

2018 Guidance

Indian Housing Plan

Project / Program Proposal



Regional Housing Authority

IHP fiscal year ending
December 31, 2018

Proposal Due Date: 04/30/2017

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Indian Housing Block Grant (IHBG)

Indian Housing Plan (IHP) 2018 Proposal Guidance

TDHE: Tlingit Haida Regional Housing Authority (THRHA)

SUMMARY: TDHE Tribal Partners request local input, leadership, and planning for IHP projects that will lead to feasible, sustainable housing projects for Tribal Partner communities. Tribal Partners desire independence through local planning on proposed feasible projects for input to the annual IHP well in advance of the annual IHP due date.

The IHP Proposal process allows Tribal Partners to plan local projects for Tribal ownership and management or utilization of THRHA management services and construction development expertise for the purpose of local housing development.

NAHASDA regulations require adherence and compliance therefore the process of determining projects that will be managed accordingly enables Tribal Partner Projects for inclusion in the IHP. THRHA is bound by HUD to ensure that Indian Housing Block Grant funds are utilized according to NAHASDA requirements for the life of the project regardless of ownership or management, therefore, the lengthy process of determining projects that will adhere to these requirements must be met by THRHA while working with each Tribal Partner that proposes IHP projects.

FOR FURTHER INFORMATION: Questions regarding specific proposal guidance should be directed to THRHA IHP Proposal Planning 907 780 3158 Email: jwiita@thrha.org

OVERVIEW INFORMATION: The guidance that follows provides assistance to Tribes for proposing projects or programs for inclusion in the annual Indian Housing Plan (IHP) that may be considered by THRHA. Projects proposed as owned and operated by the Tribe will be rated for HUD compliance. Projects or Programs proposed for THRHA ownership and management will detail the specific roles, responsibilities and expectations of THRHA. There is limited IHBG funding, this process allows multiple Tribes the opportunity to fund their local community projects by rotating the pool of IHBG funding throughout the Tribal communities that have designated THRHA as their TDHE.

Number of Proposals. One IHP Proposal may be submitted by each Tribe during any given year. Proposals for the following year IHP are due annually on April 30th.

I. IHP Proposal Description

A. General. All IHP Proposal funds are subject to NAHASDA requirements. Only if and when the TDHE approves a Tribe's IHP proposal will an IHP Project agreement be executed.

B. IHP Program Description. The purpose of the IHP program is the development of viable Alaska Native communities, including the creation of decent housing, suitable living environments primarily for persons with low- and moderate- incomes. THRHA administers the IHP program in accordance to THRHA and HUD requirements.

Projects funded by the IHP program must meet the primary objective to principally benefit low- and moderate-income persons. IHP funds may be used for eligible NAHASDA programs/projects including; housing development, improvement to housing stock, homeowner housing rehabilitation, energy efficiency, community facilities, or infrastructure.

C. Definitions Used in this Guidance

1. Adopt. To approve by formal tribal resolution.

2. Document. To supply supporting written information and/or data in the proposal that satisfies the GUIDANCE. Documentation should clearly and concisely support your IHP Project Proposal.

3. Firm Commitment. A letter of commitment from a partner by which a Tribe's project partner agrees to perform an activity specified in the proposal, demonstrates the financial capacity to deliver the resources necessary to carry out the activity, and commits the resources to the activity, either in cash or through in-kind contributions.

4. Homeownership Assistance Programs. Tribal Citizens may utilize IHP/THRHA assistance to receive direct homeownership assistance for low- and moderate-income households to: (a) subsidize interest rates and mortgage principal amounts for low- and moderate-income homebuyers; (b) finance the acquisition by low- and moderate-income homebuyers of housing that is occupied by the homebuyers; (c) acquire guarantees for mortgage financing obtained by low- and moderate-income homebuyers from private lenders (except that IHP funds may not be used to guarantee such mortgage financing directly, and IHP funds may not provide such guarantees directly); (d) provide down payment assistance for a low- and moderate-income homebuyer; or (e) pay a portion of reasonable closing costs incurred by a low- and moderate-income homebuyer.

5. Leveraged Resources. Leveraged resources are resources that the Tribe will use in conjunction with IHP funds to achieve the objectives of the project. Documentation is required for leveraged resources.

6. Low- and Moderate-Income Beneficiary. This means a family, household, or individual whose income does not exceed 80 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger households or families.

7. Outcomes. The ultimate impact you hope to achieve with the proposed project. Outcomes should be quantifiable measures or indicators and identified in terms of the change in the community, people's lives, economic status, etc.

8. Outputs. Outputs are the direct products of a program's activities. They are usually measured in terms of the volume of work accomplished, such as the number of low-income households served, number of units constructed or rehabilitated, linear feet of curbs and gutters installed, or number of jobs created or retained. Outputs should be clear enough to allow THRHA to monitor and assess your proposed project's progress if approved.

9. Project Cost. The total cost to implement the project. Project costs may be covered by both IHP and non-IHP funds and resources

10. Statement. When a “written statement” is requested for any threshold, or program consideration, the Tribe will address in writing the specific item cited.

II. IHP Funding Information

A. Available Funds. The available IHP funding is subject to IHBG formula allocations provided to the TDHE on an annual basis and any prior commitments of the IHBG funds for IHP approved projects.

B. Allocations to IHP Projects. The process for allocating IHP funds for IHP Tribal projects is administered by the TDHE and prioritized toward demonstrated housing need that is presented to the TDHE by each Tribe. THRHA anticipates having one to two IHP housing development projects in each annual IHP at any given time. If THRHA deems housing demand and feasibility for a project as necessary to serve a community, THRHA may proceed with a community project without receipt of an IHP Proposal from the Tribe. THRHA will consult with the local Tribe prior to THRHA project development.

C. Period of Project. For development projects, the period of project development should not exceed three years from start to completion. Any IHP funds committed to a development project and whereby the project has not progressed to at least 50% completion within a three year period, THRHA reserves the right, to postpone or cancel future funding toward the project. If the IHP Project does not make substantial progress toward meeting completion, THRHA reserves the right to recapture the funds.

D. Cost Sharing or Matching. Cost sharing or matching is required for IHP distribution of funds; Tribes who leverage their IHP Proposal with other funds receive higher rating toward an approved IHP project. The greater the percentage of leveraged funds committed, the greater the number of points a Tribe will receive toward evaluation of an IHP Project Proposal. Tribes may submit an IHP Proposal to propose an IHBG funding commitment toward an Indian Community Development Block Grant (ICDBG) funding application. If the Tribe’s IHP proposal is approved, then once the Tribe receives HUD award of ICDBG, IHBG funds will be committed for the Tribal project according to the ICDBG award terms by HUD.

E. Other. Any unresolved issues, may determine whether or not your IHP Proposal is reviewed by THRHA for consideration, issues may include:

- Delinquent Federal debts;
- Financial management systems that do not meet Federal standards;
- Debarment and/or suspension from doing business with the Federal Government;
- False statements;
- Standards of ethical conduct/code of conduct not established; and
- Conflict of interest.

III. Pre-requisite. IHP Proposals should meet Pre-requisites in order for a proposed project to be considered for inclusion of the annual IHP.

A. Program/Project Related Pre-requisite Project proposals for consideration will include:

- 1) Project Description: The project can be a program, housing rehab, construction, etc.

- 2) Needs Assessment: Assessments will need to be completed in advance of project consideration in the IHP i.e. projects that are in excess of \$250,000. See Guidance, *Needs Assessment*, for specifics 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) For Tribally owned/operated Projects/Programs a Business Plan will include all components; Budget and cost projections, Site Control, if construction Zoning, Known Environmental Issues, Timeline, Owner/Manager of the Project, O&M budget, and staffing.
- 5) Identification of funding sources/leverage or match
- 6) Proforma for operations, if construction/demonstrate sustainability
- 7) Council Resolution
- 8) Comprehensive Plan if applicable (City or Tribe)
- 9) Affidavit indicating no known compliance issues

B. Type of Project or Program. Tribes will address each component of the project that are applicable as follows:

- 1) **Housing Rehabilitation.** If you propose to use IHP funds to rehabilitate houses, project funds will be used to rehabilitate houses only when the homebuyer's payments are current or the homebuyer is current in a repayment agreement. For housing rehabilitation, your IHP Proposal will contain information that demonstrates that each housing unit that receives IHP assistance will be occupied by a low- and moderate-income family at the time the assistance is provided.
- 2) **New Housing Construction.** The Tribe will document that:
 - (a) No other housing is available in the immediate area that is suitable for the households to be assisted (community vacancy rates to be included); and
 - (b) No other sources, can meet the needs of the household(s) to be served; and
 - (c) Rehabilitation of units occupied by the household(s) to be assisted is not economically feasible; or
 - (d) The household(s) to be housed is currently in an overcrowded house (more than one household per house);
 - (e) The household to be assisted has no current residence
 - (f) Your IHP Proposal will contain information that shows that all households that receive IHP assistance will be occupied by a low- and moderate-income family at the time the assistance is provided.
- 3) **Acquisition of Property.** Acquisition of land or other real property may be proposed in conjunction with proposals for New Housing, Housing Rehabilitation, Public Facilities and Improvements that are proven to be a feasible / sustainable project. Land acquisitions may only be for future housing development. Acquisition of standard housing not in need of rehabilitation may also be proposed as a stand-alone project.
- 4) **Clearance and Demolition.** These activities can be proposed if necessary to increase housing that is feasible and sustainable.
- 5) **Removal of Architectural Barriers.** This includes removing barriers that restrict mobility and access for elderly and persons with disabilities. Tribes should be aware of the

accessibility needs of the persons they intend to serve in IHP funded projects and activities, and address these needs in appropriate accessible design features or program modifications to ensure that otherwise qualified persons with disabilities may benefit from them. This activity can be proposed as Housing Rehabilitation or Improvements, depending upon the type of structure where the barrier will be removed.

IV. Submission

A. Obtaining an IHP Proposal Package. An electronic copy of the IHP Proposal Package and IHP Proposal Instructions can be received from THRHA by contacting 907 780 3158 or email jwiita@thrha.org

B. IHP Proposal Submission Date. The IHP Proposal deadline is April 30th each year. In order to be considered for inclusion in the following year IHP, proposals will be received electronically by THRHA's IHP Coordinator via email on April 30th not later than midnight. After your IHP Proposal has been received by THRHA, your IHP Proposal will be validated by THRHA. During this process, your IHP Proposal may be "validated" or "rejected with errors." To know whether your IHP Proposal was rejected with errors and the reason(s) why contact THRHA at 907 780 6868. THRHA will notify you of any error and you will have the option to correct the error(s) and resubmit your IHP Proposal during the assigned Grace Period. **If your IHP Proposal was "rejected with errors" and you do not correct these errors, THRHA will not review your IHP Proposal.** If your status is "validated" your IHP Proposal will be forwarded to THRHA management for review and consideration. **Grace Period for IHP Proposal:** If your IHP Proposal is received by THRHA before the April 30th deadline, but is rejected with errors, you have a grace period of one day beyond the IHP Proposal deadline to submit a corrected IHP Proposal that is received and validated by THRHA. Any IHP Proposal submitted during the grace period that does not meet the criteria above will not be considered.

V. Review and Announcement

A. Review and Selection Process.

All information is required for a complete and valid IHP Proposal. THRHA will not review an IHP Proposal until such time that all required information is included in the IHP Proposal packet submitted to THRHA. Before preparing an IHP Proposal, Tribes should carefully review this Guidance and Pre-requisites in its entirety. It is recommended that you limit your project description to 15 pages and provide the necessary data as attachments such as completed analysis, pro forma, housing survey data, etc. Tribes will submit all of the forms required along with other data as requested in section VI.

1. IHP Proposal Selection Process. THRHA will review each IHP Proposal and assign points in accordance with the selection Measures.

2. IHP Proposal Screening. The THRHA review committee will screen IHP Proposals. For IHP Proposals that fail this screening, the Tribe will be contacted. THRHA will accept a Tribe's IHP Proposal for review and consideration if it meets all the criteria listed below as items (a) through (c).

- a. Your IHP Proposal is received or submitted in accordance with the information set forth herein this GUIDANCE;

b. The proposed project is eligible;

c. Your IHP Proposal shows that IHP Proposal funds are to be used for activities that benefit low- and moderate-income persons. For housing activities, all IHP-assisted units will be occupied by low- and moderate-income households.

3. Compliance. THRHA will review each IHP Proposal that passes the screening process to ensure that each Tribe and each proposed project meets funding requirements.

4. Past Performance. A Tribe's past performance is evaluated under Measure 1. Tribes are encouraged to address all performance-related criteria prior to the IHP Proposal deadline date. A Tribe will score a minimum of 15 points under Measure 1 in order to meet the minimum point outlined below in this GUIDANCE.

5. Rating. Projects will be reviewed and rated by a team at THRHA. After the IHP Proposals are rated, a review of all IHP Proposals will be conducted to ensure consistency in the IHP Proposal rating.

6. Minimum Points. To be considered for inclusion in the IHP, your IHP Proposal will receive a minimum of 15 points under Measure 1 and the IHP Proposal score of 70 points.

7. Ranking. Projects will be selected for inclusion in the IHP based on the final ranking to the extent that funds are available. THRHA will determine individual IHP Proposal amounts in a consistent manner. THRHA may approve an IHP Proposal amount less than the amount requested. In doing so, THRHA may take into account the size of the Tribe, the level of demand, the scale of the activity proposed relative to need and operational capacity, the number of persons to be served, the amount of funds required to achieve project objectives, and the reasonableness of the project costs. If THRHA determines that there are not enough funds available to fund a project as proposed by the Tribe, it may decline to fund that project and may fund the next highest-ranking project or projects for which adequate funds are available. THRHA shall select, in rank order, additional projects for inclusion in the IHP if one of the higher-ranking projects is not approved or if additional funds become available.

8. Tiebreakers. When rating results in a tie among projects and insufficient resources remain to fund all tied projects, THRHA will approve projects that can be fully funded over those that cannot be fully funded. When that does not resolve the tie, THRHA will use the following Measures in the order listed to resolve the tie:

- a. The Tribe that has not had a project included in an IHP for the longest period of time.
- b. The project that would benefit the highest percentage of low- and moderate-income persons.

9. Technical Deficiencies and IHP Considerations.

a. Technical Deficiencies. If there are technical deficiencies in successful IHP Proposals, you must satisfactorily address these deficiencies before THRHA can approve an IHP Proposal.

b. Pre-IHP Considerations. Successful Tribes may be asked to provide supporting documentation concerning the management, maintenance, operation, or financing of proposed

projects before an IHP Proposal agreement can be executed. Such documentation may include additional specifications on the scope, magnitude, timing or method of implementing the project; or information to verify the commitment of other resources required to complete, operate, or maintain the proposed project. THRHA will notify the Tribal Administrator by email. Tribes will be provided twenty (20) calendar days from the date of receipt of the THRHA notification to respond to these requests. No extensions will be provided. If the Tribe does not respond within the prescribed time period or provides an insufficient response, THRHA will determine that the Tribe has not met the requests and will withdraw the IHP Proposal offer. The Tribe may not substitute new projects for those originally proposed in your IHP Proposal and any new information will not affect your project's rating and ranking.

c. The time period for calculating the response deadline for technical deficiencies and pre-IHP Consideration begins on the day after receipt of the letter from THRHA.

B. Anticipated Announcement.

THRHA expects to announce projects that will be included in the following year IHP by September 15.

VI. IHP Proposal Format and Rating Criteria

The following provides segments that the Tribe will address in the same order as below and the Tribe will include completed attachments as noted. The measure for rating and ranking IHP Proposals and the points for each are provided below. A maximum of 100 points may be awarded under Measures 1 through 5. To be considered for project inclusion in the IHP, your IHP Proposal must receive a minimum of 15 points under Measure 1 and an IHP Proposal score of at least 70 points. The following summarizes the points assigned to each Measure.

Measure 1: Capacity of the Tribe

This Measure addresses the extent to which you have the organizational resources necessary to successfully implement the proposed activities in accordance with your implementation schedule. Past performance in administering projects will be taken into consideration. You will address the existence or availability of these resources for the specific type of activity for which you are proposing. THRHA will not rate any projects further that do not receive a minimum of 15 points under this Measure.

1. Managerial, Technical, and Administrative Capability. Your IHP Proposal will demonstrate that you possess or can obtain managerial, technical, and/or administrative capability necessary to carry out the proposed project. It will address who will administer the project and how you plan to handle the technical aspects of executing the project in accordance with your implementation schedule. Typical documents that may be submitted include, but are not limited to, written summaries of qualifications and past experience of proposed staff, descriptions of staff responsibilities, and references or letters of endorsement from others who have worked with the proposed staff.

a. Managerial and Technical Staff (7 points) The extent to which your IHP Proposal describes the roles/responsibilities and the knowledge/experience of your proposed project director and key staff, including the day-to-day program manager and, consultants in planning, managing, and implementing projects in accordance with the implementation schedule for which project is being requested. If THRHA is proposed as a project partner,

define the roles and responsibilities of THRHA. Experience of the Tribe staff and management will be judged in terms of relevant, recent, and successful experience of all key staff to undertake eligible program activities. In rating this Measure, THRHA will consider experience pertaining to the specific activities being proposed or the specific roles and responsibilities described in the IHP Proposal Project to be relevant, experience within the last 5 years to be recent, and evidence of meeting or exceeding timetables of past projects to be successful. The more relevant, recent, and successful the experience of staff who will work on the project, the greater the number of points you will receive for this Measure.

b. Project Implementation Plan (6 points). The extent to which your project implementation plan identifies the specific tasks and timelines that you and your partners propose to undertake to complete your proposed project on time and within budget. If THRHA is proposed as a project partner, define the roles and responsibilities of THRHA as relevant to the implementation plan. The Project Implementation Schedule may serve as this required schedule, provided that it is sufficiently detailed to demonstrate that you have clearly thought out your project implementation. To receive full points in this Measure, your IHP Proposal will demonstrate that the Tribe will enter into a Project Agreement with THRHA within 60 days from the date the IHP Proposal is approved for inclusion in the IHP by THRHA.

c. Financial Management (5 points). This Measure evaluates the extent to which your IHP Proposal describes how your financial management systems meet the requirements of 24 CFR Part 85 and 24 CFR Part 1003 and OMB Circular CFR 200. The IHP Proposal will also be rated on the seriousness/ significance of the findings related to your financial management system identified in your current audit. If you are required to have an audit but do not have a current audit, you will submit a letter from your Independent Public Accountant (IPA) that is dated within the past 12 months stating that your financial management system complies with all applicable regulatory requirements. If you are not required to have an audit in accordance with OMB Circular, you will automatically receive maximum points for this portion of the Measure if you state this fact and provide the other information required by this Measure. For purposes of this Measure, a current audit is one which was due to be submitted to the Federal Audit Clearinghouse (FAC) within the 12-month period prior to the IHP Proposal deadline date.

d. Procurement and Contract Management (5 points). This Measure evaluates the extent to which your IHP Proposal describes how your procurement and contract management policies and procedures will meet the requirements of 24 CFR Part 85 and 24 CFR Part 1003. The IHP Proposal will also be rated on the seriousness of the findings related to procurement and contract management identified in your current financial audit.

2. Past Performance. (5 points) THRHA will evaluate your past performance on management for the purpose of determining the probability of securing leveraged funds toward the proposed IHP project. The information to include in the IHP Proposal may demonstrate how the Tribe has met the timeframes established in other grant projects and if/how you met all performance goals of previous grants managed by the Tribe. A listing of grants received and explanation of how you successfully managed and closed each grant during the recent five years may demonstrate the successful Tribe performance.

a. Audits The Tribe has submitted annual audits to the Federal Audit Clearinghouse (FAC) for the last two audit periods in accordance with OMB Circular and its compliance supplements, and within the required timeframe (within 30 days after completion of the audit or 9 months after the fiscal year, whichever is earlier), or if the Tribe received an extension of the audit submission date, its audit was received by the extended due date. If an extension was received you will submit a copy of the extension approval letter. Do not submit your audit with the IHP Proposal. Tribes who are not required to submit an annual audit will state this in their IHP Proposal, and explain why not, in order to receive 1 points for this Measure.

b. Findings. The Tribe has resolved findings and controlled audit findings by the established target date, or there are no findings in current reports. Do not submit responses to open monitoring or audit findings with the IHP Proposal. For this Measure, performance will be evaluated on all open monitoring findings during the rating period. In order to receive 4 points for this Measure, all findings have been addressed.

3. Historical Funds (8 points). Points are provided in this Measure to Tribes who have not had projects for their specific community included in the IHP within the past seven (7) years. This ranking may also weight the IHBG past funding expended toward the Tribal community.

Measure 2: Need/Extent of the Problem

This Measure addresses the extent to which there is a need for the proposed project to address a documented problem among the intended beneficiaries.

1. Need and Viability (4 points). This Measure requests information on how and why the proposed project is critical to the viability of the cultural, social and/or economic viability of the community. A viable community is determined by the Tribe but could be defined as one in which tribal members wish to continue to reside or return to live. Your IHP Proposal will include quantitative information that demonstrates that the proposed project meets an essential community development need and is critical to the viability of the community.

2. Project Benefit (12 points). Your project benefits a population that is low and/or moderate income, in accordance with the IHP program's primary objective, the criteria for this Measure may vary according to the type of project for which you are proposing.

The need for a proposed housing project is determined by utilizing data from the Housing Study/Assessment that will assist in determining the IHP Housing Project feasibility and sustainability. Data will include annual income below 80 percent of the median; income 81-100% of median; overcrowded or without kitchen or plumbing; housing cost burden greater than 50 percent of annual income, and housing shortage (number of low income AIAN households less total number of NAHASDA and Formula Current Assisted Stock).

Measure 3: Soundness of Approach

This Measure addresses the quality and anticipated effectiveness of your proposed project to enhance community viability and meet the needs you have identified in Measure 2. It

also examines your ability and willingness to sustain your proposed project over time. The populations that were described in Measure 2 should be the same populations that will receive the primary benefit of the proposed project.

1. Description of and Rationale for Proposed Project (10 points).

The proposed project is a feasible and cost effective approach to address the needs outlined under Measure 2 of the IHP Proposal. The proposed project is described in detail and you indicate why you believe it will be most effective in addressing the identified need. In order for an IHP Proposal to receive full points under this Measure, the IHP Proposal will demonstrate how the community's viability will be enhanced, as explained and presented in Measures 2 and 5. The IHP Proposal includes a brief narrative description of the size, type, and location of the project and a rationale for proposed project design. If your IHP Proposal is for construction of housing or a public facility building or rehabilitation project, it will also include anticipated cost savings due to program design or construction methods that the Tribe proposes. Upon THRHA's acceptance of the IHP project proposal, THRHA will work with the Tribe on the project design for the purpose of cost savings. For land acquisition to support new housing projects, you will establish that there is a reasonable ratio between the number of net usable acres to be acquired and the number of low- and moderate-income households to benefit from the project.

2. Budget and Cost Estimates (6 points).

The budget is thorough and reasonable, and all costs are documented. Cost estimates are reasonable and broken down by line item for each proposed project cost or program activity. A description of the qualifications of the person who prepared the cost estimate is provided.

3. Commitment and Ability to Sustain Activities (14 points).

Your IHP Proposal demonstrates your commitment to your community's viability by sustaining your proposed activities. The information provided is sufficient to determine that the project is feasible and will proceed effectively. The criteria for this Measure may vary according to the type of project for which you are proposing.

For Housing, demonstrating the demand for housing and the prospective tenants/owners ability to afford designated rents/mortgage payments as projected in the budget submitted. The plan will include data on household incomes that will sustain housing development according to the proposed budget. If the Tribe is the owner/operator of the project, the ongoing maintenance responsibilities are described in detail for the tribe and/or the participants, as applicable. If the tribe or another entity is assuming maintenance responsibilities, then the Tribe will provide a commitment to that effect or describe how THRHA will serve this role toward the proposed project i.e. THRHA owner and/or property management agreement will be executed upon approved project for IHP inclusion.

For IHP Land Acquisition Proposals, the Tribe can include the results of a preliminary investigation demonstrating that the proposed site has: suitable soil conditions for housing and related infrastructure; potable drinking water accessible for a reasonable cost; access to utilities; vehicular access; drainage; nearby social and community services; zoning is compatible to proposed development; and no known environmental problems.

Measure 4: Leveraging Resources

THRHA believes that IHP funds can be used more effectively to benefit a larger number of Alaska Native persons and communities if projects are developed that use tribal resources and also resources from other entities in conjunction with IHP funds. To encourage this, THRHA will award points based on the percentage of non-IHP resources provided relative to project costs as follows:

Non-IHP Resources to Project Cost Points

2	Points	At least 4 percent but less than 11 percent
4	Points	At least 11 percent but less than 18 percent
6	Points	At least 18 percent but less than 25 percent
8	Points	25 percent or more
10	Points	30 percent or more

Contributions that can be considered as leveraged resources for point award include, but are not limited to: tribal trust funds, loans from individuals or organizations, private foundations, businesses, state or federal loans or guarantees, ICDBG grant awards, donated goods and services needed for the project, or land needed for the project. With the exception of land acquisition, funds that have been expended on the project prior to the IHP Proposal deadline date may not be counted as leverage.

To obtain points for this Measure, letters of firm or projected commitments, memoranda of understanding, or agreements to participate from any entity, including the tribe that will be providing a contribution to the project, will accompany the IHP Proposal. The documentation will be received by THRHA as part of your comprehensive IHP Proposal package. To receive consideration, all documents must be provided with the IHP Proposal by the deadline date. To demonstrate the commitment of tribal resources, the IHP Proposal will contain a written statement that identifies and commits the tribal resources to the project, subject to approval of the IHP assistance.

To demonstrate the commitment of a public agency, foundation, or other private party resources, a letter of commitment, memorandum of understanding, and/or agreement to participate, including any conditions to which the contribution may be subject to, will be submitted with the IHP Proposal. All letters of commitment will include the donor organization's name, the specific resource proposed, the dollar amount of the financial or in-kind resource and method for valuation, and the purpose of that resource within the proposed project. An official of the organization legally authorized to make commitments on behalf of the organization will sign the commitment.

THRHA recognizes that in some cases, firm commitments of non-tribal resources may not be obtainable by your tribe by the IHP Proposal deadline. For such projected resources, your IHP Proposal will include a statement from the contributing entity that describes why the firm commitment cannot be made at the current time and affirms that your tribe and the proposed project meets eligibility criteria for receiving the resource. In addition, a date by which the funding decisions will be made will be included. This date cannot be more than six months from the anticipated date of IHP Proposal approval by THRHA. Should THRHA not receive notification of a firm commitment, within six

months of the date of IHP Proposal approval, THRHA may recapture the IHP Proposal funds.

In addition to the guidance herein, for all contributions of goods, services and land, you will demonstrate that the donated items are necessary to the actual development of the project and include comparable costs that support the donation. For the IHP proposal, the Tribe will provide an estimated Land valuation. Upon the project approved for inclusion in the IHP the Land valuation will be established if necessary for other funding sources by using one of the following methods and documentation: a site-specific appraisal no more than two years old; an appraisal of a nearby comparable site also no more than two years old; a reasonable extrapolation of land value based on current area realtor value guides; or a reasonable extrapolation of land value based on recent sales of similar properties in the same area.

Measure 5: Comprehensiveness and Coordination

This Measure addresses the extent to which your project planning and proposed implementation reflect a coordinated, community-based process of identifying and addressing needs of your tribal community. If your community has developed a comprehensive plan to improve the viability of the community, the project should fit into that plan. This Measure also examines the level of support for the project from tribal organizations and departments that are not providing direct financial support for the project.

The IHP Proposal should describe the project's specific and quantifiable outputs, outcomes, and goals for enhancing community viability. The IHP Proposal should also indicate how it will measure and evaluate progress toward meeting the goals. Projects that are included in the IHP may be required to report on the proposed outcomes and outputs.

1. Coordination (2 points). The IHP Proposal addresses the extent to which you intend to use a proposed project as a catalyst for coordination with other organizations and/or tribal departments that are not providing direct financial support to your proposed work activities and with whom you are working to meet objectives in a holistic and comprehensive manner. Partnering organizations that will not be providing leveraged resources to the project have been identified and the nature of the coordination has been described.

2. Outputs and, Outcomes (6 points). The extent to which your IHP Proposal includes quantifiable outputs and, outcomes for your project that enhance community viability. If your IHP Proposal is approved you may be required to assist the TDHE in reporting on these depending on the type of project proposed, outputs could include:

- Number of housing units rehabilitated;
- Number of units in which mold has been remediated;
- Number of units in which mold prevention activities have been conducted;
- Number of jobs created;
- Number of housing units constructed;
- Number of education or job training opportunities provided;
- Number of homeownership units constructed or financed;

You may also include other outputs applicable to your project depending on the type of project proposed, outcomes could include:

Reduction in the number of families living in substandard housing;
Reduction in the number of individuals with health-related illnesses resulting from mold in their housing units;
Reduction in overcrowding;
Increased income resulting from employment generated by project;
Increased economic self-sufficiency of program beneficiaries;
Increase in homeownership rates;
Accessibility for disabled persons; or
Improved energy efficiency.

VII. IHP Proposal Content. Tribes will submit all documentation listed below.

- 1) **Narrative to all five of the Measures listed in this GUIDANCE**, including a one page summary of the proposed project.
- 2) **Tribal resolution.**
- 3) **Implementation Schedule.** A schedule for implementing the project or program.
- 4) **Budget Information.** A budget and match / leverage funding sources.
- 5) **Citizen Participation.** IHP Projects encourage input from the community that is documented; meeting sign-in attendance, meeting notes, comments at the meeting, etc. This information will also be utilized for other funding applications that may require evidence in the form of a tribal resolution indicating that the tribe has met citizen participation when applying for match funds such as ICDBG funds. Accordingly, the tribe will ensure that views and comments from the entire tribal community members were gathered and considered prior to the submission of an ICDBG funding application.
- 6) **Map.** A map showing project location, if appropriate.
- 7) **Low-and moderate-income benefit.** Your IHP Proposal will contain information that demonstrates the eligible population, the project need and indicates that funds will be used for activities that benefit low and moderate-income persons.
- 8) **Demographic data.** If applicable, demographic information accompanying the IHP proposal will identify; total community population, the total number of Tribal Citizens (Tribe Roll by age categories 0-5, 6-17, 18-58, 59 and above, total number of housing units in the Tribal Community - - Native & Non-Native, and the number of low- and moderate-income persons benefiting from the project). For a housing project to be considered, a housing assessment may be requested in advance of the IHP Project proposal. A written request from the Tribe for THRHA will allow THRHA to facilitate the third party housing assessment that will produce documentation that includes a completed survey; an explanation of the methods used to collect the data; and a listing of incomes by household including household size. Funding sources such as ICDBG requires a third party assessment for qualification of LMI community.

- 9) **Evidence of Partner Commitment.** If you propose to partner with other entities/organizations to undertake your project, you will submit a letter on letterhead of the entity/organization and signed by the chief executive of the entity/organization that demonstrates that the entity/organization is willing and able to participate.

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IHP Proposal Rating Criteria

Review Criteria			
Measure	Section	Title	Points
1	Capacity of the Tribe		
	1	Managerial, Technical, and Admin Capability	
	a	Managerial and Technical Staff	7
	b	Project Implementation Plan	6
	c	Financial Management	5
	d	Procurement and Contract Management	5
	2	Past Performance	
	a	Audits	1
	b	Findings	4
	3	Historical Funds	8
2	Need/Extent of the Problem		
	1	Need and Viability	4
	2	Project Benefit	12
3	Soundness of Approach		
	1	Description of and Rationale	10
	2	Budget and Cost Estimates	6
	3	Commitment and Ability to Sustain Activities	14
4	Leveraging Resources		10
5	Comprehensiveness and Coordination		
	1	Coordination	2
	2	Outputs and, Outcomes	6
			100