



COQUILLE INDIAN HOUSING AUTHORITY

Completed Projects List

September 30, 2011



Line	Rank/ Class	Activity	Status	Type	Classification	Funding		Department	Assignment	Review Date	Due Date	Notes	Line
						Source	Year						
1		2010 APR	Complete	Standing	Reporting Requirement	IHBG	'11	Admin	AS, DH, DD, DRH			30-day extension to accommodate audit schedule, meeting dates, and holidays requested 12/3/10; HUD approved 12/6/10. Revised due date 1/28/11. Public review draft delivered to Tribe and local libraries 1/12/11. Public notice published 1/14/11. To Tribal Council and membership at Mid-Winter Gathering 1/15/11. Comment period ended 1/24/11. Board approved 1/27/11. To HUD 1/28/11; received 1/31/11. Reviewed with Council 2/10/11. HUD requested additional information and revisions to tables 2/15/11; approved 2/17/11.	1
2		2010 Audit	Complete	Standing	Reporting Requirement	IHBG	'11	Admin	AS, DH, W&W			Fieldwork at CIHA office 10/18/10. DH transmitted year-end financial statements and documentation to Wall & Wall 11/22/10. Fieldwork at DH office week of 11/22/10. Draft audit report received from Wall & Wall 12/8/10. Final received 12/10/10. Board approved 12/14/10. Final to Dunn & Bradstreet 1/4/11 and Federal Clearinghouse 1/12/11. To HUD with APR 1/28/11.	2
3		2010 Holiday Gatherings	Complete	Standing	Reporting Requirement	IHBG	'11	Resident Services	DRH, TR			Staffed outreach at four Tribal holiday parties 12/6-12/10.	3
4		2010 Self-Monitoring Assessment	Complete	Standing	Reporting Requirement	IHBG	'10	Admin	AS, JW		9/30/10	Onsite review conducted 8/9-13/10. To Board 9/30/10. To Council 10/6/10.	4
5	Complete	2011 IHBG Formula Funding	Complete	Standing	Reporting Requirement	IHBG	'10 '11	Admin	AS			Preliminary FY11 estimate based on TRSAIP \$886,817 received 8/2/10; based on TTE \$864,480 received 8/19/10. First o-link meeting 8/28/10; no consensus. Enrollment update requested 9/9/10. FRF update and 30-day extension requested to confer with o-link submitted 9/28/10. Second o-link meeting 10/20/10; agreed on TTE. Council approved MOA 10/23/10. To HUD 10/26/10; confirmed 12/3/10. Final allocation notice of \$1,006,434 received 6/6/11. Non-program "make whole" payment of \$32,312 received from Klamath 7/18/11.	5
6		2011 IHP	Complete	Standing	Reporting Requirement	IHBG	'11	Admin	AS, DH, DD, LV		7/1/11	Preliminary estimate of \$886,817 received from HUD 8/2/10. Preparation required in advance of receipt of final allocation notice. Based on \$1,000,000 estimate. Board approved 5/26/11. Council presentation 5/18/11; approved 6/2/11. Final to HUD 6/3/11. HUD acknowledged receipt 6/3/11. Final allocation notice of \$1,006,434 received 6/6/11. Adjusted tables to HUD 6/9/11. To General Council as initially submitted to HUD at TRC 6/25/11. HUD approval notice received 7/19/11. Returned funding agreements 7/20/11. Adjusted to actual version to General Council at FC 8/5/11. Funds released 7/27/11. First draw 8/17/11.	6
7		2011 Mid-Winter Gathering	Complete	Standing	Reporting Requirement	IHBG	'11	Admin/ Resident Services	AS, DD, DRH, TR			Staffed outreach booth at General Council meeting 1/15/11.	7
8		2011 Board/Council/Staff Onsite Training - First Aid/CPR	Complete	Special	Administrative Improvement	IHBG/ Non-IHBG	'11	Admin	AS, DD			Onsite training for CIHA Board, Tribal Council, and staff 9:00 a.m.-5:00 p.m., 5/6/11, at TMCH.	8
9		2011 Tribal Restoration Celebration	Complete	Standing	Reporting Requirement	IHBG	'11	All	All		6/22/11	Facilitating Safeway employment outreach and Oregon Emergency Management outreach 10:00 a.m.-2:00 p.m., 6/25/11. Completed procurement and placed order for CIHA promotional items 5/26/11; received 6/10/11. Coos County Master Gardeners Association judged landscaping contest 6/21/11. Prizes awarded 6/22/11. Staffed outreach booth and facilitated KRA silent auction 6/25/11.	9

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10	Complete	Commissioner Appointments	Complete	Special	Administrative Improvement	IHBG		Admin	AS				10	
11		• Position 5										Don Garrett appointed 12/15/07; term expires 12/15/10. Board recommended reappointment 10/28/10. Letter to Tribal Chairman 11/2/10. Council re-appointed 11/20/10.	11	
12		• Position 6										Bob More appointed 5/21/08; term expires 5/21/11. Board recommended reappointment 3/24/11. Letter to Tribal Chairman 4/12/11. Council re-appointed 5/5/11.	12	
13		Community Center Drug-Free School Zone	Complete	Special	Community Enhancement	IHBG	'05 '06		Admin				Board request to Tribal Council 2/29/05. Research summary from BK to Board 4/24/05. Follow up from EG to Board 7/21/05. BK received confirmation of youth center designation from U.S. Attorney's office 11/4/05. Resolution not presented to Tribal Council as planned 12/16/05. Reason unknown. KRA expressed renewed interest 4/12/10. Closed 9/30/11. Tribal project.	13
14		Community Garden	Complete	Standing	Community Enhancement	IHBG	'11		All	LM, SP, KS, SF, KM			Board approved management for one-year trial period 4/28/11. Compost bins removed 4/29/11. Blueberry plants purchased 5/2/11. Herbs purchased and planted 5/3/11. Additional beds constructed 5/24/11. Repairs to gates, fertilizing, tilling, and improvements to irrigation system completed 5/25/11. Started planting blueberries 5/25/11. All beds in use by 12 Kilkich households. Next review April 2012. Closed 9/30/11. Ongoing activity.	14
15		Contracts and Agreements	Complete	Special	Administrative Improvement				Admin					15
16		• CIT					Non-IHBG	'11		AS, LM, LV, JL/CIT, JR/CIT, MC/CIT			Initial agreement for grantwriting services executed 8/1/11. Potential agreement for wildlife management services discussed with LRES 8/11/11. Payment for grantwriting services received 9/26/11.	16
17		• CITPD MOA					IHBG	'05 '06					2005 \$30,000 grant payment to Tribe 1/13/05. Draft MOA from EG 1/31/05. Revised MOA draft including scope of work/deliverables prepared 3/10/05. Discussed inclusion in FY05 IHP with Betty Timm, HUD NWONAP, 3/29-31/05. HUD approved 4/5/05. To BK for review 4/15/05. Proposed revisions received from BK to EG for review 6/6/05. Further negotiations pending resolution of CITPD staffing issues. CIT contracted temporarily with security service for additional coverage. Advertised two vacant officer positions 11/14/05. CIT worked with Sheriff's department for interim coverage. One new officer started week of 3/27/06. Second new officer started 4/12/06. 2006 \$30,000 payment to Tribe 10/20/06. 2007 \$30,000 payment to Tribe 10/5/07. 2008 \$30,000 payment to Tribe 10/2/08. 2009 \$30,000 payment to Tribe 10/2/09. 2010 \$30,000 payment to Tribe 9/24/10. 2011 \$30,000 payment to Tribe 9/23/11. Closed 9/30/11. Above baseline provision no longer required.	17
18	Deputy Director Hire	Complete	Special	Administrative Improvement	IHBG	'11		Admin	AS			Primary objectives to expand grantwriting, administration, and reporting capacity. Included in preliminary FY11 budget. Draft position description to Board 1/27/11. Board authorized staff to proceed with hire by poll vote 2/7-9/11. Announcement to Tribal membership 2/11/11. Posted on CIHA webpage 2/11/11. Advertised in local papers 2/11-24/11. Posted on State website 2/14/11. Application period closed at 5:00 p.m., 2/25/11. 7 applications received. Screening matrix and scoring of applications complete 3/22/11. 3 applicants interviewed 4/1/11. Testing completed 4/4/11. Offer made and accepted 4/4/11. First day of work 4/11/11.	18	

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19		Emergency Preparedness	Complete	Special	Property Management			All					19	
20		• Community Awareness Presentation				IHBG	'11		DD			Board presentation by Carey Palm, State Emergency Preparedness Program Tribal Liaison, 4/28/11. Community presentation by James Roddey, DOGAMI Earth Sciences Information Officer, held at 6:30 p.m., 7/8/11 at the community plankhouse. Approximately 125 people attended.	20	
21		• Evacuation Route Signs				IHBG	'11		AS, LM, DD			CIT received signs Dec. 2006. To be installed by Tribal crew. CIHA staked desired locations along Miluk Drive 2/14/11 per CIT request. Informed CIT signs intended for placement on Cape Arago 3/16/11. Procurement of signs for installation along Miluk Drive completed 4/20/11. Finalized design with vendor 4/25/11. Ordered 4/26/11. Received 5/10/11. Installation completed 5/26/11.	21	
22		• Grantwriting Assistance for Coos County Emergency Management				Non-IHBG	'11		AS, LV			Initial discussion 7/28/11. CTCF application submitted 8/30/11.	22	
23	Complete	• Ham Radio				IHBG	'10 '11		AS, DD, LM, DA/CITHC, RD/CIT, DB ARES/RACES			CITHC received State Public Health Emergency Preparedness mini-grant for installation of ham radio on Tribal Lands. CIHA office selected for installation. Met with Tribal Asst. HHS Administrator and ARES/RACES Emergency Coordinator/Radio Officer to discuss equipment selection and placement in CIHA office 11/13/09. Met with Tribal MIS Coordinator and ARES/RACES EC/RO to discuss equipment selection and placement in Tribal office 12/16/09. Informed Tribe received funding 1/14/10. Purchased equipment 3/18/10; received 3/31/10. Equipment programming completed 4/5/10. Purchased equipment racks 4/26/10; received 4/29/10; installed 4/30/10. Long-wire antenna installed 9/14/10. Vertical antenna installed and connected 2/10/11. Equipment connected and in working order 3/11/11. Final testing performed by ARES/RACES 4/1/11.	23	
24		• Key Boxes				IHBG	'11		AS, DD, SF			Procurement of two code access key boxes for emergency entry to CIHA office and Tribal facilities completed 4/19/11; received 4/22/11. Interior unit installed 4/22/11. Exterior unit installed 4/27/11.	24	
25		• NOAA/ORDOGAMI Tsunami Outreach Oregon					IHBG	'11		AS, CIT Rep, TMCH Rep			Public outreach/education program. Staff attended organizational meeting to establish steering committee for CB/NB area 7/27/11. Closed 9/30/11. Ongoing activity.	25
26		• Resident 72-Hour Survival Kits					Non-IHBG	'11		AS, DD, LM			HUD determined ineligible IHBG activity in FY10 IHP review. Board authorized purchase of 200 kits from non-program funds 10/28/10. Notified Tribal admin and offices on Tribal Lands of purchase 10/29/10. Ordered 11/4/10; received 11/12/10. Stored in portable building near warehouse 11/18/10. Rekeyed 12/13/10. Keys and instructions for access distributed to Tribal admin and Tribal offices on Tribal Lands 1/3/11.	26
27		• Satellite Phone System					IHBG	'11		AS, LM, DD			Stationary satellite phone transceiver unit provided by CIT Feb. 2007; insufficient number of quotes received for installation to meet procurement requirements. Informed satellite not functioning in 2008; discontinued procurement efforts. Informed functioning again 2/8/11; procurement for installation complete 3/17/11. Long-range wireless phone system for connection to transceiver procurement completed 3/9/11; ordered 4/7/11; received 4/14/11. Consulted ORCA regarding potential Kilkich wi-fi interference 3/25/11. ORCA changed wi-fi channel at CIHA office to avoid bandwidth overlap 3/30/11; monitoring effect on wi-fi system performance. Shielded cable received and CIHA crew installed 5/20/11. Transceiver installation and connection completed 5/24/11. Testing completed 6/6/11.	27

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28		Emergency Preparedness (continued)											28
29		• Siren				IHBG/ Non-IHBG	'11		JL/CIT, LM			Failed to sound during tsunami event 3/11/11. Diagnostics performed 3/14-23/11. Replaced faulty circuit board in radio and connection cable. Repairs completed and system successfully tested 3/23/11. Regular testing scheduled every Wednesday at noon.	29
30		• Staff Training				IHBG	'11		LM, DD			Staff attended ICC "When Disaster Strikes " post-event inspection training 4/5-6/11.	30
31		Environmental Review	Complete	Special	Reporting Requirement			Admin				Focus for ARRA grant monitoring. FY09 SMA concern. CIHA ED, CIHA Projects Supervisor, and Tribal Biology and Environmental Services Coordinator to NAIHC training 11/16-20/09. Met to outline full scope of environmental review needs 12/1/09. Need to prepare ER documents to cover current 5-year IHP FY08-FY12 and funds from earlier grant years used during period.	31
32		• 24 CFR 34 Exempt Activities				IHBG	'10 '11		AS, JW			Checklist required. Primarily planning and admin activities. Engaged JW to calculate 5-year cost estimate; received final calculation 8/19/10. Completed 11/10/10.	32
33		• 24 CFR 58.35(b) Categorical Excluded Activities Not Subject to 58.5				IHBG	'10 '11		AS, JW			Checklist required. Primarily housing services, housing management, and operations activities. Engaged JW to calculate 5-year cost estimate; received final calculation 8/19/10. Completed 11/11/10.	33
34		Housing Rehabilitation Project	Complete	Special	Property Management	IHBG	'07 / '08 ARRA / '09	Admin/ Projects	AS, LM, DD, DRH				34
35		<u>February 2010 Group</u> (15 units)											35
36	Complete	• 2606										RFP out 2/12/10; public notice published 2/15-20/10; site visit 2/22/10; proposals due 3/10/10. 14 proposals received. Awarded to Circle S 4/5/10. Work to be completed within 120-day period beginning 4/9/10. Started 6/14/10; completed 7/12/10. Retainage paid 10/7/10.	36
37		• 2608										RFP out 2/12/10; public notice published 2/15-20/10; site visit 2/22/10; proposals due 3/10/10. 13 proposals received. Awarded to Circle S 4/5/10. Work to be completed within 120-day period beginning 4/9/10. Started 7/21/10; completed 8/16/10. Executed 60-day extension effective 8/5/10. Retainage paid 11/10/10.	37
38		• 2618										RFP out 2/12/10; public notice published 2/15-20/10; site visit 2/22/10; proposals due 3/10/10. 14 proposals received. Awarded to Beebe 4/5/10. Work to be completed within 90-day period beginning 4/9/10. Started 5/27/10; completed 7/7/10. Retainage paid 9/30/10.	38
39		• 2636										RFP out 2/12/10; public notice published 2/15-20/10; site visit 2/22/10; proposals due 3/10/10. 12 proposals received. Awarded to Beebe 4/5/10. Work to be completed within 90-day period beginning 4/9/10. Started 5/12/10; completed 7/16/10. Retainage paid 10/7/10.	39
40		• 2640										RFP out 2/12/10; public notice published 2/15-20/10; site visit 2/22/10; proposals due 3/10/10. 13 proposals received. Awarded to Circle S 4/5/10. Work to be completed within 120-day period beginning 4/9/10. Executed 60-day extension effective 8/5/10. Started 8/23/10; completed 9/15/10. Retainage paid 12/9/10.	40
41			<u>April 2010 Group</u> (14 units)										
42		• 502/504										RFP out 4/16/10; public notice published 4/19-24/10; site visit 4/26/10; proposals due 5/3/10. 8 proposals received. Awarded to M.A.G. 5/4/10. Work to be completed within 120-day period beginning 5/7/10. Executed 60-day extension effective 9/1/10. Started 9/27/10; completed 10/22/10. Retainage paid 1/13/11.	42

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43		Housing Rehabilitation Project (continued)											43
44		• 506/508										RFP out 4/16/10; public notice published 4/19-24/10; site visit 4/26/10; proposals due 5/3/10. 8 proposals received. Awarded to M.A.G. 5/4/10. Work to be completed within 120-day period beginning 5/7/10. Executed 60-day extension effective 9/1/10. Started 8/31/10; completed 9/24/10. Retainage paid 12/17/10.	44
45		• 510/512										Emergency non-routine maintenance performed in Dec. 2009. RFP out 4/16/10; public notice published 4/19-24/10; site visit 4/26/10; proposals due 5/3/10. 8 proposals received. Awarded to M.A.G. 5/4/10. Started 8/9/10; completed 8/25/10. Retainage paid 11/18/10.	45
46		• 514/516										RFP out 4/16/10; public notice published 4/19-24/10; site visit 4/26/10; proposals due 5/3/10. 8 proposals received. Awarded to M.A.G. 5/4/10. Work to be completed within 120-day period beginning 5/7/10. Started 6/21/10; completed 7/28/10. Retainage paid 10/21/10.	46
47		• 518/520										RFP out 4/16/10; public notice published 4/19-24/10; site visit 4/26/10; proposals due 5/3/10. 8 proposals received. Awarded to M.A.G. 5/4/10. Work to be completed within 120-day period beginning 5/7/10. Started 7/12/10; completed 8/4/10. Retainage paid 10/29/10.	47
48	Complete	• 2620A-D										RFP out 4/16/10; public notice published 4/19-24/10; site visit 4/26/10; proposals due 5/3/10. 5 proposals received. Awarded to Beebe 5/4/10. Work to be completed within 120-day period beginning 5/7/10. Started 6/16/10; completed 8/25/10. Retainage paid 11/18/10.	48
49		• 2611										RFP out 4/15/11. Public notice published 4/18-23/11. Site visit 4/25/11. Proposals due 5/2/11. 5 proposals received. Awarded to Wenbourne 5/3/11. Work to be completed within 90-day period beginning 5/6/11. Started 5/9/11. Completed 5/24/11. Retainage paid 8/25/11.	49
50		• 2615										RFP out 4/15/11. Public notice published 4/18-23/11. Site visit 4/25/11. Proposals due 5/2/11. 5 proposals received. Awarded to Wenbourne 5/3/11. Work to be completed within 90-day period beginning 5/6/11. Started 5/17/11. Completed 6/9/11. Retainage paid 9/9/11.	36
51		• 2625										RFP out 4/15/11. Public notice published 4/18-23/11. Site visit 4/25/11. Proposals due 5/2/11. 5 proposals received. Awarded to MAG 5/3/11. Work to be completed within 90-day period beginning 5/6/11. Started 5/31/11. Completed 7/5/11. Retainage paid 9/30/11.	37
52			Landscaping	Complete	Standing	Community Enhancement			Admin/ Maintenance/ Projects				
53		• 711					IHBG	'10 '11	SP, DD		9/30/11	Funds allocated in FY10 IHP. Board reviewed front yard makeover contest information 10/28/10. 32 SF LR units eligible. Announcement in Jan. and Feb. 2011 Sea-Ha Runner. Entry period closed at 1:00 p.m., 2/24/11. 7 entries received. Drawing held at Board meeting 3/24/11. Award accepted by first unit selected, 711. Engaged landscape designer 6/3/11. Final design received 6/30/11. Procurement for installation completed 7/28/11. Contractor background checks completed 8/24/11. Began work 9/6/11; completed 9/7/11.	51

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54		Landscaping	Complete	Standing	Community Enhancement			Admin/ Maintenance/ Projects					38
55	Complete	• Cultural Garden				IHBG	'02 '09 '10 '11		AS, LM, SF, DD			Preliminary layout complete 2/20/07. Procurement of design services complete 2/27/07. Adam Lerwill began design work and plant selection 3/8/07; complete 5/17/07. Board approved 5/23/07. To GS/CIT and TV/CIT for review 6/14/07. Tribal Culture Committee reviewed 7/11/07; enthusiastic to assist with signage and harvest. Insufficient number of quotes received to meet procurement requirements. Separated project into hardscaping and planting phases to facilitate procurement. Quotes for hardscaping requested 2/17/09; 3 received as of 3/3/09. Circle S began construction 3/20/09. Initial concrete installation incorrect. Began removal/reinstallation 5/1/09. Concrete and planters complete 5/18/09. Cedar planking sitting area complete 6/30/09. Quotes for planting requested 6/22/09; 2 received as of 8/3/09. Quotes for irrigation system requested 8/4/09; 2 received as of 8/18/09. Tri-County Plumbing began installation of irrigation 08/25/09; complete 8/27/09. Lighthouse Landscaping began planting 8/28/09; complete 9/8/09. Plant identification signs ordered from Action Trophies 8/26/09; received 9/29/09; installation completed 4/30/10. Chris Foltz engaged to make benches similar to those at the Plankhouse 8/26/09; installed 9/30/09. Interpretive sign ordered from WOW Arts 8/26/09; temporary received/installed 6/23/10; permanent received/installed 7/21/10. Blessing ceremony held 6/25/10. Began installation of storm water drainage system 4/20/11; completed 4/25/11.	52 53
56		Property Disposal	Complete	Standing	Property Management	IHBG	'11	All	All			To reduce storage needs and prepare for eventual warehouse replacement. Board approved 1/27/09. Joint auction event with CIT and TMCH held at 3:00 p.m., 6/26/11 for Tribal family. Silent auction of remaining items held 7/5-6/11 for Tribal family, Kilkich residents, and Tribal staff. 102 of 107 lots sold. Total receipts \$2,716. Remaining items donated to local charitable organizations. CIHA trailer included in CIT Surplus Sale sold for \$2,500.	54
57		Signage	Complete	Special	Community Enhancement			Admin/ Maintenance/ Projects					55
58		• Tribal Jurisdiction										Closed 9/30/11. Tribal project.	56
59		• Warehouse Area										Closed 9/30/11. Included in Warehouse Replacement Project.	57