



**No. 2000-02**

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

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

**TOPIC: APR**

**SUBJECT: Notification of the Submission Requirements for the Annual Performance Report and Consequences of Delinquency**

**The purpose of this guidance is to remind you of the responsibility to review progress made to complete the goals and objectives listed in your Indian Housing Plans (IHPs). A report on the results of this review must be submitted to HUD within 60 days of the end of your program year unless a request for an extension has been submitted and approved. If an extension is approved, the APR is considered delinquent if not submitted by the submission deadline granted by the Area Office of Native American Programs (ONAP).**

**Failure to submit an Annual Performance Report (APR) constitutes noncompliance with the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA), and, if the APR is not submitted within the required time frame, with the requirements of the program regulations at 24 CFR 100.514.**

**Submittal of the APR serves several purposes:**

- As the recipient of Indian Housing Block Grant (IHBG) funds, you are required to monitor your grant activities. By conducting self monitoring activities, you are ensuring that you are in compliance with all applicable Federal requirements.**
- The APR is HUD's primary resource for its mandate to review recipient's performance under NAHASDA.**
- The information contained in the APR is used to respond to inquiries from Congress, other Federal agencies and the public regarding the economic impact of the IHBG program. For this reason, it is critical that all requested data and information is entered into the APR where applicable and it is reported accurately.**

**A significant number of recipients are not submitting APRs within 60 days of the end of their program year or within an extension approved by an Area ONAP. For such recipients, we find it necessary to develop procedures to ensure that they are implementing their IHPs in compliance with statutory and regulatory requirements.**

**In the event that you do not submit an APR within the required time frame, the Area ONAP will ask you to submit documentation before you may draw down funds from the Line of Credit Control System (LOCCS). This documentation may include copies of: billing documents, contract register, project expenditure register, staffing documentation, etc. In other words, you will be required to submit information to substantiate that the IHBG funds you are requesting will be used to implement the goals and objectives of your IHP and that the activities you are conducting are in compliance with statutory and regulatory requirements. This requirement will be discontinued at the time a delinquent APR is received by the Area ONAP and found to be fully responsive.**

**This procedure is not a new requirement. The ability to access LOCCS is contingent on compliance with reporting requirements for all other programs including the IHBG program. This does not mean that you will not be able to obtain IHBG funds. If you do not submit an APR, you will be required to document that you have met program requirements for the funds you are requesting. In doing this, you are showing us that you are complying with applicable program requirements, and we are fulfilling our responsibility for oversight. The APR is the primary report that we receive from you and, therefore, is an essential monitoring tool. Accordingly, you will continue to draw your IHBG funds as needed, but only after demonstrating that you are in compliance with the program requirements.**

**Please direct questions on this guidance or on the submission of APRs to the Evaluation Director at the Area ONAP.**