



December 16, 1998

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

**FROM: Karen Garner-Wing, Acting Deputy Assistant Secretary, 8APIN**

**TOPIC: Modernization**

**SUBJECT: Revised Requirements for Modernization Reporting**

This memorandum will provide Indian housing authorities (IHA), tribes and tribally designated housing entities (TDHE) with guidance on revised requirements for reporting in the Comprehensive Grant Program (CGP) and Comprehensive Improvement assistance Programs (CIAP). After September 30, 1997, IHAs, tribes and TDHEs are no longer subject to the regulations or handbooks based upon the 1937 Housing Act unless specifically outlined in the transition notice. The transition notice is expected to be published in mid December 1997. Prior to publication of this transition notice, the National Office of Native American Programs (ONAP) is instituting revised reporting requirements for the modernization program. These modifications are intended to simplify reporting requirements.

Progress reports and annual performance and evaluation reports are required to meet the Line of Credit Control System (LOCCS) requirements for disbursements, to monitor progress and to track expenditures to ensure timely program close-out. For LOCCS, if these reports are not received in a timely manner, the LOCCS accounting system will prohibit access to funds.

Effectively immediately, the following reporting requirements apply:

#### CIAP

CIAP progress reports (reference former requirements of 24 CFR 950.636) for the semi-annual periods ending March 31 and September 30, shall report funds obligated and expended on the CIAP Budget/Progress Report, Part 1: Summary, form HUD-52825. No other forms or narratives are required. The progress report is due 30 calendar days after the six-month periods ending and receipt must be acknowledged in LOCCS in order for the recipient to continue to draw down funds.

#### CGP

CGP annual performance and evaluation (P&E) reports, (reference former requirements of 24 CFR 950.658) for the annual period ending June 30, shall report funds obligated and expended on the Annual Statement/Performance and Evaluation Report, Part 1: Summary, form HUD-52837. No other forms or narratives are required. The P&E reports are due 90 days after the end of the reporting period and must be acknowledged in LOCCS in order for the receipt to continue to draw down funds.

As an additional note, LOCCS provides for the disbursement of funds by certain line items contained in program budgets. Since budgets are no longer required, the Area ONAP will enter

**the entire grant amount under account 1500 when they establish a project in LOCCS (Fiscal Year 1997 funding). This will obviate the need to provide budget information to the Area ONAP. For grants already established in LOCCS, the grantee can request the Area ONAP to transfer funds to line 1500 to enable access to the funds. The request to transfer funds can be in writing or by telephone.**

**If there are any questions regarding these revised reporting requirements, please contact your Area ONAP.**