



Department of Land Conservation and Development 2025-2027 HOUSING PLANNING ASSISTANCE APPLICATION

Please complete each section in the form below. Fill out the requested information in the spaces provided. **For applicants requesting multiple services, submit a separate form for each. Submit completed applications by midnight on August 4, 2025.**

Date of Application: [August 1, 2025](#)

Applicant (Jurisdictional Entity): [Coquille Indian Housing Authority \(CIHA\)](#)
[on behalf of the Coquille Indian Tribe](#)

If applying on behalf of a jurisdiction or pursuing a joint project, please also include the recipient jurisdiction name(s)

Contact Name and Title: [Anne F. Cook, Executive Director](#)

Contact e-mail address: annecook@coquilleiha.org

Contact phone number: [\(541\) 888-6501](#)

Requested Service:	Direct Grant (& budget estimate)	DLCD-Provided Consultant
Housing Planning Assistance Projects		
Development Code Amendment	<input type="checkbox"/> \$	<input type="checkbox"/>
Housing Capacity Analysis (HCA) ¹	<input type="checkbox"/> \$	<input type="checkbox"/>
Housing Production Strategy (HPS)	<input type="checkbox"/> \$	<input type="checkbox"/>
Housing Implementation Plan (Housing planning activities other than an HCA or HPS)	<input type="checkbox"/> \$	<input checked="" type="checkbox"/>
Urbanization Planning Assistance Projects		
Urban Growth Boundary Land Exchange	<input type="checkbox"/> \$	<input type="checkbox"/>
Urban Growth Boundary Amendment ²	<input type="checkbox"/> \$	<input type="checkbox"/>
One-Time Urban Growth Boundary Amendment ³	<input type="checkbox"/> \$	<input type="checkbox"/>
Urban Reserves	<input type="checkbox"/> \$	<input type="checkbox"/>
Public Facilities Area Plan	<input type="checkbox"/> \$	<input type="checkbox"/>
<p><i>1. Housing Capacity Analyses initiated under this Housing Planning Assistance Program are expected to be conducted under the Oregon Administrative Rules implementing the Oregon Housing Needs Analysis that the Land Conservation and Development will adopt in December 2025.</i></p> <p><i>2. A UGB amendment requires a land deficiency identified in a Housing Capacity Analysis.</i></p> <p><i>3. As provided in SB 1537 (2024) Section 48-60.</i></p>		

Project Title: Housing Implementation Plan

Project Summary: (Summarize the project and products in 50 words or fewer)

This project will create a unified Housing Implementation Plan informed by the housing components of other planning documents, response to a recent Tribal member survey, feedback gathered at Tribal events, advisory committee input, and consultant observations and recommendations. The Plan will support future strategic planning and housing development.

Project Description & Work Program

Please carefully review the attached Sample Work Program applicable to your jurisdiction’s proposed project. The work programs included represent typical tasks and work products associated with common project types. If you expect the project to be substantially similar (i.e. there may be minor variations, but major project deliverables align with applicant expectations) to the project included in the Sample Work Program, the applicant does not need to submit a work plan.

However, if the applicant anticipates a proposal for a project that is substantially different from the projects included in the Sample Work Program, please include an attachment detailing the proposed project, addressing each of the following in an attachment. *Applicants applying for distinct or unique projects are expected to submit detailed applications that specify the work tasks, products, and timelines unique to their project. Priority will be given to applications that provide well-defined tasks, products, and timelines.*

Is the jurisdiction planning to utilize the applicable Sample Work Program as the project statement of work? Yes No

If “yes”, please skip to the “Tasks, Timelines, and Budget” section below. If “no”, please attach a detailed work program including the following.

A. Goals and Objectives. The purpose of housing planning assistance projects is outlined in the attached Sample Work Program for reference. Please state the goals or overall purpose of the project. Describe particular objective(s) the community hopes to accomplish. Please indicate whether this is a stand-alone project or is part of a longer multi-year program. If it is the latter, describe any previous work completed, subsequent phases and expected results, and how work beyond this project will be funded.

B. Products and Outcomes. Please describe the product(s) and outcome(s) expected from the proposed project in detail, including a brief description of any anticipated significant effect the project would have on development, livability, regulatory streamlining, and compliance with state/ federal requirements, equitable socioeconomic benefits, or other relevant factors.

C. Work Program, Timeline & Payment. Please include a comprehensive work program describing the specific tasks, timelines, expected budget, and deliverables. Public engagement is a necessary component of any planning process but may be tailored to fit the project context. Some projects, such as code amendment or technical projects, may not require extensive engagement in comparison to major projects with substantial local policy impacts. If other changes are necessary, please consult with your Regional Representative. * Budget estimates are only required for Direct Grant requests. Applicants requesting DLCDC-provided consultants can leave this field blank.

Tasks, Timelines, and Budget

List and describe the major tasks, including:

- The title of the task;
- Anticipated timeline for each task, including the tentative start date after the grant agreement or consultant contract is executed, task completion dates, and project completion date. Note that all tasks must be completed before the end of the biennium. We request that project timelines conclude no later than June 15, 2027;
- For direct grant projects, anticipated budget for all tasks; and
- Expected local contribution, including budget, staff time, and resources.

Task	Title	Timeline (Month, Year)			Estimated Budget	Local Contribution
1	Project Kick-Off and Management	January 2026	to	March 2026		
2	Background Report	April 2026	to	September 2026		
3	Draft Housing Implementation Plan	October 2026	to	March 2027		
4	Final Housing Implementation Plan	April 2027	to	June 2027		

If the project is part of a multi-year program, provide an overview of the expected timelines in sequence of expected start dates and completion date for each phase and describe subsequent phases to be completed. **If the following spaces are not sufficient for your responses, you may attach a separate document with additional information. Please clearly indicate the question number and/or prompt with each response to ensure it aligns with the application form.**

Project Criteria and Additional Information

1. Evaluation Criteria. Include a statement that addresses the program priorities and evaluation criteria presented in the application instructions (“Eligible Projects and Evaluation Criteria”).

This project will facilitate housing production, affordability, and choice through creation of a Housing Implementation Plan to guide future strategic planning and housing development for all income levels, with an emphasis on fair and equitable housing outcomes for Coquille Tribal members of low-to moderate-income.

Anticipated elements include:

- **assessment of Tribal housing needs through interpretation of recent Tribal survey results, information gathered at Tribal events, and other relevant data sources;**
- **analysis of Tribally owned lands suitable for housing development, including areas designated in previous plans and suggested additional or alternate sites (if any);**
- **recommended types, numbers, locations, and priorities for development of future housing and community facilities;**
- **infrastructure needs for identified housing development sites;**
- **estimated infrastructure and construction costs for high priority, near term housing development sites;**
- **consideration of other factors affecting site selection,**
- **assessment of potential financial resources and recommended funding strategy, and,**
- **other information that would be helpful in determining next steps.**

2. Project Partners. List any other public or private entities that will participate in the project, including federal and state agencies, council of governments, city and county governments, and special districts. Briefly describe the role of each (*e.g.*, will perform work under the grant; will advise; will contribute information or services, etc.). If the project includes multiple jurisdictions, briefly describe the capacity and support of those jurisdictions to support and participate in the project.

The project is limited to the jurisdiction of the Coquille Indian Tribe and will engage Tribal departments and entities in the preparation of the Plan through advisory committee appointments and direct consultation.

The Plan will be advised by the perspectives and recommendations of multiple Tribal groups including, but not limited to:

- **Climate Resilience – resource conservation features, opportunities for housing participant activities and engagement, and community projects and initiatives**
- **Community Services – accessibility accommodations, home visits, medical and day-to-day transportation needs, financial assistance, and supportive services for people with physical and mental health conditions**

- **Culture** – culturally-relevant housing and programming, housing participant learning opportunities and community cultural activities
- **Economic Development** – new and expanded business opportunities to provide services and goods in support of new housing development and operation
- **Education** – housing and programming needs to support students of all ages
- **Elders** – preferred housing types, accessibility accommodations, caregiving and housekeeping support, healthy foods and nutritional needs, congregate meals, social activities, and communal spaces
- **Emergency Management** – planning for additional emergency response and recovery services, supplies, facilities, and other supports for an increased housing population
- **Employment** – workforce housing, Tribal member employment opportunities
- **Healthcare** – expanded need for healthcare services, access to healthcare services
- **Natural Resources** – land development through the lens of conserving natural resources and mitigating the effects of housing development on the environment, GIS support
- **Planning and Project Management** – previously developed plans and documents informing housing needs and development, financial resources for infrastructure and site development, zoning and code requirements, multi-modal transportation design
- **Programs and Services** – projected Tribal population growth, services for new housing areas and participants, such as public safety, community facilities, and associated maintenance
- **Veterans** – accessibility accommodations, supportive services, social gathering spaces and activities

3. Advisory Committees. List any advisory committee or other committees that will participate in the project.

An advisory committee comprised of representatives from the Tribal groups listed above, CIHA Board of Commissioners and staff, Tribal Council and staff, and the Tribal membership will be formed to guide preparation of the Housing Implementation Plan.

4. Cost-Sharing and Local Contribution. DLCD funds may comprise a portion of overall project costs; if so, please identify sources and amounts of other funds, staff time, or services that will contribute to the project’s success. Cost-sharing (match) is not required but recommended.

In-kind contribution to the project will include staff time, equipment, supplies, communications, reproduction of materials, meeting venues and services, and similar resources.

Will a consultant be retained to assist in completing grant products? Yes No

Will you be utilizing this funding to dedicate your own staff resources in completing grant products? Yes No

Local Official Support

The application **must include a resolution or letter from the governing body** of the city or county demonstrating support for the project. If the applicant is a regional entity proposing a joint project including multiple local governments, a letter from the local government governing body or administrator with authorization to execute intergovernmental agreements supporting the application may be included in lieu of a resolution. The letter of support may be received by DLCD after the application submittal deadline, but it must be received before planning assistance is awarded.

Submit your application electronically with all required information to: E-mail:
housing.dlcd@dlcd.oregon.gov

Please note that we will not be accepting applications by mail. If your jurisdiction requires special accommodations, please reach out to a Grant Program Contact as soon as possible.

If you have questions about the Housing Planning program or projects funded by this round of planning assistance, please contact:

DLCD Housing Team: housing.dlcd@dlcd.oregon.gov

DLCD HAPO Team: dlcd.hapo@dlcd.oregon.gov

For all correspondence, please include the appropriate [Regional Representative](#).

Mid-Willamette Valley	Melissa Ahrens	melissa.ahrens@dlcd.oregon.gov
Central Oregon	Angie Brewer	angie.brewer@dlcd.oregon.gov
North Coast & Lower Columbia	Brett Estes	brett.estes@dlcd.oregon.gov
Eastern Oregon	Dawn Hert	dawn.hert@dlcd.oregon.gov
Portland Metro (West)	Laura Kelly	laura.kelly@dlcd.oregon.gov
Southern Oregon	Josh LeBombard	josh.lebombard@dlcd.oregon.gov
Portland Metro (East)	Kelly Reid	kelly.reid@dlcd.oregon.gov
South Coast	Hui Rodomsky	hui.rodmsky@dlcd.oregon.gov
South Willamette Valley	Patrick Wingard	patrick.wingard@dlcd.oregon.gov

Important Housing Planning Assistance Dates

Date	Housing Planning Assistance Milestone
June 2, 2025 1:30 – 3p	Open Forum for follow-up question & answer Zoom link Meeting ID: 821 4886 4505 Passcode: 598033
June 3, 2025	Application period opens; materials distributed
August 4, 2025	Application period closes; materials submittal deadline
Early September	Anticipated funding decision; award notices sent
October – November 2025	Direct grant agreements anticipated execution
November – December 2025	Consultant contract anticipated execution
June 15, 2027	Project completion deadline

APPLICATION DEADLINE: August 4, 2025

Housing Implementation Plan Sample Work Program

*****Please note that a Housing Implementation Plan is a generic project type and can include a variety of tasks and deliverables. It is neither a Housing Capacity Analysis, Contextualized Housing Need Analysis, nor a Housing Production Strategy. *****

Project Purpose: The purpose of this Project is to prepare a plan, document, or comprehensive plan amendment(s) identifying or implementing the most promising actions a Local Government can take to facilitate housing production, affordability, and choice. This document is not identified in statute or administrative rule, and it may encompass any housing-related issue that is neither a Housing Capacity Analysis, Contextualized Housing Need Analysis, nor a Housing Production Strategy.

Task 1: Project Kick-Off and Management

Timeline: DATE - DATE

Estimated Cost: [Direct Grants only; do not provide an estimate if requesting a DLCD-provided consultant]

The purpose of the project kick-off is for the Consultant to become familiar with local conditions and with the Local Government's planning documents, for the parties to confirm the objectives of the project and refine the project schedule, and for the Local Government to prepare for the Project. The Consultant will contact the Local Government via a conference call, or in person, to inquire about establishing project expectations and familiarizing themselves with local concerns. The Consultant will verify the action items identified through this initial conference call with the Local Government and will develop and share a proposed schedule for the actions required for the completion of all tasks. The level of detail required for the proposed project schedule should be determined by mutual agreement by the Local Government and the Consultant.

The Consultant will have [monthly/biweekly] check-ins with the Local Government to discuss major project milestones and work products, address questions, and identify follow-up actions.

Task 1 Consultant Deliverables:

- Summary of major tasks and action items for the Project
- Proposed Project schedule

Task 1 Local Government Deliverables:

- Copy of relevant Local Government data or documents

Task 2: Background Report

Timeline: DATE - DATE

Estimated Cost: [Direct Grants only; do not provide an estimate if requesting a DLCD-provided consultant]

The Consultant will prepare a background report containing the following subjects:

- A summary of housing needs within the Local Government.
- Past actions undertaken by the Local Government to develop and/or implement actions to meet housing needs.
- Tools, policies and actions available to develop and implement a successful Housing Implementation Plan.
- An analysis of opportunities and constraints for identified tools and actions.

The Local Government and Consultant will identify and facilitate equitable engagement with interested party groups including community based and advocacy organizations and housing developers. The Local Government and Consultant will solicit feedback from interested parties to identify tools, policies, and actions needed to preserve existing and facilitate the development of new affordable housing options.

The Local Government will schedule, and provide notice and an agenda, for one Advisory Committee (AC) meeting to review the background report. The Consultant will coordinate with the Local Government on meeting arrangements and facilitate the Advisory Committee meetings. The Advisory Committee may consider more than one deliverable at a meeting.

Task 2 Consultant Deliverables:

- Background Report
- Presentation materials to explain background report analysis and findings to the Advisory Committee, the public, and interest groups
- Advisory Committee meeting notes
- Equitable Engagement Summary

Task 2 Local Government Deliverables:

- Identify interested party groups, meeting invitations, and agendas
- Advisory Committee appointments, meeting notices, and agendas
- Public meeting notice(s)

Task 3: Draft Housing Implementation Plan

Timeline: DATE - DATE

Estimated Cost: [Direct Grants only; do not provide an estimate if requesting a DLCD-provided consultant]

The Consultant will prepare a draft Housing Implementation Plan containing the following subjects:

- A description and analysis of actions the Local Government will take to promote the development of needed housing.
- The draft Housing Implementation Plan may also consider the following elements:
 - Any opportunities, constraints or negative externalities associated with adoption of the elements of the Housing Implementation Plan

- Alternatives analyses if the specific Housing Implementation Plan has options related to cost charges, regulatory standards, equity considerations, or other variables.
- Actions necessary for the Local Government and other interested parties to take in order to implement the Housing Implementation Plan

The Local Government will schedule and provide notice and an agenda for an Advisory Committee meeting to review the draft Housing Implementation Plan. The Consultant will coordinate with the Local Government on meeting arrangements and facilitate the Advisory Committee meetings. The Advisory Committee may consider more than one deliverable at a meeting.

The Local Government will schedule a public workshop or open house to present the draft Housing Implementation Plan. The Local Government will solicit feedback from the public on the draft deliverables. The Consultant will coordinate with the Local Government on meeting arrangements and facilitate the public meeting(s).

Task 3 Consultant Deliverable:

- Draft Housing Implementation Plan
- Presentation materials to explain preliminary analyses and findings to the Advisory Committee, the public, and interest groups
- Advisory Committee meeting notes
- Public meeting summary

Task 3 Local Government Deliverables:

- Advisory Committee meeting notices and agendas
- Public meeting notice(s)

Task 4: Hearings-ready Ordinance, Resolution, and/or Final Housing Implementation Plan

Timeline: DATE - DATE

Estimated Cost: [Direct Grants only; do not provide an estimate if requesting a DLCD-provided consultant]

The Consultant will prepare a hearings-ready draft of an ordinance and/or another final document.

The Local Government will schedule and provide notice and an agenda for an Advisory Committee meeting to review the hearings-ready ordinance, resolution, and/or final Housing Implementation Plan, or similar product. The Consultant will coordinate with the Local Government on meeting arrangements and facilitate the Advisory Committee meetings.

Please note: Adoption of a hearings-ready work product is not required for this task. The deliverables below are sufficient to demonstrate substantial completion of this task.

Task 4 Consultant Deliverable:

- Hearings-ready draft ordinance, resolution, and/or another final document
- Presentation materials to explain preliminary analyses and findings to the Advisory Committee, the public, and interest groups
- Advisory Committee meeting notes

Task 4 Local Government Deliverables:

- Advisory Committee meeting notices and agendas
- Public meeting notice(s)