Coquille Indian Housing Authority

2678 Mexeye Loop • Coos Bay, OR 97420

Annual Performance Report

for the fiscal year ended

SEPTEMBER 30, 2014

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INDIAN HOUSING PLAN/ANNUAL PERFORMANCE REPORT

(NAHASDA §§ 102(b)(1)(A) and 404(a)(2))

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

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

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

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

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

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

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SECTION 1: COVER PAGE

(1) Grant Number: 55IH4102770

(2) Recipient Program Year: 10/01/2013 - 09/30/2014

(3) Federal Fiscal Year: 10/01/2013 - 09/30/2014

(4) ☐ **Initial Plan** (Complete this Section then proceed to Section 2)

(5) ☐ **Amended Plan** (Complete this Section, Section 8 if applicable, and Section 16)

(6) ☒ **Annual Performance Report** (Complete items 27-30 and proceed to Section 3)

(7) ☐ **Tribe**

(8) ☒ **TDHE**

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

(20) DUNS Number: 944212935
(21) CCR/SAM Expiration Date: 03/24/2015
(22) IHBG Fiscal Year Formula Amount: $1,026,864
(23) Name of Authorized IHP Submitter: Anne F. Cook
(24) Title of Authorized IHP Submitter: Executive Director
(25) Signature of Authorized IHP Submitter: Anne F. Cook
(26) IHP Submission Date: 07/15/2013
(27) Name of Authorized APR Submitter: Anne F. Cook
(28) Title of Authorized APR Submitter: Executive Director
(29) Signature of Authorized APR Submitter: Anne F. Cook
(30) APR Submission Date: 12/19/2014

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

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

ONE YEAR PLAN & ANNUAL PERFORMANCE REPORT

SECTION 2: HOUSING NEEDS

(NAHASDA § 102(b)(2)(B))

(1) Type of Need: Check the appropriate box(es) below to describe the estimated types of housing needs and the need for other assistance for low income Indian families (column B) and all Indian families (column C) inside and outside the jurisdiction.

(A) Type of Need	Check All That Apply	
	(B) Low income Indian Families	(C) All Indian Families
(1) Overcrowded Households	☒	☒
(2) Renters Who Wish to Become Owners	☒	☒
(3) Substandard Units Needing Rehabilitation	☒	☒
(4) Homeless Households	☒	☒
(5) Households Needing Affordable Rental Units	☒	☒
(6) Student Housing	☒	☒
(7) Disabled Households Needing Accessibility	☒	☒
(8) Units Needing Energy Efficiency Upgrades	☒	☒
(9) Infrastructure to Support Housing	☒	☒
(10) Other (specify below)	☐	☐

(2) Other Needs (*Describe the "Other" needs below. Note: this text is optional for all needs except "Other."*):

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

CIHA owns and operates 69 affordable housing units on Coquille Tribal Lands including 52 rentals, 1 emergency housing unit, and 16 homebuyer units. Low Rent program participants are transitioned to the Home Grant and Occupancy (HomeGO) homebuyer program as they become qualified. In addition, the Monthly Housing Assistance Payments (MHAP) program offers 40 tenant-based rental assistance slots to low income Coquille and other Native American and Alaska Native households throughout the Tribe's five-county service area.

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

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

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

SECTION 3: PROGRAM DESCRIPTIONS

Planning and Reporting Program Year Activities

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

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

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

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

Outcome May Include:

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

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

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

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

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

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

1.1.	**Program Name and Unique Identifier:** **Modernization and Rehabilitation of 1937 Housing Act Units** – 1401.1
1.2.	**Program Description** *(This should be the description of the planned program.)*: This program is designed to: a. Continue rental housing solar lighting project begun in prior period. b. Provide project management and oversight for rental housing solar lighting project.
1.3.	**Eligible Activity Number** *(Select one activity from the Eligible Activity list. Do not combine homeownership and rental housing in one activity, so that when housing units are reported in the APR they are correctly identified as homeownership or rental.):* (1) Modernization of 1937 Act Housing [202(1)]
1.4.	**Intended Outcome Number** *(Select one outcome from the Outcome list. Each program can have only one outcome. If more than one outcome applies, create a separate program for each outcome.):* (3) Improve quality of substandard units
	Describe Other Intended Outcome *(Only if you selected "Other" above.):*

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

(3) Improve quality of substandard units

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

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

Residents of 1937 Housing Act rental units.

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

Work will be performed by Housing Authority staff or contractors at no cost to residents. Level of assistance will vary by unit design and other sources of funding.

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

a. Solar lighting fixtures were installed in the garages of 27 single-family units and 12 multi-family units using ICDBG and IHBG funds.
b. Project management and oversight activities during the period were funded by the IHBG.

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

Planned Number of **Units** to be Completed in Year Under this Program	Planned Number of **Households** To Be Served in Year Under this Program	Planned Number of **Acres** To Be Purchased in Year Under this Program	APR: Actual Number of **Units** Completed in Program Year	APR: Actual Number of **Households** Served in Program Year	APR: Actual Number of **Acres** Purchased in Program Year
50	N/A	N/A	39	N/A	N/A

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

More units were completed in the prior period than anticipated resulting in fewer than planned during the current period. Project is complete.

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

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

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

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

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

2.1.	**Program Name and Unique Identifier:** **Accessibility Modifications to 1937 Housing Act Units** – 1401.2
2.2.	**Program Description** *(This should be the description of the planned program.)*: This program is designed to: a. Modify rental units to conform with Section 504 accessibility standards for mobility impaired persons.
2.3.	**Eligible Activity Number** *(Select one activity from the Eligible Activity list. Do not combine homeownership and rental housing in one activity, so that when housing units are reported in the APR they are correctly identified as homeownership or rental.):* (1) Modernization of 1937 Act Housing [202(1)]
2.4.	**Intended Outcome Number** *(Select one outcome from the Outcome list. Each program can have only one outcome. If more than one outcome applies, create a separate program for each outcome.):* (9) Provide accessibility for elderly/disabled persons
	Describe Other Intended Outcome *(Only if you selected "Other" above.):*

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

(9) Provide accessibility for elderly/disabled persons

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

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

Residents of 1937 Housing Act units.

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

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

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

a. Modified one rental unit to conform with Section 504 accessibility standards for mobility impaired persons. Construction of an addition to the home was necessary to accommodate the required bathroom modifications, causing the cost to be somewhat higher than anticipated.

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

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

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

Program is on schedule.

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

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

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

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

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

3.1.	**Program Name and Unique Identifier:** **Conversion of Rental Units to Homebuyer Units** – 1401.3
3.2.	**Program Description** *(This should be the description of the planned program.)*: This program is designed to: a. Effect transition from rental program to homebuyer program for qualified families upon successful completion of homebuyer education and financial readiness requirements.
3.3.	**Eligible Activity Number** *(Select one activity from the Eligible Activity list. Do not combine homeownership and rental housing in one activity, so that when housing units are reported in the APR they are correctly identified as homeownership or rental.):* (1) Modernization of 1937 Act Housing [202(1)]
3.4.	**Intended Outcome Number** *(Select one outcome from the Outcome list. Each program can have only one outcome. If more than one outcome applies, create a separate program for each outcome.):* (2) Assist renters to become homeowners
	Describe Other Intended Outcome *(Only if you selected "Other" above.):*

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

(2) Assist renters to become homeowners

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

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

Low Rent program participants.

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

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

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

a. Families were evaluated for potential transition to the HomeGO homebuyer program during annual recertification.

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

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

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

Of the two families expected to transition from the low rent program to the HomeGO program during the period, one began but did not complete homebuyer counseling. The other withdrew due to changes in eligibility.

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

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

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

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

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

4.1. Program Name and Unique Identifier:

Operation and Maintenance of 1937 Housing Act Units – 1402

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

This program is designed to:

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

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

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

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

(6) Assist affordable housing for low income households

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

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

(6) Assist affordable housing for low income households

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

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

Residents of 1937 Housing Act units.

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

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

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

a. Low rent units, including one emergency housing unit, were maintained at an occupancy rate of 95% throughout the year.
b. Periodic maintenance was performed on 15 units simultaneous with turnover.
c. Emergency maintenance was not required. Non-routine maintenance was minimal.
d. Preparation for re-occupancy averaged 43 calendar days.
e. Made landscaping improvements to the front lawn of one rental unit.
f. Performed routine maintenance on common areas and facilities throughout the housing area. Completed the Sky Garden landscaping project. The Kilkich Memorial project neared completion at fiscal year-end.
g. Continued use of one unit as an interim maintenance operations and storage facility pending warehouse rehabilitation or replacement.

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

Planned Number of **Units** to be Completed in Year Under this Program	Planned Number of **Households** To Be Served in Year Under this Program	Planned Number of **Acres** To Be Purchased in Year Under this Program	APR: Actual Number of **Units** Completed in Program Year	APR: Actual Number of **Households** Served in Program Year	APR: Actual Number of **Acres** Purchased in Program Year
63	N/A	N/A	63	N/A	N/A

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

Program is on schedule.

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

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

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

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

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

5.1. Program Name and Unique Identifier:

Tenant Based Rental Assistance – 1409.1

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

This program is designed to:

a. Assist eligible low income Native Americans and Alaska Natives to pay rent in private market rental units.
b. Maintain a 100% utilization rate.

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

(17) Tenant Based Rental Assistance [202(3)]

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

(6) Assist affordable housing for low income households

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

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

(6) Assist affordable housing for low income households

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

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

Low income Native Americans and Alaska Natives.

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

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

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

a. Provided subsidy to eligible low income Native Americans and Alaska Natives to assist with payment of rent in private market rental units. Expanded program to serve 50 households with financial assistance from the Tribe.
b. Maintained a 97% utilization rate.

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

Planned Number of **Units** to be Completed in Year Under this Program	Planned Number of **Households** To Be Served in Year Under this Program	Planned Number of **Acres** To Be Purchased in Year Under this Program	APR: Actual Number of **Units** Completed in Program Year	APR: Actual Number of **Households** Served in Program Year	APR: Actual Number of **Acres** Purchased in Program Year
N/A	40	N/A	N/A	49	N/A

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

Placement for one of the new rental assistance slots was in progress at year-end. Program is on schedule.

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

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

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

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

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

6.1. Program Name and Unique Identifier:

Housing Services – 1409.2

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

This program is designed to:

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

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

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

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

(6) Assist affordable housing for low income households

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

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

(6) Assist affordable housing for low income households

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

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

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

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

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

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

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

f. Opportunities for employment, financial literacy, emergency preparedness, homebuyer education, participation in Individual Development Account savings programs and other financial assistance programs for first-time homebuyers, access to the Section 184 program, and other programs and services that enhance participant self-sufficiency were publicized at Tribal events; in the Housing Authority's monthly newsletter, the Tribe's monthly newspaper, and other publications; on the Tribe's website; and, by door to door delivery of notices to housing community residents. Participants and applicants were also individually referred to service providers as the opportunity or need arose.

g. Space in the Housing Authority office was provided for the Tribe's tsunami alert system and emergency communications equipment serving the housing community and surrounding area. One rental unit was leased to the Tribe's Education Department and Library at a reduced rate to support the location of those services within the housing community. One unit was also leased to the Tribal Police Department at a reduced rate for use as office space and as a substation for the Coos County Sheriff's Department to promote community safety.

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

Planned Number of **Units** to be Completed in Year Under this Program	Planned Number of **Households** To Be Served in Year Under this Program	Planned Number of **Acres** To Be Purchased in Year Under this Program	APR: Actual Number of **Units** Completed in Program Year	APR: Actual Number of **Households** Served in Program Year	APR: Actual Number of **Acres** Purchased in Program Year
N/A	111	N/A	N/A	117	N/A

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

Program is on schedule.

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

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

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

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

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

7.1. Program Name and Unique Identifier:

Housing Management Services – 1410.1

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

This program is designed to:

a. Manage Low Rent, MHAP, Mutual Help, HomeGO, and Section 184 programs.
b. Screen applications for assistance to determine program eligibility.
c. Maintain a waiting list of qualified low income Indian families and effect placement when assistance becomes available.
d. Conduct annual and interim recertifications of family income and composition.
e. Inspect rental units at least once per year and homebuyer units at least every three years. Document and monitor correction of deficiencies.
f. Implement transitions between programs.

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

(19) Housing Management Services [202(4)]

7.4.	**Intended Outcome Number** *(Select one outcome from the Outcome list. Each program can have only one outcome. If more than one outcome applies, create a separate program for each outcome.):* (6) Assist affordable housing for low income households
	Describe Other Intended Outcome *(Only if you selected "Other" above.):*
7.5.	**Actual Outcome Number** *(In the APR identify the actual outcome from the Outcome list.)*: (6) Assist affordable housing for low income households
	Describe Other Intended Outcome *(Only if you selected "Other" above.):*
7.6.	**Who Will Be Assisted** *(Describe the types of households that will be assisted under the program. Please note: assistance made available to families whose incomes fall within 80 to 100 percent of the median should be included as a separate program within this section.):* Low income Native American and Alaska Native applicants and housing program participants.
7.7.	**Types and Level of Assistance** *(Describe the types and the level of assistance that will be provided to each household, as applicable.)*: Work will be performed by Housing Authority staff at no cost to resident.
7.8.	**APR:** *(Describe the accomplishments for the APR in the 12-month program year. In accordance with 24 CFR § 1000.512(b)(3), provide an analysis and explanation of cost overruns or high unit costs.):* a. Managed Low Rent, MHAP (tenant-based rental assistance), Mutual Help, HomeGO (homebuyer lease-purchase), and Section 184 programs. b. Screened 48 applications for assistance to determine program eligibility. c. Maintained a waiting list of qualified low-income Indian families and made placements when assistance became available. d. Conducted annual and interim recertifications of family income and composition. e. Inspected all rental and homebuyer units at least once during the period. Documented and monitored correction of deficiencies. f. Transitioned one family from the MHAP tenant-based rental assistance program to the Low Rent program and three families from the Low Rent program to MHAP.

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

Planned Number of **Units** to be Completed in Year Under this Program	Planned Number of **Households** To Be Served in Year Under this Program	Planned Number of **Acres** To Be Purchased in Year Under this Program	APR: Actual Number of **Units** Completed in Program Year	APR: Actual Number of **Households** Served in Program Year	APR: Actual Number of **Acres** Purchased in Program Year
N/A	111	N/A	N/A	117	N/A

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

Program is on schedule.

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

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

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

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

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

8.1.	**Program Name and Unique Identifier:** **Operation and Maintenance of NAHASDA Units** – 1410.2
8.2.	**Program Description** *(This should be the description of the planned program.)*: This program is designed to: a. Operate and maintain NAHASDA rental units.
8.3.	**Eligible Activity Number** *(Select one activity from the Eligible Activity list. Do not combine homeownership and rental housing in one activity, so that when housing units are reported in the APR they are correctly identified as homeownership or rental.):* (20) Operation and Maintenance of NAHASDA-Assisted Units [202(4)]
8.4.	**Intended Outcome Number** *(Select one outcome from the Outcome list. Each program can have only one outcome. If more than one outcome applies, create a separate program for each outcome.):* (6) Assist affordable housing for low income households
	Describe Other Intended Outcome *(Only if you selected "Other" above.):*

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

(6) Assist affordable housing for low income households

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

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

Residents of NAHASDA units.

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

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

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

a. Operated and maintained three NAHASDA rental units.

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

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

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

Program is on schedule.

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

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

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

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

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

9.1. Program Name and Unique Identifier:

Crime Prevention and Safety – 1411

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

This program is designed to:

a. Continue agreement with Tribal Police to provide services to the low income housing community.
b. Provide for security monitoring and electronic surveillance of housing facilities.
c. Install informational, directional, and traffic control signage and devices in the housing community.

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

(21) Crime Prevention and Safety [202(5)]

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

(11) Reduction in crime reports

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

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

(11) Reduction in crime reports

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

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

Rental and homebuyer program participants.

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

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

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

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

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

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

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

Program is on schedule.

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

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

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

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

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

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

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

There is no demolition or disposition planned.

SECTION 5: BUDGETS

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

	IHP					APR					
SOURCE	(A) Estimated amount on hand at beginning of program year	(B) Estimated amount to be received during 12-month program year	(C) Estimated total sources of funds (A + B)	(D) Estimated funds to be expended during 12-month program year	(E) Estimated unexpended funds remaining at end of program year (C minus D)	(F) Actual amount on hand at beginning of program year	(G) Actual amount received during 12-month program year	(H) Actual total sources of funding (F + G)	(I) Actual funds expended during 12-month program year	(J) Actual unexpended funds remaining at end of 12-month program year (H minus I)	(K) Actual unexpended funds obligated but not expended at end of 12-month program year
1. IHBG Funds	200,000	1,026,864	1,226,864	1,054,833	172,031	227,817	1,026,864	1,254,681	1,029,104	225,577	-
2. IHBG Program Income	-	250,000	250,000	250,000	-	-	260,871	260,871	260,871	-	-
3. Title VI											
4. Title VI Program Income											
5. 1937 Act Operating Reserves											
6. Carry Over 1937 Act Funds											
LEVERAGED FUNDS											
7. ICDBG Funds	6,910	0	6,910	6,910	-	8,015	-	8,015	8,015	-	-
8. Other Federal Funds											
9. LIHTC											
10. Non-Federal Funds		20,000	20,000	20,000	-	-	72,420	72,420	26,752	45,668	45,668
TOTAL	206,910	1,296,864	1,503,774	1,331,743	172,031	235,832	1,360,155	1,595,987	1,324,742	271,245	45,668

Notes:

a. For the IHP, fill in columns A, B, C, D, and E (non-shaded columns). **For the APR, fill in columns F, G, H, I, J, and K (shaded columns).**

b. Total of Column D should match the total of Column N from the **Uses Table** on the following page.

c. Total of Column I should match the Total of Column Q from the Uses Table on the following page.

d. For the IHP, describe any estimated leverage in Line4 below (Estimated Sources or Uses of Funding). **For the APR, describe actual leverage in Line 5 below (APR).**

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

		IHP			APR		
		(L)	(M)	(N)	(O)	(P)	(Q)
PROGRAM NAME (tie to program names in Section 3 above)	**Unique Identifier**	**Prior and current year IHBG (only) funds to be expended in 12-month program year**	**Total all other funds to be expended in 12-month program year**	**Total funds to be expended in 12-month program year (L + M)**	**Total IHBG (only) funds expended in 12-month program year**	**Total all other funds expended in 12-month program year**	**Total funds expended in 12-month program year (O + P)**
Modernization and Rehabilitation of 1937 Housing Act Units	1401.1	-	6,910	6,910	8,755	8,015	16,770
Accessibility Modifications to 1937 Housing Act Units	1401.2	30,000	-	30,000	32,787	-	32,787
Conversion of Rental Units to Homebuyer Units	1401.3	30,000	-	30,000	1,000	-	1,000
Operation and Maintenance of 1937 Housing Act units	1402	319,692	125,000	444,692	417,743	158,351	576,094
Tenant Based Rental Assistance	1409.1	185,000	20,000	205,000	167,327	26,752	194,079
Housing Services	1409.2	40,000	-	40,000	14,183	-	14,183
Housing Management Services	1410.1	176,206	125,000	301,206	132,424	96,717	229,141
Operation and Maintenance of NAHASDA Units	1410.2	30,000	-	30,000	25,065	5,803	30,868
Crime Prevention and Safety	1411	38,562	-	38,562	30,000	-	30,000
Planning and Administration		205,373	-	205,373	199,820	-	199,820
Loan repayment – describe in 4 below		-	-	-	-	-	-
TOTAL		1,054,833	276,910	1,331,743	1,029,104	295,638	1,324,742

Notes:

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

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

No loan repayment is planned.

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

Additional funds were allocated to Operation and Maintenance of 1937 Housing Act Units – 1402 for landscaping and appliance replacement. Expansion of the MHAP tenant-based rental assistance program was made possible by a donation from the Tribe.

No loan repayment was necessary.

SECTION 6: OTHER SUBMISSION ITEMS

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

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

IHBG Funds Invested	Affordability Period
up to $5,000	6 months
$5,001 to $7,500	1 year
$7,501 to $10,000	2 years
$10,001 to $12,500	3 years
$12,501 to $15,000	4 years
$15,001 to $17,500	5 years
$17,501 to $20,000	6 years
$20,001 to $22,500	7 years
$22,501 to $25,000	8 years
$25,001 to $27,500	9 years
$27,501 to $30,000	10 years
$30,001 to $32,500	11 years
$32,501 to $35,000	12 years
$35,001 to $37,500	13 years
$37,501 to $40,000	14 years
$40,001 to $42,500	15 years
$42,501 to $45,000	16 years
$45,001 to $47,500	17 years
$47,501 to $50,000	18 years
$50,001 to $52,500	19 years
over $52,500	20 years

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

No model or over-income activities are planned at this time.

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

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

Does the Tribe have a preference policy? Yes ☒ No ☐

If yes, describe the policy.

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

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

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

Yes ☐ No ☒

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

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

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

Yes ☐ No ☒

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

Yes ☐ No ☐

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

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

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

Yes ☐ No ☒ If no, proceed to Section 7.

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

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

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

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

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

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

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

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

Yes ☒ No ☐

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

Yes ☐ No ☐ Not Applicable ☒

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

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

Yes ☒ No ☐ Not Applicable ☐

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

Yes ☒ No ☐ Not Applicable ☐

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

Yes ☒ No ☐ Not Applicable ☐ and

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

Yes ☒ No ☐ Not Applicable ☐

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

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

(1) The recognized tribal government of the grant beneficiary certifies that:

(2) ☒ It had an opportunity to review the IHP and has authorized the submission of the IHP by the TDHE; or

(3) ☐ It has delegated to such TDHE the authority to submit an IHP and amendments on behalf of the Tribe without prior review by the Tribe.

(4)	Recipient:	Coquille Indian Tribe
(5)	Authorized Official's Name and Title:	Brenda Meade, Chairperson
(6)	Authorized Official's Signature:	Brenda Meade
(7)	Date (MM/DD/YYYY):	07/11/2013

COQUILLE INDIAN TRIBE
3050 Tremont Street North Bend, OR 97459
Phone: (541) 756-0904 Fax: (541) 756-0847
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RESOLUTION
CY1373

HOUSING: Approval of Fiscal Year 2014 Indian Housing Plan for Submission to the U.S. Department of Housing and Urban Development

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

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

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

WHEREAS, the Housing Authority Board of Commissioners and staff have developed an Indian Housing Plan for the Fiscal Year 2014 as required by NAHASDA; AND

WHEREAS, the Housing Authority Board of Commissioners has presented the Fiscal Year 2014 Indian Housing Plan attached hereto as Exhibit A to the Coquille Tribal Council for review and approval; NOW

THEREFORE, BE IT RESOLVED, that the Tribal Council of the Coquille Indian Tribe hereby approves the Fiscal Year 2014 Indian Housing Plan for submission to the U.S. Department of Housing and Urban Development and requests that it be approved; AND

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

Resolution CY1373
Housing: Approval of Fiscal Year 2014 Indian Housing Plan for Submission to the U.S. Department of Housing and Urban Development
Page 2

CERTIFICATION

The foregoing Resolution was duly adopted at the Tribal Council Meeting held on the Coquille Indian Tribe Reservation in North Bend, Oregon on July 11, 2013, with the required quorum present by a vote of

5 For; 0 Against; 1 Absent; 0 Abstaining.

Brenda Meade,
Chairperson

Joan Metcalf,
Secretary-Treasurer

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

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

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

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

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

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

SECTION 10: SELF-MONITORING
(NAHASDA § 403(b), 24 CFR § 1000.502)

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

Yes ☒ No ☐

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

Yes ☒ No ☐ Not Applicable ☐

(3) Did you complete an annual compliance assessment?

Yes ☒ No ☐

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

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

August 14, 2014

Coquille Tribal Council
North Bend, OR 97459

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

SELF-MONITORING REPORT

INTRODUCTION

An Annual Compliance Assessment of the Coquille Indian Housing Authority's (CIHA) Indian Housing Block Grant (IHBG) program was completed on August 14, 2014 covering the program year 2014. The assessment was conducted as required by the Coquille Indian Tribe's Self-Monitoring Policy adopted by Tribal Council Resolution CY0254 and in accordance with the requirements of the implementing regulations of the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA) found at 24 Code of Federal Regulations (CFR) Part 1000.502. JWILLIS INC. and CIHA utilized the HUD Office of Native American Programs Monitoring Plan checklists to complete the assessment.

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

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

Areas Reviewed:

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

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

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

ASSESSMENT RESULTS

1. APR and IHP

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

2. Organization and Structure

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

Recommendation

Authority's Policies Could Be Improved

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

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

3. Environmental Review

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

4. Other Programs – ICDBG

The Consultant interviewed Anne Cook, Executive Director, to review the Authority's compliance with ICDBG requirements. The consultant also read and reported to the Authority through the course of the year on its monthly financial statements, which encompass all financial activities of the Authority including the ICDBG project. During the self-monitoring engagement he reviewed the final Roofing Rehabilitation and Solar Lighting Project report dated December 31, 2013 against the work performed. No recommendations, concerns, or findings were noted in this area.

5. Financial and Fiscal Management

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

Recommendations

Requirement to Calculate Program Income on the Cash Basis

The FY 2012 self-monitoring report noted that HUD requires that the cash basis method be used in calculating program income for 1937 Housing Act rental units. The Authority calculates its program income allocation on the accrual basis rather than the cash basis. Because of the excellent record the Authority has with collection of its receivables each month, the difference between these two amounts for purposes of computing program income is not material. The Accounting Services Coordinator was informed of this requirement and advised to monitor this area should the situation change (i.e. significant change in beginning and ending of year receivables). She has made a note of this requirement and will convert to the cash basis if tenant receivable balances warrant such a change.

PILOT Agreement

As noted in prior reports, the Authority is compliant with the intent of the local cooperation agreement and exemption of taxation provisions of NAHASDA in that its properties have been exempted from taxation by the local governing body of the jurisdiction in which the housing development is situated (the County) and that it makes payments in lieu of taxes in an amount that meets statutory requirements. However, it makes those payments pro rata to individual service providers rather than to the County. This arrangement was established at the time of the initial development of the Authority's 1937 Housing Act units. HUD's monitoring of this arrangement in FY 2013 concluded that this methodology was satisfactory in meeting the spirit of the requirement. To this point, the Authority is satisfied with the current arrangement. HUD NWONAP offered to assist the Authority if it desires to enter into discussions with the County to change the current arrangement.

6. Procurement and Contract Administration

The Consultant interviewed Debbie Dennis, Administrative Services Coordinator, and Lyman Meade, Deputy Director, to determine present procedures. The outside auditors also review this area during their audit engagement. The consultant conducted a test of all procurements over $5,000 to determine if proper procedures were used for expenditures in excess of the Authority's micro purchase policy. He also reviewed items under this threshold for compliance. No concerns or findings were noted in this area, but the following management improvement is suggested:

Recommendation

Identification of Selected Vendors Could Be Improved

While all procurements reviewed were selected by appropriate Authority policy, some selections from those in excess of the micro procurement process did not appear to clearly demonstrate the reason for procurement choices. Upon closer review, however, it was determined that they were in fact selected by appropriate procedures. The Consultant recommends procedures be adopted to more clearly identify the reason for the choice of a particular vendor.

7. Labor Standards and Construction Management

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

8. Relocation and Real Property Acquisition

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

9. Lead-Based Paint

The Consultant interviewed Dale Herring, Housing Programs Coordinator, to determine present procedures. He also tested files for compliance with applicable laws and regulations concerning this area. The one item in the prior self-monitoring report that required action by the Authority was addressed and corrected. The units of all participants in the Monthly Housing Assistance Payments (MHAP) tenant-based rental assistance program that had children under the age of 6 in the household and lived in homes built before 1979 were tested for lead-based paint issues by a qualified inspector. It was determined by the inspector that none of these residences had lead-based paint issues and a report was placed in each one of the residents files certifying this fact. For any new applicants, research is done to determine if they require inspection and then inspections are completed before admitting the applicants to the program. Based on the tests performed and the new procedures instituted in this area, no recommendations, concerns, or findings were noted in this area.

10. Section 504 Accessibility

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

During the current fiscal year, the Authority continued its efforts toward achieving full compliance with these rules. The occupants of the converted residential unit noted in a prior report still prefer that the minor adjustment required to the width of a closet be performed when they vacate the unit. The one required adjustment to the restroom in the administrative office was completed. Additionally, during the current fiscal year, another unit was converted to full compliance, moving the Authority closer to full conformity with Section 504 requirements.

It is the Authority's plan to continue to work toward full compliance as units that can be converted at a reasonable cost become available. It is the Authority's goal to convert or construct additional units as funding is available. In the interim, in accordance with 24 CFR 8.4 (b) (1), other actions will be taken to ensure residents with needs under the Act receive specific modifications to their units as necessary.

11. Maintenance and Inspection

The Consultant interviewed Lyman Meade, Deputy Director, to determine present procedures. Files were reviewed for compliance with laws and regulations concerning this area. The Consultant commends the Authority for its work to integrate and computerize the entire area of work orders, annual inspections, and preventive maintenance activities into one comprehensive and controlled system. The process will promote efficient time management and use of available manpower and increase the overall effectiveness of this important function of the organization. No recommendations, concerns, or findings were noted in this area.

12. IHBG Self-Monitoring

The Consultant interviewed Anne Cook, Executive Director, to review the Authority's self-monitoring program. In the prior year's HUD monitoring and self-monitoring reports, it was recommended that the Authority consider entering into a Self-Monitoring Mutual Agreement (SMMA) with HUD. Such an agreement would allow CIHA to be monitored on a less frequent basis than currently required. No other recommendations, concerns, or findings were noted in this area.

13. Admissions and Occupancy

The Consultant interviewed Dale Herring, Housing Programs Coordinator, to determine present procedures. The Authority's auditors examined at least 1/3 of the files from each category and their testing found no exceptions, therefore the Consultant felt that additional testing could be limited in this area this year. In that testing, no exceptions were found. No recommendations, concerns, or findings were noted in this area.

14. Subrecipient Agreements

The Authority has no subrecipient agreements.

CONCLUSION

JWILLIS INC. and the Monitoring Committee concur that the IHBG program is well managed and substantially in compliance with the requirements of NAHASDA. There are two special items of interest that should be noted. The first is the Authority's continued control over resident receivables. In the current fiscal year, the increase in Tenant Accounts Receivable (TARs) was 2%, which is an exceptional accomplishment in subsidized housing. The second is the Authority's recognition as one of the 100 Best Green Companies to Work For in Oregon by Oregon Business magazine.

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

Respectfully submitted,

JWILLIS INC. and the Monitoring Committee

SECTION 11: INSPECTIONS

NAHASDA § 403(b))

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

Results of Inspections							
(A) Activity			**(B) Total number of units (Inventory)**	**(C) Units in standard condition**	**(D) Units needing rehabilitation**	**(E) Units needing to be replaced**	**(F) Total number of units inspected**
1.	**1937 Housing Act Units:**						
	a.	Rental	51	51	0	0	51
	b.	Homeownership	10	10	0	0	10
	c.	Other – Section 8	19	19	0	0	19
1937 Act Subtotal			80	80	0	0	80
2.	**NAHASDA Units:**						
	a.	Rental	3	3	0	0	3
	b.	Homeownership	3	3	0	0	3
	c.	Rental Assistance	31	31	0	0	31
	d.	Other					
NAHASDA Subtotal			37	37	0	0	37
Total			**117**	**117**	**0**	**0**	**117**

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

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

(3) If no, why not:

SECTION 12: AUDITS
24 CFR §§ 1000.544 and 548

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

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

Yes ☒ No ☐

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

SECTION 13: PUBLIC AVAILABILITY
NAHASDA § 408, 24 CFR § 1000.518

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

Yes ☒ No ☐

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

Yes ☒ No ☐ Not Applicable ☐

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

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

SECTION 14: JOBS SUPPORTED BY NAHASDA
(NAHASDA § 403(b))

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

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

Coquille Indian Housing Authority
FY 2014 Annual Performance Report
Sky Garden Project

Coquille Indian Housing Authority
2678 Mexeye Loop Coos Bay, OR 97420
(541) 888-6501 www.coquilleiha.org