottom of this page.

If you are a HUD user click here

### All Users - PROBLEM LOGGING IN WITH SECURE SYSTEMS ID-REACTIVATION:

If you are already set up as a Secure Systems user and are "kicked back" to the login screen after clicking the login button, either your password needs to be reset or your account needs to be reactivated. If you have not logged into EPIC in the past year your account in EPIC has been deactivated and you will need to send an email to request reactivation: send an email to either [EPICHelp@hud.gov](mailto:EPICHelp@hud.gov) (PHA or public housing users) or [ONAP\\_EPICHelp@hud.gov](mailto:ONAP_EPICHelp@hud.gov) (Tribe/TDHE or ONAP users) and specify that you have not logged in to EPIC in the past year. If you have logged in to EPIC in the past year, but are not able to log in now then it is likely that there is a problem with your Secure Systems account (rather than your EPIC account). In this instance you may want to try to reset your password online using the following link: self-service utility (or alternatively by going to the following URL: <https://hudapps.hud.gov/react/wass/resetPwd.html>). You may alternatively want to call the HUD National Help Desk at: 1-888-297-8689 - if you call the HUD National Help Desk, indicate that you are seeking to have your Secure Systems password reset - do not refer to the EPIC system-it will lead to confusion.

If you have an EPIC account but are having other difficulties logging in, such as 403 "forbidden access" or 500 "internal server errors", send an email to either [EPICHelp@hud.gov](mailto:EPICHelp@hud.gov) (PHA or public housing users) or [ONAP\\_EPICHelp@hud.gov](mailto:ONAP_EPICHelp@hud.gov) (Tribe/TDHE or ONAP users) and explain the issue you are encountering. In your e-mail, include your name, telephone number, your User ID, your organization's name, and the specific type of error you are receiving. It would also be helpful (but not required) if you could send a screen shot of the problem screen and then paste the screen shot into the email. (The procedures for taking a screen shot vary depending on the version of Windows a person uses - to get instructions type "screen shot" in an Internet search engine to find instructions).

All EPIC users are required to re-certify every 365 days. EPIC will disable users who have not logged into system in 365 days.

## **EPIC – Recipient PowerPoint – April 2018**

# *EPIC User Information For Recipients*



April 2018



## **Benefits of EPIC**

Web Based – no more Excel spreadsheet problems/errors for IHP or APR

Flows just like the spreadsheet (familiar)

No more finding the most recent/updated version

Easy to copy forward for the next years plans

Budget begins in the program description

Better printing feature

Everything is done in EPIC – IHP, APR, Amendment, Waiver

## **Getting Started**

Users must be registered in Secure Systems

If the user needs to register with Secure Systems, visit this site:

[https://hudapps.hud.gov/public/wass/public/pha/phareg\\_page.jsp](https://hudapps.hud.gov/public/wass/public/pha/phareg_page.jsp).

## What is needed from Grantee to register in EPIC –

All users must be registered in Secure Systems and have a M-id number and password.

All users must provide to your Area ONAP:

**Grantee Name**

**Grant Number**

**HUD id (M-id) –**

**First Name**

**Last Name**

**City** (Grantee location)

**State**

**Phone number**

**Email address**

**Identify Role** – user or administrator (Administrator is the person authorized to sign the IHP- this is the person who will submit the IHP in EPIC in the Section Review and Submission)

This information should be emailed to your Grants Management Specialist.

Registration is completed within the Regional Office (SWONAP).

**EPIC link** can be found on the HUD Codetalk page

Right hand side in the ONAP A to Z

Or located at

[http://portal.hud.gov/app\\_epic](http://portal.hud.gov/app_epic)

HUD.GOV U.S. Department of Housing and Urban Development Secretary Ben Carson

PIH HOME ABOUT PIH PIH ONE-STOP TOOL PUBLIC HOUSING OPERATING FUND CAPFUND INDIAN HOUSING MORE HUD HOME

Home / Indian Housing's Office of Native American Programs (ONAP)

### Office of Native American Programs (ONAP)

#### ONAP PROGRAMS

Indian Housing Block Grant	Indian Community Development Block Grant	Section 184 Home Loan Guarantee	Title VI Leveraging	Tribal HUD Veterans Supportive Housing	Hawaiian Programs
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#### QUICK LINKS

Dear Tribal Leader Letters	Environmental	Forms	Homeownership	PIH Notices	Program Guidance
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#### What's New on Codetalk

**Published! Program Guidance 2018-02 on Completing the Indian Housing Plan/Annual Performance Report (form HUD-52737) and step-by-step instructions**

This guidance provides recipients of Indian Housing Block Grant (IHBG) funds with information on how to complete the Indian Housing Plan (IHP)/Annual Performance Report (APR) (form HUD-52737). Also published is a [step-by-step guidance](#) for completing the IHP and APR sections of form HUD-52737. The guidance provides in-depth descriptions along with numerous examples to assist the recipient.

Beginning on May 1, 2018, Indian Housing Block Grant recipients are required to use [EPIC](#) for the submission of HUD-52737, the Indian Housing Plan / Annual Performance Report (IHP/APR), IHP Amendment, or IHP Waiver. [Click Here for the EPIC User Manual for Recipients](#). Please contact your local [Area ONAP](#) office with questions.

#### Electronic submission of Indian Housing Plan and Annual Performance Report (IHP/APR) beginning May 1, 2018

April 13, 2018

Beginning on May 1, 2018, Indian Housing Block Grant recipients are required to use [EPIC](#) for the submission of HUD-52737, the Indian Housing Plan / Annual Performance Report (IHP/APR), IHP Amendment, or IHP Waiver. EPIC is an internet-based application that automates much of the process for completing and submitting IHPs/APRs, IHP Amendments, IHP Waivers, and Tribal Certifications. [Secure Systems](#) user IDs and passwords are required to log into EPIC. After May 1, 2018, the Excel version of the form will no longer be posted on HUDCLIPS, however, a fillable PDF version will be available through the Area ONAPs for recipients with unreliable Internet service. [Click Here for the EPIC User Manual for Recipients](#). Please contact your local [Area ONAP](#) office with questions.

#### PUBLISHED: Solicitation for Members for the Housing Counseling Federal Advisory Committee! DUE May 9, 2018

A Federal Register Notice, published on April 9, 2018, announces vacancies on the Housing Counseling Federal Advisory Committee (HCFAC). HUD is seeking nominations to fill eight (8) vacancies. Of the 8 new members, two each must represent one of the following 4 categories: mortgage industry, real estate industry, consumers, and HUD-approved housing counseling agencies Individuals may nominate themselves.

- Please carefully read the [Federal Register Notice](#).
- Nominations to the HCFAC must be submitted via HUD Form 90005, which is available on the Office of Housing Counseling's [Federal Advisory Committee Web page](#).

Each nominee will be required to provide all the information on HUD Form 90005, as well as the following information:

#### Contact

- Codetalk@hud.gov
- Tribal Directory
- Subscribe/Unsubscribe from Codetalk mailing list

#### ONAP Offices and Tribal Contacts

- Headquarters
- Alaska
- Northwest
- Southwest
- Northern Plains
- Southern Plains
- Eastern Woodlands
- Hawaii

#### Resources for...

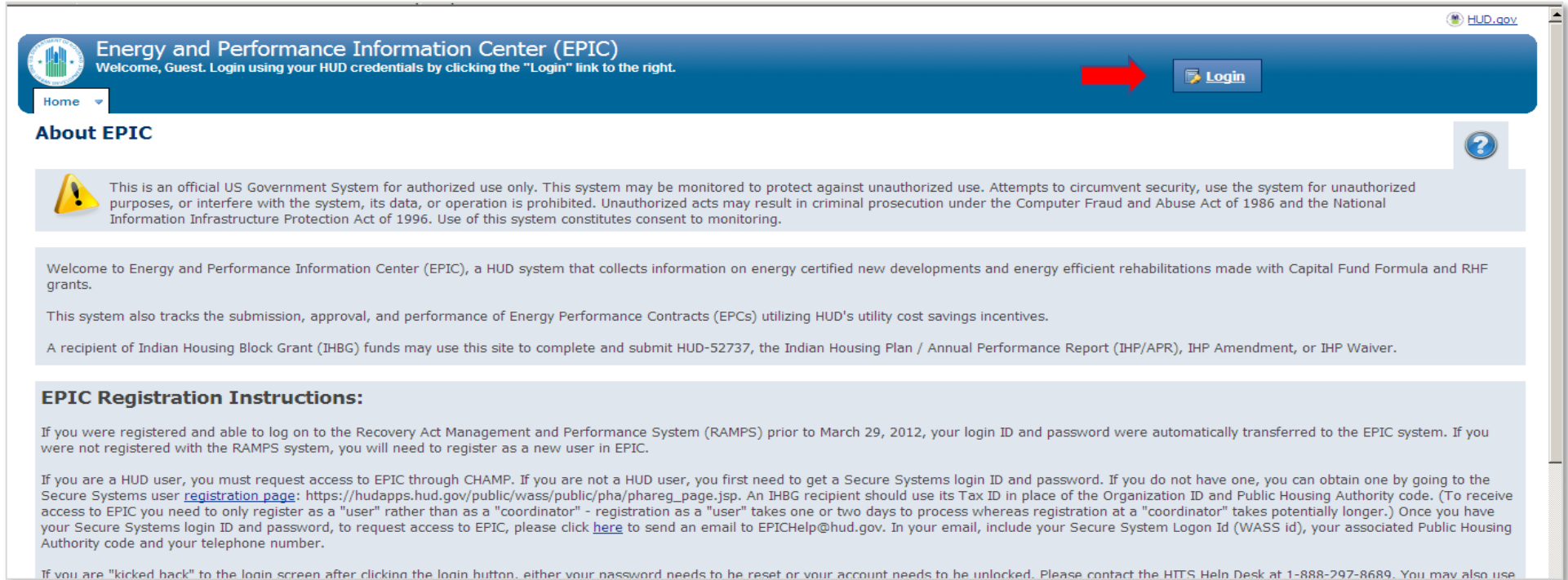
- Tribal Leaders
- Tribal Housing/TDHEs
- Native Homebuyers
- Lenders

#### ONAP A to Z...


- About ONAP
- Archives
- Best Practices
  - by Activity Type
  - by Region
- Calendar of Events
- Consultation
- Consultation (Historic Preservation)
- Dear Tribal Leader Letters
- Directory of Tribes and TDHEs
- eLOCCS
- Environmental Resources
- EPIC**
- FAQ
- Forms

# Logging On

The user can login to EPIC by clicking **Login** on the EPIC homepage.




HUD.gov

 **Energy and Performance Information Center (EPIC)**  
Welcome, Guest. Login using your HUD credentials by clicking the "Login" link to the right.

Home

**About EPIC**

 This is an official US Government System for authorized use only. This system may be monitored to protect against unauthorized use. Attempts to circumvent security, use the system for unauthorized purposes, or interfere with the system, its data, or operation is prohibited. Unauthorized acts may result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act of 1996. Use of this system constitutes consent to monitoring.

Welcome to Energy and Performance Information Center (EPIC), a HUD system that collects information on energy certified new developments and energy efficient rehabilitations made with Capital Fund Formula and RHF grants.

This system also tracks the submission, approval, and performance of Energy Performance Contracts (EPCs) utilizing HUD's utility cost savings incentives.

A recipient of Indian Housing Block Grant (IHBG) funds may use this site to complete and submit HUD-52737, the Indian Housing Plan / Annual Performance Report (IHP/APR), IHP Amendment, or IHP Waiver.

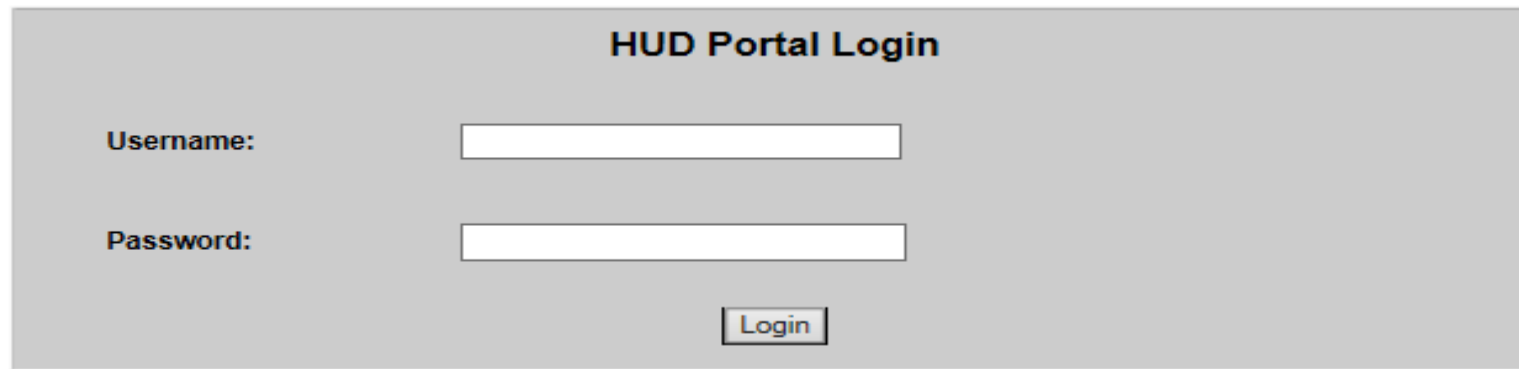
**EPIC Registration Instructions:**

If you were registered and able to log on to the Recovery Act Management and Performance System (RAMPS) prior to March 29, 2012, your login ID and password were automatically transferred to the EPIC system. If you were not registered with the RAMPS system, you will need to register as a new user in EPIC.

If you are a HUD user, you must request access to EPIC through CHAMP. If you are not a HUD user, you first need to get a Secure Systems login ID and password. If you do not have one, you can obtain one by going to the Secure Systems user [registration page](https://hudapps.hud.gov/public/wass/public/pha/phareg_page.jsp): [https://hudapps.hud.gov/public/wass/public/pha/phareg\\_page.jsp](https://hudapps.hud.gov/public/wass/public/pha/phareg_page.jsp). An IHBG recipient should use its Tax ID in place of the Organization ID and Public Housing Authority code. (To receive access to EPIC you need to only register as a "user" rather than as a "coordinator" - registration as a "user" takes one or two days to process whereas registration at a "coordinator" takes potentially longer.) Once you have your Secure Systems login ID and password, to request access to EPIC, please click [here](#) to send an email to EPICHelp@hud.gov. In your email, include your Secure System Logon Id (WASS id), your associated Public Housing Authority code and your telephone number.

If you are "kicked back" to the login screen after clicking the login button, either your password needs to be reset or your account needs to be unlocked. Please contact the HTS Help Desk at 1-888-297-8689. You may also use

The User will be presented with a window for entering their user ID (M-ID) and secure systems password  
Then, click **Login**.



The image shows a login form titled "HUD Portal Login". It features two input fields: "Username:" and "Password:". Below the "Password:" field is a "Login" button. The form is set against a light gray background.

**NOTE:**

*EPIC should always be opened using **Internet Explorer** (not Firefox or Chrome). Make sure that you check the compatibility settings by selecting the "Tools" option on the top right-hand side of the screen. Select "Compatibility View Settings" from the drop down menu and ensure that "hud.gov" is added to the dialogue box. Anytime that you experience problems with functionality and/or access to the EPIC system, first check the compatibility settings as this will resolve most problems.*

Upon successful login, the user will be presented again with the EPIC home page. The user will see that they are signed in by looking at the upper right hand corner for their user ID.

First step - Click the IHP/APR tab.

Imported From IE | 2014 EPA Building Blocks f... | About CLPPB | eCFR — Code of Federal R... | eGMS Change Password | Enhancement Grants Noti... | Google | IPP | Lifewise Health Plan of Or... | MyPaychex.com | National American Indian ...

Energy and Performance Information Center (EPIC)  
MUP130, Welcome back!

Home | IHP/APR | SF425 | User and Group Tools

MUP130  
Logout

### Welcome to EPIC

**Tab Instructions**

**ONAP Grantees**

**IHP/APR**  
Select the IHP/APR tab above to prepare and submit your Indian Housing Plan/Annual Performance Report (IHP/APR), IHP Amendment, or IHP Waiver.

The purpose of this tab is to collect information on your planned and actual uses of Indian Housing Block Grant (IHBG) funds. You are required to submit the IHP to HUD at least 75 days prior to the start of your 12-month program year (NAHASDA § 102(a)(1)). You may submit an IHP Amendment at any time. You may submit an IHP Waiver at any time within 90 days after the IHP due date. The APR is due no later than 90 days after the end of your program year (2 CFR § 1000.514).

**Screen View Instructions.** Instructions for the data fields on each screen view are available by clicking on the question mark in the upper right hand corner of the screen. The instructions are extracted directly from Program Guidance 2014-11 and provide an overview of the purpose of that particular section of the form, as well as a description of the data requirements for each field on the screen.

**Field Instructions.** Hover over any data field with your mouse and a brief instruction for completing the field is provided.

**Technical Assistance.** Contact your Area ONAP if you have questions about completing and submitting the form. Questions regarding the IHP should be directed to Grants Management staff and questions about the APR should be directed to Grants Evaluation staff.

Contact the EPIC Help Desk at [ONAP\\_EPICHelp@hud.gov](mailto:ONAP_EPICHelp@hud.gov) for questions pertaining to EPIC registration, log in, and any other issues pertaining to the functionality of the form.

**PHAs**

**All Users**

*User and Group Tools*

Welcome to Energy and Performance Information Center (EPIC), a HUD system that collects information on energy certified new developments and energy efficient rehabilitations made with Capital Fund Formula and RHF grants.



This system also tracks the submission, approval, and performance of Energy Performance Contracts (EPCs) utilizing HUD's utility cost savings incentives.

A recipient of Indian Housing Block Grant (IHBG) funds may use this site to complete and submit HUD-52737, the Indian Housing Plan / Annual Performance Report (IHP/APR), IHP Amendment, or IHP Waiver.

A recipient of IHBG and ICDBG funds may use this site to complete and submit the SF-425, Federal Financial Reports.

Eventually ONAP will use the SF425 tab for IHBG reporting only.

The IHP/APR Reports list comes up - PY 2019 will show.

IHP/APR Reports List	
Reports Generated	Status
 <b>PY 2018</b> [ <a href="#">Create New IHP Report</a> ] [ <a href="#">Request Waiver</a> ] [ <a href="#">Upload IHP/APR Report</a> ]	
 <b>No IHP Report submitted for 2018</b> <i>Due date 10/18/2017</i>	<b>No Submission</b>

To begin select the “Create New IHP Report”

The Section Progress screen shows all sections of an IHP/APR and identifies the status of each section. To access these sections, click on the ***underlined section title*** or ***Visit Section***.

The screenshot shows a web browser window displaying the EPIC application. The page title is "IHP3 » 55-IT-06-11180 » Elk Valley Rancheria » IHP Report for 2018". The main content area is titled "Section Progress" and contains a table with the following data:

Section	Status	Action
<u>1: Cover Page</u>	Complete	<a href="#">Visit Section</a>
<u>2: Housing Needs</u>	Complete	<a href="#">Visit Section</a>
<u>3: Program Descriptions</u>	Complete	<a href="#">Visit Section</a>
<u>4: Maintaining 1937 Act Units, Demolition and Disposition</u>	Complete	<a href="#">Visit Section</a>
<u>5(a): Sources of Funding</u>	Complete	<a href="#">Visit Section</a>
<u>5(b): Uses of Funding</u>	Complete	<a href="#">Visit Section</a>
<u>6: Other Submission Items</u>	Complete	<a href="#">Visit Section</a>
<u>7: Indian Housing Plan Certification Of Compliance</u>	Complete	<a href="#">Visit Section</a>
<u>8: IHP Tribal Certification</u>	Not Required	<a href="#">Visit Section</a>
<u>9: Tribal Wage Rate Certification</u>	Complete	<a href="#">Visit Section</a>

A red arrow points to the "Visit Section" link for the "1: Cover Page" section. The page also includes a sidebar with navigation options like "Go Back to Reports List", "Section Overview", and "View/Add Comment".



**Section 1 (Cover Page).** Enter information in white boxes and verify the information provided in the grayed out boxes. Grayed out fields are auto-populated by HUD. If there are errors in any of these fields, inform your ONAP office.

**Cover Page**

**Grant Information**

1. Grant Number: 55-IT-40-05840

2. Recipient Program Year: 01/01/2018 - 12/31/2018  
If your program year or fiscal year end has changed, please contact your Area Office to inform them of the change.  
MM/DD/YYYY - MM/DD/YYYY

3. Federal Fiscal Year: 2018

4. Initial Indian Housing Plan (IHP):

5. Amended Plan:

6. Annual Performance Report (APR):

7. Tribe:

8. TDHE:

**Recipient Information**

9. Name of the Recipient: Cheyenne-Arapaho Tribes

10. Contact Person: Hamilton, Rollin

11. Telephone Number with Area Code: 405-422-7734 Ext.   
XXX-XXX-XXXX

12. Mailing Address: PO Box 167

13. City: Concho

14. State: OK

15. Zip: 73022

16. Fax Number with Area Code: 405-422-8224  
XXX-XXX-XXXX

17. Email Address: rhamilton@c-a-tribes.org  
user@domain.com

18. If TDHE, list tribes here:  
Select the tribes for the TDHE.  
[Click here](#) to change the list of tribes.

**TDHE/Tribe Information**

19. Tax Identification Number: 730710910

20. DUNS Number: 145309993

21. CCR/SAM Expiration Date:   
MM/DD/YYYY

**Planned Grant-Based Budget for Eligible Programs**

22. IHRS Fiscal Year Formula Amount: \$2,970,678.00



Save and Continue

## Section 2 (Housing Needs).

**Error**  
There are errors with the form. Please review the errors below and correct them before continuing. Or use the "Save and Continue with Errors" button to save your work and correct the errors later.

**Housing Needs**

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.

Type of Need (A)	Low-Income Indian Families (B)	All Indian Families (C)
Overcrowded Households	<input type="checkbox"/>	<input type="checkbox"/>
Renters Who Wish to Become Owners	<input type="checkbox"/>	<input type="checkbox"/>
Substandard Units Needing Rehabilitation	<input type="checkbox"/>	<input type="checkbox"/>
Homeless Households	<input type="checkbox"/>	<input type="checkbox"/>
Households Needing Affordable Rental Units	<input type="checkbox"/>	<input type="checkbox"/>
College Student Housing	<input type="checkbox"/>	<input type="checkbox"/>
Disabled Households Needing Accessibility	<input type="checkbox"/>	<input type="checkbox"/>
Units Needing Energy Efficiency Upgrades	<input type="checkbox"/>	<input type="checkbox"/>
Infrastructure to Support Housing	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify below)	<input type="checkbox"/>	<input type="checkbox"/>

3. [Planned Program Benefits](#)  
(NAHASDA § 102(b)(2)(B))  
Describe how 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.

You have 5000 characters left.

Please specify (maximum 5000 characters)

4. [Geographic Distribution](#)  
(NAHASDA § 102(b)(2)(B)(i))  
Describe how assistance will be distributed through out the geographic area and how this geographic distribution is consistent with the needs of low income families.

You have 5000 characters left.

Please specify (maximum 5000 characters)

Previous Section

Save and Continue with Errors

Save and Continue

**NOTE:** If a Line is not completed, in this Section or any other section, an error message will inform the user that the error needs to be corrected before the form can be submitted. If the user prefers to correct the error later, click *Save and Continue with Errors*.

## Section 3 (Program Descriptions).

Please enter search criteria. A cumulative search is performed including all parameters provided.

Program Name:   
Unique Identifier:   
Eligibility Activity:

[Clear Filter Criteria](#)

**Program Descriptions**

Unique Identifier	Program Name	Eligible Activity	Planned Funding	Actual Funding	Options
<input type="button" value="Add New Program"/>					

Enter all information on this next screen. Click the **Add** button to save the Program Description.

Note: Uses of Funding is included in each Program and automatically transfers to Section 5.

**Add/Edit Program**

1(e). Program Name:   
1(b). Unique Identifier:

2. Program Description (continued)  
  
You have 5000 characters left.

3. Eligible Activity Number:

4. Intended Outcome Number:

5. APR - Actual Outcome Number:

6. Who Will Be Assisted  
Describe the types of households that will be assisted under the program. Please note: assistance made available to families whose incomes fall within 80 to 100 percent of the median should be included as a separate program within this section.  
  
You have 5000 characters left.

7. Types and Level of Assistance  
Describe the types and the level of assistance that will be provided to each household, as applicable.  
  
You have 5000 characters left.

8. APR - Describe Accomplishments  
Describe accomplishments for the APR in the 12-month program year.

9. Planned and Actual Outlays for 12-Month Program Year  
 Planned  APR - Actual

10. APR - If the program is behind schedule, explain why (24 CFR § 1000.512(b)(2))


**Uses of Funding**

Prior and current year IHBG (only) funds to be expended in 12-month program year (L)	Total all other funds to be expended in 12-month program year (M)	Total funds to be expended in 12-month program year (N=L+M)
<input type="text"/>	<input type="text"/>	\$0.00

## Section 3 (Program Descriptions). Continued...

EPIC provides the opportunity to repeat an eligible program or activity (use if activity is same or similar). In the Program Descriptions view, click **Clone**, as shown below, and that program or activity will be included in the IHP that is being prepared.

Program Descriptions					
Unique Identifier	Program Name	Eligible Activity	Planned Funding	Actual Funding	Options
2016-1	CAS Management (Operating)	(2) Operation of 1937 Act Housing [202(1)]	\$557,417.00	\$0.00	<a href="#">Edit</a> <a href="#">Clone</a> <a href="#">Delete</a>
2016-2	AHA Supportive Housing for Special Needs	(4) Construction of Rental Housing [202(2)]	\$1,222,034.86	\$0.00	<a href="#">Edit</a> <a href="#">Clone</a> <a href="#">Delete</a>
2016-3	AHA Mold Remediation Program	(1) Modernization of 1937 Act Housing [202(1)]	\$250,000.00	\$0.00	<a href="#">Edit</a> <a href="#">Clone</a> <a href="#">Delete</a>
2016-4	AHA Tenant Assistance Program	(17) Tenant Based Rental Assistance [202(3)]	\$155,000.00	\$0.00	<a href="#">Edit</a> <a href="#">Clone</a> <a href="#">Delete</a>
2016-5	Other Housing Services - Akwesasne Boys & Girls Club	(18) Other Housing Service [202(3)]	\$50,000.00	\$0.00	<a href="#">Edit</a> <a href="#">Clone</a> <a href="#">Delete</a>
2016-6	Housing Management Services	(19) Housing Management Services [202(4)]	\$157,790.00	\$0.00	<a href="#">Edit</a> <a href="#">Clone</a> <a href="#">Delete</a>
<a href="#">Add New Program</a>					



## Section 4 (Maintaining 1937 Act Units, Demolition, and Disposition).

**Maintaining 1937 Act Units, Demolition, and Disposition**

1. Maintaining 1937 Act Units  
(NAHASDA § 102(b)(2)(A)(v))  
Describe specifically how you will maintain and operate your 1937 Act housing units in order to ensure that these units will remain viable.

2. Demolition and Disposition  
(NAHASDA § 102(b)(2)(A)(v)(I-III), 24 CFR 5000.134)  
Describe any planned demolition or disposition of 1937 Act housing units. Be certain to include the timetable for any planned demolition or disposition and any other information required by HUD with respect to the demolition or disposition.

You have 5000 characters left.


You have 5000 characters left.

[Previous Section](#) [Save and Continue](#)

**Section 5(a) (Sources of Funding for IHPs).** Columns A and B are entered by the Recipient. Column C is calculated. Column D is derived from the Program Descriptions Section of the IHP. Column E is calculated. If there are errors identified, click on calculate totals then Save and Continue.

**Sources of Fundings**  
 2. Estimated Sources of Funding:  
 (NAHASDA § 102(b)(2)(C)(i))

Funding Source	Amount on hand at beginning of program year (A)	Amount to be received during 12-month program year (B)	Total sources of funds (C=A+B)	Funds to be expended during 12-month program year (D)	Unexpended funds remaining at end of program year (E=C-D)
1. IHBG Funds:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. IHBG Program Income:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Title VI:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Title VI Program Income:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. 1937 Act Operating Reserves:	\$0.00		\$0.00	\$0.00	\$0.00
6. Carry Over 1937 Act Funds:	\$0.00		\$0.00	\$0.00	\$0.00
<b>LEVERAGED FUNDS</b>					
7. ICDBG Funds:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8. Other Federal Funds:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9. LIHTC:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10. Non-Federal Funds:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



**Section 5(b) (Uses of Funding for IHPs).** All data on this table is derived from information contained in the Program Descriptions Section of the IHP except for Planning and Administration and Loan Repayments. If there are errors identified, calculate totals and save. You may have to do this several times for both the sources and uses of funding tables in order to eliminate the error messages.

**Uses of Funding**  
 2. Estimated Uses of Funding:  
 (NAHASDA § 102(b)(2)(C)(ii))

Program Name	Unique Identifier	Prior and current year IHBG (only) funds to be expended in 12-month program year (L)	Total all other funds to be expended in 12-month program year (M)	Total funds to be expended in 12-month program year (N=L+M)	Total IHBG (only) funds expended in 12-month program year (O)	Total all other funds expended in 12-month program year (P)	Total funds expended in 12-month program year (Q=O+P)
Development of Rental Housing	2016-2	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$0.00
Rehabilitation of Rental Housing	2016-3	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00
Housing Management Services	2016-1	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00
Planning and Administration		\$6,650.00	\$0.00	\$6,650.00	\$0.00	\$0.00	\$0.00
Loan Repayment (describe in 3 & 4 below)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>		<b>\$20,150.00</b>	<b>\$0.00</b>	<b>\$20,150.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Note: if table has errors use calculator button and go back to table 5(a) and Calculate Total again to clear errors.

## Section 5(b) (Uses of Funding for IHPs). Continued.....

The only rows where planned expenditures can be entered directly in the Uses of Funding table are Planning and Administration and Loan Repayment. Click on the calculator icons, as shown above, to enter planned expenditures by funding source.

Funding Source	Amount of funds to be expended
2. IHBG Program Income:	<input type="text"/>
3. Title VI:	<input type="text"/>
4. Title VI Program Income:	<input type="text"/>
5. 1937 Act Operating Reserves:	<input type="text"/>
6. Carry Over 1937 Act Funds:	<input type="text"/>
7. ICDBG Funds:	<input type="text"/>
8. Other Federal Funds:	<input type="text"/>
9. LIHTC:	<input type="text"/>
10. Non-Federal Funds:	<input type="text"/>
<b>Total:</b>	<b>\$0.00</b>

OK Cancel

**Line 3.** Provide any additional explanations of anticipated leveraged funding and/or loan repayment(s).

[3. Funding Usability Matrix](#)  
(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 Table in 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.

5000 characters max

You have  characters left.



## Section 6 (Other Submission Items). Useful life, Model Activities, Indian Preference, etc.

**Other Submission Items**

**1. [Useful Life/Affordability Period\(s\)](#)**  
(NAHASDA § 102(b)(2)(C))  
Identify the useful life of each housing unit constructed, acquired, or rehabilitated with IHBG funds, including housing units to be constructed, acquired, or rehabilitated with IHBG funds in the 12 month period. Exclude Mutual Help units.

test

**2. [Model Housing and Over-Income Activities](#)**  
(24 CFR § 1000.108)  
If you wish to undertake a model housing activity or wish to serve non-low-income households during the 12-month program year, those activities may be described here, in the program description section of the 1-year plan, or as a separate submission.

test

**3. [Tribal and Other Indian Preference](#)**  
(NAHASDA § 201(b)(5), 24 CFR § 1000.120)  
If preference will be given to tribal members or other Indian families, the preference policy must be described. This information may be provided here or in the program description section of the 1-year plan.

Does the tribe have a preference policy?  
 Yes  No

**4. [Anticipated Planning and Administration Expenses](#)**  
(NAHASDA § 102(b)(2)(C)(ii), 24 CFR § 1000.238)

Do you intend to exceed your allowable spending cap for Planning and Administration?  
 Yes  No

## Section 7 (IHP Certification of Compliance).

### Certification of Compliance

1. In accordance with applicable statutes, the recipient certifies that it will comply with the Civil Rights Act of 1968 and other federal statutes, to the extent that they apply to tribes and TDHEs.

- Yes  
 No

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

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

3(a). The recipient 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

3(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

3(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:

- Yes  
 No  
 Not Applicable



3(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

**Section 8 (IHP Tribal Certification).** This Section is not yet functional within EPIC. Recipients must provide a hard copy of this certification for the file and to be uploaded in EPIC, as necessary.

IHP Tribal Certification				
Tribal Name	Certification	Signature	Title	Certify Date
Cowlitz Indian Tribe	N/A	N/A	N/A	N/A

If you are a Housing Authority you may contact your Grants Management Specialist for a form for the Tribal Certification signature. The Signed certification will need to be uploaded into EPIC.

IHP/APR Reports List	
Reports Generated	Status
 PY 2018 [ <a href="#">Upload IHP/APR Report and/or Supporting Documents</a> ] 	

**Section 9 (Tribal Wage Rate Certification).** Select the appropriate certification as provided in Lines 1, 2, or 3. If option 3 is selected, list the activities to be covered by tribally determined wage rates in Line 4.

**Tribal Wage Rate Certification**

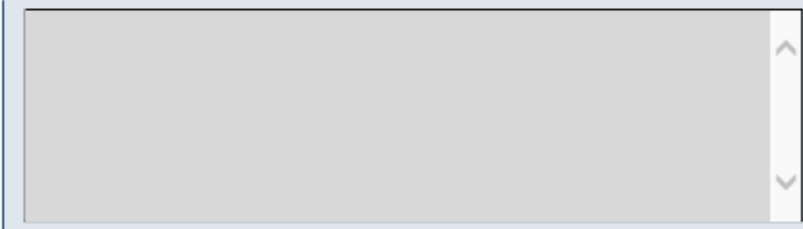
By signing the IHP, you certify whether you will use tribally determined wages, Davis-Bacon wages, or HUD determined wages. Check only the applicable box below.

1. You will use tribally determined wage rates when required for IHBG-assisted construction or maintenance activities. The Tribe has appropriate laws and regulations in place in order for it to determine and distribute prevailing wages.

2. You will use Davis-Bacon or HUD determined wage rates when required for IHBG-assisted construction or maintenance activities.

3. You will use Davis-Bacon and/or HUD determined wage rates when required for IHBG-assisted construction except for the activities described below.

4. If the bottom box was checked, list the activities using tribally determined wage rates.













## FINAL STEP

### Review and Submission

Once the IHP is complete and all the sections have the green check and complete showing the next step is to have the Authorized Signer of the IHP sign into EPIC and submit the IHP. This is found in the Review and Submission page.

**ONLY** the Authorized Signer of the IHP should click the Submit button the action is the electronic signature.

Section Review		
<a href="#">1: Cover Page</a>	 Complete	<a href="#">Visit Section</a>
<a href="#">2: Housing Needs</a>	 Complete	<a href="#">Visit Section</a>
<a href="#">3: Program Descriptions</a>	 Complete	<a href="#">Visit Section</a>
<a href="#">4: Maintaining 1937 Act Units, Demolition and Disposition</a>	 Complete	<a href="#">Visit Section</a>
<a href="#">5(a): Sources of Funding</a>	 Complete	<a href="#">Visit Section</a>
<a href="#">5(b): Uses of Funding</a>	 Complete	<a href="#">Visit Section</a>
<a href="#">6: Other Submission Items</a>	 Complete	<a href="#">Visit Section</a>
<a href="#">7: Indian Housing Plan Certification Of Compliance</a>	 Complete	<a href="#">Visit Section</a>
<a href="#">8: IHP Tribal Certification</a>	 Not Required	<a href="#">Visit Section</a>
<a href="#">9: Tribal Wage Rate Certification</a>	 Complete	<a href="#">Visit Section</a>

## FINAL STEP

### Review and Submission continued ...

In this section the name of whoever is signed in will show. If you are the authorized signer you will enter your ***Title*** then click the ***Submit Report*** button which submits the IHP.

If the IHP is not ready for submission, click ***Save Report*** to complete it at a later time.

Yes, I am authorized to submit this report and items contained within this report are accurate.

No, I am not authorized.

Once the report has been submitted using the Submit Report button below, the following submitter information will be associated with the report.

23. IHP Submitter Name:

RU077\_LN, RU077\_FN

24. IHP Submitter Title:

Submit Report

Save Report

ONLY the Authorized Signer of the IHP should click the Submit Report button the action is the official electronic signature.

## Printing the IHP

To print the IHP click on the Print Report at the bottom of the left hand column.

The report comes up formatted for printing and is easy to read and review.

On the Menu Bar click on File then Print.

<a href="#">Go Back to Reports List</a>
<b>Section Overview</b>
<a href="#">1: Cover Page</a>
<a href="#">2: Housing Needs</a>
<a href="#">3: Program Descriptions</a>
<a href="#">4: Maintaining 1937 Act Units, Demolition and Disposition</a>
<a href="#">5(a): Sources of Funding</a>
<a href="#">5(b): Uses of Funding</a>
<a href="#">6: Other Submission Items</a>
<a href="#">7: Indian Housing Plan Certification Of Compliance</a>
<a href="#">8: IHP Tribal Certification</a>
<a href="#">9: Tribal Wage Rate Certification</a>
<a href="#">Section Review and Submission</a>
 <a href="#">View/Add Comment</a>
 <a href="#">Internal Comments</a>
 <a href="#">Print Report</a>



# Lastly.....

Congratulations your IHP is complete

Once the IHP is submitted, please email your Grants Management Specialist and let them know you have submitted the IHP.



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