

OREGON HOUSING AND COMMUNITY SERVICES
Federally Recognized Oregon Tribes – Application for Funds
September 1, 2023

Oregon Housing and Community Services (OHCS) is opening applications to the Nine Federally Recognized Tribes of Oregon to apply for State Funds intended to serve individuals and families at risk of homelessness or living without adequate housing. These funds include \$5M from OHCS Budget Bill SB5511 and \$5M from the Governor’s Emergency Order No. 23-02 via HB5019, for a total allocation of \$10M.

Please review the following questions, provide detailed answers, and submit the completed application for review and approval. When identifying amounts to be allocated by Eligible Categories, be sure to allocate all funds that are set aside for your Tribe (reference Allocation Workbook). It is not required to use all budget categories provided. However, it is important that you let us know how you would like your funds to be allocated. Feel free to upload any documents that may assist in describing your project.

Note: Because each Tribe’s allocation will be coming from two distinct funding sources, it is critical that both the BAFI-NATO and the EO budgets in this Smartsheet each contain exactly half of your Tribe’s total allocation. For instance, if a Tribe has a total award of \$1,000,000 in the Allocation Workbook, the BAFI-NATO budget should amount to \$500,000 and the EO budget should also amount to \$500,000. Additionally, if you plan to budget for any Admin funds, please be sure to split the amount evenly between the BAFI-NATO and EO budgets. The Allocation Workbook intentionally does not designate Admin amounts, so please identify the amount of Admin you intend to use in the budget section of this form: up to 15 percent of overall budget, or your federally Negotiated Indirect Cost Rate Agreement (NICRA), whichever is greater.

Complete applications and materials are due no later than November 1, 2023. If you have questions, contact Colt Sray at colt.sray@hcs.oregon.gov.

Applicant: [Coquille Indian Housing Authority](#)

Address: [2678 Mexeye Loop](#)
[Coos Bay, OR 97420](#)

Phone: [\(541\) 888-6501](#)

Primary Contact: [Anne F. Cook, Executive Director](#)
annecook@coquilleiha.org

HMIS Data Contact: [Debbie Dennis, Administrative Services Coordinator](#)
debbiedennis@coquilleiha.org

OPUS Contact: [Marcy Chytka, Financial Controller](#)
marcychytka@coquilleiha.org

Contract Signatory: [Anne F. Cook, Executive Director](#)
annecook@coquilleiha.org

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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, household eligibility criteria (i.e. are you serving only enrolled Tribal members or are you using different criteria?), the number of households that will benefit from the project(s), number of beds available at your site (if applicable), and any potential partnerships you plan to utilize (if applicable).

Projects planned by the Coquille Indian Housing Authority include emergency shelter, homelessness prevention, and related activities designed to reduce or prevent homelessness and housing instability.

Outreach will extend to all Coquille 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 Coquille Tribal families are served to identify and address additional needs.

2. Describe in detail how your project will use the funds. Please include each of the eligible budget categories you plan to use from the list provided to help us understand the scope of work. 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.

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- 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

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

Data Collection

- Software licenses
- Data entry
- Equipment upgrade
- Network systems upgrade
- Staff training

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

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- 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

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	BAFI-NATO \$ Amount	Emergency Order \$ Amount
1) Street Outreach	0	0
2) Emergency Shelter	75,000	75,000
3) Transitional Housing	0	0
4) Homelessness Prevention	225,000	225,000
5) Supportive Housing (Operations)	0	0
6) Acquisition/Reno/Rehab/Conversion	0	0
7) Eviction Prevention and Diversion	0	0
8) Outreach Engagement	7,000	7,000
9) Capacity Building	44,814	44,814
10) Data Collection	7,000	7,000
11) Admin	63,320	63,320
Total (total allocation \$844,268)	\$422,134	\$422,134

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 – 10 households
- Homelessness Prevention – 75 households

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

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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.