



## Coquille Indian Housing Authority

### FY 2017 Completed Projects List

September 30, 2017

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
1	2016 APR	IHBG	'17	Admin Accounting	AC, DD, MC	FY16 APR due 12/29/16. Participated in HUD NWONAP virtual training 11/3/16. Public comment solicited 11/28/16-12/15/16. None received. Board approved 12/15/16. Presented to TC 12/16/16. Submitted to HUD 12/22/16. HUD acknowledged receipt 12/27/16. Available to General Council at MWG 1/14/17. HUD requested additional information 1/13/17. Response submitted 1/17/17. HUD approved 1/19/17.
2	2016 Financial Audit	IHBG	'17	Admin Accounting	AC, MC, DD, DH, TM	Due 6/30/17. Received request for audit materials and began uploading 2/1/17. Isler onsite to perform fieldwork 2/21-24/17. Board introduction 2/23/17. MC draft to Isler 3/17/17. Final report received from Isler 4/21/17. Board approved 4/27/17. To CIT and Dun & Bradstreet 4/28/17. Posted on CIHA webpage 4/28/17. Isler began FAC submission 5/4/17; completed 5/5/17. Notified HUD 5/5/17.
3	2016 Self-Monitoring	IHBG	'16- '17	All	All	Onsite review conducted 7/25-27/16. Report received 8/23/16. JW presented to Board and TC 10/6/16.
4	2017 BOC/TC/Staff Training Event	IHBG Non-IHBG	'17	Admin	AC, DD, LM, TAB/BOC	Three-year planning session and tour at Coos History Museum 9:00 a.m.-4:00 p.m., Thursday, 8/24/17. Began preparations 5/24/17. Preliminary agenda to Board 7/27/17. Catered by Benetti's. Museum tour led by Tribal Anthropologist Denni Hockema.
5	2018 IHP	IHBG	'17- '18	Admin Accounting	AC, MC	Due 7/18/17. Board approved 6/15/17. Presented to TC 7/12/17; approved by resolution 7/13/17. Submitted to HUD 7/14/17. HUD acknowledged receipt 7/14/17; approved 8/25/17.
6	CIHA Website	IHBG	'17	Admin	DD, AC, IT/CIT	CIT transitioning to new website in 2017. Will donate Adobe Contribute software to CIHA. RFP for website development and hosting services mailed to 7 firms 12/6/16. Proposals due 1/13/17. 3 received. Met with contractor to discuss content and format 2/13/17. Reviewed first draft 3/21/17. Received second draft 4/4/17. Can continue use of Tribal website per discussions with CIT staff in April. Received draft webpages from CIT staff 4/5/17. Received instruction on use of WordPress from CIT staff 5/17/17. Began set up 6/5/17. Terminated contractor agreement 6/20/17.

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7	CITPD Pet Photos	IHBG	'16- '17	Resident Services	DH, TM	Photo book of resident-owned dogs and cats for CITPD requested by Board 7/28/16. Began assembling information 8/1/16; completed 10/3/16. To CITPD 10/6/16. Updates to be provided to CITPD as changes occur.
8	Commissioner Appointments	IHBG		Admin Board	AC, BOC	Board approved revision to Commissioner position description to include fiduciary responsibility 2/23/17. Advertisement published on website and portal 2/28/17 and in March K'wen 'inish-ha. Closing date 3/29/17. 2 applications received. To Board 3/30/17. To TC 4/6/17.
9	• Position 5		'17			Don Garrett appointed 3/22/14; term expired 4/1/17. TC reappointed 4/6/17.
10	• Position 6		'17			Bob More appointed 3/22/14; term expires 4/1/17. TC reappointed 4/6/17.
11	Contracts and Agreements					
12	• Audit Services	IHBG	'17	Admin	AC, MC, JW	Procurement of audit services for FY16-18. RFP posted on CIHA webpage and mailed to 18 firms 11/16/16. Proposals due 12/21/16. 7 received. Evaluation team review completed 1/13/17. Reference checks completed 1/25/17. Notices to respondents not selected mailed 1/26/17. Notice of award and contract addendum mailed to Isler 1/26/17. Contract executed 2/2/17.
13	• Housing Master Lease	IHBG Non-IHBG	'16- '17	Admin Resident Services	AC, EG/HSDW, BK/CIT, MJ/CIT, DH, TAB, BM/CIT	Board approved conceptual adjustments to lease line 3/30/06. Received draft revised lease line map from TT/CIT 6/30/06. Discussed adjustments to draft map 7/14/06. Need to research wetland mitigation project boundary and HUD requirements. Received ground lease records from BIA 9/26/06. Tribal Planner presentation to Board 3/22/12. Additional work awaiting completion of Tribal Comprehensive Plan. TC approved amendment to extend lease to 99 years 2/4/16. Board approved 2/11/16. To Tribal Attorney for submission to BIA 2/11/16. BIA recorded 3/10/16. Sublease amendment and new PRL formats received from EG 3/29/16. 25 sublease/lease amendments required. Completed 10/4/16.
14	• Self-Monitoring Services	IHBG	'17	Admin	AC	Procurement of self-monitoring services for FY17-19. RFP posted on CIHA webpage, emailed to NAIHC, and mailed to 8 firms 6/28/17. Proposals due 7/26/17. 3 received. Evaluation completed 8/15/17. Notice of award to JWILLIS Inc. 8/15/17. Notices to respondents not selected mailed 8/29/17. Contract executed 8/28/17.

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15	Policies and Programs					
16	• Financial Management	IHBG	'17	Admin Accounting	AC, MC, DD, EG/HSDW	Development of single policy to replace and expand upon existing separate policies. 2 CFR 200-compliant sample policy received at NAIHC/HUD ONAP training 9/28/16. Board approved new CIHA policy 11/3/16.
17	OSA MHAP Expansion	Non-IHBG	'17	Admin Resident Services	AC, DH, TM	\$50,000 CIT contribution for 10 OSA MHAP slots received 8/29/16. Board approved MHAP policy revision 10/6/16. Initial application period 11/1/16-12/31/16 with placement to begin in January. Revised program description, FAQs, and updated application published on website 11/1/16. Announcement and FAQs published in November K'wen inish-ha and mailed to OSA households 12/14/16. Began issuing DOPs 12/20/16.
18	• Procurement	IHBG	'17	Admin	AC	Update to incorporate 2 CFR 200 provisions. Sample policy received at NAIHC/HUD ONAP training 9/28/16. Board approved policy revision 2/23/17.
19	Tribal Events	IHBG Non-IHBG	'17	Admin Resident Services		
20	• 2016 Holiday Gatherings				DD, DH, TM	Conducted outreach at four Tribal holiday parties 12/5-11/16.
21	• 2017 Mid-Winter Gathering				AC, DD, DH, TM	Conducted outreach during MWG activities 1/14/17.
22	• 2017 Tribal Restoration Celebration				AC, DD, DH, TM	CIHA info for Tribal Chair report submitted 6/12/17. Conducted outreach during TRC activities in Medford 6/24/17.
23	• 2017 Family Camp				AC, DD, LM, DH, BOC	Conducted outreach at FC Tribal Programs Fair 8/5/17.
24	Warehouse Replacement Project	IHBG Non-IHBG	'13- '18	Admin Maintenance Projects		
25	• Environmental Review				AC, LM, SF	24 CFR 58.35(a) categorical exclusion subject to 58.5 converting to exempt. Completed 2/9/17. Signed by Tribal Chair 2/15/17.
26	• Non-Dwelling Total Development Cost (TDC)				AC, LM	Began procurement for appraiser to assist with TDC 1/12/16; completed 2/2/16. Met to review HUD requirements 2/4/16. Preliminary report received 2/16/16. Met to review requirements and identify additional similar properties 2/24/16. Follow up contact 3/28/16. Report received 4/29/16. Additional information requested 5/3/16; received 5/16/16. Updated estimate requested from Turi 7/20/16; received 8/9/16. RSM means estimate requested from consulting engineer 10/13/16; received 10/24/16. Review indicates project is well within preliminary determination. Final determination completed 3/22/16.

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27	• Sole Source Justification			Admin	AC, DD, LM, RPT	Discussed with HUD NWONAP 2/9/17 before bid opening. Informal approval of sole source indicated based on limited use of IHBG funds and extent of attempt to obtain competitive bids. Sample approval letter received from HUD 2/10/17. Format research completed 3/27/17. Bid analysis and value engineering completed and final contract amount received 4/5/17. Sole source justification submitted to HUD 4/7/17. HUD approval issued 4/11/17.
28	• Construction Procurement - Rebid			Admin	AC, DD, LM, RPT	IFB publication postponed pending LM return to work. Notice posted on the Tribal portal 12/27/16, emailed to plan exchanges 12/28/16, and mailed to potential bidders 1/3/17. Complete bid package became available in electronic format via CIHA webpage 12/27/16. Public notice published in The World and Daily Journal of Commerce 12/27/16 and 1/4/17. Pre-bid meetings held at 10:00 a.m., 1/10/17 and 1/12/17. Minutes and interested parties list posted on project webpage 1/12/17. Addendum No. 1 posted 1/17/17. Addendum No. 2 posted 1/26/17. Addendum No. 3 posted 1/31/17. Addendum No. 4 posted 2/2/17. Bid opening scheduled 2:00 p.m., 2/1/17 extended to 3:00 p.m., 2/9/17. One bid received. Bid amount \$1,710,500. Contract to be executed within 60 days of bid opening. Board discussion 2/23/17. Began value engineering and received evidence of \$93,000 bid error from contractor 2/24/17. Amended bid amount \$1,803,500. Notice of Intent to Award issued 3/20/17. Bid bond extended an additional 60 days to accommodate value engineering, plan and budget revisions, formal HUD approval, and additional financing. Final bid amount following value engineering \$1,771,188. Sole source justification to HUD 4/7/17 following review of project features, phased completion, and financing. Contract documents to Partney 4/17/17. Received signed contract documents and performance and payment bonds 4/25/17. Board approved budget, loan proposal, and construction contract 4/27/17. CIHA executed contract and issued Notice to Proceed 5/2/17. Pre-construction meeting scheduled 5/4/17. Work to be complete by 11/28/17.
29	• Pre-Construction			Admin	LM, AC	Permit application submitted to CIT 6/13/16. CIT approved and submitted for plan review 6/14/16. The Building Department LLC approved 6/20/16. 180-day permit extension received 3/21/17. Notice to Proceed issued 5/2/17. Pre-construction meeting held 5/4/17.

*Que F. Cook*