

Tribal Housing Grant Fund (THGF)

July 1, 2025



Tribal Housing Grant Fund Program Guidance

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Program Summary

Oregon Housing and Community Services (OHCS) is committed to improving government to government work between the agency and the nine federally recognized tribes of Oregon. The Tribal Housing Grant Fund (THGF) is a step towards addressing the needs of tribal nations, their members and communities who have been disproportionately impacted by homelessness, lack of affordable rental housing and homeownership opportunities. The THGF provides state general funds to create or support local existing programs and projects across the tribal housing spectrum. This includes housing stabilization work, affordable rental housing development, and homeownership development. This flexible, dedicated, and on-going fund will ensure tribes have stable state resources to pursue their tribal housing goals and meet the needs of their communities. Tribal sovereignty and self-determination are guiding values that drive this ongoing work and partnership.

General Program Requirements

Service Termination or Denial of Assistance

Grantees and subgrantees must have written termination, denial, and grievance/appeal policies and procedures. The policies and procedures should be readily available to program participants either at intake or by posting the policy in a public place. It is important to effectively communicate these policies and procedures to applicants/participants and ensure they are fully understood.

Grantees and subgrantees are required to provide **written notice** to applicants/participants when denied program assistance or assistance is terminated. The notice must include the specific reason(s) for the denial/termination and identify the steps to appeal the grantee's and subgrantee's decision. Grantees and subgrantees must make accommodations for participants who have language or disability barriers that would prevent them from participating in the appeals process.

Nondiscrimination

Grantees and subgrantees are required to comply with all state and federal statutes relating to nondiscrimination. Grantees and subgrantees may not take any of the following actions based on race, color, national origin, religion, gender, familial status or disability (federal) or marital status, sexual orientation, gender identity or source of income (state):

- Refuse to accept an application for housing assistance or services
- Deny an application for housing assistance or services
- Set different terms, conditions or privileges for housing assistance or services
- Provide different or specific housing, facilities or services
- Falsely deny that housing is available for inspection or rental or that services are available
- Deny anyone access to a facility or service.

The Fair Housing Act prohibits discrimination based on protected classes in the housing activities of advertising, screening and unit rentals. Using a target population in screening is allowed; however, refusal to accept application or provide information on services or available housing to any protected class, even if these groups do not fit into your targeting strategy, is prohibited.

Language Accessibility

Language and communication barriers may occur when a person does not speak and understand English well, or when they have disabilities or other communication needs. Language can pose a major barrier for people seeking information or applying for housing programs. Title VI of the Civil Rights Act, the Fair Housing Act, and the Americans with Disabilities Act protect people from exclusion and discrimination in programs or activities receiving federal funding because of their race, color, national origin, or physical ability.

The United States Department of Justice (DOJ) refers to individuals who do not speak English as their primary language and who have limited ability to speak and understand it as “Limited English Proficient”, or "LEP". All recipients and subrecipients of federal financial assistance must take reasonable steps to ensure that people with LEP and communication needs due to a disability have meaningful access to the recipient’s programs or activities. These include:

- Assessing the need for language services in the population to be served,
- Identifying the best practices and cost-effective strategies for offering robust language assistance, and
- Developing a strategy to ensure access to benefits, services, information, and other vital aspects of the recipient’s programs or activities.

Recipients and subrecipients of federal financial assistance must be able to provide evidence of compliance with the federal requirements of providing meaningful access to persons with limited English proficiency (LEP) and other communication barriers. A Language Access Plan (LAP), incorporating a Four-Factor Analysis and determining the type of services necessary to meet the need, can serve as strong evidence of the recipient’s effort to meet the obligation to ensure that LEP persons and people with disabilities and other communication needs have access to programs or activities.

Eligibility Documentation

Documentation of all applicants/participant eligibility information must be available in applicants/participants files or if kept electronically, available upon request in the format requested. Documentation of all efforts to obtain higher preference of verification (3rd party and Intake Worker Observation) when lower forms of preference are used, must be in writing and kept in the applicants/participant file. Third party documentation is a requirement for payment of mortgage assistance. The standard preference is for applicants to apply for assistance in person or to have in-person contact with the grantee or subgrantee throughout the application

and service delivery process. A remote application and documentation process may be used when necessitated.

Citizenship and Residency

There are no citizenship or residency requirements for participants to be eligible for assistance.

Housing Plans

Grantees are required to complete a housing plan every biennium that provides detailed information on the projects that will be funded by THGF for the upcoming grant cycle. Housing plans will request detailed information on the type of project, budget and how the project will meet the needs of the grantee and their communities. Housing plans are due within 60 days after the start of each new biennium and grantees will be notified of OHCS approval in writing. If there are any changes to the housing plan during the grant period after its approval, grantee must request a change to the housing plan by contacting the contract administrator.

Annual Progress Report

Grantees are required to submit an Annual Progress Report (APR), which is due 60 days after the closing of each fiscal year. The report will include progress and outcomes on projects that were identified in approved housing plans and will require grantees to submit documentation on the spend down of funds. Data collection and reporting will be requested for homelessness response and prevention projects, which may include personally identifiable information, and can be conducted through the use of OHCS-approved systems including HMIS or HMIS-Comparable systems for Victim Service Providers or through an excel spreadsheet form that is available through the APR template.

Financial Management

Allocation of Funds

Grantees will receive funding allocations based on the funding formula that is established at the beginning of each biennium. Fifty percent (50%) of the biennium allocation will be advanced at the beginning of each fiscal year and only after the approval of the grantee's housing plan. The remaining fifty percent of the grantee allocation can be accessed after the submission and review of the annual progress report. All advances of funds must be deposited to grantee's accounts that are FDIC insured until they are expended. Grantees may request up to one hundred percent of the biennium allocation at the beginning of the grant cycle, however, the request must be justified, submitted in writing and approved by the OHCS contract administrator.

Program Income

Program income is gross income received by the grantee or sub-grantee directly generated by a grant supported activity or earned through means such as interest bearing accounts. Examples of program income include, but are not limited to, income from program fees, rental income and interest-bearing accounts. Program income must be used to further eligible objectives of the grant allocation and must be used under the conditions applicable to the award. If the cost is allowable under the grant program, the cost would be allowable using program

income. Program income and fund expenditures must be reported annually and disclosed on the APR. Even after a grant is closed, grantees remain obligated to use program income generated during the award period for purposes that further the objectives of the original award.

Budget Change Request

Changes in a grantee's housing plan may necessitate the submission of a budget change request. All budget changes require OHCS approval by submitting a Budget Change Request form to the contract administrator. Housing plan amendments are required when there is a shift in program delivery and/or scope of work. All amendments require OHCS written approval.

Funds Spend Down

Grantees are expected to fully obligate or expend grant funds during each funding cycle (based on biennium allocation) in accordance with OHCS policy. Reporting and documentation of expended funds will be required on an annual basis and submitted as part of the annual progress report.

Administration Costs (Direct and Indirect)

Grantees can choose to utilize their Negotiated Indirect Cost Rate Agreements (NICRA) by submitting an updated NICRA along with the housing plan. If a grantee does not have or chooses not to use their NICRA for administrative expenses, the standard administrative rate for OHCS is 15%, which covers direct and indirect costs. There is an expectation that administrative funds will be shared with subgrantees commensurate with the services provided through the program by subgrantees.

Procurement

For purchases of equipment and/or contracted services, grantees are expected to follow their own procurement processes and procedures. A contractor must be registered to do business in Oregon and have necessary credentials of expertise. OHCS must be notified of disposal of any item having an original cost of more than \$10,000, and which is currently valued above \$10,000. Property and equipment purchased with THGF grants shall not be used for collateral or to secure financing.

Sole Sourcing

In some circumstances it may be necessary to waive the competitive bid process and use a noncompetitive and sole-source procurement. If sole-source procurement is pursued, documentation reflecting actions taken and the position of the grantee is required. A justification for all sole-source contracting should include a brief description of the program, the amount to be designated for the sole-source procurement, and the purpose of the contract should be documented in the grantee's records for auditing purposes.

Compliance Monitoring

Program Monitoring

Program Compliance is responsible for evaluating the risk of OHCS grantee operating programs using public funds. Grantees will be monitored according to the written requirements on program operations, performance, and funds usage from program manuals, legislation, and

other written guidance. Program Compliance will monitor a Grantee once per funding distribution period but reserves the right to monitor more or less frequently, pending staff capacity and previously issued risk ratings. Certain grantees may be required to complete a self-certification report in lieu of full monitoring, at the discretion of HSD Program Compliance.

Program Compliance will notify grantees at least 30 days prior to monitoring kickoff. This notice will outline policies, procedures, participants files, payment information, and other details that will be reviewed as part of the monitoring.

After completing the monitoring visit or virtual review, Program Compliance will provide the Grantee with a Findings Report within 30 days that includes information on any findings identified in the monitoring process. Upon receipt of the Findings Report, Grantees will be given 10 business days to accept, correct, respond, and/or dispute any findings identified.

As part of the monitoring, Program Compliance will issue a risk rating to the grantee. This rating will be informed by the number of findings or violations identified in the monitoring process. Scoring will generally follow the criteria below:

	Full Compliance (No Risk)	Substantial Compliance (Low Risk)	Mediocre Compliance (Moderate Risk)	Non-Compliant (High Risk)
# of violations	0	1-3	4-9	10+

If Program Compliance determines a Grantee is “High Risk,” Program Compliance will require OHCS Program staff and the grantee to create a corrective action plan which addresses areas of deficiency. The Grantee will be required to implement this plan with support from HSD Program staff.

Once all findings are resolved and corrective action plans are in place, Program Compliance staff will conduct an exit interview, issue a Final Report and Closeout letter. Should the result of the monitoring require recapture of funds and/or reduction in grant funding, instructions for any repayment will be provided at this time.

Subgrantee Monitoring

The terms “Subgrantee” and “Subrecipient” refer to a Grantee’s subgrantees, subcontractors, or other entities operating programs using dollars disbursed through OHCS and the Grantee. All subgrantees must comply with applicable program rules and regulations as noted in this manual, legislation, and other written guidance and agreements.

OHCS requires Grantees to conduct a monitoring review of their subgrantees once per funding distribution period. Program Compliance reserves the right to direct Grantees to review subgrantees on a more frequent basis, informed by previous risk ratings. Program Compliance monitoring will request records of subgrantee monitoring reports for review during monitoring.

The goal of subgrantee monitoring is to ensure compliance with grant agreements, contracts, program requirements and guidance, and the achievement of performance goals.

Program Compliance will provide training and technical assistance to grantees to provide support to, and oversight of, subgrantees. Program Compliance will provide documents to grantees which will assist in the monitoring of subgrantee participants files for eligibility and alignment to program requirements. Grantees are responsible for follow-up on any deficiencies found in Subgrantee reports. A follow-up report is required with supported documentation (ie. Pictures, reports, etc.) Program Compliance will also support grantees in how to conduct physical inspections to NSPIRE standards, including outlining what is acceptable documentation for complete and compliant reports.

Subgrantee monitoring must include the following aspects, as directed by OHCS:

- Evaluation of the subgrantee's risk of non-compliance with rules, regulations, and guidance as applicable to programs operated by the subgrantee;
- A review of documented policies and procedures related to program operation;
- A review of financial and performance reports;
- A review of participants records for eligibility and denials of service compared to written guidance;
- A review of any required and completed physical inspections to NSPIRE standards as necessary;
- A review of documented policies and procedures related to document security, maintenance, retention, and destruction, and adherence to these policies;
- Follow up, including reinspection reports, within 30 days on all identified deficiencies related to HSD (OHCS) funding in accordance with program rules, regulations, and contract agreements.
- A final closeout letter or report upon completion of the monitoring and resolution of findings.

Grantees must have a stand-alone policy which identifies the following:

- Frequency of subgrantee monitoring, conducted at minimum once per term of the subgrantee funding contract agreement
- The number of relevant samplings of participant files (both eligible and non-eligible) and that such review includes eligibility, notification, and documentation
- The number of relevant samplings of HMIS entries to ensure appropriate entry and tracking of participant information and service transactions
- A review of subgrantee records to ensure compliance with Personal Identification Information (PII) security, maintenance, retention, and destruction of records
- A review of subgrantee policies and procedures, forms, documents and notifications to ensure compliance with all program, state and federal rules, regulations and requirements.

HSD Program Compliance retains the right to require modification of any policy that in its determination does not meet basic principles or requirements of such a policy.

Fiscal Monitoring

Fiscal Compliance monitoring will be conducted annually unless circumstances require sooner at OHCS' discretion. OHCS fiscal monitoring requirements for acquisition and/or rehab/construction projects are the same as fiscal monitoring of other costs incurred. Grantee must maintain a project file available for review during the monitor's visit or at the monitor's direct request. OHCS, including its authorized representatives and authorized third parties, will monitor the activities and records of grantees and subgrantees and vendors as it deems necessary or appropriate for, among other things, to ensure: (1) grantee and its subgrantees and vendors comply with the terms of the grant agreement, including but not limited to the program requirements, and that funds are used properly for authorized purposes and (2) that performance goals are achieved as specified in the Agreement, including without limitation in the Housing Plan, and the Program Guidance, and that performance is to the satisfaction of OHCS.

Records Requirements

Case Files

Documentation of applicant/participant eligibility and services received must be maintained in participants case files (paper or electronically). Documentation for applicants found to be ineligible for assistance or for participants who are no longer eligible to receive assistance is required and will include the participant's request for assistance, why they are ineligible and how it was communicated to the applicant.

Drop-in or mass shelter facilities that provide bed nights and no case management must maintain sign-in attendance documentation that includes shelter resident self-certification of their homeless status. All other shelter provisions, including issuance of hotel/motel vouchers, require that participants' eligibility documentation be maintained in the participant file.

Records Access

Grantees and their subgrantee organizations are required to permit OHCS, the Oregon Secretary of State's Office, and the duly authorized representatives of such entities access to, and the right to copy, all program participants and fiscal records for such purposes as research, data collection, evaluations, monitoring, and auditing. At the sole discretion of OHCS, access to records shall include the removing of records from the grantees and subgrantees' office.

Records Retention

Grantees and subgrantees shall retain all program records pertinent to participant services and expenditures incurred under the program in a manner consistent with the requirements of state and federal law. Grantees and subgrantees shall retain and keep accessible all such **fiscal and program records**, participant records, digital and electronic records, books, documents, papers, plans, and writings for a minimum of **(6) six years**, or such longer period as may be required by applicable law, whichever date is later, following final payment and termination of funding, or until the conclusion of any audit, controversy or litigation arising out of, or relating to, the funding, whichever date is later.

Allowable Program Components and Expenditures

Homelessness Response and Prevention (HRP)

THGF funds can be used to conduct a wide variety of Homelessness Response and Prevention (HRP) activities as outlined in this section. Eligible program components and expenditures listed in this section can create and/or support existing local programs designed to prevent and reduce homelessness in Tribal communities. Grantees and subgrantees have the discretion to further set a maximum number of months that a participant may receive assistance and the maximum amount of financial assistance. The process of determining such conditions must be applied consistently to all households, incorporated into the grantee's and subgrantee's policies and procedures and communicated in advance to eligible participants.

Street Outreach

Funds can pay for street outreach services for the specific purpose of reaching out to unsheltered homeless people; connecting them with emergency shelter, housing, or critical services; and providing urgent, non-facility-based care. Eligible outreach services include, but are not exclusive to:

- Addressing urgent physical needs, such as providing meals, blankets, clothes, tents, toiletries, and other essential supplies;
- Initial basic needs and eligibility assessment connecting and providing information and referrals to needed services, including emergency health and mental health services;
- Cost of outreach including, but not limited to, outreach staff costs, travel expenses incurred during provision of services, marketing and outreach materials, translation and interpretation services and cell phone costs of outreach workers, etc.;
- Crisis counseling and emergency medical and behavioral health services to the extent that other appropriate services and treatment are unavailable or inaccessible within the community;

Emergency Shelter

Funds can pay for the costs of maintaining and operating **Emergency Shelter** facilities whose primary purpose is to provide temporary shelter to the general homeless or specific populations of the homeless. Eligible shelter facility operations costs include, but are not exclusive to:

- Lease or rent payments for shelter facility;
- Utilities (includes water, sewer, garbage, gas, electricity, internet, phone) for shelter facility;
- Security equipment or service to operate shelter facility;
- Janitorial supplies and service to operate shelter facility;
- Repairs and maintenance to facility (for rehabilitation or conversion costs see Section 5F of this manual);
- Furnishings for shelter facility; and

- Hotel/Motel vouchers for participants
- Shelter staff
- Equipment purchases essential for shelter operations
- Data entry expenses

Free Standing Temporary Shelter

Free-Standing Temporary Shelter (FSTS), also known as tiny homes and pallet shelters, are a type of alternative shelter allowed under the Shelter Operations as an equipment purchase. The process to receive approval for the purpose of Free- Standing Temporary Shelters is to complete a FSTS pre-approval application, located on the HSS Dashboard: [Free Standing Temporary Shelter Pre-Approval Form](#). The application includes completing information on your purchase process, site location, amenities on site which is inclusive of utilities, waste management, food service, and public safety strategy, as well as your shelter operation plan. NOTE: Costs associated with establishing new utility infrastructure are categorized as a Capital Development expense.

Transitional Housing

Funds can pay for transitional housing and services intended to facilitate a homeless household's transition to permanent housing within a reasonable amount of time (usually less than 24 months). Transitional Housing is designed to provide interim support to successfully move to and maintain permanent housing and will require participants to sign either a lease or an occupancy agreement. Transitional Housing facilities may charge a participant a portion of a reasonable rent or program fee, based on the participant's household income (no more than 30% of a participant's annual household income).

Eligible expenses include, but are not exclusive to:

- Lease or rent payments for transitional housing facility;
- Utilities (includes water, sewer, garbage, gas, electricity, internet, phone) for transitional housing facility;
- Security equipment or service to operate transitional housing facility;
- Janitorial supplies and service to operate transitional housing facility;
- Repairs and maintenance to facility (for rehabilitation or conversion costs see Section 5F of this manual);
- Furnishings for transitional housing facility; and
- Transitional Housing staff
- Equipment purchases essential for transitional housing operations
- Data entry expenses

Maintenance for Shelter or Transitional Housing Sites

In general, maintenance activities include: cleaning; minor or routine repairs of furnishing, equipment, and fixtures not permanently affixed to the building; protective or preventative measures to keep a building, its systems, and its grounds in working order; periodic replacement of a limited number of component parts of a building feature or system that are subject to normal

wear and tear; and replacement of a damaged or malfunctioning component part of a building feature or system.

Homelessness Prevention

Funds can pay for homelessness prevention services to enable households who are at imminent risk of homelessness or unstably housed to regain stability in their current housing.

Eligible homelessness prevention activities include, but are not exclusive to:

- Rental assistance, late fees, and rent arrearages; Utility arrears (includes water, sewer, garbage, gas, electricity, phone, and internet); Housing costs such as mortgage/manufactured home payments, arrearages, and property taxes (Any payment of property taxes should document imminent risk of foreclosure); Manufactured home rent space “lot rent” or RV space lot for primary housing;
- Security deposits, moving expenses, application fees, pet rent, pet deposits, and other housing expenses;
- Late fees, court fees, utility reconnection fees etc.;
- Case management and housing relocation assistance;
- Work Supports – (i.e., training costs; transportation assistance – bus tokens, ride sharing, auto repair; childcare or eldercare costs, clothing to support employment needs). The purpose of the work supports is to allow the household to stabilize by avoiding costs or expenses in other areas that are a barrier to housing stability;
- Housing Counseling;
- Wrap-around case management (including retention support after initial intervention);
- Staffing for housing retention and wrap-around case management services; and
- Minor Home Repairs (Homelessness Prevention Only)
- Court navigation staffing costs; Legal Expenses related to eviction or housing needs; Landlord/Tenant Mediation services; Transportation to court (Uber, Lyft, Bus Tickets, etc.).

Housing Focused Activities

An Individualized Housing Service Plan (IHSP) or comparable plan must be completed and included in the participant file if housing focused activity funding is used. Allowable Costs for Housing Focused Activities include:

- Rental housing costs such as: First month, last month, pet rent/deposit; Rental arrearages; Manufactured home rental space (“lot rent”) if used for primary housing; Forward rent if accepted by a landlord as an incentive; Security deposit; and Application fees.
- Utility deposits, payments, and arrears (including water, sewer, garbage, gas, electricity, phone, and internet);
- Moving costs (including storage, van/ truck rental, and one-time purchase of move-in necessity basics);

- Housing focused transportation costs such as bus/ train passes, gas vouchers, and rideshare/ cab fares;
- Housing focused case management costs such as: Assessment and development of IHSPs or comparable plans; Housing search and placement; Coordinating other resources essential to obtaining and retaining housing; Conducting follow-up and re-evaluation; Housing navigation staffing costs; Data entry expenses
- Purchase of identification and driver's license; Purchase of birth certificates

Homelessness Response and Prevention Participant Eligibility

There is no participant income eligibility requirement for HRP activities. Documentation of participant eligibility and services or funds utilized by participants must be maintained in a participant file (paper or electronic). Households (meaning an individual living alone, family with or without children, or a group of individuals who are living together as one economic unit) must meet one of the following categorical definitions of homelessness or unstably housed and at risk of homelessness in order to establish eligibility for HRP programs. Please see the categories 1-5 listed below.

Category 1: Literally Homeless—Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- Living in a primary nighttime residence that is a public or private place not designed for human habitation (including, but not exclusive to, a car, park, abandoned building, bus or train station, airport or camping ground);
- Living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional shelter, and hotels or motels paid for by charitable organizations or by federal, state or local government programs);
OR
- Exiting an institution where he or she has resided for 90 days or less **AND** who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Category 2: Imminent Risk of Homelessness—Individual or family who will imminently lose their primary nighttime residence provided that:

- The primary nighttime residence will be lost within 21 days of the date of application for homeless assistance;
- No subsequent residence has been identified; **AND**
- The individual or family lacks the resources or support networks (e.g., family, friends, faith-based or other social networks) needed to obtain other permanent housing.

Category 3: Homeless Under Other Federal Statutes—Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, (literally homeless, imminent risk of homelessness or fleeing/attempting to flee domestic violence) but who:

- Are defined as homeless under other listed federal statutes;

- Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the program assistance application;
- Have experienced persistent instability as measured by two moves or more during the preceding 60 days; **AND**
- Can be expected to continue in such status for an extended period of time due to special needs or barriers.

Category 4: Fleeing/Attempting to Flee Domestic Violence—Individual or family who:

- Is fleeing, or is attempting to flee, domestic violence;
- Has no other safe residence; **AND**
- Lacks the resources or support networks to obtain other permanent housing.

Category 5: Unstably Housed—Individual or family who:

- Is at risk of losing their housing, and does not otherwise qualify as homeless under the above listed (1-4) categories, provided that:
- They have been notified to vacate current residence or otherwise demonstrate high risk* of losing current housing; **AND**
Lack the resources or support networks to obtain other permanent housing.

*High risk may be demonstrated by but is not solely defined as: having experienced a loss of income or other threat to housing stability. In addition, sharing housing of other persons due to loss of housing, economic hardship, or a similar reason (“doubled up”) may demonstrate a high risk of losing current housing. Owing rental arrears or not having the ability to pay for future rent may also demonstrate high risk status.

Affordable Rental Housing (ARH)

Funding under this category can be used to support the development and preservation of safe, stable and affordable rental housing in partnership with the nine federally recognized tribes of Oregon. ARH can provide support, via the Tribal Housing Grant Fund or technical assistance, for a variety of activities as outlined below:

Construction and Acquisition of Housing

A core function of ARH is the financing of the construction and/or preservation of affordable rental housing for households of low- and moderate-income (120% of Area Median Income or below). These types of housing projects can be very complex and include a wide variety of costs that THGF can be used to pay for, including:

- New construction
- Acquisition
- Conversion of non-residential buildings into affordable housing
- Pre-Development Costs

- Costs for legal services, consulting, environmental and other studies
- Inspections and Zoning Approvals
- Engineering or feasibility studies, appraisals, and/or architectural plans
- Testing for hazards

(please see General Program Allowable Components and the Capital Development Policy for more details)

Operations and Site Maintenance

After an ARH project is complete, the ongoing operations and maintenance of the property is an expense typically covered by cashflow where ongoing income from rent is able to be reinvested into the property. In instances where this is insufficient to keep the property functional, THGF funds can be used to supplement that revenue to pay for key costs necessary to keep the property operational.

Preservation

Keeping existing rent-restricted housing affordable and well-maintained over the long term is as important as building new affordable housing. The State's housing preservation efforts generally focus on periodically investing in the physical condition and financial stability of existing affordable projects as they age, in return for extending the rent restrictions attached to the property. Other related preservation priorities include renewing federal rent assistance contracts attached to specific properties, and supporting the preservation of manufactured home communities as long-term affordable housing options.

The scope and examples of preservation activities (including internal/external labor costs) include but are not limited to the following:

- Roof and siding replacement
- Interior improvements
- Improvements to provide accessibility for elders and disabled persons, including ramps and bathroom improvements
- Energy-related improvements and efficiency measures including new doors and windows, insulation, appliances, HVAC units, etc.

Affordable Rental Housing Tenant Eligibility

Per ORS 456.620, households served under this program must have an income at or below 120% AMI as defined in ORS 458.610. If the project will contain non-restricted units, THGF funds must still be used in accordance with agency statutory restrictions, meaning that these funds must only be used to finance the restricted units, 10 units or 10% of total units, whichever is greater, must be restricted in the project, and the funds can only be used to finance the percentage of shared costs (parking, HVAC, infrastructure, etc.) equal to the percentage of restricted units in the project. Households served under these units must have an income at or below 120% of Area

Median Income (AMI). The AMI table can be found at: https://data.oregon.gov/dataset/2025-MIRL-Income-Limits/radb-4j36/data_preview.

Additional Resources

In addition to the Tribal Housing Grant Fund, OHCS's Affordable Rental Housing Division offers other funding opportunities for affordable rental housing development. This funding can be used as part of a capital stack for a development supplemented by THGF funds, or could constitute the development funding for a project that was able to use THGF funds for critical ancillary purposes like predevelopment, infrastructure costs, rent assistance, or other components critical to the success of the property that may not be eligible use of existing ARH resources. OHCS More information on these opportunities and the Oregon Centralized Application (ORCA), please visit this website:

<https://www.oregon.gov/ohcs/rental-housing/housing-development/oregon-centralized-application-orca/Pages/default.aspx>.

To consult with the OHCS Affordable Rental Housing team directly, contact the ARH Technical Advisory Team at Technical.Advisors@hcs.oregon.gov. ARH Technical Advisors are specialized OHCS staff assigned to guide partners through the ORCA system and other Affordable Rental Housing development strategies. Tribal partners in need of direct support to begin an application for a rent-restricted, multifamily housing development are encouraged to reach out.

Homeownership Programs (HO)

Homeownership projects encompass initiatives that enhance opportunities for Tribal members to become homeowners and ensure that Tribal homeowners can maintain and remain in their homes for as long as they choose.

Homeownership Allowable Program Components and Expenditures

Documentation of allowable program components and expenditures must identify how an expense or service helped a participant maintain or attain homeownership.

Funding can be used for one or more of the following programs or services:

1) Homeownership services

Homeownership services can include, but aren't limited to:

- **Counseling and Coaching:** providing personalized guidance and support to potential homeowners, including financial counseling, credit coaching and pre- and post-purchase support.
- **Education Programs:** Workshops and training (in-person or virtual) that educate individuals about the home buying process, mortgage options, and home maintenance.

- Training and Certification: Training and certification costs for staff who provide homeownership services including but not limited to homebuyer counseling certification, foreclosure counseling certification, or home inspector certification.

2) Resources to homebuyers and homeowners

Resources to homebuyers and homeowners can include but aren't limited to:

- Down payment and/or closing cost assistance. Financial assistance in the form of a grant or loan that covers all or part of a down payment, closing costs associated with a mortgage, or costs to bring down the interest rate on a mortgage.
- Individual Development Accounts. These accounts help individuals save for homeownership by matching their savings contributions. Funds can be used for down payment assistance, closing costs, home repairs, paying off debt to become mortgage-ready, or achieving other homeownership-related goals.
- Direct financing for home purchases includes loan products designed to meet the needs of different homebuyers.
- Home repair funding. Financial support for necessary home repairs and improvements. This can include fixing structural issues, upgrading outdated systems, making the home more energy-efficient, or completing a home modification to accommodate a person with a disability.
- Mortgage relief assistance. Assistance for homeowners who are struggling to make their mortgage payments. This can include temporary payment relief, support with loan modifications, or other forms of financial support to prevent foreclosure.

For each of the above uses, the applicant must provide program guidelines, policies, and evidence of capacity to implement the proposed program. Tribes may propose other uses related to homeownership that may be approved at the agency's discretion.

Construction of Affordable Homes

Additionally, Homeownership funds can be used for financing the construction of affordable homes for purchase for households of low- and moderate-income (120% of Area Median Income or below). These types of housing projects can be very complex and include a wide variety of costs that THGF can be used to pay for, including:

- New construction
- Acquisition
- Conversion of non-residential buildings into affordable housing
- Pre-Development Costs
- Costs for legal services, consulting, environmental and other studies
- Inspections and Zoning Approvals
- Engineering or feasibility studies, appraisals, and/or architectural plans
- Testing for hazards

(please see General Program Allowable Components and the Capital Development Policy for more details)

Homeownership Program Participant Eligibility

Households served under homeownership programs must have an income at or below 120% AMI. The AMI table can be found at: https://data.oregon.gov/dataset/2025-MIRL-Income-Limits/radb-4j36/data_preview

General Program Allowable Components and Expenditures

The program components are allowable expenditures and guidance that can be utilized for any housing related needs, which includes homelessness response and prevention, affordable rental housing projects and homeownership programs.

Capacity Building

Funds can be used for planning projects by contracting consultants and technical assistance experts to assist with the planning and creation of policies and processes for programs or development projects. Capacity Building allows the grantee to work collaboratively with partners to provide wrap-around services, predevelopment planning, strengthen networks, and support a variety of services and projects.

Allowable activities include, but are not exclusive to:

- Increase the number of units (shelter beds, transitional housing, affordable rental housing and homeownership)
- Expand partnerships and support in the region
- Coordinate with stakeholders, initiatives, and partnerships
- Landlord incentives and engagement (HRP Projects only)
- Hiring of consultants that provide technical assistance, planning for programming or predevelopment work
- Community Housing Needs Assessments
- Increasing staff capacity
- Upgrading hardware and software towards current systems for housing work

Services

Rental and Housing Assistance

Activities under this category generally involve direct subsidies to participants, tenants and/or housing projects and may include related staff costs and include but are not limited to the following:

- Utilities and utility subsidies (e.g., water, sewer, garbage, etc.) for individually assisted units
- Tenant-based rental assistance payments, including student housing
- Project-based rental assistance payments and/or supplemental assistance for Tribally owned projects or LIHTC projects

- Other rental assistance programs
- Security deposits and first/last month's rent to permit households to move into a housing unit
- Short-term subsidies to defray rent, utility bills, mortgage payments, and property tax bills for a family at risk of eviction or foreclosure
- Renter or homeowner insurance subsidies

Housing Services

Activities under this category generally involve the provision of services to participants and/or housing projects and may include related staff costs and include but are not limited to the following:

- Costs of housing services resources such as healthy home and energy efficiency kits, and loaner tools/lawnmowers for use by community residents
- Housing counseling and training (e.g., tenant resources, housing/resource fairs, credit counseling, home repair/maintenance, preparation for homeownership, renter rights, etc.)
- Training programs on health, nutrition, safety, Adult basic education and GED programs, business skills training, parenting and childhood development.
- Establishment and support of financial programs such as revolving loan funds, and matching savings for Individual Development Accounts (IDA)
- Activities related to the provision of self-sufficiency, such as:
 - Childcare costs – subsidies to residents of affordable housing or operating costs of a facility for residents of affordable housing
 - Transportation costs – public transportation passes or purchase/rental of car, van, or bus for grantee to provide transportation to participants/residents to attend self-sufficiency activities
 - Job placement and job training, including stipends for education assistance such as tuition, books, housing, etc.
 - Assistance to participants to obtain other federal, state and local assistance
- Resident services for affordable housing projects
- Supportive housing services, such as
 - Case management and/or peer support services
 - Tenancy support services
 - Healthcare navigation services
 - Food and hygiene supplies
 - Assistance with unit cleaning
 - Behavioral health services (that are not being reimbursed by Medicaid)

Facility Maintenance and Operations

Site Management

Activities under this category generally involve the costs required to manage and operate shelter sites and housing projects. This includes activities from tenant selection to tenant eviction, and may include but are not limited to the following:

Operations:

- Costs of operations staff encompassing
 - Financial management
 - Procurement/contract management
 - Records management

Property Management:

- Costs of property management staff encompassing
 - Leasing
 - Compliance
 - Counseling
 - Rental Assistance Programs
- Costs of a third-party property management firm
- Costs of on-site/resident property manager
- Tenant selection, inspections, and evictions for affordable housing
- Costs of tenant screening, including drug testing
- Costs of resolving housing disputes and evictions including court fees
- Mediation programs for landlord-tenant disputes for affordable housing
- Costs associated with managing affordable housing funded by another Federal source such as the Bureau of Indian Affairs Housing Improvement Program (HIP)
- Costs associated with managing affordable housing funded by another source such as a Tribal down-payment assistance or Low-Income Housing Tax Credit (LIHTC) program.

Crime Prevention and Safety Activities

Activities under this category are generally designed to reduce criminal activity and improve the safety for shelter residents, tenants and/or housing projects and may include related staff costs and include but are not limited to the following:

- Physical improvements for affordable housing to enhance security such as fencing, speed bumps, monitors, locks, additional lighting
- Employment of security personnel for affordable housing
- Equipment that is a direct cost to the program with a primary purpose to serve residents.
- Costs for neighborhood watch programs
- Security systems including cameras

- Community activities for residents of affordable housing that reduce or eliminate the use of drugs

Capital Development

Funds can be used for the development, acquisition, rehab or conversion of emergency shelter and transitional housing, affordable rental housing and homeownership projects. The site location for any acquisition or capital development projects must be located within the State of Oregon.

Development

The costs related to the provision of housing opportunities of all types (e.g., *rental, homeownership, shelter, transitional, single family, multi-family, etc.*) and other site work for the benefit of Tribal communities, may include but are not limited to the following:

Construction of Housing:

- New construction

Pre-Development Costs:

- Fees: entitlement, permits, funding application charges
- Community engagement efforts
- Other costs that can be directly connected to an assisting specific development project
- Studies: market, environmental, traffic, land, zoning, Geotech, arborists, capital needs assessment

Demolition:

- Demolition with reconstruction of existing housing
- Demolition without reconstruction of existing housing

Infrastructure:

- Infrastructure [e.g., utilities (including broadband), roads, sidewalks, streetlights, etc.] for housing or model activities
- Recreational areas and playgrounds for use by eligible residents
- Infrastructure costs must be in conjunction with plans to develop new projects (shelter, transitional, affordable rental and homeownership) within an eight-year period from the time of funding.

Acquisition

Acquisition of Land for Housing or Shelter

- Purchase or long-term lease of land (to the extent necessary for construction, and subject to utilization within a reasonable time period; i.e. no “land banking”). A reasonable time period is defined as no more than eight years after the property has been acquired.

Acquisition of Housing or Shelter

- Acquisition of existing affordable housing, shelter or transitional housing sites
- Acquisition and conversion of non-affordable housing into affordable housing, shelter or transitional housing
- Acquisition and conversion of non-residential buildings into affordable housing, shelter or transitional housing
- Purchase or replacement of manufactured homes

Rehabilitation

Rehabilitation includes efforts that go beyond maintenance and can involve both current housing stock (regardless of funding for initial construction) as well as privately owned housing. The scope and examples of Rehabilitation activities (including internal/external labor costs) include but are not limited to the following:

- Interior improvements
- Improvements to provide accessibility for elders and disabled persons, including ramps and bathroom improvements
- Energy-related improvements and efficiency measures including new doors and windows, insulation, appliances, HVAC units, etc.
- Identification and mitigation of hazardous materials and contaminants (e.g., asbestos, mold, lead based paint, methamphetamine, etc.)

Restrictive Use Period

The Restrictive Use Period for the OHCS-funded acquisition, major rehabilitation, conversion and/or renovation is dependent on use of funds and is 10 years for all acquisition. The Restrictive Use Period runs from December 31 of the year the first building in the Project is placed in service or until December 31, [Year of PIS + # of years appropriate for use], whichever is later. The project owner must agree to annually certify compliance with this requirement and submit a certification as part of the annual progress report (APR).

Minimum Period of Use		
Category	Use Requirement	Determining Criteria
Acquisition	10 Years	Any acquisition of buildings and/or real estate. <i>(Please note: The 10-year timeline begins after the development, rehabilitation, conversion or renovation of the project has been completed)</i>

Major Rehabilitation	10 years	Rehab costs exceed 75% of the value of the building before rehabilitation.
Conversion	10 years	Conversion costs exceed 75% of the value of the building after conversion.
Renovation, including rehab and conversion costs that do not meet 10 Year criteria.	3 years	Renovation costs are 75% or less of the value of the building before renovation.

OHCS Anti-Displacement and Relocation Assistance Policy

OHCS-funded acquisition should not cause the involuntary displacement of tenants. OHCS encourages grantees to pursue projects that will not permanently displace tenants. If applicable, grantee will provide OHCS with a description of the relocation plan and whether existing residents will have the opportunity to return to the facility, as well as any permanent relocation. Grantee’s description must include the kind of advance notice that will be given to affected households; and what funding the grantee will provide to assist people being relocated. Grantees must comply with any laws addressing tenant protections and evictions.

Repurposing the Property

Grantee may determine the community’s housing needs have changed and the current use of the property is no longer in high demand. The project owner may be allowed to repurpose the use of the property before the end of a restrictive use period by obtaining prior written approval from OHCS. The eligibility restrictions required by the original funding source must apply. To discuss repurposing the project, the grantee must contact the OHCS contract administrator.

Transferring Property Ownership

Within the Restrictive Use Period, the project owner may not transfer, sell, assign, bequeath, or dispose of any interest in the project to any person, entity or other assignee, without obtaining the prior written consent of OHCS. The proposed use of any monies gained from the transaction must be pre-approved in writing by OHCS and transfer of property ownership must comply with the original terms, including the carryover of the restrictive use period.

OHCS Tribal Housing Grant Fund (THGF) Housing Plan

Section 1: Introduction

The OHCS Tribal Housing Grant Fund requires grantees to submit a Housing Plan once per biennium and due sixty days after the start of the fiscal year. OHCS grant cycles typically follow a two-year time frame or biennium (i.e., July 30, 2025- June 30, 2027). Housing plans can be amended during the course of the grant cycle, and any changes must be requested in writing along with an updated housing plan. Once the housing plan is approved, grantees will receive authorization to request funds for approved programs and projects.

For each of the sections below, follow the instructions as indicated.

Section 2: Grantee Name and Contact Information

Grantee Name	
Contact Name	
Contact Email	
Contact Phone Number	
Mailing Address	
Business Phone	
Housing Plan Effective Dates <i>(please use the biennium dates, for example, July 1, 2025 – June 30, 2027)</i>	
Name of Authorized Submitter <i>(if different from above)</i>	
Title of Authorized Submitter	

Signature	
Date of Submission	

Certification: The information contained in this document is accurate and reflects the activities planned for the time period listed above.

Section 3: Housing Priorities

Narrative: Please identify the housing priorities for your community and how the THGF will be utilized to meet those needs.

Section 4: Program and Project Activities

For this section, please describe the different programs and projects you plan to create or maintain with the use of the OHCS Tribal Housing Grant Funds. For every project, please use one of the templates below. If a grantee would like to fund two or more shelter projects, please use fill out a separate form for each project. For more information on the eligible

program components and allowable expenditures for each project type, please refer to the Tribal Housing Grant Fund (THGF) Program Guidance.

Capacity Building

List each project separately. If multiple projects are requested, copy and paste this table to create a new project.

Project Name	
Type of Project <i>(What projects are you using capacity building funds for?)</i>	
Project Description <i>(provide details on the type of activities, including how this will serve to build capacity for a specific project or for your organization)</i>	
Outcome Measures <i>(How will this be measured and tracked?)</i>	
Budget <i>(total cost but not including admin)</i>	

Shelter and Transitional Housing Programs

This section is for projects that are associated with the operating street outreach, emergency shelter, and transitional housing programs. These activities are considered homelessness response programs. Any site maintenance costs can be added to the budget along with the operations of the program.

For any capital development, acquisition or renovation activities associated with homelessness response programs, please fill out the template below marked **Capital Development, Acquisition, Renovation, Conversion, Rehabilitation**.

List each project separately. If multiple projects are requested, copy and paste this table to create a new project.

Project Name	
Project Description <i>(provide details on the type of activities and participants to be served)</i>	
Number of Households Anticipated to Serve	
Outcome Measures <i>(How will this be measured and tracked?)</i>	
Budget <i>(please provide details on the total cost of operating the program, not including admin)</i>	

Financial Assistance Programs

For this section, projects can include direct financial assistance such as rental assistance, mortgage or downpayment assistance or housing stabilization/homelessness prevention efforts.

List each project separately. If multiple projects are requested, copy and paste this table to create a new project.

Project Name	
Type of Project <i>(please indicate one of the following: Homelessness Response/Prevention, Affordable Rental Housing, Homeownership)</i>	
Project Description <i>(provide details on the type of activities and participants to be served)</i>	
Number of Households Anticipated to Serve	
Outcome Measures <i>(How will this be measured and tracked?)</i>	
Budget <i>(Provide details and the total cost of operating the program, not including admin)</i>	

Service Programs

For this section, list projects that include services such as education, counseling, behavioral health, etc...., **AND** are not combined financial assistance for projects. For example, if you are providing services with shelter or affordable rental housing projects or services along with financial assistance, please do not add those services to this section as a separate project.

If multiple projects are requested, copy and paste this table to create a new project.

Project Name	
Type of Project <i>(please indicate one of the following: Homelessness Response/Prevention, Affordable Rental Housing, Homeownership)</i>	
Project Description <i>(provide details on the type of activities and participants to be served)</i>	
Number of Households Anticipated to Serve	
Outcome Measures <i>(How will this be measured and tracked?)</i>	
Budget <i>(Provide details and the total cost of operating the program, not including admin)</i>	

Capital Development, Acquisition, Renovation, Conversion, Rehabilitation

Activities within this category can vary from new Affordable Rental Housing, Homeownership, Shelter and Transitional Housing development to conversion and renovation of existing housing or shelter projects. OHCS may request additional documentation for review and grantees are encouraged to attach supporting documentation along with the THGF Housing Plan. Each project should be listed in separate tables below. If multiple projects are requested, copy and paste this table to create a new project.

Project Name	
Project Description <i>(provide details on the type of activities or development project)</i>	
Anticipated Timeline of the Project <i>(provide details of when the project will start and the anticipated completion date. In addition, please indicate if multiple biennium awards will be utilized for this project.)</i>	
Number of Units <i>(How many units will this project create or maintain? What will the mix of unit sizes be (ex. Studio, 1 Bedroom, 2 Bedroom?)</i>	
Population Served <i>(please indicate population(s) this project will serve)</i>	
Outcome Measures <i>(How will this be measured and tracked?)</i>	
Budget <i>(Provide the budget amount that will be used by the THGF, and attach a total budget that includes the entire amount of the project including costs and leveraged funds, if applicable and known, or plan for acquiring those other funds if not)</i>	

Section 5: Budget

For the table below, please include project name, budget, and administrative costs that will be billed to the OHCS Tribal Housing Grant fund. The totals in the last row cannot exceed the total OHCS THGF grantee award. For any grantees using their Negotiated Indirect Cost Rate Agreements (NICRAs), please submit a copy of the most recent NICRA along with the housing plan for review. If a NICRA is not utilized, the administrative costs are capped at or below 15%.

Project Name	Budget Amount	Administrative Costs	Total
Totals			

Section 6: Supporting Documentation for Development Projects

If the project involves capital development, acquisition, renovation or rehabilitation, additional budget information or a proforma may be needed for review. We encourage grantees to provide as much information and documentation as possible to support the approval of a development project. It should include the total amount allocated to the project in its entirety and include leverage funding from multiple sources, if applicable. Please see the list below for examples of supporting documentation.

Document Type	Explanation/Notes
Project Authorization	From a board or tribal council/government
Predevelopment Plans	Documentation supporting eligible pre-development cost such as <ul style="list-style-type: none"> • Studies related to market, environmental, traffic, land, zoning, Geotech, arborists, capital needs • Fees: entitlement, permits, funding application costs • Other costs that can be directly connected to an assisting specific development project

Construction Budget or Proforma	Entire budget cost of the project
Gap Coverage	Documentation of committed financing sources in the form of a commitment letter for the cash or an LOI for a loan (if applicable)
Preliminary Site Plan	<p>The site plan may include the following information:</p> <ul style="list-style-type: none"> - Property Lines (including a map of project) - Land-use (zoning) designation(s), including any applicable special overlay zones. - Special environmental conditions such as “wetland” areas. - Identification of all known easements, encroachments and adjacent land uses - Site contours or, at a minimum, spot elevations at the corners of the property and each side of all proposed and existing buildings and showing preliminary grading including drainage away from buildings.
Evidence of Site Control	This can be in the form of a copy of Deed, Land Sale Contract, or Option, etc.

OHCS Tribal Housing Grant Fund Annual Progress Report

Section 1: Instructions

The Tribal Housing Grant Fund (THGF) requires annual progress report that is due no later than 60 days after the end of each fiscal year (approximate due date of September 1st). Reporting components include outcomes, documentation of expenditures and annual certifications for projects (if applicable) for the past fiscal year. Grantees shall report on each of the project activities submitted and approved in their most recent corresponding THGF Housing Plan. Reports are submitted directly to the OHCS Contract Administrator for review.

Section 2: Grantee Name and Contact Information

Grantee Name	
Contact Name	
Contact Email	
Contact Phone Number	
Mailing Address	
Business Phone	
THGF APR Reporting Period <i>(Please use the date range for this report. For example, July 1, 2025-June 30, 2026)</i>	
THGF Housing Plan Period <i>(Please indicate the housing plan dates this APR is reporting on)</i>	

Name of Authorized Submitter <i>(if different from above)</i>	
Title of Authorized Submitter	
Signature	
Date of Submission	

Certification: The information contained in this document is accurate and reflects the progress made or goals achieved for the time period listed above.

Section 3: Progress on Housing Priorities

<p>Narrative: Based on the housing priorities you identified for community in your most recent THGF housing plan, how was the funding allocation you received in this period utilized to meet those needs?</p>

Section 4: Program and Project Activities

For this section, please report progress or goals achieved in programs and/or projects approved on the THGF Housing Plan period indicated above.

Capacity Building

List each project separately. Grantees may copy and paste this table to create a new project.

Project Name	
Project Description (Provide details on the type of activities and how this assisted in building capacity for a specific project or for your organization)	
Intended Outcomes (What were the intended outcomes of this investment?)	
Actual Outcomes (What were the actual outcomes of this investment?)	
Funds Spent (How much of your funding has been spent down to date based on your original budget?)	
Narrative Section: Describe the accomplishments the project has achieved in this fiscal year. Have any of your priorities shifted or changed since your last submission of the THGF Housing Plan?	

Shelter and Transitional Housing Programs

Please report on each project separately. Grantees can copy and paste the table for each individual project identified in the THGF Housing Plan. For homelessness response and prevention activities (HRP), **additional reporting on household data is required**. Grantees may submit household information through the Homelessness Management Information System (HMIS) or can report using an excel spreadsheet. Grantees may choose to input this information with a by using a data collection template and attach a copy with the submission of the APR. The form and instructions can also be found in section 6 of this report.

Project Name	
Project Type (Ex: Shelter, Transitional Housing, Prevention)	
Intended Number of Households to Serve	
Intended Outcomes and Measures	
Actual Number of Households Served	
Actual Outcomes and Measures	
Funds Spent (How much of your funding has been spent down to date based on your original budget?)	
Narrative Section: Describe the accomplishments the project has achieved in this fiscal year. Have any of your priorities shifted or changed since your last submission of the THGF Housing Plan?	

Financial Assistance Programs

For this section, report on projects that include direct financial assistance such as rental assistance, mortgage or downpayment assistance or housing stabilization/homelessness prevention efforts. Each project should be reported in separate tables below. Grantees may copy and paste this table to create a new project.

Project Name	
Project Type (Ex: Shelter, Transitional Housing, Prevention Financial Assistance)	
Intended Number of Households to Serve	
Intended Outcomes and Measures	
Actual Number of Households Served	
Actual Outcomes and Measures	
Funds Spent (How much of your funding has been spent down to date based on your original budget?)	
Narrative Section: Describe the accomplishments the project has achieved in this fiscal year. Have any of your priorities shifted or changed since your last submission of the THGF Housing Plan?	

Service Programs

For this section, report on projects that include services such as education, counseling, behavioral health, etc..., **AND** are not combined financial assistance for projects. For example, if you are providing services with shelter or affordable rental housing projects or services along with financial assistance, please do not add those services to this section as a separate project.

If multiple projects are requested, copy and paste this table to create a new project.

Project Name	
Project Type (Ex: Type of Activity and Services you have provided or intended to provide)	
Intended Number of Households to Serve	
Intended Outcomes and Measures	
Actual Number of Households Served	
Actual Outcomes and Measures	
Funds Spent (How much of your funding has been spent down to date based on your original budget?)	
Narrative Section: Describe the accomplishments the project has achieved in this fiscal year. Have any of your priorities shifted or changed since your last submission of the THGF Housing Plan?	

Capital Development, Acquisition, Renovation, Conversion, Rehabilitation

Activities within this category can vary from new Affordable Rental Housing, Homeownership Projects, Shelter and Transitional Housing development to conversion and renovation of existing housing or shelter projects. Each project should be reported in separate tables below. Grantees may copy and paste this table to create a new project.

Project Name	
Project Description <i>(type of activity or development project)</i>	
Intended Timeline	
Intended Number of Units	
Intended Households to Serve	
Intended Outcome and Measures	
Intended Budget	
Actual Timeline (please provide any details if your project timeline has changed)	
Actual Units Developed or Maintained (if Applicable)	
Actual Households Served	
Actual Outcomes and Measures	

Did the grantee spent all of the funds allocated in this time period? If not, please provide the amount of funding that is still outstanding and why the funds were not utilized.

Section 6: Forms and Attachments

OHCS Forms for Grantee Use

- [Data Collection Table Spreadsheet](#) for HRP Projects
- [Data Collection Table Instructions](#) for HRP Projects
- [Annual Certification](#) for Restrictive Use Periods

Attachment Checklist

- Documentation on all expenditure of funds (required)
- Data collection table (required for all shelter, transitional and HRP projects)
- Annual Certification (required for all projects that have a restrictive use period)