



Coquille Indian Housing Authority

2678 Mexeye Loop • Coos Bay, OR 97420



Annual Performance Report

for the fiscal year ended

SEPTEMBER 30, 2015

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First Impressions Marketing
A Coquille tribal member owned business

Alison Wasson

PHOTOGRAPHY

www.alisonwassonphoto.com

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INDIAN HOUSING PLAN/ANNUAL PERFORMANCE REPORT (NAHASDA §§ 102(b)(1)(A) and 404(a)(2))

This form meets the requirements for an Indian Housing Plan (IHP) and Annual Performance Report (APR) required by the United States Department of Housing and Urban Development. In addition to these requirements, a tribe or tribally designated housing entity (TDHE) may elect to prepare a more comprehensive IHP. If a tribe or TDHE elects to prepare a more comprehensive IHP, the required elements of this IHP must still be submitted on the prescribed HUD form. The information requested does not lend itself to confidentiality.

Regulatory and statutory citations are provided throughout this form as applicable. Recipients are encouraged to review these citations when completing the IHP and APR sections of the form.

Under the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA) (25 U.S.C. 4101 et seq.), HUD will provide grants, loan guarantees, and technical assistance to Indian tribes and Alaska Native villages for the development and operation of low income housing in Indian areas. Grants will be made to eligible recipients under the Indian Housing Block Grant (IHBG) program. To be eligible for the grants, recipients must submit an IHP that meets the requirements of the Act. The recipient is required to submit the IHP to HUD at least 75 days prior to the start of its 12-month program year (NAHASDA § 102(a)(1)). The APR is due no later than 90 days after the end of the recipient's program year (24 CFR § 1000.514).

The IHP and the APR (previously two separate forms) are now combined into one form. The sections pertaining to the IHP are submitted **before** the beginning of the 12-month program year, leaving the APR (shaded) sections blank. If the IHP has been updated or amended, use the most recent version when preparing the APR. After the 12-month program year, enter the results from the 12-month program year in the shaded sections of the form to complete the APR. More details on how to complete the IHP and APR sections of the form can be found in the body of this form. In addition, a separate IHP and APR report form guidance is available.

FORM COMPLETION OPTIONS: The IHP/APR form may be completed either in hard copy or electronically. Hard copy versions may be completed either by hand or typewriter. Alternatively, the form may be completed electronically as it is a Word document. It is recommended that the form be completed electronically because it is more efficient to complete, submit, and review the form. Furthermore, electronic versions of the form may be submitted to HUD as an email attachment. To document official signatures on the electronic version, you should sign a hard copy of the pages and either fax that signed page or email it as an attachment to your Area Office of Native American Programs. The sections of the IHP that require an official signature are Sections 1 and 8, and Sections 15 and 16, if applicable. For the APR, Section 1 requires an official signature.

Public reporting burden for the collection of information is estimated to average 62 hours, 25 hours for the IHP and 37 hours for the APR. This includes the time for collecting, reviewing, and reporting the data. The IHP data is used to verify that planned activities are eligible, expenditures are reasonable, and recipient certifies compliance with related requirements. The APR data is used to audit the program accurately and monitor recipient progress in completing approved activities, including reported expenditures, outputs, and outcomes. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

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SECTION 1: COVER PAGE

- (1) **Grant Number:** 55IH4102770
- (2) **Recipient Program Year:** 10/01/2014 - 09/30/2015
- (3) **Federal Fiscal Year:** 10/01/2014 - 09/30/2015
- (4) **Initial Plan** (Complete this Section then proceed to Section 2)
- (5) **Amended Plan** (Complete this Section, Section 8 if applicable, and Section 16)
- (6) **Annual Performance Report** (Complete items 27-30 and proceed to Section 3)
- (7) **Tribe**
- (8) **TDHE**

(9) Name of Recipient: Coquille Indian Housing Authority		
(10) Contact Person: Anne F. Cook, Executive Director		
(11) Telephone Number with Area Code: (541) 888-6501		
(12) Mailing Address: 2678 Mexeye Loop		
(13) City: Coos Bay	(14) State: Oregon	(15) Zip Code: 97420
(16) Fax Number with Area Code (if available): (541) 888-8266		
(17) Email Address (if available): annecook@coquilleiha.org		
(18) If TDHE, List Tribes Below: <div style="margin-left: 20px;"> Coquille Indian Tribe 3050 Tremont Street North Bend, OR 97459 Telephone number: (541) 756-0904 Fax number: (541) 756-0847 </div>		
(19) Tax Identification Number: 93-1133051		

Indian Housing Block Grant (IHBG)

**U.S. Department of Housing
and Urban Development**

OMB Approval Number 2577-0218
(exp. 03/31/16)

IHP/APR

Office of Public and Indian Housing
Office of Native American Programs

(20) DUNS Number: 944212935
(21) CCR/SAM Expiration Date: 12/06/2016
(22) IHBG Fiscal Year Formula Amount: \$990,235
(23) Name of Authorized IHP Submitter: Anne F. Cook
(24) Title of Authorized IHP Submitter: Executive Director
(25) Signature of Authorized IHP Submitter: <i>Anne F. Cook</i>
(26) IHP Submission Date: 07/15/14
(27) Name of Authorized APR Submitter: Anne F. Cook
(28) Title of Authorized APR Submitter: Executive Director
(29) Signature of Authorized APR Submitter: <i>Anne F. Cook</i>
(30) APR Submission Date: 12/22/2015

Certification: The information contained in this document is accurate and reflects the activities actually planned or accomplished during the program year. Activities planned and accomplished are eligible under applicable statutes and regulations.

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosure of information, including intentional disclosure, is subject to a civil money penalty not to exceed \$10,000 for each violation.

- (3) Planned Program Benefits** *(Describe below how your planned programs and activities will address the needs of low income families identified above. Also describe how your planned programs will meet the needs for the various types of housing assistance. NAHASDA § 102(b)(2)(B):*

CIHA owns and operates 67 affordable housing units on Coquille Tribal Lands including 53 rentals, 1 emergency housing unit, and 13 homebuyer units. Low Rent program participants are transitioned to the Home Grant and Occupancy (HomeGO) homebuyer program as they become qualified. In addition, the Monthly Housing Assistance Payments (MHAP) program offers 45 tenant-based rental assistance slots to low income Coquille and other Native American and Alaska Native households throughout the Tribe's five-county service area.

Awareness and utilization of the Section 184 Indian Housing Loan Guarantee Program is promoted regularly at Tribal events. Application to the program is facilitated for qualified low income Coquille and other Native American and Alaska Native families within the Tribe's five-county service area, as well as access to Individual Development Accounts, homebuyer education, credit counseling, and other services.

- (4) Geographic Distribution** *(Describe below how the assistance will be distributed throughout the geographic area and how this geographic distribution is consistent with the needs of low income families. NAHASDA § 102(b)(2)(B)(i):*

CIHA provides services within the Coquille Indian Tribe's five-county service area which includes Coos, Curry, Douglas, Jackson, and Lane Counties. The distribution of assistance fluctuates but generally mirrors the distribution of the Tribal population within the service area. The majority of CIHA's services are concentrated on Coquille Tribal Lands in Coos County.

SECTION 3: PROGRAM DESCRIPTIONS

Planning and Reporting Program Year Activities

For the IHP, the purpose of this section is to describe each program that will be operating during the 12-month program year. Each program must include the eligible activity, its planned outputs, intended outcome, who will be assisted, and types and levels of assistance. Each of the eligible activities has a specific, measurable output. The first column in the table below lists all eligible activities, the second column identifies the output measure for each eligible activity, and the third column identifies when to consider an output as completed for each eligible activity. Copy and paste text boxes 1.1 through 1.10 as often as needed so that all of your planned programs are included. For the APR, the purpose of this section is to describe your accomplishments, actual outputs, actual outcomes, and any reasons for delays.

Eligible Activity May Include *(citations below all reference sections in NAHASDA):*

Eligible Activity	Output Measure	Output Completion
(1) Modernization of 1937 Act Housing [202(1)]	Units	All work completed and unit passed final inspection
(2) Operation of 1937 Act Housing [202(1)]	Units	Number of units in inventory at Program Year End (PYE)
(3) Acquisition of Rental Housing [202(2)]	Units	When recipient takes title to the unit
(4) Construction of Rental Housing [202(2)]	Units	All work completed and unit passed final inspection
(5) Rehabilitation of Rental Housing [202(2)]	Units	All work completed and unit passed final inspection
(6) Acquisition of Land for Rental Housing Development [202(2)]	Acres	When recipient takes title to the land
(7) Development of Emergency Shelters [202(2)]	Households	Number of households served at any one time, based on capacity of the shelter
(8) Conversion of Other Structures to Affordable Housing [202(2)]	Units	All work completed and unit passed final inspection
(9) Other Rental Housing Development [202(2)]	Units	All work completed and unit passed final inspection
(10) Acquisition of Land for Homebuyer Unit Development [202(2)]	Acres	When recipient takes title to the land
(11) New Construction of Homebuyer Units [202(2)]	Units	All work completed and unit passed final inspection
(12) Acquisition of Homebuyer Units [202(2)]	Units	When recipient takes title to the unit
(13) Down Payment/Closing Cost Assistance [202(2)]	Units	When binding commitment signed
(14) Lending Subsidies for Homebuyers (Loan) [202(2)]	Units	When binding commitment signed
(15) Other Homebuyer Assistance Activities [202(2)]	Units	When binding commitment signed

Indian Housing Block Grant (IHBG)

**U.S. Department of Housing
and Urban Development**

OMB Approval Number 2577-0218
(exp. 03/31/16)

IHP/APR

Office of Public and Indian Housing
Office of Native American Programs

(16) Rehabilitation Assistance to Existing Homeowners [202(2)]	Units	All work completed and unit passed final inspection
(17) Tenant Based Rental Assistance [202(3)]	Households	Count each household once per year
(18) Other Housing Services [202(3)]	Households	Count each household once per year
(19) Housing Management Services [202(4)]	Households	Count each household once per year
(20) Operation and Maintenance of NAHASDA-Assisted Units [202(4)]	Units	Number of units in inventory at PYE
(21) Crime Prevention and Safety [202(5)]	Dollars	Dollars spent (report in Uses of Funding Table only)
(22) Model Activities [202(6)]	Dollars	Dollars spent (report in Uses of Funding Table only)
(23) Self-Determination Program [231-235]		
Acquisition	Units	When recipient takes title to the unit
Construction	Units	All work completed and unit passed final inspection
Rehabilitation	Units	All work completed and unit passed final inspection
Infrastructure	Dollars	Dollars spent (report in Uses of Funding Table only)
(24) Infrastructure to Support Housing [202(2)]	Dollars	Dollars spent (report in Uses of Funding Table only)
(25) Reserve Accounts [202(9)]	N/A	N/A

Outcome May Include:

(1) Reduce over-crowding	(7) Create new affordable rental units
(2) Assist renters to become homeowners	(8) Assist affordable housing for college students
(3) Improve quality of substandard units	(9) Provide accessibility for disabled/elderly persons
(4) Improve quality of existing infrastructure	(10) Improve energy efficiency
(5) Address homelessness	(11) Reduction in crime reports
(6) Assist affordable housing for low income households	(12) Other – must provide description in boxes 1.4 (IHP) and 1.5 (APR)

IHP: PLANNED PROGRAM YEAR ACTIVITIES (NAHASDA § 102(b)(2)(A))

For each planned activity, complete all the non-shaded sections below. It is recommended that for each program name you assign a unique identifier to help distinguish individual programs. This unique number can be any number of your choosing, but it should be simple and clear so that you and HUD can track tasks and results under the program and collect appropriate file documentation tied to this program.

- One way to number your programs is chronologically. For example, you could number your programs 2011-1, 2011-2, 2011-3, etc.
- Or, you may wish to number the programs based on type. For example rental 1, rental 2, homebuyer 1, homebuyer 2 etc. This type of numbering system might be appropriate if you have many programs that last over several years.
- Finally, you may wish to use an outline style of numbering. For example, all programs under your first eligible activity would start with the number 1 and then be consecutively numbered as 1.1, 1.2, 1.3, etc. The programs under the second eligible activity would be numbered as 2.1, 2.2, 2.3, etc.

APR: REPORTING ON PROGRAM YEAR PROGRESS (NAHASDA § 404(b))

Complete the shaded section of text below to describe your completed program tasks and actual results. Only report on activities completed during the 12-month program year. Financial data should be presented using the same basis of accounting as the Schedule of Expenditures of Federal Awards (SEFA) in the annual OMB Circular A-133 audit. For unit accomplishments, only count units when the unit was completed and occupied during the year. For households, only count the household if it received the assistance during the previous 12-month program year.

<p>1.1. Program Name and Unique Identifier: Accessibility Modifications to 1937 Housing Act Units – 1501.1</p>
<p>1.2. Program Description <i>(This should be the description of the planned program.):</i> This program is designed to: a. Modify rental units to conform with Section 504 accessibility standards for mobility impaired persons.</p>
<p>1.3. Eligible Activity Number <i>(Select one activity from the Eligible Activity list. Do not combine homeownership and rental housing in one activity, so that when housing units are reported in the APR they are correctly identified as homeownership or rental.):</i> (1) Modernization of 1937 Act Housing [202(1)]</p>
<p>1.4. Intended Outcome Number <i>(Select one outcome from the Outcome list. Each program can have only one outcome. If more than one outcome applies, create a separate program for each outcome.):</i> (9) Provide accessibility for elderly/disabled persons</p>
<p>Describe Other Intended Outcome <i>(Only if you selected "Other" above.):</i></p>

1.5. Actual Outcome Number *(In the APR identify the actual outcome from the Outcome list.):*

(9) Provide accessibility for elderly/disabled persons

Describe Other Intended Outcome *(Only if you selected "Other" above.):*

1.6. Who Will Be Assisted *(Describe the types of households that will be assisted under the program. Please note: assistance made available to families whose incomes fall within 80 to 100 percent of the median should be included as a separate program within this section.):*

Residents of 1937 Housing Act units.

1.7. Types and Level of Assistance *(Describe the types and the level of assistance that will be provided to each household, as applicable.):*

Work will be performed by Housing Authority staff or contractors at no cost to residents. Level of assistance is estimated to be \$30,000 or less per unit.

1.8. APR: *(Describe the accomplishments for the APR in the 12-month program year. In accordance with 24 CFR § 1000.512(b)(3), provide an analysis and explanation of cost overruns or high unit costs.):*

a. Identified and began modification of one rental unit to conform to Section 504 accessibility standards for mobility impaired persons.

1.9. Planned and Actual Outputs for 12-Month Program Year

Planned Number of Units to be Completed in Year Under this Program	Planned Number of Households To Be Served in Year Under this Program	Planned Number of Acres To Be Purchased in Year Under this Program	APR: Actual Number of Units Completed in Program Year	APR: Actual Number of Households Served in Program Year	APR: Actual Number of Acres Purchased in Program Year
1	N/A	N/A	0	N/A	N/A

1.10. APR: If the program is behind schedule, explain why. (24 CFR § 1000.512(b)(2))

Program is on schedule.

IHP: PLANNED PROGRAM YEAR ACTIVITIES (NAHASDA § 102(b)(2)(A))

For each planned activity, complete all the non-shaded sections below. It is recommended that for each program name you assign a unique identifier to help distinguish individual programs. This unique number can be any number of your choosing, but it should be simple and clear so that you and HUD can track tasks and results under the program and collect appropriate file documentation tied to this program.

- One way to number your programs is chronologically. For example, you could number your programs 2011-1, 2011-2, 2011-3, etc.
- Or, you may wish to number the programs based on type. For example rental 1, rental 2, homebuyer 1, homebuyer 2 etc. This type of numbering system might be appropriate if you have many programs that last over several years.
- Finally, you may wish to use an outline style of numbering. For example, all programs under your first eligible activity would start with the number 1 and then be consecutively numbered as 1.1, 1.2, 1.3, etc. The programs under the second eligible activity would be numbered as 2.1, 2.2, 2.3, etc.

APR: REPORTING ON PROGRAM YEAR PROGRESS (NAHASDA § 404(b))

Complete the shaded section of text below to describe your completed program tasks and actual results. Only report on activities completed during the 12-month program year. Financial data should be presented using the same basis of accounting as the Schedule of Expenditures of Federal Awards (SEFA) in the annual OMB Circular A-133 audit. For unit accomplishments, only count units when the unit was completed and occupied during the year. For households, only count the household if it received the assistance during the previous 12-month program year.

<p>2.1. Program Name and Unique Identifier: Conversion of Rental Units to Homebuyer Units – 1501.2</p>
<p>2.2. Program Description <i>(This should be the description of the planned program.):</i> This program is designed to: a. Effect transition from rental program to homebuyer program for qualified families upon successful completion of homebuyer education and financial readiness requirements.</p>
<p>2.3. Eligible Activity Number <i>(Select one activity from the Eligible Activity list. Do not combine homeownership and rental housing in one activity, so that when housing units are reported in the APR they are correctly identified as homeownership or rental.):</i> (1) Modernization of 1937 Act Housing [202(1)]</p>
<p>2.4. Intended Outcome Number <i>(Select one outcome from the Outcome list. Each program can have only one outcome. If more than one outcome applies, create a separate program for each outcome.):</i> (2) Assist renters to become homeowners</p>
<p>Describe Other Intended Outcome <i>(Only if you selected "Other" above.):</i></p>

2.5. Actual Outcome Number *(In the APR identify the actual outcome from the Outcome list.):*

(2) Assist renters to become homeowners

Describe Other Intended Outcome *(Only if you selected "Other" above.):*

2.6. Who Will Be Assisted *(Describe the types of households that will be assisted under the program. Please note: assistance made available to families whose incomes fall within 80 to 100 percent of the median should be included as a separate program within this section.):*

Low Rent program participants.

2.7. Types and Level of Assistance *(Describe the types and the level of assistance that will be provided to each household, as applicable.):*

Upon entry into the HomeGO program, a participant will be allowed to make modest improvements to the unit to be financed as part of the home purchase. Work may be performed by contractors or, if qualified, by the participant. The improvement allowance is calculated to ensure that the participant's monthly payment does not exceed 30% of the family's adjusted income and is capped at \$15,000 per unit.

2.8. APR: *(Describe the accomplishments for the APR in the 12-month program year. In accordance with 24 CFR § 1000.512(b)(3), provide an analysis and explanation of cost overruns or high unit costs.):*

a. One family in the low rent program completed homebuyer counseling during the prior period and continued transition to the HomeGO homebuyer program during the current period. Another family completed counseling and began the transition process during the current period. Two additional families were identified for potential transition and began counseling.

2.9. Planned and Actual Outputs for 12-Month Program Year

Planned Number of Units to be Completed in Year Under this Program	Planned Number of Households To Be Served in Year Under this Program	Planned Number of Acres To Be Purchased in Year Under this Program	APR: Actual Number of Units Completed in Program Year	APR: Actual Number of Households Served in Program Year	APR: Actual Number of Acres Purchased in Program Year
2	N/A	N/A	0	N/A	N/A

2.10. APR: If the program is behind schedule, explain why. (24 CFR § 1000.512(b)(2))

Two families were in transition during the period. However, neither completed the process. Funds will be made available in the next period to complete the work in progress at year-end.

IHP: PLANNED PROGRAM YEAR ACTIVITIES (NAHASDA § 102(b)(2)(A))

For each planned activity, complete all the non-shaded sections below. It is recommended that for each program name you assign a unique identifier to help distinguish individual programs. This unique number can be any number of your choosing, but it should be simple and clear so that you and HUD can track tasks and results under the program and collect appropriate file documentation tied to this program.

- One way to number your programs is chronologically. For example, you could number your programs 2011-1, 2011-2, 2011-3, etc.
- Or, you may wish to number the programs based on type. For example rental 1, rental 2, homebuyer 1, homebuyer 2 etc. This type of numbering system might be appropriate if you have many programs that last over several years.
- Finally, you may wish to use an outline style of numbering. For example, all programs under your first eligible activity would start with the number 1 and then be consecutively numbered as 1.1, 1.2, 1.3, etc. The programs under the second eligible activity would be numbered as 2.1, 2.2, 2.3, etc.

APR: REPORTING ON PROGRAM YEAR PROGRESS (NAHASDA § 404(b))

Complete the shaded section of text below to describe your completed program tasks and actual results. Only report on activities completed during the 12-month program year. Financial data should be presented using the same basis of accounting as the Schedule of Expenditures of Federal Awards (SEFA) in the annual OMB Circular A-133 audit. For unit accomplishments, only count units when the unit was completed and occupied during the year. For households, only count the household if it received the assistance during the previous 12-month program year.

3.1. Program Name and Unique Identifier:

Operation and Maintenance of 1937 Housing Act Units – 1502

3.2. Program Description *(This should be the description of the planned program.):*

This program is designed to:

- a. Maintain a 95% occupancy rate in the Low Rent program.
- b. Perform routine and periodic maintenance as scheduled.
- c. Perform emergency and non-routine maintenance as necessary.
- d. Prepare units for re-occupancy in a timely manner.
- e. Improve the front lawn of one rental unit.
- f. Maintain and improve common areas and facilities in the housing community.
- g. Continue use of one unit as an interim maintenance operations and storage facility pending warehouse rehabilitation or replacement.

3.3. Eligible Activity Number *(Select one activity from the Eligible Activity list. Do not combine homeownership and rental housing in one activity, so that when housing units are reported in the APR they are correctly identified as homeownership or rental.):*

(2) Operation of 1937 Act Housing [202(1)]

3.4. Intended Outcome Number (Select one outcome from the Outcome list. Each program can have only one outcome. If more than one outcome applies, create a separate program for each outcome.):

(6) Assist affordable housing for low income households

Describe Other Intended Outcome (Only if you selected "Other" above.):

3.5. Actual Outcome Number (In the APR identify the actual outcome from the Outcome list.):

(6) Assist affordable housing for low income households

Describe Other Intended Outcome (Only if you selected "Other" above.):

3.6. Who Will Be Assisted (Describe the types of households that will be assisted under the program. Please note: assistance made available to families whose incomes fall within 80 to 100 percent of the median should be included as a separate program within this section.):

Residents of 1937 Housing Act units.

3.7. Types and Level of Assistance (Describe the types and the level of assistance that will be provided to each household, as applicable.):

Work will be performed by Housing Authority staff or contractors, generally at no cost to residents. Costs to remedy damage or failure to perform required maintenance tasks will be assessed to residents in accordance with policy.

3.8. APR: (Describe the accomplishments for the APR in the 12-month program year. In accordance with 24 CFR § 1000.512(b)(3), provide an analysis and explanation of cost overruns or high unit costs.):

- a. Low rent units, including one emergency housing unit, were maintained at an occupancy rate of 92% throughout the year.
b. Periodic maintenance was performed on 16 units simultaneous with turnover.
c. Emergency maintenance was not required. Non-routine maintenance included appliance, carpet, and gutter replacement, installation of covered doorways, and repairs to existing fencing and construction of new fencing between units.
d. Preparation for re-occupancy averaged 84 calendar days.
e. Made landscaping improvements to the front lawn of one rental unit.
f. Performed routine maintenance on common areas and facilities. Began installation of fencing between rental units. Placed combination litter and recycling bins in common areas throughout the housing community. Installed Memorial Garden sidewalk.
g. Continued use of one unit as an interim maintenance operations and storage facility pending warehouse replacement.

3.9. Planned and Actual Outputs for 12-Month Program Year

Planned Number of Units to be Completed in Year Under this Program	Planned Number of Households To Be Served in Year Under this Program	Planned Number of Acres To Be Purchased in Year Under this Program	APR: Actual Number of Units Completed in Program Year	APR: Actual Number of Households Served in Program Year	APR: Actual Number of Acres Purchased in Program Year
51	N/A	N/A	51	N/A	N/A

3.10. APR: If the program is behind schedule, explain why. (24 CFR § 1000.512(b)(2))

Program is on schedule. Units planned/completed include 50 Low Rent FCAS units and one Mutual Help FCAS unit operated as a Low Rent unit.

IHP: PLANNED PROGRAM YEAR ACTIVITIES (NAHASDA § 102(b)(2)(A))

For each planned activity, complete all the non-shaded sections below. It is recommended that for each program name you assign a unique identifier to help distinguish individual programs. This unique number can be any number of your choosing, but it should be simple and clear so that you and HUD can track tasks and results under the program and collect appropriate file documentation tied to this program.

- One way to number your programs is chronologically. For example, you could number your programs 2011-1, 2011-2, 2011-3, etc.
- Or, you may wish to number the programs based on type. For example rental 1, rental 2, homebuyer 1, homebuyer 2 etc. This type of numbering system might be appropriate if you have many programs that last over several years.
- Finally, you may wish to use an outline style of numbering. For example, all programs under your first eligible activity would start with the number 1 and then be consecutively numbered as 1.1, 1.2, 1.3, etc. The programs under the second eligible activity would be numbered as 2.1, 2.2, 2.3, etc.

APR: REPORTING ON PROGRAM YEAR PROGRESS (NAHASDA § 404(b))

Complete the shaded section of text below to describe your completed program tasks and actual results. Only report on activities completed during the 12-month program year. Financial data should be presented using the same basis of accounting as the Schedule of Expenditures of Federal Awards (SEFA) in the annual OMB Circular A-133 audit. For unit accomplishments, only count units when the unit was completed and occupied during the year. For households, only count the household if it received the assistance during the previous 12-month program year.

<p>4.1. Program Name and Unique Identifier: Tenant Based Rental Assistance – 1509.1</p>
<p>4.2. Program Description <i>(This should be the description of the planned program.):</i> This program is designed to:</p> <ul style="list-style-type: none"> a. Assist eligible low income Native Americans and Alaska Natives to pay rent in private market rental units. b. Maintain a 100% utilization rate.
<p>4.3. Eligible Activity Number <i>(Select one activity from the Eligible Activity list. Do not combine homeownership and rental housing in one activity, so that when housing units are reported in the APR they are correctly identified as homeownership or rental.):</i> (17) Tenant Based Rental Assistance [202(3)]</p>
<p>4.4. Intended Outcome Number <i>(Select one outcome from the Outcome list. Each program can have only one outcome. If more than one outcome applies, create a separate program for each outcome.):</i> (6) Assist affordable housing for low income households</p>

Describe Other Intended Outcome (Only if you selected "Other" above.):

4.5. Actual Outcome Number (In the APR identify the actual outcome from the Outcome list.):

(6) Assist affordable housing for low income households

Describe Other Intended Outcome (Only if you selected "Other" above.):

4.6. Who Will Be Assisted (Describe the types of households that will be assisted under the program. Please note: assistance made available to families whose incomes fall within 80 to 100 percent of the median should be included as a separate program within this section.):

Low income Native Americans and Alaska Natives.

4.7. Types and Level of Assistance (Describe the types and the level of assistance that will be provided to each household, as applicable.):

Subsidy will be paid to participant upon receipt of documentation that the full month's rent has been paid to the landlord. The standard subsidy rate will be supplemented if necessary to ensure participant pays no more than 30% of family adjusted income for rent, capped at fair market.

4.8. APR: (Describe the accomplishments for the APR in the 12-month program year. In accordance with 24 CFR § 1000.512(b)(3), provide an analysis and explanation of cost overruns or high unit costs.):

- a. Provided subsidy to eligible low income Native Americans and Alaska Natives to assist with payment of rent in private market rental units.
- b. Maintained a 96% utilization rate.

4.9. Planned and Actual Outputs for 12-Month Program Year

Planned Number of Units to be Completed in Year Under this Program	Planned Number of Households To Be Served in Year Under this Program	Planned Number of Acres To Be Purchased in Year Under this Program	APR: Actual Number of Units Completed in Program Year	APR: Actual Number of Households Served in Program Year	APR: Actual Number of Acres Purchased in Program Year
N/A	45	N/A	N/A	50	N/A

4.10. APR: If the program is behind schedule, explain why. (24 CFR § 1000.512(b)(2))

Program is on schedule.

IHP: PLANNED PROGRAM YEAR ACTIVITIES (NAHASDA § 102(b)(2)(A))

For each planned activity, complete all the non-shaded sections below. It is recommended that for each program name you assign a unique identifier to help distinguish individual programs. This unique number can be any number of your choosing, but it should be simple and clear so that you and HUD can track tasks and results under the program and collect appropriate file documentation tied to this program.

- One way to number your programs is chronologically. For example, you could number your programs 2011-1, 2011-2, 2011-3, etc.
- Or, you may wish to number the programs based on type. For example rental 1, rental 2, homebuyer 1, homebuyer 2 etc. This type of numbering system might be appropriate if you have many programs that last over several years.
- Finally, you may wish to use an outline style of numbering. For example, all programs under your first eligible activity would start with the number 1 and then be consecutively numbered as 1.1, 1.2, 1.3, etc. The programs under the second eligible activity would be numbered as 2.1, 2.2, 2.3, etc.

APR: REPORTING ON PROGRAM YEAR PROGRESS (NAHASDA § 404(b))

Complete the shaded section of text below to describe your completed program tasks and actual results. Only report on activities completed during the 12-month program year. Financial data should be presented using the same basis of accounting as the Schedule of Expenditures of Federal Awards (SEFA) in the annual OMB Circular A-133 audit. For unit accomplishments, only count units when the unit was completed and occupied during the year. For households, only count the household if it received the assistance during the previous 12-month program year.

5.1. Program Name and Unique Identifier:

Housing Services – 1509.2

5.2. Program Description (This should be the description of the planned program.):

This program is designed to:

- a. Provide materials and instruction in housekeeping practices and living habits that reduce maintenance costs, improve housekeeping, and promote resident safety.
- b. Provide compliance and performance incentives to program participants.
- c. Counsel current and prospective homebuyers on maintenance and financial responsibilities.
- d. Provide support for meetings and activities of the Residents Association.
- e. Maintain partnerships with Tribal and other community social and support services providers and refer applicants and participants as necessary.
- f. Promote and facilitate employment opportunities, financial literacy, emergency preparedness, homebuyer education, participation in Individual Development Account savings programs and other financial assistance programs for first-time homebuyers, access to the Section 184 program, and other programs and services that enhance participant self-sufficiency.
- g. Provide rental space at a reduced rate to Tribal programs and community partners that directly promote the self-sufficiency of program participants.

5.3. Eligible Activity Number (Select one activity from the Eligible Activity list. Do not combine homeownership and rental housing in one activity, so that when housing units are reported in the APR they are correctly identified as homeownership or rental.):

(18) Other Housing Services [202(3)]

5.4. Intended Outcome Number (Select one outcome from the Outcome list. Each program can have only one outcome. If more than one outcome applies, create a separate program for each outcome.):

(6) Assist affordable housing for low income households

Describe Other Intended Outcome (Only if you selected "Other" above.):

5.5. Actual Outcome Number (In the APR identify the actual outcome from the Outcome list.):

(6) Assist affordable housing for low income households

Describe Other Intended Outcome (Only if you selected "Other" above.):

5.6. Who Will Be Assisted (Describe the types of households that will be assisted under the program. Please note: assistance made available to families whose incomes fall within 80 to 100 percent of the median should be included as a separate program within this section.):

Low income Native American and Alaska Native applicants and housing program participants.

5.7. Types and Level of Assistance (Describe the types and the level of assistance that will be provided to each household, as applicable.):

Services will be provided by Housing Authority staff or other service providers at minimal or no cost to applicants or participants.

5.8. APR: (Describe the accomplishments for the APR in the 12-month program year. In accordance with 24 CFR § 1000.512(b)(3), provide an analysis and explanation of cost overruns or high unit costs.):

- a. Materials and instruction in housekeeping practices and living habits that reduce maintenance costs were provided during orientation and as needed during inspections or maintenance calls. Resident safety was encouraged through orientation materials, monthly newsletter articles, and participation in emergency preparedness activities.
b. Incentives ranging in value from \$25 to \$150 per household were awarded to program participants based on performance during the prior one-year period.
c. Three families in the low rent program participated in homebuyer counseling during the period. Access to the Section 184 program was facilitated for four Tribal families.
d. Promoted and assisted with Residents Association meetings, fundraisers, and other activities.
e. Maintained partnerships with Tribal and community providers for social services, mental health counseling, elder support services, education, employment, financial literacy and counseling, energy assistance, move-in assistance, and other support services.

- f. Opportunities for employment, financial literacy, emergency preparedness, homebuyer education, participation in Individual Development Account savings programs and other financial assistance programs for first-time homebuyers, access to the Section 184 program, and other programs and services that enhance participant self-sufficiency were publicized at Tribal events; in the Housing Authority’s monthly newsletter, the Tribe’s monthly newspaper, and other publications; on the Tribe’s website; and, by door to door delivery of notices to housing community residents. Participants and applicants were also individually referred to service providers as the opportunity or need arose.
- g. Space in the Housing Authority office was provided for the Tribe’s tsunami alert system and emergency communications equipment serving the housing community and surrounding area. One unit was leased to the Tribal Police Department at a reduced rate for use as office space and as a substation for the Coos County Sheriff’s Department to promote community safety. One rental unit, formerly leased to the Tribe’s Education Department, was leased to the South Coast Interagency Narcotics Team at a reduced rate for use as office space to support illegal drug interdiction within the housing community and to protect the housing community from widespread illegal drug activity in the area immediately surrounding Tribal lands.

5.9. Planned and Actual Outputs for 12-Month Program Year

Planned Number of Units to be Completed in Year Under this Program	Planned Number of Households To Be Served in Year Under this Program	Planned Number of Acres To Be Purchased in Year Under this Program	APR: Actual Number of Units Completed in Program Year	APR: Actual Number of Households Served in Program Year	APR: Actual Number of Acres Purchased in Program Year
N/A	112	N/A	N/A	115	N/A

5.10. APR: If the program is behind schedule, explain why. (24 CFR § 1000.512(b)(2))
Program is on schedule.

IHP: PLANNED PROGRAM YEAR ACTIVITIES (NAHASDA § 102(b)(2)(A))

For each planned activity, complete all the non-shaded sections below. It is recommended that for each program name you assign a unique identifier to help distinguish individual programs. This unique number can be any number of your choosing, but it should be simple and clear so that you and HUD can track tasks and results under the program and collect appropriate file documentation tied to this program.

- One way to number your programs is chronologically. For example, you could number your programs 2011-1, 2011-2, 2011-3, etc.
- Or, you may wish to number the programs based on type. For example rental 1, rental 2, homebuyer 1, homebuyer 2 etc. This type of numbering system might be appropriate if you have many programs that last over several years.
- Finally, you may wish to use an outline style of numbering. For example, all programs under your first eligible activity would start with the number 1 and then be consecutively numbered as 1.1, 1.2, 1.3, etc. The programs under the second eligible activity would be numbered as 2.1, 2.2, 2.3, etc.

APR: REPORTING ON PROGRAM YEAR PROGRESS (NAHASDA § 404(b))

Complete the shaded section of text below to describe your completed program tasks and actual results. Only report on activities completed during the 12-month program year. Financial data should be presented using the same basis of accounting as the Schedule of Expenditures of Federal Awards (SEFA) in the annual OMB Circular A-133 audit. For unit accomplishments, only count units when the unit was completed and occupied during the year. For households, only count the household if it received the assistance during the previous 12-month program year.

<p>6.1. Program Name and Unique Identifier:</p> <p style="margin-left: 20px;">Housing Management Services – 1510.1</p>
<p>6.2. Program Description <i>(This should be the description of the planned program.):</i></p> <p style="margin-left: 20px;">This program is designed to:</p> <ol style="list-style-type: none"> a. Manage Low Rent, MHAP, Mutual Help, HomeGO, and Section 184 programs. b. Screen applications for assistance to determine program eligibility. c. Maintain a waiting list of qualified low income Indian families and effect placement when assistance becomes available. d. Conduct annual and interim recertifications of family income and composition. e. Inspect rental units at least once per year and homebuyer units at least every three years. Document and monitor correction of deficiencies. f. Implement transitions between programs.
<p>6.3. Eligible Activity Number <i>(Select one activity from the Eligible Activity list. Do not combine homeownership and rental housing in one activity, so that when housing units are reported in the APR they are correctly identified as homeownership or rental.):</i></p> <p style="margin-left: 20px;">(19) Housing Management Services [202(4)]</p>

6.4. Intended Outcome Number (Select one outcome from the Outcome list. Each program can have only one outcome. If more than one outcome applies, create a separate program for each outcome.):

(6) Assist affordable housing for low income households

Describe Other Intended Outcome (Only if you selected "Other" above.):

6.5. Actual Outcome Number (In the APR identify the actual outcome from the Outcome list.):

(6) Assist affordable housing for low income households

Describe Other Intended Outcome (Only if you selected "Other" above.):

6.6. Who Will Be Assisted (Describe the types of households that will be assisted under the program. Please note: assistance made available to families whose incomes fall within 80 to 100 percent of the median should be included as a separate program within this section.):

Low income Native American and Alaska Native applicants and housing program participants.

6.7. Types and Level of Assistance (Describe the types and the level of assistance that will be provided to each household, as applicable.):

Work will be performed by Housing Authority staff at no cost to resident.

6.8. APR: (Describe the accomplishments for the APR in the 12-month program year. In accordance with 24 CFR § 1000.512(b)(3), provide an analysis and explanation of cost overruns or high unit costs.):

- a. Managed Low Rent, MHAP (tenant-based rental assistance), Mutual Help, HomeGO (homebuyer lease-purchase), and Section 184 programs.
b. Screened 48 applications for assistance to determine program eligibility.
c. Maintained a waiting list of qualified low-income Indian families and made placements when assistance became available.
d. Conducted annual and interim recertifications of family income and composition.
e. Inspected all rental and homebuyer units at least once during the period. Documented and monitored correction of deficiencies.
f. Transitioned one family from the MHAP tenant-based rental assistance program to the Low Rent program and three families from the Low Rent program to MHAP.

6.9. Planned and Actual Outputs for 12-Month Program Year

Planned Number of Units to be Completed in Year Under this Program	Planned Number of Households To Be Served in Year Under this Program	Planned Number of Acres To Be Purchased in Year Under this Program	APR: Actual Number of Units Completed in Program Year	APR: Actual Number of Households Served in Program Year	APR: Actual Number of Acres Purchased in Program Year
N/A	112	N/A	N/A	115	N/A

6.10. APR: If the program is behind schedule, explain why. (24 CFR § 1000.512(b)(2))

Program is on schedule.

IHP: PLANNED PROGRAM YEAR ACTIVITIES (NAHASDA § 102(b)(2)(A))

For each planned activity, complete all the non-shaded sections below. It is recommended that for each program name you assign a unique identifier to help distinguish individual programs. This unique number can be any number of your choosing, but it should be simple and clear so that you and HUD can track tasks and results under the program and collect appropriate file documentation tied to this program.

- One way to number your programs is chronologically. For example, you could number your programs 2011-1, 2011-2, 2011-3, etc.
- Or, you may wish to number the programs based on type. For example rental 1, rental 2, homebuyer 1, homebuyer 2 etc. This type of numbering system might be appropriate if you have many programs that last over several years.
- Finally, you may wish to use an outline style of numbering. For example, all programs under your first eligible activity would start with the number 1 and then be consecutively numbered as 1.1, 1.2, 1.3, etc. The programs under the second eligible activity would be numbered as 2.1, 2.2, 2.3, etc.

APR: REPORTING ON PROGRAM YEAR PROGRESS (NAHASDA § 404(b))

Complete the shaded section of text below to describe your completed program tasks and actual results. Only report on activities completed during the 12-month program year. Financial data should be presented using the same basis of accounting as the Schedule of Expenditures of Federal Awards (SEFA) in the annual OMB Circular A-133 audit. For unit accomplishments, only count units when the unit was completed and occupied during the year. For households, only count the household if it received the assistance during the previous 12-month program year.

<p>7.1. Program Name and Unique Identifier: Operation and Maintenance of NAHASDA Units – 1510.2</p>
<p>7.2. Program Description <i>(This should be the description of the planned program.):</i> This program is designed to: a. Operate and maintain NAHASDA units.</p>
<p>7.3. Eligible Activity Number <i>(Select one activity from the Eligible Activity list. Do not combine homeownership and rental housing in one activity, so that when housing units are reported in the APR they are correctly identified as homeownership or rental.):</i> (20) Operation and Maintenance of NAHASDA-Assisted Units [202(4)]</p>
<p>7.4. Intended Outcome Number <i>(Select one outcome from the Outcome list. Each program can have only one outcome. If more than one outcome applies, create a separate program for each outcome.):</i> (6) Assist affordable housing for low income households</p>
<p>Describe Other Intended Outcome <i>(Only if you selected "Other" above.):</i></p>

7.5. Actual Outcome Number *(In the APR identify the actual outcome from the Outcome list.):*

(6) Assist affordable housing for low income households

Describe Other Intended Outcome *(Only if you selected "Other" above.):*

7.6. Who Will Be Assisted *(Describe the types of households that will be assisted under the program. Please note: assistance made available to families whose incomes fall within 80 to 100 percent of the median should be included as a separate program within this section.):*

Residents of NAHASDA units.

7.7. Types and Level of Assistance *(Describe the types and the level of assistance that will be provided to each household, as applicable.):*

Work will be performed by Housing Authority staff or contractors, generally at no cost to residents. Costs to remedy damage or failure to perform required maintenance tasks will be assessed to residents in accordance with policy.

7.8. APR: *(Describe the accomplishments for the APR in the 12-month program year. In accordance with 24 CFR § 1000.512(b)(3), provide an analysis and explanation of cost overruns or high unit costs.):*

a. Operated and maintained three NAHASDA rental units.

7.9. Planned and Actual Outputs for 12-Month Program Year

Planned Number of Units to be Completed in Year Under this Program	Planned Number of Households To Be Served in Year Under this Program	Planned Number of Acres To Be Purchased in Year Under this Program	APR: Actual Number of Units Completed in Program Year	APR: Actual Number of Households Served in Program Year	APR: Actual Number of Acres Purchased in Program Year
3	N/A	N/A	3	N/A	N/A

7.10. APR: If the program is behind schedule, explain why. (24 CFR § 1000.512(b)(2))

Program is on schedule.

IHP: PLANNED PROGRAM YEAR ACTIVITIES (NAHASDA § 102(b)(2)(A))

For each planned activity, complete all the non-shaded sections below. It is recommended that for each program name you assign a unique identifier to help distinguish individual programs. This unique number can be any number of your choosing, but it should be simple and clear so that you and HUD can track tasks and results under the program and collect appropriate file documentation tied to this program.

- One way to number your programs is chronologically. For example, you could number your programs 2011-1, 2011-2, 2011-3, etc.
- Or, you may wish to number the programs based on type. For example rental 1, rental 2, homebuyer 1, homebuyer 2 etc. This type of numbering system might be appropriate if you have many programs that last over several years.
- Finally, you may wish to use an outline style of numbering. For example, all programs under your first eligible activity would start with the number 1 and then be consecutively numbered as 1.1, 1.2, 1.3, etc. The programs under the second eligible activity would be numbered as 2.1, 2.2, 2.3, etc.

APR: REPORTING ON PROGRAM YEAR PROGRESS (NAHASDA § 404(b))

Complete the shaded section of text below to describe your completed program tasks and actual results. Only report on activities completed during the 12-month program year. Financial data should be presented using the same basis of accounting as the Schedule of Expenditures of Federal Awards (SEFA) in the annual OMB Circular A-133 audit. For unit accomplishments, only count units when the unit was completed and occupied during the year. For households, only count the household if it received the assistance during the previous 12-month program year.

<p>8.1. Program Name and Unique Identifier: Crime Prevention and Safety – 1511</p>
<p>8.2. Program Description <i>(This should be the description of the planned program.):</i> This program is designed to:</p> <ol style="list-style-type: none"> a. Continue agreement with Tribal Police to provide services to the low income housing community. b. Provide for security monitoring and electronic surveillance of housing facilities. c. Install informational, directional, and traffic control signage and devices in the housing community.
<p>8.3. Eligible Activity Number <i>(Select one activity from the Eligible Activity list. Do not combine homeownership and rental housing in one activity, so that when housing units are reported in the APR they are correctly identified as homeownership or rental.):</i> (21) Crime Prevention and Safety [202(5)]</p>
<p>8.4. Intended Outcome Number <i>(Select one outcome from the Outcome list. Each program can have only one outcome. If more than one outcome applies, create a separate program for each outcome.):</i> (11) Reduction in crime reports</p>

Describe Other Intended Outcome (Only if you selected "Other" above.):

8.5. Actual Outcome Number (In the APR identify the actual outcome from the Outcome list.):

(11) Reduction in crime reports

Describe Other Intended Outcome (Only if you selected "Other" above.):

8.6. Who Will Be Assisted (Describe the types of households that will be assisted under the program. Please note: assistance made available to families whose incomes fall within 80 to 100 percent of the median should be included as a separate program within this section.):

Rental and homebuyer program participants.

8.7. Types and Level of Assistance (Describe the types and the level of assistance that will be provided to each household, as applicable.):

Services will be provided by Tribal Police, contractors, or other service providers at no cost to residents.

8.8. APR: (Describe the accomplishments for the APR in the 12-month program year. In accordance with 24 CFR § 1000.512(b)(3), provide an analysis and explanation of cost overruns or high unit costs.):

- a. Continued agreement with Tribal Police to provide services to the low-income housing community.
- b. Contracted for security services and electronic surveillance of housing facilities.
- c. Installation of new informational, directional, and traffic control signage was not required during the period.

8.9. Planned and Actual Outputs for 12-Month Program Year

Planned Number of Units to be Completed in Year Under this Program	Planned Number of Households To Be Served in Year Under this Program	Planned Number of Acres To Be Purchased in Year Under this Program	APR: Actual Number of Units Completed in Program Year	APR: Actual Number of Households Served in Program Year	APR: Actual Number of Acres Purchased in Program Year
N/A	N/A	N/A	N/A	N/A	N/A

8.10. APR: If the program is behind schedule, explain why. (24 CFR § 1000.512(b)(2))

Program is on schedule.

IHP: PLANNED PROGRAM YEAR ACTIVITIES (NAHASDA § 102(b)(2)(A))

For each planned activity, complete all the non-shaded sections below. It is recommended that for each program name you assign a unique identifier to help distinguish individual programs. This unique number can be any number of your choosing, but it should be simple and clear so that you and HUD can track tasks and results under the program and collect appropriate file documentation tied to this program.

- One way to number your programs is chronologically. For example, you could number your programs 2011-1, 2011-2, 2011-3, etc.
- Or, you may wish to number the programs based on type. For example rental 1, rental 2, homebuyer 1, homebuyer 2 etc. This type of numbering system might be appropriate if you have many programs that last over several years.
- Finally, you may wish to use an outline style of numbering. For example, all programs under your first eligible activity would start with the number 1 and then be consecutively numbered as 1.1, 1.2, 1.3, etc. The programs under the second eligible activity would be numbered as 2.1, 2.2, 2.3, etc.

APR: REPORTING ON PROGRAM YEAR PROGRESS (NAHASDA § 404(b))

Complete the shaded section of text below to describe your completed program tasks and actual results. Only report on activities completed during the 12-month program year. Financial data should be presented using the same basis of accounting as the Schedule of Expenditures of Federal Awards (SEFA) in the annual OMB Circular A-133 audit. For unit accomplishments, only count units when the unit was completed and occupied during the year. For households, only count the household if it received the assistance during the previous 12-month program year.

<p>9.1. Program Name and Unique Identifier:</p> <p style="text-align: center;">Replacement of Projects and Maintenance Operations and Storage Facility – 1512</p>
<p>9.2. Program Description <i>(This should be the description of the planned program.):</i></p> <p>This program is designed to:</p> <ol style="list-style-type: none"> a. Demolish the deteriorated foam panel factory building presently used as the Authority’s projects and maintenance shop and storage facility. b. Preserve the concrete foundation of the existing building for reuse. c. Construct a new building better-suited to the support of the Authority’s affordable housing activities on the same footprint.
<p>9.3. Eligible Activity Number <i>(Select one activity from the Eligible Activity list. Do not combine homeownership and rental housing in one activity, so that when housing units are reported in the APR they are correctly identified as homeownership or rental.):</i></p> <p>(22) Model Activities [202(6)]</p>
<p>9.4. Intended Outcome Number <i>(Select one outcome from the Outcome list. Each program can have only one outcome. If more than one outcome applies, create a separate program for each outcome.):</i></p> <p>(6) Assist affordable housing for low income households</p>

Describe Other Intended Outcome (Only if you selected "Other" above.):

9.5. Actual Outcome Number (In the APR identify the actual outcome from the Outcome list.):

(6) Assist affordable housing for low income households

Describe Other Intended Outcome (Only if you selected "Other" above.):

9.6. Who Will Be Assisted (Describe the types of households that will be assisted under the program. Please note: assistance made available to families whose incomes fall within 80 to 100 percent of the median should be included as a separate program within this section.):

Rental and homebuyer program participants.

9.7. Types and Level of Assistance (Describe the types and the level of assistance that will be provided to each household, as applicable.):

Work will be performed by Housing Authority staff and contractors at no cost to residents.

9.8. APR: (Describe the accomplishments for the APR in the 12-month program year. In accordance with 24 CFR § 1000.512(b)(3), provide an analysis and explanation of cost overruns or high unit costs.):

- a. Vacated the deteriorated foam panel factory building formerly used as the Authority's projects and maintenance shop and storage facility. Published Request for Proposals for demolition services. Began site preparation for demolition work.
- b. Included preservation of existing concrete foundation in demolition specifications.
- c. Completed design and engineering for construction of a new building better-suited to the support of the Authority's affordable housing activities on the footprint of the old. Published Request for Indications of Interest for financing to construct the new building, selected lender, and began preparation of bond documents.

9.9. Planned and Actual Outputs for 12-Month Program Year

Planned Number of Units to be Completed in Year Under this Program	Planned Number of Households To Be Served in Year Under this Program	Planned Number of Acres To Be Purchased in Year Under this Program	APR: Actual Number of Units Completed in Program Year	APR: Actual Number of Households Served in Program Year	APR: Actual Number of Acres Purchased in Program Year
N/A	N/A	N/A	N/A	N/A	N/A

9.10. APR: If the program is behind schedule, explain why. (24 CFR § 1000.512(b)(2))

During the period, the project implementation plan was adjusted to better coincide with funding availability and to coordinate with other activities. (See FY 2016 IHP.) However, work is presently approximately six months behind the revised schedule. Delays have resulted from consultant, lender, and staff scheduling conflicts and other work priorities requiring staff attention.

SECTION 4: MAINTAINING 1937 ACT UNITS, DEMOLITION, AND DISPOSITION

- (1) Maintaining 1937 Act Units** (NAHASDA § 102(b)(2)(A)(v)) *(Describe specifically how you will maintain and operate your 1937 Act housing units in order to ensure that these units will remain viable.):*

Maintenance, modernization and rehabilitation, and special projects work is performed by three full-time employees supplemented as needed by temporary staffing or service contractors.

CIHA has a comprehensive ongoing preventative maintenance program to prevent and correct deterioration of its housing units and other facilities. An inspection of each unit is performed at least once per year and more often as warranted. Counseling sessions are conducted to instruct tenants on maintenance, housekeeping, and safety issues at move-in and thereafter as needed.

CIHA staff continues to improve policies and procedures for recruitment, selection, orientation, training, and counseling of residents.

Tribal Police have been involved in serving eviction papers to residents who have damaged their homes. The Tribal Court has issued orders of eviction, where warranted, and has required some tenants who have damaged their homes to make restitution.

- (2) Demolition and Disposition** (NAHASDA § 102(b)(2)(A)(iv)(I-III)) *(Describe any planned demolition or disposition of 1937 Act housing units. Be certain to include the timetable for any planned demolition or disposition and any other information required by HUD with respect to the demolition or disposition.):*

There is no demolition or disposition planned.

SECTION 5: BUDGETS

(1) Sources of Funding (NAHASDA § 102(b)(2)(C)(i) and 404(b)) (Complete the **non-shaded** portions of the chart below to describe your estimated or anticipated sources of funding for the 12-month program year. **APR Actual Sources of Funding -- Please complete the shaded portions of the chart below to describe your actual funds received. Only report on funds actually received and under a grant agreement or other binding commitment during the 12-month program year.**)

SOURCE	IHP					APR					
	(A) Estimated amount on hand at beginning of program year	(B) Estimated amount to be received during 12-month program year	(C) Estimated total sources of funds (A + B)	(D) Estimated funds to be expended during 12-month program year	(E) Estimated unexpended funds remaining at end of program year (C minus D)	(F) Actual amount on hand at beginning of program year	(G) Actual amount received during 12-month program year	(H) Actual total sources of funding (F + G)	(I) Actual funds expended during 12-month program year	(J) Actual unexpended funds remaining at end of 12-month program year (H minus I)	(K) Actual unexpended funds obligated but not expended at end of 12-month program year
1. IHBG Funds	250,000	1,030,991	1,280,991	1,246,178	34,813	225,577	990,235	1,215,812	1,005,990	209,822	0
2. IHBG Program Income	0	275,000	275,000	275,000	0	0	322,857	322,857	322,857	0	0
3. Title VI	0	878,945	878,945	878,945	0	0	0	0	0	0	0
4. Title VI Program Income											
5. 1937 Act Operating Reserves											
6. Carry Over 1937 Act Funds											
LEVERAGED FUNDS											
7. ICDBG Funds											
8. Other Federal Funds											
9. LIHTC											
10. Non-Federal Funds	0	20,000	20,000	20,000	0	45,668	87,394	133,062	84,847	48,215	48,215
TOTAL	250,000	2,204,936	2,454,936	2,420,123	34,813	271,245	1,400,486	1,671,731	1,413,694	258,037	48,215

Notes:

- a. For the IHP, fill in columns A, B, C, D, and E (non-shaded columns). **For the APR, fill in columns F, G, H, I, J, and K (shaded columns).**
- b. Total of Column D should match the total of Column N from the **Uses Table** on the following page.
- c. **Total of Column I should match the Total of Column Q from the Uses Table on the following page.**
- d. For the IHP, describe any estimated leverage in Line 4 below (Estimated Sources or Uses of Funding). **For the APR, describe actual leverage in Line 5 below (APR).**

(2) Uses of Funding (NAHASDA § 102(b)(2)(C)(ii)) (Note that the budget should not exceed the total funds on hand (Column C) and insert as many rows as needed to include all the programs identified in Section 3. **Actual expenditures in the APR section are for the 12-month program year.**)

PROGRAM NAME (tie to program names in Section 3 above)	Unique Identifier	IHP			APR		
		(L) Prior and current year IHBG (only) funds to be expended in 12-month program year	(M) Total all other funds to be expended in 12-month program year	(N) Total funds to be expended in 12-month program year (L + M)	(O) Total IHBG (only) funds expended in 12-month program year	(P) Total all other funds expended in 12-month program year	(Q) Total funds expended in 12-month program year (O + P)
Accessibility Modifications to 1937 Housing Act Units	1501.1	30,000	0	30,000	12,059	0	12,059
Conversion of Rental Units to Homebuyer Units	1501.2	30,000	0	30,000	2,030	0	2,030
Operation and Maintenance of 1937 Housing Act units	1502	200,357	137,500	337,857	336,046	201,181	537,227
Tenant Based Rental Assistance	1509.1	187,000	20,000	207,000	180,382	71,856	252,238
Housing Services	1509.2	5,000	0	5,000	13,191	0	13,191
Housing Management Services	1510.1	104,326	137,500	241,826	107,585	118,176	225,761
Operation and Maintenance of NAHASDA Units	1510.2	30,000	0	30,000	19,949	0	19,949
Crime Prevention and Safety	1511	30,000	0	30,000	30,000	0	30,000
Model Activities: Replacement of Projects and Maintenance Operations and Storage Facility	1512	413,297	878,945	1,292,242	113,309	16,491	129,800
Planning and Administration		206,198	0	206,198	191,439	0	191,439
Loan repayment – describe in 4 below		10,000	0	10,000	0	0	0
TOTAL		1,246,178	1,173,945	2,420,123	1,005,990	407,704	1,413,694

Notes:

- a. Total of Column L cannot exceed the IHBG funds from Column C, Row 1 from the Sources Table on the previous page.
- b. Total of Column M cannot exceed the IHBG funds from Column D, Rows 2-10 from the Sources Table on the previous page.
- c. Total of Column O cannot exceed total IHBG funds received in Column H, Row 1 from the Sources table on the previous page.
- d. Total of Column P cannot exceed total of Column H, Rows 2-10 of the Sources Table on the previous page.
- e. Total of Column Q should equal total of Column I of the Sources Table on the previous page.

(3) Estimated Sources or Uses of Funding (NAHASDA § 102(b)(2)(C)). *(Provide any additional information about the estimated sources or uses of funding, including leverage (if any). You must provide the relevant information for any planned loan repayment listed in the Uses Table on the previous page. This planned loan repayment can be associated with Title VI or with private or tribal funding that is used for an eligible activity described in an IHP that has been determined to be in compliance by HUD. The text must describe which specific loan is planned to be repaid and the NAHASDA-eligible activity and program associated with this loan.):*

It will be necessary for the Housing Authority to borrow funds to complete the planned replacement of its projects and maintenance operations and storage facility. Depending on the timing and terms of the loan, repayment may begin in FY 2015.

(4) APR (NAHASDA § 404(b)) *(Enter any additional information about the actual sources or uses of funding, including leverage (if any). You must provide the relevant information for any actual loan repayment listed in the Uses Table on the previous page. The text must describe which loan was repaid and the NAHASDA-eligible activity and program associated with this loan.):*

Additional funds were allocated to the Operation and Maintenance of 1937 Housing Act Units (1502) to accommodate improvements to common areas, non-routine maintenance activities, and an increase in unit turnovers. Many of the units vacated were occupied by long-term tenants or left in poor condition, requiring more extensive preparation for re-occupancy than usual. Continued expansion of the MHAP Tenant-Based Rental Assistance program (1509.1) was made possible by a donation from the Tribe. Compliance incentives successfully encouraged tenants to achieve higher award levels, increasing expenditures for Housing Services (1509.2).

No loan repayment was necessary.

SECTION 6: OTHER SUBMISSION ITEMS

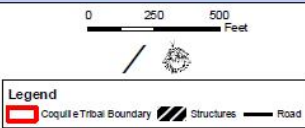
(1) Useful Life/Affordability Period(s) (NAHASDA § 205, 24 CFR § 1000.142) (Identify the useful life of each housing unit to be constructed, acquired, or rehabilitated with IHBG funds in the 12-month period. Exclude Mutual Help units.)

The useful life of the properties is dependent upon the amount of IHBG funds invested in the property per occurrence as shown in the following schedule:

Table with 2 columns: IHBG Funds Invested and Affordability Period. Rows range from up to \$5,000 (6 months) to over \$52,500 (20 years).

(2) Model Housing and Over-Income Activities (NAHASDA § 202(6), 24 CFR § 1000.108) (If you wish to undertake a model housing activity or wish to serve non-low income households during the 12-month program year, those activities may be described here, in the program description section of the 1-year plan, or as a separate submission.):

The Coquille Indian Housing Authority ("CIHA") requests approval of the model activity identified in Section 3, Program 9, Replacement of Projects and Maintenance Operations and Storage Facility. The proposed project will enable CIHA to carry out its affordable housing activities in a safer, more efficient, and economical manner.



**Coquille Indian Housing Authority
Projects and Maintenance Operations
and Storage Facility
Project Area**

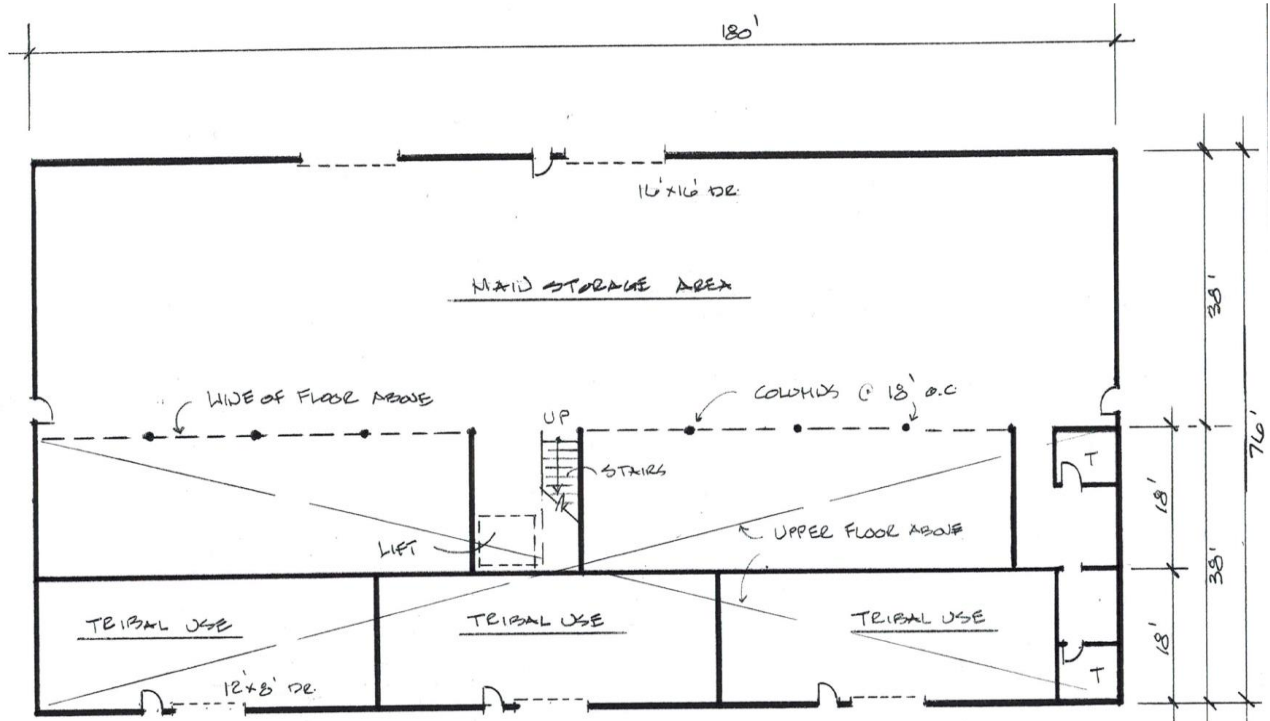
Map produced July 2009 by Coquille Indian Tribe GIS Program
 Map Projection: Oregon State Plane South HARN
 Map Size: 8.5 X 11 Map Scale: 1:8000
 Data Sources: Coquille Indian Tribe, NAIIP
 Path Name: G:\Staff\ChrisMacWhorter\GIS_Projects_2009\CIHA
 File Name: CIHA_Overview_7_2_09_CM
 This product is for informational purposes and may not have been prepared for
 or be suitable for engineering or surveying purposes. Users of this information should review
 or consult the primary data and information sources to ascertain the usability of the information.
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The Housing Authority has used the former foam panel factory presently at the location as its projects and maintenance operations and storage facility for the past 16 years. The building was constructed using the same prefabricated, structurally-insulated foam panels (“SIP”) it was designed to produce. As evidenced by CIHA’s extensive housing rehabilitation project concluded in FY 2013, SIPs do not withstand Oregon’s wet, windy coastal climate well. A structural evaluation of the building performed in FY 2014 showed substantial deterioration and the urgent need for extensive repair or replacement. Demolition of the existing structure and construction of a new facility on the footprint of the old, reusing the existing concrete pad as its foundation, has been determined to be the most cost effective approach.

The existing one-story building measures approximately 180’ x 76’, which equates to 13,680 square feet. Preliminary plans for a new two-story structure on the footprint of the old include a ground floor of the same dimensions, with the addition of a 6,800 square foot mezzanine-like second floor. The total floor space of the proposed design is 20,480 square feet.

The ground floor is designed to provide approximately 10,440 square feet of garage, storage, and workshop space for CIHA projects and maintenance operations, and a separate dry storage area of approximately 3,240 square feet suitable for rent to the Tribe or other organization. Access to the second floor will be located in the CIHA portion of the building and will provide additional storage for CIHA operations. The total square footage proposed for use by CIHA is 17,240. The total square footage proposed for rent to the Tribe or other organization is 3,240. Construction and operating costs will be apportioned to ensure IHBG funds are not used for non-IHBG purposes.

Preliminary diagrams of the proposed facility:



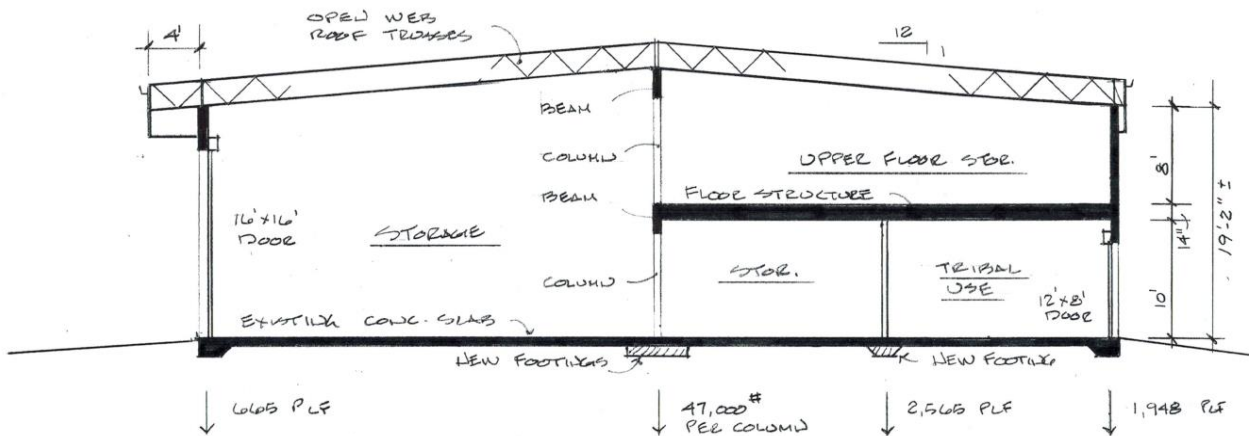
FLOOR PLAN DIAGRAM

3/64" = 1'-0"

COQUILLE INDIAN HOUSING AUTHORITY
• PROPOSED WAREHOUSE PROJECT
CHARLESTON, OREGON



RPT RICHARD P. TURI
ARCHITECTURE & PLANNING
P.O. BOX 1107
NORTH BEND, OREGON 97459

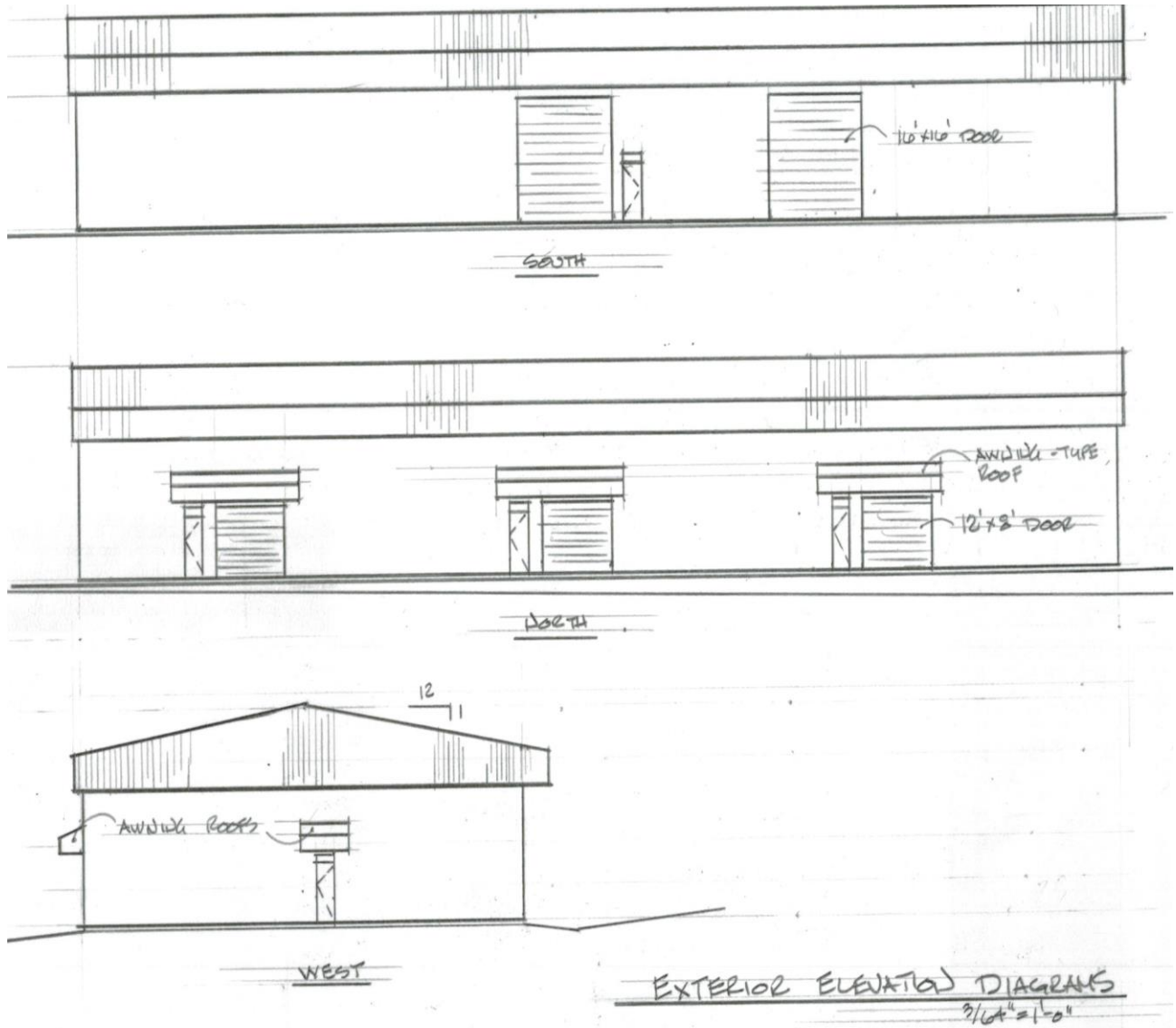


SECTION DIAGRAM

3/32" = 1'-0"

COQUILLE INDIAN HOUSING AUTHORITY
• PROPOSED WAREHOUSE PROJECT
CHARLESTON, OREGON

RPT RICHARD P. TURI
ARCHITECTURE & PLANNING
P.O. BOX 1107
NORTH BEND, OREGON 97459



COQUILLE INDIAN HOUSING AUTHORITY
 • PROPOSED WAREHOUSE PROJECT
 CHARLESTON, OREGON

RPT RICHARD P. TURI
 ARCHITECTURE
 & PLANNING
 P.O. BOX 1107,
 NORTH BEND, OREGON 97459

The building will use energy efficient, ecologically conscientious materials in its design to the greatest extent practical. While the final design of the structure is subject to the work done by the architect and cost considerations, CIHA intends to include the following features: high windows and skylights for maximum use of natural sunlight; reduced flow plumbing fixtures; energy star rated heating equipment; and durable, eco-friendly building materials.

Project implementation plan:

Task List	Schedule																	
	FY 2014			FY 2015						FY 2016								
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Assemble development team																		
◦ CIHA Staff																		
◦ CIHA Commissioner(s)																		
◦ Tribal Staff																		
◦ Architect																		
◦ Legal Counsel																		
◦ Engineer																		
◦ HUD Technical Assistance																		
Site evaluation and mapping																		
Prepare preliminary design																		
Conduct environmental review																		
Update preliminary budget																		
Secure financing																		
Legal review																		
Engineering																		
◦ Prepare demolition plan																		
◦ Prepare site grading and layout plan																		
◦ Prepare erosion control plan and details																		
◦ Prepare architectural plan, sections, and details																		
◦ Prepare structural plan and details																		
◦ Prepare final material and product specification information appropriate for competitive bidding and construction																		
◦ Prepare preliminary work schedule																		
◦ Determine construction insurance requirements																		
◦ Prepare bid documents																		
◦ Invitation to bid																		
◦ Bid forms																		
◦ Instruction to bidders																		
◦ General Conditions of the Contract for Construction, Supplemental Conditions and other requirements																		
◦ Prepare final estimate of probable construction costs based on the final bid ready drawings																		

Task List	Schedule																		
	FY 2014			FY 2015									FY 2016						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Procure construction services <ul style="list-style-type: none"> ◦ Research and target Section 3, Indian-owned, and locally-owned businesses ◦ Solicit bids ◦ Conduct pre-bid conference ◦ Respond to inquiries by bidding contractors concerning the intent of bid documents ◦ Prepare addenda modifying the requirements of the bid documents as necessary to clarify the intent of the bid documents ◦ Analyze bids ◦ Select contractor Update capital budget Relocate operations and storage to temporary facilities <ul style="list-style-type: none"> ◦ Conduct physical inventory ◦ Dispose of excess property ◦ Procure and situate temporary storage containers ◦ Move equipment and supplies Obtain liability and builder's risk insurance Prepare and execute contract documents Conduct pre-construction conference Review final work schedule, shop drawings, product submittals, and proposed subcontractors Conduct background checks on contractor and subcontractor employees in accordance with Tribal law Obtain permits Construction <ul style="list-style-type: none"> ◦ Remove security fencing in work area ◦ Demolish existing structure ◦ Prepare site ◦ Repair and augment existing slab as necessary ◦ Framing ◦ Roofing ◦ Installation of doors and windows 																			

Task List	Schedule																		
	FY 2014			FY 2015									FY 2016						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
<ul style="list-style-type: none"> ◦ Siding ◦ Mechanicals ◦ Plumbing ◦ Electrical ◦ HVAC ◦ Insulation ◦ Drywall ◦ Painting ◦ Interior trim and other finish work ◦ Flooring ◦ Other interior features ◦ Reinstall security fencing Monitor and inspect work in progress Respond to contractor requests for information Conduct progress meetings Issue progress payments Update property insurance Prepare move in plan Conduct tours and demonstrations Relocate operations and storage from temporary facilities to new structure Ensure all manuals, warranties, and other documentation received Release temporary operations and storage facilities Establish maintenance schedules based on warranty requirements Complete reporting and close out requirements																			

Anticipated sources of funds include HUD IHBG program funds, CIHA non-program funds, and construction and permanent loans to be repaid with IHBG program funds.

Preliminary budget and cost estimate:

Activity	Funding							Total
	FY 2014		FY 2015			FY 2016		
	HUD IHBG	CIHA Non-Program	HUD IHBG	HUD Title VI or other loan	CIHA Non-IHBG	HUD IHBG	CIHA Non-Program	
Planning								
◦ Mapping	1,288							1,288
◦ Environmental review	7,728							7,728
◦ Design	32,634	6,216						38,850
Pre-Development								
◦ Preparation of construction documents			32,634		6,216			38,850
◦ Legal services			8,520		1,623			10,143
Development								
◦ Construction administration			82,080	17,148	18,900			118,128
◦ Preparation of worksite				92,736	17,664			110,400
◦ Demolition of existing structure				102,521	19,528			122,048
◦ Repairs and additions to slab				47,141	8,979			56,120
◦ Construction of new building			250,000	402,050	124,200			776,250
◦ Installation of interior features				217,350	41,400			258,750
Operating								
◦ Relocation costs			40,063			13,354		53,418
Administration								
◦ Administrative services	6,440	1,227	48,514		9,241	4,830	920	71,171
◦ Accounting and audit services	289	55	3,761		716	1,736	331	6,889
◦ Legal services						3,651	696	4,347
◦ Reporting						10,857	2,068	12,925
Total	48,379	7,498	465,572	878,945	248,467	34,429	4,014	1,687,304

The proposed sources of funds are summarized by fiscal year below:

Table with 5 columns: Source of Funds, FY 2014, FY 2015, FY 2016, Total. Rows include HUD IHBG, HUD Title VI or other loan, CIHA Non-IHBG, and Total.

An allowance for interest or other loan costs during construction is included in Section 5, Table 2, Loan Repayment.

This project is ready to move forward immediately upon HUD approval.

(3) Tribal and Other Indian Preference (NAHASDA § 201(b)(5), 24 CFR § 1000.120)

If preference will be given to tribal members or other Indian families, the preference policy must be described. This information may be provided here or in the program description section of the 1-year plan.

Does the Tribe have a preference policy? Yes [X] No []

If yes, describe the policy.

CIHA's order of preference is to first serve members of the Coquille Indian Tribe, then members of the Confederated Tribes of the Coos, Lower Umpqua, and Siuslaw Indians, then other American Indians and Alaska Natives. Homebuyer programs on Coquille Tribal Lands are available to Coquille Tribal members only.

(4) Anticipated Planning and Administration Expenses (NAHASDA § 102(b)(2)(C)(ii), 24 CFR § 1000.238)

Do you intend to use more than 20% of your current grant for Planning and Administration?

Yes [] No [X]

If yes, describe why the additional funds are needed for Administration. For a recipient administering funds from multiple grant beneficiaries with a mix of grant or expenditure amounts, for each beneficiary state the grant amount or expenditure amount, the cap percentage applied, and the actual dollar amount of the cap.

(5) Actual Planning and Administration Expenses (NAHASDA § 102(b)(2)(C)(ii), 24 CFR § 1000.238)

Did you expend more than 20% of your current grant for Planning and Administration?

Yes [] No [X]

If yes, did you receive HUD approval to exceed the 20% cap on Planning and Administration costs?

Yes No

If you did not receive approval for spending more than 20% of your current grant on planning and administration costs, describe the reason(s) for exceeding the 20% cap. (See Section 6, Line 5 of the Guidance for information on carry-over of unspent planning and administration expenses.)

(6) Expanded Formula Area – Verification of Substantial Housing Services (24 CFR § 1000.302(3))

If your Tribe has an expanded formula area, (i.e., an area that was justified based on housing services provided rather than the list of areas defined in 24 CFR § 1000.302 Formula Area (1)), the Tribe must demonstrate that it is continuing to provide substantial housing services to that expanded formula area. Does the Tribe have an expanded formula area?

Yes No If no, proceed to Section 7.

If yes, list each separate geographic area that has been added to the Tribe's formula area and the documented number of Tribal members residing there.

For each separate formula area expansion, list the budgeted amount of IHBG and other funds to be provided to all American Indian and Alaska Native (AIAN) households and to only those AIAN households with incomes 80% of median income or lower during the recipient's 12-month program year:

Total Expenditures on Affordable Housing Activities for:		
	All AIAN Households	AIAN Households with Incomes 80% or less of Median Income
IHBG funds:		
Funds from other Sources:		

(7) APR: For each separate formula area expansion, list the actual amount of IHBG and other funds expended for all AIAN households and for only AIAN households with incomes 80% of median income or lower during the recipient's 12-month program year.

Total Expenditures on Affordable Housing Activities for:		
	All AIAN Households	AIAN Households with Incomes 80% or less of Median Income
IHBG funds:		
Funds from other Sources:		

SECTION 7: INDIAN HOUSING PLAN CERTIFICATION OF COMPLIANCE (NAHASDA § 102(b)(2)(D))

By signing the IHP, you certify that you have all required policies and procedures in place in order to operate any planned IHBG programs.

- (1) In accordance with applicable statutes, the recipient certifies that it will comply with title II of the Civil Rights Act of 1968 in carrying out this Act, to the extent that such title is applicable, and other applicable federal statutes.

Yes [checked] No []

- (2) To be eligible for minimum funding in accordance with 24 CFR 1000.328, the recipient receiving less than \$200,000 under FCAS certifies that there are households within its jurisdiction at or below 80 percent of median income.

Yes [] No [] Not Applicable [checked]

(3) The following certifications will only apply where applicable based on program activities.

- (a) The recipient will maintain adequate insurance coverage for housing units that are owned and operated or assisted with grant amounts provided under NAHASDA, in compliance with such requirements as may be established by HUD.

Yes [checked] No [] Not Applicable []

- (b) Policies are in effect and are available for review by HUD and the public governing the eligibility, admission, and occupancy of families for housing assisted with grant amounts provided under NAHASDA.

Yes [checked] No [] Not Applicable []

- (c) Policies are in effect and are available for review by HUD and the public governing rents charged, including the methods by which such rents or homebuyer payments are determined, for housing assisted with grant amounts provided under NAHASDA.

Yes [checked] No [] Not Applicable [] and

- (d) Policies are in effect and are available for review by HUD and the public governing the management and maintenance of housing assisted with grant amounts provided under NAHASDA.

Yes [checked] No [] Not Applicable []

SECTION 8: IHP TRIBAL CERTIFICATION (NAHASDA § 102(c))

This certification is used when a Tribally Designated Housing Entity (TDHE) prepares the IHP on behalf of a tribe. This certification must be executed by the recognized tribal government covered under the IHP.

- (1) The recognized tribal government of the grant beneficiary certifies that:
(2) [X] It had an opportunity to review the IHP and has authorized the submission of the IHP by the TDHE; or
(3) [] It has delegated to such TDHE the authority to submit an IHP and amendments on behalf of the Tribe without prior review by the Tribe.

Table with 2 columns and 4 rows: (4) Recipient: Coquille Indian Tribe; (5) Authorized Official's Name and Title: Brenda Meade, Chairperson; (6) Authorized Official's Signature: [Handwritten Signature]; (7) Date (MM/DD/YYYY): 07/10/2014



COQUILLE INDIAN TRIBE

3050 Tremont Street North Bend, OR 97459
Phone: (541) 756-0904 Fax: (541) 756-0847
www.coquilletribe.org

RESOLUTION CY1479

HOUSING: Approval of Fiscal Year 2015 Indian Housing Plan for Submission to the U.S. Department of Housing and Urban Development

WHEREAS, the Coquille Indian Tribe is governed by the Coquille Tribal Council pursuant to the Tribal Constitution adopted by eligible voters of the Tribe on August 27, 1991, and approved by the Secretary of the Interior on September 9, 1991; and that the Tribal Council is empowered to act for the Coquille Indian Tribe; AND

WHEREAS, the Coquille Indian Tribe is a federally recognized Tribe by virtue of the Coquille Restoration Act and is eligible for federal services and benefits including housing and related programs under the Native American Housing Assistance and Self-Determination Act ("NAHASDA"); AND

WHEREAS, the Coquille Indian Tribe has established the Coquille Indian Housing Authority as its Tribally-Designated Housing Entity ("TDHE"); AND

WHEREAS, the Housing Authority Board of Commissioners and staff have developed an Indian Housing Plan for the Fiscal Year 2015 as required by NAHASDA; AND

WHEREAS, the Housing Authority Board of Commissioners has presented the Fiscal Year 2015 Indian Housing Plan attached hereto as Exhibit A to the Coquille Tribal Council for review and approval; NOW

THEREFORE, BE IT RESOLVED, that the Tribal Council of the Coquille Indian Tribe hereby approves the Fiscal Year 2015 Indian Housing Plan for submission to the U.S. Department of Housing and Urban Development and requests that it be approved; AND

BE IT FINALLY RESOLVED, that the Chairman of the Tribal Council, or in the absence of the Chairman the Vice-Chairman, is hereby authorized to sign, execute, and negotiate all applications, contracts, agreements, and amendments thereto on behalf of the Tribe.

RESOLUTION CY1479

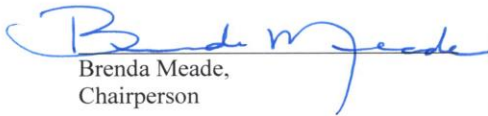
Housing: Approval of Fiscal Year 2015 Indian Housing Plan for Submission to the
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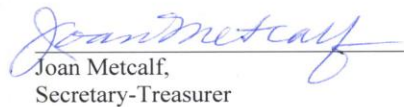
Page 2

CERTIFICATION

The foregoing Resolution was duly adopted at the Tribal Council Meeting held at
North Bend, Oregon on July 10, 2014, with the required quorum present by a vote of

5 For; 0 Against; 0 Absent; 0 Abstaining.


Brenda Meade,
Chairperson


Joan Metcalf,
Secretary-Treasurer

SECTION 9: TRIBAL WAGE RATE CERTIFICATION
(NAHASDA §§ 102(b)(2)(D)(vi) and 104(b))

By signing the IHP, you certify whether you will use tribally determined wages, Davis-Bacon wages, or HUD determined wages. Check only the applicable box below.

- (1) You will use tribally determined wage rates when required for IHBG-assisted construction or maintenance activities. The Tribe has appropriate laws and regulations in place in order for it to determine and distribute prevailing wages.

- (2) You will use Davis-Bacon or HUD determined wage rates when required for IHBG-assisted construction or maintenance.

- (3) You will use Davis-Bacon and/or HUD determined wage rates when required for IHBG-assisted construction except for the activities listed below.

(4) List the activities using tribally determined wage rates:

SECTION 10: SELF-MONITORING

(NAHASDA § 403(b), 24 CFR § 1000.502)

(1) Do you have a procedure and/or policy for self-monitoring, including monitoring sub-recipients?

Yes [X] No []

(2) Pursuant to 24 CFR § 1000.502 (b) where the recipient is a TDHE, the grant beneficiary (Indian Tribe) is responsible for monitoring programmatic compliance. Did the Tribe monitor the TDHE?

Yes [X] No [] Not Applicable []

(3) Did you complete an annual compliance assessment?

Yes [X] No []

(4) Self-Monitoring Results (Describe the results of the monitoring activities, including inspections for this program year.):

Following is the full text of the Housing Authority's FY 2014 Self-Monitoring Assessment

July 24, 2015

Coquille Tribal Council North Bend, OR 97459

Coquille Indian Housing Authority Board of Commissioners Coos Bay, OR 97420

SELF-MONITORING REPORT

INTRODUCTION

An Annual Compliance Assessment of the Coquille Indian Housing Authority's (CIHA) Indian Housing Block Grant (IHBG) program was completed on July 23, 2015 covering the program year 2015. The assessment was conducted as required by the Coquille Indian Tribe's Self-Monitoring Policy adopted by Tribal Council Resolution CY0254 and in accordance with the requirements of the implementing regulations of the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA) found at 24 Code of Federal Regulations (CFR) Part 1000.502. JWILLIS INC. and CIHA utilized the HUD Office of Native American Programs Monitoring Plan checklists to complete the assessment.

An outside consultant from JWILLIS INC. conducted the assessment with the assistance of the following individuals, who currently serve as the Monitoring Committee:

- Anne Cook, Executive Director; Debbie Dennis, Administrative Services Coordinator; Dale Herring, Housing Programs Coordinator; Marcy Chytka, Accounting Services Coordinator; Lyman Meade, Deputy Director; Scott Felton, Maintenance Coordinator

Areas Reviewed:

- | | |
|--|---|
| 1. APR and IHP | 8. Relocation and Real Property Acquisition |
| 2. Organization and Structure | 9. Lead-Based Paint |
| 3. Environmental Review | 10. Section 504 Accessibility |
| 4. Other Programs | 11. Maintenance and Inspection |
| 5. Financial and Fiscal Management | 12. IHBG Self-Monitoring |
| 6. Procurement and Contract Administration | 13. Admissions and Occupancy |
| 7. Labor Standards | 14. Subrecipient Agreements |

The Monitoring Committee and reviewer chose to classify review results in three ways:

1. Recommendations – Suggested improvements to existing procedures which are not deficiencies but which could assist management and staff in improving the performance of the organization.
2. Concerns – Deficiencies in performance but not violations of statutory or regulatory requirements. Recommendations are provided for correcting any areas of concern.
3. Findings – Clear violations of statutory or regulatory requirements. Findings require corrective action.

ASSESSMENT RESULTS

1. APR and IHP

Jimmy Willis of JWILLIS INC (Consultants), an outside consulting firm, interviewed Anne Cook, Executive Director, to review the Authority's IHP and APR compliance. He also reviewed the files and documents which addressed this area. No recommendations, concerns, or findings were noted in this area.

2. Organization and Structure

Jimmy Willis of JWILLIS INC (Consultant), an outside consulting firm, interviewed Anne Cook, Executive Director, to review the organization and administration of the programs. He also reviewed the Authority's files and documents which addressed this area. No concerns or findings were noted in this area, but the following management improvement is suggested:

Recommendation

Authority's Policies Could Be Improved

The Authority's policies are re-examined each year against any new statutory and procedural requirements to ensure they are compliant with current HUD rules and regulations. In all areas addressed by this self-monitoring assessment it was noted that procedures are followed that address the Authority's obligation to comply with NAHASDA rules and regulations.

While existing procedures are satisfactory and comply with statutory requirements, the Authority should continue to strive to achieve comprehensive revisions of its Financial and Fiscal Management and Admissions and Occupancy policies as time permits.

3. Environmental Review

The Consultant interviewed Anne Cook, Executive Director, to review the Authority's environmental review compliance. He also reviewed the Authority's environmental review records to determine if they were accurate and appropriate for the activities performed during the review period. No recommendations, concerns, or findings were noted in this area.

4. Other Programs

The Consultant interviewed Anne Cook, Executive Director, to determine the applicability of this section. The Authority had no other programs this year; therefore this section was not applicable.

5. Financial and Fiscal Management

The Consultant interviewed Marcy Chytka, Accounting Services Coordinator, and Anne Cook, Executive Director, to determine present procedures. The consultant noted that the Authority’s financial auditors performed extensive testing of the financial and fiscal management area this year and reported no exceptions; that the Consultant in performing his monthly reading of the financial statements reported no adverse comments concerning their accuracy; and, that the Consultant further found no exceptions in his testing of individual transactions. Thus it was concluded that no additional testing was necessary.

In addition, the Consultant noted that the Accounting Services Coordinator made significant changes in the reporting of financial information to the Board that has made the reports more-user friendly. She also has worked with the Resident Services staff to enhance control of the tenant accounts receivable (TARs) repayment process, improving control in this important area.

No concerns or findings were noted in this area, but the following management improvements are suggested:

Recommendations

Requirement to Calculate Program Income on the Cash Basis

The FY 2012 Self-Monitoring Report noted that HUD requires that the cash basis method be used in calculating program income for 1937 Housing Act rental units. The Authority calculates its program income allocation on the accrual basis rather than the cash basis. Because of the excellent record the Authority has with collection of its receivables each month, the difference between these two amounts for purposes of computing program income is not material. The Accounting Services Coordinator is aware of this requirement and continues to monitor this area for significant changes. Accounting for this area will be converted to the cash basis if tenant receivable balances warrant such a change.

Classification of Deferred Inflows

During review of the Authority’s FY 2014 audited financial statements, the consultant noted a new presentation relative to the classification on the Authority’s balance sheet of Deferred Inflow items. Based on analysis of the accounting pronouncement related to this presentation, these accounts should be shown as Current Liabilities as they were in the FY 2012 audited statements, with exception of Advanced Intergovernmental Payments which should properly be reported as Deferred Inflows. The audit report for FY 2015 should incorporate this change.

6. Procurement and Contract Administration

The Consultant interviewed Executive Director Anne Cook, Administrative Services Coordinator Debbie Dennis, and Deputy Director Lyman Meade to determine present procedures. The outside auditors also review this area during their audit engagement. The consultant conducted a test of all procurements over \$5,000 to determine if proper procedures were used for expenditures in excess of the Authority’s micro purchase policy.

One large procurement was noted in these tests. The Authority is seeking a loan to enable the funding of a new warehouse for the Authority. The Consultant was impressed with the design and execution of the procurement steps taken to secure this loan which enabled the Authority to attain a loan of up to \$1 million under extremely favorable terms.

The Consultant noted that the Authority's outside auditor contract expired with the FY 2014 audit and a new procurement must be performed for these services for the current and next two fiscal years.

No concerns, findings or recommendations were noted in this area.

7. Labor Standards and Construction Management

The Consultant interviewed Deputy Director Lyman Meade, and Administrative Services Coordinator Debbie Dennis to determine present procedures. Mr. Meade indicated that the Authority uses HUD-determined or Davis-Bacon wage rates as dictated by the type of work. Ms. Dennis provided documentation for one case of a required certified payroll during the year to indicate the Authority is following required procedures in this area. She stated that the extensive testing performed by the Consultant in prior years essentially covered this area as no significant additional work was done in the current year. The Consultant has determined that no additional review is warranted. No recommendations, concerns, or findings were noted in this area.

8. Relocation and Real Property Acquisition

The Consultant interviewed Dale Herring, Housing Programs Coordinator, and Anne Cook, Executive Director, to review the Authority's compliance with relocation and property acquisition requirements. No recommendations, concerns, or findings were noted in this area.

9. Lead-Based Paint

The Consultant interviewed Dale Herring, Housing Programs Coordinator, to determine present procedures. He also tested files for compliance with applicable laws and regulations concerning this area. The units of all participants in the Monthly Housing Assistance Payments (MHAP) tenant-based rental assistance program that had children under the age of six in the household and lived in homes built before 1978 were tested for lead-based paint issues by a qualified inspector. It was determined by the inspector that one of the units had significant lead-based paint issues. The MHAP participant chose to relocate to a residence that would pass inspection. All other units passed. However, the inspector noted that five units had minor issues that should be monitored for deterioration. Follow up testing of the units will be performed annually to ensure continued compliance. For new applicants, research is done to determine if a unit requires inspection and, if so, is inspected prior to admitting the applicant to the program. Based on the tests performed and the new procedures instituted in this area, no recommendations, concerns, or findings were noted.

10. Section 504 Accessibility

In prior self-monitoring engagements, it was noted that the Authority has compliance issues with respect to its conformity with Section 504 accessibility rules. A legal review revealed that in the initial construction of the reservation units in the 1990s, the Authority did not build the required number of Section 504 compliant units to meet the requirements of this statute.

During the current fiscal year, the Authority continued its efforts toward achieving full compliance with these rules. The occupant of the converted residential unit noted in a prior report still prefers that the minor adjustment required to increase the width of the closet by $\frac{1}{4}$ inch be performed when the unit is vacated.

During the current fiscal year, work began on another residence identified as suitable for conversion to compliance with the statute. When complete, it will move the Authority closer to full compliance with Section 504 requirements.

It is the Authority's intent to continue to work toward full compliance. The Authority plans to complete the conversion of the home that was started during this fiscal year in the near future and identify the final unit required for full compliance as soon as staff time permits and a unit that can be converted at a reasonable cost is identified. In the interim, in accordance with 24 CFR 8.4 (b) (1), other actions will be taken to ensure residents with needs under the Act receive specific modifications to their units as necessary.

11. Maintenance and Inspection

The Consultant interviewed Administrative Services Coordinator Debbie Dennis, Maintenance Coordinator Scott Felton, and Projects and Maintenance Technician Scott Platter to determine present procedures. Files were reviewed for compliance with laws and regulations concerning this area. The Consultant commends the Authority for its work to integrate and computerize the entire area of work orders, annual inspections, and preventive maintenance activities into one comprehensive and controlled system. The process has promoted efficient time management and the use of available manpower and increased the overall effectiveness of this important function of the organization. No concerns or findings were noted in this area, but the Consultant suggests management consideration of the following recommendations be incorporated into this integrated system:

Recommendations

Work Orders Could Be Prioritized Differently

The new work order system provides an excellent tool for the tracking of all maintenance and inspection needs of the organization. Emergency services, as should be the case, are given priority to all requests for services. Other mandated activities of the Authority (such as required inspections) are also placed at the top of the list. However, the principle determinate of the remaining tasks appears to be the amount of time it takes to accomplish them. In other words, if four tasks can be done in one day, but another takes several days, the latter is deferred.

The Consultant recommends that consideration be given to establishing a code on the work order that indicates the priority of the request. Such a system would allow Management the ability to monitor and sort uncompleted work orders by priority to allow improved control over the allocation of staff time.

Consider Labor Cost Accounting

The Authority's payroll system has the ability to track the cost of employees' work on individual units. Currently, only major activities are tracked by unit. An advantage to accumulating this data would be that Management could review the labor cost required to maintain each unit and determine those that appear to be problematic. In discussion with the Accounting Services Coordinator, such a system would impose only a small time burden.

12. IHBG Self-Monitoring

The Consultant interviewed Anne Cook, Executive Director, to review the Authority's self-monitoring program. Two years ago HUD monitored the Authority's self-monitoring program and noted that the program was exemplary. No changes have been made to the program and its comprehensive approach addresses all compliance mandated by HUD. No recommendations, concerns, or findings were noted in this area.

13. Admissions and Occupancy

The Consultant interviewed Dale Herring, Housing Programs Coordinator, to determine present procedures. The Authority's outside auditors examined at least $\frac{1}{3}$ of the files from each category and their testing found no exceptions, therefore the Consultant felt that additional testing could be limited in this area. In the testing of these selected files, no exceptions were noted. The Consultant also noted that the Coordinator made significant changes that greatly enhance and coordinate the move out procedures required of all Authority staff members when a rental unit becomes vacant. No recommendations, concerns, or findings were noted in this area.

14. Subrecipient Agreements

The Authority has no subrecipient agreements.

CONCLUSION

JWILLIS INC. and the Monitoring Committee concur that the IHBG program is well managed and substantially in compliance with the requirements of NAHASDA. There is one item of special interest that should be noted. The Authority has continued to exert exemplary control over resident receivables. In the current fiscal year, the increase in Tenant Accounts Receivable (TARs) was 1.3%, which is an exceptional accomplishment in subsidized housing.

It is suggested that CIHA consider any recommended improvements provided by JWILLIS INC. and the Committee for possible implementation. JWILLIS INC. and the Committee thank all those that participated for their cooperation and assistance in completing the annual compliance assessment.

Respectfully submitted,

JWILLIS INC. and the Monitoring Committee

SECTION 11: INSPECTIONS

NAHASDA § 403(b)

(1) **Inspection of Units** (Use the table below to record the results of the inspections of assisted housing.)

Results of Inspections						
(A) Activity	(B) Total number of units (Inventory)	(C) Units in standard condition	(D) Units needing rehabilitation	(E) Units needing to be replaced	(F) Total number of units inspected	
1. 1937 Housing Act Units:						
a. Rental	50	50	0	0	50	
b. Homeownership*	9	9	0	0	9	
c. Other – Section 8	19	19	0	0	19	
1937 Act Subtotal	78	78	0	0	78	
2. NAHASDA Units:						
a. Rental	3	3	0	0	3	
b. Homeownership	3	3	0	0	3	
c. Rental Assistance	31	31	0	0	31	
d. Other	0	0	0	0	0	
NAHASDA Subtotal	37	37	0	0	37	
Total	115	115	0	0	115	

Note: Total of column F should equal the sum of columns C+D+E.

* **Note –** The total number of Mutual Help units in inventory at the beginning of the year was 11. Two units were conveyed during the course of the year, resulting in a year-end total of 9. The two conveyances were reported on the FY 2016 Formula Response Form submitted to HUD July 29, 2015.

(2) Did you comply with your inspection policy: Yes No

(3) **If no, why not:**

SECTION 12: AUDITS

24 CFR §§ 1000.544 and 548

This section is used to indicate whether an Office of Management and Budget (OMB) Circular A-133 audit is required, based on a review of your financial records.

Did you expend \$500,000 or more in total Federal awards during the previous fiscal year ended?

Yes No

If Yes, an audit is required to be submitted to the Federal Audit Clearinghouse and your Area Office of Native American Programs. If No, an audit is not required.

SECTION 13: PUBLIC AVAILABILITY

NAHASDA § 408, 24 CFR § 1000.518

(1) Did you make this APR available to the citizens in your jurisdiction before it was submitted to HUD (24 CFR § 1000.518)?

Yes No

(2) If you are a TDHE, did you submit this APR to the Tribe (24 CFR § 1000.512)?

Yes No Not Applicable

(3) If you answered “No” to question #1 and/or #2, provide an explanation as to why not and indicate when you will do so.

(4) Summarize any comments received from the Tribe and/or the citizens (NAHASDA § 404(d)):

SECTION 14: JOBS SUPPORTED BY NAHASDA

(NAHASDA § 403(b))

Use the table below to record the number of jobs supported with IHBG funds each year.

Indian Housing Block Grant Assistance (IHBG)	
(1) Number of Permanent Jobs Supported	9
(2) Number of Temporary Jobs Supported	0
(3) Narrative (optional):	

The strength of a nation derives from the integrity of the home.

– Confucius



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