

OHCS Tribal Housing Grant Fund Housing Plan and Annual Progress Report

Section 1: Instructions

The Tribal Housing Grant Fund (THGF) requires grantees to submit a Housing Plan once per biennium and due ninety (90) days after the start of the fiscal year. 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, grant funds will be disbursed to grantee in accordance with the grant agreement and program guidance. Grantees must also submit an annual progress report (APR) that is due no later than ninety (90) days after the end of each fiscal year (approximate due date of September 30th). 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. Plans and Reports are submitted directly to the OHCS Contract Administrator for review at tribal.housing@hcs.oregon.gov

This form is a consolidation of both the Housing Plan and APR. The Housing Plan section should be submitted at the beginning of each biennium. The APR sections are indicated in **ORANGE** throughout document. Grantees can then use the approved Housing Plan to complete the APR portion of the report at the end of each fiscal year.

For OHCS Use Only		
Housing Plan Received Name: _____ Date: _____ Notes:	Housing Plan Conditional Approval (If Applicable) Name: _____ Date: _____ Notes:	Housing Plan Approval Name: _____ Date: _____ Notes:
APR Received Name: _____ Date: _____ Notes:		APR Approval Name: _____ Date: _____ Notes:

Section 2: Grantee Name and Contact Information

	Housing Plan (-)
Grantee Name	
Contact Name	
Contact Email	
Contact Phone Number	
Mailing Address	
Business Phone	
Name of Authorized Submitter	
Title of Authorized Submitter	
Signature	
Date of Submission	

	APR (-)
Grantee Name	
Contact Name	
Contact Email	
Contact Phone Number	
Mailing Address	
Business Phone	
Name of Authorized Submitter	
Title of Authorized Submitter	
Signature	
Date of Submission	

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

Section 3: Housing Priorities

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

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Annual Progress Report Narrative: Based on the housing priorities you identified for community in your THGF housing plan, how was the funding allocation you received in this period utilized to meet those needs?

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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 tables below. If a grantee would like to fund two or more of the same type of project, please hit the “Duplicate Table” button and fill out a separate table for each project. For more information on the eligible program components and allowable expenditures for each project type, please refer to the THGF Program Guidance. When completing the APR, describe actual outcomes, funds spent, and goals achieved in programs and/or projects approved on the THGF Housing Plan by completing the sections in **ORANGE**.

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 grantees may choose to input this information by using a data collection template and attach a copy with the submission of the APR.

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Capacity Building

List each project separately. Grantees may hit the “Duplicate Table” button to create an additional Capacity Building 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 and participants to be served)</i>	
Outcome Measures: <i>(How will this be measured and tracked? Provide details and type and projected outcomes)</i>	
Actual Outcomes: <i>(What were the actual outcomes?)</i>	
Budget: <i>(total cost of project not including admin)</i>	
Funds Spent: <i>(How much of your funding has been spent down to date based on your original budget?)</i>	
APR Narrative Section: <i>(Describe the successes 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?)</i>	

Emergency Shelter and Transitional Housing Operations and Maintenance

This section is for projects that are associated with operating, 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, Preservation, Conversion, Rehabilitation**.

Please list each project separately. Grantees may hit the “Duplicate Table” button to create an additional Emergency Shelter/Transitional Housing project.

Project Name:	
Project Type: <i>(Ex: Shelter, Transitional Housing)</i>	
Project Description: <i>(provide details on the type of activities and participants to be served)</i>	
Projected Households to Serve:	
Outcome Measures: <i>(How will this be measured and tracked? Provide details and type and projected outcomes)</i>	
Actual Households Served:	
Actual Outcomes: <i>(What were the actual outcomes?)</i>	
Budget: <i>(total cost of project not including admin)</i>	
Funds Spent: <i>(How much of your funding has been spent down to date based on your original budget?)</i>	
APR Narrative Section: <i>(Describe the successes 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?)</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. This can also include corresponding case management or services costs.

List each project separately. Grantees may hit the “Duplicate Table” button to create an additional Financial Assistance project.

Project Name:	
Project Type: <i>(Indicate one of the following program components as outlined in the Program Guidance: Homelessness Response and Prevention (HRP), Affordable Rental Housing (ARH), Homeownership (HO))</i>	
Project Description: <i>(provide details on the type of activities and participants to be served)</i>	
Projected Households to Serve:	
Outcome Measures: <i>(How will this be measured and tracked? Provide details and type and projected outcomes)</i>	
Actual Households Served:	
Actual Outcomes: <i>(What were the actual outcomes?)</i>	
Budget: <i>(total cost not including admin)</i>	
Funds Spent: <i>(How much of your funding has been spent down to date based on your original budget?)</i>	
APR Narrative Section: <i>(Describe the successes 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?)</i>	

Services Only Programs

For this section, 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 along with financial assistance, please do not add those services to this section as a separate project. For those projects combining financial assistance and services, please utilize the Financial Assistance table.

List each project separately. Grantees may hit the “Duplicate Table” button to create an additional Services Only project.

Project Name:	
Project Type: <i>(Indicate one of the following program components as outlined in the Program Guidance: Homelessness Response and Prevention (HRP), Affordable Rental Housing (ARH), Homeownership (HO))</i>	
Project Description: <i>(provide details on the type of activities and participants to be served)</i>	
Projected Households to Serve:	
Outcome Measures: <i>(How will this be measured and tracked? Provide details and type and projected outcomes)</i>	
Actual Households Served:	
Actual Outcomes: <i>(What were the actual outcomes?)</i>	
Budget: <i>(total cost not including admin)</i>	
Funds Spent: <i>(How much of your funding has been spent down to date based on your original budget?)</i>	
APR Narrative Section: <i>(Describe the successes 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?)</i>	

Operations, Facilities and Site Maintenance (ARH and HO only)

For this section, list projects that include any operational, facility or site maintenance efforts for existing affordable rental housing, or homeownership projects **AND** are not combined with other capital development projects, including those involving acquisition, renovation, preservation, conversion or rehabilitation.

List each project separately. Grantees may hit the “Duplicate Table” button to create an additional Operations, Facilities, and Site Maintenance (ARH and HO only) project.

Project Name:	
Housing Site(s): <i>(Provide details on the type of housing sites this would serve)</i>	
Purpose of Project: <i>(How would this project serve the needs of the housing site, including how it will improve or maintain operations or facilities?)</i>	
Number of Households or Units to Serve:	
Actual Number of Households or Units Served:	
Budget: <i>(Provide details on the total cost of operating the program, not including admin)</i>	
Funds Spent: <i>(How much of your funding has been spent down to date based on your original budget?)</i>	
APR Narrative Section: <i>(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?)</i>	

Capital Development: Acquisition, Preservation, Conversion, and Rehabilitation

Activities within this category can vary from new development or acquisition of Affordable Rental Housing (ARH), Homeownership (HO) Projects, or Shelter and Transitional Housing to conversion, rehabilitation or preservation of existing housing or shelter projects.

Note: Any individual ARH or HO project using \$1M or more of their THGF allocation for Capital Development activities must be approved by the Housing Stability Council (HSC), in accordance with Oregon Administrative Rule 813-005-0008. In these cases, OHCS may provide conditional approval of any Housing Plan prior to receiving HSC approval.

List each project separately. Grantees may hit the “Duplicate Table” button to create an additional Capital Development: Acquisition, Preservation, Conversion, and Rehabilitation 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, 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 (eg. shelter beds, studio, 1 bedroom, 2 bedroom?)</i>	
Population to Serve: <i>(Indicate population(s) this project will serve)</i>	
Outcome Measures: <i>(How will this be measured and tracked? Provide details and type and projected outcomes)</i>	
Budget: <i>(Provide details on the total cost of operating the program, not including admin and attach a 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>	
* Restrictive Use Period: <i>(Provide details on how Grantee will ensure project compliance with the applicable restrictive use requirements provided in the Program Guidance)</i>	

Actual Timeline:	
Actual Units Developed or Maintained: (If Applicable)	
Actual Households Served:	
Actual Outcomes and Measures:	
Actual Funds Spent: <i>(How much of your funding has been spent down to date based on your original budget?)</i>	
APR Narrative Section: <i>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?</i>	

***APR Reporting for the Restrictive Use Period: If this project requires a restrictive use period, please complete the Annual Certification for all relevant projects. For all ARH projects, proof of a recorded covenant is required for OHCS files.**

Section 5: Budget and Spend Down

For the table below, please include project name, budget, and administrative costs budgeted and spent by the grantee using 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% of the total grant funds. Along with the breakdown of the budget totals spent in this fiscal year, grantees are **required to submit documentation** of expenditures along with this report. Documentation can be in the form of general ledger excerpt or equivalent accounting documents.

Project Name	THGF Budget Amount	Funds Spent to Date
Total Administrative Costs (All Projects)		
Total		

Did the grantee spend 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: Documentation for Development Projects

If the project involves capital development, acquisition, preservation 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	The site plan may include the following information: <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.
Restrictive Use	Recorded Declaration of Land-Use Restrictive Covenants

Section 7: Checklist

Housing Plan Attachment Checklist

- For all grantees using a NICRA, please attach the most recent copy
- For projects that involve capital development, please see the checklist in section 6 for the types of documentation to submit for review
- Documentation that supports any of the projects listed in the housing plan for review and approval

Annual Progress Report Supplemental Forms and Checklist

Forms:

- Data Collection Table Spreadsheet for HRP Projects
- Data Collection Table Instructions for HRP Projects
- Annual Certification for Restrictive Use Periods

Checklist:

- Documentation on all expended 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)
- Copy of a Recorded Covenant (if applicable and required for ARH projects that are subject to the restrictive use period)