



Coquille Indian Housing Authority

FY 2017 Master Projects List

November 3, 2016

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
1	Policies and Programs					
	• 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. Draft CIHA policy to Board 11/3/16.
2	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.
3	Contracts and Agreements					
	• Audit Services	IHBG	'17	Admin	AC, MC, JW	JW to assist with procurement of audit services for FY17-19. RFP preparation in progress.
4	Tribal Events	IHBG/ Non-IHBG	'17	Admin/ Resident Services		
	• 2016 Holiday Gatherings				DD, DH, TM	Outreach at four Tribal holiday parties 12/5-11/16.
5	2016 APR	IHBG	'17	Admin/ Accounting	AC, DD, MC	FY16 APR due 12/29/16. Participated in HUD NWONAP virtual training 11/3/16. To Board 12/15/16. To Council 12/16/16. To General Council at MWG.
6	Policies and Programs					
	Procurement	IHBG		Admin	AC, DD, EG/HSDW	Updates to incorporate 2 CFR 200 provisions. Sample policy received at NAIHC/HUD ONAP training 9/28/16. Draft CIHA policy revision to Board 12/15/16.
7	Warehouse Replacement Project	IHBG/ Non-IHBG	'13- '17	Admin/ Maintenance/ Projects		
	• Non-Dwelling Total Development Cost (TDC)				AC, LM, RPT	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. LM requested RSMMeans estimate from consulting engineer 10/13/16. In progress.

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8	Warehouse Replacement Project	IHBG/ Non-IHBG	'13- '17	Admin/ Maintenance/ Projects		
	• Environmental Review				AC, LM, SF	24 CFR 58.35(a) categorically excluded activity subject to 58.5 converting to exempt. Awaiting TDC to complete cost projection.
9	Warehouse Replacement Project	IHBG/ Non-IHBG	'13- '17	Admin/ Maintenance/ Projects		
	• Construction Procurement - Rebid				AC, LM, RPT	Document revision in progress. IFB publication postponed pending staff availability.
10	5-Year Indian Housing Plan	IHBG	'16- '17	Admin	AC	FY16-19. Draft to Board 1/26/17.
11	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.
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				AC, LM	Permit application submitted to CIT 6/13/16. Approved and submitted for plan review 6/14/16. Received electrical plan review 7/18/16.

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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.
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	• Self-Monitoring Services		'17		AC, DD	Current agreement expires with FY16 assessment.
30	Emergency Preparedness	IHBG/ Non-IHBG		Admin/ Projects	AC, LM, CIT EPDM	
31	• Agency Emergency Response Plan					
32	• Agency Evacuation Kit					
33	• Resident Response Guide					
34	• Staff Training - Incident Command Structure (ICS)					Online ICS100 for all. Online/classroom ICS200+ depending on assignment.
35	• Storage Facility for Emergency Supplies					Potential KRA or Tribal project.
36	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.
37	Tribal Trust Fund	Non-IHBG		Admin	AC, TAB/BOC	Discussed with Tribal financial advisor and CFO 11/8/13.

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38	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.
39	Landscaping					
40	• 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.
41	• Four-Plexes					
42	• 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.
43	Picnic Shelter					Potential KRA project.
44	Playground	IHBG		Maintenance		
45	• Refurbish Light Fixtures					
46	Resident Storage Lot Improvements	Non-IHBG	'14- '17	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.
47	Signage	IHBG		Admin/ Maintenance/ Projects		
48	• Repainting					Kilkich entry, welcome, and office signs.
49	• Directions to Facilities					
50	• Community Garden					
51	• Playground					
52	Accessible Duplex Units	IHBG				Construct new Section 504 compliant duplex units.
53	Accessible Single Family Unit	IHBG				Construct new Section 504 compliant single family unit 2665.
54	Adult Activities Center	IHBG/ Non-IHBG				
55	Elder/Disabled Independent Living	IHBG/ Non-IHBG				
56	North Parcel	Non-IHBG				Private residential leasing and market rate rentals.

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57	Warehouse Replacement Project	IHBG/ Non-IHBG	'13- '17	Admin/ Maintenance/ Projects	AC, LM, DD, SF, DG/BOC	
58	• Construction					
59	• Design Interior Layout					
60	• Equipment Procurement					Lift, flooring rack and meter, lumber racks, etc.
61	• Tours and Demonstrations					
62	• Move-In					
63	• Punchlist					
64	• 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. 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.
65	• Reporting and Close Out					
66	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.
67	Adverse Action Appeals	IHBG		Admin/ Resident Services	AC, DD, DH	Revision to improve formatting and flow.
68	Bylaws	IHBG		Admin/ Board	AC, BOC	Revision to establish parliamentary authority and make housekeeping changes.
69	Decks	IHBG		Admin/ Projects	AC, DD, LM	Revision to update specifications.
70	Drug-Free	IHBG		Admin	AC, DD	Revision to clarify that all marijuana is prohibited, including medical marijuana.
71	First-Time Homebuyer Assistance	IHBG		Admin/ Resident Services	AC	Program development.
72	HomeGO	IHBG		Admin/ Resident Services	AC, DD, DH	Update agreement to expand on insurance, useful life, and conversion in place.
73	Improvements	IHBG		Admin/ Projects	AC, DD, LM	New policy to accompany improvements request.

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74	Manual	IHBG		Admin	AC, DD	
75	• Standardize format					
76	• Post on webpage					
77	Mission Statement	IHBG		Admin	AC, DD	Revision to correspond with Tribal Strategic Plan and IHP.
78	Payback Agreements	IHBG		Admin/ Resident Services	AC, DD, DH	Revision to update and add provisions.
79	Personnel	IHBG		Admin	AC, DD, EG/HSDW	Updates to incorporate 2 CFR 200 provisions.
80	Pets and Assistance Animals	IHBG		Admin/ Resident Services	AC, DH, EG/HSDW	Board discussed 8/18/11.
81	Private Residential Leasing (PRL) Program	Non-IHBG		Admin/ Resident Services		"How To Build On Tribal Lands" brochure.
82	Security	IHBG		Admin/ Maintenance/ Resident Services	AC	Policy development.
83	Self-Monitoring	IHBG		Admin	AC, SM/CIT	Tribal policy update.
84	Travel	IHBG		Admin	AC, DD	Revision to update and add provisions.
85	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.
86	Fire Extinguishers for Units	IHBG		Admin/ Maintenance		
87	Non-Routine Office Maintenance	IHBG	'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.
88	Roads and Parking Areas	IHBG		Admin/ Maintenance/ Projects		
89	• Curb Painting					
90	• Pavement Striping and Marking					
91	• Patching					
92	• Sealing					
93	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.

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94	Reporting and Outreach	2016 Financial Audit	IHBG	'17	Admin/ Accounting	AC, MC, DD, DH, TM	Due 6/30/17.
95		2017 Self-Monitoring	IHBG	'17	All	All	Due 9/30/17.
96		2018 IHBG Formula Funding	IHBG	'17- '18	Admin	AC	Preliminary estimate anticipated 6/1/17.
97		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.
98		Tribal Events	IHBG/ Non-IHBG	'17	Admin/ Resident Services		
99		• 2017 Mid-Winter Gathering				DD, DH, TM	Outreach during MWG activities.
100		• 2017 Tribal Restoration Celebration				DD, DH, TM	Outreach during TRC activities.
101		• 2017 Family Camp				DD, AC, LM, TAB/BOC, JR/BOC	Outreach at FC Tribal Programs Fair.
102	Complete	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.
103		CITPD Pet Photo Book	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.
104		Contracts and Agreements					
105		• 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. 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.
106		Policies and Programs					
107	• 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.	

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