

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF INDIAN AFFAIRS

HOUSING ASSISTANCE

64 BIAM  
DIVISION OF HOUSING ASSISTANCE

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HOUSING ASSISTANCE  
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HOUSING ASSISTANCE  
General

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1. Purpose. The purpose of the Bureau's Housing Assistance activity is to provide the necessary housing expertise and assistance to Indians to afford them an opportunity to live in decent housing under safe and sanitary conditions.

2. Authority and Policy. Providing Indian housing assistance is directed by law as stated in 25 CFR Subchapter X-Housing Part 261-Housing Improvement Program. Statute Authority: 42 Stat. 208 (25 U.S.C.13).

2.1. General. The Bureau of Indian Affairs' housing policy is consistent with the specific objectives of the National housing policy which declares that every American family should have the opportunity for a decent home and a suitable living environment. To the maximum extent possible, the program will be administered through tribes, tribal housing authorities, or other tribal organizations, or by having tribal officials participate in the applicant selection process.

2.2. Housing Improvement Program, Major Program (Specific). Every effort will be made to use Housing Improvement Program funds in conjunction with other programs so the result will be a greater amount of housing improved than would otherwise be possible with the Housing Improvement Funds alone. In cases where training programs are used in conjunction with the Housing Improvement Program, funds are to be limited to the purchase of materials and providing inspection and skilled labor otherwise unavailable.

3. Responsibility.

3.1. Central Office. The Chief, Division of Housing Assistance, Office of Indian Services, is responsible for planning, monitoring, evaluating, coordinating and controlling housing program activities. The activities are administered by the Chief who reports to the Director of the Office of Indian Services and acts as technical and staff advisor to the Commissioner of Indian Affairs and Assistant Secretary - Indian Affairs in all phases of this activity. The functions of the Division of Housing Assistance are as follows:

A. Develop policies, procedures and standards covering all phases of the Housing program.

B. Plan, direct, coordinate and control the Bureau's Housing Assistance program activities.

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C. Review, comment on, and prepare legislation necessary for the Housing Assistance program.

D. Maintain liaison at the Central Office level with other Departments such as Housing and Urban Development, Agriculture, Health Education and Welfare, which administer housing or housing related programs serving the Indian Tribes.

E. Work with the National and Regional Housing Associations and Local Indian Housing Authorities.

F. Develop standards, in collaboration with the Division of Personnel, by which applicants may qualify for employment in the housing program.

G. Investigate and study modern trends and developments in housing construction techniques and evaluate their adaptability to the specific needs of the Indian families.

H. Develop and conduct training programs for new housing personnel for the purpose of informing them of housing techniques, regulations and reporting.

I. Monitor and evaluate ongoing housing program activities.

J. Determine budget and personnel needs of the Housing Assistance program.

K. Develop annual housing assistance budget, presentation and justification.

L. Maintain a thorough knowledge of other Federal, State and Local housing programs such as HUD, FmHA, etc.

M. Examine, review and offer technical advice and assistance on complex housing issues for the Assistant Secretary and Commissioner, as well as the field personnel.

N. Monitor, coordinate, and insure that the authorities and responsibilities listed in the Interdepartmental Agreement are carried out.

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O. Responsible for the functions of the Central Office Inter-departmental working group as these pertain to our relationship with DHUD and the IHS as outlined in the Interdepartmental Agreement.

3.2. Area Office. The Bureau's Area Housing Assistance office activity falls within the appropriate division within the Area office. The Area Housing activity is administered by the Area Housing Officer who reports to the Assistant Area Director for Community Services. The incumbent serves as the technical advisor to the Area Director on housing matters. The functions of the Area Housing Officer are as follows:

A. Monitor and evaluate ongoing housing program activities, including those under contract. Monitor and evaluate Agency housing activities.

B. Provide program direction, advice and expertise to the Area Director on Housing matters.

C. Provide technical advice to superintendents and tribal councils on the formulation and execution of Housing programs.

D. Provide advice to the Area Director on the Housing budget and personnel needs.

E. Work with Regional Housing Associations and Local Indian Housing Authorities (LIHA's)

F. Maintain cooperative relationships with Local Indian Health Service offices and others which are necessary to carry out an effective program.

G. Prepare reports and statistics required in the Housing Improvement program.

H. Perform research analyses and make recommendations on housing and related matters.

I. Have a working knowledge of other Federal government, State and Local housing programs such as HUD, FmHA, etc.

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J. Be able to deal with high level government officials.

K. Implement and monitor the authorities and responsibilities listed in the Interdepartmental Agreement.

3.3. Agency Office. The Bureau's Agency Housing Assistance Office activity falls within the staff of the Agency Superintendent and/or the Contractor. The Agency Housing activity is administered by the Agency Housing Officer (where there is an Agency Housing Officer) who reports to the Agency Superintendent and is the technical advisor for all housing matters for which the Agency Superintendent is responsible. The functions of the Agency Housing Officer are as follows:

A. Provide technical advice to the Superintendent on all pertinent Indian housing matters.

B. Provide program direction and expertise on all housing matters requested by the Tribe or Tribes.

C. Coordinate with other Federal housing officials in IHS, HUD, FmHA, as well as in the Bureaus' Area and Central Offices.

D. Provide advice to the Superintendent on matters relating to the Agency housing budget for the Housing Improvement Program (HIP).

E. Provide program direction, expertise and advice to individual Indians as it pertains to HIP activities.

F. Prepare reports and statistics required in the development and operation of the HIP and other housing programs within the agency.

G. Have a working knowledge of housing programs in other Federal, State, and Local agency housing programs.

H. Develop a working relationship with utility companies, architects, etc.

I. Maintains contact with sources of supply in the areas served; keeps informed of price trends; analyzes new methods; and maintains a current analysis of construction and housing values.

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J. Carry out the responsibilities listed in the Inter-departmental Agreement as they may arise as the result of our coordination with the Area offices of DHUD and IHS.

K. Work with and provide advice and assistance to the Local Indian Housing Authorities (LIHA').

4. Definitions.

4.1. "Secretary" means the Secretary of the Interior.

4.2. "Assistant Secretary" means the Assistant Secretary -- Indian Affairs.

4.3. "Commissioner" means the Commissioner of Indian Affairs.

4.4. "Director" means the Director of the Office of Indian Services.

4.5. "Area Director" means the Officer in charge of one of the Bureau of Indian Affairs Area Offices or the authorized delegate.

4.6. "Superintendent" means the Officer in charge of the Agency or other local office of the Bureau of Indian Affairs.

4.7. "Indian" means a person of Indian descent who is any of the following:

A. An enrolled member; i.e., a person whose name appears on the formally approved membership roll of a tribe. In the case of the Five Civilized Tribes in Eastern Oklahoma and the Osage Tribe where rolls have been closed an applicant may be a descendant of an enrolled member accepted as such by the Superintendent; or

B. A person who is considered to be a member by or who meets the membership requirements of a federally recognized tribe; or

C. A person of one-half or more degree Indian ancestry who is a descendant of a member of a tribe that has been federally recognized by treaty or otherwise. Proof of ancestry must be by rolls or records acceptable to the Secretary. Such persons are hereinafter referred to as "nontribal Indians".

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4.8. "Tribe" means:

A. An Indian tribe, band, group, pueblo or community recognized by the Secretary of the Interior; or

B. An Alaska Native Village as defined in and eligible for benefits under the Alaska Native Claims Settlement Act (Act of December 18, 1971, 85 Stat. 688).

4.9. "Family" means one or more persons maintaining a household.

4.10. "Ownership" means having fee title, trust title (including participation in multiple ownership), leasehold interest, use permit, indefinite assignment or other exclusive possessory interest. In the case of Alaska, the term also includes one who the Superintendent determines has a reasonable prospect of becoming an owner in accordance with the provisions of the Alaska Native Claims Settlement Act (85 Stat. 688).

4.11. "DHUD" means Department of Housing and Urban Development.

4.12. "IHS" means Indian Health Service of the Department of Health Education and Welfare.

4.13. "Interdepartmental Agreement" means an agreement among the Bureau of Indian Affairs, Department of Housing and Urban Development and the Indian Health Service which appears as part of the DHUD Regulations, Title 24, Chapter VIII, Part 805 of the Code of Federal Regulations.

4.14. "LIHA" means local Indian Housing Authority, sometimes referred to as the "IHA".

4.15. "Standard housing" means a dwelling in a condition which is decent safe and sanitary so that it meets the following minimums:

A. General construction conforms to applicable building standards for the region. Structures to be improved are to be in sound condition. Deterioration, if any, will not be at a level creating a health or safety hazard, or a comfort problem.

B. The heating system has the capacity to maintain a minimum temperature of 70 degrees in the dwelling during the coldest weather

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in the area. It must be safe to operate and maintain and deliver a uniform distribution of heat. Applicable local heating codes are to be followed. If there are no applicable local codes, county or state codes are to be used as a guide.

C. The plumbing system includes a properly installed system of piping. Fixtures consist of a kitchen sink, and within a partitioned bathroom, a lavatory, toilet, bath and/or shower. The water supply, plumbing and sewage disposal systems meet minimum standards of the Indian Health Service, tribe, county or state, whichever is applicable.

D. The electrical system includes wiring and equipment properly installed to safely supply electrical energy for adequate lighting and for the operation of appliances. The tribal, county, or state electrical code, whichever is applicable, must be used as an alternative standard. If no codes exist, a minimum of two circuits per dwelling must be installed with provisions for at least one additional circuit for future use.

E. Family size per dwelling does not exceed these limits:

(1). Two bedroom dwelling: up to four persons (the first bedroom must have at least 120 sq. ft. of floor space and the second bedroom must have a minimum of 100 sq. ft. of floor space).

(2). Three bedroom dwelling: up to seven persons (the first bedroom must have at least 120 sq. ft. of floor space and the second and the third bedrooms must have a minimum of 100 sq. ft. of floor space each).

(3). Four bedroom dwelling: adequate for all but the very largest families (the first bedroom must have at least 120 sq. ft. of floor space and the remaining bedrooms must have a minimum of 100 sq. ft. of floor space each).

5. Special Construction Features or Conditions. The following special features or conditions must be installed on all new construction and, where feasible, should be installed on standard repair projects:

5.1 Smoke detectors.

5.2 Alternate heating sources.

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- 5.3 Insulation.
- 5.4 Water conservation items.
- 5.5 Thermo windows.
- 5.6 Storm Doors.
- 5.7 Fire Extinguishers

## 6. Program Implementation.

6.1 The Housing Improvement Program will be implemented according to the plans, priorities and requests of the tribe served. In accordance with this, the methods which may be used to implement the program are:

- A. Direct grants to applicants.
- B. Contract or grant agreements negotiated with tribes and/or Indian housing authorities established pursuant to tribal ordinances or state laws, or incorporated tribal organizations. The completion of a specified amount of housing construction or improvement will either be performed directly by the tribe or organization or through a program of the tribe or organization providing funds and assistance to Indians.
- C. Contracts negotiated by the Bureau of Indian Affairs' Contracting Officer or his designated representative for elements of an Agency Housing Improvement Program with one or more of the following: Tribes, Indian housing authorities, Indian controlled private enterprise or incorporated tribal organizations.
- D. Contracts with private non-Indian contracting firms in accordance with normal Bureau of Indian Affairs' contracting procedures.
- E. Programs administered directly by the Bureau of Indian Affairs.

6.2 The Housing Improvement Program is implemented through program categories which include repairs and new construction.

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A. Repairs to housing that will remain non-standard. This category is entitled "Category A" and under this category the following criteria have been adopted:

(1). Financial assistance will be granted to finance repairs and additions to existing substandard housing so that it is safe, more sanitary and livable until such time as standard housing is available.

(2). The standard to be applied in deciding whether to provide assistance, is improvement in the condition of the house, i.e., improved livability or reduced health and safety hazards even though it may be obvious that such an undertaking will not improve the house to the extent that it will meet the standard of decent, safe and sanitary. Examples of the improvement that may be assisted are: weathertightening, reroofing, electrical wiring, chimney repairs, foundation repairs, heating, sanitary facilities, painting, etc.

(3). The cumulative total expenditure of the Housing Improvement Program funds should not exceed \$2500 for any one dwelling.

(4). The funds shall be granted. No restrictions on the use of the home may be imposed. Repairs to homes being rented regardless of ownership may be made but rent cannot be increased as a result of the repair alone and applicants should have a reasonable certainty that they will remain in the house for a reasonable period following the repairs.

B. Repairs to housing that will become standard. This category is entitled "Category B". It is intended that the majority of the HIP work be devoted to repairing homes to standard condition. It is most important when possible, that work is to be done on homes to be repaired to a standard condition before work is started in other categories. The following criteria have been adopted for work performed under Category B:

(1). Financial assistance will be granted to finance repairs, renovations and/or enlargements of existing structurally sound but deteriorating dwellings which can economically be placed in a standard condition.

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(2). Upon completion of work, the dwelling should at least meet the decent, safe and sanitary conditions of standard housing as defined in 64 BIAM 4.11.

(3). The cumulative total expenditure of the Housing Improvement Program funds should not exceed \$20,000 for any one dwelling.

(4). Undertakings under this category are primarily for applicants who are living in their own home. The occupant will be responsible for all maintenance of the completed dwelling, and all utility fees, deposits or costs required for services. Applicants who rent from Indian owners are eligible on the condition that, prior to the start of the improvement, a written occupancy agreement exists for a minimum of five years. The agreement must provide that rent for a term cannot be raised because of the improvement work. The owner must also agree in writing with the tribe that in the event the agreement is terminated prior to expiration of the term, the premises will be held vacant for up to six months for a new occupant who meets the eligibility requirements in 64 BIAM 6.4. Repair of a rental unit occupied by an eligible applicant but owned by a non-member of a Federally recognized Indian tribe (including nonIndians) will not be made unless approved in writing by the Area Director after receiving a written justification from the Superintendent.

C. Down Payments. This category is entitled "Category C" and under this category the following criteria have been adopted:

(1). The Housing Improvement Program provides grants in order to make the applicant eligible to receive housing loans from tribal, Federal or other sources of credit. Grants are only for standard housing. The applicant must establish that he/she has an inadequate income or limited financial resources to meet the full cost of the loan.

(2). The grant should not exceed the amount necessary to secure the loan plus the closing costs or \$5000, whichever is less. (In the case of Alaska, the grant amount should not exceed \$6000).

(3). The method of advancing the grant must insure that the funds are used for the purpose intended. No security will be taken or lien made on the house because of the grant.

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D. New Housing. This category is entitled "Category D" and under the category the following criteria have been adopted:

(1). The Housing Improvement Program will provide financing for the construction of new standard housing when it is established that there is no reasonable prospect that standard housing can be financed from sources other than the HIP. This category may not be used if there is an unmet need in Category B, unless there is a dire need for assistance under this category and it is justified in writing and approved by the Area Director. The occupant will be responsible for all maintenance of completed dwelling, and all utility fees, deposits, or costs required for services.

(2). The housing provided under this category must meet the housing standards as described in 64 BIAM 4.11. Two exceptions to standard housing will be permitted:

(a). Where one or more of the utilities are not available and there is no prospect of the utilities becoming available; and

(b). In areas of severe climate, housing size may be reduced to meet applicable building standards of the region. The house site must be chosen so that access to utilities is most economical, ingress and egress adequate, aesthetics are considered, and proximity to school bus routes is taken into account.

(3). The cumulative total expenditure of funds may not exceed \$45,000 for a dwelling, including equipment. (In the case of Alaska, the total expenditure of funds may not exceed \$55,000). The occupant will be responsible for all maintenance of the completed dwelling, and all utility fees, deposits or costs required for service. All contractor built houses must carry a one-year warranty against defects, materials, and workmanship.

(4). The applicant must have ownership (as described in 64 BIAM 4.10) of the land on which the house is built. In the case of a leasehold interest, it must be for not less than 25 years. Within five years after completion of construction, if an owner of a house built on tribal land desires to move, he/she must first notify the tribe of his/her intention. Within 60 days of such notice, the tribe shall have the right to either assume his/her interest in the house or

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designate someone to assume his/her interest. If the tribe takes no action, he/she may dispose of the house without any restrictions.

(5). Adequate fire insurance must be carried, where determined feasible by the Superintendent.

6.3. Application. Applications are required for all Housing Improvement Program work performed. An application form should be filed by the prospective Indian family for any housing assistance in any category before HIP funds are awarded to the candidate. Any member of a tribe who resides outside his/her reservation and who needs housing assistance should apply to the member Tribe. If this person is considered to be a "non-tribal member," then he/she should file an application to the Superintendent or the nearest Agency or Area office. The Agency/Area to which he/she applies will be the funding agency. The approved or disapproved application form should be filed in the applicants folder and made a part of his/her project record. The information required on the application forms may vary from Area to Area, however all applications must contain the following minimum information:

- |  |  |
|--|--|
| A. Name.   | J. Size of dwelling. (Sq. Ft.)<br>(Include number of rooms).   |
| B. Date of application.  | K. Distance to water, sewer<br>and electricity.  |
| C. Certification of Indian<br>blood. (Census or Enrollment<br>Number). | L. Total family annual income.   |
| D. Present address, if applicable.                                     | M. Justification for use of HIP<br>instead of other programs.  |
| E. Location of dwelling or site.                                       | N. Provide written proof of<br>denial from available sources.<br>(Cat's. A & B excluded.)  |
| F. Number of people living at<br>present-address.                      | O. File should contain agency<br>notes for determination of<br>eligibility. (Example -<br>checked with H. A., local<br>banks, or Tribal Credit<br>office.) |
| G. Description of housing assis-<br>tance request.                     |  |
| H. Present dwelling condition.   |  |
| I. Owner of dwelling.  |  |

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#### 6.4. Eligibility.

A. Priority is given to families with the greatest need in relation to income, family size, and ineligibility for other available programs providing housing assistance. Each application for assistance must be approved by the tribal housing authority or other officially designated housing entity of the tribe being served. The approving office is responsible to establish that:

(1). The applicant is an Indian.

(2). The present housing of the applicant is substandard or inadequate in terms of capacity to meet the physical needs of the family.

(3). The economic resources of the applicant are inadequate or factors exist which make the applicant unable to secure housing from other sources.

(4). The applicant for assistance under one of the categories in 64 BIAM 6.2 meets the ownership requirements given under that category.

B. After July 1, 1975, an applicant can only receive assistance one time under categories given in 64 BIAM 6.2.B, 6.2.C, and 6.2.D.

C. The Department of Housing and Urban Development-financed projects under the administration of an Indian housing authority will not be eligible for assistance until the end of the project indebtedness to the Federal Government.

#### 6.5 Appeals.

A. If an applicant is denied assistance by failure to obtain tribal approval, he/she may appeal to the Superintendent. The Superintendent may approve assistance if the applicant is in serious need of housing. The Superintendent's decision on such appeals may be appealed by the applicant or the tribe under the provisions of 25 CFR Subchapter A, Part 2.

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B. Denial of an application by a Bureau of Indian Affairs official may be appealed under the provisions of 25 CFR Subchapter A, Part 2. Notice of the right of appeal must be given each applicant in the notice of rejection.

6.6 Inspection. The Superintendent is responsible for inspection or the assurance that there is adequate provision for inspection by Bureau of Indian Affairs' employees, contractors, or subcontractors during the course of construction. The Superintendent is also responsible for the provision of inspection prior to the purchase of an existing house. These inspections are not necessary where inspections are provided by the Department of Housing and Urban Development or the Farmers Home Administration or other government agencies.

6.7 Flood Disaster Protection. No Housing Improvement Program funds under Categories B, C or D as described in 64 BIAM 6.2 will be expended in areas designated as having special flood hazards under the Flood Disaster Protection Act of 1973 (Public Law 93-234, 87 Stat. 977) unless the requirements for suitable flood insurance are met.

6.8 Waivers. A proposal for deviating from 64 BIAM or waiver of 25 CFR 261 must be submitted to the Assistant Secretary - Indian Affairs and will be considered if substantial justification is presented according to 25 CFR, Subchapter A, Part 1, Section 1.2.

6.9 Coordinating with PHS. All BIA representatives should coordinate HIP projects which require water supply and sewage facilities with the nearest appropriate Indian Health Service office to assure that the sanitation facilities for each project are constructed in a timely manner. The responsibilities and authorities of each agency are listed and explained in the Interdepartmental Agreement on Indian Housing.

## 7. Reporting

7.1 Purpose. The Housing Improvement Program reports provides statistical data on housing starts, housing conditions and needs. This data is used to monitor progress towards obtaining standard housing and the use of Bureau funds and those of other participating activities. The statistics are the basis used to develop the annual budget request and justifications for the Division of Housing Assistance as

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well as the basic statistical data for our coordination efforts with the Indian Health Service and the Department of Housing and Urban Development. The data also serves as the single most important source for determining housing needs in Indian areas and as such is used by Congress, the Executive Agencies, tribal and other housing organizations.

**7.2 Report filing responsibility.** Any organization, government or non-government, who has been given the responsibility of expending HIP funds is responsible for filing HIP reports. In order to fulfill the many requirements demanded by the reports, the data must be coordinated with Tribes, local Housing Authorities, Indian Health Service, etc. and submitted in an accurate and timely fashion.

**7.3 Reports to be filed.** The following HIP forms must be filed:

A. Form 5-6401, "Housing Improvement Program" (see illustration 1 for completion instructions).

B. Form 5-6402, "Construction Starts Fiscal Year 19\_\_" (see illustration 2 for completion instructions).

C. Form 5-6403, "Total Construction Starts Fiscal Year 19\_\_" (see illustration 3 for completion instructions).

D. Form 5-6404, "New Homes \_\_\_\_\_ Area" (see illustration 4 for completion instructions).

E. Form 5-6405, "New Homes \_\_\_\_\_ Area Constructed Fiscal Year 1963 through 19\_\_." (see illustration 5 for completion instructions).

F. Form 5-6406, "Consolidated Housing Inventory" (see illustration 6 for completion instructions).

**7.4 Where to file all completed HIP forms.** All completed HIP quarterly and annual report forms are to be filed with the housing office directly responsible for the allocation of funds or in the case of a contract, all reports are to be filed with the Contracting Officer's Representative.

A. **Contractor.** The contractor of a HIP program is responsible for filing the appropriate quarterly and annual reports timely

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and accurately. The contract should include where the report is to be filed and the schedule of dates on which reports are due.

B. Agency. The agency is responsible for filing the consolidated quarterly and annual HIP reports with the Area Housing Officer. These reports must be filed timely and accurately.

C. Area. The Area is responsible for filing the consolidated quarterly and annual HIP reports with the Central Office. These reports must be filed timely and accurately.

#### 7.5. Schedule of due dates of Quarterly and Annual required reports.

<u>Required Reports</u>	<u>Period Covered</u>		<u>Due Date</u>
A. HIP Report.	Quarterly & Annual	1st	Dec. 31 - Area Office
		"	Jan. 15 - Central Off.
B. Report of Const- struction Starts & Anticipated Construc- tion Starts.	Quarterly & Annual	2nd	Mar. 31 - Area Office
		"	Apr. 15 - Central Off.
		3rd	Jun. 30 - Area Office
		"	Jul. 15 - Central Off.
C. Total Construction Starts (this fiscal year).	Annual		Sep. 30 - Area Office
			Oct. 15 - Central Off.
D. New Homes Constructed (this fiscal year).	Annual		Sep. 30 - Area Office Oct. 15 - Central Off.
E. New Homes Constructed Fiscal Year 1963 to present.	Annual		Sep. 30 - Area Office Oct. 15 - Central Off.
F. Annual Housing Inventory	Annual		Sep. 30 - Area Office Oct. 15 - Central Off.

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## Reporting

NOTE:

The Agency and Area Offices are not to send raw data reports to anyone but the Central Office. The Central Office will in turn consolidate, and mail reports to the other requesting government Agencies. The exceptions to the above are as follows:

A. Send copies of quarterly and annual reports to the National American Indian Housing Council, 400 West King Street, Suite 404, Carson City, NV., 89701.

B. Send copies of the Housing Inventory and Annual reports as appropriate to the HUD and Indian Health Service field offices.

7.6. Checklist for HIP reports.A. Checklist for Housing Improvement Report.

Underway at Start (check against last report underway at end) \_\_\_\_\_  
 + Starts (physical starts).  
 - Completions (physical completion).  
 Cumulative completions (running total of completions)  
 = Underway at End (check that they carryover to underway to start  
 for the next quarter). \_\_\_\_\_

Est. Total H.I. Cost (check that it equals second line, below) \_\_\_\_\_  
 (check that it includes funds shown in repeats). \_\_\_\_\_  
 (check that it includes admin. costs) \_\_\_\_\_

Total Housing Allocation (check that it equals total 2400 alloc-  
 ation) \_\_\_\_\_  
 (correlate with Allotment Status Report).

Est. Total H.I. Cost (check that it equals funding shown under the  
 various categories) - (correlate with 2431, 2432, 2434 and 2435  
 as shown in Allotment Status Report) \_\_\_\_\_

Est. Adm. Cost (HIP Only) (check that it's included in total HIP  
 cost) \_\_\_\_\_  
 (check that it does not include labor costs). \_\_\_\_\_

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- Est. Man-years of temporary employment (cumulative) generated by HIP only (check that it includes labor generated and paid for by HIP funds. Employment donated such as TWEP and CETA should also be counted in the total man-year count as well as in the form of dollars contributed under "Other Participating Activities". (check that man-years are shown on a cumulative basis and not for the full year, except for the fourth quarter report). \_\_\_\_\_
- Check that Category B renovations are one time renovations and that units have been brought to standard. Check Column (4) Housing Inventory Report \_\_\_\_\_
- Check for contributions by other activities (all sources other than Housing Improvement Program). \_\_\_\_\_

B. Checklist for Construction Starts Report (Quarterly).

- Verify total starts against HIP reports such as repairs (Categories A and B) and new (Categories C and D). \_\_\_\_\_
- Inquire from other sources such as V.A., FmHA, Credit and Financing, whether home loans have been processed. \_\_\_\_\_
- Verify that all HUD starts have been included. \_\_\_\_\_

C. Checklist for Housing Inventory and Annual Reports.

- Form 5-6406 Check that column (2) + (3) = (1)  
(4) + (5) = (3)  
(5) + (6) = (7)
- Check that units in Column (4) will be renovated to standard before undertaking Category D HIP construction, emergencies excepted
- Form 5-6403 Total of all quarterly construction starts reports \_\_\_\_\_
- Form 5-6404 Check that all completions are reported. \_\_\_\_\_
- Column (1) = The sum of Columns (2) thru (8). \_\_\_\_\_
- Column (9) = Category A & B cumulative completions. \_\_\_\_\_
- Column (4) = Category C & D cumulative completions. \_\_\_\_\_
- Form 5-6405 Check that totals from Form 5-6404 are added to the previous year's Form 5-6405. \_\_\_\_\_
- Column (1) = The sum of Columns (2) thru (8). \_\_\_\_\_

8. Resident Training and Counselling Program.

To be supplied later.

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(1) FISCAL YEAR

(2) REPORTING QUARTER

HOUSING IMPROVEMENT PROGRAM

(3) AGENCY/AREA

(3) AGENCY/AREA

(4) TRIBE

SHOW ACTUAL DATA FOR REPORTING CURRENT AND PRIOR QUARTERS AND SHOW ESTIMATED DATA FOR FUTURE QUARTERS (DO NOT ADD)

NUMBER OF UNITS	(5) CATEGORY A (REP.) QUARTERS				(6) CATEGORY B (REP.) QUARTERS				(7) CATEGORY C (NEW) QUARTERS				(8) CATEGORY D (NEW) QUARTERS				(9) CATEGORY A (REP.) QUARTERS			
	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th
	(10) UNDERWAY AT START	0	2	4	7	0	0	0	0	0	0	0	0	0	1	3	1	0	0	0
(11) STARTS DURING QTR.	8	10	13	14	0	1	1	2	0	1	1	0	1	4	0	0	2	0	0	0
(12) COMPLETIONS DURING QTR.	6	8	10	15	0	1	1	2	0	1	1	0	2	2	1	1	2	0	0	0
(13) CUMULATIVE COMPLETIONS	6	14	24	39	0	1	2	4	0	1	2	2	0	2	4	5	2	2	2	2
(14) UNDERWAY AT END OF QTR.	2	4	7	6	0	0	0	0	0	0	0	0	1	3	1	0	0	0	0	0
(15) EST. TOTAL H.I. COST - FULL YEAR -	\$55,000				\$35,000				\$5,000				\$105,000				\$1,000			

(16) OTHER PARTICIPATING ACTIVITIES (Show cumulative dollar amounts)

INDIAN HEALTH SERVICE.....	DOLLARS
TRIBAL APPROPRIATED FUNDING.....	\$2,000
INDIVIDUAL (include materials and labor cost).....	500
OTHER BIA PROGRAMS (I.A.T., T.W.E.P., etc.).....	-
DEPT. OF LABOR PROGRAMS (Mainstream, C.E.T.A., etc.).....	-
DEPT. OF HEW PROGRAMS (exclude I.H.S.).....	-
OTHER.....	-
TOTAL	\$2,500

(17) Total Housing Allocation (2400) \$250,000  
 (18) Est. total H.I. cost (full yr.) 200,000  
 (19) Est. Adm. cost (HIP only) 10,000  
 (20) Est. man-years of temporary employment (cumulative) utilized by HIP. 1.5

Completion Instructions - Form 5-6401

- (1) Fiscal Year: Enter the government fiscal year for which funding is being programmed and accounted.
- (2) Reporting Quarter: Enter the reporting period in fiscal year, (i.e., Oct. 1-Dec. 31, Jan. 1-Mar. 31, Apr. 1-June 30, or Jul. 1-Sept. 30).
- (3) Agency/Area: Enter name of Agency or Area Office submitting report.
- (4) Tribe: Enter the name of tribe receiving the assistance under the Housing Improvement Program.
- (5) Category A Repairs: Repairs to housing that will remain non-standard. (Refer to 64 BIAM 6.2.A).
- (6) Category B Repairs: Repairs to housing that will become standard. (Refer to 64 BIAM 6.2.B).
- (7) Category C New: Down payment assistance. (Refer to 64 BIAM 6.2.C).
- (8) Category D New: New Housing. (Refer to 64 BIAM 6.2.D).
- (9) Category A Repeats: Those units reported under Category A one which are being repeated. These units are not to be added to Column (9) Housing Improvement Repair Non-Add on Forms 5-6404 and 5-6405.
- (10) Underway at Start: Enter number of units which were not completed in the prior quarter or prior fiscal year and which were reported as underway at the end of prior quarter or end of fiscal year. This number cannot differ from the preceeding number of units underway at end of quarter and cannot be changed.
- (11) Starts During Quarter: Enter number of units started within the period designated as the reporting quarter. Show actual starts during the reporting quarter and prior quarters; show estimated starts in future quarters. A start is defined as the physical beginning of a project (spade in the ground) and not the obligation of funds.

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(12) Completions During Quarter: Enter number of units completed within the period designated as the reporting quarter and prior quarters; show estimated completions in future quarters. A completion is defined as the physical completion of a project.

(13) Cumulative Completes: Enter the running total of units completed during the fiscal year, quarter by quarter.

(14) Underway at End: Enter number of units not completed within the quarter and carried forward to the next quarter or next fiscal year for completion. (Refer to December 18, 1975 Memorandum from Commissioner).

(15) Est. Total H.I. Cost-Full Year (by category): Enter a breakdown of funds used for each category including administrative costs. Total funding for all categories (A thru D) should be the same as the Est. total H.I. cost (full year) shown on the second line, lower right section of the form. Note: Category A funding should include all the funding used for this type of category repair, including repeat projects; however, a breakdown of funding used for repeat projects can be shown under the "Repeat Projects - Do Not Add" Section.

(16) Other Participating Activities (Show cumulative dollar amounts): Enter the amount of contributions made in the form of labor and materials by other than HIP funds, such as, water and sewer installation of I.H.S., labor through CETA, TWEP, donations of material and labor by tribes or individuals, etc. Note: These amounts should be cumulative, quarter by quarter, with the total contributions for the F.Y. shown as final contributions in the 4th quarter.

(17) Total Housing Allocation: Enter the total budget allocation in 3200 Activity, 24 Housing Element.

(18) Est. Total H.I. Cost (Full Year): Enter the total funds used exclusively in carrying out HI programs, i.e., funds programmed in 2431, 2432, 2434 and 2435 components of the budgetary process. Should be the same as the total shown for categories A thru D above.

(19) Est. Administrative Cost (HIP only): Enter that portion of the HI allocation used exclusively for administrative work of the HI program, i.e., office supplies, rental of office space and utilities, clerical assistance, etc. Labor wages should not be charged to administrative cost. The Housing Officer's salary is not to be shown, as their salary is included in the "Total Housing Allocation" line because they also work on HUD and other programs.

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(20) Est. Man-Years of Temporary Employment (Cumulative) Utilized by HIP:  
(One man-year equals 2080 hours). Enter the best estimate of how much labor is generated through HI funding, i.e., laborers, carpenters, electricians employed on the repair and construction of homes and paid for by HIP funds. Employment donated such as TWEP or CETA should also be counted in the total man-year count as well as in the form of dollars contributed under "Other Participating Activities".

Sample Situations Requiring Use of Form 5-6401

- (1) 1 laborer; 1 electrician; 1 plumber, working full time for 13 weeks (No. of weeks in a quarter).  
 $3 \times 40 \times 13 = 1560$  hours  
 $1560 \div 2080 = .75$  or  $3/4$  man years.
- (2) 1 laborer (full time); 1 electrician (part time); 1 plumber (part time).  
 $1 \times 40; 1 \times 20; 1 \times 20. \quad 80 \times 13 = 1040$  hours  
 $1040 \div 2080 = .50$  or  $1/2$  man years.

EXAMPLE OF A TYPICAL HIP TRANSACTION: (Illustrated in 64 BIAM 6.3).

An agency receives \$250,000 total allocation. Funds will be granted to four tribes for renovation and new construction as follows:

Tribe #1 - \$30,000 - Category A repairs and repeats  
#2 - 30,000 - Category A and C  
#3 - 30,000 - Category B and D  
#4 - 30,000 - Category D

U.S. Indian Health will contribute \$30,000.  
Individuals will contribute 3,000.  
TWEP will contribute 10,000.

FORM 5-6402

(1)(b) CONSTRUCTION STARTS - FISCAL YEAR 19\_\_\_\_  
 QTR.

AGENCY/AREA	(1)(b) TOTAL		(1)(b)	(1)(c)	(1)(d)	(1)(e) HIP		(1)(f) OTHER	
	NEW	REPAIRS	HUD OWNER-SHIP	HUD RENTAL	NEW	REPAIRS	NEW	REPAIRS	
Tribe #1	50	6	50	-	-	6	-	-	
Tribe #2	-	2	-	-	-	2	-	-	
Tribe #3	-	-	-	-	-	-	-	-	
Tribe #4	1	-	-	-	1	-	-	-	
TOTAL	51	8	50	-	1	8	-	-	

(2) ANTICIPATED REMAINING CONSTRUCTION STARTS - FY\_\_\_\_  
 FROM \_\_\_\_\_ TO \_\_\_\_\_

AGENCY/AREA	(2) TOTAL		(2)(a)	(2)(a)	(2)(b) HIP		(2)(c) OTHER	
	NEW	REPAIRS	HUD OWNER-SHIP	HUD RENTAL	NEW	REPAIRS	NEW	REPAIRS
Tribe #1	-	29	-	-	-	29	-	-
Tribe #2	12	8	10	-	2	8	-	-
Tribe #3	-	4	-	-	-	4	-	-
Tribe #4	29	-	25	-	4	-	-	-
TOTAL	41	41	35	-	6	41	-	-

Completion Instructions - Form 5-6402

(1) Report of Construction Starts.

- (a) Instructions. Enter number of construction starts by reservation and the total for the agency or Area.
- (b) Construction Starts. Enter number of starts for the three-month reporting period such as first, second, etc. A Construction Start is defined as the physical start of a repair or new construction.
- (c) HUD Ownership Starts. Defined as all Mutual Help, Turn-key III, etc.
- (d) HUD Rental Starts. Defined as all Low Rent, Section 8, etc.
- (e) HIP Starts. All repair and new housing starts (taken from HIP report Categories A-D, do not add repeats).
- (f) Other Starts. Rehabs or new homes built through other than HUD or HIP such as Revolving Credit, Farmers Home, Veterans Administration or privately built.

(2) Anticipated Housing Construction Starts. Enter a reasonable projection of starts during the remaining portion of the fiscal year. (i.e., While working on the 2nd quarterly reports, anticipate the best estimate for the remaining 3rd and 4th quarters). This is for 1st, 2nd and 3rd quarters only. When filing the 4th quarter report, estimate the construction starts that will begin during the entire next fiscal year.

- (a) For HUD input, refer to units approved under Annual Contributions Contract.
- (b) For HIP input, refer to PPE funding and output submission.
- (c) For OTHER input, refer to personal contacts with other agencies such as Farmers Home, V.A., Credit Officer, etc.

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BIAM REISSUE  
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REPRODUCTION BY BUREAU  
OF THE FEDERAL RESERVE SYSTEM



Completion Instructions - Form 5-6403

Enter actual total construction starts during the fiscal year being reported. Figures should be correlated with quarterly construction starts reports.

HUD Ownership Starts = Include Mutual Help, Turnkey III, etc.

HUD Rental Starts = Include Low Rent, Section 8, etc.

HIP (New and Repair) = All Category C and D, and A and B starts during the year.

OTHER (New and Repair) = All construction starts (new or repair) under other programs such as Farmers Home, Veterans Administration, privately built, or revolving credit (tribal or direct).

EXAMPLE: HUD starts consisted of 24 mutual help and 36 low rent starts in FY 1976. The Bureau's Housing Improvement Program under Categories A and B consisted of a total of 40 repairs and new construction under categories C and D, 12 units. In addition, a revolving credit loan of 1 new unit and 3 units repair under other.



Completion Instructions - Form 5-6404

Column (1): Enter the total No. of new homes completed during the fiscal year being reported. In Columns (2) through (9) enter the breakdown of homes completed under various programs listed. In Column (9) enter total No. of repairs/renovations taken from HIP quarterly reports (Categories A and B). Do not include repeats. Column (1) equals the sum of (2) thru (8).

Columns (2) and (3): All completed homes under HUD programs.

Column (4): Homes built under Category C and D of Housing Improvement Program.

Column (5): Housing units constructed to relocate homes in flood areas, i.e. through programs of Corps of Engineers, Bureau of Reclamation, etc.

Column (6): Homes built through approved plan for disbursement of judgment funds.

Column (7): Homes built with revolving credit loans.

Column (8): Homes built through other programs such as Farmers Home, V.A. or privately built.

Column (9): Homes repaired or renovated under Category A and B of Housing Improvement Program. Excluding repeats.

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Completion Instructions - Form 5-6405

In Column (1) enter the total No. of new homes completed during the period 1963 to the present fiscal year being reported. In Columns (2) through (8) enter the breakdown of homes completed under various programs listed. In Column (9) enter the cumulative No. of repairs or renovations taken from HIP quarterly reports and prior annual report. Do not add repeats.

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Completion Instructions - Form 5-6406

Column (1), Total Number Existing Housing Units: Enter total Number of housing units and mobile homes occupied by Indian families on the reservation and within the service area. Do not include government employee quarters. When updating inventory, add units built which did not replace old ones (not torn down) and add units brought onto the reservation such as surplus units. Adjust appropriate standard or substandard columns, also Column (6) as appropriate.

Column (2), Housing Units in Standard Condition: Enter the total number of units on the reservation and service area which are in standard condition (Refer to 64 BIAM 4.15 for definition of standard). When updating inventory, add to this column any units brought to standard under HIP Category B or other renovation (standard) in addition to newly constructed units or standard units brought onto the reservation, such as mobile homes. Deduct from this column any units no longer considered standard or burned out. Adjust to other columns if appropriate.

Column (3), Housing Units in Substandard Condition: Enter the sum of Columns (4) and (5). This column represents the total of substandard units.

Column (4), Housing Units Needing Renovation: Enter the total number of units which can be renovated to standard. Deduct from this column, units which have burned down or those which have been renovated to standard; transfer to Column (2). Note: This column will serve as a quick check to determine if any units remain to be renovated under Category B of the Housing Improvement Program.

Column (5), Housing Units Needing Replacement: Enter the total number of units which are beyond repair to standard and need replacement. When updating, add to this column, units which have become substandard and should be replaced. Delete any units which have been torn down or burned out; transfer to other columns as appropriate.

Column (6), Families Needing Housing: Enter total Number of families which are doubled up or otherwise unhoused living in the service area, families returning to the reservation, or new family formations.

Column (7), Total New Housing Units Required: Enter the total of Column (5), units to be replaced, plus Column (6) families needing housing.

Sample Situations Requiring Use of Form 5-6406

A. An agency is picking up 100 surplus mobile homes which are in substandard condition. Housing improvements will be made to bring the homes to standard. The 100 units should be added to Column (4). The mobile homes will house Families Needing Housing Column (6). Columns (6) and (7) should then be decreased by 100 and Columns (1) and (3) should be increased by 100.

B. During the fiscal year, two families moved back to the reservation and are living with relatives. Also, one couple got married and is residing with the bride's parents. All three families should be reported under Column (6) and also added to Column (7).

C. (a) One house burned down on the reservation which was classified as substandard and had been reported in Column (5). Column (5) should be decreased by one. (b) The family moved in with relatives or friends, then one unit should be added to Columns (6) and (7) and Columns (1) and (3) should be decreased by one. If a new home was built to replace the burnout, then Columns (6) and (7) are reduced by one, Columns (1) and (2) are increased by one.

D. (a) Two grants were approved for Category C homes obtained through Farmers Home Administration loans. The homes were completed during the fiscal year. The inventory should reflect addition of two standard homes in Column (2) and in Column (1). (b) If the families were replacements, then Column (5) should be decreased.

E. Five renovations under Category B were completed during the fiscal year. These are one-time renovations, bringing the units to standard condition. The five units were reported in the inventory in Column (4); this column should be reduced by 5 and Column (2) increased by 5; Column (3) should be decreased by 5. No change in Column (1).

F. HUD constructed a project of 200 units; 100 units went to families needing housing and another 100 went to replace existing units, reducing Columns (3), (5), and (6) by 100. Column (2) is increased by 200 and Column (1) by 100. Column (7) is decreased by 200.