

**KARUK TRIBE HOUSING AUTHORITY**

**SELF MONITORING POLICY AND PROCEDURES**

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**ADOPTED April 11, 2005**

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

## **INTRODUCTION**

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

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

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

