

**Knik Tribal Council**  
**Property Acquisition Project**  
**Indian Community Development Block Grant Program Proposal**  
 US Department of Housing and Urban Development FR-6100-N-23

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**PROPERTY ACQUISITION PROJECT**

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**Acknowledgment of  
Application Receipt**

U.S. Department of Housing  
and Urban Development

OMB Approval No. 2577-0259  
Exp. 06/30/2017

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Type or clearly print the Applicant's name and full address in the space below.

Knik Tribe  
P.O. Box 871565  
Wasilla, AK 99687-1565

---

(fold line)

Type or clearly print the following information:

Name of the Federal  
Program to which the  
applicant is applying:

---

**To Be Completed by HUD**

HUD received your application by the deadline and will consider it for funding. In accordance with Section 103 of the Department of Housing and Urban Development Reform Act of 1989, no information will be released by HUD regarding the relative standing of any applicant until funding announcements are made. However, you may be contacted by HUD after initial screening to permit you to correct certain application deficiencies.

HUD did not receive your application by the deadline; therefore, your application will not receive further consideration. Your application is:

Enclosed

Being  sent under separate cover

Processor's Name \_\_\_\_\_

Date of Receipt \_\_\_\_\_

*1 a*



# KNIK TRIBAL COUNCIL

KNIK, THE OLDEST VILLAGE IN COOK INLET

Resolution  
17-09

A Resolution in support of the 2017 HUD Indian Community Block Grant (ICDBG) Proposal of \$600,000 for the KTC Property Acquisition and Rehab Project that includes expansion of the Affordable Rental Housing Program, Certifying Compliance with the Citizen Participation Requirements, and Committing Funding Support to Sustain the Housing Units to be Acquired and Rehabbed through this grant. WHEREAS; Knik Tribal Council (KTC) is a federally recognized tribe; and

WHEREAS; KTC is charged with the development and implantation of Housing Programs designed to improve the quality of life within the Knik Tribe Service Area on behalf of its members: and

WHEREAS; the 2017 ICDBG requires KTC to provide evidence of compliance with the Citizen Participation Requirements of 24 CFR, Part 1003.604; and

WHEREAS: KTC opts to demonstrate a commitment to provide IHBG funding support to sustain and maintain the Housing Units to be acquired and rehabbed through this grant, if funded; and

NOW THEREFORE BE IT RESOLVED that KTC through its Executive Director, Richard Porter, provides this certification that KTC has met the Citizen Participation Requirements of the 2017 ICDBG Requirements of 24CFR, Part 1003.604 through a public meeting held on June 11, 2016 with documentation attached to the proposal; and

THEREFORE, BE IT FURTHER RESOLVED that KTC provides a Commitment to sustain and maintain the Housing Units to be acquired and rehabbed through this grant, if funded;

THIS IS TO CERTIFY THAT I, Michael Tucker, am the President of the Knik Tribal Council; AND that the Council consists of five duly elected tribal representatives; AND that this Resolution 17-## was considered and adopted by a duly authorized vote of the Council for which a quorum was present and voting; AND that the vote taken was 5 for; 0 against; 0 abstain.

PASSED AND APPROVED THIS 17<sup>th</sup> DAY OF May, 2017.

Signed: (b) (6) 5/17/17  
Michael Tucker, President Date

Signed: (b) (4) 5/17/17  
Attest, Raymond Theodore Date

P.O. BOX 871565  
WASILLA, AK 99687

(907) 373-7991  
(907) 373-7993

FAX: (907) 373-2161 E-MAIL: RPORTER@KNIKTRIBE.ORG

1 B



**Knik Tribe Property Acquisition Project  
Indian Community Development Block Grant Program  
US Department of Housing and Urban Development FR-  
5900-N-23**

**Summary for Knik Tribe Property Acquisition Project**

This Knik Tribe Property Acquisition Project proposal seeks funding from HUD to acquire three (3) new standard housing duplexes, containing six (6) units within our service area. This approach will help to complement the Knik Tribe Housing Plan to provide affordable housing services to low-income members. The acquisition of new standard housing units will complement in-kind contributions from Knik Tribe as well as Indian Housing Block Grant (IHBG) funding for acquisitions.

The Knik Tribe Property Acquisition Project funding request will specifically target the acquisition of standard housing units to add to the current low-income housing assets of the Knik Tribe Housing Program. Combining new housing units with the current low-income housing inventory is an important aspect that Knik Tribe is addressing due to the increasing demand for affordable housing in the Mat-Su Borough.

Since 2009, Knik Tribe has acquired and rehabilitated approximately (33) units and demonstrated that it has the capacity and experience of key staff to successfully acquire, manage and incorporate new housing units into the Knik Tribe Service Area.

Knik Tribe maintains the capacity to successfully execute all grant conditions and meet the acute housing needs of its members; the Knik Tribe Property Acquisition Project will acquire units which meet the housing standards of the HUD Section 8 program.

Knik Tribe has successfully executed and closed out ICDBG grants in 2010, 2011, 2013 and 2015, in compliance with the implementation schedule and reporting requirements.

Thank you for your time and serious consideration.

Knik Tribe



Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This collection of information requires that each eligible applicant submit information to enable HUD to select the best projects for funding during annual competitions for the ICDBG Program. The information will be used by HUD to determine whether applications meet minimum screening eligibility requirements and application submission requirements. Applicants provide general information about the project which is preliminary to the review of the applicant's response to the criteria for rating the application. The information is essential for HUD in monitoring grants to ensure that grantees are making proper use of Federal dollars. Responses to the collection are required by Section 105 of the Department of Housing and Urban Development Reform Act (P.L. 101-235) as amended by the Cranston-Gonzales National Affordable Housing Act of 1990. The information requested does not lend itself to confidentiality.

#### Instructions for Item 4.

Project Name and Project Category

#### Column 4.a :

Participants enter the project name and the name of one of the following three categories of activities:

- Housing
- Community Facilities
- Economic Development

Also enter the component name if applicable. Use a separate Cost Summary sheet (form HUD-4123) for each project included in the application.

Examples of categories and/or components including examples of eligible activities are listed below.

#### Housing

##### Rehabilitation Component

- Rehabilitation
- Demolition

##### Assistance to Support New Housing Component

##### New Housing Construction Component

#### Community Facilities

##### Infrastructure Component

- Water
- Sewer
- Roads and Streets
- Storm Sewers

##### Buildings Component

- Health Clinic
- Daycare Center
- Community Center
- Multi-purpose Center

#### Economic Development

- Commercial (wholesale, retail)
- Industrial
- Motel/Hotel
- Restaurant
- Agricultural Development

**Column 4.b :** Enter the amount of ICDBG funds planned for the project.

**Column 4.c :** Enter the amount of other Federal funds planned for the project.

**Column 4.d :** Enter the amount of non-Federal funds planned for the project.



**Knik Tribe Property Acquisition Project**  
**Indian Community Development Block Grant Program**  
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Narrative for Rating Factor 1: Capacity of Applicant

The Knik Tribe *Property Acquisition Project* proposed is the newest effort towards the expansion of the Knik Tribe Affordable Rental Housing Program.

This Knik Tribe Property Acquisition Project proposal seeks funding from HUD to acquire three (3) new standard housing duplexes, containing six (6) units within our service area. This approach will help to complement the Knik Tribe Housing Plan **to provide affordable housing services to low-income members**. The acquisition of new standard housing units will complement in-kind contributions from Knik Tribe as well as Indian Housing Block Grant (IHBG) funding for acquisitions.

The Knik Tribe Property Acquisition Project funding request will specifically target the acquisition of standard housing units to add to the current low-income housing assets of the Knik Tribe Housing Program. Combining new housing units with the current low-income housing inventory is an important aspect that Knik Tribe is addressing due to the increasing demand for affordable housing in the Mat-Su Borough.

Since 2009, Knik Tribe has acquired and rehabilitated approximately (33) units and demonstrated that it has the capacity and experience of key staff to successfully acquire, manage and incorporate new housing units into the Knik Tribe Service Area.

Knik Tribe maintains the capacity to successfully execute all grant conditions and meet the acute housing needs of its members; the Knik Tribe Acquisition of Property Project will acquire units which meet the housing standards of the HUD Section 8 program.

Knik Tribe has successfully executed and closed out ICDBG grants in 2010, 2011, 2013 and 2015 in compliance with the implementation schedule and reporting requirements.

**Sub factor 1.1: Managerial, Technical and Administrative Capacity**

**1.1.a. Managerial and Technical Staff**

The Knik Tribe – Property Acquisition Project will be managed by the five (5) member project team consisting of:

- Lori Canady: Knik Tribe Deputy Director/Housing Director – Project Director
- Richard Porter: Knik Tribe Executive Director
- Marcia Clemons: Knik Tribe Finance Director
- Jennifer Raschke: Knik Housing Compliance Officer
- Shawna Theodore: Knik Tribe Housing Assistant

The identified project team will be responsible for ensuring this proposal is properly administered, funding agreements completed, and project management and administration responsibilities effectively carried out. The Knik Tribe Housing and Economic Development Committee (consisting of five (5) tribal members) are fully committed to supporting the proposed project management/administration and associated grant. The qualifications and experience of the managerial and technical staff are current, relevant and demonstrate success in managing similar grants and/or project activities. The roles and responsibilities of the proposed project team are outlined below. *(See 2017 ICDBG Factor 1 – Attachments: KNIK TRIBE Organizational Chart)*

### **Lori Canady: Project Director**

Lori Canady, Knik Tribe Deputy Director/Housing Director, will serve as the Project Director and will be responsible for all planning, development and implementation of ICDBG activities as well as coordination and oversight of construction management and property purchase activities.

Lori is responsible for the increased number of housing units that the tribe has acquired from 12 units in 2014 to over 33 units. She is also a licensed real estate mortgage broker (AK #514527) with over twenty (20) years' experience in real estate; commercial property management; commercial banking & lending. Mrs. Canady's management and community development experience is diverse and applicable given the competitive and fluid nature of the local development market in the Knik Tribe Service Area.

The professional certifications held by Mrs. Canady are relevant to the demands and needs of administering the goals and objectives of the Knik Tribe Property Acquisition Project:

- Mortgage Broker License. # AK 514527
- Professional Certificate in Multifamily Asset Management from NeighborWorks Training Institute.
- Professional Certificate in Affordable Housing Development from NeighborWorks Training Institute.
- Professional Certificate in Native IDA Financial Literacy Counseling from Oweesta Corporation.
- Professional Certificate in Community Economic Development from NeighborWorks Training Institute.
- Professional Certificate in Management and Leadership from NeighborWorks Training Institute.

Mrs. Canady's recent work history (within the past 5 years) includes serving as the Chief Executive Officer of Aleutian Financial, Inc. This experience reflects applicable tribal program management on behalf of the twelve (12) Native Alaskan tribes within the Aleutian Pribilof Region of Alaska. It should be noted that the Aleutian Pribilof tribal area is considerably larger and more logistically diverse than the Knik Tribe service area – however, Mrs. Canady's base of operations for Aleutian Financial, Inc. was Wasilla, Alaska; which is within the Knik Tribe Service Area, therefore relevancy and proximity of her experience are critical. Combining Mrs. Canady's relevant tribal

program management experience along with her commercial real estate, property management and commercial credit and lending experience ensures not only quality leadership but also the potential to establish new benchmarks and innovative approaches in developing affordable tribal housing.

**Richard Porter: Executive Support**

Richard Porter has served as Executive Director of the Knik Tribe and holds the top management position for the tribe since 2009. Mr. Porter will oversee that all administrative and management requirements are adhered to, as well as organizational goals and objectives are maintained and achieved. Mr. Porter serves under the direction of a five (5) member Tribal Council and oversees a twenty-six (26) person staff that administers twenty-eight (28) federal funding streams with a total annual budget of approximately \$5.1 million.

Prior to his current role at Knik Tribe, Mr. Porter was a Program Manager for the Environmental Protection Agency (EPA) Environmental Program for two years and was instrumental in establishing the program and overseeing annual grant allocations go from an initial EPA base allocation for a single program of approximately \$140,000 in 2008 to more than \$500,000 in 2010. Mr. Porter is well qualified to perform his responsibilities on the proposed project that will include ensuring successful management and administration of all grant requirements. Responsibilities will include but will not be limited to: authorization of budgets; review and approve performance of key activities identified within the Project Implementation Schedule; as well as ensure that all required reports and other project performance measures are completed in accordance to the grant requirements.

Mr. Porter has historically and is currently successful in performing and fulfilling these responsibilities for past and current grant obligations with the Knik Tribe. During his tenure at Knik Tribe, Mr. Porter has also led initiatives to develop programmatic agreements with various State and Federal agencies relating to natural resources, fisheries, the Knik Arm Bridge and Toll Authority (KABATA), Point Mackenzie Rail Extension (PMRE), Alaska LNG, Donlin Gold Mine EIS, EPA programs and the U.S. Army Corps of Engineers (USACE) at Joint Base Elmendorf-Richardson (JBER). (*See 2017 ICDBG Attachments: KNIK TRIBE Organizational Chart*)

**Marcia Clemons: Accountancy Support**

Marcia Clemons has been Finance Director of the Knik Tribe for the past seven (7) years and will oversee all accounting, financial reporting, payroll, audit coordination and project general ledger maintenance, as well as other related computer accounting issues as they pertain to this proposed project. Mrs. Clemons holds a Bachelor of Arts degree in Accounting and is responsible for the company-wide financial reports are reviewed and approved by the Knik Tribal Council on a monthly basis. Mrs. Clemons also ensures adherence to the Knik Tribal Council's adopted Financial Management Policy.

During the past seven (7) years, Mrs. Clemons has been instrumental in ensuring that tribal financial policies and procedures are implemented as they relate to the financial management of the sources of grant funds the Knik Tribe has attained; which have gone from less than \$1 million per year to \$4.3 million for the current fiscal year. Mrs. Clemons has overseen the transition of

the tribal accounting system from QuickBooks™ accounting software system to a more robust, efficient and capable SAGE™ accounting system. Mrs. Clemons has been and will continue to be instrumental in ensuring that all grant financial reporting and required compliance data are properly filed and submitted to enable clean audits and funds accountability. Mrs. Clemons will ensure that all original grant documents and subsequent agreements with vendors, etc. are maintained, secured and available on demand if requested. *(See 2017 ICDBG Factor 1 - Attachments: KNIK TRIBE Organizational Chart)*

**Jennifer Raschke: Housing Compliance Officer**

Currently Ms. Raschke serves as the Housing Compliance Officer/Office Manager. This position conducts periodic audits to ensure compliance with policies and/or HUD Regulations. She collaborates with other housing staff on various compliance responsibilities and prepares recommendations. Ms. Raschke reviews policies and procedures to ensure consistency within each program as it relates to the approved policy and/or HUD regulations. Ms. Raschke has successfully conducted several Housing Project Self-Monitoring and Environmental Reviews, prepared the Tribe's Indian Housing Plans and Annual Performance Reports prior to this position.

Ms. Raschke as Housing Compliance Officer will ensure that the environmental reviews are accurate and completed in a timely manner for this project. She will also comply with the tenant selection as it relates to maintaining compliance with HUD and Knik Tribe Policies.

The following professional certifications held by Ms. Raschke are clearly relevant to the demands and needs to successfully deliver upon the goals and objectives of the Knik Tribe Property Acquisition Project:

- HUD Environmental Review training from Alaska Association of Housing Authorities.
- Introduction to Indian Housing Management training from Alaska Association of Housing Authorities.
- Self-Monitoring for Tribal Housing Programs training from Alaska Office of Native American Programs.
- Procurement Training from Alaska Office of Native American Programs.
- Basic Audit Preparation training from Native Learning Center.

**Shawna Theodore: Housing Assistant**

For the Knik Tribe Property Acquisition Project, the Knik Tribe will incorporate and commit an additional housing resource, Housing Assistant, Shawna Theodore. Shawna started as an intern within the Knik Tribe Housing Department in 2007 and was promoted to a full-time position as a Housing Assistant in 2007. In addition to her work experience within the Housing Department, Ms. Theodore also worked as an Indian Reservation Roads Technician for the Knik Tribe.

In 2014, Ms. Theodore returned to the Knik Tribe Housing Department and her current duties appropriate to the Knik Tribe Property Acquisition Project include but are not limited to:

- Receive and screen housing clients, telephone calls, assist clients via phone or in person, respond to requests, refer request to appropriate housing program and/or recommend services provided by other departments and/or partners.
- Assist in planning & coordinating Housing & Economic Development Committee Meetings, provide administrative support services for scheduled meetings, and prepare and distribute agendas and minutes.
- Type, format, revise and print notices reports, correspondence, memoranda and other documents. Research and assemble information from a variety of sources for the preparation of records, reports, etc.
- Maintain records, files, listings and other housing department data for the Emergency Assistance, Affordable Rentals, and Rehab programs.
- Administers the Housing Program to include monitoring accounts that are due, accepting payments, prepares and mail out letters, follows up on accounts that are due, inputs information to HDS system, and post notices when applicable.
- Determine eligibility of Housing service applicants, and process applicants income for the individual program requirements.
- Conduct and track annual inspections on rentals.
- Coordinate maintenance and cleaning of vacated Knik Tribe Affordable Rental Program apartments.
- Log and track complaints from clients/tenants, ensuring that appropriate responses are complete.
- Coordinate Housing inspections, and contractor estimates for Rehab projects.
- Contact Utility, Property Management Co.'s, fuel and firewood vendors, and arrange service for Emergency Assistance clients.
- Complete check requests for all invoices, billing statements for all housing vendors and service providers.

In addition to her relevant work history, Ms. Theodore has completed the following relevant courses: CompuCom Excel and Word

- Environmental Compliance
- Grant Writing
- NAHASDA Essentials
- Secretaries Conf.
- Records Management for DOI (web Course)

Additional support to the project team will be provided by the Housing and Economic Development Committee (H&EDC), formed and established in 2008 under the authority of the tribal council, the purpose is to facilitate planning and provide additional guidance to housing staff and to maintain effective communication with the Knik Tribal Council. This five (5) member committee is composed of two (2) staff; Housing Director - Lori Canady and Executive Director – Richard Porter as well as three (3) council members Alfred Tellman, Theo Garcia, and Raymond

Theodore. Our staff members Lori Canady and Richard Porter’s qualifying credentials are listed above and the council members experience and duties assigned to this project are as follows: Alfred Tellman has experience in all aspects of business being a successful self-employed fisherman who will bring a balanced approach to tribal direction and policies to this project as well as reviewing of all contracts and appraisals. Theo Garcia has expertise in board training, conflict resolution, Roberts rules, and constitutional study. He will bring structure and overall recommendations to this project as well as ensuring we stay within our timeline implementation schedule. Raymond Theodore holds the Knik Tribal Council position as Secretary/Treasurer. He will bring financial oversight to ensure the project stays within budget and that the appropriate amount of funds have been expended including ICDBG and matching funds from the IHBG for this project. The role and responsibility of the three tribal council members on the H&EDC is to assure that planning and implementation of the Knik Tribe Property Acquisition Project adhere not only to HUD-ICDBG regulations, but also to the Tribe’s goals for a successful and sustainable housing program.

The Committee meets every 2-3 months to review housing and economic development activities as well as needs of tribal members and provides recommendations to the tribal council concerning these matters. This committee has been involved with pre-planning tasks for this project and will be involved in providing guidance to staff and the council as the project is planned, developed and implemented. For this project, the Committee will periodically meet to review performance of the major tasks for this project as identified in the Project Implementation Schedule and will also review and approve for the Council, Purchase and Sale Agreements, purchase documents, and budgets; as well as other major tasks to be performed. *(See 2017 ICDBG Factor 1 – Attachments: Knik Tribe Organizational Chart)*

**1.1. b. Project Implementation Plan**

The proposed project schedule milestones are as follows:

Task List	Timetable – by Month
<b>Project: Property Acquisition Project – Acquire six (6) additional “new” construction for addition to the Knik Tribe Affordable Housing Program</b>	
Notice of Award/Grant Agreement executed with AK ONAP	1
Identify Properties for Acquisition/Negotiate Purchase & Sale Agreement(s)	2-6
Secure Grants Funds	4-6
Complete Environmental Review	4-9
Review Appraisal/Conduct Building Inspection	7-14
Property Acquisition	10-16
Tenant Selection & Move-In	16-22
Project Administration/Management	1-24
Project Close-Out	23-24

*(See 2017 ICDBG Factor 1 – Attachments: Knik Tribe 2017 ICDBG Implementation Schedule)*

The project schedule identifies the specific tasks and milestones that are anticipated for the Knik Tribe Property Acquisition Project. The proposed project schedule was developed in concert with the Knik Tribe Property Acquisition Project Team and the Housing and Economic Development Committee (H&EDC) to ensure that the proposed activities do not deter from other concurrent

resources; time, effort, etc. (See 2017 ICDBG Factor 1 Attachments: *KNIK TRIBE ICDBG Implementation Schedule*)

### 1.1 .c. Financial Management

Knik Tribe utilizes a comprehensive tribally-adopted Financial Management Plan that enables the Tribe to provide financial management systems to the myriad of programs and services of the multi-department organization. The Knik Tribe Financial Management Plan includes the requisite policies and procedures to meet the requirements of 2 CFR Part 200 and 24 CFR Part 85, *Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments*, and 24 CFR Part 1003, *Community Development Block Grants for Indian Tribes and Alaska Native Villages*. Knik Tribe formed its Housing Program in 1998 soon after NAHASDA was enacted. Knik Tribe has revised its Policies and Procedures to specifically adhere to the HUD Administrative Requirements. At the time of this proposal, all management and administrative systems have been incorporated in our standard practices for financial management and grant accountancy.

It is significant that Knik Tribe has achieved the status of a “Self-Governance Tribe” with the U.S. Department of Interior programs. This specific government distinction is conferred to tribes that have incorporated qualified administrative, management and structural systems in place to manage its various respective programs.

Knik Tribe utilizes SAGE™ accounting software, a computer-based interactive accounting system that allows the Knik Tribe Finance Department to oversee accounting, financial reporting, payroll, audit coordination and general ledger activities. Knik Tribe’s Finance Department continually evaluates and improves efficiency to provide a more “user-friendly” work interface in for staff and program managers. Examples of the enterprising nature of our efforts include prior training and increased capacity for program managers to view their respective program budgets directly from their work stations on a daily basis. This has created an organizational culture of accountability, helped to facilitate input and provides for greater engagement of Knik Tribe program managers in their financial performance.

Knik Tribe is required to perform an audit of its financial condition in accordance with 2 CFR Part 200 and 24 CFR Part 1003 and Government Auditing Standards. For the past eight (8) years, Knik Tribe has had no substantial findings or audit issues that required substantial corrective actions. Knik Tribe’s current fiscal year is from October 1, 2016 to September 30, 2017. The last four (4) audits for 2013, 2014, 2015 and 2016 fiscal years did not show findings or significant material weaknesses.

A vital component of the Knik Tribe Financial Management structure is our Finance Personnel; the Finance Director, Senior Account and Accounting Technician. The Knik Tribe Finance Personnel manage the financial matters of a twenty-six (26) person staff and twenty-eight (28) separate funding sources for a total annual budget of approximately \$5.1 million. The Housing Program’s role is significant because most of the housing program relates to providing affordable housing to low-income families within our service area. Knik Tribe has demonstrated a history with experienced grant accountancy professionals and industry benchmark accountancy software –enabling Knik Tribe to effectively manage new grant activities.

Knik Tribe meets the requirements of 2 CFR Part 200, 24 CFR Part 1003 and 24 CFR Part 85, *Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments*, through these interactions. In this grant proposal, Knik Tribe will utilize all required federal forms as specified and required under Subpart B 85.10 for Pre-Award Requirements. Knik Tribe will also meet all applicable requirements of Subpart C, Post-Award Requirements for Financial Administration. Subpart C, Part 85.20, *Standards for Financial Management Systems*, requirements pertain to 1) Financial Reporting, 2) Accounting Records, 3) Internal Controls, 4) Budget Control, 5) Allowable Cost, 6) Source Documentation, and 7) Cash Management. All are identified procedures within the Knik Tribe approved Financial Management Plan. Knik Tribe will also abide by the requirements of Subpart c, Part 85.21, *Payment*.

The approved Financial Management Plan defines how payments are processed and provides clear record of cash disbursement procedures with HUD ONAP for existing housing programs. Knik Tribe will also meet two (2) other requirements of Subpart C that pertain to *Allowable Costs and Matching or Cost Sharing*. Knik Tribe will ensure that any approved grant funds be limited to approved costs as related to various expenditures for our vendors and contractors. Knik Tribe will ensure that match requirements are met as is standard practice for all Knik Tribe grants.

Knik Tribe will also meet the requirements of Part 85.30, 'Changes', as it relates to grant changes, budget changes and programmatic changes to our grant award(s), if funded. In general, this requirement defines how we are required to seek authorization in making changes to our grant. Knik Tribe will meet the Reports, Records, Retention and Enforcement requirements that pertain to our grant and as required in Subpart 85.40 through 85.44. Knik Tribe will also meet the requirements of Subpart D – After-the-Grant Requirements as it relates to project closeout, Subpart 85.50. It is the intent of Knik Tribe to submit all required reports in a timely manner as specified by the grant agreement and regulatory requirements and the Subpart 85.50 requirements.

The Knik Tribe financial management structure meets the requirements as defined in 24 CFR Part 1003, *Community Development Block Grants for Indian Tribes and Alaska Native Villages*. Specifically, our project meets the requirements of Subpart 1003.206, for Program Administration Costs. Knik Tribe will limit administrative costs to twenty percent (20%) of the total grant; costs will be appropriate and consistent with applicable 2 CFR Part 200 and 24 CFR Part 1003. Knik Tribe will also meet applicable requirements of Subpart H, *Program Performance*, specifically in terms of reviewing grant performance and any corrective or remedial actions. During the period from 2009 through 2016, our performance with HUD IHBG has been acceptable in terms of meeting these requirements. This clearly demonstrates a track record of Knik Tribe's capacity to meet the regulatory requirements of this grant.

#### **1.1.d. Procurement and Contract Management**

One of the critical requirements that Knik Tribe focuses on is 2 CFR Part 200 and 24 CFR Part 1003, *Procurement*. Knik Tribe has adopted a comprehensive Procurement Policy that is designed to meet the stringent HUD requirements for procurement. Our Procurement Policy states that "The HUD NAHASDA Procurement and Contract Administration Requirements as outlined in 24 CFR,

*Part 85.36 will supersede any other section of this Procurement Policy as it relates to HUD NAHASDA procurement of goods, services and equipment.*

The current Knik Tribe Procurement Policies establish a comprehensive framework for managing purchases and contracts tailored specifically to meet HUD procurement requirements of 2 CFR Part 200 and 24 CFR Part 1003. For example, on pages 6 of 27 of the Procurement Policy, it states *“The Knik Tribal Council and its employees will adhere to these guidelines for procurement of goods, services and equipment, except where applicable Federal, State or Tribal Law prevails and special consideration will be given to comply with HUD NAHASDA Procurement and Contract Administration Requirements as outlined in 24 CFR Part 85.36. This regulation will supersede any other section of this Procurement Policy as it relates to HUD NAHASDA procurement of goods, services and equipment.”* Additionally, our current audit does not identify any significant findings related to our procurement and contracting mechanisms.

Knik Tribe Procurement Policies control the acquisition of purchase of services, equipment and supplies/materials. The policy gives recognition to the fact that federal grant management and administration identifies various administrative and contractual procurement policies. Therefore, our policy is very definitive as to how goods and services can be procured and provides an orderly process for corrective action when procurement issues arise in the course of daily grant management.

The Knik Tribe Procurement Policies manual provides detailed policies on acquiring or purchasing services and/or supplies/materials. Current policies adhere to the requirements of HUD Procurement and Management Regulations as specified in 2 CFR Part 200 and 24 CFR Part 1003. Some of the key provisions that will relate to management of this particular grant project will include: 1) The requirement that the Tribal Council must approve any purchase exceeding \$10,000, 2) Contracts shall be made only with responsible contractors who possess the potential ability to perform satisfactorily under terms and conditions of the proposed procurement, 3) Positive efforts shall be made to use small and minority-owned business sources of supplies and services where required by the applicable grant, 4) A system for contract administration shall be maintained to assure contractor compliance with all terms, conditions and specifications of the contract or order to assure enforcement of all warranties, and to ensure timely delivery of all purchases, 5) For purchases of \$10,000-\$30,000, the originator shall solicit competitive quotes from an adequate number of potential sources of supply or services, 6) For procurements between \$30,000 - \$100,000, the Executive Director will report to the Tribal Council and may authorize use of a simplified method of obtaining quotes or proposals or authorize competitive bidding or a request-for-proposals method, 7) For procurements over \$100,000, a full formal procurement process must be used, unless one of the exceptions stated in Section 11 of the Policy applies. The Procurement Policies have been adopted, along with other policies, to conform to the requirements of the various funding agencies and specifically to the requirements of 2 CFR Part 200 and 24 CFR Part 1003. As we plan to purchase goods and services through implementation of the grant project, we will abide by our current Procurement Policies, our other pertinent Knik Tribe policies and those required of 2 CFR Part 200 and 24 CFR Part 1003.

**Sub factor 2: Past Performance**

**1.2. a. Implementation and Expenditures**

The Knik Tribe was awarded ICDBG grant funds in 2010, 2011, 2012, 2013 and 2015; and the Tribe was punctual in following all grant project implementation schedules submitted with the respective grant proposals. *(See 2017 ICDBG Factor 1- Attachments: 2017 ICDBG Implementation Schedule)*

**1.2.b. Reports**

All required reports were submitted on time for the 2010, 2011, 2012, 2013 and 2015 ICDBG grants Knik Tribe was awarded.

**1.2.c. Closeouts**

All of the 2010, 2011, 2013 and 2015 ICDBG grants were closed out on time or ahead of the Implementation Schedule submitted with the original grant proposal.

**1.2.d. Audits**

Audits for the last audit period have been submitted within the required timeframe in accordance 2 CFR 200.500 and its compliance supplements.

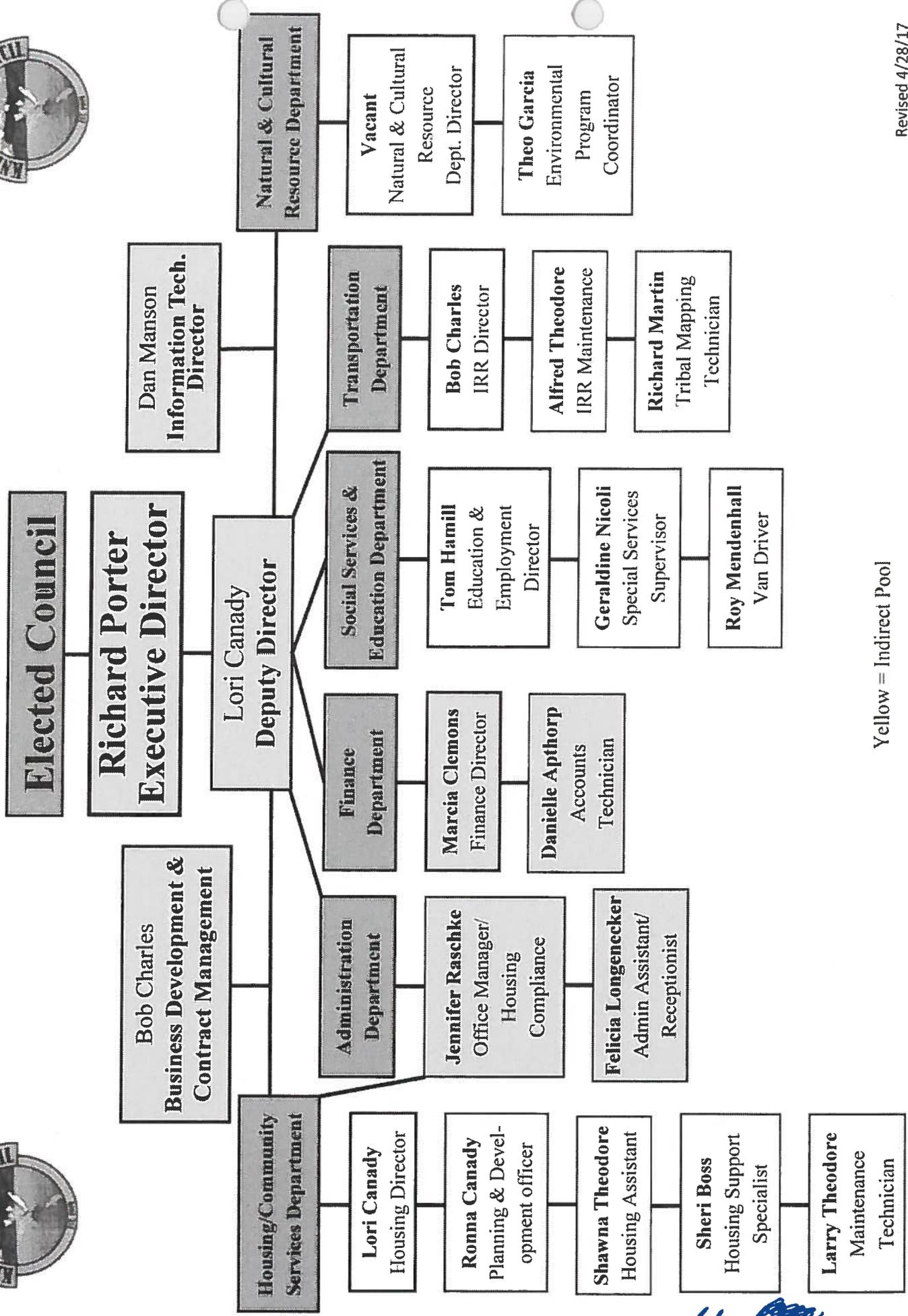
**1.2.e. Findings**

There have been no ICDBG monitoring findings for the Knik Tribe.

**2017 ICDBG Rating Factor 1: ATTACHMENTS**

- Knik Tribe Organizational Chart
- Knik Tribe 2017 ICDBG Implementation Schedule

# Voting Tribe Members



Yellow = Indirect Pool

# Implementation Schedule

Indian Community Development Block Grant (ICDBG)

See Instructions and Public Reporting Statement on back.  
Submit a separate implementation schedule for each project category.

1. Name of Applicant (as shown in Item 5, Standard Form 424)  
**Knik Tribe**

2. Application/Grant Number (to be assigned by HUD) 3.  Original (First submission to HUD)  Pre-Award Submission  Amendment (submitted after grant approval)  
Date (mm/dd/yyyy) **05/15/2017**

4. Name of Project (as shown on form HUD-4123, item 4)  
**Knik Tribe Property Acquisition**

5. Effective Date (mm/dd/yyyy) Expected Completion Date (mm/dd/yyyy) Expected Closeout Date (mm/dd/yyyy)  
**10/01/2017** **08/31/2018** **09/30/2018**

6. Environmental Review Status  
 Exempt (As described in 24 CFR 58.34)  Under Review (Review underway; findings not yet made)  Finding of No Significant Impact (Finding made that request for release of funds for project is not an action which may significantly affect the environment.)  
 EIS Required (Finding that project may significantly affect environment or EIS automatically required by 24 CFR 58.37)  Not Started (Review not yet begun)  Certification (Environmental review completed; certification and request for release of funds being prepared for submission.)  Categorically Excluded (as described in 24 CFR 58.35)

7. Tribal Fiscal Year (mm/dd/yyyy)  
**10/01/2017**

8. Task List

9. Schedule. Use Calendar Year (CY) quarters. Fill-in the CY below. See detailed instructions on back.

Task List	CY 18								CY 19		Date (mm/dd/yyyy) (if exceeds 8th Q tr	
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	5th Qtr.	6th Qtr.	7th Qtr.	8th Qtr.	9th Qtr.	10th Qtr.		
Notice of Award/Grant Agreement	X											
Identify Properties for Acq / Neg. Purchase sale		X	X	X	X	X	X	X	X	X	X	X
Secure Grant Funds		X	X	X	X	X	X	X	X	X	X	X
Complete Environmental Review		X	X	X	X	X	X	X	X	X	X	X
Review Appraisals/Conduct Bldg. Inspections		X	X	X	X	X	X	X	X	X	X	X
Property Acquisition		X	X	X	X	X	X	X	X	X	X	X
Tenant Selection / Move-in		X	X	X	X	X	X	X	X	X	X	X
Project Administration		X	X	X	X	X	X	X	X	X	X	X
Project Close Out		X	X	X	X	X	X	X	X	X	X	X
10. Planned Drawdowns by Quarter (Enter amounts non-cumulatively)	\$ 10,000.00	\$ 10,000.00	\$ 30,000.00	\$ 400,000.00	\$ 100,000.00	\$ 30,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 600,000.00	\$ Total 600,000.00
11. Cumulative Drawdown (if more than one page, enter total on last page only)	\$ 10,000.00	\$ 20,000.00	\$ 50,000.00	\$ 450,000.00	\$ 550,000.00	\$ 580,000.00	\$ 590,000.00	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00	\$ Total 600,000.00	\$ Total 600,000.00

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**Knik Tribe Property Acquisition Project**  
**Indian Community Development Block Grant Program**  
US Department of Housing and Urban Development FR-6100-N-23

Narrative for Rating Factor 2: Need/Extent of the Problem

**Sub factor 2.1: Need and Viability**

According to the 2017 Indian Housing Plan (IHP) and Annual Performance Report (APR), prepared for the HUD Indian Housing Block Grant (IHBG), the Knik Tribe IHP/APR indicated that Knik Tribe defined its type of need for Low-Income Indian Families in their service area as the following:

- Overcrowded Households
- Renters Who Wish to Become Owners
- Lack of Affordable Senior Housing
- Substandard Units Needing Rehabilitation
- Homeless Households
- Households Needing Affordable Rental Units
- Disabled Households Needing Accessibility
- Units Needing Energy Efficiency Upgrades

To address these identified housing related needs, Knik Tribe housing program currently provides four (4) services to its benefactors;

- Affordable Housing Rental Program
- Mod/Rehab Program
- Emergency Energy Assistance Program
- Referral Services

While several of the above-mentioned programs have sought, and received both HUD ICDBG and HUD IHBG funds currently or in the past, it is important to note that the Knik Tribe Property Acquisition Project will address and target one currently unmet need lack of affordable housing.

The *Mod/Rehab & Elder Rehab Programs* addresses the needs for “Substandard Units Needing Rehabilitation”, “Disabled Households Needing Accessibility”, “Units Needing Energy Efficiency Upgrades” and “Overcrowded Households”. The Mod/Rehab Program works to promote energy efficiency, safe and decent homes for families living in substandard housing who are Alaska Native/American Indian (AN/AI) low-income Households living in the Knik Tribe Service Area. Services include, but are not limited to door and window replacement, skirting, insulation, wheelchair access, foundation repairs, roof repairs, and structure alterations. The Elder Rehab program is designed to help AN/AI elders 55 and older who meet low-income requirements and live in the Knik Tribe Service Area. This program assists elders with the cost of minor rehab needs to ensure safe, secure, and comfortable living. Services include, but are not limited to furnace/stove repair, garage repair, minor plumbing and electrical repair, and general household repair.

The *Emergency Assistance Program* addresses the needs for “Homeless Households”. While the *Affordable Rental Housing Program* addresses the needs for “Overcrowded Households” and “Households Needing Affordable Rental Units”. The Emergency Assistance Program works to help low income AN/AI families that live in the Knik Tribe service area, who are in danger of

becoming homeless through such means as foreclosure, repossessions, evictions, and disconnection or loss of utilities. Temporary assistance is given for rental/mortgage/property taxes and/or utility payments and firewood. In extreme circumstances, assistance may be issued to help in obtaining primary household goods that were lost due to a fire, earthquake, flood or unexpected circumstances. Furthermore, the *Referral Services* and partnership with Alaska Benteh Capital (ABC) addresses the needs for “Renters Who Wish to Become Owners”. The CDFI component of the Knik Tribe Property Acquisition Project, while not seeking ICDBG funding from this request, becomes an important complement to intent of acquiring standard residential units (which Knik Tribe is seeking ICDBG funds for in this proposal) because once the units are acquired, the Knik Tribe CDFI will assist tribal members achieve the goal of those “Renters Who Wish to Become Owners” by offering mortgage lending assistance.

Housing Management Services will provide operations and maintenance services for the Low-Income Rental Program. The Low-Income Rental Housing Program works to provide affordable, safe, and decent housing for low-income Alaska Native/American Indian families living in the Knik Tribe Service Area. Currently, Knik Tribe has thirty - three (33) units available; Knik Tribe maintains a waiting list of 43 applicants for housing and once eligibility and suitability of potential applicants are determined, the units will be occupied.

Planning & Development of Elder Housing will work towards relieving overcrowded households, homeless households, households needing affordable rental units.

The Knik Tribe Service Area encompasses the entire Matanuska-Susitna Borough. Applications are accepted from low income AN/AI households living in the Mat-Su Borough for all programs.

The Native Village of Knik is located on the west bank of the Knik Arm of Cook Inlet, about seventeen (17) miles northeast of Anchorage in the Matanuska Susitna (Mat-Su) Borough and part of the Matanuska Susitna Census Area and is also included as one of the eight federally recognized tribes within the Cook Inlet Region, Inc. (CIRI)

The current tribal enrollment records indicate that there are 2,003 tribal members enrolled in the Knik Tribe. Enrollment averages up to ten (10) new members monthly. According to the U.S. Census, the 2010 census stated that the AN/AI population of the Matanuska-Susitna Borough was approximately 8,964; which indicated considerable growth - up 43% from the 2000 census amount of 5,108. Many AN/AI families have moved to the Mat-Su Borough due to the extremely excessive cost of living in rural Alaska as well as lack of available affordable housing in the Alaskan urban center of Anchorage.

The State of Alaska Department of Labor estimates that the unemployment rate for the Mat-Su Borough to be approximately 9.3% as of January 2017; which is higher than the Alaska median unemployment rate of 7.2%. Specific village data is often not available but based on past trends, it can be assumed that there are fewer economic opportunities in these less populated areas and unemployment rates are higher as is the percentage of income spent on house - specifically for AN/AI populations in urban areas.

Through previous surveys, studies and assessments, Knik Tribe has determined that numerous homes occupied by low-income AN/AI families and elders need rehabilitation. The 2010 Census indicates that 5.4% of households in the Knik Tribe Service Area lack complete indoor plumbing (this includes lack of sink, bath/shower or toilet); while there are 4.2% of reported households lack adequate kitchen facilities (this includes no stove, refrigerator, or acceptable running water).

Knik Tribe has also determined that there is a need for affordable rental housing. In 2016, Knik Tribe assisted 153 families with Emergency Assistance; 37% of which were for rental/mortgage assistance. All of these applicants were low-income applicants. *(See 2017 ICDBG Factor 2 - Attachments: Knik Tribe FY2016 Sign-in Sheet)*

Census data has shown that AN/AI who reside in Alaska are historically categorized as “underserved”, have “low-income characteristics” and reside in housing of lower standard than the general population. The boundaries of the Matsu-Borough which are those which Knik Tribe acknowledges as its service area – are no different and in fact has more exasperated housing issues than many other regions within Alaska due to the rapid population growth and relative higher real estate demand as compared to other areas of the state.

While AN/AI housing characteristics are difficult to differentiate within the Census data, the 2015 Mat-Su Borough population was estimated to be approximately 98,063, which is a 63% increase from the 2000 Census data; again, in the same period the estimated AN/AI population was estimated to be approximately 8,964; a 43% increase from the 2000 census estimate of 5,108.

Knik Tribe Housing Department tracks the needs of each person who contacts Knik Tribe for services and results indicated that within a five (5) month period in 2017, approximately 194 calls or walk-ins were fielded for assistance with low-income rentals, rental assistance, and non-payment of rent due to financial hardship. Of those, 56 households were assisted with rental assistance. Additionally, Mat-Su Valley housing service provider, Families in Transition, assisted 108 households with Emergency Shelter Referrals for the homeless. Knik Tribe currently has a affordable housing wait list of 43 families that are either homeless, living in overcrowded conditions. Clearly, such demand indicates a need for affordable rental homes in the Mat-Su Borough/ Knik Tribe Service Area.

On June 11, 2016, the Knik Tribe Housing Department held a tribal community meeting to address two (2) topics: 1) Discuss Knik Tribe Housing Services and 2) Discuss the Knik Tribe Property Acquisition Project and associated 2017 ICDBG proposal.

Based on the 2010 Census data as well as the Knik Tribe Housing Services survey conducted by Knik Tribe in 2016, the proposed Knik Tribe Property Acquisition Project will serve as an effective complement to previous and current efforts to address the acute need for additional low-income housing opportunities in the Knik Tribe Service Area. *(See 2017 ICDBG Factor 2 - Attachments: FY 2017 ICDBG Needs Table)*

### **Sub factor 2.2: Project Benefit**

The anticipated numbers of persons benefitting from the proposed Knik Tribe KTC Property Acquisition Project are as follows:

- Up to six (6) households or

- According to housing density census data, approximately 2.8 per household or 16.8 persons will benefit from the increased housing availability;
- The project will target and benefit 100% Low-To-Moderate (LMI) tribal members who reside within the KTC Service Area

**2.2.a. Public Facilities and Improvement Projects**

N/A

**2.2.b. Economic Development Projects**

N/A

**2.2.c. New Housing Construction, Housing Rehabilitation, Land Acquisition to Support New Housing and Homeownership Assistance Projects**

The FY 2017 ICDBG Rating Factor 2 Needs Table indicates a dollar amount of \$717 for Knik, which equates to the maximum 12 points. *(See 2017 ICDBG Factor 2 - Attachments: FY 2017 ICDBG Needs Table)*

**2.2.d. Microenterprise Projects**

N/A

**2017 ICDBG Rating Factor 2: ATTACHMENTS**

- Knik Tribe FY2017 ICDBG Needs Table
- Knik Tribe FY 2016 Citizen Participation Information - Sign-In Sheet

FY 2016 ICDBG RATING FACTOR 2 NEEDS TABLE \*

Area ONAP	Tribe/Village	Dollar Amount
ALASKA	Afognak	\$822
ALASKA	Agdaagux Tribe of King Cove	\$905
ALASKA	AHTNA, Incorporated	\$926
ALASKA	Akhiok	\$853
ALASKA	Akiachak	\$944
ALASKA	Akiak	\$1,042
ALASKA	Akutan	\$803
ALASKA	Alakanuk	\$973
ALASKA	Alatna	\$1,000
ALASKA	Aleknagik	\$854
ALASKA	Aleut Corporation	\$1,885
ALASKA	Algaaciq (St. Mary's)	\$1,272
ALASKA	Allakaket	\$1,009
ALASKA	Ambler	\$1,001
ALASKA	Anaktuvuk Pass	\$1,104
ALASKA	Andreafski	\$907
ALASKA	Angoon	\$729
ALASKA	Aniak	\$989
ALASKA	Anvik	\$954
ALASKA	Arctic Slope Regional Corporation	No Need
ALASKA	Arctic Village	\$1,166
ALASKA	Asa'Carsarmiut (Mountain Village)	\$869
ALASKA	Atka	\$828
ALASKA	Atmauthluak	\$1,098
ALASKA	Atkasuk (Atkasook)	\$1,450
ALASKA	Barrow	\$1,261
ALASKA	Beaver	\$930
ALASKA	Belkofski	No Need
ALASKA	Bering Straits Native Corporation	No Need
ALASKA	Bill Moore's Slough	No Need
ALASKA	Birch Creek	\$1,174
ALASKA	Brevig Mission	\$1,073
ALASKA	Bristol Bay Native Corporation	No Need
ALASKA	Buckland	\$991
ALASKA	Calista Corporation	No Need
ALASKA	Cantwell	\$797
ALASKA	Chalkyitsik	\$1,042
ALASKA	Chanega	\$1,574
ALASKA	Cheesh-Na	\$837
ALASKA	Chefornak	\$1,103
ALASKA	Chevak	\$975

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Area ONAP	Tribe/Village	Dollar Amount
ALASKA	Chickaloon	\$746
ALASKA	Chignik	\$1,226
ALASKA	Chignik Lagoon	\$3,679
ALASKA	Chignik Lake	\$938
ALASKA	Chilkat	\$615
ALASKA	Chilkoot	\$613
ALASKA	Chinik (Golovin)	\$1,025
ALASKA	Chitina	\$960
ALASKA	Chuathbaluk	\$918
ALASKA	Chugach Alaska Corporation	\$758
ALASKA	Chuloonawick	No Need
ALASKA	Circle	\$857
ALASKA	Clark's Point	\$1,023
ALASKA	Cook Inlet Alaska Native Regional Corp	\$650
ALASKA	Council	No Need
ALASKA	Craig	\$694
ALASKA	Crooked Creek	\$958
ALASKA	Curyung (Dillingham)	\$1,061
ALASKA	Deering	\$988
ALASKA	Diomedes (Inalik)	\$1,156
ALASKA	Dot Lake	\$1,300
ALASKA	Douglas	\$625
ALASKA	Doyon, Ltd.	\$784
ALASKA	Eagle	\$821
ALASKA	Eek	\$1,146
ALASKA	Egegik	\$726
ALASKA	Eklutna	\$968
ALASKA	Ekuk	No Need
ALASKA	Ekwok	\$945
ALASKA	Elim	\$1,032
ALASKA	Emmonak	\$910
ALASKA	Evansville (Bettles Field)	\$1,116
ALASKA	Eyak	\$606
ALASKA	False Pass	\$1,117
ALASKA	Fort Yukon	\$922
ALASKA	Gakona	\$1,214
ALASKA	Galena (Louden Village)	\$1,110
ALASKA	Gambell	\$1,070
ALASKA	Georgetown	No Need
ALASKA	Goodnews Bay	\$936

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Area ONAP	Tribe/Village	Dollar Amount
ALASKA	Grayling	\$953
ALASKA	Gulkana	\$741
ALASKA	Hamilton	No Need
ALASKA	Healy Lake	\$1,183
ALASKA	Holy Cross	\$965
ALASKA	Hoonah	\$775
ALASKA	Hooper Bay	\$1,000
ALASKA	Hughes	\$1,007
ALASKA	Huslia	\$950
ALASKA	Hydaburg	\$737
ALASKA	Igiugig	\$1,839
ALASKA	Iliamna	\$1,577
ALASKA	Iqurmit	\$748
ALASKA	Ivanof Bay	\$6,198
ALASKA	Kaguyak	\$42,295
ALASKA	Kake	\$910
ALASKA	Kaktovik	\$1,292
ALASKA	Kalskag	\$1,037
ALASKA	Kaltag	\$908
ALASKA	Kanatak	No Need
ALASKA	Karluk	\$1,345
ALASKA	Kasigluk	\$1,019
ALASKA	Kassan	\$1,445
ALASKA	Kenaitze	\$703
ALASKA	Ketchikan	\$644
ALASKA	Kiana	\$1,015
ALASKA	King Island	\$1,032
ALASKA	King Salmon	No Need
ALASKA	Kipnuk	\$948
ALASKA	Kivalina	\$1,076
ALASKA	Klawock	\$782
ALASKA	Kluti Kaah (Copper Center)	\$667
ALASKA	Knik	\$717 ✓
ALASKA	Kobuk	\$1,125
ALASKA	Kokhanok	\$940
ALASKA	Kongiganak	\$1,019
ALASKA	Koniag, Incorporated	\$962
ALASKA	Kotlik	\$976
ALASKA	Kotzebue	\$1,049
ALASKA	Koyuk	\$960

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KTC ICDBG Housing Community Meeting

June 11, 2016

	Name	Physical Address	E-Mail	Contact Number
1	(b) (6)	(b) (6)	(b) (6)	(b) (6)
2	(b) (6)	(b) (6)	(b) (6)	(b) (6)
3	(b) (6)	(b) (6)	(b) (6)	(b) (6)
4	(b) (6)	(b) (6)	(b) (6)	(b) (6)
5	(b) (6)	(b) (6)	(b) (6)	(b) (6)
6	(b) (6)	(b) (6)	(b) (6)	(b) (6)
7	(b) (6)	(b) (6)	(b) (6)	(b) (6)
8	(b) (6)	(b) (6)	(b) (6)	(b) (6)
9	(b) (6)	(b) (6)	(b) (6)	(b) (6)
10	(b) (6)	(b) (6)	(b) (6)	(b) (6)
11	(b) (6)	(b) (6)	(b) (6)	(b) (6)
12	(b) (6)	(b) (6)	(b) (6)	(b) (6)
13	(b) (6)	(b) (6)	(b) (6)	(b) (6)
14	(b) (6)	(b) (6)	(b) (6)	(b) (6)
15	(b) (6)	(b) (6)	(b) (6)	(b) (6)
16	(b) (6)	(b) (6)	(b) (6)	(b) (6)

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KTC ICDBG Housing Community Meeting

#	Name	Physical Address	E-Mail	Contact Number
	(b) (6)	(b) (6)	(b) (6)	(b) (6)

KTC ICDBG Housing Community Meeting

#	Name	Physical Address	E-Mail	Contact Number
	(b) (6)	(b) (6)	(b) (6)	(b) (6)

KTC ICDBG Housing Community Meeting

#	Name	Physical Address	E-Mail	Contact Number
	(b) (6)	(b) (6)	(b) (6)	(b) (6)

KTC ICDBG Housing Community Meeting

#	Name	Physical Address	E-Mail	Contact Number
	(b) (6)	(b) (6)	(b) (6)	(b) (6)





KTC ICDBG Housing Community Meeting

#	Name	Physical Address	E-Mail	Contact Number
	(b) (6)	(b) (6)	(b) (6)	(b) (6)

## ATTACHMENTS FORM

**Instructions:** On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

**Important:** Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	Knik Tribe Table of Contents	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	HUD Form 2993 Acknowledgment	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	Knik Tribe Resolution.pdf	Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4	Knik Tribe Summary 2017.pdf	Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5	Budget Information 4123.pdf	Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6	Knik Tribe Rating Factor 1.pdf	Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7	Knik Tribe Rating Factor 2.pdf	Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8	Knik Tribe Rating Factor 3.pdf	Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9	Knik Tribe Rating Factor 4.pdf	Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10	Knik Tribe Rating Factor 5.pdf	Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11	Knik Tribe Letters of Support	Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12		Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13		Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14		Add Attachment	Delete Attachment	View Attachment
15) Please attach Attachment 15		Add Attachment	Delete Attachment	View Attachment

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**Knik Tribe Property Acquisition Project**  
**Indian Community Development Block Grant Program**  
US Department of Housing and Urban Development FR-6100-N-23

**Narrative for Rating Factor 3: Soundness of Approach**

**Sub factor 3.1: Description of and Rationale for Project**

The goals and objectives of the Knik Tribe Property Acquisition Project is to expand Knik Tribe's affordable housing program. By adding additional housing units, we will increase the outreach of our affordable housing program to our low-income target market. The Knik Tribe Property Acquisition Project complements previously secured ICDBG and IHBG funds whereas those projects focused on acquiring rental units. The Knik Tribe Property Acquisition Project is part of a multi-faceted approach to build a mixed inventory of low-income residential units which incorporates new units to better suit the needs of a specific target need group.

The project specific activity which Knik Tribe is seeking funding from the 2017 ICDBG program towards the ultimate oversight and management to purchase six (6) additional units; 3 duplex units that will address the needs – however the current Mat-Su real estate market and Knik Tribe Housing Department strategic acquisition plan will determine the final housing model chosen. Knik Tribe will evaluate comparable property within the Knik Tribe Service Area suitable to serve as an addition to the Knik Tribe Affordable Housing Program which has adopted and successfully implemented policies to operate and manage the property acquisition component of the program. Although Knik Tribe has not identified specific units of property to purchase for this project, Knik Tribe is seeking \$600,000 in 2017 ICDBG funds of which \$500,000 will be utilized directly towards the purchase of up to six (6) units of housing.

The overriding goal of the Knik Tribe Housing Program is to develop long-term sustainable housing solutions which not only address current acute low-income rental housing needs, but that also that focuses on transitioning tribal members eventually to renting to home ownership. Knik Tribe has steadily increased the number of units within Housing Program.

Since 2009 Knik Tribe has acquired and/or renovated thirty- three ( 33) units of housing for use in the Affordable Rental Program. Prior to 2009, Knik Tribe did not have rental units available. The Knik Tribe Housing Program has successful increased its output of 33 units in the last seven years. If this proposal is approved. we will increase our units by approximately 35% (to 39 units).

Knik Tribe has implemented all required and applicable policies for the Knik Tribe Affordable Rental Housing Program and have experienced management and staff to complement the resources in place to effectively manage and maintain newly acquired housing units.

Knik Tribe’s "Affordable Rental Housing Program Policies", "Affordable Housing Application", and "Knik Tribe Residential Rental Agreement" provide the tools and resources to create a comprehensive affordable housing program that promotes fairness and sustainability of the program and assures that these housing activities will benefit 100% Low- to Moderate Income (LMI) persons and households; in accordance with the requirements of 24 CFR I 003.208(c).

The purchase of the additional six (6) units by Knik Tribe are planned for displaced families, meeting the requirements of 24 CFR § 1003.602 *Relocation and Real Property Acquisition*. The program revenue focus of the proposed project is to build a scale- of-operation program that will eventually be self-supporting and self-sustaining.

**Sub factor 3.2: Budget and Cost Estimates**

Description	Federal Request	Applicant Match	Total
Housing Acquisitions	\$500,000	\$340,000	\$840,000
Direct Program Costs - In-Kind			
Subtotal – Direct Costs	\$500,000	\$340,000	\$840,000
Planning and Admin	\$100,000		\$100,000
Total Project	\$600,000	\$340,000	\$940,000

**Justification:**

**(Federal Request)**

Although no specific housing units have been identified or determined, the initial federal request cost is based on suggested current market value of the proposed three (3) duplexes, each unit will be 3 bedrooms and 2 baths, the estimate at \$280,000 which equates to \$840,000 for the total request plus a portion of closing costs which we estimate based on prior property purchase to be approximately \$3,000. The total estimated cost is estimated at \$849,000; with the federal request portion of \$500,000. The additional \$340,000 will be paid with matching IHBG funds.

**(Applicant Match)**

Knik Tribe’s match for our property acquisition project are based on previous experience with purchase costs for brand new duplex construction in our market area. We have estimated that each duplex will cost approximately \$280,000. We will be purchasing three (3) duplexes in total, to bring our final purchase costs to \$840,000 (\$280,000 x 3). We will utilize \$340,000 of our IHBG funds to cover the additional costs that go above the \$600,000 ICDBG limit.

**Planning and Administration**

The federal request for Planning and Administration cost category covers the estimated costs for non-project specific expenses that are generally identified as organizational overhead. It is imperative for the organizational financial well-being that every grant program contributes its nominal share to this cost category. While Knik Tribe has in place an indirect rate (22%) negotiated with our cognizant agency, the U.S. Department of the Interior, the ICDBG limit on administrative

costs for this category is 20%. With these realities, we are seeking a Planning and Administration amount of \$100,000, which is 16.6% of the grant request (\$600,000 \* 16.6%). This will provide organizational support for this project to cover appropriate administrative salaries and benefits, audit services, office equipment rental, administration supplies, facility support, and other expenses related to the organization. Costs can be calculated based on percentages for the individual line items as follows: 1) Administrative Salaries and Benefits: 60%, 2) Audit Services: 5%, 3) Office Equipment Rental: 5%, 4) Supplies: 10%, 5) Consumables Postage, etc.: 5%, and 6) Office Space Support: 15%. Total equals 100%.

The budget was prepared by Lori Canady, Knik Tribe Housing Director. Lori is responsible for the increased number of housing units that the tribe has acquired from 12 units in 2014 to over 33 units. She is also a licensed real estate mortgage broker (AK #514527) with over twenty (20) years' experience in real estate; commercial property management; commercial banking & lending. Mrs. Canady's management and community development experience is diverse and applicable given the competitive and fluid nature of the local development market in the Knik Tribe Service Area.

### **Sub factor 3.3: Commitment to Sustain Activities**

Knik Tribe has committed considerable resources and has successfully managed current and prior grant and programmatic funds; towards developing an effective housing program. Which incorporates sustainable activities and enhances the community's viability in its efforts to meet the needs of the huge influx of NA/IA families, low income or otherwise into the Knik Tribe Service area because of the excessive cost of living in outlying areas. As the Knik Tribe Service Area population increases and subsequent demands for affordable housing increases, Knik Tribe has made and fulfilled the commitment to ensure tribal members; especially those LMI individuals and households needs are met. Additionally, Knik Tribe writes into its Indian Housing Community Block Grant (IHBG) Indian Housing Plan (IHP) a portion of its funds to be used towards the ongoing maintenance and management for all our acquired rental properties. *(See 2017 ICDBG Factor 3 - Attachments: Knik Tribe Management and Maintenance Policy)*

#### **3.3.a. Public Facilities and Improvement Projects**

N/A

#### **3.3.b. New Housing Construction**

The Knik Tribe Property Acquisition Project fits under all three elements of the section of this NOFA Sub factor component. Knik Tribe addresses the New Housing Construction component in that the primary activities for which the federal request targets is the acquisition of above standard housing properties to be added to the Knik Tribe Housing Departments Affordable Housing inventory. In addition, Knik Tribe has applied a match component consisting of funds secured through the IHBG program which provides funding and resources towards Housing Acquisition.

While the Knik Tribe Property Acquisition Project has many facets, the federal request sought through this proposal is targeted towards to acquisition of appropriate residential housing units

which can assist in alleviating the acute lack of affordable housing availability within the Knik Tribe Service Area.

The Knik Tribe Housing program has established and adopted the attached Knik Tribe Management and Maintenance Policy, which applies to current units in our inventory and that will apply to the proposed properties to be acquired. This policy provides a detailed description of the ongoing maintenance responsibilities for the units to be acquired. The Knik Tribe Management and Maintenance Policy were specifically adopted to meet the requirements for HUD funded rental homes and it specifically states that "As an affordable housing activity under NAHASDA and in compliance with Section 202(4), Knik Tribe provides Housing Management Services and Maintenance Services in compliance with Section 203(b). In an effort to assist eligible low-income families with their affordable housing needs, Knik Tribe will utilize NAHASDA IHBG funds to provide services defined by NAHASDA Affordable Housing Activities in Section 202(4) and 24 CFR Part 1000.102." Establishment and adoption of this policy effectively demonstrates our commitment to sustain the units we will have available under the program.

The Knik Tribe Management and Maintenance Policy clearly establishes how Knik Tribe will be responsible for maintaining the dwelling units in a safe and consistent manner by performing regular inspections, providing and paying for insurance and preventive maintenance, conducting all necessary repairs and ensuring the productive and useful life of the units.

Knik Tribe has a financial literacy training program that is offered at no cost to all our rental tenants regardless of income. This course is structured to suit the individuals needs in the areas of credit, money management, and debt consolidation. This course is in the startup phase and is currently offered online as well as in a classroom setting. Knik Tribe anticipates that we will have successes of individuals starting in our affordable rental program with either bad or no credit, lack of budgeting and other financial weakness areas that will be corrected after attending these workshops; to reach their financial goals of home ownership in most cases. Therefore, moving out of the Knik Tribe affordable rental housing program to allow for a new family in need to move in and keep the process moving forward to help with the high demand of affordable housing in our area.

**2017 ICDBG Rating Factor 3: ATTACHMENTS**

- Knik Tribe Management and Maintenance Policy

**KNIK TRIBAL COUNCIL  
HOUSING MANAGEMENT AND MAINTENANCE POLICY**

**I. INTRODUCTION**

Knik Tribal Council (KTC) has established a Tribal Housing Program which is administered by the KTC Housing Department (HD). The HD has been given the power and responsibility to address the KTC housing needs. This means that among its housing responsibilities, the HD shall administer the Indian Housing Block Grant (IHBG) Funds that the KTC receives from the U. S. Department of Housing and Urban Development (HUD) under the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA). The NAHASDA program is administered by the Alaska Office of Native American Programs (AONAP) in Anchorage. KTC has adopted the following Tribal Housing Management and Maintenance Policy (Policy) to govern the actions of KTC and HD as they relate to these services. Unless otherwise stated in the Policy, this Policy will be followed by KTC, the HD, and all their officers, employees, agents, and grantees as they carry out their activities, including their use of NAHASDA funds.

The KTC Executive Director is authorized to make minor changes to current policy, if such changes are deemed beneficial to the client, KTC and HUD. All major changes must be authorized by the KTC Governing Body, the Knik Tribal Council.

- A. Adoption of this Policy. KTC has carefully developed this Policy. Though some of the Policy's provisions may be required by funding agencies, most are created by KTC to simply ensure a well run program. KTC has formally adopted this Policy by Resolution on the date shown on the resolution and it is effective as of that date. The Policy replaces previous management and maintenance policies that may have previously been established. Furthermore, all other HD rules and requirements must now comply with this Policy except where the KTC or HD may have been previously contractually bound otherwise. In those cases, conflicting requirements will be changed only if the party contracted with agrees to amend the contract.
- B. The Reason for this Policy. KTC is required by NAHASDA, and in some cases other funding programs, to adopt certain policies and policy provisions. In addition, KTC also recognizes that it is a good management practice for the HD to have special policies to govern its operations. Therefore, this Policy must be followed by KTC, HD, and their staffs at all times and when appropriate, its requirements should be placed in HD contracts.

- C. A Public and Posted Policy. The HD will post and make a copy of this Policy available to anyone who requests one.
- D. Complying with this Policy. KTC and HD shall comply with this Policy with the following exceptions: 1) unless it is operating an Exempt Program (see Exempt Programs below); 2) The KTC Executive Director has authority to make minor changes to policies that are in the best interest of KTC, the Client, and HUD; 3) Or if an exemption is noted elsewhere in this policy.
- E. Conflicting Laws or Regulations. At the time this Policy is adopted there are no conflicting or contradictory KTC laws. However, should KTC formally adopt a law that conflicts with a provision of this Policy, KTC will amend the Policy. From time to time, a funding source such as the U.S. Congress or HUD may adopt a new funding requirement that will conflict with a provision of this Policy. KTC in these cases will determine whether to amend this Policy and add that new requirement or to forgo seeking additional funding from that agency or corporation.
- F. Other HD Procedures, Rules, or Requirements. The HD may from time to time adopt other procedures and rules. Some of these requirements will be for specific programs and others might cover all HD activities. These however will not be identified as policies. These rules and procedures however must not conflict with or violate the basic provisions and terms contained in this Policy.
- G. Exempt Programs. The HD may establish Exempt Programs. These would be programs that are not funded with restricted money such as NAHASDA grants and the HD would create policies for the exempt programs. If this should occur, the program shall be labeled an Exempt Program and this Policy and its provisions will not necessarily apply to it. A special policy shall be adopted to govern each Exempt Program and a resolution designating the exemption. Furthermore, this Policy shall be amended to identify each specific Exempted Program by name.
- H. Exceptions and Waivers. Except as expressly outlined elsewhere in this Policy, no exceptions or waivers of a Policy provision can be made by the HD to these Policy provisions without the written consent of the KTC Executive Director or Knik Tribal Council.
- I. Amendment and Modifications. This Policy can only be amended by a majority vote of the designated number of the Council at a duly called meeting of the Council. The Executive Director is authorized to make

minor changes to current policy, if it's deemed to be beneficial to the client and KTC. All major changes must be authorized by the Knik Tribal Council.

## II. HOUSING MANAGEMENT DEFINITION AND PROGRAM STATEMENT

- A. Definition: As an affordable housing activity under NAHASDA and in compliance with Section 202(4), Knik Tribal Council (KTC) provides Housing Management Services and Maintenance services in compliance with Section 203(b).

In an effort to assist eligible low-income families with their affordable housing needs, KTC will utilize NAHASDA IHBG funds to provide services defined by NAHASDA Affordable Housing Activities in Section 202(4) and 24 CFR Part 1000.102. These services include, but are not limited to:

1. Preparation of Work Specifications for Affordable Housing.
2. Loan Processing for Affordable Housing.
3. Tenant Selection for Affordable Housing.
4. Management of Tenant-based Rental Assistance Programs.
5. Mediation Programs for Tenant-landlord Disputes in Affordable Housing.
6. Inspections of Affordable Housing.

B. Program and Participant Management Statement

To run its housing programs, KTC has established basic management practices. These include a process to designate HD programs, continuing program participation requirements, and other asset management requirements. These practices need to be formalized to insure that the Housing Program is managed in a responsible, uniform, and consistent manner. Although the HD may establish other written program and management procedures, the following are the basic requirements that will be followed:

1. Housing Program Policies. Whenever individual programs or activities are established, the HD must adopt a written program explanation and description. These Housing Program Policies shall individually summarize in short statements the basic special requirements for each HD program or activity.

2. **Asset Management.** The HD must keep a current inventory of all of its equipment and property. It will also take actions necessary to protect and retain all of property it owns unless the property has no significant value. HO property will be adequately insured.
3. **Maintenance of Housing and Other Structures.** The HD will make every reasonable effort to maintain all of its housing and other structures that it owns. This includes insuring that both routine and non-routine maintenance is performed by either the HD or another party. Existing housing is an important KTC investment and asset and when practical and reasonable every effort should be made to maintain it.

Whenever KTC owns any housing units, written Housing Maintenance Procedures will be established and followed. (HUD reference NAHASDA Sec. 102(c)(5)(c) and 203(e) and 24 CFR Part 1000.220). This establishes the minimum standards at which housing units are to be maintained and determines how maintenance will be accomplished. The HD furthermore will not permit units to be occupied that are not decent, safe, and sanitary, as determined by local and KTC standards. Appropriate inspection standards and forms will be developed.

### III. HOUSING MAINTENANCE

- A. The objective of this policy is to provide and maintain a safe and healthy environment for the rental occupants of KTC's assisted housing stock. The maintenance of the dwelling units will be performed in compliance with applicable housing codes and quality standards. For purposes of this policy, occupants will be referred to as Tenants.
- B. KTC will be responsible for maintaining the dwelling units (Sec. 203(b) of NAHASDA) in a safe condition by performing regular inspections, preventive maintenance, conducting all necessary repairs and ensuring the productive and useful life of the units. KTC is also responsible for the long-term planning of major renovations and modernizations. All operations will be done in an efficient and prudent manner for prompt renovation of vacant units and for proper control of manpower and materials. The housing entity will coordinate and maintain standards for customer service through communication and notices of its policy to the rental occupants.

## C. Responsibility of the Tenant:

1. The tenant is obligated to the terms of the Residential Rental Agreement (agreement) including maintaining the dwelling unit in good condition and appearance through proper housekeeping and ensuring continuous service of utilities (water, electricity, and/or gas or fuel oil). This responsibility includes the landscape/grounds of the unit, the proper care for pets (if allowed), and efforts to maintain a peaceful neighborhood. Tenants will not neglect or damage assigned dwelling units. Tenants are responsible for repairing all damages at their own expense. If the tenant fails to make needed repairs, KTC shall make the repairs and bill the charges to the tenant. The tenant shall be responsible for all damages to the unit and premises, including damages caused by guests or third parties. If necessary, the tenant may be required to seek legal recourse against such parties.
2. The Units are non-smoking units. Neither the Tenant nor guests are allowed to smoke within the Premises. Should any smoking take place in the premise, it is understood that the carpet will be replaced and the apartment painted at the Tenant's expense upon termination of tenancy, by a licensed contractor chosen by KTC.

## D. Preventive and Routine Maintenance Procedures

Based on the analysis of new construction and inspections of units under management, preventive and routine maintenance will be provided to minimize the need for costly maintenance at some future time. The HD will annually plan the service schedule for coolers, furnaces, fire extinguishers, smoke alarms, refrigerators and appliances, water heaters, water/fuel line inspections, weatherization items or corrections to the dwelling units or grounds. Efficient and effective implementation of the preventive maintenance plan will be required by management.

In the procurement of materials, equipment, and supplies, the HD will utilize KTC's Procurement Policy. In accordance with audit requirements, KTC will conduct an annual physical inventory. These procedures will be part of the routine maintenance scheduling.

1. Routine maintenance items: KTC shall provide for and perform routine, recurring maintenance tasks which include minor repairs and replacements which are not a result of damage caused by the tenant.

2. New construction: During design and construction of new units, KTC may assign HD staff to coordinate with the architects and engineers to assist in the standardization of equipment and parts so the HD can monitor the warranty and maintain stock for replacement and/or repairs. Further, the goal is to eliminate the use of discontinued parts on the dwelling units which hinders the maintenance program in procuring replacements. This will also assist the HD in maintaining as-built specifications and drawings for future references.
3. Emergency standby coverage: Standby coverage will be scheduled and posted. After the normal working hours, KTC may assign a maintenance staff to serve on standby status to respond to emergency calls by tenants. Such calls may be for broken windows, broken water lines, power outages, furnace problems during winter, sewer backups, or other emergencies threatening the health and safety of the tenants.

E. Landscaping and Grounds Maintenance

1. Tenants will be responsible for cleaning the surrounding grounds of the dwelling unit. Weeds and other rubbish will not be allowed to accumulate. Inoperative junk cars will not be permitted on the grounds.
2. KTC will be responsible for any landscaping shrubs, trees, lawns, and other plants by performing tasks such as watering, pruning, mowing, and other works.

F. Pest Control Service

All rental units may be treated for pest control as part of routine maintenance service. The HD will be responsible for securing the services. Pest control treatment may be scheduled and tenants informed 7 days prior to services. Any need to temporarily remove furniture, plants, food, or pets will be the responsibility of the tenant. During the routine inspection, maintenance staff will advise the HO of the need for additional attention.

G. Sanitation Service

All tenants are required to dispose of garbage in provided receptacles or containers. The HD will be responsible for securing trash pick-up services. The tenants are responsible for proper bagging, discarding in the provided

containers, and placing the receptacles on street curbs on the regularly scheduled pick up service day. Burning trash in yards will not be allowed. Compliance with local environmental health regulations will be enforced.

#### H. Pets and Animal Control

1. No Pets allowed unless a registered service animal. The tenant will be warned only once regarding the need to get rid of the pet; thereafter, appropriate local agencies will be contacted and termination of the lease agreement may be initiated.
2. Service Animal-Service Animals and Assistance for People with Disabilities in Housing and HUD-Funded Programs
  - a. Definition of Service Animal-Any dog that is individually trained to do work or perform tasks for the benefit on an individual with a disability under the ADA.
    - i. Is this a service animal that is required because of a disability?
    - ii. What work or tasks has the animal been trained to perform?
  - b. Denying Service Animal
    - i. out of control and its handler does not take effective action to control it.
    - ii. not housebroken
    - iii. animal poses a direct threat to the health or safety of others

#### I. Non-Routine Maintenance

1. Damaged Units/Emergency: If a unit is extensively damaged, through no fault of the tenant, the HD may coordinate to relocate the tenant and immediately schedule the unit for renovation. Such damages may occur as a result of fire, floods, wind, damages by vehicles, explosions, storms, or other uncontrollable situations. The HD will determine the safety factor of the damage and take appropriate protective action. Written reports will be prepared by the HD for the Management's review to assist in determining the appropriate process to repair the unit. If the damages are determined to be the fault of the tenant, KTC will decide on the appropriate charges and may initiate the lease termination process.
2. Insurance Claims: The HD will be responsible for filing all insurance claims that are covered in the KTC insurance policy for a particular property. KTC will insure the dwelling

unit but not additional coverage for tenant personal property. It is the responsibility of the tenant to promptly notify the HD of any damage which could result in an insurance claim.

J. Renovations

KTC will maintain major renovation schedules. This may include roof repairs, replacement of floors and tiles, gas or electric conversions, installations of new tubs, sink basins, plumbing fixtures, kitchen cabinet replacements, or other major work. Comprehensive planning for such modernization may be coordinated with departments. Tenants will be provided advance notification of any planned renovation and possible relocation.

K. Relocations

1. Temporary relocation. The following policies cover tenants who will not be required to move permanently but who must relocate temporarily for the project. Such residential tenants shall be provided:

- (a) Reimbursement for all reasonable out-of-pocket expenses incurred in connection with the temporary relocation, including the cost of moving to and from the temporarily occupied housing and any increase in monthly housing costs (e.g., rent/utility costs).
- (b) Appropriate advisory services, including reasonable advance written notice of:

- (i) The date and approximate duration of the temporary relocation;
- (ii) The location of the suitable, decent, safe and sanitary dwelling to be made available for the temporary period;
- (iii) The terms and conditions under which the tenant may occupy a suitable, decent, safe, and sanitary dwelling in the building/complex following completion of the repairs.

(c) Displaced person-For purposes of this section, the term "displaced person" means any person that moves from real property, or moves his or her personal property from real property, permanently, as a direct result of rehabilitation, demolition, or acquisition for a project assisted under this part. The term "displaced person" includes, but is not limited to:

- (i) A tenant-occupant of a dwelling unit who moves from the building/complex permanently after the submission to HUD of an IHP that is later approved.
- (ii) Any person, including a person who moves before the date described in paragraph (g)(1)(i) of this section, that the recipient determines was displaced as a direct result of acquisition, rehabilitation, or demolition for the assisted project.
- (iii) A tenant-occupant of a dwelling unit who moves from the building/complex permanently if the move occurs before the tenant is provided written notice offering him or her the opportunity to lease and occupy a suitable, decent, safe and sanitary dwelling in the same building/complex, under reasonable terms and conditions, upon completion of the project. Such reasonable terms and conditions

KTC

Management & Maintenance Policy

include a monthly rent and estimated average monthly utility costs that do not exceed the greater of:

(A) The tenant-occupant's monthly rent and estimated average monthly utility costs before the agreement; or

(B) 30 percent of gross household income.

(d) A tenant-occupant of a dwelling who is required to relocate temporarily, but does not return to the building/complex, if either:

(i) The tenant-occupant is not offered payment for all reasonable out-of-pocket expenses incurred in connection with the temporary relocation, including the cost of moving to and from the temporarily occupied unit, any increased housing costs and incidental expenses; or

(ii) Other conditions of the temporary relocation are not reasonable.

(iii) A tenant-occupant of a dwelling who moves from the building/complex after he or she has been required to move to another dwelling unit in the same building/complex in order to carry out the project, if either:

(a) The tenant-occupant is not offered reimbursement for all reasonable out-of-pocket expenses incurred in connection with the move; or

(b) Other conditions of the move are not reasonable.

K. Structural Changes

KTC may change the structure of a rental unit if extensive work or major renovation is already planned or if it determines that the structural changes would be beneficial to the KTC's plan and operations (e.g. disabled accessibility improvements, redesign of floor plan for practical purposes). Tenants shall not make any structural changes.

IV. INSPECTIONS (See Sec. 403(b) of NAHASDA)

KTC shall conduct inspections of each unit in accordance with this policy. All tenants are required under the agreements to participate in pre-occupancy, post occupancy, periodic, pre-move out, and final move-out inspections.

A. Routine Inspections

On at least an annual basis, KTC will conduct inspections to determine the condition of the rental unit and to schedule emergency, routine, or extraordinary maintenance. Tenants will be given 7 days notice of

scheduled inspections. Upon completion of inspection, KTC and staff will meet with the tenant to review findings and establish a plan for repairs, if needed.

If the unit is damaged due to negligence and determined to be unsafe and unsanitary for continued occupancy, KTC may require counseling for the tenants in accordance with the NAHASDA Low-Income Rental Housing Policy. If major repairs are necessary and to be charged to the tenant, the cost estimate and proposed payment plan will be discussed and settled prior to commencement of work.

B. **Unscheduled Inspections**

In the event of an emergency situation, unscheduled maintenance inspections may be conducted. Tenants may not receive advanced notification in such cases. This may include coordination with the Law Enforcement, Child Protective Services, Social Services, or other agencies which will have obtained approval from the HD for an unscheduled inspection.

C. **Move-In and Move-Out Inspections**

Once a tenant has been selected and assigned to a unit, a move-in inspection shall be scheduled. KTC and tenant (and or representative) shall sign the inspection report, which shall list all deficiencies. KTC maintenance staff will complete any required repairs in a timely manner.

Any move-out inspection will be coordinated with the HD staff. Repairs needed that are not normal wear and tear will be charged to the current (previous) rental tenant. The maintenance staff will determine the renovation work requirement and after completion, inform the HD of the availability of the unit. If the unit is abandoned, the cost to put the unit in good condition will be charged to the account of the tenant.

V. **WORK ORDER PROCEDURE**

A. **Work Orders**

KTC shall perform all required maintenance by an approved work order. Tenants shall either request a work order in person or by phone and provide the following information: project name and/or number, unit number, name of head of household, and description of work to be performed. Completion of request for work order form will constitute permission by tenant for KTC to enter the unit. The HD and/or Maintenance staff will determine the status of the work order (emergency or routine) and the HD will approve the request and assign appropriate

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KTC

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maintenance staff to conduct repairs. Any emergency work orders must be immediately performed to prevent any injury or further damage. Emergencies will be determined by any condition, which may threaten the life, safety, or health of the occupants or severely affect the immediate premises of the unit. Assigned Maintenance staff will report the labor hours plus materials used on the forms provided.

## B. Charges

KTC will charge for all work orders that are determined to be the fault of the tenant. Such charges will include the labor and cost of materials used. At the request of the tenant, estimates may be provided. The tenant will be responsible for payment of the work order. Normal wear and tear of rental units will not be charged to the tenant. A schedule of charges shall be provided to the tenant upon request.

## VI. DEMOLITION AND DISPOSITION

## A. Destruction of units

As a last alternative, the HD may recommend demolition/destruction of unit(s) if the unit(s) are unsafe and if demolition/destruction is in the best interest of KTC. Factors for determining unsafe conditions may include, but are not limited to, foundation problems, asbestos materials, radiation contamination, lead poisoning, or other infectious bacteria related contamination. The will document justification for recommending demolition.

## B. Donation of units

If KTC decides to donate a unit to other service providers because it is in the best interest of KTC and its tenants, the HD will be responsible for the logistics. Donations may be made to Head Start, Child Care, Resident Councils, Teen Councils, or other tribal programs serving the tenants. The Maintenance staff will make minor or major repairs and prepare the unit for occupancy. The HD will be responsible for securing the necessary management plan that will specify that the housing entity will no longer be responsible for maintenance of the unit.

*End NAHASDA Housing Management and Maintenance Policy*

# ONE YEAR PLAN & ANNUAL PERFORMANCE REPORT

## SECTION 2: HOUSING NEEDS

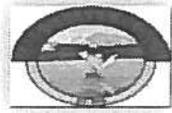
NAHASDA § 102(b)(2)(B)

(1) **Type of Need:** Check the appropriate box(es) below to describe the estimated types of housing needs and the need for other assistance for low-income Indian families (column B) and all Indian families (column C) inside and outside the jurisdiction.

(A) Type of Need	Check All That Apply	
	(B) Low-income Indian Families	(C) All Indian Families
(1) Overcrowded Households	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(2) Renters Who Wish to Become Owners	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(3) Substandard Units Needing Rehabilitation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(4) Homeless Households	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(5) Households Needing Affordable Rental Units	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(6) College Student Housing	<input type="checkbox"/>	<input type="checkbox"/>
(7) Disabled Households Needing Accessibility	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(8) Units Needing Energy Efficiency Upgrades	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(9) Infrastructure to Support Housing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(10) Other (specify below)	<input type="checkbox"/>	<input type="checkbox"/>

*2021-1*

(2) **Other Needs.** (Describe the "Other" needs below. Note: this text is optional for all needs except "Other.");



**Knik Tribe Property Acquisition Project**  
**Indian Community Development Block Grant Program**  
US Department of Housing and Urban Development FR-6100-N-23

**Narrative for Rating Factor 4: Leveraging Resources**

The Knik Tribe Property Acquisition Project budget (HUD 4123 Cost Summary) can be found in the 2017 ICDBG Factor 2 – Attachments. The budget indicates a request of \$600,000 in ICDBG grant funds while KTC intends to provide a total of \$340,000 in leveraged resources which equates to approximately a percentage of 57%. The overview below demonstrates a firm commitment by Knik Tribe of leveraged funds for our project

The source of our leveraged resources will come in total from our Indian Housing Block Grant (IHBG), subject to approval of the 2017 ICDBG proposal. A written statement identifying and committing IHBG funds to the project, subject to the approval of the 2017 ICDBG was signed by our Executive Director, Richard Porter, and submitted with this proposal. (*See 2017 ICDBG Factor 4 - Attachments: KTC Letter of Commitment*)

**Justification for the leveraged resources:**

Knik Tribe's match for our property acquisition project are based on previous experience with purchase costs for brand new duplex construction in our market area. We have estimated that each duplex will cost approximately \$280,000. We will be purchasing three (3) duplexes in total, to bring our final purchase costs to \$840,000 (\$280,000 x 3). We will utilize \$340,000 of our IHBG funds to cover the additional costs that go above the \$600,000 ICDBG limit to ensure we keep with the markets demand of affordable housing.

**Planning and Administration**

The federal request for Planning and Administration cost category covers the estimated costs for non-project specific expenses that are generally identified as organizational overhead. It is imperative for the organizational financial well-being that every grant program contributes its nominal share to this cost category. While Knik Tribe has in place an indirect rate (22%) negotiated with our cognizant agency, the U.S. Department of the Interior, the ICDBG limit on administrative costs for this category is 20%. With these realities, we are seeking a Planning and Administration amount of \$100,000, which is 16.6% of the grant request (\$600,000 \* 16.6%). This will provide organizational support for this project to cover appropriate administrative salaries and benefits, audit services, office equipment rental, administration supplies, facility support, and other expenses related to the organization. Costs can be calculated based on percentages for the individual line items as follows: 1) Administrative Salaries and Benefits: 60%, 2) Audit Services: 5%, 3) Office Equipment Rental: 5%, 4) Supplies: 10%, 5) Consumables Postage, etc.: 5%, and 6) Office Space Support: 15%. Total equals 100%.

(*See 2017 ICDBG Factor 4 - Attachments: KTC 2017 Indian Housing Plan*)

**2017 ICDBG Rating Factor 4: ATTACHMENTS**

**(3) Planned Program Benefits.** (Describe below how your planned programs and activities will address the needs of low income families identified above. Also describe how your planned programs will address the various types of housing assistance needs. NAHASDA § 102(b)(2)(B)):

Knik Tribe currently provides several services to its beneficiaries, they are the Mod/Rehab and Elder Rehab Programs, the Affordable Housing Program, the Emergency Assistance Program and the Native Youth Program. We also partner with other organizations to supplement tribal needs. This year we will continue the development of a Community Development Financial Institution (CDFI) to expand our services to include a revolving loan fund.

The Mod/Rehab and Elder Rehab Programs address the needs of Substandard Units Needing Rehabilitation, Disabled Housing Households needing accessibility, Units needing Energy Efficiency Upgrades and overcrowded households by rehabilitating and weatherizing homes owned by eligible Alaska Native/American Indian families.

The Emergency Assistance Program will provide funds for those who are, eligible applicants. Assistance may be used for utility, provide assistance for mortgage payments.

The Native Youth Program will address eligible household youth the opportunity to gain independence, leadership skills, and employability skills. While in this program trainers will teach the value of Alaska Native self-sufficiency models and conservation methods.

The Affordable Housing Program strives to provide safe, affordable, quality housing for the Alaska Native/American Indian families living in the Knik Tribe Service Area.

Alaska Benteh Capital, a subsidiary of Knik Tribe created in 2014 as a Native Community Development Financial Institution (CDFI). Our CDFI will provide financial literacy training, credit counseling and down payment assistance to first time homebuyers.

Program descriptions and services provided in Section 3 of this IHP.

**(4) Geographic Distribution.** (Describe below how the assistance will be distributed throughout the geographic area and how this geographic distribution is consistent with the needs of low income families. NAHASDA § 102(b)(2)(B)(i)):

The Knik Tribe Service Area consists of the entire Mat-Su Borough. Applications are accepted from households living in the Mat-Su Borough for all programs.

The Native village of Knik is located on the west bank of the Knik Arm of the Cook Inlet, about 17 miles northeast of Anchorage in the Matanuska Susitna (Mat-Su) Borough and part of the Mat-Su Census area and is also included as one of the eight federally recognized tribes within the Cook Inlet Region, Inc.

The current enrollment records indicate that there are 1,654 tribal members enrolled to Knik Tribe. According to the U.S. Census, the 2010 Alaska Native/American Indian population of the Matanuska-Susitna Borough is 8,964. This is considerable growth since 2000 when the AN/AI population was 5,108. Many AN/AI families have moved to the Knik Tribe service area due to the extremely high cost of living in rural Alaska.

The State of Alaska Department of Labor estimates that the unemployment rate for the Mat-Su Borough is 8.5% as of January 2016, higher than the Alaska unemployment rate of 7.1%. Specific village data is often not available but based on past trends, it can be assumed that there are fewer economic opportunities in the less populated areas and unemployment rates are likely higher specifically for AN/AI populations. Furthermore, unemployment rates are generally based upon opportunities in those who have applied for unemployment benefits, those who have not applied are not counted.

The Knik Tribal Council (KTC) has determined that numerous homes occupied by low-income AN/AI families and elders are in need of rehabilitation. The 2010 Census indicates that 5.4% of households in the Knik Tribe Service Area lack complete indoor plumbing (this includes lack of sink, bath/shower or toilet). There are 4.2% of households that lack adequate kitchen facilities (this includes no stove, refrigerator, or acceptable running water).

KTC has also determined that there is a need for affordable rental housing. In 2014, KTC assisted 42 families with Emergency Assistance, 51.5% of which were for rental/mortgage assistance. All of these applicants were low-income applicants.

## SECTION 3: PROGRAM DESCRIPTIONS

[102(b)(2)(A)], [233(a)], [235(c)], [404(b)], 24 CFR §1000.512(b)(2) and (3)

### Planning and Reporting Program Year Activities

In this section, the recipient must provide a description of its planned eligible activities, and intended outcomes and outputs for the One-Year IHP. The recipient can select any combination of activities eligible under NAHASDA and intended outcomes and outputs that are based on local needs and priorities. There is no maximum or minimum number of eligible activities or intended outcomes and outputs. Rather, the One-Year IHP should include a sufficient number of eligible activities and intended outcomes to fully describe any tasks that the recipient intends to fund in whole or in part with IHBG resources during the coming program year.

Subtitle B of NAHASDA authorizes recipients to establish a program for self-determined housing activities involving construction, acquisition, rehabilitation, or infrastructure relating to housing activities or housing that will benefit the low-income households served by the Indian tribe. A recipient may use up to 20 percent of its annual allocation, but not more than \$2 Million, for this program. Section 233(a) of NAHASDA requires a recipient to include its planned self-determination program activities in the IHP, and Section 235(c) requires the recipient to report the expenditures, outputs, and outcomes for its self-determination program in the APR. For more information, see PIH Notice 2010-35 (Demonstration Program - Self-Determined Housing Activities for Tribal Governments) at [http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_8814.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_8814.pdf)

The One-Year IHP is not required to include eligible activities or intended outcomes and outputs that will not receive IHBG resources. For example, the recipient may be planning to apply for Low Income Housing Tax Credits (LIHTC) from its state. If those tax credit projects will not receive IHBG resources, they are not required to be described in the IHP. However, the recipient may wish to include non-IHBG activities in the IHP to provide tribal members with a more complete picture of housing activities.

If an activity will receive partial funding from an IHBG resource, it must be described in the IHP.

For example, if the recipient uses IHBG-funded staff persons to manage, inspect, or maintain an LIHTC-funded rental project, that project would be considered an IHBG-assisted project and the related activities must be described in the IHP.

Planning and Administrative expenses and loan repayments should not be identified as programs in the IHP. That is why there are dedicated rows in the Uses of Funding budget for these expenses. Instead, describe anticipated planning and administrative expenses in Section 6, Line 4 of the IHP, and describe actual planning and administration expenses in Section 6, Line 5 of the APR. Report the planned and actual amount of planning and administrative expenses in the dedicated row of the Uses of Funding budget (Section 5, Line 2). Please note that Reserve Accounts to support planning and administration is an eligible activity and should be identified as a program in the IHP, and any planned or actual expenditure from the Reserve Account would be reported by its program name in the Uses of Funding table.

With regard to loan repayments made with IHBG funds, describe planned loan repayments in Section 5, Line 4 of the IHP, and describe actual loan repayments in Section 5, Line 5 of the APR. Report the planned and actual amount of loan repayments in the dedicated row of the Uses of

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Funding budget (Section 5, Line 2), except as noted in the following instructions for Column O in the Uses of Funding table. Column O should show the IHBG funds that were expended in the previous 12-month program year. If the recipient borrowed and repaid a loan or a portion of a loan in the same year using IHBG funds, show the repayment of the principal amount in the IHBG program line in the Uses of Funding table and report loan interest payments and loan expenses in the Loan Repayment line in the Uses of Funding table. The Administrative and Planning spending cap must be based on the actual expenditures incurred during the 12-month period, and not on the amount shown in the IHP. These expenditures should be reported on the Planning and Administration row. The total amount of IHBG funds expended cannot exceed the total amount in Column H, Row 1 of Line 1 (Sources of Funding table).

For the IHP, complete the unshaded sections to describe the planned activities, outcomes and outputs in the coming 12-month program year. The recipient must complete Lines 1.1 through 1.4, Lines 1.6 and 1.7, and Line 1.9 for each eligible activity or program planned for the One-Year IHP. For the APR, complete the shaded sections to describe actual accomplishments, outcomes, and outputs for the previous 12-month program year. In particular, complete Lines 1.5, 1.8, 1.9, and 1.10 for each program included in the IHP.

**Eligible Activity May Include (citations below all reference sections in NAHASDA):**

Eligible Activity	Output Measure	Output Completion
(1) Modernization of 1937 Act Housing [202(1)]	Units	All work completed and unit passed final inspection
(2) Operation of 1937 Act Housing [202(1)]	Units	Number of units in inventory at Program Year End (PYE)
(3) Acquisition of Rental Housing [202(2)]	Units	When recipient takes title to the unit
(4) Construction of Rental Housing [202(2)]	Units	All work completed and unit passed final inspection
(5) Rehabilitation of Rental Housing [202(2)]	Units	All work completed and unit passed final inspection
(6) Acquisition of Land for Rental Housing Development [202(2)]	Acres	When recipient takes title to the land
(7) Development of Emergency Shelters [202(2)]	Households	Number of households served at any one time, based on capacity of the shelter
(8) Conversion of Other Structures to Affordable Housing [202(2)]	Units	All work completed and unit passed final inspection
(9) Other Rental Housing Development [202(2)]	Units	All work completed and unit passed final inspection
(10) Acquisition of Land for Homebuyer Unit Development [202(2)]	Acres	When recipient takes title to the land
(11) New Construction of Homebuyer Units [202(2)]	Units	All work completed and unit passed final inspection
(12) Acquisition of Homebuyer Units [202(2)]	Units	When recipient takes title to the unit

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(13) Down Payment/Closing Cost Assistance [202(2)]	Units	When binding commitment signed
(14) Lending Subsidies for Homebuyers (Loan) [202(2)]	Units	When binding commitment signed
(15) Other Homebuyer Assistance Activities [202(2)]	Units	When binding commitment signed
(16) Rehabilitation Assistance to Existing Homeowners [202(2)]	Units	All work completed and unit passed final inspection
(17) Tenant Based Rental Assistance [202(3)]	Households	Count each household once per year
(18) Other Housing Service [202(3)]	Households	Count each household once per year
(19) Housing Management Services [202(4)]	Households	Count each household once per year
(20) Operation and Maintenance of NAHASDA-Assisted Units [202(4)]	Units	Number of units in inventory at PYE
(21) Crime Prevention and Safety [202(5)]	Dollars	Dollars spent (report in Uses of Funding table only)
(22) Model Activities [202(6)]	Dollars	Dollars spent (report in Uses of Funding table only)
(23) Self-Determination Program [231-235]		
Acquisition	Units	When recipient takes title to the unit
Construction	Units	All work completed and unit passed final inspection
Rehabilitation	Units	All work completed and unit passed final inspection
Infrastructure	Dollars	Dollars spent (report in Uses of Funding table only)
(24) Infrastructure to Support Housing [202(2)]	Dollars	Dollars spent (report in Uses of Funding table only)
(25) Reserve Accounts [202(9)]	N/A	N/A

**Outcome May Include:**

(1) Reduce over-crowding	(7) Create new affordable rental units
(2) Assist renters to become homeowners	(8) Assist affordable housing for college students
(3) Improve quality of substandard units	(9) Provide accessibility for disabled/elderly persons
(4) Improve quality of existing infrastructure	(10) Improve energy efficiency
(5) Address homelessness	(11) Reduction in crime reports
(6) Assist affordable housing for low income households	(12) Other – must provide description in boxes 1.4 (IHP) and 1.5 (APR) below

**IHP: PLANNED PROGRAM YEAR ACTIVITIES (NAHASDA § 102(b)(2)(A))**

For each planned activity, complete all the non-shaded sections below. It is recommended that for each program name you assign a unique identifier to help distinguish individual programs. This unique number can be any number of your choosing, but it should be simple and clear so that you and HUD can track tasks and results under the program and collect appropriate file documentation tied to this program.

- One way to number your programs is chronologically. For example, you could number your programs 2011-1,

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2011-2, 2011-3 etc.

- Or, you may wish to number the programs based on type. For example rental 1, rental 2, homebuyer1, homebuyer 2 etc. This type of numbering system might be appropriate if you have many programs that last over several years.
- Finally, you may wish to use an outline style of numbering. For example, all programs under your first eligible activity would start with the number 1 and then be consecutively numbered as 1.1, 1.2, 1.3 etc.

**APR: REPORTING ON PROGRAM YEAR PROGRESS (NAHASDA § 404(b))**

Complete the shaded section of text below to describe your completed program tasks and actual results. Only report on activities completed during the 12-month program year. Financial data should be presented using the same basis of accounting as the Schedule of Expenditures of Federal Awards (SEFA) in the annual OMB Circular A-133 audit. For unit accomplishments, only count units when the unit was completed and occupied during the year. For households, only count the household if it received the assistance during the previous 12-month program year.

<b>1.1. Program Name and Unique Identifier:</b>	KTC Mod/Rehab and Elder Rehab Programs KTC -2017-1
<b>1.2. Program Description (This should be the description of the planned program.):</b>	
The Mod/Rehab Program works to promote energy efficiency, safe and comfortable homes for eligible families living in standard housing who are Alaska Native/American Indian, low income households residing in the Knik Tribe Service Area. Services provided, but not limited to, door and window replacement, skirting, insulation, wheel chair access, foundation repairs and roof repairs. The Elder Rehab Program provides assistance to elders for minor rehab needs to ensure safe, secure and comfortable living. Additionally, costs for inspections and insurance for any and all projects will be provided under this program.	
<b>1.3. Eligible Activity Number (Select one activity from the Eligible Activity list. Do not combine homeownership and rental housing in one activity, so that when housing units are reported in the APR they are correctly identified as homeownership or rental.):</b>	16
<b>1.4. Intended Outcome Number (Select one outcome from the Outcome list. Each program can have only one outcome. If more than one outcome applies, create a separate program for each outcome.):</b>	3
<b>Describe Other Intended Outcome (Only if you selected "Other" above):</b> _____ _____	
<b>1.5. Actual Outcome Number (In the APR identify the actual outcome from the Outcome list.):</b>	
<b>Describe Other Actual Outcome (Only if you selected "Other" in above):</b> _____ _____	
<b>1.6. Who Will Be Assisted (Describe the types of households that will be assisted under the program. Please note: assistance made available to families whose incomes fall within 80 to 100 percent of the median should be included as a separate program within this section.):</b> The Mod/Rehab and Elder Program serves low-income (80% or below Median Income) Alaska Native/American Indian families who own homes in the Knik Tribe Service area.	
<b>1.7. Types and Level of Assistance (Describe the types and the level of assistance that will be provided to each household, as applicable.):</b>	

Funds for Rehab can be used for foundation repairs or upgrades, roof repairs or upgrades, electrical re-wiring, plumbing, handicapped accessibility, any health and safety concerns, including mold remediation specific code violations relating to the structure and weatherization. The level of assistance cannot exceed \$20,000 and will vary depending on the need. Some Rehab's may only need \$1,000 while others may have a need for more. This is a one-time grant and it will not be required to be repaid.

Funds for Elder Rehab can be used for furnace/boiler repair, garage repair, minor plumbing repair, electrical repair, general household repairs. The level of assistance cannot exceed \$5,000 and will vary on the need. This is a grant and will not be required to be paid back.

**1.8. APR:** Describe the accomplishments for the APR in the 12-month program year. In accordance with 24 CFR § 1000.512(b)(3), provide an analysis and explanation of cost overruns or high unit costs.

**1.9: Planned and Actual Outputs for 12-Month Program Year**

Planned Number of Units to be Completed in Year Under this Program	Planned Number of Households To Be Served in Year Under this Program	Planned Number of Acres To Be Purchased in Year Under this Program
8		
APR: Actual Number of Units Completed in Program Year	APR: Actual Number of Households Served in Program Year	APR: Actual Number of Acres Purchased in Program Year

**1.10: APR:** If the program is behind schedule, explain why. (24 CFR § 1000.512(b)(2))

2.1. Program Name and Unique Identifier:	KTC Emergency Assistance Program -2017-2		KTC
2.2. Program Description (This should be the description of the planned program.):			
The Emergency Assistance Program will assist eligible individuals and families with funding to prevent homelessness and emergency need of utilities.			
2.3. Eligible Activity Number (Select one activity from the Eligible Activity list. Do not combine homeownership and rental housing in one activity, so that when housing units are reported in the APR they are correctly identified as homeownership or rental.):			18
2.4. Intended Outcome Number (Select one outcome from the Outcome list. Each program can have only one outcome. If more than one outcome applies, create a separate program for each outcome.):			5
Describe Other Intended Outcome (Only if you selected "Other" above):			
2.5. Actual Outcome Number (In the APR identify the actual outcome from the Outcome list.):			
Describe Other Actual Outcome (Only if you selected "Other" above):			
2.6. Who Will Be Assisted (Describe the types of households that will be assisted under the program. Please note: assistance made available to families whose incomes fall within 80 to 100 percent of the median should be included as a <u>separate</u> program within this section.):			
Low Income (80% or below Median Income) Alaska Native/American Indian families who reside in the Knik Tribe service area.			
2.7. Types and Level of Assistance (Describe the types and the level of assistance that will be provided to each household, as applicable.):			
Emergency Assistance will offer grants/loans to eligible households, up to \$1,500 for rental/mortgage assistance and/or utility payment, delinquent property taxes, or firewood/oil purchase for heat.			
2.8. APR: Describe the accomplishments for the APR in the 12-month program year.			
2.9: Planned and Actual Outputs for 12-Month Program Year			
Planned Number of Units to be Completed in Year Under this Program	Planned Number of Households To Be Served in Year Under this Program	Planned Number of Acres To Be Purchased in Year Under this Program	
	60		

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APR: Actual Number of <b>Units</b> Completed in Program Year	APR: Actual Number of <b>Households</b> Served in Program Year	APR: Actual Number of <b>Acres</b> Purchased in Program Year

**2.10: APR:** *If the program is behind schedule, explain why. (24 CFR § 1000.512(b)(2))*

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3.1. Program Name and Unique Identifier:	KTC Native Youth Program -2017-3		KTC
3.2. Program Description (This should be the description of the planned program.):			
The Native Youth Program will provide leadership and team building skills at a five day fish camp.			
3.3. Eligible Activity Number (Select one activity from the Eligible Activity list. Do not combine homeownership and rental housing in one activity, so that when housing units are reported in the APR they are correctly identified as homeownership or rental.):			18
3.4. Intended Outcome Number (Select one outcome from the Outcome list. Each program can have only one outcome. If more than one outcome applies, create a separate program for each outcome.):			5
Describe Other Intended Outcome (Only if you selected "Other" above):			
3.5. Actual Outcome Number (In the APR identify the actual outcome from the Outcome list.):			
Describe Other Actual Outcome (Only if you selected "Other" above):			
3.6. Who Will Be Assisted (Describe the types of households that will be assisted under the program. Please note: assistance made available to families whose incomes fall within 80 to 100 percent of the median should be included as a <u>separate</u> program within this section.):			
Youth between the ages of 15 -19 and Alaska Native/American Indian from low-income and residents of affordable housing will be eligible.			
3.7. Types and Level of Assistance (Describe the types and the level of assistance that will be provided to each household, as applicable.):			
Selected youth will participate in the Knik Tribe Fish Camp, where they will learn team work and social skills while learning how to subsistence fish from elders within our community.			
3.8. APR: Describe the accomplishments for the APR in the 12-month program year.			
3.9: Planned and Actual Outputs for 12-Month Program Year			
Planned Number of Units to be Completed in Year Under this Program	Planned Number of Households To Be Served in Year Under this Program	Planned Number of Acres To Be Purchased in Year Under this Program	
	10		

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APR: Actual Number of <b>Units</b> Completed in Program Year	APR: Actual Number of <b>Households</b> Served in Program Year	APR: Actual Number of <b>Acres</b> Purchased in Program Year

**3.10: APR:** *If the program is behind schedule, explain why. (24 CFR § 1000.512(b)(2))*

4.1. Program Name and Unique Identifier:	KTC Affordable Housing Program -2017-4	KTC
<p>4.2. Program Description (This should be the description of the planned program.):</p> <p>Knik Tribe has successfully purchased 6 duplexes within the past year, plans for 2016 include the addition of 4 additional duplexes.</p>		
4.3. Eligible Activity Number (Select one activity from the Eligible Activity list. Do not combine homeownership and rental housing in one activity, so that when housing units are reported in the APR they are correctly identified as homeownership or rental.):	3	
4.4. Intended Outcome Number (Select one outcome from the Outcome list. Each program can have only one outcome. If more than one outcome applies, create a separate program for each outcome.):	7	
Describe Other Intended Outcome (Only if you selected "Other" above):		
4.5. Actual Outcome Number (In the APR identify the actual outcome from the Outcome list.):		
Describe Other Actual Outcome (Only if you selected "Other" above):		
<p>4.6. Who Will Be Assisted (Describe the types of households that will be assisted under the program. Please note: assistance made available to families whose incomes fall within 80 to 100 percent of the median should be included as a <u>separate</u> program within this section.):</p> <p>Low-income (80% or below median income) Alaska Native/American Indian families who reside in the Knik Tribe service area.</p>		
<p>4.7. Types and Level of Assistance (Describe the types and the level of assistance that will be provided to each household, as applicable.):</p> <p>Assistance will be provided to low-income eligible families with the availability of new affordable rental units.</p>		
4.8. APR: Describe the accomplishments for the APR in the 12-month program year.		
4.9: Planned and Actual Outputs for 12-Month Program Year		
Planned Number of Units to be Completed in Year Under this Program	Planned Number of Households To Be Served in Year Under this Program	Planned Number of Acres To Be Purchased in Year Under this Program
4		

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APR: Actual Number of <b>Units</b> Completed in Program Year	APR: Actual Number of <b>Households</b> Served in Program Year	APR: Actual Number of <b>Acres</b> Purchased in Program Year

**4.10: APR:** *If the program is behind schedule, explain why. (24 CFR § 1000.512(b)(2))*

[Redacted area]

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5.1. Program Name and Unique Identifier:	KTC Native Community Development Financial Institution (CDFI) - Alaska Benteh Capital, LLC Downpayment Assistance KTC -2017-5	
5.2. Program Description (This should be the description of the planned program.): A subsidiary of Knik Tribe created in 2014 as a Native Community Development Financial Institution (CDFI).		
5.3. Eligible Activity Number (Select one activity from the Eligible Activity list. Do not combine homeownership and rental housing in one activity, so that when housing units are reported in the APR they are correctly identified as homeownership or rental.):	13	
5.4. Intended Outcome Number (Select one outcome from the Outcome list. Each program can have only one outcome. If more than one outcome applies, create a separate program for each outcome.):	2	
Describe Other Intended Outcome (Only if you selected "Other" above):		
5.5. Actual Outcome Number (In the APR identify the actual outcome from the Outcome list.):		
Describe Other Actual Outcome (Only if you selected "Other" above):		
5.6. Who Will Be Assisted (Describe the types of households that will be assisted under the program. Please note: assistance made available to families whose incomes fall within 80 to 100 percent of the median should be included as a <u>separate</u> program within this section.): Alaska Benteh Capital will assist low-income (80% or below median income) and a minimum of 51% Alaska Native/American Indian individuals will be served.		
5.7. Types and Level of Assistance (Describe the types and the level of assistance that will be provided to each household, as applicable.): Our CDFI will provide down payment assistance to first time homebuyers, up to \$15,000 per household.		
5.8. APR: Describe the accomplishments for the APR in the 12-month program year.		
5.9: Planned and Actual Outputs for 12-Month Program Year		
Planned Number of Units to be Completed in Year Under this Program	Planned Number of Households To Be Served in Year Under this Program	Planned Number of Acres To Be Purchased in Year Under this Program
5		

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APR: Actual Number of **Units** Completed  
in Program Year

APR: Actual  
Number of  
**Households**  
Served in  
Program Year

APR: Actual Number of **Acres** Purchased  
in Program Year

**5.10: APR:** *If the program is behind schedule, explain why. (24 CFR § 100.512(b)(2))*

6.1. Program Name and Unique Identifier:	KTC Operation & Maintenance of NAHASDA Assisted Units KTC-2017-6
6.2. Program Description (This should be the description of the planned program.): KTC Housing Operations and Maintenance will provide management and maintenance of housing programs and management of units developed using NAHASDA funds and will include general maintenance of units, tenant selection and management, utility costs, inspections and insurance coverage.	
6.3. Eligible Activity Number (Select one activity from the Eligible Activity list. Do not combine homeownership and rental housing in one activity, so that when housing units are reported in the APR they are correctly identified as homeownership or rental.):	20
6.4. Intended Outcome Number (Select one outcome from the Outcome list. Each program can have only one outcome. If more than one outcome applies, create a separate program for each outcome.):	6
Describe Other Intended Outcome (Only if you selected "Other" above):	
6.5. Actual Outcome Number (In the APR identify the actual outcome from the Outcome list.):	
Describe Other Actual Outcome (Only if you selected "Other" above):	
6.6. Who Will Be Assisted (Describe the types of households that will be assisted under the program. Please note: assistance made available to families whose incomes fall within 80 to 100 percent of the median should be included as a <u>separate</u> program within this section.): Low-income (80% or below Median Income) Alaska Native/American Indian families who reside in affordable housing in the Knik Tribe Service Area.	
6.7. Types and Level of Assistance (Describe the types and the level of assistance that will be provided to each household, as applicable.): Funds for Housing Management Services will be used for operations costs and for collections, management, and maintenance of existing rental units owned by Knik Tribal Council and purchased with NAHASDA funds. Additionally, insurance and utility costs will be paid with this program, if needed, for existing low-income housing units owned by Knik Tribe. Relocation Assistance will be provided under this program if required.	
6.8. APR: Describe the accomplishments for the APR in the 12-month program year.	
6.9: Planned and Actual Outputs for 12-Month Program Year	

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Planned Number of Units to be Completed in Year Under this Program	Planned Number of Households To Be Served in Year Under this Program	Planned Number of Acres To Be Purchased in Year Under this Program
	28	
APR: Actual Number of Units Completed in Program Year	APR: Actual Number of Households Served in Program Year	APR: Actual Number of Acres Purchased in Program Year

**6.10: APR: If the program is behind schedule, explain why. (24 CFR § 1000.512(b)(2))**

[Redacted area]

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7.1. Program Name and Unique Identifier:	KTC Native Community Development Financial Institution (CDFI) - Alaska Benteh Capital, LLC Financial Literacy Training KTC-2017-7	
7.2. Program Description (This should be the description of the planned program.):		
A subsidiary of Knik Tribe created in 2014 as a Native Community Development Financial Institution (CDFI).		
7.3. Eligible Activity Number (Select one activity from the Eligible Activity list. Do not combine homeownership and rental housing in one activity, so that when housing units are reported in the APR they are correctly identified as homeownership or rental.):	15	
7.4. Intended Outcome Number (Select one outcome from the Outcome list. Each program can have only one outcome. If more than one outcome applies, create a separate program for each outcome.):	2	
Describe Other Intended Outcome (Only if you selected "Other" above):		
7.5. Actual Outcome Number (In the APR identify the actual outcome from the Outcome list.):		
Describe Other Actual Outcome (Only if you selected "Other" above):		
7.6. Who Will Be Assisted (Describe the types of households that will be assisted under the program. Please note: assistance made available to families whose incomes fall within 80 to 100 percent of the median should be included as a <u>separate</u> program within this section.):		
Low-income (80% or below Median Income) Alaska Native/American Indian families who reside in affordable housing in the Knik Tribe Service Area.		
7.7. Types and Level of Assistance (Describe the types and the level of assistance that will be provided to each household, as applicable.):		
KTC/Alaska Benteh Capital will provide online financial literacy training and credit counseling assistance to renters to help them become first time homebuyers.		
7.8. APR: Describe the accomplishments for the APR in the 12-month program year.		
7.9: Planned and Actual Outputs for 12-Month Program Year		
Planned Number of Units to be Completed in Year Under this Program	Planned Number of Households To Be Served in Year Under this Program	Planned Number of Acres To Be Purchased in Year Under this Program
	40	

APR: Actual Number of <b>Units</b> Completed in Program Year	APR: Actual Number of <b>Households</b> Served in Program Year	APR: Actual Number of <b>Acres</b> Purchased in Program Year
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7.10: APR: If the program is behind schedule, explain why. (24 CFR § 1000.512(b)(2))

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**SECTION 5: BUDGETS**

NAHASDA §§ 102(b)(2)(C), 404(b)

(1) Sources of Funding (NAHASDA § 102(b)(2)(C)(i), 404(b)) (Complete the non-shaded portions of the chart below to describe your estimated or anticipated sources of funding for the 12-month program year. APR Actual Sources of Funding -- Please complete the shaded portions of the chart below to describe your actual funds received. Only report on funds actually received and under a grant agreement or other binding commitment during the 12-month program year.)

SOURCE	IHP						APR					
	(A) Estimated amount on hand at beginning of program year	(B) Estimated amount to be received during 12-month program year	(C) Estimated total sources of funds (A+B)	(D) Estimated funds to be expended during 12-month program year	(E) Estimated unexpended funds remaining at end of program year (C-D)	(F) Actual amount on hand at beginning of program year	(G) Actual amount received during 12-month program year	(H) Actual total sources of funding (F+G)	(I) Actual funds expended during 12-month program year	(J) Actual unexpended funds remaining at end of 12-month program year (H - I)	(K) Actual unexpended funds obligated but not expended at end of 12-month program year	
1. IHBG Funds	\$900,000	\$1,297,574	\$2,197,574	\$1,797,574	\$400,000			\$0		\$0		
2. IHBG Program Income			\$0		\$0			\$0		\$0		
3. Title VI			\$0		\$0			\$0		\$0		
4. Title VI Program Income			\$0		\$0			\$0		\$0		
5. 1937 Act Operating Reserves			\$0		\$0			\$0		\$0		
6. Carry Over 1937 Act Funds			\$0		\$0			\$0		\$0		
<b>LEVERAGED FUNDS</b>												
7. ICDBG Funds		\$600,000	\$600,000		\$600,000			\$0		\$0		
8. Other Federal Funds			\$0		\$0			\$0		\$0		

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KTC Native Youth Program KTC -2017-3	\$8,000	\$8,000		\$8,000			\$0
KTC Affordable Housing Program KTC - 2017-4	\$770,059	\$770,059		\$770,059			\$0
KTC Native Community Development Financial Institution (CDFI) - Alaska Benteh Capital, LLC	\$98,800	\$98,800		\$98,800			\$0
Downpayment Assistance KTC-2017-5							
KTC Operation & Maintenance of NAHASDA Assisted Units KTC-2017-6	\$500,000	\$500,000		\$500,000			\$0
KTC Native Community Development Financial Institution (CDFI) - Alaska Benteh Capital, LLC Financial Literacy Training KTC-2017-7	\$1,200	\$1,200		\$1,200			\$0
Planning and Administration	\$259,515	\$259,515		\$259,515			\$0
Loan repayment - describe in 3 & 4 below				\$0			\$0
<b>TOTAL</b>	\$1,797,574	\$1,797,574	\$0	\$1,797,574	\$0	\$0	\$0

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**Notes:**

- a. Total of Column L cannot exceed the IHBG funds from Column C, Row 1 from the Sources of Funding table in Line 1 above.
- b. Total of Column M cannot exceed the total from Column C, Rows 2-10 from the Sources of Funding table in Line 1 above.
- c. Total of Column O cannot exceed total IHBG funds received in Column H, Row 1 from the Sources of Funding table in Line 1 above.
- d. Total of Column P cannot exceed total of Column H, Rows 2-10 of the Sources of Funding table in Line 1 above.
- e. Total of Column Q should equal total of Column I of the Sources of Funding table in Line 1 above.



**Knik Tribe Property Acquisition Project**  
**Indian Community Development Block Grant Program**  
US Department of Housing and Urban Development FR-6100-N-23

**Narrative for Rating Factor 5: Comprehensiveness and Coordination**

**Sub factor 5.1: Coordination**

The initial pre-project planning for the proposed Knik Tribe Property Acquisition Project which we are currently seeking ICDBG funding began with Knik Tribal Council's Strategic Plan, collaborative meetings. On June 11<sup>th</sup> 2016, a public meeting was held with 112 participants where presentations were discussed and identifying opportunities where our efforts intersected with goals and objectives of various organizations who share responsibility in developing and coordinating housing projects, personal services within the Knik Tribe Service Area, in compliance with the requirements of citizen participation 24 CFR 1003.64.

An example of community and sub-regional coordination can be found in the fact that Knik Tribe works closely with the Alaska Community Development Corporation (ACDC); which is located in the Mat-Su Borough. ACDC is a private non-profit agency that has administered State and Federal funded energy efficiency and housing programs in Alaska since 1979. During the last two years, Knik Tribe has coordinated several residential rehab projects with ACDC which incorporated their weatherization program and we have referred several Knik Tribe clients to ACDC's Senior Access and other housing program services. Through our Rehab program, we typically expend up to \$20,000 per home and ACDC expends up to \$10,000 per home for weatherization. Our effort to work closely together with ACDC allows Knik Tribe to stretch programmatic dollars and provide better coordinated benefits to Knik Tribe clients.

In addition to ACDC, Knik Tribe works closely with the Alaska Native Tribal Health Consortium (ANTHC), Department of Environmental Health and Engineering (DEHE) through the Scattered Sites Project. This program provides installation and/or reparation of water and sewer services to AN/AI homes. We assist at least ten (20) clients a year with the application process and through referrals.

Knik Tribe also coordinates house related service delivery with Alaska Benteh Capital (ABC) is a subsidiary of Knik Tribe. (ABC) is a native community development financial institution providing housing counseling and down payment assistance to the low-income AN/AI families within our service area. Often Knik Tribe will assist with client referrals, client coordination and follow-up as needed with other agencies such as USDA, ANTHC, DEHE and ACDC.

Knik Tribe is also a member of the Mat-Su Substance Abuse Prevention Coalition. The group was formed to target substance abuse in the Mat-Su Borough; which also happens to be the Knik Tribe Service Area. The coalition seeks to build the necessary infrastructure and capacity within the Mat-Su Borough Community to respond to the needs of its residents in the areas of substance abuse prevention and treatment.

Finally, Knik Tribe maintains a directory of agencies that assist with food security and often will refer clients to the Mat-Su Valley Food Banks and Social Services agencies best able to fit a client’s needs.

**Sub factor 2: Outputs, Outcomes, and/or Goals**

Goal: Expand Knik Tribe Affordable Housing Program to include additional affordable housing units within the Knik Tribe service area for low-income individuals and/or households.

Goal: Leverage other grant and programmatic funds to create a dynamic and multi-faceted tribal housing program which provides a balanced mix of new affordable housing units for tribal members within the KTC Service Area.

- Outputs:
- Six units acquired that are above standard quality.
  - At least six families, or based on the average household of 2.8 - 16.8 people, will experience reduction in health-related hazards due to the availability of safe, decent, energy efficient, affordable homes.
  - Six additional residential units available resulting in an increased percentage of Knik Tribe Housing Program inventories of 35%.
  - Additional affordable rental housing located near services resulting in a reduction of families living in substandard housing.
  - Reduction in overcrowding resulting in a reduction in homelessness.
  - Increased economic self-sufficiency and self-determination of program beneficiaries through transitioning from renters to homeowners.
  - Increasing Knik Tribe Housing Program unit standards to meet or exceed Energy Star or recognized Green Building Rating standards.
  - Tenants utilizing social, economic, education, health services and opportunities that are near their homes increasing their quality of life – through establishment of a “tribal community” which concentrates housing units and micro-communities of tribal members.
  - Reduction of physical and mental health issues associated with living in substandard homes therefore reducing socio-economic triggered drug-related crime and health-related hazards.

# Matanuska-Susitna Borough



May 4, 2017

Richard Porter, Executive Director  
Knik Tribal Council  
1744 N. Prospect Drive  
Palmer AK 99645

Reference: Knik Tribal Council HUDICDBG

To Whom It May Concern,

Matanuska-Susitna Borough enthusiastically supports the Knik Tribal Council on their grant proposal for the HUD Indian Community Development Block Grant for 2017. The Tribe is seeking a grant for Knik's Affordable Rental Housing Program.

The Mat-Su Borough has the fastest growing population in our great state and has the fastest growing First Alaskan Peoples population. There are currently 10,000+ first Alaskan Peoples/Native Americans who call the Mat-Su their home. With such staggering statistics and growth, we realize that it is more important than ever to provide affordable housing services that meet the growing demand of this population.

The Knik Tribal Council is a valued partner in our efforts to perpetuate the quality of life in a very challenging time. We feel our collaboration and partnership helps enhance the public's awareness of Dena'ina lifestyles by highlighting the historical use of the region's landscape.

Matanuska-Susitna Borough feels this grant proposal to HUD ICDBG for affordable rental property acquisition is a vital next step to service the housing needs of First Alaskan Native People within the Cook Inlet region and will help develop programs to best meet those needs and we will continue to coordinate our efforts to provide the best outcomes for our population together.

Knik Tribal Council is a Progressive, growing organization, that is the only organization serving a very special demographic of people. We whole-heartedly support this project and offer our collaboration in the form of shared resources and strength to service this much-needed population.

Sincerely,

(b) (6)

John M. Moosey  
Borough Manager

---

John M. Moosey \* Borough Manager \* 350 E. Dahlia Avenue \* Palmer, AK 99645  
907.861.8689 \* john.moosey@matsugov.us

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**KNIKATNU, INC.**  
**P.O.Box 872130**  
**WASILLA, ALASKA 99687-2 130**  
**PHONE: (907) 376-2845 FAX: (907) 376-**  
**2847**  
[knikcorp@gci.net](mailto:knikcorp@gci.net)

May 15, 2017

Lori Canady, Housing Director  
Knik Tribe  
1744 N. Prospect Drive  
Palmer, AK 99645

**Re: Reference Letter in Support of the Knik Tribal Council Grant ICDBG 2017 Proposal**

To Whom It May Concern:

The purpose of this letter is to endorse Lori Canady as Project Director in the tentative HUD ICDBG Proposal that is due on May 18, 2017. Below we provide a description of our organization, interactions we have with Knik Tribe, and our experiences we have had with the tribe that demonstrates the capacity to effectively manage this project.

Knikatnu Inc. (KI) is an Alaska Native Claims Settlement Act (ANSCA) Village Corporation established for the Knik tribal Council (KTC) Service Area and we have substantial corporate land in the Wasilla and Mat-Su Valley areas. WE continuously plan, develop and implement activities that will sustain the corporate long term viability and land management needs.

KI and KTC work hand in hand to plan, develop and implement joint projects and services that benefit our constituencies, who are generally the same people. Our joint activities mutually benefit those we serve. Some of those areas of coordination include and concern land, employment, health, social and related activities.

During the past eight years, KI has jointly worked with KTC on development of a 109 acre section of land located in Wasilla. Knik Tribe served as project director. Over the past three years we have secured a Land Lease between KI and KTC and have moved forward with planning efforts on site development. A road is being planned and site control issues for a KTC Headquarters building are being resolved. KTC has been instrumental in keeping this project moving forward.

Please contact me at (907) 376-2845 if you have any questions or concerns with this matter. Thank you.

Sincerely,

**(b) (6)**

Raymond Theodore, President  
Knikatnu, Inc.  
PO Box 872130  
Wasilla, AK 99687-2130

p. 25



May 1, 2017

HUD ICDBG Program Staff:

Reference: Richard Porter  
Executive Director  
Knik Tribal Council

I am writing this letter of reference for Richard Porter, Knik Tribal Council Executive Director, as he member of the Project Team, and in support of the Knik Tribal Council's grant proposal to the HUD Indian Community Development Block Grant for 2017. I am aware that the Tribe is seeking a grant for Knik's Affordable Rental Housing Program.

I have worked with Richard in managing EPA grants for several years. He acted as a Project Officer for multiple projects with large-scale objectives and deliverables with EPA before going to work for the Knik Tribe. In this role, he demonstrated effective project management skills for multiple communities at once on complex community development projects.

I have also worked with Richard in the public arena, where he has provided technical assistance to tribal representatives in rural Alaska on environmental program development. Richard is a capable, proficient communicator, and will undoubtedly provide successful administration as required by the grant, if funded.

I currently serve with Richard on the Planning Committee for the Alaska Forum on the Environment which was formed 18 years ago to develop and facilitate Alaska's premiere environmental conference. Richard has served on this group the past 17 years, and has become a Board member.

I highly recommend Richard as a key member for the Project Team for the HUD ICDBG grant. He has the capabilities, and skills and experience necessary to carry out such a project successfully.

Sincerely,

**(b) (6)**

Santina Gay  
Alaska Tribal Coordinator

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**Applicant/Recipient  
Disclosure/Update Report**

U.S. Department of Housing  
and Urban Development

OMB Number: 2510-0011  
Expiration Date: 01/31/2019

**Applicant/Recipient Information**

\* Duns Number: 0075121500000

\* Report Type: INITIAL

1. Applicant/Recipient Name, Address, and Phone (include area code):

\* Applicant Name:

Knik Tribal Council

\* Street1: P.O. Box 871565

Street2:

\* City: Wasilla

County:

\* State: AK: Alaska

\* Zip Code: 99687-1565

\* Country: USA: UNITED STATES

\* Phone: 907-373-7960

2. Social Security Number or Employer ID Number: 920076275

\* 3. HUD Program Name:

Indian Community Development Block Grant Program

\* 4. Amount of HUD Assistance Requested/Received: \$ 600,000.00

5. State the name and location (street address, City and State) of the project or activity:

\* Project Name: Knik Tribe Property Acquisition Project

\* Street1: TBD

Street2:

\* City: Wasilla

County:

\* State: AK: Alaska

\* Zip Code: 99654-4650

\* Country: USA: UNITED STATES

**Part I Threshold Determinations**

\* 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).

Yes  No

\* 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR Sec. 4.9

Yes  No

If you answered " No " to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form.

**However,** you must sign the certification at the end of the report.

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Form HUD-2880 (3/99)

**Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.**

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name:

\* Government Agency Name:

Government Agency Address:

\* Street1:

Street2:

\* City:

County:

\* State:

\* Zip Code:

\* Country:

\* Type of Assistance:

\* Amount Requested/Provided: \$

\* Expected Uses of the Funds:

Department/State/Local Agency Name:

\* Government Agency Name:

Government Agency Address:

\* Street1:

Street2:

\* City:

County:

\* State:

\* Zip Code:

\* Country:

\* Type of Assistance:

\* Amount Requested/Provided: \$

\* Expected Uses of the Funds:

(Note: Use Additional pages if necessary.)

Add Attachment

Delete Attachment

View Attachment

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**Part III Interested Parties. You must disclose:**

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

* Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	* Social Security No. or Employee ID No.	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity (\$ and %)
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %

(Note: Use Additional pages if necessary.)

Add Attachment

Delete Attachment

View Attachment

**Certification**

**Warning:** If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

\* Signature:

\* Date: (mm/dd/yyyy)

Dan J Manson

05/18/2017

*P. -30*

**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\* 2. Type of Application:**

- New
- Continuation
- Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**

05/18/2017

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

Knik Tribal Council

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

920076275

**\* c. Organizational DUNS:**

0075121500000

**d. Address:**

**\* Street1:**

P.O. Box 871565

**Street2:**

**\* City:**

Wasilla

**County/Parish:**

**\* State:**

AK: Alaska

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

99687-1565

**e. Organizational Unit:**

**Department Name:**

**Division Name:**

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Ms.

**\* First Name:**

Lori

**Middle Name:**

**\* Last Name:**

Canady

**Suffix:**

**Title:**

Deputy Director

**Organizational Affiliation:**

**\* Telephone Number:**

907-373-7960

**Fax Number:**

907-373-2178

**\* Email:**

lcanady@kniktribe.org

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**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

I: Indian/Native American Tribal Government (Federally Recognized)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

US Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.862

CFDA Title:

Indian Community Development Block Grant Program

**\* 12. Funding Opportunity Number:**

FR-6100-N-23

\* Title:

Community Development Block Grant Program for Indian Tribes and Alaska Native Villages

**13. Competition Identification Number:**

FR-6100-N-23

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Knik Tribe Property Acquisition

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

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**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="600,000.00"/>
* b. Applicant	<input type="text" value="340,000.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="940,000.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

Email:

\* Signature of Authorized Representative:  \* Date Signed:

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