



U.S. Department of Housing and Urban Development
Northwest Office of Native American Programs
Federal Office Building
909 First Avenue, Suite 300, OAPI
Seattle, WA 98104-1000

SENT VIA ELECTRONIC MAIL

January 31, 2022

The Honorable Thomas D. Wooten
Tribal Chairman
Samish Indian Nation
PO Box 217
Anacortes, WA 98221-0217

Dear Chairman Wooten:

Subject: Annual Performance Report and Audit Reminder
Indian Housing Block Grant: 55-IT-53-13870
Indian Housing Block Grant- CARES: 20-BV-53-13870

Annual Performance Report

As a recipient of Indian Housing Block Grant (IHBG) funds under the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA) and the CARES Act (IHBG CARES), the Samish Indian Nation (Tribe) must review the progress made to implement the programs included in the Indian Housing Plan (IHP) and submit an Annual Performance Report (APR) to HUD within 90 days of the end of the program year.

IHBG Formula Grant

To fulfill this reporting requirement, the recipient must use HUD's internet-based Energy and Performance Information Center (EPIC) for submitting the APR portion of the IHP/APR form (HUD-52737) for the Program Year Ended (PYE) December 31, 2021. The Tribe must submit the APR in EPIC no later than March 31, 2022. If the APR is not submitted by the due date, the Northwest Office of Native American Programs (NwONAP) will require documentation to verify that the IHBG funds are being used for approved programs.

The IHP/APR (HUD-52737) is located on HUD's EPIC system at: https://portalapps.hud.gov/app_epic/. The user must be registered in HUD's Secure Systems to access EPIC. If the user is already registered with Secure Systems, the user must contact NwONAP to complete the registration process. A user can register with Secure Systems at: https://hudapps.hud.gov/public/wass/public/pha/phareg_page.jsp. The site is geared toward public housing users but applies to the Tribe.

Use your most recent IHP for the Program Year, as authorized by the Tribe, and complete the APR portion of the form based on actual IHBG expenditures and accomplishments for the 12-month reporting period. In preparing the APR, the recipient should compare its actual accomplishments with the planned activities in the IHP.

CARES Act (IHBG-CARES)

To fulfill this reporting requirement, the recipient must submit to NwONAP the APR portion of the IHBG-CARES abbreviated IHP/APR form (HUD-52737) for the PYE December 31, 2021. The Tribe must submit the APR to NwONAP no later than March 31, 2022. If the APR is not submitted by the due date, NwONAP will require documentation to verify that the IHBG funds are being used for approved programs.

The IHP/APR (HUD-52737) is available in a fillable format at:

https://www.hud.gov/sites/dfiles/PIH/documents/IHBG_CARES_Act_IHP-APR_9.4.2020.pdf

Use your abbreviated IHP for the Program Year to complete the APR portion of the abbreviated form based on actual IHBG-CARES expenditures and accomplishments for the 12-month reporting period. In preparing the APR, the recipient should compare its actual accomplishments with the planned activities in the abbreviated IHP. **NOTE:** Report only IHBG-CARES expenditures for the 12-month reporting period. Do not include expenditures from an IHBG formula grant or an IHBG Competitive grant, as those programs use different APRs.

Extension Request

The Samish Indian Nation may request an extension to the APR submission date. Requests for extensions shall be granted, if warranted, in 30-day increments. They should be submitted to the NwONAP for processing before the expiration of the initial due date or prior approved extension, whichever is later. Justifications are considered acceptable when the recipient demonstrates that the extension request is based on reasons beyond the recipient's control.

Financial Audit

If the Samish Indian Nation expended \$750,000 or more in federal funds during the fiscal year, it must have an audit conducted by an independent public accountant, as required by the Single Audit Act, 2 CFR Part 200, and 24 CFR § 1000.544. If the Samish Indian Nation meets these requirements, it must submit a complete audit report package to the Federal Audit Clearinghouse within 30 days after receipt of the auditor's report or 9 months after the end of the audit period, whichever is earlier.

If you have any questions regarding the APR or audit, please contact Andrea Sexton, Grants Evaluation Specialist, at (206) 220-6165, or by email at Andrea.R.Sexton@hud.gov; or Katie Wilson, Grants Management Specialist, at (206) 220-6219, or by email at Katherine.T.Wilson@hud.gov.

Sincerely,



Julie Kander, Director
Grants Evaluation Division

cc: Sharon Paskewitz, Housing Director