

Action Plan

Grantee: NORTHERN PUEBLOS HOUSING AUTHORITY

Grant: R-I1-0N-MS-0009

LOCCS Authorized Amount:	\$ 300,000.00
Grant Award Amount:	\$ 300,000.00
Status:	Reviewed and Approved
Estimated PI/RL Funds:	\$ 0.00
Total Budget:	\$ 300,000.00

Funding Sources

Funding Source	Funding Type
Indian Housing Block Grant	Tribal Funds
NPHA	Other Local Government Funds
NM Mortgage Finance Authority (MFA)	State Funds

Narratives

1. Capacity of the Applicant and Relevant Organizational Experience:

As the umbrella Tribally Designated Housing Entity (TDHE) for Picuris, San Ildefonso and Tesuque Pueblos, Northern Pueblo Housing Authority (NPHA) has provided innovative housing rehabilitation, new construction, housing management and homeownership services to the tribal members on these reservations since 1971. As TDHE, NPHA also administers the Indian Housing Block Grant (IHBG) for the three tribes. NPHA has overseen more than 10 major rehabilitation projects, including historic homes for LMI families, totaling over \$5.75 million dollars on the three Pueblos in the past 7 years. NPHA completed the projects on time, in budget and according to specifications and funder requirements. They have accomplished this by collaborating with federal, state and private funders to blend a broad array of funding with IHBG, including ICDBG, HOME, Federal Home Loan Bank Affordable Housing Program (AHP) and the New Mexico Mortgage Finance Authority's REVIVE program, among other sources. Through their policies, NPHA has also designed and implemented section 3 and other employment and skill and career training for each project. NPHA successful experience in implementing job training and employment initiatives is detailed in the Policy Priority sub-factor 5(1).

NPHA has also coordinated with regional agencies to deliver employment and social services. The project development team consists of five experienced people (in addition to to-be-selected qualified and HUD-eligible Contractors). Five of these people are NPHA employees and one is a contract consultant. Terry Hudson (NPHA Interim Executive Director) will be the Project Manager, Tim Ortiz (Housing Inspector, NPHA) will be the Construction Manager. Gerri Tse-Pe (Contracts Coordinator NPHA) will assist in bidding and monitor funding compliance and prepare HUD and other reports; Tanya Woods (Housing Manager, NPHA) will provide intake and resident services and Teresa Upshaw (NPHA Homeowner Educator) homeowner education. The relevant experience of this team will ensure that the project can be completed on schedule, within budget, and according to the approved plans, specifications and the applicable rehabilitation codes as well as accomplish the job training, mentoring and employment goals. NPHA has the capacity to complete the proposed rehabilitation of 4 historic homes using RIF and leveraged funds.

As Project Manager, Terry Hudson will supervise the staff and oversee the contract consultants and contractors, maintain the project budget and timelines, review monthly program progress and fiscal reports, hold monthly meetings with the entire program team, review all monitoring, progress and evaluation reports required for HUD, the Tribal Council, or other entities. He will ensure monthly reports are submitted to both the Tribal Council and the NPHA Board. Mr. Hudson has been the Interim Executive Director of the Northern Pueblos Housing Authority for the last six months and from 1998-2008, he served as its Executive Director. In that role he oversees NPHA's operations and programs



(housing services, housing rehabilitation, new construction, maintenance and repairs, training and employment initiatives), ensuring that fiscal and program monitoring, reporting and evaluation is ongoing to the Tribal Councils and to the outside community. Between 2005 and 2008, Mr. Hudson oversaw the successful rehabilitation of over 70 units of rehabilitation units of housing for LMI households that were funded with IHBG, AHP, HOME and the New Mexico Mortgage Finance Authority's REVIVE program. Mr. Hudson was instrumental in helping MFA pilot the successful REVIVE housing rehabilitation program on reservations during that time. He also oversees the management, including maintenance and repair, of 82 homes that are under NPHA management. As a contract consultant for TDHE rehabilitations over the last two years, Mr. Hudson has served as Project Manager and was responsible for the successful planning and ramping up of several rehabilitation projects. These included a 47 unit project at funded with AHP, IHBG, ICDBG and HOME, which is under construction and 95% complete and a 34-unit project at funded with a 2009 ARRA NAHBG which successfully obligated 100% of funding according to the ARRA deadlines and is now 15% complete. He is also implementing another MFA REVIVE project consisting of a 52-unit roof replacement Pueblo that will begin in May of 2011 and which will be complete in the summer of 2011.

As Construction Manager, Tim Ortiz will oversee the rehabilitation process, including construction monitoring and preparing inspection reports. He will work with the Contracts Coordinator to complete the bid packages, assisting him/her in identifying women, minority and Indian-owned contractors. He will assist the Housing Manager work with the homeowners and deliver home maintenance training. He will also assist the Executive Director to address any issues that may arise with the project. He will also work closely with the State Historic Preservation Office in overseeing the historic NPHA rehabilitations. As NPHA Housing Inspector for the last three years, Mr. Ortiz has been responsible for successfully coordinating and implementing all of the rehabilitation work. His experience with NPHA includes devising the scopes of work and cost estimates as well as selecting and overseeing general contractors and subcontractors that resulted in the completion of 62 rehabilitations according to specifications, including historic properties, within budget and according to the project schedule. He oversaw preparation of scopes of work, contractor selection, site inspection during rehabilitation and the Environmental Review. Previous to joining NPHA, he was a Maintenance Supervisor for Monarch Properties for XX years. Prior to NPHA, Mr. Ortiz was responsible for the successful rehabilitation and maintenance of over 200 low-income housing units according to HUD HQS and IRS 8823 standards. In that role, he prepared scopes of work and estimates, oversaw the repair and rehabilitation contractors and supervised staff. As a Residential Rehabilitation Contractor in Santa Fe, preparing specification and estimates and rehabilitated over 100 units of housing, successfully addressing roof, door, window and accessibility deficiencies. As the NPHA Environmental Review Officer, Mr. Ortiz has successfully completed the Environmental Review Process for 70 rehabilitations over the last two years. Mr. Ortiz is an EPA certified Lead based Assessor (expires 2015) and recently successfully completed a course in Environmental Compliance. He will perform these functions for the project. Mr. Ortiz is a certified Building Inspector will obtain the International Code Council (ICC) certification by the time the RIF project begins (he has 27 of the required 40 training hours completed).

Gerri Tse-Pe, Contracts Coordinator will provide the contract compliance and coordination for the RIF Project, performing the same tasks she has successfully fulfilled over the last two years in the Contracts Coordinator position at NPHA. In this role, she prepares the construction bid and contract documents and prepares the federal and administrative reports on a monthly basis. As a part of her field inspections, she monitors compliance with Section 3, MBE/WBE, Indian Preference and Davis Bacon requirements. Over the last two years, Ms. Tse-Pe has successfully overseen the contracts compliance functions for over 57 rehabilitation units, and most recently is overseeing those functions for the 15-unit HOME/IHBG funded project which is underway with MFA. Ms. Tse-Pe reviews contracts, schedules and budgets for all of the rehabilitation and construction projects to ensure projects are on budget, on schedule and in compliance with NPHA policies and HUD guidelines and supporting documentation is received (e.g., certified payroll, section 3). She will coordinate with the Executive Director and Construction Manager to monitor contract and implementation schedule activity monthly and to complete the annual reports, including the LOGIC and Minority Business Enterprise Report. Prior to NPHA, and from 2002 to 2006, Ms. Tse-Pe was responsible for the compliance functions in the Tribal Courts. In this role, she successfully scheduled dockets, prepared legal documents and legal filings and maintained files and correspondence in accordance with the applicable laws. She was also responsible for overseeing the compliance of parolee probation requirements.

As the Housing Manager, Tanya Woods will provide all homeowner services for the RIF project. In this role she assesses the applicant income and other program eligibility criteria. Based on the families' income and level of need, she will update the existing prioritized list of the eligible families who reside in the target neighborhood according to the adopted rehabilitation and other housing policies. In addition, she will prepare the homeowner agreements and coordinate the required financial education training and, if requested, budget and credit counseling assistance. The NPHA intake process includes taking applications, income and otherwise qualifying families, re-certifications and coordinating the delivery of services from agencies such as Eight Northern Indian Pueblo Council (ENIPC) for homeowners/tenants. Over the last 7 years, she conducted intake services for over 100 families according to all applicable NPHA Housing Management Policies and an array of federal program requirements, including LIHTC, HOME, IHBG and ICDBG.

Teresa Upshaw has been the NPHA Homeowner Educator since 2006, and she will provide homeowner education through the NPHA monthly classes and work closely with the families to develop financial fitness plans and to help families achieve their goals through budget and credit counseling. Ms. Upshaw has over 10 years of successful experience in providing quality homeowner and financial fitness services to Native Americans. Prior to NPHA, Ms. Upshaw was the Housing Counselor for Navajo Partnership for Housing, a Neighborworks® America affiliate, where she conducted monthly financial education classes and provided financial fitness counseling. She is a certified Building Natives Community Educator and Neighborworks® America certified Counselor. She is also is an American Credit Counseling Association credit counselor. She has provided education and counseling to thousands of LMI families since 2000, successfully assisting over 35 families a week to improve their financial condition.



Lastly, NPHA will select a qualified general contractor (s) to rehabilitate the homes through a competitive bidding process. In addition to cost proposals, the Bid Package will require the contractors to have experience and the capacity to carry out the homeowner rehabilitation projects. It will also require them to have capacity to provide employment, training and contracting opportunities for Section 3 residents and businesses and will comply with Indian Preference. The general contractor will be selected based on the NPHA adopted procurement policies and in compliance with Federal requirements, including verification through the Excluded Parties List System.

Management of Federal and Other Government Programs Over the last seven (7) years, NPHA has managed over \$10 million dollars in several Federal programs including NAHASDA , HOME, and ICBDG according the HUD approved Indian Housing Plans (IHP) and in compliance with Federal requirements and state funding, including the Primero program also consistent with its IHP and meeting all State requirements.

2. Need and Extent of the Problem:

2: Need and Extent of Problem (up to 20 Points)

Situated on 26 acres, Picuris Pueblo is one of the most remote tribes in northern New Mexico in the Sangre de Cristo Mountains. It served as the location for the 1680 Pueblo revolt and many parcels of land in the Pueblo are considered historically significant due to the fact it served as a refuge for Picuris and all of the Pueblos seeking refuge from the Spanish conquerors. According to the 2000 Census, there are 60 homes on the reservation, of which 45%, or 27, are over 70 years old. The focus of the RIF project is to rehabilitate homes in the historic neighborhood, most of which are over 400 years old and are considered "traditional" and made of adobe. Many are also overcrowded, often occupied by multiple generations.

Today, both overcrowding and abandonment are problems in the historic neighborhood. Given the difficulty of repairing and maintaining these traditional homes (particularly for the elderly and disabled), many families have been forced to leave their homes and double and triple up with other families. As a result, according to an NPHA February, 2011 survey of the 52 homes in the historic neighborhood, 14 are abandoned and another 9 are severely overcrowded, containing 2 to 3 families. There are over ___ LMI families on the NPHA waiting list in need of housing and housing rehabilitation. In addition to the need to address accessibility as well as code deficiencies, all of the homes in this neighborhood are at risk for serious ongoing deterioration as a result of defective exterior wall and roof systems. Families, particularly those in the RIF project who are on fixed incomes, cannot afford the propane gas to heat their homes. Also, the poor housing conditions hinder economic growth and community vitality. Picuris Tribal members, specifically younger tribal members who are positioned to help improve the overall Picuris economic, social and housing conditions are themselves caught in a housing crisis. Unless they can find housing, they will have double up or move from the reservation.

The cost effective, as well as culturally and historically significant, rehabilitation of the traditional homes will alleviate overcrowding and the social ills that accompany overcrowding. It will also reduce the need for future rehabilitation (overcrowding stresses home systems). The rehabilitation will include energy efficient appliance, windows, doors and insulation and consistent with the traditional heating source--the installation of a high efficiency and capacity wood burning stove. These improvements, along with the NPHA mandatory homeowner financial and home maintenance training as well as post construction inspections to ensure that the families are able to afford and properly maintain their homes will assist in ensuring long-term housing and financial stability for these families. This project will also address the lack of employment at the Pueblo. The lack of coordinated job and skill building training has contributed to high unemployment and poverty rates in Picuris. Due to its remote location in northern New Mexico, the Picuris Pueblo is passed over by the tourism economy that Taos Pueblo, the other Indian reservation located in Taos County-----. In addition, due to the lack of any reservation based-businesses, Picuris has relied on a subsistence economy and the few government jobs. Thus housing-led economic development is essential for Picuris's sustainability.

NPHA will work with the Tribe to address the high rate of poverty and lack of sustainable or higher paying employment through a job training and mentoring program that will be implemented with the assistance of regional employment and social service agencies. In addition to construction jobs opportunities during the course of the rehabilitation, NPHA will hire and mentor two Tribal members in project and construction management.

Below and the attached map details specifics on census tracts, etc.

Sub-Factor

Project Area Rate or Score

Compared to National

Score



2(a) Poverty

32.58

2.68

3

2(c) Dilapidated/Abandoned Housing

4.68

3.30

5

2(f) Special Factors

Federally Recognized Tribe

5

*2(e) Other Factors: Access to Social and Community Health Services The lack of enterprise and employment also contributes to alcohol and substance abuse, creating a vicious circle of social, health and economic distress. According to a New Mexico Department of Health and Community Health Improvement Process study of 2009 health data by Taos C.A.R.E.S, "the relative isolation of Taos County, given its lack of commercial airline service or rail service and only a two-lane state highway linking it to the rest of the state" and that "over 84% of the county's population lives outside the town limits, creating inherent challenges to accessing the majority of social and professional services that are located in the Town of Taos."

Picuris Pueblo is the most remote of the two Pueblos in the county (the other Tribe, Taos Pueblo is adjacent to the Town of Taos and off the main highway) and has no on-site health services. The 2009 study also stated that the alcohol-related death rate for Native Americans was 150.6, substantially above the general population average. Native Americans in Taos County also report substantially higher rates of adult binge drinking than other races/ethnicities, according to the New Mexico Department of Health. In addition to the impact on health, and "the toll of missed days at work, family violence, crime and illness is also faced and absorbed by the community." The U.S. Department of Health and Human Services has classified Picuris along with four other New Mexico locations as a Health Professional Shortage Area (HPSA), indicating a shortage of primary medical care. The greatest problems resultant from alcohol use and the least amount of available care are centered among one and the same, largely within the Native American population. Relatedly, Picuris Pueblo Tribal members also have high rate of diabetes.

3. Soundness of Approach:

Rating Factor 3: Soundness of Approach (23 points)

3(a) Consistency/Appropriateness of Proposed Activities with Defined Need (up to 5 points)

The project will address four of the most crucial housing and community development needs of the tribe. First rehabilitating the 4 dilapidated and abandoned homes in the historic neighborhood will reduce dilapidated and abandoned housing by 28%, overcrowding by almost 50% and overall reduce substandard housing on the Pueblo by almost 10% (over 85%, or 50 homes of the homes on the Pueblo are substandard). As a result, the project will also help to stabilize the neighborhood and the larger Pueblo. Secondly, the scope of rehabilitation in conjunction with the home maintenance training will increase the number of healthy, safe homes affordable to low-income and elderly and disabled families and will ensure that extremely low-income families on fixed incomes will be able to maintain homeownership. Thirdly, by increasing the training and employment opportunities for LMI persons, tribal members will have the opportunity to move up and out of poverty. Fourthly, facilitating access and linkages to a broad range of health services to Tribal members, particularly those who are LMI, will increase sustainability of employment and homeownership. This Project is also consistent with the Picuris Pueblo's priority to address substandard low-income homeowner housing. Specifically, the Tribal Council as a high priority area for rehabilitation identified the historic neighborhood, particularly homes occupied by the elderly and disabled Tribal members.

NPHA proposes a 19-month timeline to complete the project which will be occupied by low-income homeowners, including the elderly and disabled. NPHA will employ the work plan and schedule of activities to carry out the project: as detailed in Factor 3(b) Management Plan, Work Plan.

3(b) Management Plan (up to 18 points)

NPHA has a full service organization to effectively respond to the rehabilitation needs of the tribes they serve. NPHA staff are responsible for all activities—outreach and intake, estimating and spec writing, environmental, relocation, resident services referrals and construction



management and reporting and compliance—so they are able to process and complete more rehabilitations in a timely and cost effective manner. The homes in this RIF project have been inspected and preliminary scopes of work have been completed and costs have been estimated. Families on the existing waiting list have been pre-qualified. Rather than duplicate job readiness training and social services, NPHA links to existing regional and local providers that share NPHA’s goal to provide quality housing and other services to the community. NPHA is a member of the New Mexico Behavioral Health Collaborative, a statewide effort of providers, governments, housing and other entities, who are working to change the delivery system for these services to be delivered more respectfully and effectively at the local level. ENIPIC provides health care and case management services. As a part of their ongoing intake, recertification and community meetings, NPHA will provide residents with health care resource materials and referrals to those resources.

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Work Plan with Activities/Goals/Benchmarks and Budget Sp

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Task

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Activities, Rationale

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Time and Services, Outputs

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1) Project Set-up and Organization:

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• Team review of work to be completed, the timeline, budget, roles and responsibilities, and required forms and the meeting schedule.

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Other: a) Initiating the training outreach and selection process and update ENIPIC to ensure they are prepared to begin assisting participants b). Prepare outreach materials that will be used to advertise job training and employment opportunities c) Conduct follow-up inspections with the homeowners and re-evaluate the homes based on the program criteria d) Intake and qualification process, e) Outreach to those families least likely to apply for the assistance and will also take new applications from interested families f) Meet with families to explain the homeowner requirements under the Homeowner or Occupancy and Maintenance Agreement and refer eligible applicants to financial education and the ENIPIC and the New Mexico Behavioral Health Collaborative services.

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Month 1-2 project work plans updated, applications taken and reviewed, homeowner orientation; applicant referrals services.

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2) Preparation of Construction Documents and Specifications:

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• Update the scopes of work and estimates with “before” photographs of exterior, each room, major systems, and specific deficiencies. The level of repair or replacement will be completed consistent with the NPHA-adopted and applicable rehabilitation standards. Assess and test for lead-based health hazards and inspect for mold and possible asbestos and all hazards will be appropriately mitigated.

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• Review timeline and milestones to define and address key issues that may delay the project (e.g. extensive hazards, structural or major adobe replacement issues found upon opening the roofs/ceilings). Adjustments in scope will be made as required to keep the project on budget.

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• The specifications will meet New Mexico Mortgage Finance Authority green standards, State Historic Preservation Office (SHPO) requirements and other codes and will include visitability and universal design features and needed accessibility improvements.

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Month 3-5: Home inspection, construction documents and technical specifications and final estimates completed.

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3) Monitoring and Reporting:

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• Ensure the forms and process required for proper invoicing and financial reporting and tracking is in place. The process will include a monthly and quarterly review of project progress and financial reports by the NPHA Board.

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• The forms, monitoring and reporting process will be consistent with HUD and leveraged financing requirements and will utilize NPHA’s Fiscal Management Policies and Procedures.

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• As needed, the team will update the forms and the process to be used for monitoring the rehabilitation, including the subcontractors.

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Month 1 through Close-out: project forms developed, revised, quarterly financial (SF-425) and progress reports completed, Minority Business Enters;p;

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4) Environmental Review:

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• NPHA’s Environmental Compliance Officer will complete the environmental review In accordance with National Environmental Policy Act of 1969 (NEPA) (42 U.S.C.4321) and the related authorities listed in HUD’s implementing regulations at 24 CFR parts 58,

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• Two months is conservatively assumed in the project timeline for this task, to allow for assessments, if required, and posting.

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Month 5-6: ER completed; mitigation scopes completed; SHPO review and approval of construction documents

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5) Homeowner review and agreements:

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• Walk through with homeowner on work to be done on their home, obtain homeowner approvals



Month 6-7 agreements executed with homeowners

6) Bid Project:

- Prepare bid packages and review bids.
- Selection criteria will include specific company and staff experience with similar projects, availability and workload, ability to meet timelines, licensing and bonding, experience using smaller minority subcontractors and inclusion of a Section 3 Employment and Contracting Opportunities plan, and Indian Preference.
- Conduct a competitive bid process for each of the bid packages expected to be in excess of \$100,000.

Month 7-8: bid/construction documents completed and advertised

7) Select Contractors and Prepare Construction Documents and Begin Relocation:

- Select the contractor(s) sign the contracts, and final schedule.
- Based on the bid packages, reference checks, and interviews (where appropriate), NPHA Executive Director will approve and sign the contracts.
- Timeline includes extra time for bid package review and execution of contracts for historic (?)----. NPHA will also work with the selected contractor to ensure they meet Section 3 requirements, including the hiring LMI persons.

Month 8-9: contractors under contracts schedule completed

8) Rehabilitations, Inspections and Training (OJT and mentoring):

- The timeline allows for worst-case scenario (wall rebuilding, hazard mitigation, etc.).
- The major construction milestones are hazard mitigation (if applicable), roof repair/replacement, window and door replacement, wall demolition and repair, visitability/ accessibility features, weatherization and insulation, plumbing, mechanical and electrical, finishes and appliances.
- For participating trainees, the Contractor and Subcontractors will provide the on the job skill training on window replacement, roofing installation and stucco applications.
- NPHA will provide the Construction/Project Management mentoring for the 2 new staff which will be conducted on and off-site and include contract management, scheduling, budgets, etc.
- Perform weekly inspections for compliance, review contractor invoices and change orders, corrective actions). Project Management (monthly meetings to review timelines and budget versus actual expenditures.
- Homeowner sign-off on completed work and given the Homeowners Packet that includes warranties and instructions on seasonal maintenance and on site instructions on how to operate the appliances or other new equipment.

Month 10-16: Rehabilitation and training; final inspection and other approvals, and surveys

9) Homeowner Education and Training:

- Required 8 hours of homeowner education covering saving plans, understanding credit (avoiding predatory lenders, credit repair, home maintenance and repair, and how to prepare and manage a budget).
- Required 2-hour home maintenance course that includes basic household repair, weatherization and tips on how to identify and oversee contractors (plumbers, e.g.).

Month 1-17: families trained on home maintenance, financial education

10) Occupy home and homeowner Survey:

- Conduct pre-occupancy meetings to walk through the new systems and features
- 6-month survey to ascertain the homeowner's satisfaction with the process and all of the rehabilitation work, including the accessibility improvements.
- This information will be used to assist NPHA to devise policies and procedures to continually improve the rehabilitation program in future years.

Month 12-19: Homeowners moved into their homes, homeowner survey conducted, data collected and analyzed.



The work plan assumes the possibility of delays on environmental reviews (re-bidding) in case of an insufficient number of bids or bids substantially above the estimate, unforeseen damage or deficiencies, such as wall repairs environmental remediation or foundation work—and all built into the extra timeline for the approvals and renovation work. Contractor delays will be mitigated by bid requirements that all materials be in stock prior (for non-specialty orders) to beginning rehabilitation. Project meetings will be timed to be immediately after monthly invoicing to ensure that any issues can be expeditiously addressed. NPHA has an extensive data base on costs to rehabilitate historic, adobe homes and has used this in addition to their most recently completed projects to ensure the costs are both reasonable and feasible. The targeted effort is assisting LMI tribal homeowners. NPHA has met with the Tribal Council, which has identified historic neighborhood rehabilitation as a high priority, and the Picuris Housing Commissioner to outreach to homeowners in the historic neighborhood. All of the families have been identified and are interested in participating in the project. NPHA is in the process of pre-qualifying families, and upon award of the RIF and re-qualify the applicants and NPHA will execute an agreement with the eligible homeowners for the rehabilitation and training

4. Leveraging Resources:

4. Leveraging (20 Points) NPHA has committed \$137(?,)444 of Picuris Pueblo’s Indian Housing Block Grant identified in the 2011 and 2012 Indian Housing Plan. Los Amigos has committed to \$5,900 per home for weatherization. This leveraging commitment is over 50% of the total project costs. The \$26,500.00 leverage contribution is being monitored by NPHA.

5. Achieving Results, Program Evaluation and HUD’s Policy Priorities:

Achieving Results, Program Evaluation and Department Policy Priorities (17 Points) Evaluation of the rehabilitation program will be conducted through the following means:

§ Meetings

o Pre-and post rehabilitation meetings with homeowners; Weekly meetings with contractors on project changes and progress; Monthly project team meetings toward meeting timeline and budget

§ Reports and Surveys

o Quarterly/Annual reports (including financial, Section 3, and health care providers on referrals) will be provided to and reviewed by the NPHA Board and the Tribal Council; Job Training, On the Job Training certificates and reports; Project evaluation to assess cost effectiveness of contracting method and evaluation of budget and change orders to analyzing for future rehabilitation; Post rehabilitation and occupancy survey conducted after six months of project closeout and the information provided will be used to improve future rehabilitation projects; Surveys of job training participants on jobs obtained and job level changes;

§ Inspections

o 11-month post construction inspection for contractor warranty issues; Annual inspections as required by policy to check for defects or other workmanship as well as the quality and consistency of the maintenance work completed by the homeowners. As a part of the HO Agreement, homeowners will be asked to contact NPHA for any repairs within the warranty period to ensure the initial contractor is contacted.

5(c) LOGIC Model (up to 12 points)

This project will have several important outcomes for the LMI Tribal members that will enhance the address the identified needs. These are also detailed in the attached LOGIC Model.

Outcome I: Reduction in the number of abandoned and dilapidated housing. Benchmarks/Outputs will include:

Rehabilitation of 4 homes abandoned homes rehabilitated to Tribal, SHPO and MFA green standards with homeowner sign-off on completion

Outcome II: Increased sustainability and economic self-sufficiency of program beneficiaries. Benchmarks/Outputs will include:

4 homeowners will complete financial education training and financial fitness plans and home maintenance training (basic home repair, how to identify and correct small leaks before they cause larger problems, how to properly operate and maintain Energy Star® rated appliances and equipment)

4 families will have energy efficient homes that are visitable and include universal design features

2 households that have disabled or elderly family members will have accessibility features installed

These will be reported through inspections and homeowner surveys

Outcome III: Increased Employment, Training and Career Options for LMI Persons (see factor 5, Job). Benchmarks/Outputs will include:

Partnerships with ENIPC an- LMI people will received job readiness and placement assistance and 1 LMI person will obtain a job

With the construction activity, job training and employment

2 persons trained by NPHA in project and construction management skills that will improve career path, employment options



Outcome IV: Increased access to social and other support services. Benchmarks/Outputs will include:

- Partnership with ENIPIC, NM Collaborative increased referrals for services

5(d)(1) Job Creation/Partnership (up to 5 points) NPHA has a long history of providing training and sustainable employment with career potential through their own programs and through their contractors/subcontractors and training partners. Over 30% of the NPHA staff are currently or have been Section 3 hires. Two of those hires were promoted to their current skilled manager positions through NPHA training and career support. NPHA worked most recently with the New Mexico Workforce Solutions in hiring and training a former TANIF recipient and Tribal member to what is now a full time, permanent office support position. NPHA has also worked successfully with its contractors to create employment opportunities for low-income Tribal members. Over 50% of all hires on the NPHA construction projects have been LMI persons hired as full time temporary staff. Ultimately 5% of those LMI persons became permanent employees of the contractors and subcontractors. The NPHA plan will provide job and skill training that will have a positive impact on sustainable employment.

NPHA will utilize its current outreach and hiring strategies in its Section 3 Plan. This will be enhanced with a partnership with the local Eight Northern Indian Pueblo Center Workforce Investment Act (WIA) program and the New Mexico Workforce Solutions (NMWS). NPHA's outreach to LMI applicants ensures these persons are aware of the employment, training and contracting opportunities resulting from the NPHA projects. The awareness of these opportunities is created by holding community meetings, posting notices throughout the reservation and sending mailings, as well as conducting hiring or job fairs among other strategies. NPHA expects 1 LMI person will find a job, in addition to the Section 3 hires, as a result of this training.

Under the NPHA OJT training, two tribal members will be hired and trained in construction and project management during the course of the rehabilitation. It is expected the training will result in the employees learning skills to achieve a more substantial level. As higher skilled workers who would have the ability to obtain higher paying positions, NPHA will work with ENIPIC to help place the trainees.

The construction contractor will be selected based on their commitment to skill training for residents and tribal members. As a result, NPHA anticipates 5 full time temporary construction persons will be hired under the general contractor to assist with stucco, roofing and window installation. Of those hired, 2 will be LMI persons. Of those 2 LMI persons, it is anticipated that 1 LMI unskilled laborer will become semi-skilled worker during the course of the project. This will be accomplished through the on-the-job training provided by the contractors for each trade—roofing, stucco and window replacement—and construction safety. As a result these workers will also be on a career path to receive higher pay. The OJT training is estimated at 480 to 720 hours of technical skill building per trainee. This is based on an estimated 20 to 30 hours workweek over a one to two month period. The OJT will be sufficient to achieve a semi-skilled level in one of those trades.

None of these actions will be in derogation of the federal Indian preference requirements.

5(d)(2) Sustainability (up to 5 points) All of the will renovations will meet the mandatory requirements—landscaping, construction waste plan and owner maintenance manual—of the New Mexico Mortgage Finance Authority Green Building Standards and the project scores 13 of 18 optional points in the environment, indoor air quality and high energy efficiency categories of those standards. All of the homes that will be rehabilitated will incorporate accessible retrofitting and rehabilitation to meet visitability and universal design standards. Therefore, to ensure that the homes are usable and effective for everyone, not just people with disabilities, NPHA will ensure there at least one ramp, if needed, to access to the home, essential for people in wheelchairs but used by all; doors and faucets use levers instead of knobs and light switches are large flat panels rather than small toggle switches. The homes will also be visitable, with one zero-step entrance, doors with 32 inches of clear passage space, and one bathroom on the main floor you can get into in a wheelchair. In addition, homes will be rehabilitated to Section 504/ADA accessible for any family that requires those features. The majority of families identified as a high priority are elderly or disabled. In addition to the numbers of units retrofitted to these standards, NPHA will obtain information from residents on the impact of the improvements through the 6-month follow-up survey.

In addition, as a part of the homeowner agreement, the homeowners will be required to both participate in home maintenance training and to maintain the improvements made to their home, including the use of energy efficient equipment and appliances. NPHA will train homeowners on how to perform seasonal maintenance, simple maintenance and routine repairs, or for the elderly and disabled, how to hire repair contractors. NPHA will monitor the maintenance performance through the warranty period; NPHA will conduct an inspection at 6 months, during the survey period and again at 11 months after the rehabilitation. NPHA will perform the inspection and will assess any warranty issues or other defects in the rehabilitation that the homeowner may have overlooked, and as necessary, answer questions on maintenance. For the elderly and disabled homeowners, NPHA assist them in obtaining assistance for repairs and maintenance.

Project Summary

Project #	Project Title	Grantee Activity #	Activity Title
9999	Restricted Balance	10805605	Rehabilitation
NPHA-01	Housing Rehab and Construction Job	RIF01	ADMINISTRATION
		RIF02	PROJECT SET-UP & PREPARATION



RIF05

JOB TRAINING ASPECT

RIF06

RIF-06

RIF3

Pre-Construction and Bid Process

RIF4

Rehab of 3 Adobe Home



Activities

Project # / Title: 9999 / Restricted Balance

Grantee Activity Number: 10805605
Activity Title: Rehabilitation

Activity Type:
 RIF - Rehabilitation/reconstruction of Residential Structures

Activity Status:
 Under Way

Project Number:
 9999

Project Title:
 Restricted Balance

Projected Start Date:
 05/15/2012

Projected End Date:
 12/31/2013

Project Draw Block by HUD:
 Not Blocked

Project Draw Block Date by HUD:

Activity Draw Block by HUD:
 Not Blocked

Activity Draw Block Date by HUD:

Block Drawdown By Grantee:
 Not Blocked

National Objective:
 Rural Innovation Fund

Total Budget: \$ 0.00
Other Funds: \$ 0.00
Total Funds: \$ 0.00

Environmental Assessment:
 UNDERWAY

Benefit Report Type:
 Direct (Households)

Proposed Beneficiaries

	Total	Low	Mod	Low/Mod%
# Owner Households				0.0
# of Households				0.0

Proposed Accomplishments

of Housing Units
 # of Housing Units with Green/Energy Efficiency Improvements

Total

Activity is being carried out by Grantee:
 Yes

Activity is being carried out through:
 Grantee Employees and Contractors

Organization carrying out Activity:
 Northern Pueblos Housing Authority

Proposed budgets for organizations carrying out Activity:

Responsible Organization	Organization Type	Proposed
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Northern Pueblos Housing Authority

Local Government

\$ 0.00

Funding Source Name

Matching Funds

Funding Amount

Indian Housing Block Grant

Yes

\$ 0.00

Location Description:

Please egnor and focus on Project NPHA-01

Activity Description:

Please egnor and focus on Project NPHA-01

Project # / Title: NPHA-01 / Housing Rehab and Construction Job Training

Grantee Activity Number:

RIF01

Activity Title:

ADMININSTRATION

Activitiy Type:

RIF - Administration

Activity Status:

Under Way

Project Number:

NPHA-01

Project Title:

Housing Rehab and Construction Job Training

Projected Start Date:

10/01/2011

Projected End Date:

06/30/2013

Project Draw Block by HUD:

Not Blocked

Project Draw Block Date by HUD:

Activity Draw Block by HUD:

Not Blocked

Activity Draw Block Date by HUD:

Block Drawdown By Grantee:

Not Blocked

National Objective:

Rural Innovation Fund

Total Budget:

\$ 964.00

Other Funds

\$ 7,646.21

Environmental Assessment:

EXEMPT

Total Funds

\$ 8,610.21

Benefit Report Type:

NA

Proposed Accomplishments

Total

of Strategic Planning Sessions



of Community Input Sessions

Activity is being carried out by Grantee:

No

Activity is being carried out through:

Organization carrying out Activity:

Northern Pueblos Housing Authority

Proposed budgets for organizations carrying out Activity:

Responsible Organization

Northern Pueblos Housing Authority

Organization Type

Local Government

Proposed

\$ 964.00

Funding Source Name

Indian Housing Block Grant

Matching Funds

Yes

Funding Amount

\$ 888.00

NM Mortgage Finance Authority (MFA)

Yes

\$ 6,758.21

Location Description:

NPHA Office

Activity Description:

Monitoring and Reporting Change to Budget due to funding from MFA.

Activity Supporting Documents

Document Name: RIF_EA[1].pdf



Grantee Activity Number: RIF02
Activity Title: PROJECT SET-UP & PREPARATION

Activity Type:
 RIF - Planning and Capacity Building

Project Number:
 NPHA-01

Projected Start Date:
 10/01/2011

Project Draw Block by HUD:
 Not Blocked

Activity Draw Block by HUD:
 Not Blocked

Block Drawdown By Grantee:
 Not Blocked

National Objective:
 Rural Innovation Fund

Environmental Assessment:
 EXEMPT

Benefit Report Type:
 NA

Activity Status:
 Under Way
Project Title:
 Housing Rehab and Construction Job Training

Projected End Date:
 06/30/2013

Project Draw Block Date by HUD:

Activity Draw Block Date by HUD:

Total Budget: \$ 359.00
Other Funds: \$ 791.00
Total Funds: \$ 1,150.00

Proposed Accomplishments	Total
\$ of Leverage Funds- Tribal Organizations	
# of Leverage Partners Participating	1
\$ of Leverage Funds- Private	
# of Studies Conducted	
# of Plans Completed	
# of Conferences Held	
# of Non-business Organizations benefitting	
# of Businesses	
# of Properties	3

Activity is being carried out by Grantee:
 Yes

Activity is being carried out through:
 Grantee Employees

Organization carrying out Activity:
 Northern Pueblos Housing Authority

Proposed budgets for organizations carrying out Activity:

Responsible Organization	Organization Type	Proposed
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Northern Pueblos Housing Authority

Local Government

\$ 359.00

Funding Source Name

Matching Funds

Funding Amount

Indian Housing Block Grant

No

\$ 0.00

NPHA

No

\$ 0.00

NM Mortgage Finance Authority (MFA)

No

\$ 791.00

Location Description:

Plaza area at Picuris Pueblo

Activity Description:

Project Set-Up and Preparation, and Homeowner Review Change to Budget due to Funding from MFA.

Activity Supporting Documents

Document Name: RIF_EA[1].pdf



Grantee Activity Number: RIF05
Activity Title: JOB TRAINING ASPECT

Activity Type:

RIF - Job Training and Education for Economic and Business

Project Number:

NPHA-01

Projected Start Date:

10/01/2011

Project Draw Block by HUD:

Not Blocked

Activity Draw Block by HUD:

Not Blocked

Block Drawdown By Grantee:

Not Blocked

National Objective:

Rural Innovation Fund

Environmental Assessment:

EXEMPT

Benefit Report Type:

NA

Activity Status:

Under Way

Project Title:

Housing Rehab and Construction Job Training

Projected End Date:

06/30/2013

Project Draw Block Date by HUD:

Activity Draw Block Date by HUD:

Total Budget: \$ 396.00

Other Funds \$ 2,692.00

Total Funds \$ 3,088.00

Proposed Beneficiaries	Total	Low	Mod	Low/Mod%
# of Persons Who Received Training And Obtained a Job	2	2		100.00
# of Persons Receiving Job Training in Green Building or Energy Efficiency	2	2		100.00
# of Persons Receiving Job Training in Construction or Home Repair	2	2		100.00
# of Persons Participating in On-The-Job Training	2	2		100.00

Proposed Accomplishments	Total
\$ of Leverage Funds- Tribal Organizations	5075
# of Leverage Partners Participating	1
\$ of Leverage Funds- Government	
\$ of Leverage Funds- Private	
# of Training Participants	2
# of Persons Receiving Career Counseling or Support Services	2



Activity is being carried out by Grantee:

No

Activity is being carried out through:

Organization carrying out Activity:

Northern Pueblos Housing Authority

Proposed budgets for organizations carrying out Activity:

Responsible Organization

Northern Pueblos Housing Authority

Organization Type

Local Government

Proposed

\$ 396.00

Funding Source Name

Indian Housing Block Grant

Matching Funds

No

Funding Amount

\$ 0.00

NM Mortgage Finance Authority (MFA)

No

\$ 2,692.00

Location Description:

Plaza area at Picuris Pueblo and NPHA Office

Activity Description:

Job Training. The job training is being performed by the contractor's They are hiring and training on the job.

Activity Supporting Documents

Document Name: RIF_EA[1].pdf



Grantee Activity Number: RIF06
Activity Title: RIF-06

Activity Type:

RIF - Homeownership Counseling and Education

Project Number:

NPHA-01

Projected Start Date:

10/01/2011

Project Draw Block by HUD:

Not Blocked

Activity Draw Block by HUD:

Not Blocked

Block Drawdown By Grantee:

Not Blocked

National Objective:

Rural Innovation Fund

Environmental Assessment:

EXEMPT

Benefit Report Type:

Direct (Households)

Activity Status:

Completed

Project Title:

Housing Rehab and Construction Job Training

Projected End Date:

06/30/2013

Project Draw Block Date by HUD:

Activity Draw Block Date by HUD:

Total Budget: \$ 0.00
Other Funds: \$ 489.00
Total Funds: \$ 489.00

Proposed Beneficiaries

	Total	Low	Mod	Low/Mod%
# Owner Households	3	3		100.00
# of Households	3	3		100.00

Proposed Accomplishments

	Total
# of Leverage Partners Participating	1
\$ of Leverage Funds- Government	1563
\$ of Leverage Funds- Private	
\$ Amount Contributed by Households to IDA Education Accounts	
# of Persons Educated on Fair Housing (AFFH)	9
# of Households Establishing IDA Accounts for Education	
# of Homeowners Receiving Home Maintenance Training	3



Activity is being carried out by Grantee:

No

Activity is being carried out through:

Organization carrying out Activity:

Northern Pueblos Housing Authority

Proposed budgets for organizations carrying out Activity:

Responsible Organization

Northern Pueblos Housing Authority

Organization Type

Local Government

Proposed

\$ 0.00

Funding Source Name

Indian Housing Block Grant

Matching Funds

Yes

Funding Amount

\$ 489.00

Location Description:

NPHA Office

Activity Description:

Homeowner Education and Training, also Home Maintenance Training. Due to the cost to Rehab the traditional homes made of adobe we had to adjust the scope of work.

Activity Supporting Documents

Document Name: RIF_EA[1].pdf



Grantee Activity Number:	RIF3
Activity Title:	Pre-Construction and Bid Process

Activity Type:
RIF - Planning and Capacity Building

Project Number:
NPHA-01

Projected Start Date:
10/01/2011

Project Draw Block by HUD:
Not Blocked

Activity Draw Block by HUD:
Not Blocked

Block Drawdown By Grantee:
Not Blocked

National Objective:
Rural Innovation Fund

Environmental Assessment:
EXEMPT

Benefit Report Type:
NA

Activity Status:

Under Way

Project Title:

Housing Rehab and Construction Job Training

Projected End Date:

06/30/2013

Project Draw Block Date by HUD:

Activity Draw Block Date by HUD:

Total Budget: \$ 11,996.00

Other Funds: \$ 49,643.00

Total Funds: \$ 61,639.00

Proposed Accomplishments

\$ of Leverage Funds- Tribal Organizations

of Leverage Partners Participating

\$ of Leverage Funds- Government

\$ of Leverage Funds- Private

of Studies Conducted

of Plans Completed

of Conferences Held

of Non-business Organizations benefitting

of Businesses

of Properties

Total

2

49643

3



Activity is being carried out by Grantee:

Yes

Activity is being carried out through:

Grantee Employees

Organization carrying out Activity:

Northern Pueblos Housing Authority

Proposed budgets for organizations carrying out Activity:

Responsible Organization

Northern Pueblos Housing Authority

Organization Type

Local Government

Proposed

\$ 11,996.00

Funding Source Name

Indian Housing Block Grant

Matching Funds

No

Funding Amount

\$ 6,325.00

NM Mortgage Finance Authority (MFA)

No

\$ 43,318.00

Location Description:

Plaza area at Picuris Pueblo

Activity Description:

Pre-Construction and Bid Process The Budget was changed due to the funding from MFA.

Activity Supporting Documents

Document Name: RIF_EA[1].pdf



Grantee Activity Number: RIF4
Activity Title: Rehab of 3 Adobe Home

Activity Type:
 RIF - Rehabilitation/reconstruction of Residential Structures

Project Number:
 NPHA-01

Projected Start Date:
 10/01/2011

Project Draw Block by HUD:
 Not Blocked

Activity Draw Block by HUD:
 Not Blocked

Block Drawdown By Grantee:
 Not Blocked

National Objective:
 Rural Innovation Fund

Environmental Assessment:
 COMPLETED

Benefit Report Type:
 Direct (Households)

Activity Status:
 Under Way

Project Title:
 Housing Rehab and Construction Job Training

Projected End Date:
 03/30/2014

Project Draw Block Date by HUD:

Activity Draw Block Date by HUD:

Total Budget: \$ 286,285.00
Other Funds: \$ 195,000.00
Total Funds: \$ 481,285.00

Proposed Beneficiaries	Total	Low	Mod	Low/Mod%
# Renter Households				0.0
# Owner Households	3	3		100.00
# of Households	3	3		100.00
# of Green Building or Energy Jobs Created	5			0.00
# of Construction Jobs Created	5			0.00

Proposed Accomplishments	Total
# of Singlefamily Units	3
# of Multifamily Units	
# of Housing Units	3
# of Leverage Partners Participating	2
\$ of Leverage Funds- Government	195000
\$ of Leverage Funds- Private	
\$ Amount Contributed by Households to IDA Accounts for Housing Rehabilitation	
# of New CDFIs Established	
# of Housing Units with Green/Energy Efficiency Improvements	3
# of Households Receiving Loans	
# of Households Receiving Direct Financial Aid	
# of Households Establishing IDA Accounts for Housing Rehabilitation	
# of buildings (non-residential)	



of Properties

3

Activity is being carried out by Grantee:

No

Activity is being carried out through:

Organization carrying out Activity:

Northern Pueblos Housing Authority

Proposed budgets for organizations carrying out Activity:

Responsible Organization	Organization Type	Proposed
Northern Pueblos Housing Authority	Local Government	\$ 286,285.00
Funding Source Name	Matching Funds	Funding Amount
Indian Housing Block Grant	No	\$ 0.00
NPHA	No	\$ 0.00
NM Mortgage Finance Authority (MFA)	Yes	\$ 195,000.00

Location Description:

Plaza area of Picuris

Activity Description:

The Rehab of the 4 homes at Picuris was changed to 3, due to the amount of work needed to bring them up to code and damage from severer weather. The budget was changed to add the MFA funding. Of the 3 homes, 1 is completed the 2nd will be completed the middle of November 2013 and the third home has been started September 2013.

Action Plan History

Version	Date
R-I1-0N-MS-0009 AP#1	11/10/2014
R-I1-0N-MS-0009 AP#2	11/07/2013
R-I1-0N-MS-0009 AP#3	10/30/2013
R-I1-0N-MS-0009 AP#4	06/19/2013
R-I1-0N-MS-0009 AP#5	09/12/2012
R-I1-0N-MS-0009 AP#6	06/04/2012

