

# Coquille Indian Housing Authority

## U.S. Treasury Emergency Rental Assistance Program

Project Final Summary Narrative

April 26, 2023

- **Accomplishments**

Through its participation in the U.S. Treasury Emergency Rental Assistance (“ERA”) Program, the Coquille Indian Housing Authority (“CIHA” or “Authority”) was able to help 200 low-income households disproportionately affected by the COVID-19 pandemic to remain or become stably housed.

Work to implement the program began in January 2021 and was completed in December 2022. Tasks detailed in the initial program narrative were accomplished within planned timelines. Progress was monitored through monthly, quarterly, and annual reporting to the CIHA Board of Commissioners, Coquille Tribal Council, and U.S. Treasury. In addition to routine, ongoing oversight, CIHA’s annual self-monitoring program and independent financial audit provided for specific review to ensure compliance with program requirements.

Following is an overview of the 200 households served by the program:

### Households Served

Coquille	115
Other American Indian/Alaska Native (“AIAN”)	44
Non-Native	41

### Income Qualification

<30% AMI	75
<50% AMI	61
<80% AMI	64

### Average Assistance

Months	9
Amount	\$7,236

### Levels of Assistance

>\$20,000	7
\$10,000 - \$20,000	44
<\$10,000	149

### Other

Received Maximum Assistance (15 months)	13
Over Income at Recertification	5
Hotel/Motel Only	4

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Landlords

Coos County, Oregon	44
Oregon (including Coos County)	93
Nationwide (including Oregon)	123

Expenditures

Rent	\$1,173,719
Utilities	175,298
Other	98,097
Admin (capped at 10%, actual 5.5%)	<u>84,994</u>
Total	\$1,532,108

- **Application process**

The Authority designed its application process to be accessible to people of varying abilities. Applicants and participants could contact the Authority in person, by phone, email, text message, fax, and postal mail. Application forms and information were made available on the Authority’s webpage, at the CIHA office, and by other delivery methods upon request. Applications, continued participation documents, and supporting materials could be submitted electronically or in hard copy. Assistance from CIHA staff was available to applicants and participants throughout the process.

- **Project governance and management structure**

The program was governed by the CIHA Board of Commissioners, which adopted policy and monitored compliance with program and policy requirements monthly. The Authority’s Executive Director prepared and updated policy, designed program and staffing structure and internal control procedures, and provided day to day oversight of the program.

Primary responsibility for implementation was assumed by CIHA’s Administrative Services Coordinator, who served as the ERA Program Coordinator for the duration of the project. The Coordinator performed outreach, prepared program application and participation materials, accepted and processed applications and participation documents, maintained participant records, and prepared a variety of reports. Financial management for the program was provided by the Authority’s Controller who issued payments, maintained accounting records, and ensured all related processes complied with generally accepted accounting principles. Other staff assisted with program activities as needed.

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- **Key partner organizations**

Key partner organizations that provided referrals, coordinated services, and ongoing support for the program included:

- Coquille Indian Tribe Family Support Services
- Confederated Tribes of Coos, Lower Umpqua, and Siuslaw Indians Family Support Services
- Oregon Coast Community Action
- Local social services and homeless services providers
- Local community service groups
- Indian education and studies programs within the Tribe's Service Delivery Area
- Local landlord groups and property managers

- **Outreach strategies**

Outreach continued throughout term of the program and was conducted via:

- Direct mailings
- Advertisement through internal Tribal communication channels, such as weekly and monthly newsletters, Facebook group, and online membership portal
- Outreach at various Tribal events
- Phone and email contact with partner organizations and others able to disseminate program information to targeted groups
- Direct contact with Tribal families likely to be eligible for program benefits based on participation in other Tribal programs

- **Services provided**

The Authority provided financial assistance with:

- Past due, current, and prospective rent
- Past due, current, and prospective utilities and internet service
- Late fees
- Rental deposits and application fees
- Temporary and emergency shelter
- Relocation costs

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- **Plans for future action in extending the impact of the ERA Project**

Funds allocated to the Authority through the U.S. Department of Housing and Urban Development Indian Housing Block Grant have been designated to continue assistance to Tribal and other AIAN families who remained in need when U.S. Treasury funds were exhausted. Additional funds provided by the State of Oregon may be used to sustain the program in the future.

- **Lessons learned for implementing emergency rent and utility payment projects generally and in the context of a disaster, and so forth**

In general, the Authority was well prepared to implement the ERA program quickly and effectively.

- **Challenges faced**

Because the program was unanticipated, launched during the pandemic, and of limited duration, staffing was difficult. Ultimately, the decision was made to utilize existing staff, which required exceptional effort and significantly increased workload. CIHA is fortunate to have long-term, capable employees who rose to the occasion admirably.

- **Other information you would like to highlight**

On behalf of the Coquille Indian Tribe, the CIHA Board and staff would like to extend our sincere thanks to the U.S. Treasury staff who worked tirelessly to create and administer the program under such difficult circumstances, and to the U.S. Congress for its responsiveness to the needs of the American people.