



Coquille Indian Housing Authority

Master Projects List

September 30, 2012

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
1	2011 APR	IHBG	'12	Admin	AC, MC, DD	30-day extension to accommodate audit schedule, meeting dates, and holidays requested 12/1/11; HUD approved 12/19/11. Revised due date 1/28/12. Public review draft posted to www.coquilleiha.org and delivered to Tribe and local libraries 1/13/12. Public notice published 1/16/12. Made available to Tribal Council and membership at Mid-Winter Gathering 1/14/12. Workshop with Council scheduled 1/19/12 postponed due to weather conditions. Comment period ended 1/25/12. Board approved 1/26/12. To HUD 1/27/12; received 1/27/12. Reviewed with Council 2/8/12. HUD requested additional information and revisions to tables 2/22/12; approved 3/2/12.
2	2011 Audit	IHBG	'12	Admin/ Accounting	AC, MC, JW	Year-end financial statements and documentation ready to transmit 12/31/11. Received draft extension agreement from Wall & Wall 1/25/12. To legal counsel 2/1/12. Revised agreement to Wall & Wall 2/7/12. Executed agreement, year-end financial statements, and documentation to Wall & Wall 2/16/12. Fieldwork at CIHA office conducted weeks of 4/16/12 and 4/23/12. Draft received 4/25/12. Final received 5/10/12. Board approved 5/16/12. To HUD, Tribe, and Dunn & Bradstreet 5/18/12. To Federal Clearinghouse 5/29/12.
3	2011 FHLB Affordable Housing Program Grant Application	IHBG	'11 '12	Admin	AC, LV, RM/BOC	Funding request for Roofing Rehabilitation Project. Began preparing application 5/24/11. Board discussed 5/26/11; approved 6/23/11. Amount requested \$199,834. Submitted to Sterling Savings Bank 7/22/11. Sterling submitted to FHLB SEA 7/26/11. Clarifications requested 8/30/11; response submitted/accepted 9/1/11. Additional documentation and correction requested 9/14/11; response submitted/accepted 9/15/11. Additional changes requested 10/13/11; response submitted 10/17/11; accepted 10/20/11. Additional changes requested 10/20/11; submitted 10/24/11. Additional changes requested 11/8/11; submitted 11/10/11; accepted 11/15/11. Additional documentation requested/submitted 11/15/11. Notified selected for award 12/29/11. Regulatory agreement received 1/17/12. Board declined award 1/26/12. Informed FHLB Seattle 2/6/12. Informed Sterling Savings Bank 2/7/12.

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4	2011 Holiday Gatherings	Non-IHBG	'12	Resident Services	DH, TM	Board approved CIHA participation 10/27/11. Staffed outreach booth at four Tribal holiday parties 12/5-11/11.
5	2011 ICDBG Application	IHBG	'11 '12	Admin	AC, LV, LM, SF, RM/BOC	Funding request for Roofing Rehabilitation Project. Began preparing application 4/18/11. FY11 ICDBG NOFA published 4/20/11. Board discussed 4/28/11; approved 5/26/11. Council presentation 5/18/11; approved 6/2/11. Amount requested \$500,000. Final to HUD 6/3/11. HUD acknowledged receipt 6/3/11. Notice of technical deficiency received 8/25/11. Tribal Code of Conduct on file insufficient. CIHA Code of Conduct compiled from CITC Ch. 130, BOC Bylaws, and personnel and procurement policies submitted/accepted 8/31/11. Formal notice of award received 9/16/11. Funding agreements returned 9/20/11. CIHA Code of Conduct to Board for ratification 9/29/11. Onsite HUD implementation training uncertain.
6	2011 Self-Monitoring Assessment	IHBG	'11 '12	All	All, JW	Onsite review conducted 8/22-23/11 and 8/31-9/2/11. To Board 9/29/11. To Council 10/5/11.
7	2011 USDA Rural Development Housing Preservation Grant Application	IHBG	'11 '12	Admin	AC, LV, RM/BOC	Funding request for Roofing Rehabilitation Project. FY11 NOFA published 7/7/11. Began preparing application 7/8/11. Board approved 7/28/11. Amount requested \$200,000. Submitted 8/11/11. Notice of \$58,582 award received 9/23/11. Required revisions to Application, Statement of Activities, and Budget submitted/accepted 9/26/11. Award package received 10/26/11; returned 11/16/11.
8	2012 Board/Council/Staff Onsite Training	IHBG/ Non-IHBG	'12	Admin	AC, DD	Onsite training for CIHA Board, Tribal Council, and staff 9:00 a.m.-5:00 p.m., 8/24/12 at TMCH. Morning session on Disaster Psychology with Dr. Carolyn McGuire. Afternoon session on Drug Awareness with SCINT Detective Moore.
9	2012 IHBG Formula Funding	IHBG	'11 '12	Admin	AC	Final FY11 allocation was \$1,006,434. Initial House THUD budget proposed 23% cut to IHBG. Potential reduction to CIHA \$230,000+. Board discussion 7/28/11. Preliminary FY12 estimate based on TRSAIP \$1,098,266 received 8/1/11. Board discussion 8/18/11. FRF and FY12 Olink MOA extension request submitted 9/30/11; new MOA due date 11/14/11. Cost reduction measures implemented 10/1/11. Multiple TRSAIP/TTE simulations for Olink discussion requested from HUD 10/17/11. Second Olink MOA extension requested 11/8/11; new MOA due date 12/19/11. Following a number of diverse proposals from the House and Senate, FY12 IHBG funded at same level as FY11 11/18/11. Olink tribes reached agreement to use TTE ~4:00 p.m., 12/19/11. Coquille authorization to use TTE submitted ~8:00 p.m., 12/19/11. Final allocation notice of \$1,023,270 received 1/20/12. Council formally approved MOA 1/21/12. Updated

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10	2012 IHBG Formula Funding (cont.)					simulation requested from HUD 1/25/12; received 2/1/12. Received \$21,488 non-program make whole payment from Klamath 3/30/12. Received \$5,525 non-program make whole payment from Smith River 5/7/12.
11	2012 IHP	IHBG	'11 '12	Admin	AC, MC, DD	Staff attended HUD training on conversion to new IHP/APR format 3/8-10/11. Submission required in advance of receipt of FY12 preliminary and final allocation notices. 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. To General Council 6/25/11 as initially submitted to HUD. HUD revisions requested 8/1/11: one outcome per program, adjust to FY11 final allocation or FY12 preliminary estimate if available, and separate Accessibility Modifications "program". FY12 preliminary received later same day. Adjusted version to HUD 8/2/11. HUD approved 8/3/11. Funding agreement received 2/13/12; returned 2/14/12. Funds released 2/16/12. First draw week of 2/27/12.
12	2012 Mid-Winter Gathering	IHBG	'12	Admin/ Resident Services	AC, DD, DH, TM	Staff outreach booth 1/14/12.
13	2012 Tribal Restoration Celebration	IHBG/ Non-IHBG	'12	Admin/ Resident Services	AC, DD, DH, TM	Facilitated KRA silent auction and staffed outreach booth 10:00 a.m.-2:00 p.m., 6/30/12. Coos County Master Gardeners Association judged landscaping contest 6/27/12. Awards distributed 6/28/12.
14	Commissioner Appointments	IHBG	'12	Admin	AC	
15	• Position 2					Sharon Parrish appointed 3/27/10; term expired 4/1/12. Board recommended reappointment 3/22/12. Letter to Tribal Chairman 3/23/12. Council reappointed 4/12/12.
16	• Position 4					Judy Rocha appointed 3/27/10; term expired 4/1/12. Board recommended reappointment 3/22/12. Letter to Tribal Chairman 3/23/12. Council reappointed 4/12/12.
17	• Position 7					Brenda Meade appointed 11/26/08; term expired 11/19/11. Board recommended reappointment 10/27/11. Letter to Tribal Chairman 11/21/11. Draft resolution to Tribal Attorney 11/22/11. Council reappointed 12/15/11.
18	Contracts and Agreements					
19	• Accounting Services	IHBG	'12	Admin/ Accounting	AC, JW, MC	Delivered notice of termination 9/15/11. Transition scheduled to begin in October. Delivered notice of immediate termination for convenience 10/4/11. Transition to CIHA office began 10/5/11; completed 10/7/11. Resumed normal activity 10/10/11.

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20	Curb, Speedbumps, and Parking Lot Painting	IHBG	'12 '13	Maintenance	SF, KS, KM, SP	Began speedbumps 9/5/12; completed 9/12/12. Began curbs 9/11/12; substantially complete 9/19/12. Small section on Jistajaya remaining. Began CIHA parking lot 9/17/12; complete 9/19/12. Began disabled parking space by CIHA office 9/24/12; completed 9/27/12. Duplex parking area completed 9/26/12.
21	Curbside Recycling	IHBG	'12	Resident Services	DH, TM	Informed available on Tribal Lands 6/28/12. \$4.15 per month. Residents may contact Les' Sanitary to add service and schedule delivery of recycle bin. Announcement in August Sea-Ha Runner.
22	Emergency Preparedness	IHBG/ Non-IHBG	'12	Admin/ Projects	AC, LM, RM/ BOC, CIT EPDM	
23	• Staff Training - Ham Radio		'11 '12		DD, LM, KM, KS	Three 4-hour onsite staff training sessions for ham radio operator certification scheduled 7/25-8/12/11. Review session 10/10/11. Staff testing postponed. Closed incomplete 9/30/12.
24	• Tsunami Outreach Oregon					NOAA/DOGAMI educational outreach project. CIT/CIHA on steering committee. Office space for Community Organizers at CIHA office. Draft evacuation map received 12/15/11; to CIT same day. Presentation to KRA 1/9/12. New inundation maps received 1/31/12; to CIT same day. Meeting with CIT EPDM 2/21/12. Presentation to CIHA Board 2/23/12. New evacuation brochures to be presented to steering committee 2/27/12. 1,350 evacuation maps (6 boxes of 225) purchased by CIHA received 2/29/12. Sponsored DOGAMI/TOO presentation for Killich residents, Tribal family, and staff at the Community Plankhouse 3/12/12. Maps distributed at 3/12/12 event; 1 box to TMCH 3/14/12. Community Rally at NB Community Center 6:30 p.m., 3/22/12. 1 box of maps to CIT 4/26/12; partial box to CITHC 5/4/12. Community-wide evacuation drill 2:00 p.m., Thursday, 5/31/12. Final steering committee meeting 7/12/12.
25	Housing Rehabilitation Project	IHBG	'08 '09 '10	Admin/ Projects	AC, LM, DD, DH	
26	<u>April 2011 Group</u> (4 units)					
27	• 2613					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 7/19/11. Completed 8/17/11. Retainage paid 11/8/11.
28	IT Services and Equipment	IHBG	'12	Admin	DD	
29	• Automated Offsite Backup					Discussed with IT consultant 1/25/12. Vendor research completed 3/19/12. Began trial period with Vertical Computer Services 3/21/12; formally engaged and began set up 4/5/12. Completed 7/9/12.

Complete

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30	IT Services and Equipment (cont.)					
31	• Computer Replacements					
32	• ED	IHBG	'12	Admin	AC, JL/CIT	Components procured by JL/CIT 10/10/11; ordered 10/11/11; received 10/17/11. Additional parts ordered 10/21/11; received 10/27/11. Assembly volunteered by JL/CIT; delivered 11/7/11.
33	• HPC				DD	Began procurement 4/10/12; completed 5/14/12. Ordered 5/14/12. Received 5/22/12. Installation complete 6/5/12.
34	• HPS				DD	Began procurement 4/10/12; completed 5/14/12. Ordered 5/14/12. Received 5/22/12. Installation complete 6/5/12.
35	• IT Services	IHBG	'12	Admin	DD	Draft RFP prepared but not required. Value of services below micro-purchase threshold. Standard procurement to be performed as needed.
36	• Onsite MIP Access	IHBG	'12	Admin/ Accounting	AC, MC	Ordered 10/6/11; installed 10/7/11. First use 10/10/11.
37	• Projector and screen	IHBG	'12	Admin/ Maintenance	DD, SF, SP	Procurement completed 10/12/11; ordered 10/13/11; received 10/17/11. Screen installed 10/19/11. Additional parts for projector mount ordered 10/21/11. First use 10/27/11. Mounting completed 11/1/11.
38	• Tablets	Non-IHBG	'12	Admin	AC, DD	Board approved purchase of iPads and accessories for Board and staff 12/1/11. Ordered 12/9/11; received 12/19/11. Began distribution and setup 12/27/11; completed 1/10/12. First meeting use 1/26/12.
39	• Wireless internet access	IHBG	'12	Admin	DD	Installed and tested 11/21/11. First use 12/1/11.
40	Landscaping					
41	• 2659/2661	IHBG	'12	Maintenance	SP, TM, DD	Eucalyptus tree roots growing beneath both units. Began procurement for removal and stump grinding 8/2/12; completed 8/22/12. Work completed 9/4/12.
42	• Community and Cultural Gardens	IHBG	'12	Admin/ Maintenance/ Projects	LM, SP	Completed replacement and additional plantings in Cultural Garden 6/14/12. Completed bark replacement in Cultural Garden 6/15/12. Completed installation of pea gravel in Community Garden 6/20/12.
43	Office Reorganization	IHBG	'12	All	All	Relocation of Accounting Services Coordinator to CIHA office completed 10/6/11. Relocation of Administrative Services Coordinator office completed 11/3/11. Tsunami Outreach Oregon Community Organizers office space completed 11/14/11. New reception area completed 11/15/11.

Complete

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44	Private Residential Leasing (PRL) Program	Non-Program	'12	Admin/ Resident Services/ Projects		
45	• Private Homeownership Land Leasing Ordinance				AC, EG/HSDW, MC/CIT	Council requested Board recommendation for administration of private lots 10/11/07. First draft to Board 5/22/08. Second draft to Board 7/24/08. Third draft to Board 8/21/08. Council workshop 10/9/08 rescheduled to 11/6/08. Second Council workshop 1/8/09. Ordinance adopted for 30-day review 3/12/09. Final adopted 5/21/09. Council workshop 4/12/12. Revisions adopted for 30-day review 4/28/12. Comments due 6/4/12. Tribal Council Surviving Non-Indian Spouses as Lessees Under Private Leases Policy to Asst. Tribal Attorney 5/2/12. Informed superseded by Ch. 420 5/3/12. Board review with Asst. Tribal Attorney 5/16/12. Board comment recommending inclusion of former policy to Council 5/17/12. Final adopted with recommended revision 6/7/12. Minimum general liability insurance requirement will be established and building codes will be corrected in resolution to adopt zoning ordinance per Asst. Tribal Attorney 6/19/12.
46	• Program Development				AC, EG/HSDW, DH, MC/CIT, DD	Draft resolution, application for lease, certificate of eligibility, and lease format from EG 4/20/09. To Asst. Tribal Attorney 2/10/10. Began using application and certification for private transactions 5/11/11. Informed of Council's desire to delegate program administration and PILOT collection for new lots to CIHA 12/14/11. Tribal Planner presentation to Board 3/22/12. Formally delegated to CIHA 4/12/12. Information regarding program to Board 4/26/12. Announcement and FAQs mailed to all Tribal households 4/27/12. Announcement, FAQs, and application on website 4/30/12. Application period began 5/1/12. CEDCO Bridge Loan documents to Tribal CFO 5/2/12; Tribe may assume program. Confirmed IHS Sanitation Facilities Program process with TT/CIT 5/3/12. First drawing to be conducted 6/30/12 at TRC GC by independent audit firm. Applications for TRC drawing due 6/22/12, ongoing thereafter. Seven received; four qualified in time for TRC drawing. Formal notice to lot recipients 7/10/12. First lease executed 7/27/12.
47	Section 504 Uniform Federal Accessibility Standards Compliance	IHBG		Admin/ Maintenance/ Projects	AC, DD, LM, SF, EG/HSDW	Identified in FY08 SMA. Legal review completed 10/17/08. Alterations to office and some housing units required.
48	• CIHA office		'10			Richard Turi engaged to assess and prepare plans for CIHA office modifications 7/27/09. Initial assessment conducted 8/17/09; follow up review 8/31/09. Received proposed agreement for architectural services 8/26/09. Legal review complete 9/21/09. Agreement executed and follow up visit 10/19/09. Draft scope of

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49	Section 504 Uniform Federal Accessibility Standards Compliance (cont.)					
50	• CIHA office (cont.)					Agreement executed and follow up visit 10/19/09. Draft scope of work, specs, and drawings received 10/23/09. HUD approved as model activity in FY10 IHP 7/23/10. Updated scope of work, specs, and drawings 3/21/12; to architect 3/22/12; completed 4/12/12. Procurement completed 5/1/12. Contactor began work 5/3/12. Ramp completed 5/10/12. Parking area completed 6/25/12. Interior work completed 7/12/12.
51	• Single-Family Rental - 2636		'10			Assessment completed 11/7/11. Began conversion 11/8/11. Complete, excluding bathrooms, 2/14/12. Master bath design completed 3/9/12. Procurement completed 3/23/12. Work began 3/26/12. Hall bath substantially complete. Master bath in progress. Procurement in progress for garage chair lift. Board tour 5/16/12. Completed 6/25/12.

Gene F. Cook