



BUREAU OF INDIAN AFFAIRS

**HOUSING
IMPROVEMENT
PROGRAM
(HIP)**

**BUREAU OF INDIAN AFFAIRS
HOUSING IMPROVEMENT PROGRAM (HIP)
HANDBOOK
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SECTION 1

Introduction



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Washington, DC 20240

OCT 20 2014

Dear Tribal Leader:

The President's 2015 Budget request to Congress includes approximately \$8 Million for the Housing Improvement Program (HIP). If appropriated, funds will be available to federally recognized tribes and tribal organizations for use in providing program services to American Indian and Alaska Native applicants who meet the HIP eligibility criteria in 25 CFR Part 256, amended April 1, 2009.


The Bureau of Indian Affairs (BIA) Regional Offices should have already contacted tribes in their servicing area to provide a notice of the possibility of funds and request the collection of HIP data. The collection of HIP applications is an ongoing process throughout the year. The application data is due to the BIA Regional Offices by close of business January 31, 2015. Tribes are permitted to include Fiscal Year (FY) 2014, applicant data in their FY 2015, summary of eligibility but must update the applicant eligibility criteria requirements pursuant to 25 CFR § 256.14(d)(2). The eligibility requirement for HIP funding is 125% of the Department of Health and Human Services, Federal Poverty Income Guidelines, as published in the Federal Register on January 22, 2014.

Pertinent forms for FY 2015 (Tribal HIP Annual Performance Report Forms and the BIA Housing Assistance Application Form 6407) are available by contacting the BIA Regional Office or by downloading the reporting forms from the BIA website at:

<http://www.bia.gov/WhoWeAre/BIA/OIS/HumanServices/HousingImprovementProgram/index.htm>

Tribes should contact their local BIA Agency, Regional Office, or Self-Governance representative for more information. If you have any additional questions or concerns, please contact Mr. Les Jensen, Housing Officer, at (907) 586-7397 for assistance.

Sincerely,



Michael S. Black
Director, Bureau of Indian Affairs

Attachment

BRIEF HISTORY OF HIP SINCE ITS INCEPTION

The Housing Improvement Program started as an outgrowth of providing housing for disaster relief resulting from floods in Montana and California. A \$500,000 request for funds for a new house building effort of core homes of panelized construction and including some repair work appears in the budget justifications for appropriation for Fiscal Year ending June 30, 1964. The program started with the understanding there would be a high degree of self-help where possible. Not only is active participation in the construction process still carried out but also use of the families' assets such as land and materials is encouraged. The program is also combined with other services of the Bureau and the water and sanitation facilities program of the Indian Health Service (IHS).

THE HOUSING IMPROVEMENT PROGRAM EVOLVES

The Bureau worked directly with the Public Housing Administration (PHA) in developing and implementing the Indian housing effort which was underway at the same time, in order that the two programs did not overlap, it was decided that the Bureau housing program would serve the poorest of the poor. Consequently, the early appropriation requests for housing improvement appear as a sub-activity within the welfare services request. The initial request was for \$500,000 in FY 1964 and an additional \$500,000 in FY 1965.

As the HUD Program grew, the Bureau changed its construction effort more towards a housing improvement program. By FY 1967 an equally important thrust of the HIP became the repair and renovation of existing structures. This repair and renovation effort followed the policy of making needed repairs

for the health and/or safety of occupants until they could obtain standard housing and of preserving what structurally sound houses were available by bringing such homes to standard condition.

PARTNERING AND NETWORKING

In the early days the repair effort became closely associated with the IHS effort under Public Law 86-121 and concentrated on providing bathroom additions to existing structures. Although the IHS and BIA programs are still combined, the repair and renovation efforts are now more broadly based and are not confined to the addition of bathrooms. Some of the new house building effort was and is still supported by the IHS's construction of water and sanitation facilities.

HIP REGULATIONS PUBLISHED

In 1975, Housing Improvement Program regulations were published and implemented. The new house building effort evolved into two main areas of assistance. An important but smaller part of the new house building effort was to provide for renovation of houses to standard condition.

The second part of the new house building effort was and continues to be the recognition that some families because of poverty, isolation, family structure, or other unusual factors could not obtain decent housing from any other source but the Housing Improvement Program.

DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
OFFICE OF TRIBAL SERVICES
DIVISION OF HOUSING ASSISTANCE

BIA Housing Improvement Program

WHAT IS HIP?

HIP, the Housing Improvement Program, is a home repair, renovation and replacement grant program administered by the Bureau of Indian Affairs (BIA) and federally-recognized Indian Tribes for American Indians and Alaska Native individuals and families who have no immediate resource for standard housing. While not an entitlement program, HIP was established under the Snyder Act of 1921 as one of several BIA programs authorized by Congress for the benefit of Indian people.

WHO IS ELIGIBLE?

To be eligible for HIP assistance, you must be a member of a federally recognized American Indian tribe or be an Alaska Native; live in an approved tribal service area; have an income that does not exceed 125% of the U.S. Department of Health and Human Services (DHHS) Poverty Guidelines; have present housing that is substandard, as defined by the regulations; have no other resource for housing assistance; have not received assistance after October 1, 1986 for repairs and renovation, replacement or housing, or down payment assistance; and have not acquired your present housing through a federally sponsored housing program that includes such housing assistance.

WHY IS HIP DIFFERENT?

HIP is a home improvement and replacement grant program that serves the neediest of the needy: American Indians and Alaska Natives who have substandard housing or no housing at all and have *no immediate* source of housing assistance. HIP is a secondary, safety-net housing program that seeks to eliminate substandard housing and homelessness in Indian communities by helping those who need it most obtain decent, safe and sanitary housing for themselves and their families. It is the BIA's policy that every American Indian and Alaska Native family should have the opportunity for a decent home and suitable living environment.

WHO CAN I CONTACT ABOUT OTHER INDIAN HOUSING PROGRAMS?

The U.S. Department of Housing and Urban Development is the primary provider of new housing on Indian reservations and in Indian communities through the Office of Native American Programs, the sponsor of Indian Housing Authorities (IHA's) and Tribally Designated Housing Entities (TDHE's). Other federal housing resources available to American Indians and Alaska Natives are the U.S. Department of Agriculture (USDA) Rural Housing Program and the U.S. Department of Veterans Affairs (VA) Direct Home Loan Program.

HOW ARE HIP FUNDS DISTRIBUTED?

HIP funds are distributed on the basis of the number of eligible applicants and their estimated cost of program services. Funds are distributed to tribes through Public Law 93-638 contracts or self-determination compacts or to Bureau of Indian Affairs offices for the delivery of program services to the most needy eligible applicants. Persons interested in performing housing repair, renovation or construction should contact the tribal governments or Bureau of Indian Affairs offices, with which they are interested in working, for information on available projects.

WHAT DOES HIP PROVIDE?

Interim Improvements: Provides up to \$2,500 in housing repairs for conditions that threaten the health and/or safety of the occupants.

Repairs and Renovation: Provides up to \$35,000 in repairs and renovation to improve the condition of a homeowner's dwelling to meet applicable building code standards.

Replacement Housing or New Home: Provides a modest replacement home if a homeowner's dwelling cannot be brought to applicable building code standards, or a new home. If you do not own a home, you may also be eligible if you are the owner or leaseholder of land suitable for housing and the lease is for not less than 25 years at the time assistance is received.

WHAT IS A TRIBAL SERVICE AREA?

An approved tribal service area is a geographical area designated by a tribe and approved by the BIA where HIP services can be delivered. To find out if you live in an approved tribal service area, contact your local tribal or BIA housing office.

WHAT IS THE HIP INCOME GUIDELINE?

The HIP Income Guideline is comprised of two charts, one for the lower 48 states and the other for Alaska. The income figures on the chart establish the points you will receive for the first Need Ranking Factor based on Annual Household Income. Applicants with an annual household income exceeding 125 percent of the federal Poverty Guideline are not eligible for the program.

HOW CAN I APPLY OR GET MORE INFORMATION?

To see if you qualify for HIP assistance, obtain an application, or get more information about HIP and other BIA programs, contact your local tribal or BIA housing office. Send your completed application to your local tribal or BIA housing office.

SECTION 2

Regulations

(ii) This record is maintained in accordance with § 86.3(b).

(3) They are moved from the farm of origin for veterinary medical examination or treatment and returned to the farm of origin without change in ownership.

(4) They are moved directly from one State through another State and back to the original State.

(5) They are moved as a commuter herd with a copy of the commuter herd agreement or other document as agreed to by the States or Tribes involved in the movement.

(6) Additionally, cattle and bison may be moved between shipping and receiving States or Tribes with documentation other than an ICVI, e.g., a brand inspection certificate, as agreed upon by animal health officials in the shipping and receiving States or Tribes.

(7) The official identification number of cattle or bison must be recorded on the ICVI or alternate documentation unless:

(i) The cattle or bison are moved from an approved livestock marketing facility directly to a recognized slaughtering establishment; or

(ii) The cattle or bison are sexually intact cattle or bison under 18 months of age or steers or spayed heifers; *Except that:* This exception does not apply to sexually intact dairy cattle of any age or to cattle or bison used for rodeo, exhibition, or recreational purposes.

* * * * *

Done in Washington, DC, this 29th day of December 2014.

Kevin Shea,
 Administrator, Animal and Plant Health
 Inspection Service.

[FR Doc. 2014-30752 Filed 12-31-14; 8:45 am]

BILLING CODE 3410-34-P

DEPARTMENT OF THE INTERIOR

Bureau of Indian Affairs

25 CFR Part 256

[K00103 12/13 A3A10; 134D0102DR-
 DSA300000-DR.5A311.IA000113; BIA-
 2014-0004]

RIN 1076-AF22

Housing Improvement Program

ACTION: Proposed rule.

SUMMARY: The Bureau of Indian Affairs is proposing to amend its regulations governing its Housing Improvement Program, which is a safety-net program that provides grants for repairing, renovating, or replacing existing housing and for providing new housing.

This proposed rule is an important part of the *Tiwahe* initiative, which is designed to promote the stability and security of Indian families. The proposed rule would align the program with other Federal requirements, allow leveraging of housing funds to increase the number of families served and projects funded, and expedite processing of waiting lists for housing assistance.

DATES: Comments must be received on or before March 6, 2015. See the **SUPPLEMENTARY INFORMATION** section of this document for dates of tribal consultations. Comments on the information collections contained in this proposed regulation are separate from those on the substance of the rule. Comments on the information collection burden should be received by February 2, 2015 to ensure consideration, but must be received no later than March 6, 2015. The dates of tribal consultations are listed in the **SUPPLEMENTARY INFORMATION** section of this document.

ADDRESSES: You may submit comments by any of the following methods:

- Federal rulemaking portal:* <http://www.regulations.gov>. The rule is listed under the agency name “Bureau of Indian Affairs.” The rule has been assigned Docket ID: BIA-2014-0004.
- Mail or hand delivery:* Elizabeth K. Appel, Director, Office of Regulatory Affairs & Collaborative Action, Indian Affairs, U.S. Department of the Interior, 1849 C St. NW., Mail Stop 3642-MIB, Washington, DC 20240.

Comments on the Paperwork Reduction Act information collections contained in this rule are separate from comments on the substance of the rule. Please submit comments on the information collection requirements in this rule to the Desk Officer for the Department of the Interior by email at OIRA_Submission@omb.eop.gov or by facsimile at (202) 395-5806. Please also send a copy of your comments to consultation@bia.gov.

Please see the **SUPPLEMENTARY INFORMATION** section of this document for information on tribal consultation sessions.

FOR FURTHER INFORMATION CONTACT: Mr. Les Jensen, Division of Housing Assistance, Bureau of Indian Affairs at (907) 586-7397. Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service at 1 (800) 877-8339 between 8 a.m. and 4 p.m. Monday through Friday, excluding Federal holidays. You may also view the information collection request as submitted to OMB at www.reginfo.gov.

SUPPLEMENTARY INFORMATION:

I. Background

The Housing Improvement Program (HIP) is a safety-net program that provides grants for the cost of services to repair, renovate, or replace existing housing and provide new housing for eligible members of federally recognized Indian tribes. The BIA administers the HIP under the regulations at 25 CFR part 256. The BIA distributes HIP funding based on a priority ranking derived from a point system to identify those individuals and families most in need of housing assistance. Funding is restricted to individuals and families that reside in the tribe’s service area. In Fical Year (FY) 2014, the HIP will serve approximately 140 recipients. These recipients are individuals and families with extremely low incomes.

II. Changes Proposed Rule Would Make

This proposed rule would update various provisions to align the HIP with other Federal program requirements, allow leveraging of housing funds to increase the number of families served and projects funded, and provide tribes with flexibility to better address lengthy waiting lists of tribal members awaiting housing assistance.

Categories of Assistance and Funding Limits

Currently, the HIP provides funding for four categories of housing needs:

- Category A—for repair of existing homes
- Category B—for renovation of existing homes
- Category C-1—for construction of replacement homes
- Category C-2—for new housing.

For each category, there is a monetary limit on the amount of funding a recipient may receive. The proposed rule would increase the limit for Category A funding from \$2,500 to \$7,500 and increase the limit for Category B funding from \$35,000 to \$60,000. The original limits are inadequate, given the average costs of repair and renovation. These limit increases will better reflect the actual costs of repair and renovation. The proposed rule would also add a new category of housing need for down payment assistance.

Ranking Factors

Currently, priority ranking is based on total numeric value (points) received under the ranking factors. The ranking factors are based on the applicant’s annual household income, whether there is an aged person living in the house, whether there is a disabled

person living in the house, and family size. There are a certain number of points available for each of the ranking factors. Each applicant receives a certain number of points under each of the ranking factors. The proposed rule would update the current ranking factors, as shown in the table below.

Ranking factor	Proposed rule change	Reason for change
Annual Household income ...	Increase the income guidelines from 125 percent to 150 percent of the Federal Poverty Income Guidelines.	Those within 150 percent of the poverty level would be eligible, allowing the HIP to assist the very needy, in addition to the extremely needy.
Age	Increase the age requirement from 55 years old to 62 years old.	Align with the social security age for retirement.
Age (continued)	Add one point for every year above 62 years old, and set a maximum of 15 points (currently, there is no maximum).	To provide tribes with flexibility to better address lengthy waiting lists of tribal members awaiting housing assistance.
Disability	Reduce the number of applicants to one per household and decrease the maximum number of points available for this category to 10 points (currently, the maximum is 20 points).	To provide tribes with flexibility to better address lengthy waiting lists of tribal members awaiting housing assistance.
Family Size	To provide that one dependent gets three points, and each additional dependent gets 3 points. Increase points for 5 or more dependents to a maximum of 15 points (currently, the maximum for 6 or more dependents is 5).	To provide tribes with flexibility to better address lengthy waiting lists of tribal members awaiting housing assistance.

The proposed rule would add new ranking factors for homelessness, overcrowding, and dilapidated housing—each with a maximum of 10 points. These additional ranking factors are intended to better prioritize applicants who are homeless or in overcrowded or dilapidated housing conditions, by specifically examining whether these factors are present.

Payback Agreements

Under the HIP, the recipient may be required to enter a “payback agreement” which provides that the recipient will have to pay back the entire amount of funding received or a portion thereof if the recipient sells the home within a certain period of time. If the payback period expires, no payback is required and the money is considered a grant. Currently, for Category B, the payback period is 5 years. So, for example, a family that receives HIP funding for a home must repay the funding if the family sells the home within 5 years of receiving the funding. The proposed rule would lengthen the Category B payback period to 10 years. So, for example, a family that receives HIP funding for a home must repay the funding if the family sells the home within 10 years. Category C payback period remains the same, 20 years.

Four-Year Application Period

The proposed rule would also increase the time for consideration of an application to 4 years. Currently an application expires after one year, requiring an applicant who does not receive assistance under the HIP to reapply annually until assistance is received. The proposed rule would place each application in the

application pool for four years, so an applicant need only apply once every 4 years until assistance is received.

Land Ownership Requirements

HIP funding applicants must provide proof of land ownership before the grant award. The proposed rule would allow the applicant to provide proof of a homesite lease or proof that the applicant can obtain the land, even by lease, rather than requiring ownership. A certificate of title is required if and when the applicant becomes the owner of the home.

Square-Footage Limits

The proposed rule would also increase square-footage limits to allow Americans with Disabilities Act (ADA) requirements to be met, when applicable, and clarify when ADA requirements apply. The following table shows the increases in square footage the proposed rule would make.

Number of bedrooms in house	Current and proposed square footages (SF)	Total increase
2 bedrooms	900 sf to 1,000 sf	100 sf.
3 bedrooms	1,050 sf to 1,200 sf.	50 sf.
4 bedrooms	1,305 sf to 1,400 sf.	95 sf.

Other Changes

The proposed rule would also make other revisions to update the regulations to address past implementation issues and better reflect current housing needs. Together, these proposed rule changes would allow for HIP assistance to families with very low income (rather than just families with extremely low

income) and allow tribes to better address the large waiting lists they are experiencing. The changes would allow down-payment assistance for families that can obtain a mortgage loan from other Federal programs.

III. Tribal Consultations

The Department will be hosting consultation sessions with Indian tribes on this proposed rule; details on the times and locations will be posted at the following Web site when they become available: <http://www.bia.gov/WhoWeAre/AS-LA/ORM/HIP/index.htm>.

- Wednesday, February 4, 2015, at the National American Indian Housing Council legislative conference, at the Mayflower Renaissance Hotel, 1127 Connecticut Ave. NW., Washington, DC (please check Web site for time).
- Wednesday, February 11, 2015, in Anchorage, AK (please check Web site for details).
- Wednesday, February 18, 2015, by teleconference (please check Web site for details).
- Sunday, February 22, 2015, prior to the National Congress of American Indian Executive Council Winter Session, Capital Hilton, 1001 16th Street NW., Washington, DC (please check Web site to confirm date and for time).

IV. Procedural Matters

A. Regulatory Planning and Review (E.O. 12866)

Executive Order (E.O.) 12866 provides that the Office of Information and Regulatory Affairs (OIRA) at the Office of Management and Budget (OMB) will review all significant rules. OIRA has determined that this rule is not significant. E.O. 13563 reaffirms the principles of E.O. 12866 while calling

for improvements in the nation's regulatory system to promote predictability, to reduce uncertainty, and to use the best, most innovative, and least burdensome tools for achieving regulatory ends. The E.O. directs agencies to consider regulatory approaches that reduce burdens and maintain flexibility and freedom of choice for the public where these approaches are relevant, feasible, and consistent with regulatory objectives. E.O. 13563 emphasizes further that regulations must be based on the best available science and that the rulemaking process must allow for public participation and an open exchange of ideas. We have developed this rule in a manner consistent with these requirements.

B. Regulatory Flexibility Act

The Department certifies that this rule will not have a significant economic effect on a substantial number of small entities under the Regulatory Flexibility Act (5 U.S.C. 601 *et seq.*). It does not change current funding requirements or regulate small entities.

C. Small Business Regulatory Enforcement Fairness Act

This rule is not a major rule under 5 U.S.C. 804(2), the Small Business Regulatory Enforcement Fairness Act. It will not result in the expenditure by State, local, or tribal governments, in the aggregate, or by the private sector of \$100 million or more in any one year. Nor will this rule have significant adverse effects on competition, employment, investment, productivity, innovation, or the ability of U.S.-based enterprises to compete with foreign-based enterprises. Funding for the HIP comes from the Federal Government budget.

D. Unfunded Mandates Reform Act

This rule does not impose an unfunded mandate on State, local, or tribal governments or the private sector of more than \$100 million per year. The rule does not have a significant or unique effect on State, local, or tribal governments or the private sector. A statement containing the information required by the Unfunded Mandates Reform Act (2 U.S.C. 1531 *et seq.*) is not required.

E. Takings (E.O. 12630)

Under the criteria in Executive Order 12630, this proposed rule does not affect individual property rights protected by the Fifth Amendment nor does it involve a compensable "taking." A takings implication assessment is not required.

F. Federalism (E.O. 13132)

Under the criteria in Executive Order 13132, this proposed rule has no substantial direct effect on the States, on the relationship between the national government and the States, or on the distribution of power and responsibilities among the various levels of government. This rule updates the implementation requirements for the HIP, which is a Federal program.

G. Civil Justice Reform (E.O. 12988)

This proposed rule complies with the requirements of Executive Order 12988. Specifically, this rule has been reviewed to eliminate errors and ambiguity and written to minimize litigation; and is written in clear language and contains clear legal standards.

H. Consultation With Indian Tribes (E.O. 13175)

In accordance with the President's memorandum of April 29, 1994, "Government-to-Government Relations with Native American Tribal Governments," Executive Order 13175 (59 FR 22951, November 6, 2000), and 512 DM 2, we have held several listening sessions with representatives of federally recognized tribes throughout the development of this proposed rule. In 2010, BIA staff implementing the HIP program opened a dialogue with Indian tribes because tribes indicated that the program as structured was not allowing them to make progress on their waiting lists of members with housing needs. The BIA has since held several listening sessions and has incorporated comments received during those listening sessions into this proposed rule. In addition, we are hosting tribal consultation sessions, as listed above, in Section III.

I. Paperwork Reduction Act

The Paperwork Reduction Act (PRA), 44 U.S.C. 3501 *et seq.*, prohibits a Federal agency from conducting or sponsoring a collection of information that requires OMB approval, unless such approval has been obtained and the collection request displays a currently valid OMB control number. Nor is any person required to respond to an information collection request that has not complied with the PRA. In accordance with 44 U.S.C. 3507(d), BIA has submitted the information collection and recordkeeping requirements of this proposed rule to OMB for review and approval. The following describes the information collection requirements in each section of the proposed rule. The information collection requirements differ from those in the current rule in that

applicants need only submit a full application form every four years, but applicants must provide an update (in any format) annually if any information on the application changes. The application form associated with this information collection is also being updated. The revisions result in a net decrease of 4,000 hours because a full application is now required only once every four years, and applicants must only provide annual updates.

Title: Housing Improvement Program, 25 CFR part 256.

OMB Control Number: New.

Type of Review: New.

Requested Expiration Date: Three years from the approval date.

Summary: This information collection requires individuals and families that are seeking funding assistance for repair, renovation, or replacement of existing homes or new housing, to provide certain information to establish their eligibility for the HIP administered by BIA. This information collection is currently authorized by OMB Control Number 1076-0084. This new information collection request is a placeholder to accommodate revisions to the application form. There are changes to the total annual responses, burden hours, and cost burden. If this new information collection is approved, BIA will request a transfer of the existing OMB Control Number 1076-0084 to this information collection.

Frequency of Collection: On occasion.

Description of Respondents: Indian tribal members.

Total Annual Responses: 10,000.

Total Annual Burden Hours: 4,000.

Total Annual Non-Hour Cost Burden: \$20,000.

The Department invites comments on the information collection requirements of this proposed rule. You may submit comments to the OMB Desk Officer for the Department of the Interior by email at OIRA_Submission@omb.eop.gov or by facsimile at (202) 395-5806. Please also send a copy of your comments to BIA at the location specified under the heading **ADDRESSES**.

You can receive a copy of BIA's submission to OMB, including the revised form, by contacting the person listed in the **FOR FURTHER INFORMATION CONTACT** section, or by requesting the information from the Indian Affairs Information Collection Clearance Officer, Office of Regulatory Affairs & Collaborative Action, 1849 C Street NW., MS-3642, Washington, DC 20240. You may also view the information collection request as submitted to OMB at www.reginfo.gov.

Comments on the information collection requirements should address:

(1) Whether the collection of information is necessary for the proper performance of the HIP, including the practical utility of the information to BIA; (2) the accuracy of BIA's burden estimates; (3) ways to enhance the quality, utility, and clarity of the information collected; and (4) ways to minimize the burden of collection of information on the respondents, including the use of automated collection techniques or other forms of information technology.

J. National Environmental Policy Act

This proposed rule does not constitute a major Federal action significantly affecting the quality of the human environment.

K. Effects on the Energy Supply (E.O. 13211)

This proposed rule is not a significant energy action under the definition in Executive Order 13211. A Statement of Energy Effects is not required.

L. Clarity of This Regulation

We are required by Executive Orders 12866 and 12988 and by the Presidential Memorandum of June 1, 1998, to write all rules in plain language. This means that each rule we publish must:

- (a) Be logically organized;
- (b) Use the active voice to address readers directly;
- (c) Use clear language rather than jargon;
- (d) Be divided into short sections and sentences; and
- (e) Use lists and tables wherever possible.

If you believe that we have not met these requirements, send us comments by one of the methods listed in the "COMMENTS" section. To better help us revise the rule, your comments should be as specific as possible. For example, you should tell us which sections or paragraphs are unclearly written, which sections or sentences are too long, the sections where you believe lists or tables would be useful, etc.

M. Public Availability of Comments

Before including your address, phone number, email address, or other personal identifying information in your comment, you should be aware that your entire comment—including your personal identifying information—may be made publicly available at any time. While you can ask us in your comment to withhold your personal identifying information from public review, we cannot guarantee that we will be able to do so.

N. Drafting Information

The primary authors of this document are Les Jensen, Office of Indian Services, Bureau of Indian Affairs, and Elizabeth Appel, Director, Office of Regulatory Affairs & Collaborative Action—Indian Affairs, Department of the Interior.

List of Subjects in 25 CFR Part 256

Grant programs—housing and community development, Grant programs—Indians, Housing, Indians, Reporting and recordkeeping requirements.

For the reasons given in the preamble, the Department proposes to amend 25 CFR chapter I, subchapter K, to revise part 256 to read as follows:

PART 256—HOUSING IMPROVEMENT PROGRAM (HIP)

- Sec.
- 256.1 Purpose.
 - 256.2 Definitions.
 - 256.3 Policy.
 - 256.4 Information collection.
 - 256.5 What is the Housing Improvement Program?

Subpart A—Determining Eligibility

- 256.6 Am I eligible for the Housing Improvement Program?
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- 256.15 When will I hear if I have received funding?
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- 256.25 How will I find out that the work is done?
- 256.26 Will I need flood insurance?
- 256.27 Is my Federal government-assisted house eligible for services?
- 256.28 I have a mobile home; am I eligible for help?

256.29 Can HIP resources be combined with other available resources?

256.30 Can I appeal actions taken under this part?

Authority: 25 U.S.C. 13, 5 U.S.C. 301, 25 U.S.C. 2 and 9, and 43 U.S.C. 1457.

§ 256.1 Purpose.

The purpose of the part is to define the terms and conditions under which assistance is given to Indians under the Housing Improvement Program (HIP).

§ 256.2 Definitions.

As used in this part 256:

Agency means the current organizational unit of BIA that provides services to or with the governing body or bodies and members of one or more specified Indian tribes.

Appeal means a written request for review of an action or the inaction of an official of BIA that is claimed to adversely affect the interested party making the request, as provided in part 2 of this chapter.

Applicant means an individual(s) filing an application for services under the HIP.

BIA means the Bureau of Indian Affairs in the Department of the Interior.

Category A means the HIP funding category for minor repair not to exceed limits in § 256.7 of this part.

Category B means the HIP funding category for renovation not to exceed limits in § 256.7 of this part.

Category C-1 means the HIP funding category for an owned house that cannot be brought up to standard housing condition for \$60,000 or less.

Category C-2 means the HIP funding category for owned land as defined in § 256.13(g)(1)-(5).

Category D means the HIP funding category for down payment assistance as defined in § 256.11(a)-(c).

Certificate of Title or Ownership means a document giving legal right to a house constructed with HIP funds.

Child means a person under the age of 18 or such other age of majority as is established for purposes of parental support by tribal or state law (if any) applicable to the person at his or her residence, except that no person who has been emancipated by marriage can be deemed a child.

Cost effective means the cost of the project is within the cost limits for the category of assistance and adds sufficient years of service to the house to satisfy the recipient's housing needs.

Dilapidated housing means a house which in its present condition endangers the life, health, or safety of the residents.

Disabled means having a physical or intellectual impairment that

substantially limits one or more major life activities.

Family means one or more persons living within a household.

Homeless means being without a home.

House means a building for human habitation that serves as living quarters for one or more families.

Household means persons living with the head of household who may be related or unrelated to the head of household and who function as members of a family.

Independent trades person means any person licensed to perform work in a particular vocation pertaining to building construction.

Indian means any person who is a member of any federally recognized Indian tribe.

Indian tribe means an Indian or Alaska Native tribe, band, nation, pueblo, village or community that the Secretary of the Interior acknowledges to exist as an Indian tribe pursuant to Public Law 103-454, 108 Stat. 4791.

Overcrowding means a number of occupants per house that exceed limits identified in § 256.11.

Permanent members of household means adults living in the household who intend to live there continuously and any children who meet the definition of *child* in this part.

Regional Director means the officer in charge of a BIA regional office or his/her authorized delegate.

Secretary means the Secretary of the Interior.

Service area means any of the following within a geographical area designated by the tribe and approved by the Regional Director to which services can be delivered:

- (1) Reservations (former reservations in Oklahoma);
- (2) Allotments;
- (3) Restricted lands; and
- (4) Indian-owned lands (including lands owned by corporations established pursuant to the Alaska Native Claims Settlement Act).

Servicing housing office means the tribal housing office or bureau housing office administering the HIP.

Standard housing means a house that meets the definition of *standard housing condition* in this part.

Standard housing condition means meets applicable building codes within that region and meets each of the following conditions:

- (1) General construction conforms to applicable tribal, county, State, or national codes and to appropriate building standards for the region.
- (2) The heating system has the capacity to maintain a minimum

temperature of 70 degrees in the house during the coldest weather in the area and be safe to operate and maintain and deliver a uniform heat distribution.

(3) The plumbing system includes a properly installed system of piping and fixtures certified by a licensed plumbing contractor.

(4) The electrical system includes wiring and equipment properly installed to safely supply electrical energy for lighting and appliance operation certified by a licensed electrician according to the applicable electrical code.

(5) The number of occupants per house does not exceed these limits:

- (i) Two bedroom house: Up to four persons; and
- (ii) Three-bedroom house: Up to seven persons.

(6) The first bedroom has at least 120 sq. ft. of floor space and additional bedrooms have at least 100 sq. ft. of floor space each.

(7) The house site provides economical access to utilities and is easy to enter and leave.

(8) The house has access to school bus routes, if the household includes children who rely on school buses.

Substandard housing means any house that does not meet the definition of *standard housing condition* in this part.

Superintendent means the BIA official in charge of an agency office.

§ 256.3 Policy.

(a) The BIA housing policy is that every American Indian and Alaska Native should have the opportunity for a decent home and suitable living environment, which is consistent with the national housing policy. The HIP will serve the neediest of the needy Indian families who have no other resource for standard housing.

(b) Every American Indian or Alaska Native who meets the basic eligibility criteria defined in § 256.6 may participate in the HIP.

(c) The BIA encourages tribal participation in administering the HIP. Tribal involvement is necessary to ensure that the services provided under the program respond to the needs of tribes and program participants.

(d) The BIA encourages partnerships and leveraging with other complementary programs to increase basic benefits derived from the HIP, such as an agreement with:

- (1) The Indian Health Service to provide water and sanitation facilities;
- (2) The United States Department of Agriculture, Rural Development to leverage downpayment assistance for a new unit; or

(3) Any other program and resource.

(e) The servicing housing office will issue a Certificate of Title or Ownership in accordance with these regulations.

§ 256.4 Information collection.

The information collection requirements contained in this part have been approved by the Office of Management and Budget under 44 U.S.C. 3507 *et seq.* and assigned control number 1076-0084. The information is collected to determine applicant eligibility for services and eligibility to participate in the program. Response is required to obtain a benefit.

§ 256.5 What is the Housing Improvement Program?

The HIP is a safety-net program that provides grants for the cost of services to repair, renovate, or replace existing housing, and/or provide housing. The program provides grants to the neediest of the needy Indian families who:

- (a) Live in substandard housing or are homeless; and
- (b) Have no other resource for assistance.

Subpart A—Determining Eligibility

§ 256.6 Am I eligible for the Housing improvement Program?

You are eligible for the HIP if you meet all of the following criteria:

(a) You are a member of a federally recognized Indian tribe;

(b) You live in an approved tribal service area;

(c) Your annual income is 150 percent or less of the Department of Health and Human Services poverty income guidelines, which are available from your servicing housing office or the Department of the Interior Web site at www.bia.gov;

(d) Your present housing is substandard as defined in § 256.2;

(e) You meet the ownership requirements for the assistance needed, as defined in § 256.8, § 256.9, or § 256.10;

(f) You have no other resource for housing assistance;

(g) You have not previously received assistance relating to categories as defined in § 256.9 and § 256.10; § 256.11; and

(h) You did not acquire your present housing through participation in a Federal government-sponsored housing program.

§ 256.7 What housing services are available?

Four categories of assistance are available under the HIP, as outlined in the following table.

Type of assistance	What it provides	Where to find information
Category A	Up to \$7,500 in safety or sanitation repairs to the house in which you live, which will remain substandard. Can be provided more than once, but not for more than one house and the total assistance cannot exceed \$7,500. (For Alaska, freight cost not to exceed 100 percent of the cost of materials can be added to the cost of the project.)	§ 256.8
Category B	Up to \$60,000 in renovation, which will bring your house to standard housing condition, as defined in § 256.2 of this part. Can only be provided once. (For Alaska, freight cost not to exceed 100 percent of the cost of materials can be added to the cost of the project.)	§ 256.9
Category C	A modest house that meets the criteria in § 256.10 of this part and the definition of standard housing in § 256.2 of this part and whose costs are determined by and limited to the criteria in § 256.19(b) and (c) of this part. Can only be provided once. (For Alaska, freight cost not to exceed 100 percent of the cost of materials can be added to the cost of the project.)	§ 256.10
Category D	A down payment toward the purchase of a modest house that meets the definition of standard housing in § 256.2.	§ 256.11

§ 256.8 When do I qualify for Category A assistance?

You qualify for interim improvement assistance under Category A if it is not cost effective to repair the house in which you live and if either of the following is true:

- (a) Other resources to meet your housing needs exist but are not immediately available; or
- (b) You qualify for replacement housing under Category C, but there are no HIP funds available to replace your house.

§ 256.9 When do I qualify for Category B assistance?

You qualify for renovation assistance under Category B if you meet all of the following criteria:

- (a) Your servicing housing office determines that it is cost effective to renovate the house.
- (b) You occupy and own the house.
- (c) Your servicing housing office determines that the renovation will bring the house to standard housing condition according to all applicable building codes.
- (d) You sign a written agreement stating that, if you sell the house within

10 years of the completion of repairs and renovation:

- (1) The grant under this part will be voided; and
- (2) At the time of settlement of the sale of the house, you will repay BIA the full cost of all renovations made under this part.

§ 256.10 When do I qualify for Category C assistance?

- (a) You qualify for replacement housing assistance under Category C if you meet one of the three sets of requirements in the following table.

You qualify for Category C assistance if . . .	And . . .	And . . .
(1) You own the house in which you are living as defined in § 256.14(g)(1)-(5).	The house cannot be brought up to applicable building code standards and to standard housing condition for \$60,000 or less. (For Alaska, freight cost not to exceed 100 percent of the cost of materials can be added to the cost of the project).	[No additional requirement].
(2) You do not own a house	You own land that is suitable for housing	The land has adequate ingress and egress rights and reasonable access to utilities.
(3) You do not own a house	You have a leasehold or the ability to acquire a leasehold on land that is suitable for housing and the leasehold is undivided and for not less than 25 years at the time you receive assistance.	The land has adequate ingress and egress rights and reasonable access to utilities.

(b) If you qualify for assistance under paragraph (a) of this section, you must sign a written grant agreement stating that, if you sell the house within 10 years of assuming ownership:

- (1) The grant under this part will be voided; and
- (2) At the time of settlement of the sale of the house, you will repay BIA the full cost of the house.

(c) If you sell the house more than 10 years after you assume ownership, the following conditions apply:

- (1) You may retain 10 percent of the original cost of the house per year, beginning with the eleventh year.
- (2) If you sell the house after 20 years, you will not have to repay BIA.
- (d) A modest house provided with Category C assistance must meet the standards in the following table.

Number of occupants	Number of bedrooms ¹	Total square footage ¹ (maximum)
Up to 4 persons	2	1000
Up to 7 persons	3	1200
Over 7 persons	4	1400

¹ Determined by the servicing housing office, based on composition of family. Total living space must comply with applicable American Disabilities Act requirements.

§ 256.11 When do I qualify for Category D assistance?

- (a) You qualify for grant assistance under Category D if you apply for financing from tribal, Federal, or other sources of credit and have inadequate income or limited financial resources to meet the lender requirements for home ownership.

(b) The grant must not exceed the amount necessary to secure the loan and may be used for down-payment assistance, closing costs, education in financial literacy, and home ownership counseling. Participation in other complementary housing programs is encouraged.

(c) The method of awarding the grant must ensure that the funds are used for the purpose intended.

§ 256.12 Who administers the program?

The HIP is administered by a servicing housing office operated by either a tribe (under a Pub. L. 93-638 contract or a self-governance annual funding agreement) or BIA.

Subpart B—Applying for Assistance

§ 256.13 How do I apply for the Housing Improvement Program?

(a) First, obtain an application, BIA Form 6407, from your servicing housing office or the BIA Web site.

(b) Second, complete and sign BIA Form 6407.

(c) Third, submit your completed and signed application to your servicing housing office.

(d) Fourth, furnish to the servicing housing office documentation proving your tribal membership. Examples of acceptable documentation include a copy of your Certificate of Degree of Indian Blood (CDIB) or a copy of your tribal membership card.

(e) Fifth, provide proof of income from all permanent members of your household.

(1) Submit signed copies of current 1040 tax returns from all permanent members of the household, including W-2s and all other attachments. Submit the social security number of the applicant only.

(2) Provide proof of all other income from all permanent members of the household. This includes unearned income such as social security, general assistance, retirement, and unemployment benefits.

(3) If you or other household members did not file a tax return, submit a signed notarized statement explaining why you did not.

(f) Sixth, furnish a copy of your annual trust income statement for your Individual Indian Money (IIM) account from your home agency. If you do not have an IIM account, furnish a statement from your home agency to that effect.

(g) Seventh, provide proof of ownership of the residence and land or potential leasehold interest:

(1) For fee property, provide a copy of a fully executed deed, which is available at your local county or parish court house;

(2) For trust property, provide certification of ownership from your home agency;

(3) For tribally owned land, provide a copy of a properly executed tribal assignment, certified by the tribe;

(4) For multi-owner property, provide a copy of a properly executed lease;

(5) For a potential lease, provide proof of ability to acquire an undivided leasehold (that is, you will be the only lessee) for a minimum of 25 years from the date of service; or

(6) For down-payment assistance, provide a description and the location of the house to be purchased,

verification of your intent to purchase, and the sale price of the house.

(h) Eighth, if you seek down payment assistance provide a letter from the institution where you have applied for mortgage financing that specifies:

- (1) The down-payment amount; and
- (2) The closing costs required for you to qualify for the loan.

§ 256.14 How is my application processed?

(a) The servicing housing office will review your application. If your application is incomplete, the office will notify you, in writing, of what is needed to complete your application and of the date by which it must be submitted. If you do not return your application by the deadline date, you will not be considered for assistance in that program year.

(b) The servicing housing office will use your completed application to determine if you are eligible for the HIP.

(1) If you are found ineligible for the program, the servicing housing office will advise you in writing within 45 days of receipt of your completed application.

(2) If you are found eligible for the program, the servicing housing office will assess your application for need, according to the factors and numeric values shown in the following table.

Factor	Ranking factor and definition	Ranking description	Point value
1	Annual household income: Must include income of all persons counted in Factors 2, 3, 4. Income includes earned income, royalties, and one-time income. A household with an income 151 percent of more of the Federal poverty guidelines is ineligible for HIP.	Income as a percentage of the Federal poverty guidelines: 0-25 26-50 51-75 76-100 101-125 126-150	Points: 25 20 15 10 5 0
2	Aged person: Person age 62 or older and must be living in the house. <i>Maximum points awarded under this factor is 15, regardless of the number of years over age 62. Thus, a resident that is 78 or older will add 15 points to the score.</i>	Years of age: Less than 62 62 and older	Points: 0 1 point per year over age 62
3	Disabled individual: One or more disabled persons living in the house. Must fit under established definition of "disabled as in § 256.2." <i>Maximum points awarded under this factor is 10, regardless of the number of disabled residents.</i>	If a there is a disabled resident	10
4	Dependent Children: Must be under the age of 18 or such other age established for purposes of parental support by tribal or state law (if any). Must live in the house and not be married. <i>Maximum points awarded under this factor is 15.</i>	Number of dependent children: 1 2 3 4 5 or more	Points: 3 6 9 12 15 10
5	Other conditions: • Homeless • Overcrowded conditions • Dilapidated house (must meet definition of dilapidated as defined in § 256.2) <i>Maximum points awarded under this factor is 10, regardless of whether more than one condition is present</i>	If any of the three conditions is present	10

Factor	Ranking factor and definition	Ranking description	Point value
6	Applicants with an approved financing package	If applicant has approved financing	30

(c) The servicing housing office will develop a list of the applications received and considered for the HIP for the current program year. The list will include, at a minimum, all of the following:

(1) The number of applications received and, of those, the number considered.

(2) The rank assigned to applicants in order of need, from highest to lowest, in accordance with tribal approval and knowledge of need, based on the total numeric value assigned using the factors in paragraph (b) of this section. (In case of a tie, the family with the lower income per household member will be listed first.)

(3) The estimated allowable costs of the improvements, renovations, and replacement projects for each applicant and for the entire priority list. This data must identify which applicants will be served based on the amount of available funding, starting with the neediest applicant and continuing until the available funding is depleted.

(4) A list of the applicants not ranked, with an explanation of why they weren't ranked (such as the reason for ineligibility or the reason for incomplete application).

(d) The servicing housing office submits to the regional office an annual fiscal year report that includes all of the following:

- (1) Number of eligible applicants;
- (2) Number of applicants that received service;
- (3) Names of applicants that received service; and
- (4) All of the following for each applicant that received service:
 - (i) Date of construction start;
 - (ii) Date of construction completion;
 - (iii) Cost; and
 - (iv) HIP category.

Subpart C—Receiving Assistance

§ 256.15 When will I hear if I have received funding?

Your servicing housing office will inform you whether you will receive funds in writing within 45 days after it completes the list required by § 256.14(c).

(a) If funding is available, the office will send you complete information on how to obtain HIP services.

(b) If funding is not available, the office will send you instructions on how to update your application for funding for the next available program year.

§ 256.16 What if I don't receive funding?

If you don't receive funding, your servicing housing office will retain and consider your application for 4 years. During this 4-year period, you must ensure that the information on your application is still accurate and provide an annual written update if any information has changed.

§ 256.17 How long will I have to wait for work on my house?

How long it takes to do work on your house depends on:

- (a) Whether funds are available;
- (b) The type of work to be done;
- (c) The climate and seasonal conditions where your house is located;
- (d) The availability of a contractor;
- (e) Your position on the priority list; and
- (f) Other unforeseen factors.

§ 256.18 Who decides what work will be done?

The servicing housing office will determine what work is to be done on your house or whether your house will be replaced. The servicing housing office also provides the priority list annually to the Indian Health Service if the Indian Health Service is responsible for verifying availability or feasibility of water and wastewater facilities.

§ 256.19 How are work plans prepared?

(a) First, a trained and qualified representative of your servicing housing office will visit your house to identify what renovation and or replacement will be done under the HIP. The representative will ensure that flood, National Environmental Protection Act (NEPA) and earthquake requirements are met.

(b) Second, based on the list of renovations or replacement to be done, your servicing housing office will estimate the total cost of renovation to your house. Cost estimates will be based on locally available services and product costs, or other regional-based, industry-recognized cost data, such as that provided by the MEANs or Marshall Swift. If the house is located in Alaska, documented, reasonable,

substantiated freight costs, in accordance with Federal Property Management Regulations (FPMR 101-40), not to exceed 100 percent of the cost of materials, can be added to the cost of the project.

(c) Third, the servicing housing office will determine which HIP category the improvements to your house meet, based on the estimated cost of renovation or replacement. If the estimated cost to renovate your house is more than \$60,000, your servicing housing office will recommend your house for replacement or refer you to another source for housing. The other source does not have to be for a replacement house; it may be for government-subsidized rental units or other sources for standard housing.

(d) Fourth, your servicing housing office will develop a detailed, written report called a scope of work, that identifies what and how the renovation or construction work on your house will be accomplished. The scope of work is used to inform potential bidders of what work is to be done. When the work includes new construction, the scope of work will be supplemented with a set of construction plans and specifications. The construction plans must:

- (1) Meet the occupancy and square footage criteria in § 256.10 (d); and
- (2) Provide complete and detailed instructions to the builder.

§ 256.20 How will I find out what work is to be done?

The servicing housing office will notify you in writing what work is being scheduled under the HIP. You will be requested to approve the scheduled work by signing a copy of the notice and returning it to the servicing housing office. Work will start after you return the signed copy to the servicing housing office.

§ 256.21 Who does the work?

Your house will be renovated or replaced by either:

- (a) A licensed and bonded independent contractor or construction company; or
- (b) A tribe that operates the HIP under an Indian Self-Determination and Education Assistance Act agreement.

§ 256.22 How are construction contractors or companies selected and paid?

(a) A tribe that operates the HIP under an Indian Self-Determination and Education Assistance Act agreement may renovate or replace your house. In that case, the tribe will not select or pay another vendor for the repairs or construction.

(b) If a tribe that operates the HIP decides not to renovate or replace your house itself, your servicing housing office must follow approved procurement regulations, Federal procurement or other Bureau-approved tribal procurement policy.

(1) Your servicing housing office will:

(i) Develop a scope of work or statement of work that identifies the work to be performed;

(ii) Have the BIA or tribal procurement office use a bid specification to invite bids on the project from interested parties; and

(iii) Approve the winning bidder after:

(A) Technical review of the bids by and written recommendation from BIA or the tribal procurement office; and

(B) Determination that the bidder is qualified and capable of completing the project as advertised.

(2) [Reserved]

(c) Payments to the winning bidder are negotiated in the contract and based on specified delivery of services.

(1) Partial payments to independent contractors will not exceed 80 percent of the value of the completed and acceptable work.

(2) Recommendation for final payment will be made after final inspection and after all provisions of the contract have been met and all work has been completed.

§ 256.23 Do I have to move out while work is done?

(a) You will be notified by your servicing housing office that you must vacate your house only if:

(1) It is scheduled for major renovations requiring that all occupants vacate the house for safety reasons; or

(2) It is scheduled for replacement, which requires demolition of your current house.

(b) If you are required to vacate the premises during construction, you are responsible for:

(1) Locating other lodging;

(2) Paying all costs associated with vacating and living away from the house; and

(3) Removing all your belongings and furnishings before the scheduled beginning work date.

§ 256.24 How can I be sure that construction work meets minimum standards?

(a) At various stages of construction, a trained and qualified representative of your servicing housing office or a building inspector will review the work to ensure that it meets construction standards and building codes. Upon completion of each stage, further construction can begin only after the inspection occurs and approval is granted.

(b) Inspections of construction and renovation will occur, at a minimum, at the following stages:

(1) Upon completion of inspection footings and foundations;

(2) Upon completion of inspection rough-in, roughwiring, and plumbing; and

(3) At final completion.

§ 256.25 How will I find out that the work is done?

Your servicing housing office will advise you, in writing, that the work has been completed in compliance with the project contract. Also, you will have a final walk-through of the house with a representative of your servicing housing office. You will be requested to verify that you received the notice of completion of the work by signing a copy of the notice and returning it to your servicing housing office.

§ 256.26 Will I need flood insurance?

You will need flood insurance if your house is located in an area identified as having special flood hazards under the Flood Disaster Protection Act of 1973 (Pub. L. 93-234, 87 Stat. 977). Your servicing housing office will advise you.

§ 256.27 Is my Federal government-assisted house eligible for services?

No. The intention of this program is to assist the neediest of the needy, who have never received services from any other Federal entity.

§ 256.28 I have a mobile home; am I eligible for help?

Yes. If you meet the eligibility criteria in § 256.6 and funding is available, you can receive any of the HIP services identified in § 256.7. If you request Category B services and your mobile home has exterior walls less than three inches thick, you must be considered for Category C services.

§ 256.29 Can HIP resources be combined with other available resources?

Yes. HIP resources may be supplemented with other available 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.

§ 256.30 Can I appeal actions taken under this part?

You may appeal action or inaction by a BIA official, in accordance with 25 CFR part 2.

Dated: December 21, 2014.

Kevin K. Washburn,

Assistant Secretary—Indian Affairs.

[FR Doc. 2014-30692 Filed 12-31-14; 8:45 am]

BILLING CODE 4310-4J-P

DEPARTMENT OF HOMELAND SECURITY**Coast Guard****33 CFR Part 117**

[Docket No. USCG-2014-1029]

RIN 1625-AA09

Drawbridge Operation Regulation; Hoquiam River, Hoquiam, WA

AGENCY: Coast Guard, DHS.

ACTION: Notice of proposed rulemaking.

SUMMARY: The Coast Guard proposes to temporarily change the operating schedule that governs the Simpson Avenue Bridge on the Hoquiam River, mile 0.5, at Hoquiam, Washington. The proposed rule change is necessary to accommodate Washington State Department of Transportation's (WSDOT) extensive maintenance and restoration efforts on that bridge. The bridge is currently scheduled to open on signal if at least one hour of notice is given. From April 1, 2015 to November 30, 2015, the Coast Guard proposes to only open half of the bascule, a single leaf, of the bridge when at least two hours of notice is given.

DATES: Comments and related material must reach the Coast Guard on or before February 2, 2015.

ADDRESSES: You may submit comments identified by docket number USCG-2014-1029 using any one of the following methods:

(1) *Federal eRulemaking Portal:* <http://www.regulations.gov>.

(2) *Fax:* 202-493-2251.

(3) *Mail or Delivery:* Docket Management Facility (M-30), U.S. Department of Transportation, West Building Ground Floor, Room W12-140, 1200 New Jersey Avenue SE., Washington, DC 20590-0001. Deliveries accepted between 9 a.m. and 5 p.m., Monday through Friday, except federal holidays. The telephone number is 202-366-9329.

SECTION 3

Housing Assistance Application Process

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS**

HOUSING ASSISTANCE APPLICATION

GENERAL INSTRUCTIONS:

This application is for the Housing Improvement Program (HIP) of the Bureau of Indian Affairs (BIA). The HIP is a grant program that addresses the housing needs of those Indians who cannot qualify for housing assistance from any other source. It involves the repair and renovation of existing housing or the construction of a new unit. Individual Federally-recognized Indian tribe's participation is mandatory and their direct administration of the HIP is encouraged. The selection of eligible families or individuals for HIP services is done through a screening process by assigning points to specific ranking factors documented in the application.

Individuals wishing to apply for HIP assistance must complete this application and submit it to either their local BIA Agency office or designated Tribal HIP office, if operated under P.L. 93-638 contract or P.L. 103-413 Self-Governance compact.

PRIVACY ACT NOTICE: Pursuant to Section 3(e) (3) of the Privacy Act of 1975 (P.L. 93-579), individuals furnishing information on this application form are hereby advised:

1. The authority for solicitation of the information is 25 U. S. C. 13 and the Bureau of Indian Affairs HIP regulation at 25 CFR Part 256.
2. The information collected will be used to determine an applicant's eligibility and to set priority ranking for assistance under the HIP regulations.
3. The disclosure of this information is voluntary. Failure to provide the information required to support the verification process will result in the denial of the application. Incomplete applications will not be considered. The information provided in this application may be made available to authorized sources for verification purposes upon request.

USE OF SOCIAL SECURITY NUMBER: The disclosure of your Social Security Number is required in the completion of this application because other people may have the same name and birth date. The Social Security Number is used, if necessary, to verify income and to avoid duplication of housing assistance.

CERTIFICATION: Certification is made with the knowledge that the information will be used to determine eligibility to receive housing assistance. Anyone who knowingly makes a false or fraudulent statement in this application is subject to the penalties provided by law (U.S. Code, Title 18, Section 1001).

If you need information regarding the conditions and terms under which housing assistance is provided to American Indians or Alaska Natives, you may obtain a copy of the HIP regulations (25 CFR Part 256) from your Tribe or nearest BIA Agency Office.

(Instructions – Page 1 of 3)

PLEASE DETACH THESE INSTRUCTIONS BEFORE SUBMITTING YOUR HIP APPLICATION

INSTRUCTIONS RELATING TO SPECIFIC ITEMS IN THE APPLICATION:

ITEM C - Income Information: Enter the total annual household income of *all* family members, including all earned and unearned income as defined in 25 CFR Part 20, Subpart C – Direct Assistance. The sections that are applicable to this application are: 20.307, 20.308, 20.309 and 20.310.

The following detailed definition of income is from the Bureau of Indian Affairs' Financial Assistance and Social Services Program Regulations, 25 CFR Part 20 Subpart C - Direct Assistance shall be applied to HIP applications.

(A) Resources. In determining eligibility..., the Bureau shall consider all types of income and other liquid assets available for support and maintenance unless... *or specifically excluded by Federal statute.* All earned or unearned income will be counted as income in the month received and as a resource thereafter, except certain income from the sale of real personal property as provided in Section 20.309(d). Resources are considered available when they are converted to cash.

Only adjustment or exclusion to income is in accordance with 25 U.S.C. 1408, Section 8, as amended, which provides that: "..., and up to \$2,000 per year of income received by individual Indians that is derived from interests (trust or restricted lands) shall not be considered income..." Income from Indian gaming is not considered part of this statutory exclusion.

(1) "Earned income" is cash or any in-kind payment earned in the form of wages, salary, commissions, or profit from activities by an employee or self-employed individual.

Earned income includes:

- (a) Any one-time payment to an individual for activities which were sustained over a period of time (for examples, the sale of farm crops, livestock or professional artists producing act work);
- (b) With regard to self-employment, total profit from business enterprise (i.e., gross receipts less expenses incurred in producing the goods and services). Business expenses do not include depreciation, personal business and entertainment expenses, personal transportation, capital equipment purchases, or principal payments on loans for capital assets or durable goods.

(2) "Unearned income" includes, but is not limited to:

- (a) Income from interest; oil and gas and other mineral royalties; gaming income per capita distributions; rental property; cash contributions, such as child support and alimony, gaming winnings; retirement benefits;
- (b) Annuities, veteran's disability, unemployment benefits, federal and state tax refunds;
- (c) Per capita payments not excluded by federal statute;
- (d) Income from sale of trust land and real or personal property that is set aside for reinvestment in trust land or a primary residence, but has not been reinvested in trust land or a primary residence at the end of one year from the date the income was received;

(Instructions - Page 2 of 3)

PLEASE DETACH THESE INSTRUCTIONS BEFORE SUBMITTING YOUR HIP APPLICATION

- (e) In-kind contributions providing shelter at no cost to the individual or household, this must equal the amount for shelter included in the state standard, or 25 percent of the state standard, whichever is less; and
- (f) Financial assistance provided by a state, tribal, county, local or other federal agency.

(3) The Bureau shall prorate:

- (a) Recurring income received by individuals over a 12-month period for less than a full year's employment (for example, income earned by teachers who are not employed for a full year);
- (b) Income received by individuals employed on a contractual basis over the term of a contract; and
- (c) Intermittent income received quarterly, semiannually or yearly over the period covered by the income.

ITEM D - Housing Assistance: Housing assistance in the form of repairs to bring a housing unit to a standard condition is for the applicant(s) who are living in their own home. The applicant must sign a written agreement that if he/she sells the house within five years following the date of completion of the repairs, the full amount of the assistance must be repaid to the BIA at the time of settlement. [25 CFR Part 256.9(d)]

The applicant needing construction of a new standard house must have ownership of the land on which the house is to be built. In the case of a leasehold interest, it must be for not less than 25 years. The applicant must sign a written agreement that if he/she sells the house within the first ten years from the date of ownership, the grant is voided and the full amount of the HIP grant will be repaid to the BIA at the time of settlement. [25 CFR Part 256.10]

ITEM E - Land Information: Check the appropriate box to indicate the status of the land. The following are brief descriptions of types of land identified in the application:

Individual Trust	Land or any interest therein held in trust status by the United States for the benefit of an individual.
Tribal Trust	Land or any interest therein held in trust status by the United States for the benefit of an Indian Tribe.
Individually Restricted	Land or any interest therein, title to which is held by the individual Indian subject to Federal restriction against alienation, encumbrance, or taxation.
Tribally Restricted	Land owned by an Indian tribe with the Federal restrictions of alienation and encumbrances.
Tribally Fee Simple	Land owned by an Indian tribe free of any restriction
Fee Patented	Individual owned land where a patent has been issued which conveys an absolute or fee simple estate. The owner is entitled to the entire property with unconditional power to dispose.

(Instructions – Page 3 of 3)

PLEASE DETACH THESE INSTRUCTIONS BEFORE SUBMITTING YOUR HIP APPLICATION

C. INCOME INFORMATION

12. Earned Income: Start with applicant, then list all permanent family members, including all who are listed under Parts A and B and have earned income. Provide signed copy of SF-1040 (income tax return), W-2 forms, wage stubs, etc. for verification.

Name	Annual Earned Income	Source of Income

Total annual earned income: \$ _____

13. Unearned Income: Start with applicant, then list all permanent family members, including all who are listed under Parts A and B and have unearned income such as social security, retirement, disability and unemployment benefits, child support and alimony, royalties, per capita payments, interest, etc. Provide check stubs, statements, individual Indian Money (IIM) ledgers, etc. for verification.

Name	Annual Unearned Income	Source of Income

Total annual unearned income: \$ _____

14. **TOTAL COMBINED ANNUAL HOUSEHOLD INCOME** (earned + unearned): \$ _____

D. HOUSING INFORMATION

15.	Location of the house to be repaired, renovated or constructed. (Give address and detailed directions to this house). **DRAW MAP ON BACK OF THIS PAGE**
16.	Provide a brief description of the problems you are experiencing with your house or the type of housing assistance for which you are applying.
17.	To your knowledge, has HIP assistance ever been provided for this house or have you ever received HIP assistance?
	<input type="checkbox"/> No.
	<input type="checkbox"/> Yes. If yes, indicate amount: \$ _____, to whom: _____, and when: _____
18.	If repair assistance is needed, do you own _____ or rent _____ this house?
	If renting, is the owner Indian? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide name of owner(s): _____

HOUSING INFORMATION, continued.

19.	Is electricity available? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide name of electric company: _____				
20.	Type of Sewer system:	<input type="checkbox"/> City Sewer	<input type="checkbox"/> Septic Tank	<input type="checkbox"/> Chemical Toilet	<input type="checkbox"/> Outhouse
21.	Water Source: <input type="checkbox"/> City Water <input type="checkbox"/> Private Well <input type="checkbox"/> Community Water Tank <input type="checkbox"/> Other (Please describe): _____				
22.	No. of Bedrooms _____				
23.	House Size: _____ (Square Feet)	[LENGTH _____ ft/in]	[WIDTH _____ ft/in]		
24.	Bathroom facilities in existing house:	Facility	Yes	No	
		Flush toilet			
		Bathtub			
		Sink/lavatory			

E. LAND INFORMATION

25.	Do you own the land on which you wish to renovate or build this home? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, provide the name of the owner(s): _____			
26.	What is the current status of the land?	<input type="checkbox"/> Fee	<input type="checkbox"/> Tribal Fee	<input type="checkbox"/> Native/Restricted
		<input type="checkbox"/> Individual trust land	<input type="checkbox"/> Tribal trust land	<input type="checkbox"/> Public Domain
		<input type="checkbox"/> Individually restricted	<input type="checkbox"/> Tribally restricted	<input type="checkbox"/> Other: _____
27.	If you do not own the land, do you have: <input type="checkbox"/> Leasehold interest? <input type="checkbox"/> Use permit? <input type="checkbox"/> Indefinite assignment or joint ownership? If so, please explain: _____			

F. GENERAL INFORMATION

		Yes	No
28.	Have you or anyone in your household ever received Housing Improvement Program assistance? If yes, give amount received \$ _____; the year it was received: 19__ __; and the location of the house: _____		
29.	Do you own any other house not occupied by your family? If yes, state where the house is located: _____ and who occupies it: _____		
30.	Do you live in a house built with Housing and Urban Development (HUD) funds?		
31.	Is the HUD project still under operation of an Indian Housing Authority?		
32.	If you are requesting assistance for a new housing unit, have you applied for assistance from:		
	• Indian Housing Authority? If yes, provide date of application: _____		
	• Tribal Credit Program? If yes, provide date of application: _____		
	• Other? From who: _____ If yes, provide date of application: _____		
33.	Does anyone in your family, who is a permanent resident listed under Parts A and B of this application, have a severe health problem, handicap or permanent disability? If yes, provide name of family member _____ and brief description of condition. (Your servicing housing office will advise you if you must provide statements of condition from two sources, which may include a physician's certification, Social Security or Veterans Affairs determination, or similar determination).		

G. APPLICANT CERTIFICATION

(Read this certification carefully before you sign and date your application. Sign in ink).

I certify that all the answers given are true, complete and correct to the best of my knowledge and belief, and they are made in good faith. This certification is made with the knowledge that the information will be used to determine eligibility to receive financial assistance, and that false or misleading statements may constitute a violation of 18 U.S.C. 1001.

This application contains material covered by the Privacy Act. No record will be communicated to anyone or any agency unless requested in writing, by the applicant, or unless an officer or employee of the housing program or other Federal agency requires it in the performance of their duties.

Applicant's Signature: _____ Date: _____

Spouse's Signature (if appropriate) _____ Date: _____

PRIVACY ACT STATEMENT

25 CFR 265 and 25 U.S.C. 13 authorize the collection of this information. This information is covered by the system of record notice "Indian Housing Improvement Program, Interior, BIA-10." The primary use of this information is to determine eligibility for assistance under the Housing Improvement Program. The records contained therein may only be disclosed in accordance with the routine uses and may not otherwise be disclosed by any means of communication to any person, or to another agency, except pursuant to a written request by, or with prior written consent of the individual to whom the record pertains. If the BIA uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes. Executive Order 9397 authorizes the collection of your Social Security number. Furnishing the information is voluntary but failure to do so may result in disapproval of your application.

PAPERWORK REDUCTION ACT STATEMENT

This information is being collected to select eligible families or individuals to participate in the Housing Improvement Program. Response to this request is required to obtain a benefit in accordance with 25 CFR 256. You are not required to respond to this collection of information unless it displays a currently valid OMB control number. This information will be used to determine the eligibility and the ranking of the applicant. Public reporting burden for this form is estimated to average 1 hour per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of this form to Information Collection Clearance Officer – Indian Affairs, 1849 C Street, NW, MS-3642, Washington, DC 20240.

Created: October 3, 2001, 10:41:11 AM modified: September 19, 2007

BUREAU OF INDIAN AFFAIRS

HOUSING IMPROVEMENT PROGRAM (HIP)

AUTHORIZATION TO RELEASE INFORMATION

5

04/04

To Whom It May Concern:

I/We hereby authorize you to release to _____ for verification purposes, any and all information concerning the following:

Employment history dates, title, income, hours worked, etc.

Banking, savings, and IIM accounts of record.

General Assistance income.

Any other information requested as deemed necessary to verify our application.

This information is for the CONFIDENTIAL use of _____, in evaluating your application for Housing Improvement Program (HIP) financial assistance.

A photographic or carbon copy of this authorization (being a photographic or carbon copy of the signature (s) of the undersigned) may be deemed to be equivalent of the original and may be used as a duplicate original.

FULL NAME: _____ PARENT/GUARDIAN (SIGNATURE) (IF REQUIRED - SIGNATURE)

FULL NAME: _____ SOCIAL SECURITY NUMBER: _____

ADDRESS: _____ PHONE NUMBER: _____

SUBSCRIBED AND SWORN TO ME, THE UNDERSIGNED NOTARY PUBLIC

THIS _____ DAY OF _____, 20 _____

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

**BUREAU OF INDIAN AFFAIRS
HOUSING IMPROVEMENT PROGRAM (HIP)
CERTIFICATION OF ELIGIBILITY
CATEGORY B GRANT**

5
04/04

NAME: _____ TRIBE: _____ YEAR: _____

- | | | | | | |
|-----|--|-----|----|-------|-------|
| 1. | Application fully completed, signed and in file? | Yes | No | * | _____ |
| 2. | Release of Information in file? | Yes | No | _____ | _____ |
| 3. | Proof of Enrollment in file? | Yes | No | _____ | _____ |
| 4. | Income: a. Verification of all household income in file? | Yes | No | _____ | _____ |
| | b. Does income exceed 125% of Poverty Level? | Yes | No | _____ | _____ |
| 5. | Ownership requirements met? | Yes | No | _____ | _____ |
| | a. Sole ownership, deed or mortgage (Fee Land) | Yes | No | _____ | _____ |
| | b. Sole ownership, Title Status Report (Trust Land) | Yes | No | _____ | _____ |
| | c. Undivided Leasehold interest (Trust Land) not less than 25 years? | Yes | No | _____ | _____ |
| | d. Tribal Lease or Assignment? | Yes | No | _____ | _____ |
| | e. If fee land, is current property tax statement in file? | Yes | No | _____ | _____ |
| | f. Certificate of Title (Mobile Home) in file? | Yes | No | _____ | _____ |
| | g. Is house within tribal service area? | Yes | No | _____ | _____ |
| 6. | Does applicant own the house? | Yes | No | _____ | _____ |
| | If no, does applicant hold an undivided 25 year lease? | Yes | No | _____ | _____ |
| 7. | Has applicant received HIP assistance after Oct. 1, 1986? | Yes | No | _____ | _____ |
| 8. | Are other sources of assistance available? | Yes | No | _____ | _____ |
| | If yes, was applicant denied assistance? | Yes | No | _____ | _____ |
| 9. | If points are awarded for disability, are two independent statements of percentage of disability provided? | Yes | No | _____ | _____ |
| 10. | Is this a Federal Government Assisted Dwelling? | Yes | No | _____ | _____ |
| | If yes, is there a provision for housing assistance? | Yes | No | _____ | _____ |
| 11. | Is house within a flood plain? | Yes | No | _____ | _____ |
| | a. If yes, is verification of flood insurance in file? | Yes | No | _____ | _____ |
| 12. | Priority Calculation Form in file? | Yes | No | _____ | _____ |
| | Points awarded: _____ | | | | |
| 13. | NEPA Exception Review Checklist completed? | Yes | No | _____ | _____ |
| 14. | Payback Agreement signed by homeowner? | Yes | No | _____ | _____ |
| 15. | Applicant is eligible for HIP assistance. | Yes | No | _____ | _____ |

CERTIFIED BY: _____
Tribal HIP Coordinator

DATE: _____

VERIFIED BY: _____
BIA Housing Official

DATE: _____

* This column to be used for review by BIA Housing Official.

**BUREAU OF INDIAN AFFAIRS
HOUSING IMPROVEMENT PROGRAM (HIP)
CERTIFICATION OF ELIGIBILITY
CATEGORY A/C GRANT**

5
04/04

NAME: _____ TRIBE: _____ YEAR: _____

- | | | |
|-----|--|--|
| 1. | Application fully completed, signed and in file? | Yes ___ No ___ * ___ |
| 2. | Release of Information in file? | Yes ___ No ___ ___ |
| 3. | Proof of Enrollment in file? | Yes ___ No ___ ___ |
| 4. | Income: a. Verification of all household income in file?
b. Does income exceed 125% of Poverty Level? | Yes ___ No ___ ___
Yes ___ No ___ ___ |
| 5. | Ownership requirements met?
a. Sole ownership, deed or mortgage (Fee Land)
b. Sole ownership, Title Status Report (Trust Land)
c. Undivided Leasehold Interest (Trust Land) not less than 25 years?
d. Tribal Lease or Assignment?
e. If fee land, is current property tax statement in file?
f. Is house within tribal service area?
g. Are adequate ingress and egress rights in place? | Yes ___ No ___ ___
Yes ___ No ___ ___
Yes ___ No ___ ___
Yes ___ No ___ ___
Yes ___ No ___ ___
Yes ___ No ___ ___
Yes ___ No ___ ___ |
| 6. | Has applicant received HIP assistance after Oct. 1, 1986? | Yes ___ No ___ ___ |
| 7. | Are other sources of assistance available?
If no, are letters of denial in file from:
a. Tribal Housing Authority?
b. If fee land, denial by bank? | Yes ___ No ___ ___
Yes ___ No ___ ___
Yes ___ No ___ ___ |
| 8. | If points are awarded for disability, are two independent statements of percentage of disability provided? | Yes ___ No ___ ___ |
| 9. | Will the house be located within a flood plain?
If yes, is verification of flood insurance in file? | Yes ___ No ___ ___
Yes ___ No ___ ___ |
| 10. | Priority Calculation Form in file?
Points Awarded _____ | Yes ___ No ___ ___ |
| 11. | NEPA Exception Review Checklist completed? | Yes ___ No ___ ___ |
| 12. | Payback Agreement signed by applicant? | Yes ___ No ___ ___ |
| 13. | Applicant is eligible for HIP assistance? | Yes ___ No ___ ___ |

CERTIFIED BY: _____
Tribal HIP Coordinator

VERIFIED BY: _____
BIA Housing Official

DATE: _____

DATE: _____

* This column to be used for review by BIA Housing Official.

BUREAU OF INDIAN AFFAIRS
HOUSING IMPROVEMENT PROGRAM
INCOME CHECKLIST

5

04/04

NAME: _____

DATE: _____

- | | | | |
|---|---------|--------|---------|
| 1. 1040 - complete with W-2 form and documentation | Yes ___ | No ___ | N/A ___ |
| 2. Business gross income | Yes ___ | No ___ | N/A ___ |
| 3. Rental income | Yes ___ | No ___ | N/A ___ |
| 4. Trust income: | | | |
| IIM transaction report for prior 12 month period | Yes ___ | No ___ | N/A ___ |
| If no account, is there a statement to that effect? | Yes ___ | No ___ | N/A ___ |
| 5. Social Security | Yes ___ | No ___ | N/A ___ |
| 6. Retirement | Yes ___ | No ___ | N/A ___ |
| 7. Disability | Yes ___ | No ___ | N/A ___ |
| 8. Unemployment benefits | Yes ___ | No ___ | N/A ___ |
| 9. *Aid to Families with Dependent Children (AFDC) | Yes ___ | No ___ | N/A ___ |
| 10. General Assistance - Bureau of Indian Affairs | Yes ___ | No ___ | N/A ___ |

COMPLETED BY: _____

DATE: _____

Tribal HIP Coordinator

* If a person is receiving AFDC and child support, the child support is part of AFDC, not in addition to AFDC.

BUREAU OF INDIAN AFFAIRS
HOUSING IMPROVEMENT PROGRAM
RECIPIENT CASE FILE CHECKLIST

5
04/04

NAME: _____ TRIBE: _____ YEAR: _____ CATEGORY: _____

- | | | |
|-----|--|--------------------|
| 1. | Certificate of Eligibility | Yes _____ No _____ |
| 2. | Application for Assistance | Yes _____ No _____ |
| 3. | Release of Information | Yes _____ No _____ |
| 4. | Proof of Enrollment | Yes _____ No _____ |
| 5. | Verification of Income | Yes _____ No _____ |
| 6. | Proof of Ownership | Yes _____ No _____ |
| 7. | Other Sources of Assistance Available | Yes _____ No _____ |
| 8. | Disability/Handicap Verification | Yes _____ No _____ |
| 9. | Federal Government-Assisted Dwelling
Provision For Housing Assistance | Yes _____ No _____ |
| 10. | Priority Calculation Form | Yes _____ No _____ |
| 11. | Priority List/Annual Work Plan | Yes _____ No _____ |
| 12. | Exception Review Checklist (NEPA) | Yes _____ No _____ |
| 13. | Payback Agreement | Yes _____ No _____ |
| 14. | Preliminary Inspection Report | Yes _____ No _____ |
| 15. | Scope of Work/Specifications signed by recipient | Yes _____ No _____ |
| 16. | Drawings (if applicable) | Yes _____ No _____ |
| 17. | Cost Estimate | Yes _____ No _____ |
| 18. | Indian Health Service (IHS) Application on File | Yes _____ No _____ |
| 19. | IHS Approval (if applicable) | Yes _____ No _____ |
| 20. | Bid Solicitations | Yes _____ No _____ |
| 21. | Acceptance of Bid and Signed Construction Sub-contract | Yes _____ No _____ |
| 22. | Notice to Proceed | Yes _____ No _____ |
| 23. | Progress Inspection Reports | Yes _____ No _____ |
| 24. | Payments to Contractor/Payment Register | Yes _____ No _____ |
| 25. | Notice of Completion Signed By Recipient | Yes _____ No _____ |
| 26. | Final Inspection Report/Punch List | Yes _____ No _____ |
| 27. | Lien Waivers | Yes _____ No _____ |
| 28. | Correspondence | Yes _____ No _____ |

REVIEWED BY: _____ DATE: _____

BUREAU OF INDIAN AFFAIRS
HOUSING IMPROVEMENT PROGRAM
CATEGORY B PAYBACK AGREEMENT

5
04/04
PAGE 1 OF 2

I (We) _____ member(s) of the _____ Tribe,
Roll No.(s) _____, hereinafter referred to as "Grantee", in consideration for
being awarded a grant in the amount NOT TO EXCEED \$ _____ from the Bureau of
Indian Affairs Housing Improvement Program (HIP) hereby agree to the following conditions on
which the grant is made and received, for one single family residence described as follows:

(Legal Description)

Grantee understands that the award of this grant is made subject to applicable regulations contained
in Title 25 Code of Federal Regulations, Chapter 1, Part 256, Housing Improvement Program. The
amount of the grant is determined by the actual cost of the materials and labor to meet only the
necessary basic housing needs of Grantee.

HIP CATEGORY (B): Grantee hereby acknowledges and agrees as evidenced by signature(s)
below that if Grantee sells the house for which the grant was made within five (5) years following
the date of completion (see below) of the repairs, the grant is voided and the full amount of the HIP
grant will be repaid by the Grantee to the Bureau of Indian Affairs in accordance with 25 CFR 256.9
(d) (2).

SUCCESSOR(S): In the event of the death(s) of the Grantee, the conditions in this Agreement shall
be binding on any and all persons who succeed to the Grantee's interest(s) in the house for which the
grant was made.

Grantee further acknowledges that the foregoing conditions have been fully explained and that the
Grantee understands and agrees to these conditions.

In addition, the Grantee understands that upon the completion of the project, the "Project Completion
Date" and "Actual Grant Amount" will be completed below, this agreement will be recorded against
the title to the land described above and after recording, a copy will be furnished to the Grantee.

Initial(s) _____

BUREAU OF INDIAN AFFAIRS
HOUSING IMPROVEMENT PROGRAM
CATEGORY B PAYBACK AGREEMENT

PAGE 2 of 2

A SATISFACTION OF PAYBACK AGREEMENT will be executed and recorded upon satisfaction of the terms of this agreement.

IN WITNESS WHEREOF _____

the grantee has hereunto set their hand(s) as of this _____
day of _____, A.D. 19____.

GRANTEE

GRANTEE

STATE OF _____

COUNTY OF _____

On this _____ day of _____ in the year _____

before me, _____ NOTARY PUBLIC personally
known to me to be the person(s) whose name(s) is(are) subscribed to this instrument and
acknowledged that he/she/they executed it.

WITNESS my hand and official seal

NOTARY PUBLIC

My commission Expires: _____ residing at _____

Project Completion Date: _____ Actual Grant Amount \$ _____

As Verified By:

Name

Title

Date

BUREAU OF INDIAN AFFAIRS
HOUSING IMPROVEMENT PROGRAM
CATEGORY C PAYBACK AGREEMENT

5
04/04
Page 1 of 3

I (We) _____, member (s) of _____ Tribe,
Roll No.(s) _____, hereinafter referred to as "Grantee", in consideration for being
awarded a grant in the amount NOT TO EXCEED \$ _____ from the Bureau of
Indian Affairs Housing Improvement Program (HIP) hereby agree to the following conditions on
which the grant is made and received, for one single family residence described as follows:

(Legal Description)

Grantee understands that the award of this grant is made subject to applicable regulations contained
in Title 25 Code of Federal Regulations, Chapter 1, Part 256, Housing Improvement Program. The
amount of the grant is determined by the actual cost of the materials and labor to meet only the
necessary basic housing needs of Grantee.

HIP CATEGORY (C): Grantee hereby acknowledges and agrees as evidenced by signature(s)
below that if Grantee sells the house for which the grant was made within the first ten (10) years
from the date of ownership (see below) of the house, the grant is voided and the full amount of the
HIP grant will be repaid by the Grantee to the Bureau of Indian Affairs in accordance with 25 CFR
256.10(b)(2). Subsequent to the first ten (10) years, if the Grantee sells the house, Grantee may in
accordance with 25 CFR 256.10(c)(1), retain ten percent (10%) of the original grant amount per year
beginning on the eleventh (11th) year with the remaining amount of the grant to be repaid to the
Bureau of Indian Affairs. If the sale occurs twenty (20) or more years after the house's initial
occupancy, no repayment of any part of the grant will be due the Bureau of Indian Affairs.

SUCCESSOR(S): In the event of the death (s) of the Grantee, the conditions in this Agreement
shall be, binding on any and all persons who succeed to the Grantee's interest(s) in the house for
which the grant was made.

Grantee further acknowledges that the foregoing conditions have been fully explained and that the
Grantee understands and agrees to these conditions.

Initial(s) _____

BUREAU OF INDIAN AFFAIRS
HOUSING IMPROVEMENT PROGRAM
CATEGORY C PAYBACK AGREEMENT

5
04/04
PAGE 2 OF 3

In addition, the Grantee understands that upon the completion of the project, the "Date of Ownership" and the "Actual Grant Amount" will be completed below, this agreement will be recorded against the title to the land described above and after recording, a copy will be furnished to the Grantee.

A SATISFACTION OF PAYBACK AGREEMENT will be executed and recorded upon satisfaction of the terms of this agreement.

IN WITNESS WHEREOF _____
the grantee has hereunto set their hand(s) as of this _____ day of _____, A.D. 20____.

GRANTEE

GRANTEE

STATE OF _____
COUNTY OF _____

On this _____ day of _____ in the year _____, before me, _____ NOTARY PUBLIC personally known to me to be the person(s) whose name(s) is(are) subscribed to this instrument and acknowledged that he/she/they executed it.

WITNESS my hand and official seal

NOTARY PUBLIC

My commission Expires: _____ residing at _____

Project Completion Date: _____ Actual Grant Amount \$ _____

As Verified By:

Name

Title

Date

BUREAU OF INDIAN AFFAIRS
HOUSING IMPROVEMENT PROGRAM
CATEGORY C PAYBACK AGREEMENT

5
04/04
PAGE 3 OF 3

REPAYMENT SCHEDULE

<u>YEAR</u>	<u>GRANT REPAYMENT:</u>	<u>GRANTEE RETAINS:</u>
1st to 10th year	<u>Full Amount</u>	<u>\$-0-</u>
11th year	<u>90%</u>	<u>10%</u>
12th year	<u>80%</u>	<u>20%</u>
13th year	<u>70%</u>	<u>30%</u>
14th year	<u>60%</u>	<u>40%</u>
15th year	<u>50%</u>	<u>50%</u>
16th year	<u>40%</u>	<u>60%</u>
17th year	<u>30%</u>	<u>70%</u>
18th year	<u>20%</u>	<u>80%</u>
19th year	<u>10%</u>	<u>90%</u>
After 20th year	<u>\$-0-</u>	<u>Full Amount</u>

BUREAU OF INDIAN AFFAIRS
HOUSING IMPROVEMENT PROGRAM
SATISFACTION OF PAYBACK AGREEMENT

5
04/04

KNOW ALL PERSONS BY THESE PRESENT: that _____, a member(s) of the _____ Tribe, Roll No.(s) _____ hereinafter referred to as "Grantee" and holder of that certain Bureau of Indian Affairs (BIA) Payback Agreement bearing date _____ and executed by _____, to meet the Payback Requirements for a Category _____ grant as contained in Title 25, Code of Federal Regulations, Chapter 1, Part 256, Housing Improvement Program, and recorded in the office of the County Auditor of _____ County, State of _____ on _____, 20____ in Volume _____ of Mortgages, at Page _____ being Auditor's File No. _____, does hereby acknowledge that said PAYBACK AGREEMENT has been FULLY SATISFIED AND DISCHARGED, and does hereby authorize and direct the said County Auditor to enter full satisfaction thereof of record.

Grantee _____ Date _____ 20____

Grantor _____ Date _____ 20____

Title _____

Organization _____

State of _____

County of _____

This instrument was acknowledged before me on _____ (date) by _____ (name(s) of person(s) as (type of authority, e.g., officer, trustee, etc.) for _____ (name of party on behalf of whom instrument was executed).

(Signature of Notary Public)

(Seal)

My commission expires: _____

SECTION 4

Eligibility Criteria

FACTOR NO. 1 - HIP ELIGIBILITY/SELECTION CRITERIA @ 125%

INCOME GUIDELINE POINT SCHEDULE FOR ALL STATES EXCEPT ALASKA

FAMILY SIZE	0% to 25% of FPIG 40 POINTS		26% to 50% of FPIG 30 POINTS		51% to 75% of FPIG 20 POINTS		76% to 100% of FPIG 10 POINTS		101% to 125% of FPIG		OVER 125% of FPIG INELIGIBLE	
	0	TO	2,874	TO	5,745	TO	8,618	TO	11,490	TO		14,363
1	0	TO	2,873		5,745		8,618		11,490	TO	14,363	14,364 & HIGHER
2	0	TO	3,878		7,755		11,633		15,510	TO	19,388	19,389 & HIGHER
3	0	TO	4,883		9,765		14,648		19,530	TO	24,413	24,414 & HIGHER
4	0	TO	5,888		11,775		17,663		23,550	TO	29,438	29,439 & HIGHER
5	0	TO	6,893		13,785		20,678		27,570	TO	34,463	34,464 & HIGHER
6	0	TO	7,898		15,795		23,693		31,590	TO	39,488	39,489 & HIGHER
7	0	TO	8,903		17,805		26,708		35,610	TO	44,513	44,514 & HIGHER
8	0	TO	9,908		19,815		29,723		39,630	TO	49,538	49,539 & HIGHER
9	0	TO	10,913		21,825		32,738		43,650	TO	54,563	54,564 & HIGHER
10	0	TO	11,918		23,835		35,753		47,670	TO	59,588	59,589 & HIGHER
11	0	TO	12,923		25,845		38,768		51,690	TO	64,613	64,614 & HIGHER
12 EACH PERSON OVER 12 ADD	0	TO	13,928		27,855		41,783		55,710	TO	69,638	69,639 & HIGHER
2013 PG	@ 25% =	2,873	@ 50% =	5,745	@ 75% =	8,618	@ 100% =	11,490	@ 125% =	14,363		
PG =	@ Add'l:	1,005	@ Add'l:	2,010	@ Add'l:	3,015	@ Add'l:	4,020	@ Add'l:	5,025		
HHS Poverty Guidelines												
To view the 2013 Department of Health and Human Services Poverty Income Guideline, go to http://aspe.hhs.gov/poverty/13poverty.cfm												

FACTOR NO. 1 - HIP ELIGIBILITY/SELECTION CRITERIA @ 125%

INCOME GUIDELINE POINT SCHEDULE FOR ALASKA

FAMILY SIZE	0% to 25% of PG 40 POINTS	26% to 50% of PG 30 POINTS	51% to 75% of PG 20 POINTS	76% to 100% of PG 10 POINTS	101% to 125% of PG 0 POINTS	OVER 125% of FPIG INELIGIBLE
1	0 TO 3,588	3,589 TO 7,175	7,176 TO 10,763	10,764 TO 14,350	14,351 TO 17,938	17,939 & HIGHER
2	0 TO 4,845	4,846 TO 9,690	9,691 TO 14,191	14,192 TO 19,380	19,381 TO 23,651	23,652 & HIGHER
3	0 TO 6,103	6,104 TO 12,205	12,206 TO 17,964	17,965 TO 24,410	24,411 TO 29,839	29,840 & HIGHER
4	0 TO 7,360	7,361 TO 14,720	14,721 TO 21,617	21,618 TO 29,440	29,441 TO 36,127	36,128 & HIGHER
5	0 TO 8,618	8,619 TO 17,235	17,236 TO 25,390	25,391 TO 34,470	34,471 TO 42,215	42,216 & HIGHER
6	0 TO 9,875	9,876 TO 19,750	19,751 TO 29,043	29,044 TO 39,500	39,501 TO 48,403	48,404 & HIGHER
7	0 TO 11,133	11,134 TO 22,265	22,266 TO 32,816	32,817 TO 44,530	44,531 TO 54,591	54,592 & HIGHER
8	0 TO 12,390	12,391 TO 24,780	24,781 TO 36,469	36,470 TO 49,560	49,561 TO 60,779	60,780 & HIGHER
9	0 TO 13,648	13,649 TO 27,295	27,296 TO 40,242	40,243 TO 54,590	54,591 TO 66,967	66,968 & HIGHER
10	0 TO 14,905	14,906 TO 29,810	29,811 TO 43,895	43,896 TO 59,620	59,621 TO 73,155	73,156 & HIGHER
11	0 TO 16,163	16,164 TO 32,325	32,326 TO 47,668	47,669 TO 64,650	64,651 TO 79,443	79,444 & HIGHER
12 EACH PERSON OVER 12 ADD	1,258	2,515	3,773	5,030	6,288	6,289 & HIGHER
2013 PG	25%= @ Add'l:	50%= @ Add'l:	75%= @ Add'l:	100%= @ Add'l:	125%= @ Add'l:	
PG =	HHS Poverty Guidelines					
To view the 2013 Department of Health and Human Services Poverty Income Guideline, go to http://aspe.hhs.gov/poverty/13poverty.cfm						

**PRIORITY CALCULATIONS FORM
HOUSING IMPROVEMENT PROGRAM**

Applicant's Name: _____ Tribal Enrollment No: _____
Spouse: _____ Date of Application: _____
Village: _____ Category: _____

FACTORS: **POINTS AWARDED**

1. Household Income (Total) _____

2. Family Size- Adults: _____ Children: _____

- Two adults, one dependants - 0 point
- Two adults, two dependants - 1 point
- Two adults, three dependants- 2 points
- Two adults, four dependants - 3 points
- Two adults, five dependants - 4 points
- Two adults, six dependants - 5 points
- Maximum points per family - 5 points

3. Elderly: _____

- Less than 55 - 0 points
- 55 and older, 1 point per year of age
over 55 for each elder living in home

4. Handicapped/ Disabled _____
% of Disability:

100 % 20 points

50 % 10 points

Total of 1 through 4 _____

Date of Evaluation: _____

Evaluation completed by: _____

(In case of a tie, the family with the lower income will be assisted first)

BUREAU OF INDIAN AFFAIRS
HOUSING IMPROVEMENT PROGRAM (HIP)
PRIORITY CALCULATION FORM

6
04/04

NAME: _____ HIP # _____

SPOUSE'S NAME: _____ DATE OF APPLICATION: _____

TRIBE: _____ CATEGORY: _____

A review of existing records show that applicant Has ___ Has Not ___ (Check one) received HIP assistance after October 1, 1986 (excluding Category A).

<u>FACTORS</u>	<u>POINTS*</u>
1. Annual Household Income (Total) _____	_____
2. Aged Persons (55 and older) _____	_____
3. Disabled Individual** _____	_____
4. Dependent Children _____	_____
Total Points 1 through 4 _____	

Tiebreaker: Family with lower income will be listed first.

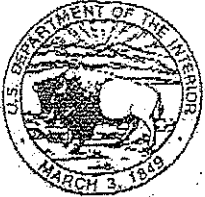
Evaluation Done By: _____ Date: _____
(Signature)

Comments: _____

*Source - See 25 CFR, Part 256, SUBCHAPTER K - HOUSING IMPROVEMENT PROGRAM (4-1-03).

** Percentage of disability must be based on the average of the percentage of disabilities identified from two sources.

File this form in each applicant case file.



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Washington, D.C. 20240

IN REPLY REFER TO:
Housing Assistance
MS-4660-MIB

AUG 26 2002

Memorandum

To: All Regional Directors
Attention: Housing Officers/Coordinators

From: ^{ACTING} Deputy Commissioner - Indian Affairs

Subject: Determination of Income for the Housing Improvement Program (HIP)

During the past few months there have been several inquiries from the field regarding what income is to be counted for the HIP. The majority of inquiries concerned whether to count gross or adjusted income or what adjustments could be made to total income. The following information and clarification is provided to your office to ensure that the determination of income for eligibility for the HIP is accomplished uniformly among and within all the regions.

CB

Simply stated, all gross income of all permanent household members is to be included when determining income for the HIP, except any income which is statutorily restricted from being counted as income.

Examples of income to be included can be found in the HIP regulations at 25 CFR 256.13 (e) and (f). However, these examples are not to be considered all inclusive, as all income is to be counted. Further, "gross income" is not to be adjusted downward.

An example of income that is statutorily restricted from being counted as income is identified in 25 U.S.C. 1408, Section 8, as amended, which provides that: "... and up to \$2,000 per year of income received by individual Indians that is derived from such interests [in trust or restricted lands] shall not be considered income, in determining eligibility for assistance under the Social Security Act or any other federal or federally assisted program."

Should you or your staff have any questions concerning the above, please contact June Henkel at (202) 208-3667. Tribes are invited to contact their local agency, regional or self-governance representative.

RECEIVED

AUG 29 2002

BUREAU OF INDIAN AFFAIRS
NORTHWEST REGIONAL OFFICE
OFFICE OF THE REGIONAL DIRECTOR

[Return to the main Poverty Guidelines, Research, and Measurement page for the latest poverty guidelines.]

[Federal Register: January 23, 2008 (Volume 73, Number 15)]

[Notices]

[Page 3971-3972]

From the Federal Register Online via GPO Access [wais.access.gpo.gov]

[DOCID:fr23ja08-48]

[This notice in PDF format (2 pages) for printing.]

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Secretary

Annual Update of the HHS Poverty Guidelines

AGENCY: Department of Health and Human Services.

ACTION: Notice.

SUMMARY: This notice provides an update of the HHS poverty guidelines to account for last calendar year's increase in prices as measured by the Consumer Price Index.

DATES: Effective Date: Date of publication, unless an office administering a program using the guidelines specifies a different effective date for that particular program.

ADDRESSES: Office of the Assistant Secretary for Planning and Evaluation, Room 404E, Humphrey Building, Department of Health and Human Services (HHS), Washington, DC 20201.

FOR FURTHER INFORMATION CONTACT: For information about how the guidelines are used or how income is defined in a particular program, contact the Federal, State, or local office that is responsible for that program. Contact information for two frequently requested programs is given below:

For information about the Hill-Burton Uncompensated Services Program (free or reduced-fee health care services at certain hospitals and other facilities for persons meeting eligibility criteria involving the poverty guidelines), contact the Office of the Director, Division of Facilities Compliance and Recovery, Health Resources and Services Administration, HHS, Room 10-105, Parklawn Building, 5600 Fishers Lane, Rockville, Maryland 20857. To speak to a person, call (301) 443-5656. To receive a Hill-Burton information package, call 1-800-638-0742 (for callers outside Maryland) or 1-800-492-0359 (for callers in Maryland). You also may visit <http://www.hrsa.gov/hillburton/default.htm>. The Division of Facilities Compliance and Recovery notes that as set by 42 CFR 124.505(b), the effective date of this update of the poverty guidelines for facilities obligated under the Hill-Burton Uncompensated Services Program is sixty days from the date of this publication.

2008 Poverty Guidelines, Federal Register Notice

For information about the percentage multiple of the poverty guidelines to be used on immigration forms such as USCIS Form I-864, Affidavit of Support, contact U.S. Citizenship and Immigration Services at 1-800-375-5283 or visit <http://www.uscis.gov/files/form/I-864p.pdf>.

For information about the number of people in poverty or about the Census Bureau poverty thresholds, visit the Poverty section of the Census Bureau's Web site at <http://www.census.gov/hhes/www/poverty.html> or contact the Census Bureau's Demographic Call Center Staff at (301) 763-2422 or 1-866-758-1060 (toll-free).

For general questions about the poverty guidelines themselves, contact Gordon Fisher, Office of the Assistant Secretary for Planning and Evaluation, Room 404E, Humphrey Building, Department of Health and Human Services, Washington, DC 20201--telephone: (202) 690-7507--or visit <http://aspe.hhs.gov/poverty/>.

SUPPLEMENTARY INFORMATION:

Background

Section 673(2) of the Omnibus Budget Reconciliation Act (OBRA) of 1981 (42 U.S.C. 9902(2)) requires the Secretary of the Department of Health and Human Services to update, at least annually, the poverty guidelines, which shall be used as an eligibility criterion for the Community Services Block Grant program. The poverty guidelines also are used as an eligibility criterion by a number of other Federal programs. The poverty guidelines issued here are a simplified version of the poverty thresholds that the Census Bureau uses to prepare its estimates of the number of individuals and families in poverty.

As required by law, this update is accomplished by increasing the latest published Census Bureau poverty thresholds by the relevant percentage change in the Consumer Price Index for All Urban Consumers (CPI-U). The guidelines in this 2008 notice reflect the 2.8 percent price increase between calendar years 2006 and 2007. After this inflation adjustment, the guidelines are rounded and adjusted to standardize the differences between family sizes. The same calculation procedure was used this year as in previous years. (Note that these 2008 guidelines are roughly equal to the poverty thresholds for calendar year 2007 which the Census Bureau expects to publish in final form in August 2008.) The guideline figures shown represent annual income.

2008 Poverty Guidelines for the 48 Contiguous States and the District of Columbia

Persons in family	Poverty guideline
1	\$10,400
2	14,000
3	17,600
4	21,200
5	24,800
6	28,400
7	32,000
8	35,600

For families with more than 8 persons, add \$3,600 for each additional person.

2008 Poverty Guidelines, Federal Register Notice

Page 4 of 4

multiple of the guidelines such as 125 percent or 185 percent.

The poverty guidelines do not make a distinction between farm and non-farm families, or between aged and non-aged units. (Only the Census Bureau poverty thresholds have separate figures for aged and non-aged one-person and two-person units.)

Note that this notice does not provide definitions of such terms as "income" or "family." This is because there is considerable variation in how different programs that use the guidelines define these terms, traceable to the different laws and regulations that govern the various programs.

Therefore, questions about how a particular program applies the poverty guidelines (for example, Is income before or after taxes? Should a particular type of income be counted? Should a particular person be counted in the family or household unit?) should be directed to the organization that administers the program.

Dated: January 17, 2008.

Michael O. Leavitt,
Secretary of Health and Human Services.
[FR Doc. 08-256 Filed 1-18-08; 9:13 am]

BILLING CODE 4151-05-M

[Return to the main Poverty Guidelines, Research, and Measurement page for the latest poverty guidelines.]

Last updated: 01/23/08

GENERAL ASSISTANCE SCHEDULE OF PAYMENTS
Effective July 1, 2009 - June 30, 2010

WITH SHELTER**WITHOUT SHELTER**

	Monthly Rate	Day Rate		Monthly Rate	Day Rate
1	345	11.30	1	259	8.64
2	561	18.70	2	421	14.04
3	694	23.14	3	520	17.37
4	828	27.60	4	621	20.70
5	941	31.37	5	706	23.54
6	1057	35.24	6	793	26.44
7	1162	38.74	7	872	29.07
8	1265	42.17	8	949	31.64
9	1367	45.57	9	1026	34.20
10	1469	48.90	10	1102	36.74

25 CFR 20.313 (a) (4) 2/27/00 Rounding the result down to the next lowest dollar.

2008 Poverty Guidelines, Federal Register Notice

Page 3 of 4

2008 Poverty Guidelines for Alaska

Persons in family	Poverty guideline
1	\$13,000
2	17,500
3	22,000
4	26,500
5	31,000
6	35,500
7	40,000
8	44,500

For families with more than 8 persons, add \$4,500 for each additional person.

2008 Poverty Guidelines for Hawaii

Persons in family	Poverty guideline
1	\$11,960
2	16,100
3	20,240
4	24,380
5	28,520
6	32,660
7	36,800
8	40,940

For families with more than 8 persons, add \$4,140 for each additional person.

Separate poverty guideline figures for Alaska and Hawaii reflect Office of Economic Opportunity administrative practice beginning in the 1966-1970 period. (Note that the Census Bureau poverty thresholds--the version of the poverty measure used for statistical purposes--have never had separate figures for Alaska and Hawaii.) The poverty guidelines are not defined for Puerto Rico or other outlying jurisdictions. In cases in which a Federal program using the poverty guidelines serves any of those jurisdictions, the Federal office that administers the program is generally responsible for deciding whether to use the contiguous-states-and-DC guidelines for those jurisdictions or to follow some other procedure.

Due to confusing legislative language dating back to 1972, the poverty guidelines have sometimes been mistakenly referred to as the "OMB" (Office of Management and Budget) poverty guidelines or poverty line. In fact, OMB has never issued the guidelines; the guidelines are issued each year by the Department of Health and Human Services. The poverty guidelines may be formally referenced as "the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2)."

Some programs use a percentage multiple of the guidelines (for example, 125 percent or 185 percent of the guidelines), as noted in relevant authorizing legislation or program regulations. Non-Federal organizations that use the poverty guidelines under their own authority in non-federally-funded activities can choose to use a percentage

bank holding companies. Unless otherwise noted, these activities will be conducted throughout the United States.

Each notice is available for inspection at the Federal Reserve Bank indicated. The notice also will be available for inspection at the offices of the Board of Governors. Interested persons may express their views in writing on the question whether the proposal complies with the standards of section 4 of the BHC Act. Additional information on all bank holding companies may be obtained from the National Information Center website at www.ffiec.gov/nic/.

Unless otherwise noted, comments regarding the applications must be received at the Reserve Bank indicated or the offices of the Board of Governors not later than February 6, 2008.

A. Federal Reserve Bank of St. Louis
(Glenda Wilson, Community Affairs Officer) 411 Locust Street, St. Louis, Missouri 63166-2034:

1. Evolve Financial Group, Inc., Cordova, Tennessee, to acquire 100 percent of the voting shares of AFS Investment Advisors, Inc., Austin, Texas, and thereby engage in investment advisory activities, pursuant to section 225.28(b)(6)(i) of Regulation Y.

Board of Governors of the Federal Reserve System, January 17, 2008.

Robert deV. Frierson,

Deputy Secretary of the Board.

[FR Doc. E8-1080 Filed 1-22-08; 8:45 am]

BILLING CODE 3210-01-8

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Secretary

Annual Update of the HHS Poverty Guidelines

AGENCY: Department of Health and Human Services.

ACTION: Notice.

SUMMARY: This notice provides an update of the HHS poverty guidelines to account for last calendar year's increase in prices as measured by the Consumer Price Index.

DATES: *Effective Date:* Date of publication, unless an office administering a program using the guidelines specifies a different effective date for that particular program.

ADDRESSES: Office of the Assistant Secretary for Planning and Evaluation, Room 404E, Humphrey Building, Department of Health and Human Services (HHS), Washington, DC 20201.

FOR FURTHER INFORMATION CONTACT: For information about how the guidelines

are used or how income is defined in a particular program, contact the Federal, State, or local office that is responsible for that program. Contact information for two frequently requested programs is given below:

For information about the Hill-Burton Uncompensated Services Program (free or reduced-fee health care services at certain hospitals and other facilities for persons meeting eligibility criteria involving the poverty guidelines), contact the Office of the Director, Division of Facilities Compliance and Recovery, Health Resources and Services Administration, HHS, Room 10-105, Parklawn Building, 5600 Fishers Lane, Rockville, Maryland 20857. To speak to a person, call (301) 443-5656. To receive a Hill-Burton information package, call 1-800-538-0742 (for callers outside Maryland) or 1-800-492-0359 (for callers in Maryland). You also may visit <http://www.hrsa.gov/hillburton/default.htm>. The Division of Facilities Compliance and Recovery notes that as set by 42 CFR 124.505(b), the effective date of this update of the poverty guidelines for facilities obligated under the Hill-Burton Uncompensated Services Program is sixty days from the date of this publication.

For information about the percentage multiple of the poverty guidelines to be used on immigration forms such as USCIS Form I-964, Affidavit of Support, contact U.S. Citizenship and Immigration Services at 1-800-375-5283 or visit <http://www.uscis.gov/files/form/I-964p.pdf>.

For information about the number of people in poverty or about the Census Bureau poverty thresholds, visit the Poverty section of the Census Bureau's Web site at <http://www.census.gov/hhes/www/poverty.html> or contact the Census Bureau's Demographic Call Center Staff at (301) 763-2422 or 1-866-758-1080 (toll-free).

For general questions about the poverty guidelines themselves, contact Gordon Fisher, Office of the Assistant Secretary for Planning and Evaluation, Room 404E, Humphrey Building, Department of Health and Human Services, Washington, DC 20201—telephone: (202) 690-7507—or visit <http://www.aspe.hhs.gov/poverty/>.

SUPPLEMENTARY INFORMATION:

Background

Section 573(2) of the Omnibus Budget Reconciliation Act (OBRA) of 1981 (42 U.S.C. 9902(2)) requires the Secretary of the Department of Health and Human Services to update, at least annually, the poverty guidelines, which shall be used as an eligibility criterion for the

Community Services Block Grant program. The poverty guidelines also are used as an eligibility criterion by a number of other Federal programs. The poverty guidelines issued here are a simplified version of the poverty thresholds that the Census Bureau uses to prepare its estimates of the number of individuals and families in poverty.

As required by law, this update is accomplished by increasing the latest published Census Bureau poverty thresholds by the relevant percentage change in the Consumer Price Index for All Urban Consumers (CPI-U). The guidelines in this 2008 notice reflect the 2.8 percent price increase between calendar years 2006 and 2007. After this inflation adjustment, the guidelines are rounded and adjusted to standardize the differences between family sizes. The same calculation procedure was used this year as in previous years. (Note that these 2008 guidelines are roughly equal to the poverty thresholds for calendar year 2007 which the Census Bureau expects to publish in final form in August 2008.) The guideline figures shown represent annual income.

2008 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

Persons in family	Poverty guideline
1	\$10,400
2	14,000
3	17,600
4	21,200
5	24,800
6	28,400
7	32,000
8	35,600

For families with more than 8 persons, add \$3,600 for each additional person.

2008 POVERTY GUIDELINES FOR ALASKA

Persons in family	Poverty guideline
1	\$13,000
2	17,500
3	22,000
4	26,500
5	31,000
6	35,500
7	40,000
8	44,500

For families with more than 9 persons, add \$4,500 for each additional person.

3972

Federal Register / Vol. 73, No. 15 / Wednesday, January 23, 2008 / Notices

2008 POVERTY GUIDELINES FOR HAWAII

Persons in family	Poverty guideline
1	\$11,960
2	16,100
3	20,240
4	24,380
5	28,520
6	32,660
7	36,800
8	40,940

For families with more than 8 persons, add \$4,140 for each additional person.

Separate poverty guideline figures for Alaska and Hawaii reflect Office of Economic Opportunity administrative practice beginning in the 1966-1970 period. (Note that the Census Bureau poverty thresholds—the version of the poverty measure used for statistical purposes—have never had separate figures for Alaska and Hawaii.) The poverty guidelines are not defined for Puerto Rico or other outlying jurisdictions. In cases in which a Federal program using the poverty guidelines serves any of those jurisdictions, the Federal office that administers the program is generally responsible for deciding whether to use the contiguous-states-and-DC guidelines for those jurisdictions or to follow some other procedure.

Due to confusing legislative language dating back to 1972, the poverty guidelines have sometimes been mistakenly referred to as the "OMB" (Office of Management and Budget) poverty guidelines or poverty line. In fact, OMB has never issued the guidelines; the guidelines are issued each year by the Department of Health and Human Services. The poverty guidelines may be formally referenced as "the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9802(2)."

Some programs use a percentage multiple of the guidelines (for example, 125 percent or 185 percent of the guidelines), as noted in relevant authorizing legislation or program regulations. Non-Federal organizations that use the poverty guidelines under their own authority in non-federally-funded activities can choose to use a percentage multiple of the guidelines such as 125 percent or 185 percent.

The poverty guidelines do not make a distinction between farm and non-farm families, or between aged and non-aged units. (Only the Census Bureau poverty thresholds have separate figures for aged

and non-aged one-person and two-person units.)

Note that this notice does not provide definitions of such terms as "income" or "family." This is because there is considerable variation in how different programs that use the guidelines define these terms, traceable to the different laws and regulations that govern the various programs.

Therefore, questions about how a particular program applies the poverty guidelines (for example, Is income before or after taxes? Should a particular type of income be counted? Should a particular person be counted in the family or household unit?) should be directed to the organization that administers the program.

Dated: January 17, 2008.

Michael O. Leavitt,
Secretary of Health and Human Services.
[FR Doc. 08-256 Filed 1-18-08; 9:13 am]
BILLING CODE 4101-07-M

DEPARTMENT OF HEALTH AND HUMAN SERVICES

National Institute for Occupational Safety and Health; Decision To Evaluate a Petition To Designate a Class of Employees at Spencer Chemical Co., Jayhawks Works, Pittsburg, KS, To Be Included in the Special Exposure Cohort

AGENCY: National Institute for Occupational Safety and Health (NIOSH), Department of Health and Human Services (HHS).

ACTION: Notice.

SUMMARY: The Department of Health and Human Services (HHS) gives notice as required by 42 CFR 83.12(e) of a decision to evaluate a petition to designate a class of employees at Spencer Chemical Co., Jayhawks Works, Pittsburg, Kansas, to be included in the Special Exposure Cohort under the Energy Employees Occupational Illness Compensation Program Act of 2000. The initial proposed definition for the class being evaluated, subject to revision as warranted by the evaluation, is as follows:

Facility: Spencer Chemical Co., Jayhawks Works.
Location: Pittsburg, Kansas.
Job Titles and/or Job Duties: All employees.

Period of Employment: January 1, 1958 through December 31, 1963.

FOR FURTHER INFORMATION CONTACT: Larry Elliott, Director, Office of Compensation Analysis and Support, National Institute for Occupational Safety and Health (NIOSH), 4676

Columbia Parkway, MS C-46, Cincinnati, OH 45226, Telephone 513-533-6800 (this is not a toll-free number). Information requests can also be submitted by e-mail to OCAS@CDC.GOV.

Dated: January 15, 2008.

John Howard,
Director, National Institute for Occupational Safety and Health.
[FR Doc. E8-1081 Filed 1-22-08; 8:45 am]
BILLING CODE 4183-17-P

DEPARTMENT OF HEALTH AND HUMAN SERVICES

National Institute for Occupational Safety and Health; Determination Concerning a Petition To Add a Class of Employees to the Special Exposure Cohort

AGENCY: National Institute for Occupational Safety and Health (NIOSH), Department of Health and Human Services (HHS).

ACTION: Notice.

SUMMARY: The Department of Health and Human Services (HHS) gives notice of a determination concerning a petition to add a class of employees at the Y-12 Plant, Oak Ridge, Tennessee, to the Special Exposure Cohort (SEC) under the Energy Employees Occupational Illness Compensation Program Act of 2000 (EEOICPA), 42 U.S.C. 7384g. On December 14, 2007, the Secretary of HHS determined that the following employees do not meet the statutory criteria for addition to the SEC as authorized under EEOICPA:

Statisticians who performed statistical analysis of biological experiments (working within the Oak Ridge National Laboratory Biological Sciences Division) in all locations at the Y-12 Plant in Oak Ridge, Tennessee, who were employed by the Department of Energy or its contractors between January 1, 1958, and June 30, 1958.

FOR FURTHER INFORMATION CONTACT: Larry Elliott, Director, Office of Compensation Analysis and Support, National Institute for Occupational Safety and Health (NIOSH), 4676 Columbia Parkway, MS C-46, Cincinnati, OH 45226, Telephone 513-533-6800 (this is not a toll-free number). Information requests can also be submitted by e-mail to OCAS@CDC.GOV.

Dated: January 15, 2008.

John Howard,
Director, National Institute for Occupational Safety and Health.
[FR Doc. E8-1083 Filed 1-22-08; 8:45 am]
BILLING CODE 4183-17-P

SECTION 5

Program Management

BUREAU OF INDIAN AFFAIRS (BIA)
HOUSING IMPROVEMENT PROGRAM (HIP)
PROGRAM MANAGEMENT

04/04
Section 2
Page 1 of 7

The Housing Improvement Program (HIP) is a federal program to provide housing assistance to the neediest of needy Indian families. Priority is extended to families with the greatest need in relation to income, age, disabilities, dependent children, and who have no other resource for housing assistance. Every Indian, who is a member of a Federally recognized American Indian tribe or Alaska Native village, regardless of tribal affiliation, who meets the eligibility criteria in 25 Code of Federal Regulations (CFR, Part 256.6) is entitled to be considered for housing assistance.

The forms that we have included in the HIP Handbook are meant for your convenience and are only suggested. The only forms that are mandatory are the numbered forms, such as the Housing Assistance Application, homesite lease form, or the National Environmental Policy Agency (NEPA) forms.

When submitting their Housing Assistance Application (BIA Form 6407) to the tribal servicing housing office, applicants must provide all necessary documentation in accordance with Part 256.13 supporting their application to fully establish their eligibility.

STEP 1: APPLICATION (Part 256.13)

Applicant must:

1. Fully complete and sign the Housing Assistance Application (Form 6407), which also includes the Privacy Act Statement.
2. Provide documentation proving tribal membership. Examples of acceptable documentation include a copy of a Certificate of Degree of Indian Blood (CDIB) or a copy of a tribal membership card.
3. Provide proof of all gross income for all permanent members of the household. This includes signed copies of current 1040 tax returns, including W-2 statement(s) and all other attachments. If any members of the household did not file a tax return, they must submit a signed notarized statement explaining why they did not file.
4. Provide proof of all other income for applicant and all permanent members of the household. This includes unearned income such as social security, general assistance, retirement benefits, and unemployment benefits.
5. Provide a copy of an annual trust income statement from **Individual Indian Money (IIM)** accounts for all permanent household members. If no account exists for the applicant or any permanent member of the household, a statement to that effect from the individual's home Agency must be submitted. 25 U.S.C. 1408, Section 8, as amended, states up to \$2,000 of income from trust interests per year per individual shall not be considered as income, in determining eligibility for HIP assistance (see Section 6 for memorandum dated August 26, 2002 from the Office of the Deputy Commissioner - Indian Affairs).

6. Provide proof of ownership of the residence and/or land:
 - (a) For fee patent property, the applicant must provide a copy of a properly executed lease or a warranty deed.
 - (b) For trust property, certification must be provided by the B.I.A. in the form of a lease, a deed, or a Title Status Report (TSR).
 - (c) For tribally owned land, the applicant must provide a copy of a properly executed tribal assignment or a lease, certified by the B.I.A.; or
 - (d) For multi-owner property, the applicant must provide a copy of a properly executed, undivided leasehold for not less than 25 years from the date housing assistance is received.
7. If a member of the household is disabled, the percentage of disability must be based on the average (mean) of the percentages of disability identified from two sources. The statements of conditions may include a physician's certification, Social Security or Veterans Affairs determination, or similar determination.

Incomplete Applications 256.14 (a)

The service housing office must notify the applicant, in writing, stating what is needed to complete the Housing Assistance Application. A reasonable amount of time should be allowed for the applicant to respond. It is at the discretion of the service housing office to establish a policy setting time frames for responses. 256.14 (a)

STEP 2: ELIGIBILITY (PART 256.6)

The servicing housing office receives the Housing Assistance Application and begins the review process to determine the applicant's eligibility in accordance with Part 256.6. We recommend that the Certification of Eligibility form (Handbook, Section 5) be used during the review process.

APPLICANT MUST MEET THE FOLLOWING ELIGIBILITY REQUIREMENTS:

1. Is a member of a federally recognized American Indian Tribe or Alaskan Native Village.
2. Lives in an approved tribal service area (lands within a geographical area designated by a tribe to which equitable services can be provided).
3. Annual household income does not exceed 125% of the federal poverty income guidelines published annually in the Federal Register by the U.S. Department of Health and Human Services (Handbook, Section 6).

Present housing is substandard, not meeting the definition of standard housing as defined in Part 256.2.

5. Ownership: house/land. Parts 256.9 (b) and 256.10 apply to Category B and Category C, respectively. However, while ownership requirements are not specifically stated for Category A, you do not alter any home without the written consent and agreement by the homeowner. This must be accomplished by a fully executed leasehold.

House: The applicant must either own the house or hold an undivided leasehold for 25 years from the date housing assistance is received.

Land: Hold title to interest in the land or hold an undivided leasehold for 25 years from the date housing assistance is received.

6. Has no other resource for housing assistance. This must be documented by the service housing office.
7. Has not received assistance after October 1, 1986, for repairs and renovation, replacement housing, or down payment assistance. 256.24 (b)(c).
8. Did not acquire present housing through participation in a Federal government-sponsored housing program that includes provision for the assistance referred to in item number 7 above.
9. If present housing is located in a flood plain the applicant must provide proof of flood insurance, in accordance with P.L. 93-234 (256.25).

The service housing office then rates all applications by following the factors and assigning numeric values according to the table in Part 256.14. A Priority Calculation Form (Handbook, Section 6) will be completed for each eligible applicant. The names of all applicants who have submitted applications for assistance will be listed, on the "List of Applications Received and/or Considered" form provided in Handbook, Section 2 [Part 256.14 (c)(2)]. The eligible applicants, will be ranked in order of need, from highest to lowest points calculated. Applicants not ranked, with explanation, will be listed on the "Applicants Not Ranked" form also provided in Handbook, Section 2 [Part 256.14 (c)(5)].

The names of all eligible applicants will be put on the Annual Work Plan/Priority List (Handbook, Section 2) starting with the most needy applicant and submitted to the Regional Office to be included with the data sent to Central Office to be used in funds distribution. After funds are allocated to the Regions, funds are then distributed to the tribes with the most needy applicants, beginning with the applicant with the most points and continuing down the list until funds are depleted. The service housing office will then schedule and perform preliminary inspections for the applicants to be served, using the Preliminary Inspection Form in the Handbook, Section 7. After the preliminary inspections have been completed and the repair costs have been estimated the Annual Work Plan is completed showing the category of service and the estimated cost of each project. It is then submitted to the tribal review board or Tribal Council if it is the tribal policy.

Ineligible Applicants

The service housing office must notify an applicant, **in writing**, who has been determined ineligible within 45 days of receipt of his/her completed Housing Assistance Application [256.14 (b)(1)].

Eligible Applicants

Applicants who have been determined eligible must be notified, **in writing**, within 45 days of the completion of the Priority List whether funding is available to serve them. Also, if funding is not available they must be notified **in writing**. At the discretion of the service housing office, applications that are not funded may be carried forward into the next program year. The applicant must provide a written statement confirming the accuracy of the application. Income data must also be current [256.14 (d)(2)].

STEP 3: COMPLETION OF APPLICATION PROCESS

1. The service housing office, using the Recipient Case File Checklist, (Handbook, Section 5) assures that all items are completed and in file. The Recipient Case File shall contain the following documentation, fully completed and signed where applicable, as a minimum:
 1. Certificate of Eligibility.
 2. Housing Assistance Application/Privacy Act Statement (BIA Form 6407)
 3. Release of Information.
 4. Proof of enrollment in a Federally recognized American Indian Tribe or Alaska Native Village.
 5. Verification of prior year income (earned and unearned) and current 1040 tax returns, including W-2 statements and all other attachments, filed with the Internal Revenue Service for all permanent members of the household [256.13 (e)(1)].
 6. Copies of annual ILM income statements for all permanent members of the household. If no account exists for any permanent household member, a statement to that effect from the individual's home BIA Agency must be in file [256.13 (f)].
 7. Proof of ownership of the residence and/or the land [Parts 256.9 (b) and 256.13 (g)].
 8. If a member of the household is awarded points for a disability, there must be written statements from two qualified sources stating the percentage of disability for the individual to determine the average percentage of disability.
 9. Verification that applicant has no other source for housing assistance.
 10. Priority Calculation Form.
 11. Copies of Priority List and Annual Work Plan.
 12. Indian Health Service application and/or approval for water and sewer service.
 13. Preliminary Inspection Report.
 14. Project Scope of Work, Plans, Specifications (signed by applicant) and Cost Estimate.
 15. Exception Review Checklist (NEPA).
 16. Payback Agreement (copy).

17. Approved Change Orders (if any) to original Scope of Work.
 18. Bid Solicitations, Bid Summary, Awarded Bid, and Construction Contract.
 19. Progress inspections and Final Inspection/Punch List.
 20. Letters or other documents pertaining to the project development and completion, including financial documents showing actual costs.
2. A Recipient Case File is established which becomes the official file and must be retained at the service housing office for **three years after completion** of the project and then submitted to the Bureau of Indian Affairs Regional Office, Housing Branch, for proper retirement to the Federal Records Center, in accordance with the Federal Records Schedule.
 3. As previously mentioned, a preliminary inspection of the home will involve a very thorough inspection of all systems of the house. A Preliminary Inspection Form is provided in this Handbook, Section 7, for this purpose. Preliminary inspections should also include photographs of the areas to be repaired and front, rear, and side elevations of the house.
 4. The service housing office must ensure that the National Environmental Policy Act (NEPA) Exceptional Review Checklist (Handbook, Section 8) is completed and signed by the Agency Superintendent [256.17.(a)].
 5. Indian Health Service (IHS) (256.16)
See Handbook, Section 8, for the IHS application process. If the project involves individual water and sewer systems the file must contain approval by IHS of the project unless their review indicates the existing water and sewer systems meet current standards.
 6. Payback Agreements are required and must be signed and notarized prior to start of work on the project. This handbook contains Payback Agreement forms for categories B and C (Handbook, Section 5). Upon completion of the project, the original Payback Agreement will be completed, inserting the actual cost of the project and sent to the appropriate office for recordation. If the project is on land held in "trust" the original Payback Agreement is sent to the local BIA agency office for recording at the Regional Office of Titles and Records. If the project is on "fee" land, the original agreement is recorded at the appropriate county courthouse. Copies of the recorded agreement are then held by:
 1. Homeowner
 2. Original case file (service housing office)
 7. Scope of Work and Cost Estimate
The service housing office will prepare a scope of work and cost estimate for the project. The service housing office will also provide a **written notice** and a copy of the scope of work to the grantee. The grantee will be asked to concur with the scheduled work by signing a copy of the notice and returning it to the service housing office (Part 256.18). The service housing office should prepare a certification of eligibility for the project.

Vacating the Dwelling (256.21)

If it is necessary to vacate the dwelling while it is being repaired or replaced, the service housing office must notify the homeowner. This should also be in written form. The homeowner must be notified that he/she is responsible for locating other lodging, paying all costs associated with vacating and living away from the dwelling, and removing all personal belongings and furnishings prior to the scheduled work starting date.

At this point the service housing office can proceed with the project. This includes performing a thorough inspection of the home, writing a scope of work, calculating a cost estimate, soliciting bids, awarding a sub-contract, monitoring the sub-contract, performing progress inspections, approving payments to the sub-contractor, to the completion of the project. See Project Management in Section 7.

Changes to the original scope of work should only be made in the form of a change order approved by the service housing office and concurred by the homeowner.

Completion of the Project

At the completion of the work the servicing housing office must notify the homeowner, **in writing**, of the project completion and of the scheduled final inspection of the work. The homeowner will be asked to be present at the final inspection. The homeowner will also be asked to verify that he/she has received the notice of completion by signing a copy of the notice and returning it to the service housing office.

Service Housing Office List of Applicants Part 256.14 (c) (1) (2) (3) (4)

The service housing office must compile a list of applications received, reviewed, and evaluated for the current year. The list must contain the (1) current program year (2) the number of applications received and considered (3) the names of eligible applicants, ranked in order of need, from highest points to lowest, and (4) a Priority List identifying the applicants that will be served in the program year based on available funding showing estimated costs for each project.

Reports Part 256.14 (e)

In accordance with the Government Performance and Results Act (GPRA), tribes are asked to provide reports of accomplishments on a quarterly basis to the Northwest Regional Branch of Housing. The report form is in the HIP Handbook, Section 2. Reports are due as follows:

First Quarter (Oct. – Dec.) January 10
Second Quarter (Jan. – March) April 10
Third Quarter (April – June) June 10
Fourth Quarter (July – Sept.) October 10

The service housing office will prepare an annual report [256.14 (e)] identifying work projects undertaken during the preceding fiscal year (October 1 - September 30). The report will contain:

1. Total amount of eligible applicants.
2. Total amount of applicants that were provided with housing services.
3. The names of applicants that received housing services.
4. For each project:
 - a. The start date.
 - b. The completion date.
 - c. The total cost of the project.
 - d. Category of service.

The annual report is due in the Bureau Regional Office on the 15th day after the end of the fiscal year, which is October 15th. See Handbook, Section 2 for Report of Accomplishments form.

Instruction for Completing the Housing Improvement Program Tribal Annual Program Performance Report

This workbook was created using Windows 7, Office Suite Excel 10. There may be some compatibility issues when trying to use this workbook with an earlier version of Excel. May not work with Microsoft Excel 5.0/95 Workbook version.

You are using the Electronic VBA Version of the 2013 HIP Tribal Annual Performance Report. This version shall only be used for FY 2013.

This workbook contains macros and formulas, to properly use this Excel Workbook, you must save as enabled Workbook or enable the security macros.

To save for use with an older version of Excel, choose Office, then Save As and select one of these options from the Save As Type dropdown list: 1) Excel 97-2003 Workbook; 2) Save as type: Excel Enabled Workbook; 3) Save by adding your tribe name to file; (e.g. 2013 HIP Tribal Annual Performance Report - Your Tribe)

The 2013 HIP Tribal Annual Performance Report is due to your respective region by COB January 31, 2013.

Before submitting this workbook to your respective Regional Office, please save as type: Excel Workbook.

Profile

Item Number Instructions

To properly populate the combo box, please make selection in the regions dropdown box twice.

- 1 Select Region from Dropdown box, twice.
- 2 Select Tribe/Consortium from Dropdown box.
- 3 Press the continue button.
- 4 Select member Tribe of Consortia from Dropdown Box
- 5 Provide four digit fiscal year (FY) that identifies fiscal year in which work plan will be implemented. (Fiscal year beginning in October 1, of the current calendar year).
- 6 Provide name of preparer in the event we may need to contact you.
- 7 Select position that you are currently holding from Dropdown Box.
- 8 Provide phone number.
- 9 Provide fax number.
- 10 Provide email address.
- 11 Digital signature, will Autofill when cell "D10" is filled. (Cell is protected)
- 12 Will Autofill when cell "D9" is filled. (Cell is protected)

Instruction for Completing the Housing Improvement Program Tribal Annual Program Performance Report

Form

Portions of this worksheet are protected and has formulas.

- 1 Provide District or Member Tribe of consortia, if applicable.
- 2 Provide Last Name of Applicant.
- 3 Provide First Name of Applicant.
- 4 Select Suffix Name from Dropdown Box (i.e. Sr. Jr. III. IV)
- 5 Provide Tribal Enrollment number of applicant.
- 6 Select Category of service, applicant is requesting from Dropdown Box. (i.e. A, B, C-1, C-2)
- 7 Provide Last Name of Spouse
- 8 Provide First Name of Spouse.
- 9 Provide enrollment number of spouse.
- 10 Provide total amount of income for all family members.
- 11 Provide number of members in family.
- 12 Provide birthdate of 1st aged person. (i.e. 06/13/1950)
- 13 Provide birthdate of 2nd aged person. (i.e. 07/17/1952)
- 14 Provide degree of disability (i.e. 100%, 50%)
- 15 Provide number of dependents.
- 16 Provide date when applicant signed application.
Select "Yes" if applicant received a letter of denial of service from Tribal Housing Authority.
Select "Pending" if applicant will get a letter from Housing Authority at a later time.
- 17 Select, "No" if applicant received housing assistance after Oct. 1, 1986. (Has Hyperlink)
- 18 Provide an Estimated Start Date. (i.e. 07/16/2013)
- 19 Provide an Estimated cost for project. (i.e. 130,000)
Click the "Transfer" button to print Priority Calculation sheet and transfer data to worksheets "Priority Calculation" and "Tribe Part I". Place printed calculation sheet in Applicant case file.
- 20
- 21 For extra sheets, Click the "Print" button to print the Calculation sheet .
- 22 Enter information of next applicant that has submitted a Housing Assistance Application.

Instruction for Completing the Housing Improvement Program Tribal Annual Program Performance Report

*Program Category: (A) Interim Improvements; (B) Renovations; (C-1) Replacement Housing (replacement of existing, substandard dwelling); (C-2) Replacement Housing (housing provided, no existing dwelling)

Priority List Form

Portions of this worksheet are protected and has formulas.

- 1 Row "2", Cell "C2" will auto fill from information entered in worksheet "Form". (Cell is protected)
- 2 Row "2", Cell "M2" will auto fill from information entered in worksheet "Form". (Cell is protected)
- 3 Row "3", Cell "M3" will auto fill from information entered in worksheet "Form". (Cell is protected)
- 4 Row "4", Cell "M4" will auto fill from information entered in worksheet "Form". (Cell is protected)
- 5 Column B will auto fill from information entered in worksheet "Form".
- 6 Column C will auto fill from information entered in worksheet "Form".
- 7 Column D will auto fill from information entered in worksheet "Form".
- 8 Column E will auto fill from information entered in worksheet "Form".
- 9 Column F will auto fill from information entered in worksheet "Form".
- 10 Column G will auto fill from information entered in worksheet "Form".
- 11 Column H will auto fill from information entered in worksheet "Form".
- 12 Column I will auto fill from information entered in worksheet "Form".
- 13 Column J will auto fill from information entered in worksheet "Form".
- 14 Column K will auto fill from information entered in worksheet "Form".
- 15 Column L will auto fill from information entered in worksheet "Form".
- 16 Column M will auto fill from information entered in worksheet "Form".
- 17 Column N will auto fill from information entered in worksheet "Form".
- 18 Column O will auto fill from information entered in worksheet "Form".
- 19 Column P will auto fill from information entered in worksheet "Form".
- 20 Column Q will auto fill from information entered in worksheet "Form".

21 When printing Priority Calculation sheet, to prevent printing extra sheets, select file, select print, select active sheets and select the number of sheets you want to print.

Tribe Part I

Item Number Instructions

- 1 Row "2", Cell "E2" will auto fill from information entered in worksheet "Form". (Cell is protected)
Row "2", Cell "K2" will auto fill from information entered in worksheet "Form". (Cell is protected)
- 2 Row "3", Cell "E3" will auto fill from information entered in worksheet "Form". (Cell is protected)
Row "3", Cell "K3" will auto fill from information entered in worksheet "Form". (Cell is protected)
- 3 Row "4", Cell "E4" will auto fill from information entered in worksheet "Form". (Cell is protected)
Row "4", Cell "K4" will auto fill from information entered in worksheet "Form". (Cell is protected)
- 4 Row "5", Cell "E5" will auto fill from information entered in worksheet "Form". (Cell is protected)
Row "5", Cell "K5" will auto fill from information entered in worksheet "Form". (Cell is protected)
- 5 Column B will auto fill from information entered in worksheet "Form".
Column C will auto fill from information entered in worksheet "Form".
Column D will auto fill from information entered in worksheet "Form".
- 6 Column E will auto fill from information entered in worksheet "Form".
- 7 Column F will auto fill from information entered in worksheet "Form".
Column G will auto fill from information entered in worksheet "Form".
Column H will auto fill from information entered in worksheet "Form".
Column I will auto fill from information entered in worksheet "Form".
- 8a Column J will auto fill from information entered in worksheet "Form".
- 8b Column K will auto fill from information entered in worksheet "Form".
- 9a Column L will auto fill from information entered in worksheet "Form".
- 9b Column M will auto fill from information entered in worksheet "Form".
When printing Tribe Part I, to prevent printing extra sheets, select file, select print, select print active sheets and select the number of sheets you want to print.

Tribe Part II

Item Number Instructions

Portions of this worksheet are protected and has formulas, it contains no macros.

- 1a Will autofill (Cells are protected)
- 1b Will autofill (Cells are protected)
- 2a Will autofill (Cells are protected)
- 2b Will autofill (Cells are protected)
- 2c Will autofill (Cells are protected)
- 3 For each recipient provided program service, within accomplishing reporting FY, enter last and first name of recipient.
- 4 Provide Name of the Tribe/Consortium for which information is being reported.
- 5 For each recipient listed in *Item Number 3*, enter the type of program assistance provided, by entering a digit (1) in the applicable Program Category column(s):
 - (A) Interim Improvements (Repairs)
 - (B) Renovations
 - (C-1) Replacement Housing (replacement of existing substandard housing).
 - (C-2) New Housing (provision of housing for families without a home).
- 6a For each recipient listed in *Item 6a*, enter the Actual Start Date (MM/YY) of the construction project.
- 6b For each recipient listed in *Item 6*, enter Actual Completion Date of the project.
- 7a For each recipient listed in *Item Number 7a*, enter Actual Administrative Cost of the project.
- 7b For each recipient listed in *Item Number 7b*, enter Actual Project Cost.
- 7c Will autofill. (Cell is Protected)

Housing Improvement Program
Tribal Annual Performance Report
Profile

1 Region

2 Tribe / Consortia

3 Agency

4 Fiscal Year

5 Name

6 Title

7 Phone #

8 Fax #

9 Email

I certify that all the information given is true, complete and correct to the best of my knowledge and belief, and they are made in good faith.

10 Signature

11 Date

The Bureau of Indian Affairs Housing Improvement Program implements the Department of Health & Human Services (DHHS) Federal Poverty Income Guideline (FPIG) at 125%. Please see DHHS Federal Register Notice January 22, 2014.

Current 2014 DHHS FPIG levels are:

	100%	Additional Persons
Lower 48 & Contiguous States	\$ 11,670	\$ 4,060
Alaska	\$ 14,580	\$ 5,080

HOUSING IMPROVEMENT PROGRAM

See Instructions

PRIORITY CALCULATION FORM

Privacy Act Warning! Information on this sheet may pertain to the Privacy Act, all persons handling records must protect integrity, security and confidentiality!

Region

Tribe of Consortia

District or Member Tribe of Consortia

Fiscal Year

Last Name of Applicant:

First Name

Suffix:

Enrollment #

Category:

Last Name of Spouse

First Name

Enrollment #

Pts

1 Household Income:

Enter Total Income

2 Aged Persons:

First Aged Person

Second Aged Person

Subtotal

3 Disabled Individual:

Disabled individual # 1

Disabled individual # 2

Subtotal

4 Dependent Children:

Number of Dependents

Date of Application

5

HIP eligibility requirements under CFR Part 256.6 (f).(g) and (h)

>> >>

Calculated Total

Eligibility Status

6

What is the estimated start date to renovate or build new?

7

What is the estimated cost to renovate or build new ?

Date of Evaluation:

See instructions on printing

Name of Evaluator:

Contact Number:

HOUSING IMPROVEMENT PROGRAM
PRIORITY R. KING LIST

Tribe or Consortia:		Fiscal Year													
		Evaluated By:													
See instructions for printing form		Telephone Number:													
Privacy Act Warning! Information on this sheet may pertain to the Privacy Act, must protect integrity, security and confidentiality!															
LAST NAME	FIRST NAME	Suffix	Tribe/ District	Cat	Income 1040 Form	Pts	Aged	Pts	Disabled	Pts	Dependent Children	Pts	Denial Letter	Eligibility Status	Total Points
1															
2															
3															
4															
5															
6															
7															
8															
9															
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29															

HOUSING IMPROVEMENT PROGRAM TRIBAL ANNUAL PERFORMANCE REPORT

PART I - TRIBAL WORK PLAN										Date:			
1	Work Plan for Fiscal Year:				Name								
2	Name of Tribe / Consortium:				Title								
3	Number of Eligible Applicants:				Phone #								
4	Number of Applications Received:				Fax #								
See instructions for printing form													
5: Name of Eligible Applicant (ranked in order of need)		6. Applicant's Servicing Tribe				7. Program Category (Enter One As Applicable)			8a. Estimated Start Date	8b. Estimated Project Costs 25 CFR 256.17(b)**	Eligibility Status	8c. Priority Ranking Points (ranked in order from highest to lowest)	
Last	First	Suffix					(A)	(B)	(C-1)	(C-2)			
1													
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HOUSING IMPROVEMENT PROGRAM TRIBAL ANNUAL PERFORMANCE REPORT

PART II - REPORT OF ACCOMPLISHMENTS

1	a. Number of Applicants Provided Service:		Name of Tribe / Consortium		6. Construction Schedules		7. Construction Funds	
	b. Number of Projects Completed within Fiscal Year:	Name of Tribe / Consortium	REGION	AGENCY				
2	a. Amount of Total Administration Funds to Report:		5. Program Category (Enter one, as applicable)		a. Date of Construction Start	b. Date of Construction Completion		
	b. Amount of Total Construction Funds to Report:	c. Amount of Total HIP Funds to Report:						
		Type or Printed Name	4. Applicant's Servicing Tribe					
		Telephone			Title	Fax		
3	Name of Applicant Provided Program Services		5. Program Category (Enter one, as applicable)		a. Date of Construction Start	b. Date of Construction Completion		
	Last	First						
1								
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FACTOR NO. 1 - HIP ELIGIBILITY/SELECTION CRITERIA @ 125%

INCOME GUIDELINE POINT SCHEDULE FOR ALL STATES EXCEPT ALASKA

FAMILY SIZE	0% to 25% of FPIG 40 POINTS		26% to 50% of FPIG 30 POINTS		51% to 75% of FPIG 20 POINTS		76% to 100% of FPIG 10 POINTS		101% to 125% of FPIG		OVER 125% of FPIG INELIGIBLE	
	TO	TO	TO	TO	TO	TO	TO	TO	TO	TO		
1	0	2,918	2,919	5,835	5,836	8,753	8,754	11,670	11,671	14,588	14,589	& HIGHER
2	0	3,933	3,934	7,865	7,866	11,798	11,799	15,730	15,731	19,663	19,664	& HIGHER
3	0	4,948	4,949	9,895	9,896	14,843	14,844	19,790	19,791	24,738	24,739	& HIGHER
4	0	5,963	5,964	11,925	11,926	17,888	17,889	23,850	23,851	29,813	29,814	& HIGHER
5	0	6,978	6,979	13,955	13,956	20,933	20,934	27,910	27,911	34,888	34,889	& HIGHER
6	0	7,993	7,994	15,985	15,986	23,978	23,979	31,970	31,971	39,963	39,964	& HIGHER
7	0	9,008	9,009	18,015	18,016	27,023	27,024	36,030	36,031	45,038	45,039	& HIGHER
8	0	10,023	10,024	20,045	20,046	30,068	30,069	40,090	40,091	50,113	50,114	& HIGHER
9	0	11,038	11,039	22,075	22,076	33,113	33,114	44,150	44,151	55,188	55,189	& HIGHER
10	0	12,053	12,054	24,105	24,106	36,158	36,159	48,210	48,211	60,263	60,264	& HIGHER
11	0	13,068	13,069	26,135	26,136	39,203	39,204	52,270	52,271	65,338	65,339	& HIGHER
12	0	14,083	14,084	28,165	28,166	42,248	42,249	56,330	56,331	70,413	70,414	& HIGHER
EACH PERSON OVER 12 ADD		1,015		2,030		3,045		4,060		5,075		& HIGHER
2014 PG:	@ 25% =	2,918	@ 50% =	5,835	@ 75% =	8,753	@ 100% =	11,670	@ 125% =	14,588		
PG =	@ Add'l:	1,015	@ Add'l:	2,030	@ Add'l:	3,045	@ Add'l:	4,060	@ Add'l:	5,075		
	HHS Poverty Guidelines											

DHHS FPIG published on January 22, 2014
For use to implement in FY2015

FACTOR NO. 1 - HIP ELIGIBILITY/SELECTION CRITERIA @ 125%

INCOME GUIDELINE POINT SCHEDULE FOR ALASKA

FAMILY SIZE	0% to 25% of PG 40 POINTS	26% to 50% of PG 30 POINTS	51% to 75% of PG 20 POINTS	76% to 100% of PG 10 POINTS	101% to 125% of PG 0 POINTS	OVER 125% of FPIG INELIGIBLE
1	0 TO 3,645	3,646 TO 7,290	7,291 TO 10,935	10,936 TO 14,580	14,581 TO 18,225	18,226 & HIGHER
2	0 TO 4,915	4,916 TO 9,830	9,831 TO 14,745	14,746 TO 19,660	19,661 TO 24,575	24,576 & HIGHER
3	0 TO 6,185	6,186 TO 12,370	12,371 TO 18,555	18,556 TO 24,740	24,741 TO 30,925	30,926 & HIGHER
4	0 TO 7,455	7,456 TO 14,910	14,911 TO 22,365	22,366 TO 29,820	29,821 TO 37,275	37,276 & HIGHER
5	0 TO 8,725	8,726 TO 17,450	17,451 TO 26,175	26,176 TO 34,900	34,901 TO 43,625	43,626 & HIGHER
6	0 TO 9,995	9,996 TO 19,990	19,991 TO 29,985	29,986 TO 39,980	39,981 TO 49,975	49,976 & HIGHER
7	0 TO 11,265	11,266 TO 22,530	22,531 TO 33,795	33,796 TO 45,060	45,061 TO 56,325	56,326 & HIGHER
8	0 TO 12,535	12,536 TO 25,070	25,071 TO 37,605	37,606 TO 50,140	50,141 TO 62,675	62,676 & HIGHER
9	0 TO 13,805	13,806 TO 27,610	27,611 TO 41,415	41,416 TO 55,220	55,221 TO 69,025	69,026 & HIGHER
10	0 TO 15,075	15,076 TO 30,150	30,151 TO 45,225	45,226 TO 60,300	60,301 TO 75,375	75,376 & HIGHER
11	0 TO 16,345	16,346 TO 32,690	32,691 TO 49,035	49,036 TO 65,380	65,381 TO 81,725	81,726 & HIGHER
12	0 TO 17,615	17,616 TO 35,230	35,231 TO 52,845	52,846 TO 70,460	70,461 TO 88,075	88,076 & HIGHER
EACH PERSON OVER 12 ADD	1,270	2,540	3,810	5,080	6,350	6,351 & HIGHER
2014 PG	25%= @ Add'l:	50%= @ Add'l:	75%= @ Add'l:	100%= @ Add'l:	125%= @ Add'l:	
PG =	HHS Poverty Guidelines					

DHHS FPIG published on January 22, 2014
For use to implement in FY2015

BUREAU OF INDIAN AFFAIRS
HOUSING IMPROVEMENT PROGRAM (HIP)
WAIVER REQUEST FORMAT
REQUIREMENTS AND CHECKLIST

2
04/04

REQUEST MUST INCLUDE AT A MINIMUM:

- ___ Request from Tribe to Regional Director by letter and/or resolution.
- ___ Name of applicant.
- ___ Regulation to be waived.
- ___ Eligibility of applicant. Provide a copy of a fully completed Housing Assistance Application, income verification, proof of ownership, scope of work and cost estimate.
- ___ Priority List/Annual Work Plan.
- ___ Copy of completed Priority Calculation Form.
- ___ Amount of request with cost breakdown, if applicable.
- ___ Prior HIP assistance, if any - date, category of assistance, dollar amount.
- ___ Narrative of circumstances pertaining to this request.

