



Office of Native American Programs

August 19, 1999

**TO: All Tribal Government Leaders and Tribally Designated Housing Entities (TDHE)**

**FROM: Jacqueline Johnson, Deputy Assistant Secretary, P**

**TOPIC: Annual Performance Report**

**SUBJECT: Second-year Submission of the Annual Performance Report**

**Purpose: This guidance provides procedures for submission of the second-year Annual Performance Report (APR).**

**Background: Section 404 of the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA) requires recipients to review progress they have made in carrying out the activities described in their Indian Housing Plans (IHPs). The Annual Performance Report (APR) was created for this purpose. After making the report publicly available to the citizens in its jurisdiction, recipients submit the conclusions to HUD sixty days after the end of their fiscal year.**

**Submittal of the APR for the first year: Recipients were notified, in Notice PIH 98-47 (ONAP) issued September 4, 1998, of the procedures for submitting the APR to HUD for the first year's reporting period and thereafter. Recipients were given four options to submit the APR to the Area Office of Native American Programs (ONAP): (1) mail the paper HUD form 52735-A, (2) transmit electronically via the Internet, (3) mail the completed APR form produced by utilizing a template provided to tribes and TDHEs on a diskette, or (4) develop the APR on the diskette and submit it to the Area ONAP online.**

**APRs are due to the Area ONAP 60 days after the end of their program year. For the second-year of reporting, those recipients whose program years end on June 30th are required to submit the APR to the Area ONAP on or before August 30, 1999. APRs are due on November 30, 1999, for those recipients whose fiscal years end on September 30th and so on.**

**Due to issues raised by our constituents regarding electronic transmission of the APR, we are currently reviewing that system. As a consequence, recipients will not be able to electronically submit the APR via the Internet in this second year of submission.**

**Procedure for submittal of second-year APRs: Until further notice, submission of the APR may be accomplished by one of the following methods:**

**1. prepare and mail HUD form HUD-52735-A to the Area ONAP. A copy of the form can be found on the Internet at <http://www.hudclips.Org/> Recipients who**

do not have access to the Internet may request a copy of this form from their Area ONAP. A list of their phone numbers and addresses is attached to this guidance,

2. or use the diskette containing a template of the draft APR in a Microsoft Word 6.0 format and Word 97 compatible format that was provided to tribes and TDHEs last year for the first-year reporting period. Recipients can develop the APR on the diskette and:

- mail the diskette to their Area ONAP,
- send an e:mail to a member of the Area ONAP with an attachment of the APR created on the diskette, or
- submit the APR created on the diskette via the Internet.

*note:* Recipients who have two open IHBG grants in this second reporting period are required to address and submit two each of Parts B, C and D. In all reporting periods, recipients submit one each of Parts A, E, F and G (optional) unless they are updating or amending the five-year goals.

Questions regarding completion and submission of the APR may be directed to your Area ONAP.

**Attachment**

**Office of Native American Programs**

**Jurisdictions, addresses and telephone numbers**

Alaska	Alaska ONAP 949 East 36th Avenue, Suite 401 Anchorage, AK 99508-4399	(907) 271-4633
East of the Mississippi River, including all of Minnesota and Iowa	Eastern/Woodlands ONAP Metcalf Federal Building 77 West Jackson Boulevard, Room 2400 Chicago, IL 60604-3507	(312) 886-4532
Colorado, Montana, Nebraska, North Dakota, South Dakota, and Wyoming	Northern Plains ONAP First Interstate Tower North 633 17th Street Denver, CO 80202-3607	(303) 672-5465
Oregon, Washington	Northwest ONAP 909 First Avenue, Suite 300 Seattle, WA 98104-1000	(206) 220-5270
Louisiana, Missouri, Kansas, Oklahoma, and Texas except for Isleta del Sur	Southern Plains ONAP 500 West Main Street, Suite 400 Oklahoma City, OK 73102	(405) 553-7520

Arizona, California,  
New Mexico, Nevada,  
and Isleta del Sur in  
Texas

Southwest ONAP  
Two Arizona Center  
400 North Fifth Street, Suite 1650  
Phoenix, AZ 85004-2361

(602) 379-  
4156

or

New Mexico ONAP  
Albuquerque Plaza  
201 3rd Street, NW, Suite 1830  
Albuquerque, NM 87102-3368

(505) 346-  
6923