

OREGON HOUSING AND COMMUNITY SERVICES
Federally Recognized Oregon Tribes – Application for Funds
March 18, 2022

Oregon Housing and Community Services is opening application to the Federally Recognized Oregon Tribes to apply for State Funds for the assistance to serve individuals and families at risk of homelessness or living without adequate housing.

Please review the following questions, provide detailed answers, and submit via Smart Sheets the completed application for review and approval. When identifying amounts to be allocated by Eligible Categories, be sure to allocate all funds that are designed for your Tribe. It is not required to use all categories provided; however, it is important that you let us know how you would like your funds to be allocated. Upload any documents that may assist in describing your project.

Complete applications and materials are due no later than April 22, 2022. If you have questions, contact Tim Mahern-Macias at tim.mahern-macias@hcs.oregon.gov.

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

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[Coos Bay, OR 97420](#)

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1. Please provide a summary of your project(s) and the service(s) that will be provided. Be sure to include as much information as possible. Additionally, list the geographic regions you serve, the number of households that will benefit from the project, number of beds available at your site (if applicable), or phase of your project.

[Projects planned by the Coquille Indian Housing Authority include emergency shelter, homelessness prevention, acquisition of emergency shelter, and related activities designed to reduce or prevent homelessness and housing instability.](#)

[Outreach will extend to all Tribal households in Oregon in anticipation of providing services to 75 or more families throughout the State. The Housing Authority will coordinate with Coquille Tribal Family Support Services and local providers in areas where Tribal families are served to identify and address additional needs.](#)

Existing policies, procedures, and processes will be modified to incorporate planned emergency shelter and homelessness prevention services. A new “housing first” program model will be developed to guide acquisition and deployment of two recreational vehicles (RVs) to provide emergency shelter for service-resistant or otherwise difficult to serve homeless families. The Authority will seek consultation with OHCS, OEM, and other organizations experienced in the provision of similar solutions in the development of this program.

2. Describe in detail how your project will use the funds. Please include each of the allowable categories you plan to use from the list provided below to help us understand what will take place. You do not need to utilize all categories for this program.

Emergency Shelter

Emergency Shelter Facility Operations

- Hotel/motel vouchers for participants

Shelter Resident Support Services

- Housing relocation assistance
- Transportation
- Costs to board and care for shelter animals

Homelessness Prevention

- Rental assistance, late fees, and rent arrearages
- Utility arrears (includes water, sewer, garbage, gas, electricity, phone, and internet)
- Manufactured home rent space “lot rent” or RV space lot for primary housing
- Security deposits, moving expenses, application fees, pet rent, pet deposits, and other housing expenses
- Late fees, court fees, utility reconnection fees etc.
- Housing relocation assistance
- Work Supports – (i.e., training costs; transportation assistance – bus tokens, ride sharing, auto repair; childcare or eldercare costs, clothing to support employment needs). The purpose of the work supports is to allow the household to stabilize by avoiding costs or expenses in other areas that are a barrier to housing stability

- Furniture and household goods to support a household with moving to a new home

Acquisition, Rehab/Conversion

- Acquisition of recreational vehicles (RVs) to provide emergency shelter for service-resistant and difficult to serve homeless households

Outreach and Engagement

- Staffing to promote programs and conduct outreach
- Advertising costs

Capacity Building

- Engaging consultants and technical assistance experts to assist with the planning and creation of policies and processes

Financial Management

Administration

- Senior executive management personnel salaries and benefits (unless they are directly involved in program operations)
- Administrative staff travel costs
- General services such as accounting, budget development, personnel, contracting, marketing, agency audit, agency insurance
- Board expenses (excluding meals)
- Organization-wide membership fees and dues specific to homeless systems and programs
- General agency facilities costs (including those associated with executive positions), such as rent, depreciation expenses, and operation and maintenance (as part of the organization's direct or indirect cost allocation plan)
- Equipment rental/purchase, insurance, utilities, and IT costs that are not program specific but relate to the administration of the agency as a whole

Data Collection

- Software licenses
- Data entry

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- Equipment upgrade
- Network systems upgrade
- Staff training

2b. Enter the DOLLAR AMOUNT that you will use for each of the eligible categories in the chart below. If you allocate funds to a category, ensure the use of funds is provided in the narrative above.

Eligible Categories	\$ Amount
1) Street Outreach	0
2) Emergency Shelter	85,000
3) Transitional Housing	0
4) Homelessness Prevention	315,709
5) Supportive Housing	0
6) Acquisition/Rehab/Conversion	170,000
7) Eviction Prevention and Diversion	0
8) Outreach and Engagement	10,000
9) Capacity Building	25,000
10) Financial Management	110,419
11) Data Collection	20,000
Total	\$736,128

3. Goals and data collection - All service programs have a data reporting component known as the Homeless Management Information System (HMIS). OHCS will provide support and training to all grantees on the database tool. To help us understand how these funds may impact your community, please list the goals for each of your projects (ex: how many households you plan to serve), and the data you would like to collect other than the required HMIS elements (HMIS).

Goals

- Emergency Shelter – 6 households
- Homelessness Prevention – 75 households
- Acquisition, Rehab/Conversion – 2 households

Data Collection

- The Authority does not anticipate collection of data elements other than those required by HMIS.

4. If you plan to request funds for Rehab/Conversion/Acquisition, identify the project and explain the specific activities and work that will be done to improve the facility or prepare it for use as a shelter or transitional housing facility. Please upload any documents that detail the work to be done, including quotes, bids, etc. that you may have available. A separate process is required for Rehab/Conversion/Acquisition that will take place after the award of funds, but not before the release of the dollars to your organization.

Review this helpful [HUD Exchange document](#) to delineate the difference between Maintenance, Renovation and Conversion.

Acquisition of RVs to Shelter Service-Resistant Homeless – Activities and Work Tasks

- Assemble project team
- Research and consult with OHCS, OEM, and other organizations regarding “housing first” program design, best practices, and lessons learned
- Gather and review policy samples
- Engage Tribal Family Support Services to help define program success, assist with Tribal-specific program design and application process, develop metrics for progress reporting, and provide case management
- Engage professional services as needed to assist with program and policy development
- Present, refine, and adopt policy
- Assign staffing
- Design and test workflows, procedures, accounting and data systems, and application materials and process
- Prepare communications plan and outreach materials
- Purchase administrative equipment and supplies
- Conduct outreach
- Launch program
- Accept, screen, and qualify applications
- Select participants based on criteria and preferences established by policy

OREGON HOUSING AND COMMUNITY SERVICES
Federally Recognized Oregon Tribes – Application for Funds
March 18, 2022

- Review selection with Tribal Family Support Services to prepare preliminary assessment of support needs based on application
- Contact applicant to confirm participation, discuss preferred location of residence, and review program requirements
- Determine RV size and type based on household composition and circumstances
- Research decent, safe, and sanitary RV parking options
- Purchase RV of modest or moderate design in compliance with applicable procurement standards
- Secure RV parking
- Arrange for participant to receive initial and ongoing assistance with space rent, utilities, and other immediate needs through the OHCS Tribal Shelter Grant or other available programs
- Conduct program orientation and provide resource information to participant at move-in
- Contact Tribal Family Support Services to follow-up with participant at interval(s) established by policy to assess and address needs
- Convey RV to participant household as provided by policy