

KARUK TRIBE HOUSING AUTHORITY

**CHAPTER 16
SELF MONITORING POLICY AND PROCEDURES**

ADOPTED April 11, 2005

**** This Amended Policy Supercedes ALL Other Versions****

This Policy contains information about the self monitoring procedures of the Karuk Tribe Housing Authority.

The procedures set forth in this document replace any and all previous self monitoring policy statements, whether written or oral. No such prior policies or procedures shall have any force or effect after the effective date of this policy.

REVISIONS

The Karuk Tribe Housing Authority reserves the right to revise, modify, delete, or add to any and all policies and procedures.

Revisions, additions, or deletions to this policy will be in writing and will only be made with approval from the Karuk Tribe Housing Authority Housing Committee. Revisions must be signed by the Housing Committee Chairperson.

STATEMENT OF PURPOSE

The primary objective of establishing a self monitoring policy is to prescribe a process to conduct an annual assessment of Karuk Tribe Housing Authority's adherence to the applicable federal requirements of the Native American Housing and Self-Determination Act of 1996 (NAHASDA).

Compliance will be monitored in accordance with 24 CFR 1000 and includes, but is not limited to the attached check lists.

SELF MONITORING CHECK LIST

TASK DESCRIPTION	STAFF ASSIGNMENT	START DATE	FINISH DATE	STATUS AND COMMENTS
Audit				
Advertise RFP for auditing services	Fiscal Officer	08/15	9/15	
Select auditing company	ED/BOC	9/16	10/01	
Initiate contract	ED	10/01	1/30	
Submit to Committee	ED / Fiscal Officer	2/6	2/6	
Submit to Tribe	ED	2/7	2/7	
Submit to HUD	Fiscal Officer	2/8	2/8	
File Review				
Annual Inspections	Operations	6/1	7/1	
Waiting List Applications	Operations	6/1	7/1	
Tenant Files	Operations	6/1	7/1	
Planning				
Schedule Planning Retreat	ED	12/1	12/21	
Public Input Meetings	ED / Operations	1/1	1/21	
Prepare planning materials	ED / Assistant	1/22	2/1	
Facilitate Planning meeting	ED / Staff	2/15	2/20	
Prepare Indian Housing Plan	ED	2/21	3/30	
Submit plan to KTHA Committee	ED	4/1	4/7	
Submit plan to KTOC Council	ED	4/7	4/21	
Submit to HUD	ED	4/22	5/1	

TASK DESCRIPTION	STAFF ASSIGNMENT	START DATE	FINISH DATE	STATUS AND COMMENTS
Policy Review				
Workshop w/ staff	Operations	4/1	5/1	
Workshop w/ council & HC	ED / Operations	5/23	5/25	
Develop draft policy revisions	Operations	5/26	6/5	
Submit to Committee	ED	6/6	6/6	
Submit to Council	Chairman	6/9	6/9	
Annual Performance Report				
Prepare report	ED / Fiscal Officer	10/1	11/4	
Public Comment Meetings	ED / Operations	11/7	11/10	
Submit to Committee	ED	11/14	11/14	
Submit to Council	ED	11/15	11/18	
Submit Report to HUD	ED	11/22	11/22	
Construction				
Review procurement	ED	WI 30 Days		
Review implementation timelines	ED	WI 30 Days		
Review contract compliance				
HUD 11	Assistant	BI MONTHLY		
Davis-Bacon	Assistant	WI 30 DAYS		
Certified Payroll	Assistant	BI MONTHLY		
Change Orders	Construction Manager	WI 7 DAYS		

TASK DESCRIPTION	STAFF ASSIGNMENT	START DATE	FINISH DATE	STATUS AND COMMENTS
Environmental Are ERR's being prepared for each project Are appropriate ER's being conducted	ED NEPA Coordinator			
RROF's published	NEPA Coordinator			
Enviro Release from HUD obtained Enviro Records complete	ED NEPA Coordinator			
Procurement				
Compliance with 24 CFR 85.36				
Compliance with KTHA Policy				