



No. 2013-04 (R)
April 25, 2013

RECIPIENT GUIDANCE

PROGRAM: Indian Housing Block Grant

FOR: Tribal Government Leaders and Tribally Designated Housing Entities

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

TOPIC: Guidance for the Word and Excel Versions of the Indian Housing Plan/Annual Performance Report

PURPOSE: The purpose of this guidance is to provide tribes and tribally designated housing entities (TDHE) that are recipients of Indian Housing Block Grant (IHBG) funds with information on how to complete the Indian Housing Plan (IHP)/Annual Performance Report (APR) (HUD-52737) using the Word and Excel versions.

BACKGROUND: Prior to this guidance, the IHP/APR was only available in a Word and PDF version. The Word version has been revised, and the PDF version is no longer available. To simplify the form and reduce its burden on tribes and TDHEs, an Excel version of the form is available; both versions of the form request the same information. The Excel version of the IHP/APR simplifies the completion of the form by providing drop-down menus, check boxes, auto-filling data fields, columns and rows that automatically total, text fields that expand to accommodate narratives of any size, data quality checks, and other enhancements. Using the Excel version is highly recommended because it is easier and quicker to complete.

The Excel version features additional information on almost all elements of the form. Wherever there is a small red triangle in the corner of a cell, there is information explaining the purpose of that section and line of the form. Place the cursor over the cell with a red triangle and instructions for the field will appear. These instructions are the same as those provided in the attachment to this guidance. There is no requirement to read the additional information, it is merely provided to make it easier to understand how to complete the form.

Grants awarded under the American Recovery and Reinvestment Act (Recovery Act) are excluded from using HUD-52737. Recovery Act recipients must continue to use the stand-alone APR (HUD-52735-AS) until funds are expended and grants have been closed.

PROCEDURE: A description of the Word and Excel versions of the IHP/APR is provided below.

Word Version

The first version of the combined IHP/APR was dated February 2, 2011. A second version of the form was dated July 14, 2011, and on May 18, 2012, technical corrections were made to the form's language. The current Word version of the form dated April 1, 2013 replaces the May 18, 2012 form. If the IHP/APR was submitted using a prior version, note that the following changes were incorporated in the current version of the IHP/APR.

- Section 3 (Program Descriptions), Eligible Activities: Added "Operation and Maintenance of NAHASDA-Assisted Units."
- Section 3 (Program Descriptions), Outcomes: Added "Assist affordable housing for low income households."
- Section 3 (Program Descriptions): Inserted an un-numbered row beneath Line 1.4 entitled "Describe Other Intended Outcome (Only if you selected "Other" above)."
- Section 3 (Program Descriptions): Inserted an un-numbered row beneath Line 1.5 entitled "Describe Other Actual Outcome (Only if you selected "Other" above)."
- Section 3 (Program Descriptions), Line 1.9: Added "Planned and Actual Number of Acres To Be Purchased in Year Under this Program."
- Section 5 (Budgets): Deleted Line 1 (Planned Grant-Based Budget for Eligible Programs).
- Section 5 (Budgets), Line 2 (Uses of Funding): In this section of the IHP, Columns L and M were combined. Column L now represents the estimated amount of prior AND current IHBG funds to be expended in the 12-month program year. This consolidation of columns changed the subsequent column lettering.
- Section 6 (Other Submission Items), Lines 4 and 5: Changed Line 4 to focus on anticipated planning and administration expenses for the IHP, and added Line 5 to cover actual planning and administration expenses for the APR.
- Section 7 (Indian Housing Plan Certification of Compliance), Section 9 (Tribal Wage Rate Certification), and Section 12 (Audits): Deleted the signature blocks because by signing the Cover Page, the recipient certifies these sections.
- Section 12 (Audits): Simplified the language so that if the recipient expended \$500,000 or more in total federal awards during the APR reporting period, an audit is required to be submitted at the same time to the Federal Audit Clearinghouse and your Area ONAP.
- Section 15 (IHP Waiver Requests): Added a signature block.
- Section 16 (IHP Amendments): Relocated the IHP Amendments from Section 2 to Section 16, changing all the section numbers after Section 1. Added a signature block.

The Word version of the IHP/APR (HUD-52737) is available on HUDCLIPS at:
<http://www.hud.gov/offices/adm/hudclips/forms/hud5a.cfm>.

Excel Version

All of the revisions to the Word version of the IHP/APR, as described above, are incorporated in the Excel version of the form. For full functionality of the Excel version of the IHP/APR, it is recommended that Excel version 2007 or higher be used. The Excel version contains macros that must be enabled in order for the form to be fully functional. The first page of the Excel version describes how to enable macros.

The Excel version of the IHP/APR is available on HUDCLIPS at:
<http://www.hud.gov/offices/adm/hudclips/forms/hud5a.cfm>.

Instructions for completing the FY 2012 APR and the IHP/APR in subsequent years are provided below.

Fiscal Year (FY) 2012 APR Special Instructions for the Excel Version

Since FY 2012 IHPs predated the Excel version of the form, FY 2012 IHPs were submitted in either the Word or PDF version. Now that the Excel version is available, a recipient may use the Word or Excel version when completing the FY 2012 APR; however, the Excel version is highly recommended.

When using the Excel version to complete the FY 2012 APR, it will be necessary to complete all applicable sections of the APR. Please note that the section numbers have changed from the original version of the IHP/APR because Section 2 (IHP Amendments) is now Section 16, and what was Section 4 (Program Descriptions) is now Section 3, and so on through the form. Because the FY 2012 IHP portion of the Excel version of the form was not completed, the following sections of the FY 2012 IHP must also be completed in the Excel version of the APR for full functionality.

- Section 1 (Cover Page): Complete Lines 1 through 18.
- Section 3 (Program Descriptions): For each program, complete Lines 1.1 and 1.3.
- Section 16 (IHP Amendments): If the IHP was not amended during FY 2012, skip this section. If an IHP amendment was approved during FY 2012, click the “Add Program” button for each additional program that was included as an IHP amendment, and complete Line 1.1. The program(s) identified in Section 16 will automatically be included on Line 11 (Amended Uses of Funding) of Section 16.

FY 2013 IHP/APR and Beyond

For FY 2013 and future years, recipients are encouraged to use the Excel version of the IHP/APR because it is easier and quicker to complete. It contains several data quality checks, resulting in a more accurate completion of the form.

Step-by-Step Guidance

Detailed, step-by-step guidance for completing the IHP and APR sections of the form is attached. The guidance provides in-depth descriptions of how to complete each section of the form along with numerous examples to assist the recipient. Using the guidance is strongly recommended, especially when completing the Excel version of the IHP or APR for the first time.

A copy of the Excel IHP/APR is attached.

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

Attachments