

Tribe Responsibilities if THRHA submits their ICDBG application

1. **Tribe must complete a request for assistance to THRHA**
2. **Assign Joanne Wiita as an Authorized Organization Representative (AOR).** Registered with SAM.gov. **THRHA will not begin working on the ICDBG application until the AOR is established by the Tribe.**
3. **Post a Public Notice** in the Community
4. **Public Meeting** scheduled and held by the Tribe
5. **Resolutions passed;** 1) Authorization to apply with THRHA as sub-recipient, 2) Citizens Participation, 3) monetary and in-kind support commitment. **THRHA will not begin working on the ICDBG application until receipt of resolution “authorization to apply”.**
6. **Tribe Code of Conduct** (if this is not established then Joanne will work with Tribe to ensure that the Tribe’s code of conduct is included with the grant application and Joanne can provide an example Code of Conduct if the Tribe does not already have one).
7. **Evidence of Partner Commitment** a letter on Tribe’s letterhead and signed by the chief executive of the Tribe that demonstrates that the Tribe is willing and able to participate.
8. **Recent, Relevant, and Successful Experience** provided to Joanne for key Tribal Staff members; General Manager, Accounting, and grant administrator. A short description of each person and how their experience during the past 3 years is relevant to the ICDBG grant management; oversight, monitoring, fiscal / accounting, community outreach, etc.
9. **A list of Tribal services and departments** and an organizational chart provided to Joanne.
10. **A list of at least 3-5 projects** that the Tribe has successfully completed and are working on during the past 3 years. Use these projects to explain relevant experience to the ICDBG project.
11. **Letters of support** from the community and others including; City, School, Catholic Community Services/SESS, SEARHC, Tribal members, social service agencies in the community, and residents of the community.
12. **Sub-recipient Agreement** If the agreement needs to be reviewed by the council, include on agenda with resolutions. Otherwise, it’s just an agreement example that will be provided in the grant application and will not be executed unless award of funding.
13. **Project Budget** THRHA may develop the construction budget, OM budget, and complete the proforma, if not, the Tribe is responsible for providing this information to THRHA.