



Coquille Indian Housing Authority

FY 2017 Master Projects List

January 26, 2017

| Rank/ Class | Activity | Funding | | Department | Assignment | Notes |
|----------------|---|----------|------|----------------------------------|----------------|---|
| | | Source | Year | | | |
| 1 | Warehouse Replacement Project | IHBG | '13- | Admin Maintenance Projects | | |
| | • Construction Procurement - Rebid | Non-IHBG | '17 | | | |
| 2 | CIHA Website | IHBG | '17 | Admin | DD, AC, IT/CIT | CIT transitioning to new website in early 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. Evaluation of responses and interim planning with CIT and ORCA in progress. |
| 3 | Contracts and Agreements | | | | | |
| | • 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. |
| 4 | Warehouse Replacement Project | IHBG | '13- | Admin Maintenance Projects | | |
| | • Environmental Review | Non-IHBG | '17 | | | |
| 5 | Warehouse Replacement Project | IHBG | '13- | Admin Maintenance Projects | | |
| | • Non-Dwelling Total Development Cost (TDC) | Non-IHBG | '17 | | | |

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| | • Non-Dwelling Total Development Cost (cont.) | | | | | 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. LM requested RSMMeans estimate from consulting engineer 10/13/16; received 10/24/16. In progress. |
| 6 | 2016 Financial Audit | IHBG | '17 | Admin Accounting | AC, MC, DD, DH, TM | Due 6/30/17. |
| 7 | Policies and Programs | | | | | |
| | Procurement | IHBG | '17 | Admin | AC | Updates to incorporate 2 CFR 200 provisions. Sample policy received at NAIHC/HUD ONAP training 9/28/16. Draft CIHA policy revision to Board deferred to 2/23/17. |
| 8 | 5-Year Indian Housing Plan | IHBG | '16- '17 | Admin | AC | FY16-19. Access to Tribal data requested 1/12/17. |
| 9 | Commissioner Appointments | IHBG | | Admin Board | AC, BOC | Announcement to be posted on website and portal, emailed or mailed to membership per member preference, and published in K'wen 'inish-ha 3/1/17. Closing date 3/29/17. To Board 3/30/17. To Tribal Council 4/5/17. |
| | • Position 5 | | '17 | | | Don Garrett appointed 3/22/14; term expires 4/1/17. |
| | • Position 6 | | '17 | | | Bob More appointed 3/22/14; term expires 4/1/17. |
| 10 | Contracts and Agreements | IHBG | | Admin | | |
| | • Self-Monitoring Services | | '17 | | AC | Current agreement expires with FY16 assessment. |
| 11 | Active 2017 IHBG Formula Funding | IHBG | '16- '17 | Admin | AC | Final FY16 allocation was \$1,035,162. Preliminary FY17 allocation 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. Awaiting final allocation notice. \$11,510 make whole payment received from Karuk 8/22/16. \$4,257 make whole payment received from Fort Bidwell 9/14/16. Awaiting \$5,457 make whole payment from Tolowa. Prompted 1/9/17. |

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| 12 | Emergency Preparedness | | | | | |
| 13 | • Disaster Recovery Guide | IHBG Non-IHBG | '15- '17 | 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. |
| 14 | Records Management | IHBG | '09- '17 | 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. In progress: banking records 50%, AR 95%, payroll 50%. |
| 15 | Warehouse Replacement Project | IHBG Non-IHBG | '13- '17 | Admin Maintenance Projects | | |
| 16 | • Pre-Construction | | | | LM, AC | Permit application submitted to CIT 6/13/16. Approved and submitted for plan review 6/14/16. Received electrical plan review 7/18/16. |
| 17 | 2017 BOC/TC/Staff Training Event | IHBG Non-IHBG | '17 | Admin | AC, DD | Tentatively scheduled for 8/24/17. |
| 18 | Application for Mature Grantee Status | IHBG | | Admin | | |
| 19 | Commissioner Appointments | IHBG | | Admin Board | AC, BOC | |
| 20 | • Position 1 | | '19 | | | Toni Ann Brend appointed 4/11/16; term expires 4/11/19. |
| 21 | • Position 2 | | '18 | | | Sharon Parrish appointed 3/28/15; term expires 4/1/18. |
| 22 | • Position 3 | | '19 | | | Shawn Chase appointed 4/7/16; term expires 4/11/19. |
| 23 | • Position 4 | | '18 | | | Judy Rocha appointed 3/28/15; term expires 4/1/18. |
| 24 | • Position 5 | | '17 | | | Don Garrett appointed 3/22/14; term expires 4/1/17. |
| 25 | • Position 6 | | '17 | | | Bob More appointed 3/22/14; term expires 4/1/17. |
| 26 | • Position 7 | | '18 | | | Denise Hunter appointed 3/28/15; term expires 4/1/18. |

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| 27 | Contracts and Agreements | IHBG | | Admin | | |
| 28 | • 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. |
| 29 | Emergency Preparedness | IHBG Non-IHBG | | Admin Projects | AC, LM, CIT EM | |
| 30 | • Agency Emergency Response Plan | | | | | |
| 31 | • Agency Evacuation Kit | | | | | |
| 32 | • Resident Response Guide | | | | | |
| 33 | • 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. |
| 34 | • Storage Facility for Emergency Supplies | | | | | Potential KRA or Tribal project. |
| 35 | 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 activity pending Warehouse Replacement Project financing. |
| 36 | Tribal Trust Fund | Non-IHBG | | Admin | AC, TAB/BOC | Discussed with Tribal financial advisor and CFO 11/8/13. |
| 37 | 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. |
| 38 | Landscaping | | | | | |
| 39 | • 2017 Front Yard Makeover | IHBG | '17 | 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 at 6/15/17 Board meeting. |
| 40 | • Four-Plexes | | | | | |

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| 41 | • 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. Tribal Youth Corps to assist with project. 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. |
| 42 | Picnic Shelter | | | | | Potential KRA project. |
| 43 | Playground | IHBG | | Maintenance | | |
| 44 | • Refurbish Light Fixtures | | | | | |
| 45 | 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. |
| 46 | Signage | IHBG | | Admin Maintenance Projects | | |
| 47 | • Repainting | | | | | Kilkich entry, welcome, and office signs. |
| 48 | • Directions to Facilities | | | | | |
| 49 | • Community Garden | | | | | |
| 50 | • Playground | | | | | |
| 51 | Accessible Duplex Units | IHBG | | | | Construct new Section 504 compliant duplex units. |
| 52 | Accessible Single Family Unit | IHBG | | | | Construct new Section 504 compliant single family unit 2665. |
| 53 | Adult Activities Center | IHBG Non-IHBG | | | | |
| 54 | Elder/Disabled Independent Living | IHBG Non-IHBG | | | | |
| 55 | North Parcel | Non-IHBG | | | | Private residential leasing and market rate rentals. |
| 56 | Warehouse Replacement Project | IHBG Non-IHBG | '13- '17 | Admin Maintenance Projects | AC, LM, DD, SF, DG/BOC | |
| 57 | • Construction | | | | | |
| 58 | • Design Interior Layout | | | | | |

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| | | Source | Year | | | |
| 59 | • Equipment Procurement | | | | | Lift, flooring rack and meter, lumber racks, etc. |
| 60 | • Tours and Demonstrations | | | | | |
| 61 | • Move-In | | | | | |
| 62 | • Punchlist | | | | | |
| 63 | • Sitework | | | | 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. 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. |
| 64 | • Reporting and Close Out | | | | | |
| 65 | Admissions & Occupancy | IHBG | | 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. |
| 66 | Adverse Action Appeals | IHBG | | Admin Resident Services | AC, DD, DH | Revision to improve formatting and flow. |
| 67 | Bylaws | IHBG | | Admin Board | AC, BOC | Revision to establish parliamentary authority and make housekeeping changes. |
| 68 | Decks | IHBG | | Admin Projects | AC, DD, LM | Revision to update specifications. |
| 69 | Drug-Free | IHBG | | Admin | AC, DD | Revision to clarify that all marijuana is prohibited, including medical marijuana. |
| 70 | First-Time Homebuyer Assistance | IHBG | | Admin Resident Services | AC | Program development. |
| 71 | HomeGO | IHBG | | Admin Resident Services | AC, DD, DH | Update agreement to expand on insurance, useful life, and conversion in place. |
| 72 | Improvements | IHBG | | Admin Projects | AC, DD, LM | New policy to accompany improvements request. |

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| 73 | Manual | IHBG | | Admin | AC, DD | |
| 74 | • Standardize format | | | | | |
| 75 | • Post on webpage | | | | | |
| 76 | Mission Statement | IHBG | | Admin | AC, DD | Revision to correspond with Tribal Strategic Plan and IHP. |
| 77 | Payback Agreements | IHBG | | Admin Resident Services | AC, DD, DH | Revision to update and add provisions. |
| 78 | Personnel | IHBG | | Admin | AC, DD, EG/HSDW | Updates to incorporate 2 CFR 200 provisions. |
| 79 | Pets and Assistance Animals | IHBG | | Admin Resident Services | AC, DD, DH, EG/HSDW | Board discussed 8/18/11. |
| 80 | Private Residential Leasing (PRL) Program | Non-IHBG | | Admin Resident Services | | "How To Build On Tribal Lands" brochure. |
| 81 | Security | IHBG | | Admin Maintenance Resident Services | AC, LM, DD | Policy development. |
| 82 | Self-Monitoring | IHBG | | Admin | AC, SM/CIT | Tribal policy update. |
| 83 | Travel | IHBG | | Admin | AC, DD | Revision to update and add provisions. |
| 84 | 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. |
| 85 | Fire Extinguishers for Units | IHBG | | Admin Maintenance | | |
| 86 | Non-Routine Office Maintenance | IHBG | '16- '17 | All | All | Interior and exterior repairs and painting, electrical work, and carpet replacement. Interior painting and carpet replacement deferred to FY17 due to exterior repair costs. |
| 87 | Roads and Parking Areas | IHBG | | Admin Maintenance Projects | | |
| 88 | • Curb Painting | | | | | |
| 89 | • Pavement Striping and Marking | | | | | |
| 90 | • Patching | | | | | |
| 91 | • Sealing | | | | | |

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| 92 | Policies and Programs | Section 504 Uniform Federal Accessibility Standards Compliance | IHBG | '08-'17 | 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. |
| 93 | Reporting and Outreach | 2017 Self-Monitoring | IHBG | '17 | All | All | Due 9/30/17. |
| 94 | | 2018 IHBG Formula Funding | IHBG | '17-'18 | Admin | AC | Preliminary estimate anticipated 6/1/17. |
| 95 | | 2018 IHP | IHBG | '17 | Admin Accounting | AC, MC, DD | Due 7/18/17. To Board 6/15/17. To Council 7/5/17 or 7/6/17. To HUD 7/10/17. |
| 96 | | Tribal Events | IHBG Non-IHBG | '17 | Admin Resident Services | | |
| 97 | | • 2017 Tribal Restoration Celebration | | | | AC, DD, DH, TM | Outreach during TRC activities. |
| 98 | | • 2017 Family Camp | | | | AC, DD, LM, TAB/BOC, JR/BOC, DG/BOC | Outreach at FC Tribal Programs Fair. |
| 99 | Complete | 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 Council 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. |
| 100 | | 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 Council 10/6/16. |
| 101 | | 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. |
| 102 | | Contracts and Agreements | | | | | |
| 103 | | • 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 |

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| 104 | • Housing Master Lease (cont.) | | | | | presentation to Board 3/22/12. Additional work awaiting completion of Tribal Comprehensive Plan. Council 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. |
| 105 | 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. |
| 106 | Policies and Programs | | | | | |
| 107 | • 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. |
| 108 | • MHAP | Non-IHBG | '17 | Admin Resident Services | AC, DH, TM | \$50,000 CIT contribution for 10 OSA MHAP slots received 8/29/16. Board approved policy revision 10/6/16. |
| 109 | Tribal Events | IHBG Non-IHBG | '17 | Admin Resident Services | | |
| 110 | • 2016 Holiday Gatherings | | | | DD, DH, TM | Conducted outreach at four Tribal holiday parties 12/5-11/16. |
| 111 | • 2017 Mid-Winter Gathering | | | | AC, DD, DH, TM | Conducted outreach during MWG activities 1/14/17. |

Gene F. Cook