



Office of Native American Programs

No. 00-03

February 29, 2000

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

FROM: Jacqueline Johnson, Deputy Assistant Secretary, P

TOPIC: Annual Performance Report

SUBJECT: Submittal of Annual Performance Reports for Federal Fiscal Years 1998 and 1999

BACKGROUND: Section 404 of the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA) requires recipients to review progress made in carrying out the activities described in their Indian Housing Plans (IHPs). Regulations at 24 CFR 1000 section 514 require that the APR must be submitted within 60 days of the end of the recipient's program year. Submittal of the APR is a condition for compliance under NAHASDA.

PROCEDURE: Please use the following guidance if you are submitting Annual Performance Reports for two Indian Housing Block Grants, e.g. Federal Fiscal Years (FFY) 1998 and 1999 in this reporting period:

Part A - The recipient is to be reporting on the accomplishments made in this reporting period towards attainment of the 5-year goals that were stated in the IHP (these goals were stated in the FFY 98 IHP and remain the 5-year goals unless they have been amended or revised). The recipient needs to submit only one Part A in this reporting period.

Part B (including Tables I and II) - If the recipient is reporting on two open grants (for FFY 98 and for FFY 99), they will submit one Part B (including tables I and II) for each grant (totaling two part Bs and two each of the tables).

Part B for FFY 98 - the recipient will be reporting on the second year of grant activity (one year).

Part B for FFY 99 - the recipient will be reporting on the first year of grant activity.

Part C - One part C should be included.

Part D - One Part D for each open grant. The recipient is reporting on what they have accomplished in the past year towards the performance

objectives that were developed in their latest approved IHP with the funds available from all grants in that reporting period.

Parts E, F and G - Only one of parts E, F and G are to be submitted once per reporting period for all open grants.

Electronic submission of the APR:

The three methods of submitting APRs electronically are:

1. online via the internet
2. e:mail a template to the Area ONAP
3. mail a diskette to the Area ONAP

The APR electronic system is not yet able to handle submission of Tables I and II (Part B) for the FFY 99 grant. If you are submitting APRs in this reporting period for both FFY 98 and FFY 99 grants please submit them as follows:

FFY 98 IHBG grants - Enter the FFY 98 data in all applicable parts of the APR including all tables.

FFY 99 IHBG grants - Enter all parts of the FFY 99 grant, except Tables I and II. Make sure to identify which grant number the information represents. Following is the recommended format that should be used until the template can be modified to accommodate for submission of multiple years:

Part B.1.a. List each of the goals and objectives as described in the Indian Housing Plan.

Grant Number: 98IHPXXXXX

Goal 1:

Goal 2:

etc.

Grant Number: 99IHPXXXXX

Goal 1:

Goal 2:

etc.

Tables I and II for FFY 99 must be submitted to the Area ONAP in paper form. The paper form for FFY 99 can be faxed, e:mailed, or mailed to the Area ONAP. However, the Area ONAP will consider the APR received when the completed electronic submission of the FFY 98 and FFY 99 data is received, except for the tables I and II for FFY 99.

When the APR system is updated to include multiple submission of applicable parts, the Area ONAP will enter the FFY 99 table data in the system.

If you have a question concerning the submission of APRs for FFY 98 and FFY 99 grants, please contact your Area ONAP.