

# PROGRAM GUIDANCE

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**PROGRAM:** Indian Housing Block Grant

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

*T.D.H.A.*

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

**TOPIC:** Revised Guidance for the Indian Housing Plan/Annual Performance Report

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**PURPOSE:** The purpose of this guidance is to provide tribes and tribally designated housing entities that are recipients of Indian Housing Block Grant (IHBG) funds with notice of the revised Indian Housing Plan (IHP)/Annual Performance Report (APR) (HUD-52737) and provide an updated guidance that identifies changes to the form.

**BACKGROUND:** On September 28, 2011, the Office of Management and Budget approved a revised IHP/APR form that incorporates revisions based on experience with the prior form and training events. Significant revisions to the form include the following.

- The first page provides a text box for the recipient's use (this box could be used to note the year of the form, other identifying information, or remarks)
- Section 1 (Cover Page):
  - Added new lines for entry of the grant number, recipient's program year, and the Federal Fiscal Year
  - The Central Contractor Registration (CCR) number is no longer needed, just the CCR expiration date
  - "IHBG Annual Grant Amount" is changed to "IHBG Fiscal Year Formula Amount"
- The IHP Amendments section was moved from Section 2 to the end of the form and is now Section 16
- Section 3 (Program Descriptions):
  - Identified an "Output Measure" for each eligible activity
  - Added "Operation and Maintenance of NAHASDA-Assisted Units" to listing of eligible activities
  - Added "Assist Affordable Housing for Low Income Households" to the listing of possible outcomes
  - Added Number of Planned and Actual Acres purchased during the program year to the Planned and Actual Outputs table

- Section 5 (Budgets), Line 3 (Uses of Funding):
  - Changed “Eligible Activity Number” to “Unique Identifier” for each IHBG-funded program
  - Column L now combines the prior and current year IHBG funds to be expended in the 12-month program year
- Section 6 (Other Submission Items):
  - Clarified that the useful life requirement applies to units constructed, acquired, or rehabilitated with IHBG funds during the 12-month period
  - Changed the “Administrative” line into two lines: “Anticipated Planning and Administration Expenses” and “Actual Planning and Administration Expenses” and added explanatory language
- Sections 7 (IHP Certification of Compliance), 9 (Tribal Wage Rate Certification), and 12 (Audits):
  - Removed the signature blocks because by signing the IHP and APR there is no longer any need to sign these sections
- Section 15 (IHP Waiver Requests):
  - Since this section could be submitted separately, a signature block is added
- Section 16 (IHP Amendments):
  - Added APR reporting lines
  - Eliminated “Eligible Activities” and “Outcomes” lists as they duplicate the lists in Section 3
  - Eliminated the “Amended Table on Anticipated Outputs” and inserted the same Planned and Actual Outputs table from Section 3
  - Eliminated the “Budget Amendment” table and inserted the same “Uses of Funding” table from Section 5
  - Since this section would be submitted separately, a signature block is added

The revised form is available at: <http://www.hud.gov/offices/adm/hudclips/forms/hud5a.cfm>. It is recommended, but not required, that the revised form be used rather than the January 2011 version.

**PROCEDURE:** The IHP must be postmarked no later than 75 days before the beginning of the recipient’s program year. If the deadline date falls on a Saturday or Sunday, the postmark date must be the following Monday. The IHP also can be faxed or sent electronically to the Area Office of Native American Programs. After the 12-month program year, the recipient enters the results from that 12-month program year in the APR sections of the form. If the IHP has been updated or amended, the recipient should use the most recent version of the IHP when preparing the APR.

If the recipient used the prior version of the IHP and is preparing the APR using the current version of the form, it is up to the recipient whether to copy the data from the most recent IHP into the current form or submit just the APR using the current form.

A step-by-step guidance for completing the IHP and APR sections of the form is attached. The guidance provides descriptions of how to complete each section along with helpful examples. Using the guidance is strongly recommended, especially when completing the IHP or APR for the first time.

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

Attachment