

# INDIAN AFFAIRS MANUAL

Part 70

Human Services

Chapter 7

Housing Improvement Program

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**1.1 Purpose.** This chapter establishes Indian Affairs (IA) policy and responsibilities for the Housing Improvement Program (HIP).

The HIP provides housing assistance and the opportunity to live in decent housing under safe and sanitary conditions to Native Americans/Alaska Natives residing in a service area approved by the Assistant Secretary - Indian Affairs (AS-IA). Technical support is provided to all Native Americans/Alaskan Natives seeking HIP housing assistance. HIP funding is allocated directly, or through Tribes, Tribal housing authorities, or other Tribal organizations of Native Americans/Alaskan Natives in an approved service area. Distributions to Tribes are made in accordance with each Tribe's self-determination contract or self-governance funding agreement.

**1.2 Scope.** This policy applies to all IA offices and programs involved in the management and implementation of HIP funding.

**1.3 Policy.** IA's policy is consistent with the specific objectives of the National Housing Policy (42 U.S. Code § 1441), which declares that every American family should have the opportunity for a decent home and a suitable living environment. To the maximum extent possible, the IA HIP is administered through Tribes/Consortium (Tribes), Tribal housing authorities, or other Tribal organizations, or by having Tribal officials participate in the applicant selection process.

**1.4 Authority.**

1) **Statutes and Regulations.**

- 1) P.L. 67-85, The Snyder Act
- 2) P.L. 93-638, Indian Self-Determination and Education Act of 1975, as amended (ISDEAA)
- 3) 25 CFR Part 256, Housing Improvement Program

2) **Guidance.**

- 1) Office of Management and Budget (OMB) Circular A-123, Management's Responsibility for Internal Control, Revised
- 2) 130 Department Manual (DM) 5, Office of the Deputy Director - Indian Services
- 3) 70 IAM 7-H: Housing Improvement Program (HIP) Handbook, current version

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## 1.5 Responsibilities.

- 1) **Deputy Bureau Director (DBD) and Associate Deputy Bureau Director, Office of Indian Services (OIS), BIA** are responsible for ensuring that IA processes and resources are in place to facilitate the provision of services to eligible federally recognized Native Americans/Alaska Natives.
- 2) **Chief, Division of Human Services (DHS), OIS** is responsible for program oversight and the development of IA processes and procedures for Human Services. This includes coordination of programs with other federal agencies.
- 3) **Central Office, Housing Program Officer (HPO)** is responsible for planning, monitoring, evaluating, coordinating, and controlling housing program activities, and providing technical assistance and training on program specific components. The activities are administered by the HPO, who reports to the Chief, DHS and acts as an advisor to the DBD, OIS in all phases of this activity. Additionally, the HPO assists the DHS Chief in the development of program standards and the delivery of services, completing OMB Circular A-123 reviews, and responding to congressional inquiries and data calls. The HPO is also responsible for the distribution of funds; processing and authorizing payments; interpretation of regulations, policies and procedures; and developing guidelines for Tribes in implementing the HIP in their Tribal housing contracts. The HPO may also assist with any program reviews and evaluations of ISDEAA Title I contracts and Title IV funding agreements undertaken to ensure compliance with applicable laws and regulations.
- 4) **Regional Directors** are responsible for the administration, monitoring, and oversight of the DHS programs by the Tribe/agency. They serve as the Officer in Charge (OIC) for supervised HIP accounts handled by the region.
- 5) **Regional Housing Officers (RHOs)** are responsible for implementing and managing Tribal/agency housing programs within their region. RHO duties include:
  - 1) annual distribution of the Housing Application Form to all Tribes within the region;
  - 2) providing technical assistance and training to Tribes and agencies, including ensuring accurate completion of the Tribal work plan based on the compilation of all the Tribal Housing Application forms;
  - 3) collecting, reviewing, and consolidating all Tribal work plans in the region into the regional work plan, and submitting the regional work plan to the DHS, HPO;
  - 4) awarding HIP funds in accordance with the methodology and each Tribe's ISDEAA Title I contract;

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- 5) assisting Tribes in complying with Government Performance and Results Act (GPRA) reporting requirements;
- 6) providing technical assistance to Tribes within the region on the accurate completion of the Tribal Annual Performance Report on an annual basis;
- 7) conducting annual reviews of Tribe/agency programs and an annual review of HIP; and
- 8) case management for certain account holders.

The regional area housing activity is administered by the RHO, who reports to the Deputy Regional Director for Indian Services. The incumbent serves as the technical advisor to the Regional Director on housing matters.

- 6) **Director, Office of Self Governance (OSG)** is responsible for implementing Title IV of the ISDEAA. With regard to HIP funding, the OSG Director is responsible for awarding HIP funds in accordance with the HIP methodology and each Tribe's self-governance funding agreement.
- 7) **Tribal Housing Officers/Tribal staff/Tribal organizations authorized under a Self-Determination Act contract or Self-Governance funding agreement** are responsible for carrying out housing related duties previously administered by the Secretary of the Interior. They may administer programs authorized under 25 CFR Parts 256.

The Tribal Housing Office is responsible for the oversight of the Tribal HIP program, including:

- 1) providing the Housing Application Form to eligible applicants within the community;
- 2) providing technical assistance for the accurate completion of the Housing Application Form;
- 3) collecting, reviewing, and consolidating all eligible housing application data into a Tribal work plan;
- 4) submitting the Tribal work plan to the RHO; and,
- 5) submitting the Tribal Annual Performance Report on an annual basis.

The RHO will notify the Tribal Housing Servicing Office of a HIP award, and request a Categorical Exclusion Exception Review (CEER) checklist in order to comply with the National Environmental Protection Act (NEPA). The Tribal Housing Servicing Office will submit the CEER checklist to the BIA NEPA coordinator for a BIA representative signature. The representative signature must come from the person responsible for

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signing the Categorical Exclusion document for each ISDEAA Title I contract and Title IV funding agreement.

## 1.6 Definitions.

Definitions applicable to this chapter and to Human Services functions are in 25 CFR 256.2.

## 1.7 National Methodology for the Distribution of HIP Funding.

The HIP funding methodology is located in the 70 IAM 7-H: Housing Improvement Program (HIP) Handbook.

## 1.8 Reporting Requirements for HIP Funds and Forms.

All Tribes/Tribal organizations that utilize IA's HIP funds are required to submit quarterly performance management data. RHOs will ensure that quarterly performance information is entered into the IA Performance Management System (IA-PMS) and certified in time to meet the OMB due dates. The IA-PMS quarterly report is a compilation of information gathered from the regions and submitted to the Central Office to meet GPRA reporting requirements. These reporting requirements influence OMB funding recommendations for programs during the annual budget process. Each regional office is responsible for providing narrative substance that explains the activities and accomplishments of the prior year appropriations.

The Tribal Annual Performance Report provides vital information that is used by IA to make program allocations. The report is submitted through the appropriate regional office to the Central Office, where it is compiled into a complete annual report.

All HIP-related forms, including the HIP GPRA form, the Tribal Annual Performance Report, and the HIP Housing Assistance Application are located on the IA Online Forms webpage here: <http://www.bia.gov/WhoWeAre/AS-IA/ORM/OnlineIAForms/index.htm> (select the "IA Paperwork Reduction Act (PRA) Forms" tab and then scroll down).

Additional information on HIP reporting requirements is located in the 70 IAM 7-H: Housing Improvement Program (HIP) Handbook.

Approval



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Date