

**Tribal Partner**  
**IHP Proposal Guidance**  
**Housing Development / Housing Acquisition**

<b>Due</b>	<b>Activity</b>	<b>Responsibility</b>
April 30	Project Proposal	Tribe
May 31	Review & Response	THRHA
June thru August	IHP Planning Period	THRHA and Tribe
September 1	IHP Project Plan Complete	THRHA and Tribe

Project proposals for consideration will include the following:

1) **Project Description**

The project can be a program, housing rehab, construction, etc.

2) **Needs Assessment\***

Assessments are required to be completed in advance of project funding that is in excess of \$250,000. See section, *Needs Assessment*, for more detail on how to submit a request to THRHA.

3) **Identification of Project Target Beneficiaries**

Tribal Citizens above and/or below 80% median family income; single family homes, rental/ownership, apartment rentals, elderly housing, etc.

4) **Business Plan** (*for projects that are not owned or managed by THRHA*)

Budget and cost projections	Site Control, if construction
Zoning	Known Environmental Issues
Timeline	Owner/Manager (who)
Identification of funding sources/leverage or match	
Proforma for operations if construction/demonstrate sustainability	

5) **Council Resolution**

6) **Comprehensive Plan if applicable** (City or Tribe)

7) **Affidavit** indicating no known compliance issues

THRHA does not guarantee that a project proposed will be included in the following year IHP.

If a project is included in the IHP, no funds will be expended on the project until such time that a Memorandum of Understanding is fully executed for the project between the Tribe and THRHA.

Herein is only an outline, for detail and specific guidance, please request the complete **IHP Guidance Proposal Package** from Joanne Wiita Gamble (907) 780 3158 or email [jwiita@thrha.org](mailto:jwiita@thrha.org)