

## FUND DISTRIBUTION PROCESS

**Program:** Housing Improvement Program (TPA)

**Type of Funding:** Recurring (Non Base) - Formula Funding

**Funding Authority/Responsibility:** 25 U.S.C. 13; 25 CFR Part 256; Indian Affairs Manual Part 70 Chapter 7, Housing Improvement Program (HIP)

The Deputy Bureau Director is the SubAllottee and has responsibility for these funds.

**Criteria for Distribution:** Funds are distributed pursuant to established policies and procedures found at 25 CFR 256. A Tribe must submit a Work Plan that includes data on eligible HIP applicants in order to be considered for funding; it is due to the servicing Regional Housing Officer by December 31 annually.

- Stable Base Funding to Self-Governance Tribes  
Concept from revision of regulations in FY 2000. Four tribes out of the Northwest Region opted out from the regular HIP methodology and receive their funds as base funds in self governance compacts and, therefore, as a condition of doing so, they now forgo any future increase in funding.
- National HIP Distribution Methodology (non base funds)

Tier I: Distribution to BIA Regions for Tribes having Eligible Applicants, Eligible Applicant Data Regarded as Accurate and Complete from Tribes and Regions.

- OIS issues a datacall to OSG, BIA Regions and OIS (477 Plans) for eligible applicants from the Tribes.
- The Tribal Housing Program must submit their Annual Performance Report Form/Work Plan to their servicing BIA, Regional Housing Officer (RHO).
- The RHO then reviews and summarizes the data collected, consolidates the information into a Regional Work Plan that is submitted to OIS.
- HIP Funds to Regions is determined by two factors –
  - a) Percent of Eligible Applicants in Region to Total Number of Applicants added to Percent of Estimated Cost of Program Services to Total Estimated Cost of Program Services
  - b) Sum of Percentages divided by 2

Tier II: Regions determine group of Highest Ranked Eligible Applicants and submits the list to OIS, including which Title I and Title IV Tribes are recommended to receive funds.

- OIS consolidates the submitted Regional Tribal Work Plans.
- Based on the HIP enacted appropriations level, determination is made for each Region based on its proportional number of eligible applicants and estimated project costs to the total number of eligible applicants and estimated projects costs.
- Once determined, OIS prepares funding documents to allocate funds to the servicing Regions and OSG, identifying each eligible Tribal Fund Center. (within 5 days)

### **Distribution Process:**

- Upon apportionment, OBPM moves HIP funding as a whole from the budget address directly to OIS. (within 3 days of apportionment)

- OIS coordinates all calculations and distribution to the Regions and OSG (by June 15 if all necessary supporting documentation has been received and validated).
- OIS will prepare FEDs to distribute funding to the Regions and OSG to distribute funds to each Tribal Fund Center. (5 days)
- OIS will send the FED for self governance compact Tribes to OSG for concurrence with effected compact(s). (within 1 day)
- OBPM will process the FED to Regions. (Within 3 days of receipt.)
- OSG will accept and sign off on OIS FED and forward to OBPM Execution. (Within 3 days of receipt.)
- OBPM, Execution will process the FED to OSG. (Within 3 days of receipt.)

**Regional Processing:**

- Indian Self Determination (ISD) Awarding Official negotiates terms, conditions of award, including payments. They prepare contract award/modifications in PRISM. (within 5 days)
- The ISD Awarding Official prints and mails the award/modification to Tribe for review and acceptance. (within 5 days)
- Tribal elected official approves award/modification and returns the documentation to the Region/Agency.
- The ISD Awarding Official executes the award/modification and releases the obligation in PRISM. PRISM interfaces with ASAP and funds are available to tribes. (within 3 days of receipt of signed document)

**OSG Processing:**

- Once both OSG and OIS are in agreement with the distribution list on the OIS-provided Funding document, OSG submits the document to OBPM FED for processing. (within 3 business days.)
- OSG will process the FED, subsequent PR, and obligate funding. (within 7 business days.)

Tribes log into ASAP to draw funds into their account.