



Coquille Indian Housing Authority

Completed Projects List

September 30, 2013

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
1	2012 APR	IHBG	'13	Admin	AC, MC, DD	Due 12/29/12. Public review draft posted to www.coquilleiha.org 11/30/12. Delivered to Tribe and local libraries 12/3/12. Public notice published 12/4/12. Workshop with Council 12/5/12. Comment period ended 12/13/12. Board approved submission by poll vote 12/18/12. To HUD 12/19/12. Made available to Tribal Council and membership at Mid-Winter Gathering 1/19/13. Board ratified action by consent 1/24/13. HUD requested additional information 2/22/13; approved 2/22/13.
2	2012 Audit	IHBG	'13	Admin/ Accounting	AC, MC, JW	MC transmitted year-end financial statements and supporting documentation to Wall & Wall 11/9/12. Began fieldwork at CIHA office 1/16/13; completed 2/14/13. Board approved 2/21/13. To Tribe and Dunn & Bradstreet 2/25/13, HUD 2/26/13, and Federal Clearinghouse 2/27/13.
3	2012 Holiday Gatherings	Non-IHBG	'12	Resident Services	DH, TM	Conducted outreach at four Tribal holiday parties 12/3-9/12.
4	2012 ICDBG ASER	IHBG	'13	Admin	AC, MC, DD	Due 11/15/12. To HUD 11/15/12; approved 1/16/13.
5	2012 Self-Monitoring Assessment	IHBG	'12 '13	All	AC, JW, MC, DH, TM, DD, LM, SF	Onsite review conducted 9/17-24/12. New checklists more thorough than prior. To Board 11/1/12. To Council 11/8/12.
6	2013 Board/Council/Staff Onsite Training	IHBG/ Non-IHBG	'13	Admin	AC, DD	Communications training held 8/29/13, 9:00 a.m.-4:00 p.m., at The Mill.
7	2013 IHBG Formula Funding	IHBG	'12 '13	Admin	AC	Final FY12 allocation was \$1,023,270. President, Senate, and House budgets for FY13 IHBG same as FY12. Preliminary allocation estimate of \$1,040,568 received 8/6/12. Savings resulting from FY12 cost cutting measures ~\$170,000. Estimated reduction due to 3 FCAS conveyances ~\$30,000. O-link meetings held 9/17/12 and 9/24/12. 6-month CR extending FY12 funding levels enacted 9/28/12 expires 3/27/13. Council approved O-link MOA 10/11/12. Projected sequestration cut to IHBG of 8.2% on 1/1/13 was delayed by Congress to 3/1/13 resulting in 5% cut. Estimated FY13 reduction to CIHA including conveyances and sequestration revised downward from \$110,000 to ~\$60,000 3/21/13. Final allocation notice of \$962,973 received 5/28/13. Updated o-link simulation received from HUD 5/28/13. Received and returned funding agreement 6/13/13. Funds released 6/20/13.

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8	2013 IHBG Formula Funding (continued)					First LOCCS draw 6/27/13; received 7/1/13. Issued \$115 non-program make whole payment to Cow Creek 7/24/13. Received \$24,628 non-program make whole payment from Yurok 8/2/13.
9	2013 IHP	IHBG	'12 '13	Admin	AC, MC, DD	Received 30-day extension to accommodate workload and CIHA and Council meeting schedules. Initial due date 7/18/12; revised due date 8/17/12. Submission required in advance of receipt of final allocation notice. Based on prior year's funding. Board approved 7/26/12. Presented to Council 7/27/12. Council approved 7/28/12. To HUD 8/1/12. HUD acknowledged receipt 8/2/12. To General Council 8/10/12 as submitted to HUD. HUD approved 9/20/12.
10	2013 Mid-Winter Gathering	IHBG	'13	Admin/ Resident Services	AC, DD, DH, TM	Staffed outreach booth 1/19/13.
11	2013 Self-Monitoring Assessment	IHBG	'13	All	All, JW	Began onsite review 6/11/13. Continued week of 7/15/13. To Board 7/25/13. To Council 7/26/13.
12	2013 Tribal Restoration Celebration	IHBG/ Non-IHBG	'13	Admin/ Resident Services	AC, DD, DH, TM	Procurement for promotional items completed 4/10/13; received 5/17/13. Staffed CIHA outreach booth, assisted with KRA outreach booth, and sponsored Umpqua Dream\$avers, Sterling Bank (FHLB HomeStart), and Small Business Development Center outreach booths 6/29/13. (Coos County Emergency Management unable to participate.) Updated FAQ sheet for PRL program posted on CIHA webpage 6/28/13 and made available to membership at CIHA outreach booth 6/29/13.
13	Board and Staff ID Cards	IHBG	'13	Admin	DD, AC, JI/CIT	Renewed effort discussed with Board 9/26/12. To JI/CIT 3/21/13; completed 4/8/13. To Board and staff 5/2/13.
14	Commissioner Appointments	IHBG	'13	Admin	AC	
15	• Position 1					Toni Ann Brend appointed 3/27/10; term expired 4/1/13. Board recommended reappointment 3/21/13. Letter to Tribal Chairman 3/29/13. Council reappointed 4/11/13.
16	• Position 3					Janet Simpson appointed 3/27/10; term expired 4/1/13. Board recommended reappointment 3/21/13. Letter to Tribal Chairman 3/29/13. Council reappointed 4/11/13.
17	• Position 7	IHBG	'13	Board/ Admin	AC, DD	Brenda Meade appointed 12/15/11; resigned effective 5/16/13. Term expires 4/1/15. To Board 6/13/13. Letter to Tribal Chair regarding opening 6/18/13. Tribal Chair's letter mailed to Tribal membership using labels provided by CIT 6/21/13 and emailed to remainder of membership by CIT 6/24/13. Announcement with position description and application posted on CIHA webpage 6/21/13. Application period closed at 5:00 p.m., 7/24/13. Three applications received. To Board for consideration 7/25/13. Board

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18	• Position 7 (continued)					recommendation to Tribal Chair and draft resolution to Tribal Attorney 9/9/13. Council appointed Denise Hunter to serve remainder of current term 9/12/13.
19	Contracts and Agreements					
20	• Audit Services	IHBG	'12 '13	Admin	AC, JW, MC	Draft RFP from JW 9/2/11; updated 9/24/12. Mailed to 8 audit firms 9/25/12. Deadline for questions 10/5/12. Deadline for proposals 10/15/12. 3 firms responded. JW prepared analysis of proposals 10/19/12. Awarded to Wall & Wall 10/25/12.
21	Emergency Preparedness					
22	• 2013 Kilkich Earthquake-Tsunami Drill	IHBG	'13	All	All	Held at 2:00 p.m., 5/23/13. Participants included Tribal Planner, Health Center staff, Community Center staff and children, CIHA staff, and some Kilkich residents. Photos courtesy of Alison Wasson Photography posted on CIHA webpage 6/10/13.
23	Employee Benefits Analysis	IHBG	'13	Admin	AC	Letter from Tribal Chair regarding changes to Tribal employee benefits received 10/30/12. To Board 11/1/12. Analysis of CIHA and Tribal benefits to Board 1/24/13. Board approved response 2/21/13. To Tribal Chair 2/25/13.
24	Environmental Review					
25	• Exempt and Categorically Excluded Activities	IHBG	'13	Admin/ Accounting	AC, MC	For current 5-year period. To Tribal Chair for approval 2/21/13; received 2/28/13.
26	• 24 CFR 58.35(a) Categorically Excluded Activities Subject to 58.5 Converting to Exempt					
27	• Accessibility Modifications	IHBG	'11 '12 '13	Admin/ Projects	AC, LM	Statutory worksheet complete. Updated maps requested 8/17/11; received 9/27/11. To THPO for review 2/20/13; approved 2/26/13. To Tribal Chair for approval 2/26/13; received 2/28/13.
28	• Environmental and Economic Sustainability Enhancements to Rental Units, Facilities, and Common Areas	IHBG	'13	Admin	AC	Prepared primarily in support of ICDBG Solar Lighting project to install solar tubes in rental units. Expanded to include similar activities should other funds become available. Completed review 8/28/13. To Tribal Attorney 9/6/13. Signed by Tribal Chair 9/9/13.
29	• Individual Actions					
30	• Sale and conveyance of units	IHBG	'13	Admin/ Resident Services	AC, DH	Unnecessary for MH conveyances per HUD 5/2/13. Prepare for Section 184 loans as needed.
31	Landscaping					
32	• 2664	IHBG	'12 '13	Admin/ Maintenance/ Projects	SP, TM, DD	Front yard makeover funds for one unit allocated in FY12 IHP. 30 single-family rentals eligible. Announced in Mar. and Apr. 2012 issues of Sea-Ha Runner. Entry period began 3/1/12 and closed

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33	• 2664 (continued)					at 1:00 p.m., 4/26/12. Drawing held at Board meeting 4/26/12. Began design work 4/27/12; completed 8/21/12. Procurement for installation completed 10/11/12. Work began 1/15/13. Initial installation completed 2/1/13. Hydroseeding completed 4/9/13.
34	• Rock Garden	IHBG	'12 '13	Admin/ Maintenance/ Projects	LM, SF, SP	Additional work needed. Completed procurement for design work 5/9/12. Opted to design in-house. Began prep work and installation of river rock 6/15/12. Additional river rock needed for project donated by LRES. Completed transportation and installation of river rock 8/16/12. Prep for installation of boulders completed 8/17/12. Began hauling boulders 12/28/12. Completed procurement for soil, plants, and bark mulch 4/8/13. Soil delivered 4/16/13. Completed placement of boulders 4/22/13. Soil placement completed 5/22/13. Planting and placement of bark mulch began 5/22/13. Planting completed 6/6/13. Placement of additional bark mulch completed 6/26/13.
35	MHAP Lead-Based Paint Testing	IHBG	'13	Resident Services	DH, TM	Issue identified in FY12 Self-Monitoring Assessment. 9 units identified for testing. Procurement completed 4/15/13. Contracting arrangements delayed by HUD onsite monitoring visit. Reprocurement completed 7/19/13. Inspector engaged 8/29/13. Notice to participants and landlords 9/9/13. Inspections conducted 9/20-22/13. All units passed.
36	Policies	IHBG	'13			
37	• Emergency Services Review Panel			Admin/ Maintenance	AC, JW, DD	Rescinded 3/21/13.
38	• Equipment Management			Admin/ Maintenance	AC, JW, DD	Policy development to formalize existing practices. Board approved 3/21/13.
39	• Low Rent Maintenance			Admin/ Maintenance	AC, DD, SF	Revision to improve flow and add annual inspection. Board approved 3/21/13.
40	• Homebuyer Maintenance			Admin/ Maintenance	AC, DD, SF	Revision to update terminology. Board approved 3/21/13.
41	• Personnel			Admin	AC, LS/CIT	Revision to update some provisions and reconcile to Tribal policy changes since last review. Board approved 3/21/13.
42	• Procurement			Admin/ Projects	AC, DD, LM, EG/HSDW	Revision to reflect changes to federal and Tribal requirements. Board approved 3/21/13.
43	• Student Housing Agreements			Admin	AC	Rescinded 3/21/13.
44	• Violence			Admin	AC	Rescinded 3/21/13.
45	• Waterbeds			Admin	AC	Rescinded 3/21/13.

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46	Private Residential Leasing (PRL) Program					
47	• Building Codes/Standards and/or Planning and Zoning Ordinance(s)	IHBG	'09- '13	Admin/ Projects	JL/CIT, TT/CIT, MC/CIT, AC	Chehalis documents to PCRES 4/20/09. Council workshop to discuss building codes and lease fees 7/23/09. Tribal Planner to draft Planning & Zoning ordinance. CIHA inspection documents to Tribal Planner 5/2/12. CIHA documents related to building codes/standards (CIT building code adoption history, NB zoning matrix, manufactured home standards, CCRs, etc.) and Chehalis documents (comp plan, building and zoning ordinances, permitting guides, etc.) to Tribal Planner and Asst. Tribal Attorney 5/3/12. Zoning ordinance adopted for 30-day review 5/19/12. Comments due 7/9/12. Presented for final adoption 7/12/12. Tabled to allow CIHA Board review and comment. Met with Tribal staff 7/20/12. Board discussed 7/26/12. Reviewed CIHA staff notes with Tribal Planner 7/27/12. Met with Tribal staff 7/31/12. Received revision from Tribal Planner 8/3/12. CIHA Board and staff notes to Tribal staff 8/16/12. Met with Tribal Council and staff 8/21/12: 1) Received revision from Tribal Planner at meeting. 2) Current lot holders exempt pending ordinance adoption per Council members present. 3) Tribal staff to continue ordinance preparation and present to Council in Sept. 4) To CIHA Board during comment period. Council adopted for 30-day review 9/22/12. To Board 9/26/12. EG comments to Board 11/1/12. Council adopted 11/17/12.
48	• Mapping	Non- Program/ IHBG	'06- '13	Admin/ Projects	AC, LM	Survey, property markers, and lot maps with legal descriptions for new lots completed 2/9/06. Updated maps with lot address numbers and utility overlay requested from Stuntzner 5/2/12. Items received 6/21/12 required revision. Adjusted individual lot maps received 7/14/12 and 7/16/12. Engaged Stuntzner to prepare individual, by turnout, and overview maps of new lots with and without utility overlay, revised lot maps for some existing lots, and individual and overview maps of lease area with and without utility overlay 10/18/12; received 1/18/13.
49	Roofing Rehabilitation Project	IHBG/ ICDBG/ RDA HPG	'12 '13	Admin/ Projects	AC, LM, DD	Roofing replacement for 1937 Housing Act units. Unit grouping completed 11/22/11; revised 3/16/12. 13 groups total, organized by roof type. 4-6 structures per group. Scope of work for each structure completed 3/16/12. RFP process initially scheduled to begin 4/23/12 was delayed by PRL program assignment. RFP out 6/22/12; public notice published 6/25-28/12; addendum published 6/27/12; site visit 6/28/12; proposals due 7/9/12. 18 hard copies of RFP packet distributed in addition to electronic version available on webpage. 14 contractors attended site visit. 11 submitted proposals. 3 groups awarded to Benjamin C. Pallas Construction,

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50	Roofing Rehabilitation Project (continued)					1 to Darrell Barker Construction, 1 to M.A.G. Construction, and 8 to Myer Roofing. Work to be completed within 60-day period beginning 7/17/12. First unit started 7/24/12. Fourteenth group added following Board meeting 7/26/12 awarded to Darrell Barker. All groups complete as of 10/22/12. First retainage payment due 11/8/12; last due 1/20/13. Third party inspection conducted 11/8/12. Follow up inspections on 41 units conducted 1/21/13. Minor corrective work on 14 completed and reinspected 2/4/13. Project complete.
51	Sale and Conveyance	IHBG	'12 '13	Admin/ Accounting/ Resident Services	AS, EG/HSDW, DH, MC	
52	• 2615					Resolution for conveyance approved by Board 7/25/13. Reported to HUD on FY14 FFR 7/30/13. Closed 8/27/13. Submitted to BIA for recording 8/28/13.
53	• 2633					Resolution for conveyance approved by Board 7/25/13. Reported to HUD on FY14 FFR 7/30/13. Closed 8/27/13. Submitted to BIA for recording 8/28/13.
54	• 2635					Resolution for conveyance approved by Board 9/26/12. Closed 10/29/12. Reported to HUD 10/30/12. Submitted to BIA for recording 11/2/12.
55	• 2637					Resolution for conveyance approved by Board 9/26/12. Closed 10/29/12. Reported to HUD 10/30/12. Submitted to BIA for recording 11/2/12.
56	• 2652					Resolution for conveyance approved by Board 9/26/12. Closed 10/29/12. Reported to HUD 10/30/12. Submitted to BIA for recording 11/2/12.
57	Section 504 Uniform Federal Accessibility Standards Compliance					Issue identified in FY08 Self-Monitoring Assessment. Legal review complete 10/17/08. Alterations to office and some housing units required.
58	• CIHA Office	IHBG	'13	Admin/ Maintenance/ Projects	AC, DD, LM, SF, EG/HSDW	Procurement for installation of auto flush, wall-mounted toilet or possible relocation of floor-mounted toilet completed 5/6/13. Relocation of existing fixture completed 7/30/13.
59	Signage					
60	• Kilkich Entry	IHBG	'11- '13	Admin/ Maintenance/ Projects	AC, LM, SF, SP	Prep work completed 6/12/09. Painting completed 6/22/09. Consulted with Tribal artist regarding paddle design 2/10/11. Draft design completed 2/17/11. Template to fabricator 4/28/11; received 5/9/11. Blanks delivered for powdercoating 6/10/11; picked up 6/16/11. To Tribal artist 10/18/11. Additional painting completed 6/26/13. Installed paddles 6/28/13.

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61	Complete	Tribal Funding for Housing Operations	IHBG	'10- '13	Board/ Admin	AC	Primary needs: MHAP expansion and Warehouse Replacement Project. Request for regular distribution from transient tax and CEDCO MOU to Council 8/6/10. Council workshop 8/27/10. Follow up request to Council 10/28/11. Discussion of transient tax distribution to CIHA at Council workshops 4/11/12 and 5/18/12. Ordinance adopted for 30-day review 6/7/12 included 10% distribution to CIHA. Comments due 8/22/12. Council workshop 10/26/12. Adopted 11/8/12. First payment received 2/1/13.
62		Unmet Housing Needs Statement	IHBG	13	Admin/ Maintenance/ Projects	AC, SF, SP, LM	MG/CIT requested 1/2/13 to support the Tribe's fee to trust application for the Medford property. Submitted 1/31/13.

Anne F. Cook