

HOUSING IMPROVEMENT PROGRAM FUNDING DISTRIBUTION METHODOLOGY

Budget Roadmap

*Tribal governments seeking participation in HIP funds distribution methodology must submit a list of the potential applications and/or those applicants currently receiving HIP services for the program year via a Tribal Work Plan.

TRIBAL
Tribal Housing Program must submit their Annual Performance Report Form/ Work Plan* to their BIA, Regional Housing Officer

The Tribal Work plan is the compilation of data for all eligible HIP Tribal applicants. A Tribe must submit a Work Plan in order to be considered for funding. The Tribal Work Plan is due to Regional Housing Officer by COB on December 31st annually.

BIA REGIONAL OFFICE
The BIA, Regional Housing Officers collect the Tribal Work Plans in their respective region and consolidates information into a Regional Work Plan.

Regional Housing Officer develops a regional priority ranked list of applicants in order of the highest priority to the lowest priority ranked based on the Tribal Work Plans within their respective region.

The summarized Regional Work Plan is due to the Division of Human Services (DHS), Housing Officer by:

BIA CENTRAL OFFICE
The DHS, Housing Officer collects Regional Tribal Work Plan and consolidates all BIA Regional offices Work Plans at a National Level.

BIA CENTRAL OFFICE
A five part computation process is done to complete the distribution of HIP funds to tribes.

BIA CENTRAL OFFICE
Notifies BIA , Regional Offices of funds available for distribution within their Region.

BIA REGIONAL OFFICE
Notifies CO, DHS of the distribution amounts that will be provided to the Tribes within the Region.

Due Date: Within 30-day of Receipt of Available Funds for Distribution within Region

Distribution of Funds
CO, DHS prepares FED and upload file to distribute funding to BIA, Regional Offices and Office of Self-Governance.

Due Date: Within 15 days of Receipt of Notice from all Regions of Distribution amounts by Tribe

**BIA, DHS,
Allocates HIP
funding to BIA,
Regional
Offices & OSG**

**BIA, Regional
Office & OSG
Award Funds
to Tribe**

Distribution Process

The Housing Improvement Program distribution methodology is a five-part process. The process begins with Part A, which is a data call for eligible applicant data from the tribes. Part B consists of Central Office (CO) identifying the amount of funds available for distribution. In Part C, each Regional Office (RO) review and summarizes the data collected in Part A and submits summary data to CO. Part D is the computation process to determine the amount of funds available for each Region based on their proportional number of eligible applicants and estimated project costs to the total number of eligible applicants and estimated projects costs. The final process, Part E, is the sub-allocation of funds to the Regions for distribution to the contracting and direct services tribes and notification to the Office of Self –governance for the distribution of funds to tribes operating the HIP under an annual funding agreement.