

INDIAN AFFAIRS MANUAL

Part 70
Chapter 7

Human Services
Housing Improvement Program

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- 1.1 Purpose.** This chapter establishes Indian Affairs' (IA) policy 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). HIP funding is allocated directly, or through Tribes, Tribal Servicing Housing Offices (TSHOs), or other Tribal organizations of Native Americans/Alaskan Natives in an approved service area. However, these Tribes/TSHOs/other Tribal organizations cannot implement HIP without a contract, compact, or other written agreement in place. 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. Additionally, this policy, and the procedures contained in the related handbook (70 IAM 7-H), apply only to Tribal entities acting on behalf of the United States under contracts, compacts, or other agreements if expressly agreed to in the contracts or agreements, or if requirements to abide by such policy is otherwise required by law. Other Federal Government agencies and offices that are involved in the management of housing on Indian lands are encouraged to adhere to the policy prescribed herein and to the procedures in the related handbook.
- 1.3 Policy.** IA's policy is consistent with the specific objectives of the National Housing Policy (42 U.S.C. § 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), TSHOs, or other Tribal organizations.
- 1.4 Authority.**
- A. 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 256, Housing Improvement Program
- B. Guidance.**
- 1) Office of Management and Budget (OMB) Circular A-123, Management's Responsibility for Internal Control, Revised

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- 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

1.5 Responsibilities.

- A. **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.
- B. **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.
- C. **Central Office Housing Program Officer (HPO)** reports to the Chief, DHS, and acts as an advisor to the DBD, OIS in all phases of HIP activities. Additionally, the HPO is responsible for:
 - 1) planning, monitoring, evaluating, coordinating, and controlling housing program activities;
 - 2) providing technical assistance and training on program specific components;
 - 3) assisting 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;
 - 4) collecting, reviewing, and consolidating all Regional Workplans into the National Workplan and completing a national distribution formula as described by the national distribution methodology policy;
 - 5) distributing HIP funds by processing Financial and Business Management System (FBMS) Entry Documents and authorizing payments in FBMS;
 - 6) interpreting regulations, policies, and procedures;
 - 7) developing guidelines for Tribes in implementing the HIP in their Tribal housing contracts; and
 - 8) assisting 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, as needed.
- D. **Regional Director (RD)** is 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.

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- E. Regional Housing Office/Officer (RHO)** is responsible for implementing and managing Tribal/agency housing programs within their region, and report to the Deputy RD for Indian Services. The RHO serves as the technical advisor to the RD on housing matters. Additional RHO duties include:
- 1) distributing the Housing Assistance Application form (BIA Form 6407) (also referred to as the HIP Application form) to all Tribes within the region annually;
 - 2) providing technical assistance and training to Tribes and agencies, including ensuring accurate completion of the Tribal Annual Performance Report (TAPR) based on the compilation of all of the Housing Assistance Application forms;
 - 3) collecting, reviewing, and consolidating all Tribal TAPRs in the region into the Regional Workplan, and submitting the Regional Workplan to the Central Office HPO;
 - 4) awarding HIP funds in accordance with the methodology and each Tribe's ISDEAA Title I contract;
 - 5) assisting Tribes in complying with Government Performance and Results Act (GPRA) reporting requirements;
 - 6) ensuring that quarterly performance information is entered into the IA Performance Management System (IA-PMS) and certified in time to meet the OMB due dates;
 - 7) notifying the TSHO of a HIP award, and requesting a Categorical Exclusion Exception Review (CEER) checklist in order to comply with the National Environmental Protection Act (NEPA);
 - 8) conducting annual reviews of Tribe/agency programs and an annual review of HIP; and
 - 9) case management for certain account holders.
- F. 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.
- G. TSHOs/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 256. Specifically, they are responsible for:
- 1) providing the Housing Assistance Application to eligible applicants within the community;

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- 2) providing technical assistance for the accurate completion of the Housing Assistance Application;
- 3) collecting, reviewing, and consolidating all eligible housing application data into a TAPR, and submitting it on an annual basis;
- 4) submitting the Tribal Workplan to the RHO; and
- 5) completing the CEER checklist to comply with the NEPA, and submitting it to the RHO and the BIA Branch of Environmental and Cultural Resources Management (BECRM).

H. BECRM NEPA Coordinator is responsible for offering guidance to the Tribal Housing Service Office in preparing documents needed throughout the process for environmental analysis, and approving proposals for a BIA representative signature.

1.6 Definitions.

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

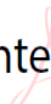
1.7 National Methodology for the Distribution of HIP Funding.

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

1.8 Reports and Forms.

Information on HIP reporting requirements and forms is located in the accompanying handbook, 70 IAM 7-H: Housing Improvement Program (HIP) Handbook.

Approval

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Darryl LaCounte
Director, Bureau of Indian Affairs

Date