



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

NOV 20 2019

Dear Tribal Leader:

The purpose of this letter is to provide information regarding the Bureau of Indian Affairs (BIA) national Housing Improvement Program (HIP) Funding Distribution Methodology and the distribution of HIP funding for Fiscal Year (FY) 2019, as recommended by the Office of Inspector General Report: WR-EV-001-2012: Management of Social Services in BIA, Opportunity for Action.

In FY 2019, the BIA received approximately \$8 million in HIP funding, which the BIA distributes to Tribes and BIA agencies based on an approved policy and methodology. The methodology determines funding levels each FY for BIA agencies and Tribes operating the HIP under Indian Self-Determination and Education Assistance Act (ISDEAA) Title I Contracts and ISDEAA Title IV Self-Governance Funding Agreements. The methodology is intended to facilitate fair and equitable treatment of potential recipients of HIP funds. The methodology is located on the BIA website in the Indian Affairs Housing Improvement Program Manual (IAM) Part 70, Chapter 7 at [HIP IAM Part 70, Chapter 7](#).

Annually, Tribal HIPs use the Tribal Annual Performance Report (TAPR) to electronically submit the eligible HIP applicant data to receive funding. The TAPR is an excel-based application that automates much of the process for completing and submitting the TAPR. For Tribes with unreliable internet service or computer access, a printed version of the TAPR form is available through the BIA's website at: <https://www.bia.gov/bia/ois/dhs/housing-improvement-program>. Tribes may also contact the local BIA Regional Office with questions regarding the HIP application form.

Tribes who choose to submit the TAPR manually must send the data to the Regional Office that includes, in detail, the Priority Ranking List and the Tribe Part I and II forms to be considered for funding each year.

In FY 2019, BIA distributed HIP funding utilizing a formula with Excel workbooks and electronic spreadsheets to calculate the distribution amount for each Region for all participating Tribes with eligible applicants.

The distribution of HIP funding in FY 2019 is based on the formula given below:

- Formula is $(A + P)/2$;
- A is the Percentage (%) of Applicants in Region to Total Applicants Nationwide; and
- P is the Percentage (%) of Project Costs in Region to Total Project Costs Nationwide.

Annually, the BIA distributes a Dear Tribal Leader letter (DTLL) to Tribes notifying them of the funding availability for the HIP. The DTLL includes instructions on how to complete the TAPR,

Tribal HIP data. Tribes are permitted to submit the TARP electronically or manually, and must complete the following forms in detail:

- (1) Calculation Sheet for each applicant,
- (2) Priority Ranking List; and
- (3) Part I and Part II (Report of Accomplishments).

The Tribal Servicing Housing Office has two options for submitting their eligible applicant data to the applicable BIA Regional Housing Office. This submission is done yearly based on a due date provided by the BIA Regional Housing Office.

Option 1: The application information is entered into the TAPR using the Calculation Form worksheet that computes automatically and is electronically stored and shared via email to the BIA Regional Housing Office. *Note: The TAPR excel workbook is an automated software tool that is provided to assist the Tribal Servicing Housing office. The use of this workbook is highly encouraged and is the preferred method of use when submitting Tribal HIP data.*

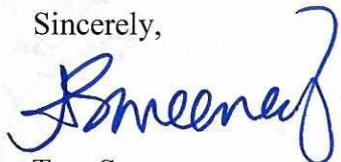
Option 2: The application information is manually entered into the TAPR using the Priority Calculation Form for each applicant. The Priority Ranking List is an additional tool used by the Tribal Servicing Housing Office to provide a profile of the family's needs according to the selection criteria defined in 25 C.F.R. 256.14. A calculation worksheet is completed for each applicant. The Tribes must also provide the Priority Ranking List and Part I in which the eligible applicants are ranked in order of need, from highest to lowest points calculated.

Tribal and BIA Agency programs must operate their HIP as outlined in the appropriations language and at 25 C.F.R. Part 256. Eligible activities include Category A - interim repair; Category B - Repair to an existing home; Category C - 1 Replacement Housing; Category C - 2 New Housing services; and Category D - Down Payment Assistance.

Tribes may use other resources (e.g., in-kind assistance; tribal or housing authority; and any other leveraging mechanism identified in § 256.3(d)) to increase the number of HIP recipients. Tribes and BIA agencies are advised to provide as much notice as possible to their community members when funding for the HIP is exhausted.

If you have any questions, please contact Mr. Leslie Jensen, HIP Officer, Division of Human Services, at (907) 586-7397 or by email at: leslie.jensen@bia.gov.

Sincerely,



Tara Sweeney
Assistant Secretary – Indian Affairs