

# INDIAN AFFAIRS MANUAL

Part 70  
Chapter 7

Human Services  
Housing Improvement Program

Page 1

- 1.1 Purpose.** This chapter establishes Indian Affairs (IA) policy for the Housing Improvement Program (HIP), including the methodology for the distribution of HIP funds, and procedures for the submission of Tribal work plans and Bureau of Indian Affairs (BIA) regional work plans each fiscal year (FY). The work plans are a component of the funds distribution methodology. The HIP provides housing assistance to Native Americans/Alaska Natives residing in a service area approved by the Assistant Secretary - Indian Affairs.
- 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.

The HIP offers Native Americans and Alaska Natives the opportunity to live in decent housing under safe and sanitary conditions. Technical support is provided to all Native Americans and Alaskan Natives who are seeking HIP housing assistance. HIP funding is allocated either directly, or through Tribes, Tribal housing authorities, or other Tribal organizations of Native Americans and Alaskan Natives living in an *approved service area*.

The methodology described herein is used to facilitate the fair and equitable distribution of HIP funds for all eligible applicants nationally.

Distributions to Tribes are made in accordance with each Tribe's self-determination contract or self-governance funding agreement.

## **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

# INDIAN AFFAIRS MANUAL

Part 70  
Chapter 7

Human Services  
Housing Improvement Program

Page 2

## 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

## 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

NOV 30 2016

Release #17-05, Issued:

Replaces #14-09, Issued: 5/12/14

