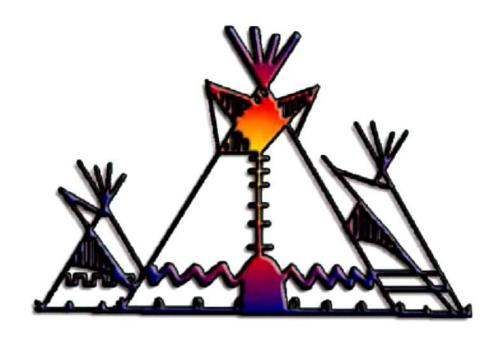
YAKAMA NATION HOUSING AUTHORITY

YNHA FY 2022 Annual Report



FISCAL YEAR 2022

YAKAMA NATION HOUSING AUTHORITY ANNUAL REPORT

Table of Contents

Mission Statement	3
Board of Commissioners4-	-5
Legal Counsel6	
Executive Director7-9	9
Deputy Director9-	-10
Environmental Review Specialist11-1	12
Finance Department13-	16
Human Resources Department16-	-17
Housing Department	34
Warehouse Department	-36
Maintenance Department	39
Tribal HUD VASH40	42
Weatherization Program	51
Special Projects51-:	56
Grants Department57-	58

Emergency Rental Assistance	59-60
Housing Assistance Fund (HAF)	61-65
Financial Literacy Program	66-72
Housing WSHFC Report	Attachment

MISSION STATEMENT

The Yakama Nation Housing Authority (YNHA) shall accomplish their mission, in a manner consistent with the requirements of the Native American Housing Assistance and Self-Determination Act of 1996. Our Mission shall set forth operating capabilities in accordance to the approved, revised financial accounting policies and procedures consistent with 24 CFR, Part 85.20. Our goal is to provide safe, affordable, and healthy housing for the families of the Yakama Nation.

YAKAMA NATION HOUSING AUTHORITY BOARD OF COMMISSIONERS



Jan Lewis, Chairperson



David Northover, Vice-Chairman



Melissa James, Treasurer



Elmer Schuster, Secretary



Tim Thompson, Member

The Yakama Nation Housing Authority, acting under the authority of Yakama Tribal Council Resolution T-94-77 (June 21, 1977) consists of 5 Board of Commissioners named by the Yakama Tribal Council each for a 4-year term. The 5 Board of Commissioners oversee the operation of the Yakama Nation Housing Authority (a Tribally Designated Housing Entity "TDHE"). The Housing Authority follows the Native American Housing Assistance and Self Determination Act of 1996 (NAHASDA) and is organized and operated for the following purposes:

- Remedying on the Reservation unsafe and unsanitary housing conditions that are injurious to the public health, safety and morals;
- Alleviating the acute shortage of decent, safe and sanitary dwellings or families of low income; and
- Providing employment opportunities on the Reservation through the construction, reconstruction, improvement, extension, alteration or repair and operation of low-income dwellings.

The Board of Commissioners and their terms are listed:

Jan Lewis, Chairperson, January 16, 2022 to January 15, 2024
David Northover, Vice-Chairman, January 16, 2020 to January 15, 2024
Elmer Schuster, Secretary, January 16, 2022 to January 15, 2026
Melissa James, Treasurer, January 16th, 2022 to January 15, 2026
Tim Thompson, Member, September 19th, 2022 to January 15, 2024

LEGAL COUNSEL









ED CLAY GOODMAN STARLA K. ROELS

YNHA contracted with the firm Hobbs, Straus, Dean and Walker, a national firm with tribal/affordable housing experience and an office in Portland, OR. Hobbs Straus was recognized by U.S. News and World Report as the Native American Law Firm of the Year for 2021. Firm partner Ed Clay Goodman was also named the Lawyer of the Year by the National American Indian Housing Council in 2011 and again in 2020, the first attorney to receive this award twice. The two firm partners who have been providing the bulk of the work for YNHA have been Mr. Goodman and Starla Roels. During the past year the Hobbs Straus firm assisted our organization with a wide variety of issues: housing management, personnel matters, housing development, Low Income Housing Tax Credits, and real estate matters. Importantly Hobbs Straus helped obtain compensation from the engineering firm that carried out the faulty wetlands survey of the Dallesport development project. They also succeeded in helping YNHA close the financing on the YNHA LP8 Low Income Housing Tax Credit project. Hobbs Straus is currently assisting YNHA on a variety of projects, including obtaining supplemental funding for the YNHA LP8 project, applying to HUD and to the State of Washington for competitive grant funding, and resolving a dispute over taxation by Klickitat County.



ADMINISTRATION/ EXECUTIVE DIRECTOR

ANDREA MATHENY

Andrea Matheny was selected to participate in a 1-year Successor Training Plan for the Executive Director position and after interview was selected for the Executive Director position in October 2021. One of the first tasks was meeting HUD reporting requirements for immediate reporting requirements and assisting with completion of the Indian Housing Plan for 2022. In work, my philosophy is to develop a "team" culture designed around serving others to identify the unique skills each team member contributes for the overall success of the organization. In providing insight into this leadership style, a collaborative meeting was scheduled in June, where 17 team members that act in leadership roles either through Supervisory or overseeing grant management, participated in a Leadership Training. In the Leadership Training, each participant completed a DISC assessment which is a tool designed to help improve teamwork, communication and productivity in the workplace. This tool assists in developing individuals in effective communication once a better understanding of how each of us communicates differently. Secondly, there was a team building training scheduled in November for 16 individuals in leadership roles to work on Trust, Communication & Collaborative Skills. This was a 2-day training with hands-on activities. The goal is to eventually provide leadership training to ALL employees, so everyone can be on the same page of how to effectively work together as a team.











Team Building Training hosted by Dr. Melanie Quaempts

Other YNHA focused activities for 2022 included a Strategic Planning Session that took place in March 2022. This training provided Management the opportunity to

narrow down goals for the upcoming 2023 Indian Housing Plan. Once goals were established, then Managers were provided an opportunity to determine their needs. Some significant needs identified for the FY 2023 IHP included: Increase staff with 9 more positions, budget for an electronic reader board, 3% COLA for all staff, include a repair budget for 80-100% income, increased office space & purchase 2-3 vehicles for Maintenance.

YNHA continued to work with new construction project management team from Wenaha Consulting for the TC8 Wishram Heights project. YNHA transitioned Project Manager's and continued to proceed with finding ways to decrease the schedule and budget; however, due to supply & demand concerns, lack of bid proposal submissions and lack of materials, the schedule completion was not able to be completed in 2022.



ADMINISTRATION/ DEPUTY DIRECTOR

PRESTON HARRISON

Helped with 18 Board of Commissioner meetings, including: the research, collection and organizing of information to support board resolutions and discussions. Worked with the Executive Director on the implementation, execution of Board approved plans and actions. Met with YNHA management

team for a strategic planning session that resulted in short- and long-term goals for the organization. The goals were shared with Board of Commissioners for review, consideration, and approval. Met with management team on a valuable and rewarding session of team building. This session resulted in a more team-oriented method of setting targets and meeting goals in a timely manner. Continued work with Administration and attorney on key topics that involved: policies, procedures, personnel matters, contracts and contract disagreements, project issues and other challenges. Helped with the construction team on the Wishram Tax Credit development. The Wishram development project is delayed for a variety of causes including staff changes, price changes, Covid related material shortages, and Covid related hiring challenges. Provided supervision and guidance to the Treasury ERA program staff and provided advice and guidance as needed for YNHA programs. Continued to work with tenants, applicants and tribal members as called upon for information and guidance.

ENVIRONMENTAL REVIEW



- Cialita Keys
- Environmental Review Coordinator
- FEMA Coordinator

Environmental Reviews

41

- Maintenance Rehabs
- Elder Home Repair
- Weatherization
- FEMA Program

FEMA Trailer
Program

4
Recipients

- Site Assessments
- Applicant Recommendation
- Environmental Review
- Site Planning
- Permitting
- Procurement
- Contract Management
- Inspections
- Accounting
- Recording

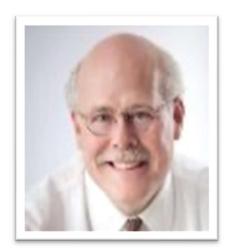
A Total of 41 Environmental Reviews were completed in 2022 and covered activities performed by multiple YNHA Program including Maintenance, Weatherization, the Elder Home Repair Program, and the FEMA Trailer Program.

Each environmental review is categorized to a specific review level based on individual project activities. Compliance with the relevant laws and authorities are documented in various ways, including maps, measurements, correspondence with Government Programs, inserting property documents, and using data collected by other federal agencies. Once each review is complete, they are submitted to the Yakama Nation LEEH Committee, who reviews, and routes them to the Yakama Nation Tribal Council Chairman for final signature. Once final signature is obtained, the Program is advised that the project is clear to proceed.

The FEMA Trailer Program was able to award 4 trailers, thanks to COVID CARES Funding. One family and three individuals became home-owners, all of which were surviving harsh conditions, in semi-functioning RV's or otherwise homeless. Although the FEMA Trailer Program is operated by one person, a multitude of people in multiple departments contributed to the success of this program, including Administration, the Maintenance Department, the Accounting Department, the Warehouse Department, and the Occupancy Department. Thanks to you all, tribal members who were in very bad situations are now safe from the elements, in homes with bathrooms, showers, and kitchens

where they can store and prepare foods, and where they can sleep safe with the doors locked at night.

FINANCE DEPARTMENT



Michael Macy,

Chief Financial Officer



Teaira Venegas, *Interim CFO*



Yarabid Rodriguez, *Interim CFO*



Stanley Wentz,

Accounts Payable



Zandi Eguires Payroll Clerk



Sammy Jo Plumlee,
Accounts Receivable

Fiscal Year, 2022, the Finance Department, worked together as a team utilizing, ADP Workforce Now for Payroll, Quick Books Accounting Software for all of YNHA General Ledger's, and Housing Data Systems, (HDS) for Tenants Accounts Receivables for each YNHA Program.

The Fiscal Year 2021 Audit was completed and submitted, Board Reports were presented, tenant payments posted to their Tenant Ledger, vendors were paid, no services were disconnected, Employees received their payroll, health insurance and other benefits were paid.

Atwai Diana Thompson was the interim Chief Financial Officer until May. As the Lead Accountant she completed the review of all Financial Reports, all financial activity of YNHA, completed fiscal year Budgets that balanced to the Indian Housing Plan, IHP, completed the financial portion of the Annual Performance Report, and completed the SF-425 Quarterly Reports, 1099's, W2's, 941. Along with that, she trained all of the accounting staff when time allowed.

Atwai Debi Day trained and assisted Stanley Wentz in Accounts Payable. She worked from home to help the accounting department with reconciliation's, gathered all invoices and POs for Tax Credit 8, and created a workbook to keep track of paid and unpaid invoices.

Stanley Wentz manages the Purchase Order Log, reconciles vendors with the statements, and processes each check in the proper General Ledger. Along with that he reconciles the P-Card purchases with the bank statements twice a month and inputs it all into QuickBooks. As well as assigning Check Requests Numbers, scanning the Purchase Orders with invoices to the proper department, and filing the checks with the supporting documentation.

Sammy Jo Plumlee works with HDS by posting payments, reconciling the deposits and does in-house deposits, as we now have a deposit machine, and mails receipts daily. Completes the transfers in QuickBooks for each tax credit and completes journal vouchers on a bi-weekly schedule. After all those transactions she closes out each month. She has successfully printed monthly statements for all tenants, reconciled water charges that hadn't been posted since October 2021 and removed double charges that were posted. SammyJo also worked in the Emergency Rental Assistance Program to help process applications.

Zandi Eguires processes Payroll while also creating the 401K payments bi-weekly. Completes the W2's at calendar year end, creates the life insurance payments, and reviews all quarterly reports. Also manages and reconciles all leave balances, processes payroll deductions, and keeps all employee payroll files up to date. Along with that she has been cross trained in Accounts Receivable and assisted with Human Resources.

Rachel Castilleja worked with all YNHA General Ledgers, Board Reports for the Tax Credit Partnerships, and initiated the transfers for each tax credit. Rachel resigned from YNHA in late October, her last day was November 11th.

In late August two interim Chief Financial Officers, Yarabid Rodriguez and Teaira Venegas, were appointed to help fulfill the job duties and responsibilities necessary to keep up with the financial activities of YNHA. Yarabid Rodriguez completed Financial Reports, Monthly Budget Reports, ADP, and John Hancock inquires. While also fulfilling the tasks necessary to receive the Housing Trust Fund Commerce Grant for the Tax Credit 8 Project. Teaira Venegas completed reconciliations of monthly Bank Statements to QuickBooks, Monthly Budget Reports, filed and updated SF-425's and ACER's, and kept up with KeyBank

inquires. While also fulfilling the tasks necessary to receive the Permanent Supportive Housing Grant from HUD.

In late November YNHA welcomed Michael Macy as the Chief Financial Officer. He is now responsible for reviewing all Financial Reports, keeping up with the Fiscal Year Budgets, providing the financial portion for the Annual Performance Report, and reviewing the SF-425's, 1099's, W2's, and 941. Along with compiling the information needed to complete our year end Audits, one of his goals is to cross train the Finance Department.

The Finance Department has faced a tremendous amount of hardship this year, yet they have remained dedicated to following established internal controls that ensure the safeguarding of assets and the accurate and timely reporting of our financials.

HUMAN RESOURCES DEPARTMENT HUMAN RESOURCES MANAGER RACHEL BETTLES

This year has been quite the experience with the COVID-19 pandemic lingering. None of us anticipated for this to last as long as it has. Continuing to learn and grow with and through this pandemic has kept us on our feet to keep business going.

Employee information:

YNHA employs 82 regular fulltime individuals as of 12/31/2022, breakdown for each department:

Accounting: 4 with 2 vacant positions.

Inventory/Warehouse: 3

Administration: 6 full time regular.

Full-time Tax Credit Projects; 6

Housing: 12 including 2 at Foster Center

Security: 5

Weatherization: 7

Maintenance department: 24

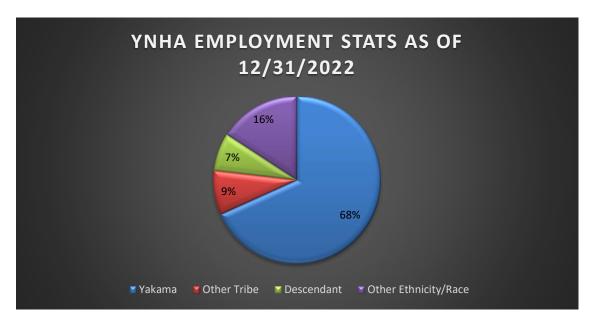
TEP: 2

Environmentalist: 1

Housing Grant programs/ Treasury/HAF/: 7

Board members: 5

<u>Ethnicity/Race Information:</u> Of 82 employees there are 56 Enrolled Yakama, 6 Descendant of an enrolled Yakama, 7 Members of a Federally Recognized Tribe other than Yakama, and 13 Other Ethnicity/Race.



HOUSING DEPARTMENT

The Housing department staff, for calendar year 2022, consisted of our Receptionist/Intake Specialist- Vicki Casseseka, Intake Specialist- Selena Randall, two Occupancy Specialists- Andrea George and Patti Smith, two Resident Services Specialists- Felicia Twohatchet and Teresa Umtuch, one Resident Services Supervisor- Rhonda Moore, one Housing Enforcement Specialist- Anthony George Jr., Two Program Aides- Lael Billy-Harrison and recent Atwai Timothy Sampson, Collections Specialist- Susan George and Housing Manager- Phylistine Alexander. The overall purpose of this department is to provide tribal members and their households a range of client services that always starts with a completed application to verify the applicants are eligible for housing services.

Housing Manager: The Housing Manager oversees her department staff who work with clients in the Low Rent, Nahasda, Tax Credit, Elder Housing, and Elder Homeowner Repair programs. She also managed the Emergency Housing Assistance program under the Indian Housing Plan. The Housing Manager attends and participates in various required meetings. She and her staff provide support and requested information to other departments, when needed. The Housing Manager maintains the Apas Community Center calendar for programs and tenant requests for usage of the building. The Housing Manager is the timekeeper for her staff of 14 for payroll and manages their timecards and leave slips for requested time off. The Housing Manager supports the Directors and other managers, when requested.

Receptionist/Intake Specialist: Vicki Casseseka is our receptionist and is responsible for informing clients the supporting documentation required before submitting an application for screening for housing services programs. She also accepts detailed work order requests by phone or at the front desk from tenants and information is given to Maintenance department for scheduling. She has provided assistance to other departments, upon request. Vicki maintains the phone call log, mail logs, and work order log received at the front desk. She assists housing department with mailing statements, newsletter, and notices. The receptionist provides her monthly numbers to Housing Manager to add to the monthly Manager report for the Board of Commissioners.

Occupancy and Unit Offers: Occupancy Specialists- Patti Smith and Andrea George review and screens incoming applications for income eligibility for waiting lists, EMHR program, Emergency Housing Assistance, and FEMA. Our Occupancy Specialists process all Tax Credit, Low Rent, Nahasda recertifications received from current tenants. Incomplete notifications are mailed when required information is not received from the tenant. Resident Services Supervisor will also make contact by phone or message for the applicant to submit what is needed for the application or screening. When an applicant reaches the top of a Waiting List, The Occupancy Specialist will run the Washington State Patrol Criminal Background Check (WATCH). The WATCH is reviewed by the Housing Manager for approval or disapproval using the YNHA Eligibility, Admissions, and Occupancy policy for guidance. If the applicant's WATCH meets the current Eligibility, Admissions and Occupancy policy, a Prescreening Offer is mailed to the applicant by the Occupancy Specialist. The selected applicant has ten (10) business days to accept or decline the Prescreening Offer by phone call, in writing,

or office visit. Resident Services staff or Housing Manager will also make phone calls and have used Instant Messenger to make faster contact to inform the applicant to contact YNHA. Once the offer is accepted, adult applicants are to provide current income verification for their household to confirm income eligibility, take a Urinary Analysis test and provide their current Criminal Background from Yakama Nation Corrections. After screening and reviewing the background checks and applicant has successfully passed the prescreening requirements, Resident Services is responsible for coordinating with Maintenance department and Occupancy Specialists to schedule date and time for the family to Check-in into their new residence.

For 2022, 24 applicants from the waiting list were moved into rental units. 74 prescreening offers were mailed out and 35 applicants had accepted their offers. After going through the screening process, 24 were qualified and eligible for move-in.

Occupancy Specialists are responsible for submitting the annual reports, including WBARS to the Washington State Housing Finance Commission (WSHFC) and Raymond James, through Travois. Occupancy Specialists complete the quarterly General Partnership (GP) Certificates and obtains Executive Director signature for each GP. Then the GPs are submitted to Raymond James.

Attached in the Housing department report are the letters from the WSHFC for completed annual report for Tax Credit 6, Wanity Phase I and II, Tax Credit 2R, and Adams View (Huli units).

Occupancy provides a monthly Tax Credit report and performance report to the Housing Manager for the monthly Managers report for the monthly Board of Commissioners meeting.

Resident Services:

It is the responsibility of the Resident Services Supervisor- Rhonda Moore and Resident Services Specialists (RSS) - Felicia Twohatchet and Teresa Umtuch to work with tenants to become self-sufficient. Self-sufficiency includes the tenants' understanding their YNHA Rental Agreements, fulfilling monthly payment obligations, educating tenants to pass unit inspections, and providing information to housing families regarding the importance of maintaining a safe home by calling in routine and emergency Work Orders. Resident Services, on a case-by-case basis, will review tenant activities and will make referrals to the proper organizations or programs outside of YNHA when a health or safety concern cannot be met within the RSS scope of work. One of the priorities Resident Services is encouraging residents to contact local law enforcement and YNHA to report any illegal or unsafe activity within their housing environment. Resident Services did not provide Preoccupancy Orientations classes in 2022 but will resume in 2023. Tenants moved in during the pandemic and long-term tenants who may benefit from the orientation will be invited to attend. New tenants will be required to participate.

152-unit inspections were conducted in Tax Credit, Low Rent and NAHASDA units. Units with housekeeping concerns would be inspected and tenants would receive housekeeping information. If the tenant does not comply with maintaining a clean and sanitary home, the tenant is considered non-compliant of their rental

lease and is referred to Housing Enforcement. Housing department staff that work with tenants in the field will be receiving Apple IPads that will coordinate with HDS once the system is upgraded. Inspections will be conducted using the IPad and uploaded to the HDS system in 2023.

Urinary Analysis (UA) tests were completed on new Move-in households, household's unit transfers, recertifications, and tenants with incident reports for alcohol or drug violations. The first UA was conducted on January 14, 2016.

In 2022, a total of 68 UA's was conducted by housing department. 53 UA drug screens were Negative results and 15 were positive results for drugs. When a tenant tests positive for unprescribed drugs, they are referred to get a drug assessment. The tenant must provide verification within reasonable time they have scheduled an appointment for assessment and provide verification and release of information they are complying with treatment recommendations. Applicants who test positive on their drug screen are disapproved from the waiting list and referred to get a drug assessment. The applicant may reapply in 6 months with verification they did their assessment and completed the treatment recommendations. Tenants and applicants do have the right to contest their positive test results by retesting at a facility and provide the new test results within 24 hours to YNHA.

Collections Specialist: Susan George was hired in December 2021 as our Collections Specialist and has been with YNHA for a year. She has been busy working with tenants to make their monthly rental payments. She counseled tenants to sign Pay Back Agreements and apply for the Emergency Rental Assistance program. She assisted tenants on completing their applications for the

ERA program. Susan worked closely with Accounts Receivable staff regarding tenant charges and utility charges. She encouraged working tenants to sign up for Payroll Deductions and monthly payment plans. Susan assisted the Housing Enforcement Specialist on home visits and Tenant Appeal Hearings. She also provides a monthly narrative and performance report for the BOC.

Housing Enforcement Specialist: Housing Enforcement Specialist- Anthony George Jr. worked with tenants on lease violation issues. He issued non-compliance notices, receiving and reviewing YN police reports, and putting together compliance files. He conducted home visits to follow up on lease violations. Anthony coordinated and also assisted Resident Services and Maintenance staff on tenant issues.

The Housing Enforcement Specialist would provide his monthly narrative and performance number to the Housing Manager for the monthly Managers report to the Board of Commissioners.

Intake Specialist: Selena Randall is our Intake Specialist. She, like Vicki, is to review incoming applications for completeness before submitting to Occupancy Specialists for screening for eligibility. She works with applicants on informing them what they need to complete their applications. A total of 10 Elder Minor Homeowner Repair applications were approved for assistance. There were EMHR applications that were either incomplete or the applicant did not qualify for the program. Selena provided assistance with Conveyances, EMHR, receptionist and fill-in as Program Aide at Foster Retirement Center. Selena keeps adequate funds

on postage machine, picks up the mail and delivers mail to the local post office. Selena provides a monthly narrative and performance numbers report for the BOC.

Program Aides: Lael Billy Harrison and Atwai Tim Sampson were our full-time regular Program Aides at Foster Retirement Center. After the COVID-19 Cares Act TEP funds were expended in March 2022, we returned utilizing the Tenant Empowerment to hire Program Aides for Foster Center. A total of four Program Aides maintains the building common areas in clean and safe manner during day shift and swing shift. YNHA Security patrol and monitor Foster Retirement Center starting at midnight. The Program Aides assist Elders, when needed, to carry in heavy items or groceries. They accept rental payments and take in work orders. Day shift Program Aides sort and place incoming tenant mail in the tenant's assigned boxes. They are also responsible for going door-to-door to deliver important information on tenant safety and pest control services. Using the COVID-Cares Act funds, YNHA contracted with Pointe Pest Control to provide monthly pest control to all units in the retirement center. All rental units were on a rotating schedule each month for the service.

Other Housing Department Activities:

<u>Wishram Tax Credit Housing</u> – The first move-in's at Wishram were two qualified families. They were checked in and a Move-in celebration was on February 25, 2022. A total of seven families were moved into the new Wishram Tax Credit rental units in 2022. Two additional families could have been moved in before the end of December 2022, but due to extreme weather conditions, the two families were rescheduled to the beginning of January 2023.

<u>Tenant Empowerment Program</u>- The Tenant Empowerment Program had a total of seven TEP Program Aids. Six of the seven TEP successfully worked off their accounts receivables and brought their accounts current.

Emergency Housing Assistance- A total of 35 EHA applications were received and a total of 23 applicants were approved to receive EHA assistance for one month hotel stay or one month's rental assistance. The ones who did not receive assistance either had incomplete applications or outstanding debts. Due to the amount of funding and length of assistance a qualified applicant could receive under the ERA program, many clients were referred to the ERA program.

Native Night Out on Crime- Two NNO were hosted by YNHA at two different housing locations. The first one was held on August 18th, outside the YNHA administration building on the grassy area. A total of 168 adults and children attended the event. The second location was at Huli Circle basketball courts and a total of 138 individuals attended. Food was provided by YNHA, and staff prepared the food. Yakama Nation Public Safety participated along with other programs that included YN Head start, YN Early Childhood, Tax Credit Refund program, YN Sex Offender Registration Program, and YN Child Care Development. Children activities and door prizes were part of these activities, too. The goal is to provide safety and resource information to the housing community.

1st Annual YNHA Truck or Treat-Resident Services staff suggested and coordinated the first YNHA Trunk or Treat outside the administration building. Several YNHA departments and some community programs decorated their vehicles and wore costumes for this activity. Resident Services contacted Yakama

Farms for pumpkin donations. Pumpkins were available for everyone. The local community enjoyed this event. Photos are at the end of this report.

<u>Thanksgiving Holiday Gift Cards</u>- 184 YNHA very low-income families whose income was 30% AMI were selected to receive Thanksgiving Safeway \$100.00 gift cards using the Seattle Foundation Grant.

<u>Tenant Incentives-</u> With Executive Director recommendation for the incentive, 70 families received \$50.00 gift cards in December for paying their rent on time for 6 to 12 months in 2022 and the payments were on their own, without assistance. Collections Specialist- Susan George managed this activity.

Apas Community Center-The Apas Community Center was made available for tenant and community access. Many YNHA families hosted family dinners after paying the \$50.00 deposit. The non-refundable deposit and a completed Apas Community Center building usage form are required before scheduling the building. The \$50.00 is applied to the Maintenance department budget for cleaning the building and garbage disposal costs. YNHA has also used the building for onsite training and community educational activities.

<u>Housing Department Client Contacts</u>- through office contact, phone contact, home visits, follow up inspections, and tenant letter notifications total number for the year was 9,793 contacts for housing department.

<u>YN Tribal Incident Reports</u>- Total number of reports received reduced from 593 in 2021 to 372 in 2022.

Department Staff Training

February-Housing Enforcement and Collections Specialist participated in the Washington State Housing Finance Commission Tax Credit Basics training through Zoom.

April-All staff were scheduled to receive CPR training. Training was held at the Apas Community Center.

May- Housing Manager attend the Amerind/NAIHC Annual Convention in Seattle.

June- Housing Manager and other YNHA Managers participated in Leadership training for two days at Legends Casino. Housing Manager also participated in a HUD ONAP webinar on Conveyances.

September-One Occupancy Specialist participated in the Novogradac LIHTC Acquisition & Rehabilitation webinar for two days.

October-Housing Manager participated in the NAIHC, through virtual training, in Setting Rents. She also listened in on the NWIHA Quarterly meeting online presentations. Housing department staff and Board of Commissioners received an onsite training presented by Crystal Banks-Mann on Tax Credit Basics. Training was held at the Apas Community Center.

November-Managers and supervisors participated in a two-day team building training at Legends Casino.

<u>Tax Credit Visits-</u> Lori Dobson from Raymond James conducted a visit on Monday, September 5, 2022, on tax credit properties at 2R (Wolf Point), 4R (Wanity), 5NC (Huli Circle), and 6R (Apas Goudy). Resident Services Supervisor accompanied during the site visit.

During the site visit, Raymond James took exterior unit photos of some units and common areas, such as the playground areas. This was a property inspection.

In September and October, WSHFC conducted virtual inspections on 14 YNHA Tax Credit 5 – Huli Circle units. All Huli residents were notified, in advance, of the scheduled inspection along with the information that YNHA did not know which 14 unit would be selected for WSHFC inspections. Nine units in September and five in October. Resident Services and Maintenance Inspector participated in the virtual inspections by using RSS cell phones. The Inspector, Morgan Vaughn, viewed virtually.

After the inspections, there were 24-hour urgent items that needed to be addressed by YNHA to correct the health and safety items. This also required tenant cooperation and assistance. Remaining deficiencies would need to be coordinated with Maintenance department, Housing department, and tenants. Travois assisted YNHA by completing the Deficiency Grid after YNHA scanned and emailed the work order information. Occupancy department received a separate list to scan and email a limited number of Tax Credit files.

Housing department would like to thank all departments and YNHA for making it a successful 2022 year and looking forward to even better 2023.

2022 Photos



Marcella Jim with our Board of Commissioners. She was one of the first move-in's at Wishram on February 25, 2022.



Yakama Nation Public Safety- Officer Maldonado, Sgt. Alexander, and Officer Lamebull at the YNHA Native Night Out outside the administration building on August 18th.





Adams View Native Night event on September 14th, 2022







YNHA staff group photo after the Adams View Native Night Out event 30





YNHA Trick or Treat for small children in the administration building







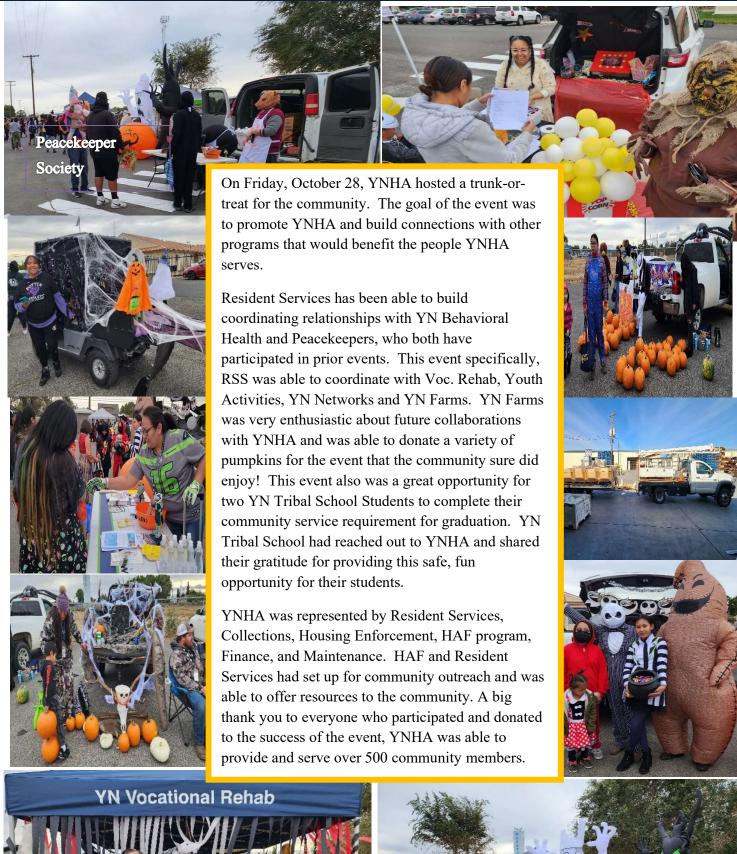
















WAREHOUSE DEPARTMENT



Warehouse Department Mission Statement: is to supply the needs of the Yakama Nation Housing Authority. Through management of stock and inventory, organized record keeping, and materials as needed.

Staff: Warehouse staff includes Cecil Compo Inventory Receiving Technician has 10yrs of services with YNHA. Cecelia Strong has 1 year of services with YNHA became a fulltime employee in July. Callie Azure Warehouse Manager has 2 years of service with YNHA. Over the summer months, the warehouse staff mentors Summer Youth workers as part of our staff. This year we hosted Jay Walter Adams, Ethan Hamilton and Todd Higgins.

Purchasing Goal: Make sure supplies, materials, and services are purchased efficiently and at the most favorable prices, following all requirements of the YNHA, Tribal and Federal procurement policies. In doing this we were able to process a total of 2755 warehouse requisitions. The warehouse expensed out a total of \$369,112.64 of supplies from the warehouse.

Warehouse Goal: Maintain vehicle fleet, materials, tools and supplies to provide maximum benefit to the YNHA staff. By providing accurate and timely weekly warehouse materials requisition report; provide a yearly materials inventory report. Perform yearly physical inventory of tools, vehicles and equipment.

MAINTENANCE DEPARTMENT

YNHA maintenance consists of 18 Staff, with 3 Administration—

Mike Alvarado, Maintenance Manager, Jerolynn Vallo San Juan, Maintenance Program Coordinator, Wade Yallup—Lead Mechanic/Vehicle Mechanic Irene Mendoza, Data Entry. 1 building custodian—Wilma Buck, 16 field staff

Goals of YNHA Maintenance

•Maximizing the Day-to-Day operation within YNHA as per policy and procedures. •Identify and implement cost reductions in day-to-day operations •Provide and maintain equipment maintenance records of YNHA units •Collect necessary maintenance cost information per unit for longevity and usefulness for Yakama nation members present and future •Optimize maintenance resources, labor, materials, contracts for longevity and usefulness of YNHA units. • adhere to current environmental, safety, and health compliance, Procurement within YNHA policy's. Cooperate and establish working procedures within Maintenance and Yakama Nation Programs for the benefit of all within Yakama Nation boundaries. YNHA maintenance oversees and maintains 400 plus rental units within the boundaries of the Yakama Nation.

Maintenance have expanded with hiring a Building Inspector in February 2022 which Maintenance has not had for quite a few years—Brandon Partain. Brandon

comes to YNHA from work in construction field. Building Inspection deals directly with the structure of the building. Documenting wear and tear, possible structure damages—preventative inspections of roofs, windows, door frames, exhaust, vents, and additional assessment of YNHA buildings (units). Included are the repairs as needed to maintain the building integrity. Assessment of upcoming cost and repairs of building structures. Building Inspection schedule parks in cooperation with RSS and Compliance. Maintenance did inspect 275 units –Low Rent/Nahasda/Tax Credit 1-6 and did follow up repairs, as able to schedule. Maintenance worked with RSS in USIG inspections and repairs. Building Inspections did uncover finding in the Recently re constructed TC6—Clogged Exhaust Venting, non-ducted exhausts, Electrical issues with Microwave install recently removed. R36/TC5 finding pex water lines damage, pin hole water breaks in walls-seems pex lines may have been out in elements and installed, two units found with this damage in the walls. Also found severe damage repairs from inspections, Pest infestations, housekeeping issues—hoarding, garage repairs. Roof repairs in Skow and Shix Neet units—the manufactured units were completed. Findings of LR 22-22 water line breaks—units that did not receive the TC2 renovations. Maintenance expensed Imminent threat grant. Ongoing calls of malfunction with the Johnson Control/Simplex Grinnell Alarm System. Repair calls to Johnson Controls and informed of an outdated system may need replaced. Johnson Control alarm system is a fire alarm system over seen by Johnson Control. Yearly inspections are done and maintained services and repairs done. Yakama Nation had still been in Covid Precaution at start of 2022 with A closure of offices in Feb. 2022. Covid closure followed up with disinfectant cleanup of all YNHA buildings. Front admin building had new install of Hvac System to the south building. Apas Goudy gate has not been in service for use since install.

Maintenance did lose one Certified Apprentice HVAC Tech but was able to fill the position – Francisco Navarro began in September 2022. Maintenance was able to hire Laborers in Oct. 2022 Under the Bank of America Grant which focused towards park clean up. Applicants were specific from YNHA tenant hiring. Through the B of A grant, schedule park clean up were resumed Oct. 2022 and April/May 2022—schedule garbage bins in parks for cleanup of parks. Maintenance still working towards Wells Fargo Air quality work, Lapse in service due to material shortage in Hvac Materials. Shortage in Day-to-Day parts and for special order parts. Maintenance repaired water line breaks in Totus Park, vacant unit 129 Celia had severe water damage to the building—entire unit soaked with water. Water filled through walls up to the ceiling—Hvac system was vandalized and no heat in unit caused water to freeze. Maintenance directive to repair 4170 Tule Road for Homeowner occupancy. Completion of asphalt to front entrance of Pahto Village and at Georgeville. Additional Temp Laborer staff resumed employment. Install of surge protectors at the Adams View Lift Station, as multiple occurrences of power outages happening from Yakama Power Service. Maintenance installed new Hvac System to Pahto Village offices. Updated irrigation system at Wanity Park—in use for years with sporadic services. Updated Wanity Bridge with new steel walkway—old walkway was made of wood and worn, safety issue during ice/snow months. A lot of wear and tear, decided to install new steel pathway. Maintenance staff to clear overgrown brush at Wishram Construction, maintain clearing the Dallesport area for safety/summer. 173 Wapay, Brownstown R35 found to have very slimy water, installed a water filter—should consider more review of occupancy to this unit. Maintenance work contracted out with Yakima Hvac vendors during summer months (prior to 2nd HVAC tech hired in September. Extreme heat weather. 3 Maintenance staff started CDL classes,

have follow up training still pending for Certification. Maintenance installed new gate at Wishram, new boards at Wanity park and Foster Bldg entrances.

Maintenance continues to manage work on income eligible units through Elder Minor Program—work included but not limited, assessments and repair/replacement costs of: Pump well removal and install (No water), NO heat, No AC, plumbing repair, electrical, Window/Door install.

Elder Minor work orders: 23 Material/Vendor costs: \$30,353.41

Maintenance assisted install of FEMA trailers—electrical, Well pump installation.

Maintenance had 42 units in rehab repair for new occupancy—average 4 units per month within the FY OCT. 2021- SEPT 2022. Maintenance reports 42 vacancy repairs with 36 Move ins.

Maintenance dept. reports 1395 work orders from Oct. 1st, 2021 through Sept. 30th, 2022.

Maintenance warehouse req'd materials: monthly avg: \$16,542.04, total year: \$198,504.53

Contractor/vendor: total year: \$24,329.76

Tribal HUD/VASH/ROSS

ANTONIA STEVENS

ROSS HUD/VASH COORDINATOR

Yakama Nation Housing Authority has had the Ross HUD/VASH grant since 2016

and to help the homeless become self-sufficient as well as assist with our Yakama

Veterans with referrals for betterment of ones lives.

It has been quite an eventful year for Ch'ayanin Wap'iita -Pahto Village, as we all

know we were only able to do so much due to the Covid 19 pandemic, and we have

started our regular services as of March 2022 which we hit the floor running to do

catch up with our tenants.

I have been relocated to on site office location since October 2022 and have had

positive feedback of my presence on site.

This year there been:

Recertifications: 28

Interims: 9

Move In: 7

Move Out: 10

Pre-Assign Unit: 7

Transfer in: 1

40

Transfer Out:

Inspections: 28 of move in and move out and annual (A/B pods)

UA's: 22 for move in and random with 4 positives (2 HH)

Non-Renewable Lease Notices (7) are given for tenants who are nearing the twoyear mark and have the option of requesting an extension, these are allowed to outstanding tenants that have had no non-compliance issues. (4) were given extensions.

Incident reports: 10

1

Payback Agreements 2, number would be increased but due to the Emergency Rental Assistance program, I have submitted applications on behalf of the tenants.

Payroll Deduction: 4

Work orders: 129, new keys, new windows, new ductless systems, walk through repairs for move in and move outs, laundry room repairs and tenant repairs and common area clean up around Pahto Village, Water line fixture being clogged due to root and tenant damage.

YNHA Weatherization Department has been weatherizing D/E pod and have been giving the required information needed to assure that the tenants are income eligible to get weatherization services.

Held Financial Literacy Classes on site April -August with YNHA Financial Literacy Specialist: This was a very great turn out with a lot of class participation and material for the tenants to take back and kept for future reference.

April- May 2022 6 classes offered:52 participants

July-August 2022 6 classes offered: 11 participants

12 classes offered: Total 63 participants

Community Needs Assessment: I had given each of the tenants and went though and collected them as required by the Ross Grant.

Total: 53

Joined the Yakama Nation Homeless Coalition team and have attended meetings at the end of the year, we have come together to collect coats, hats, small stuffed toys, and programs informational brochures to put in a total of 500 back packs, due to my busy schedule I was not able to go out and disperse the back packs at the many homeless camps within our reservation.

Participated in this years 3rd Annual YN Enterprises & Affiliates/Program-Entities Christmas Giveaway drive through to help give out Hams and Turkeys donated by YNHA and other programs.

Have been busy addressing the tenants complaints/ lease violations, referrals for drug and alcohol abuse, boarders/lodgers in units, pets, parking issues. Done through letters for non-compliance and home visits or set up appointments for one-on-one face meeting at onsite office.

Work with the Case Manager for Tribal HUD-VASH from the Yakima office on any concerns for our Yakama veterans, we have two vacancies at this time but have one that was just approved to receive services, leaving one vacancy. We do not have any veterans on our waiting list now.





Weatherization Department Annual Report

The Weatherization (Wx) Program increases home energy efficiency for low-income families. Thereby the Wx Program lowers energy use, reduces utility bills, and decreases the need for assistance with utility costs.

The Yakama Nation Housing Authority Weatherization Program is one of twenty-seven community action agencies, tribal entities and local governments in Washington State that provide weatherization services to low-income eligible applicants. Our program receives Federal and State funding from the Department of Commerce, we also receive funding from PacifiCorp to provide weatherization to Pacific Power served homes.

WEATHERIZATION PLUS HEALTH

Weatherization Plus Health combines energy and cost-saving weatherization improvements with measures that help to improve the indoor home environment for children and adults who have asthma. This strategy has been shown to reduce health risks and healthcare costs for at-risk families.

This past year our program provided weatherization services to Homeowners that received previous repair work from the DOC Repair pilot program. During our follow up weatherization services, we had four families that had a household family member or multiple members that have asthma or COPD respiratory issues. This allowed us to provide plus health measures which consisted of removing carpet and installing laminate in two areas of the home – living room and bedroom of household member that has the respiratory issue, installing additional ventilation - ERV fan, providing family with an air purifier, green cleaning kit, walk off door mats, hepa vacuum, we also provided client education on the seven steps to a healthy home which are to keep it dry, keep it clean, keep it safe, keep it well ventilated, keep it pest free, keep it contaminate free, and keep the home well maintained. The main goal of the plus health program is to improve the family's health.

The Weatherization Program has completed the insulation work for the last of the nine homes that received repair work and we are currently moving forward with new weatherization applicants that applied for weatherization. Our program has also started received applicant's that have applied for the Homeowners assistance fund.

On behalf of the Weatherization program, I would like to give thanks to all the programs for the assistance we received this year and continue working together in 2023.

I HAVE ATTACHED PICTURES OF WEATHERIZATION SERVICES WE PROVIDED TO

HOMEOWNER HOMES, AND PAHTO VILLAGE APARTMENTS, ALSO PERFORMING

DIAGNOSTIC TESTING ON GORGE VIEW LOOP HOMES THIS PAST YEAR.

WEATHERIZATION W/ PLUS HEALTH MEASURES: AIR PURIFIER, WALK OFF DOOR MATS, ERV FAN, GREEN CLEANING KIT, HEPA VACUUM









WEATHERIZATION W/ PLUS HEALTH MEASURES: AIR PURIFIER, WALK OFF DOOR MATS, ERV FAN, GREEN CLEANING KIT, HEPA VACUUM



















WEATHERIZATION W/ PLUS HEALTH MEASURES: AIR PURIFIER, DEEP CLEANING, GREEN CLEANING KIT, WALK OFF DOOR MATS





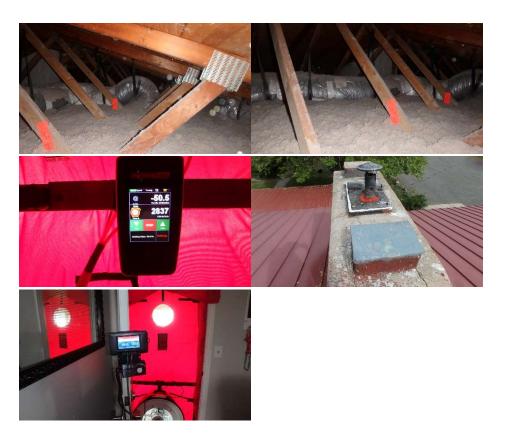






WEATHERIZATION MEASURES: INSTALL FLOOR, PIPE, AND DUCT INSULATION, AIR SEALING, ATTIC INSULATION





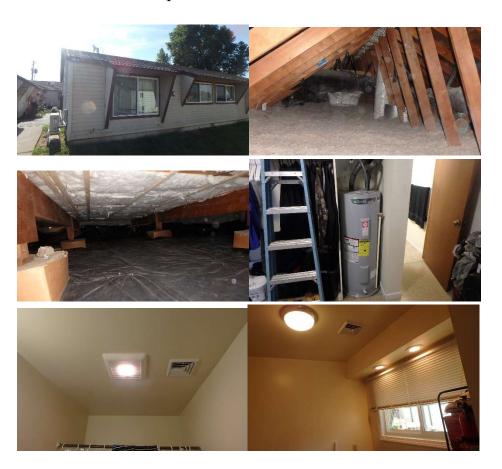
Pre Blower door reading was 2837 cfm: Final blower door reading 1132 cfm

Pahto Village

Pahto Village is a 40-unit Apartment Complex in Wapato, WA. that was built in 1970. The Weatherization program continued the process of improving the energy efficiency, indoor air quality and comfort to six apartments in D Pod and is in process of ordering material for the last 2 apartments in this pod.

Our staff has also completed two apartments in E Pod, with four apartments with floor insulation, and other measures installed and is in process of installing Ductless mini splits in these four units. The remaining two apartments in this pod are underway with floor insulation being installed. The Weatherization and

Maintenance Department worked together with sharing cost on replacement of windows for these apartments



Wishram Heights WA.: <u>DIAGNOSTIC TESTING PERFORMED ON COMPLETED</u>

<u>HOMES</u>





SPECIAL PROJECTS

Staff: Cheyenne, Greg Close, Cialita, Leonard and Wade



Cheyenne Kiona



Greg Close



Cialita Keys



Leonard Sam and Wade Ohms

Tax Credit 8: The Wishram Project:

YNHA encountered a myriad of obstacles in 2022. Transition of laborers, Project Managers, delay in supplies, material shortages, increase in pricing, remote location became problematic to stay on schedule and budget. In addition, virtually every worker on the site was exposed to the Covid Pandemic, with many weeks of workers' down-time accrued throughout the Project. Material supplies were also restricted for the entire Spring, Summer, and Fall, changing the scheduling and delivery for scheduled tasks projected. With assistance of subcontractor buy-in, shifting of projects and rotating house to house to successfully keep our momentum going. Currently, nine homes are occupied, with another dozen in line for completion in early 2023. Total completion for all 46 homes is tentatively scheduled for May 2023.



Yarabid Rodriguez

Special Projects Accountant

Yarabid Rodriguez joined the Special Projects team as the accountant in early May of 2022. Since joining, she has completed ten pay applications, resolved outstanding finance charges, and is continuously working on the reconciliation of the accounts. Along with keeping QuickBooks up to date and continuously working with subcontractors and vendors to keep payments on track. This will be the first audit year of the Tax Credit 8 project.

Photos of the project: First, the entire project from the air



Next, some ground shots;





Finally, interior views;







That is what was accomplished in 2022! Goal is to complete this very important task of housing some of the many families in need and representing the Yakama Nation Housing Authority! Thanks to all of YNHA for making this happen.

GRANT DEPARTMENT





JUAN AGUILAR

TEAIRA VENEGAS

The Grant department began the year running solo with the Grant Writer Juan and added Teaira in April. The Grant department completed and submitted seven (7) grant applications with five awarded.

- The first grant that was awarded was from the Group Health Foundation.
 They awarded \$10,000 to provide assistance to YNHA to provide Team
 Building sessions that were held at Yakama Nation Legends Casino in
 November. Those session were very productive and successful.
- The next grant that was awarded to YNHA was from the department of Commerce and it was for Permanent Supportive Housing-Operations, Maintenance, and Support Services (PSH-OMS) in the amount of \$2,286,427.00. This grant provides assistance to the Housing and Maintenance departments to assist with supportive housing for all tenants at 30% AMI and below.

- YNHA applied for and received the 1st round of Emergency Rental Assistance (ERA) re-allocation in the amount of \$109,060.00.
- YNHA then applied for and received the 2nd round of ERA re-allocation funds in the amount of \$1,390,940.00 to help continue the ERA program until the end of December 2022.
- Applied for the Bank of America grant early in 2022 and was awarded the grant in the amount of \$50,000.00 to continue to provide capacity building services.
- Researched the HUD-IHBG Competitive grant application. The DRAFT is completed with the 30-page Workplan Narrative with required attachments, submittal approved by BOC, Resolution and sent to YN-Tribal Council for Resolution approval at their January 2023 board meeting. HUD review and approval for \$7.5 million grant to construct (13) two- and three-bedroom homes is expected in April 2023, and construction is expected to begin in June 2023.
- Juan spent all of 2022, working with John Clancy, Attorney and Solar Energy expert and consultant, HUD approved for TA grant to develop project plan to install "solar panels" for the (46) homes at Wishram, WA, along the Columbia River in Klickitat County. The Department of Energy (DOE) grant application for \$4.5 million will be submitted in February 2023.
- Juan is writing five (5) philanthropy grants at the request of Administration and BOC, to raise funds for capacity building and staff development, target amount is minimum \$500,000.00 to over \$1,000,000.00. Funds will be awarded by June 2023.

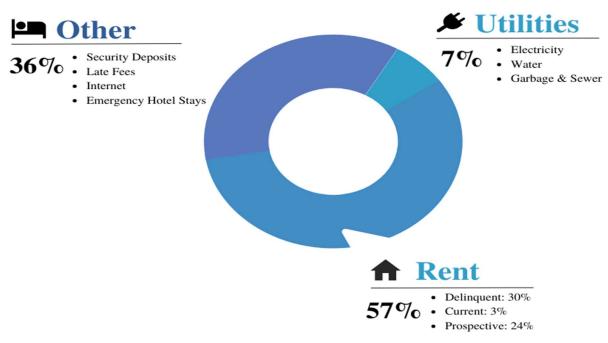
COVID-19 Emergency Rental Assistance Program

The Emergency Rental Assistance Program (ERA) was created to help renters impacted by COVID-19. Funds could be used for rental deposits, utilities, and other housing costs like emergency hotel stays and rental late fees. There is a 3-Phase process for the program and eligible households must be at or below 80% of the area median income.

In January of 2021, YNHA received a total of \$7,860,258.38 from the Department of Treasury for the ERA Program. In 2022, YNHA received two rounds of reallocated funds, totaling an **additional \$1,500,000** in resources to be dispersed to eligible households.

2022 ERA Assistance

~\$4 Million Processed to Eligible Households



ERA Team



Jaissa Grunlose ERA Program Coordinator



Angela Sanchez Service Specialist



Sammy Jo Plumlee Service Specialist



Melissa Kishwalk Data Entry Specialist

2022 was the ERA program's second and final year of operation. Many applicants from this year were reapplicants from the prior year. During the last quarter of the program, we removed the geographic limitations in order to spend more funding and make it available for eligible applicants not in our area. The ERA program sent out thousands of flyers to tribal members and tabled at events in and around the community handing out applications and answering questions.

Key ERA Impacts



Households Assissted
Nearly 2,000 total households
were granted ERA funding



YNHA Tenants

Almost 300 Yakama Nation Housing Authority tenants received ERA funding for rent, utilities, or deposit assistance



Tribal Members

Around 53% of those who received ERA funding had a Tribal Member as head of household, with the majority of those being *Yakama Nation Tribal Members*



Thank you for your help! I really appreciate everything our tribe and everyone working for us has really changed my life in ways I couldn't possibly imagine. If you had told me a year ago from now my life would improve this greatly, I would probably break down and cry.

ĿĿ

Housing Assistance Fund (HAF) Program

Overview

The US Treasury awarded funding to YNHA, a tribally designated entity, to receive the tribal allocation award of \$4,674,628. The Treasury initially released 10% of the allocation in the amount of \$467,463 on 10/08/2021 to create a HAF Program. To receive the remainder of the funds, Juan Aguilar, YNHA Grant Writer, developed the HAF Plan for the purpose of describing the needs of eligible homeowners, the design of the program to implement using HAF funds, performance goals and information regarding YNHA's capacity to implement the program. On 08/17/2022 notification was received that the HAF Plan was approved by the Treasury and YNHA received the remainder of the allocation in the amount of \$4,207,165. The HAF Program is a 5-year grant that is anticipated to operate through 09-30-2025 or until funds are exhausted.

The HAF was established to mitigate financial hardships associated with the coronavirus pandemic by providing funds to eligible entities for the purpose of preventing homeowner mortgage delinquencies, defaults, foreclosures, loss of utilities or home energy services, and displacements of homeowners experiencing financial hardship after January 21, 2020, through qualified expenses related to mortgages and housing.

Performance Goals

In order to provide for a more equitable distribution of the HAF funding, it was determined that the qualified expenses listed below would be a one-time award only per eligible household/family

The primary goal is to reduce mortgage delinquency among the targeted population and to disburse the allocated funds in a timely manner, and within Treasury guidelines and approved HAF policies. The following are the program design elements and approved amounts:

Program Design Elements	Maximum
	Amount
Down payment assistance – to assist with payments of	\$12,000.00
existing DPA loan	
Home repairs/rehab to maintain habitability & based on	\$20,000.00
health and safety issues	
Mortgage principal reduction	\$ 1,000.00
Mortgage interest rate reduction	\$ 1,500.00
Other measures to prevent homeowner displacement	\$ 1,000.00
Mortgage assistance	\$ 3,000.00
Delinquent property taxes to prevent tax foreclosures	\$ 3,000.00
Internet services, including broadband access	\$ 75.00
Homeowners insurance, flood and mortgage insurance	\$ 350.00
Homeowner association, condo or cooperative fees and costs	\$ 400.00
Utility payment assistance: electric, gas, home energy (oil &	\$ 250.00
firewood) and water	

The latest HAF Policies and Procedures were approved by BoC on 09/21/2022, that governs the program, the expenditures and management of it.

The HAF Program opened for accepting applications on October 14, 2022. Qualifications for the program are:

- You must be a homeowner and occupy the primary residence.
- ➤ The applicant must have an annual income at or below 150% of the area median income (AMI) or 100% of the national median income, whichever is greater.
- ➤ One or more household member must have experienced a financial hardship after 01/21/2020 as a result of the COVID-19 pandemic.

Preferences and priorities will be provided first to socially disadvantaged individuals that have at least one family member who is a Tribal member; second preference is given to socially disadvantaged individuals that has at least one family member who is a member of an Indian Tribe; and third preference will be given to other socially disadvantaged individuals.

52 Applications: October 14 – December 31, 2022				
Status of Files	Minority	Status of Application	Services Requested	Referrals/ Apps
41 Active	48 Yakamas	13 Approved	22 Home rehab	Wx
11 Closed	4 Hispanics	17 Incomplete	3 Homeowner Insurance	EMHR
		4 Disapproved	6 Delinquent Property Taxes	
		5 Pending	4 Utilities	
		2 Withdrawn	5 Mortgage Assistance	
		11 Pending Review	1 Mortgage Principal	
			5 Other Measures	
Service Areas				
40% each - Wapato and Toppenish				
3% each – Goldendale, Harrah, Moxee, Union Gap, White Swan and Zillah				

Community Outreach & Engagement

The HAF Program began public outreach in September 2022, the following is a summary of outreach activities through December 31, 2022:

Date	Activity	# of Resource Bags
09.14.2022	NNO @ Huli Circle	30
10.21.2022	AJ Strom Fall Carnival - Toppenish	50
10.27.2022	Homebuyer Education Class - AGCC	35
10.28.2022	YNHA Halloween Event	40
10.29.2022	YN Programs Halloween Drive Thru Event	250
11.28.2022	Wapato Convention Center – NA Heritage Month	3
Date	Other Activities	
	Yakama Info – Tribal employee emails	
Oct/Nov 2022	Advertisement in Toppenish Review – 1 page ad	Distribution is 2,000
Nov. 2022	YN Enrollment database – direct mail outs	8,400+ flyers
Dec. 2022	Advertisement in YN Review – 1 page ad	

In order to build awareness of the HAF Program at the local, neighborhood level and to provide information regarding eligibility and program services; specifically, in communities where homeowners are at high risk for foreclosure and where communities are less likely to be reached by traditional advertising; developing a strategic outreach plan to raise awareness of the HAF services at community events is a way to reach homeowners in their service area and to encourage those who may be eligible to apply, while also establishing partnerships with other organizations.

A HAF survey was done during the months of October-November with the staff participating community outreach events and receiving surveys from Pahto Village tenants and YNHA employees for a total of 131 surveys.

Best Practices & Coordination

The HAF Program is staffed with three full time positions: Manuela Spencer, HAF Manager; and two Service Specialists: Angela Sanchez and Jaissa Grunlose. The staff work with applicants closely to ensure that they are receiving the services that provide them the maximum benefits while providing counseling services to assist homeowners determine their best options or solutions to address their housing related hardship.

In working with the YN Realty and Probate Departments we have established guidelines involving verification of trust property ownership, approval process for undivided interest ownership on trust lands, and in learning about the probate process and determination of heirship.

We are working with three applicants who are close to foreclosure on their properties due to default on their mortgage payments and are currently working with YNCE and Wells Fargo banks in assisting to help prevent foreclosure.

In addition, HAF staff has been coordinating efforts with the Elder Minor Home Repair and Weatherization Programs to ensure that applicants are applying for all programs that they may be eligible for in order to maximize their services.

Financial Literacy Program

YNHA received a 1-year grant from the Department of Financial Institutions (DFI) in the amount of \$70,000 for the Financial Literacy Program in March 2021. Using the Money Smart Program, the grant was used to help low-income, underserved, Native American children, youth, adults, and elders who are in at-risk communities to attain economic security. The grant allowed for a full-time financial literacy specialist and 2 temporary part-time tutors.

Performance Goals

The primary goal is to improve the financial literacy of our underserved Native Americans who reside in communities located within the YN reservation boundaries, specifically families who reside within YNHA parks. The strategy used to accomplish this was to use the four key aspects: educating, providing the tools and resources, building partnerships, and doing outreach. The following goals were implemented:

- 1) Provide relevant and effective financial education training with the tools and resources that will result in a greater likelihood of retention, positive action and motivation to help participants stay on track to achieve their goals.
- 2) To improve and increase the effectiveness of financial education by helping people build their knowledge and skills so they can make better informed financial decisions and take financial steps to achieve their own life goals.
- 3) To look beyond the monthly payment and learn how to be aware of financing features and other factors that will affect their total indebtedness.
- 4) Attend outreach events and engage with other programs to build and strengthen community partnerships.

The fundamental components and skills of financial literacy that were taught to help participants gain knowledge regarding the effective management of money and debt are:

- a) Budgeting: spending, saving, investing and giving.
- b) Investing. Learning about key investment components allows individuals to make smarter financial decisions that may result in an increased in flow of income.
- c) Borrowing. Understanding interest rates, time value of money, payment periods and loan structure.
- d) Taxation. Awareness of the different income tax rates permits economic stability and increases financial performance through income management.
- e) Personal financial management. Financial security is ensured by balancing the mix of financial components above to increase investments and savings while reducing borrowing and debt.

Community Outreach

Community Outreach & Other Activities			
Date	Event / Activity	Resource Packets	
10.27.2021	Tinnawit Program Trunk or Treat	50	
10.29.2021	YN Area Agency on Aging Truck or Treat	60	
08.18.2022	YNHA NNO @ Administration Bldg.	68	
09.14.2022	YNHA NNO @ Huli Circle	50	
Flyer Distributions			

Yakama Info – Tribal employee's emails

YNHA monthly newsletter, website and HDS database for mailouts.

Postings: Mt. Adams & Apas Goudy CC; Tribal Agency; Campbell Farm, People for People, YNHA lobby;

Yakima Employment Security; Cities of Toppenish, Wapato and White Swan

Money Smart Classes

Each class consisted of 90-minute financial literacy education

Dates/Place	Туре	# of Classes	# Participants
Nov–Dec 2021	Adult	5	10
Total:	1	5	10
Jan-Mar 2022	Pre K-4th	5	4
Apas Goudy Community Ctr.	5 th – 8th	6	3
	9 th – 12th	6	2
	Adults	6	21
	Micro-Bus.	6	0
Total:	5	29	30
April-May 2022	Older Adults	4	25
Pahto Village and Apas	Adults	6	52
Goudy Community Center	9 th – 12th	5	1
	5 th – 8th	6	3
	Pre K – 4th	6	13
Total:	5	27	94

Jul-Aug 2022 - Wapato	Adult	6	11
Pahto Village, Apas Goudy	Micro-Bus.	7	0
Community Center, and	9 th – 12th	4	0
Campbell Farm	5 th – 8th	4	1
	Pre K – 4th	4	0
	Tutoring	21	12
Total:	6	46	24
Jul-Aug 2022 - White Swan	Adult	4	0
Mt. Adams Community Center	Pre K – 4th	4	0
	5 th – 8th	4	0
	9 th – 12th	4	0
	Tutoring	21	0
Total:	5	37	0
Aug. & Nov. 2022	CDL Training	2	15
GMC Trucking Inst-Grandview			
Total:	1	2	15
GRAND TOTAL:		146	183

Community Partnerships

To foster a local financial education infrastructure and identify opportunities, Financial Literacy engaged with and developed partnerships with trusted and established community partners where people already go for other services. The following programs and/or businesses participated in collaborating with the financial literacy program:

GMC Trucking Institute, Grandview, WA. Established minority woman business owner provided 2 - one week in-class instruction for 15 participants towards CDL certification.

Campbell Farm, Wapato, WA. Provides on-site activities and meals for children and youth. The financial literacy tutor was on-site and available to youth and adults in helping them with basic math, writing, reading and GED classes.

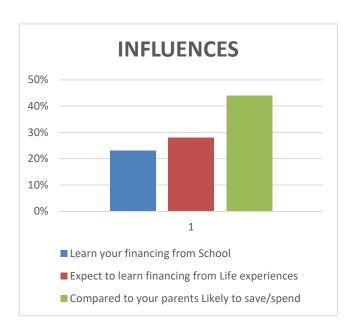
YN Credit Enterprise, YN Behavioral Health Services, YN Vocational Rehab, YN Probate and Realty Departments and YN Housing Authority-Collections participated as presenters for classes offered at Foster Center for the elders.

Findings and Conclusion

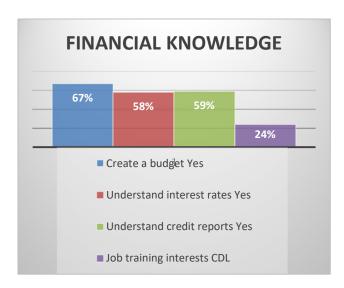
This is a first-time education initiative offered by YNHA to help empower our Native American children, youth and adults to participate in classes that navigate across a wide range of financial topics that affect their decisions that arise in their financial lives. The grant objectives with DFI were met and YNHA has been invited to re-apply for the next upcoming grant year January 2023.

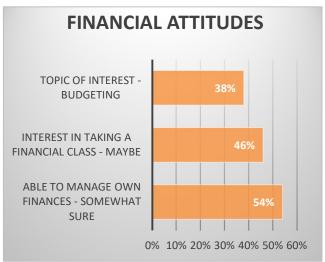
There was a total of 72 pre and post surveys received from class participants with 99% positive comments. Of the 77 adults who attended the financial literacy classes there were 10 who took the final test and passed with 70% or higher. All participants received certificates of completion for the classes they attended.

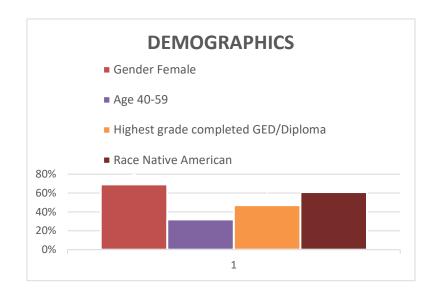
In addition, a needs survey was done in community-based settings in the months of Oct-Nov. 2022, 107 surveys were received from staff attending 4 community events, along with Pahto Village tenants and YNHA staff participating. The focus of the community survey was to identify demographics, people's knowledge, attitudes, behaviors, and influences regarding financial literacy. It is hoped that the results will be a valuable tool for determining the objectives for the next grant year, in their consideration for a curriculum in financial education. The results are as followed:











GOOD-BYE 2022 AND WELCOME 2023!



HAVE A GREAT YEAR YNHA!!