

## CHAPTER 1. INTRODUCTION

## Section 1 Overview

## 1-1 PURPOSE OF THIS HANDBOOK.

- A. This Handbook covers the procedures for HUD Field Offices of Native American Programs (FONAPs) and grantees to follow for the Indian HOME program. The instructions, processing procedures, and guidelines are intended to provide uniformity throughout the grant program to enhance the efficiency of operations as well as establishing standard operating procedures in one comprehensive document.
- B. The portion of the grant program's life cycle covered by this Handbook starts with submission of a grant application by an applicant to the local HUD FONAP in response to a Notice of Funding Availability (NOFA) issued by Headquarters and continues to closeout of the grant agreement between HUD and a grantee.
- C. Regulatory as well as additional Handbook requirements are set forth herein. The Handbook uses certain terms consistently to distinguish between what is required and what is suggested. These terms are as follows:
  - 1. "Shall" and "must" mean that the action is mandatory or required to obtain or retain a status of compliance with all requirements for HUD staff and grantees as applicable. Mandatory relates to statutory or regulatory requirements that have the force of law. Other required actions may relate to OMB Circulars or other standards relating to grant administration, records retention, etc.
  - 2. "Should" means that the action is recommended but is not mandatory or required.
  - 3. "May" means that the action is permissive or optional and not mandatory or required.
- D. The Department has provided some guidance through examples in some cases. However, it is not feasible to provide examples that are all-inclusive and a good deal of judgement will be required on the part of HUD staff and grantees in carrying out the statutory intent and programmatic objectives of the program.

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## Section 2. Indian HOME Program Grant History

1-2 CHRONOLOGY. The Indian HOME Program authorized by the Home Investment Partnerships Act was signed into law November 28, 1990 as Title II of the National Affordable Housing Act (NAHA). The purposes of Program

are to expand the supply of decent, affordable housing for low and very-low income families, building local capacity to carry out affordable housing programs, and providing for coordinated assistance to grantees in the development of affordable low-income housing. The Program provides competitive funding for Indian Tribes. It is implemented by regulations published at 24 CFR Part 92, subpart M. The Program began in FY 1992 with \$15 million in grant funding, and seventeen grants were made to fifteen grantees. Funding for FY 1993 was \$10 million; for FY 1994, \$12.75 million.

1-3 APPLICABILITY.

- A. The procedures in this Handbook are effective for the grant awards made in FY 1992 and subsequently and are based on the regulation and specific program PIH Notices that cover grant application processing, grant agreement execution, payment procedures, monitoring, etc., to grant agreement closeout. The PIH Notices related to the Indian HOME grant program awards are referenced in an Appendix.
- B. All Indian HOME program grants are implemented using new payment procedures for the grantees under the Line of Credit Control System--Voice Response System (LOCCS-VRS) as described herein. User manuals are referenced in an Appendix.