



# Coquille Indian Housing Authority

## FY 2018 Master Projects List

October 12, 2017

Rank/ Class	Activity	Funding		Department	Assignment	Notes	
		Source	Year				
1	<b>1</b>	<b>2017 Self-Monitoring</b>	IHBG	'17- '18	All	All	Onsite review conducted 9/11-15/17 and 9/19-21/17. Report received 9/21/17. JW presentations to Board and TC 10/12/17.
2	<b>2</b>	<b>2018 IHBG Formula Funding</b>	IHBG	'17- '18	Admin	AC	Final FY17 allocation was \$1,037,414. Olink meeting held 7/27/17. Olink MOA presented to TC and approved by resolution 8/25/17. Submitted to olink 8/28/17. FY18 preliminary estimate of \$1,069,955 received 9/11/17. FY18 estimated make whole payment of \$51,519 received from Klamath 9/14/17. Revised FY18 preliminary estimate of \$1,022,473 received 9/15/17. FRF due 11/6/17.
3	<b>3</b>	<b>2017 APR</b>	IHBG	'18	Admin Accounting	AC, DD, MC	FY17 APR due 12/29/17.
4	<b>4</b>	<b>Warehouse Replacement Project</b>	IHBG Non-IHBG	'13- '18	Admin Accounting Projects		
		• Construction				LM, DD, AC	Material deliveries began 5/9/17. Slab amendments began 5/11/17. Review of submittals began 5/12/17. Additional temporary fencing installed 5/23/17. Job shack delivered 5/30/17. Refer to attached CIHA PMOSF Progress and Budget Reports beginning 6/1/17. Estimated completion 11/17/17.
		• Interior Layout				DD, LM, SF, SP, KM, AC	In progress.
		• Equipment Procurement				DD, LM, SP, KM	Lift, flooring rack and meter, lumber racks, etc. In progress.
		• Punchlist				LM	Tentatively scheduled for week of 10/30/17.
		• Tours and Demonstrations				LM, AC	KRA tour 11/13/17. Board tour 12/14/17. Possible soft open at 2018 MWG. Opening event at 2018 TRC.
		• Move-In				LM, SF, SP, KM	Anticipated 12/4/17-3/30/18.
		• CIT EDRLF Financing				AC, BK/CIT, SM/CIT, MG/CIT	Construction bid received 2/9/17 exceeds funds available. Board discussion 2/23/17. TC workshops 2/24/17 and 3/8/17. TC wishes CIHA to utilize full bond amount and borrow remainder from Tribal revolving loan fund. Submission of formal loan request pending CITC Chapter 177 ordinance amendment,

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5	• CIT EDRLF Financing (cont.)					completion of value engineering, and Board approval of final plans and budget. Board approved revised budget, loan proposal, and construction contract 4/27/17. Comments on ordinance amendment due 5/1/17. Draft proposal to MG/CIT 5/4/17. Revised to specify interest rate per MG recommendation 5/16/17. Final submitted 5/24/17. TC adopted ordinance amendment and approved loan 6/8/17. Agreement executed effective June 28, 2017. Full drawdown anticipated Nov. 2017.
5	<b>Environmental Review</b>	IHBG	'18	Admin Accounting Projects	AC, MC, LM, SP	
	• Exempt and Categorically Excluded Activities					FY18-22.
	• 24 CFR 58.35(a) Categorically Excluded Activities Subject to 58.5 Converting to Exempt					
	• Accessibility Modifications					FY18-22.
	• Landscaping Enhancements to Rental Units, Facilities, and Common Areas					FY18-22.
6	<b>Tribal Events</b>	IHBG Non-IHBG	'18	Admin Resident Services		
	• 2017 Holiday Gatherings				DD, DH, TM	Outreach at four Tribal holiday parties 12/4-10/17.
7	<b>3-Year Indian Housing Plan</b>	IHBG	'17- '18	Admin	All	FY18-20. Access to Tribal data requested 1/12/17. Began preparing facilitation materials 1/18/17. Discussed data access with Tribal Chair 2/15/17. Planning session with Board and staff 8/24/17. Draft 3-year plan to Board 12/14/17.
8	<b>Policies and Programs</b>					
	• Mission Statement	IHBG	'18	Admin	AC, BOC	Revision to reflect expanded services. Draft to Board 12/14/17.
9	2017 IHBG Formula Funding	IHBG	'16- '18	Admin	AC	Final FY16 allocation was \$1,035,162. Preliminary FY17 estimate of \$1,123,809 received 6/6/16. Olink meeting held 6/23/16. Estimated FY16 make whole amount \$11,224 to be paid by Fort Bidwell, Karuk, and Tolowa (Smith River). Olink MOA presented to TC 7/21/16, approved by resolution 7/23/16, and submitted to olink 7/25/16. FRF submitted 7/28/16. HUD acknowledged receipt 7/28/16. \$1,510 make whole payment received from Karuk 8/22/16. \$4,257 make whole payment received from Fort Bidwell 9/14/16. CR through 12/9/16 passed 9/28/16. CR through 4/28/17 passed 12/9/16. \$5,457 make whole payment

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	2017 IHBG Formula Funding (cont.)					received from Tolowa 3/17/17. Final allocation notice of \$1,037,414 received 7/7/17. Received and returned funding agreement 7/31/16. Funds released 7/28/17. First draw entered 8/8/17; received 8/10/17. \$5,393 make whole reconciliation payment from Karuk received 8/29/17. \$2,222 reconciliation payment from Fort Bidwell received 10/9/17. Awaiting \$6,420 reconciliation payment from Grand Ronde.
10	<b>2017 Financial Audit</b>	IHBG	'18	Admin Accounting	AC, MC, DD, DH, TM	Due 6/30/18.
11	Backyard Chickens	IHBG/ Non-IHBG	'17 '18	Admin	AC, SM/CIT	PRL participant has requested permission to keep backyard chickens. CIT has requested opinion from CIHA Board and, if favorable, policy development or ordinance recommendation. Began researching 3/22/17. Board approved draft amendment to CITC Chapter 720 Land Use and Zoning Ordinance 7/27/17. To Tribal Attorney for Council consideration 8/1/17.
12	Landscaping					
13	• 2017 Front Yard Makeover	IHBG	'17- '18	Admin Maintenance Projects	SP, TM, DD	Front yard makeover funds for one unit allocated in FY17 IHP. Announcements in May and June 2017 issues of Sea-Ha Runner. Entry period 5/1/17 through 1:00 p.m., 6/15/17. Drawing conducted at 6/15/17 Board meeting. Unit 2618 selected. Began design work with resident 7/10/17.
14	Records Management	IHBG	'09- '18	Admin Accounting Resident Services	DD, DH, MC, AC	Staff attended electronic document management presentation 1/21/09. Scheduling conflicts prevented CIT Records Management Coordinator from assisting with system design, retention schedule, policy development, and other tasks 3/2-13/09. Began conversion of Board meeting tapes to digital 1/3/11; completed 6/20/12. Began conversion of accounting records in storage to electronic document format 5/10/12. AP and receipt books completed 9/26/16. LOCCS draws completed 3/14/17. In progress: banking records 95%, AR 95%, payroll 55%, MDI 20%.
15	Tribal Events	IHBG Non-IHBG	'18	Admin Resident Services		
16	• 2018 Mid-Winter Gathering				AC, DD, DH, TM	Outreach during MWG activities 1/13/18.
17	Tribal Organizational Self-Assessment	Non-IHBG	'17 '18	Admin	AC	AC asked to serve on Executive Team 1/30/17. Initial team contact 2/10/17. Process to include employee survey, department head review of services and proposed cost reductions, strategic planning, and ET analysis and reports to TC.

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18	Tribal Organizational Self-Assessment (cont.)					Initial report to TC 5/19/17. Cost savings and efficiency recommendations presented to TC 7/12/17 and 8/9/17. Approximately 19 meetings, 47.5 hours of meeting time, and 20 hours of work time through 8/23/17 including events workshops. Additional follow up TBD.
19		VA Native American Direct Loan Program	IHBG	'17 '18	Admin	DH, AC, BK/CIT, EG/HSDW
20	Application for Mature Grantee Status	IHBG		Admin		
21	Commissioner Appointments	IHBG		Admin Board	AC, BOC	
22	• Position 1		'19			Toni Ann Brend appointed 4/11/16; term expires 4/11/19.
23	• Position 2		'18			Sharon Parrish appointed 3/28/15; term expires 4/1/18. Letter of resignation received 6/15/17. To Board 7/27/17. Retirement lunch held 10/4/17. Will solicit applications during annual appointment cycle.
24	• Position 3		'19			Shawn Chase appointed 4/7/16; term expires 4/11/19.
25	• Position 4		'18			Judy Rocha appointed 3/28/15; term expires 4/1/18.
26	• Position 5		'20			Don Garrett appointed 4/6/17; term expires 4/30/20.
27	• Position 6		'20			Bob More appointed 4/6/17; term expires 4/30/20.
28	• Position 7		'18			Denise Hunter appointed 3/28/15; term expires 4/1/18.
29	Contracts and Agreements	IHBG		Admin		
30	• County PILOT LCA				AC, EG/HSDW, BK/CIT	Received request for fee increase from CFD 11/25/08; revised agreement approved by Board 1/27/09. May wish to reconsider CIHA agreement with County and/or alternate service providers. Renewed effort to enter into LCA with County recommended in FY12 SMA. HUD NWONAP offered its assistance with the process 4/24/13.

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31	Emergency Preparedness	IHBG Non-IHBG		Admin Projects	AC, LM, DD, DM/CIT	
32	• Agency Emergency Response Plan					
33	• Agency Evacuation Kit					
34	• Disaster Recovery Guide	IHBG Non-IHBG	'15- '18	Admin	DD, AC, LM	Requested sample of the Native American and Alaska Native Edition of The Red Guide Resource Handbook for Disaster Survivors 4/13/15; received 4/20/15. Accepted proposal for customization 6/2/15. First draft received 6/5/15; edits submitted 6/8/15. Second draft received 6/15/15; edits submitted 6/25/15. Review suspended pending other work priorities.
35	• Resident Response Guide					
36	• Staff Training - Incident Command Structure (ICS)					Online ICS100 for all. Online/classroom ICS200+ depending on assignment. TAB, AC, and LM attended ICS100 1/24/17.
37	• Storage Facility for Emergency Supplies					Potential KRA or Tribal project.
38	Investment of Non-Program Funds	Non-IHBG		Admin Accounting	AC, TAB/BOC, JW	Met with CIT financial advisor and CFO 11/8/13 to discuss Tribal investment process and options. Strategic Wealth Management presentation to Board 2/27/14. JW researching alternatives; initial presentation to Board 7/31/14. Draft MOA for investment pooling received from MG/CIT 8/22/14. Further consideration pending PMOSF financing.
39	Tribal Trust Fund	Non-IHBG		Admin	AC, TAB/BOC	Discussed with Tribal financial advisor and CFO 11/8/13.
40	Community Composting Facility	IHBG		Projects	LM, SP, KM	Composting and topsoil storage area adjacent to Community Garden. Cleared area 3/12/14. Design and installation pending completion of Warehouse Replacement Project.
41	Landscaping					
42	• 2018 Front Yard Makeover	IHBG	'18	Admin Maintenance Projects	SP, TM, DD	Front yard makeover funds for one unit allocated in FY18 IHP.
43	• Four-Plexes					
44	• Rain Garden	IHBG		Admin Maintenance Projects	AC, LM, DD, SP	To reduce stormwater run off. Discussed with Mike Vaughan 2/28/13. Site selected between Health Center and 2601. Mike Vaughn engaged 6/10/13 to assist with design work; reviewed draft 6/17/13. Design work to continue following completion of Warehouse Replacement Project.

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45	Picnic Shelter					Potential KRA project.
46	Playground	IHBG		Maintenance		
47	• Refurbish Light Fixtures					
48	Resident Storage Lot Improvements	Non-IHBG	'14- '18	Admin Maintenance Projects	AC, LM, DH, SP, KM	Included in Warehouse Replacement Project design due to grading concerns. Proposed reconfiguration to increase storage capacity shown in schematic design. Board approved 10/30/14. Work to be scheduled in conjunction with Warehouse Replacement Project. Stuntzner marked boundaries of new bins and expanded resident storage lot 6/16/15.
49	Signage	IHBG		Admin Maintenance Projects		
50	• Repainting					Kilkich entry, welcome, and office signs.
51	• Directions to Facilities					
52	• Community Garden					
53	• Playground					
54	Accessible Duplex Units	IHBG		Admin Maintenance Projects		Construct new Section 504 compliant duplex units.
55	Accessible Single Family Unit	IHBG		Admin Maintenance Projects		Construct new Section 504 compliant single family unit 2665.
56	Adult Activities Center	IHBG Non-IHBG		Admin Maintenance Projects		
57	Elder/Disabled Independent Living	IHBG Non-IHBG		Admin Maintenance Projects		
58	North Parcel	Non-IHBG		Admin Maintenance Projects		Private residential leasing and market rate rentals.
59	Warehouse Replacement Project	IHBG Non-IHBG	'13- '18	Admin Maintenance Projects		
60	• Site Prep				LM, SP, KM	Began removing materials from storage bins 2/17/15; completed 2/24/15. Firewood, pavers, and bricks relocated 2/24-25/15. MJ/CIT and TT/CIT coordinating CIT yard clean up. Relocation of bins began 4/13/15. Procurement for temporary fencing completed 5/13/15; installed 6/1/15. Procurement for new pad completed 5/20/15; installation scheduled for week of 6/22/15.

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61	<ul style="list-style-type: none"> <li>Site Prep (cont.)</li> </ul>					Procurement for new ECO-Block completed 6/3/15; delivered 6/4/15. Stuntzner marked boundaries of new bins and expanded resident storage lot 6/16/15. Prepped for new pad weeks of 7/13/15 and 7/20/15; poured 7/27/15. Placement of ecoblock completed 9/3/15. Relocation of materials to new bins pending completion of grading plan.
62		<ul style="list-style-type: none"> <li>Reporting and Close Out</li> </ul>				AC, MC
63	Admissions & Occupancy	IHBG	'18	Admin Resident Services	AC, DH, DD, EG/HSDW	Revision to update terminology, incorporate Board actions since last revision, and formalize practices. Contract to JC 4/1/13 per Board instruction 3/21/13; declined. Requested sample policy from HUD NWONAP monitoring team 4/25/13.
64	Adverse Action Appeals	IHBG		Admin Resident Services	AC, DD, DH	Revision to improve formatting and flow.
65	Bylaws	IHBG		Admin Board	AC, BOC	Revision to establish parliamentary authority and make housekeeping changes.
66	Decks	IHBG		Admin Projects	AC, DD, LM	Revision to update specifications.
67	Drug-Free	IHBG		Admin	AC, DD	Revision to clarify that all marijuana is prohibited, including medical marijuana.
68	First-Time Homebuyer Assistance	IHBG	'18	Admin Resident Services	AC	Program development.
69	HomeGO	IHBG	'18	Admin Resident Services	AC, DD, DH	Update agreement to expand on insurance, useful life, and conversion in place.
70	Improvements	IHBG		Admin Projects	AC, DD, LM	New policy to accompany improvements request.
71	Manual	IHBG		Admin	AC, DD	
72	<ul style="list-style-type: none"> <li>Standardize format</li> </ul>					
73	<ul style="list-style-type: none"> <li>Post on webpage</li> </ul>					
74	Mission Statement	IHBG		Admin	AC, DD	Revision to correspond with Tribal Strategic Plan and IHP.
75	Payback Agreements	IHBG		Admin Resident Services	AC, DD, DH	Revision to update and add provisions.
76	Personnel	IHBG		Admin	AC, DD, EG/HSDW	Updates to incorporate 2 CFR 200 provisions.
77	Pets and Assistance Animals	IHBG	'18	Admin Resident Services	AC, DD, DH, EG/HSDW	Board discussed 8/18/11.

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78	Policies and Programs	Private Residential Leasing (PRL)	Non-IHBG	Admin Resident Services		"How To Build On Tribal Lands" brochure.	
79		Security	IHBG	Admin Maintenance Resident Services	AC, LM, DD	Policy development.	
80		Self-Monitoring	IHBG	Admin	AC, SM/CIT	Tribal policy update.	
81		Travel	IHBG	Admin	AC, DD	Revision to update and add provisions.	
82	Property Management	Community Security System	IHBG	Admin Maintenance Projects		CITPD working with Tribal IT on additional cameras. Notified CIT grant application not funded 10/3/13. Incremental expansion of system by CIT IT.	
83		Fire Extinguishers for Units	IHBG	Admin Maintenance			
84		Non-Routine Office Maintenance	IHBG	'16- '19	All	All	Interior and exterior repairs and painting, electrical work, and carpet and appliance replacement. Repairs and electrical work completed FY16. Interior painting, carpet replacement, and appliance replacement deferred due to exterior repair costs and funding uncertainty.
85		Roads and Parking Areas	IHBG		Admin Maintenance Projects		
86		• Curb Painting					
87		• Pavement Striping and Marking					
88		• Sealing					
89		Section 504 Uniform Federal Accessibility Standards Compliance	IHBG	'08- '19	Admin Maintenance Projects	AC, DD, LM, SF, EG/HSDW	Identified in FY08 SMA. Legal review completed 10/17/08. 5% (3) of rentals must be accessible to physical disabilities, 2% (1) for hearing and sight disabilities. Conversion of 3 single-family units to comply with physical disabilities standards complete, 2636 in FY12, 706 in FY14, and 709 in FY16. 706 transitioned to HomeGO 4/12/16. Continuing to assess rental units for potential conversion during turnover. Suspended in FY17 due to funding uncertainty.
90	Reporting and Outreach	2018 Self-Monitoring	IHBG	'18- '19	All	All	Due 9/30/18.
91		2019 IHBG Formula Funding	IHBG	'18- '19	Admin	AC	
92		2019 IHP	IHBG	'18	Admin Accounting	AC, MC	Due 7/18/18.



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93	Tribal Events • 2018 Tribal Restoration Celebration	IHBG Non-IHBG	'18	Admin Resident Services		
94					AC, DD, DH, TM	Outreach during TRC activities.
95	Roads and Parking Areas					
96	• Patching	Non-IHBG	'18	Admin	LM, TT/CIT	Potholes in front of 2670 to be filled during Plankhouse Road paving project. CIT contractor repaired 10/3/17.

*Gene F. Cook*