



# Coquille Indian Housing Authority

## FY 2015 Completed Projects List

September 30, 2015

| Rank/<br>Class | Activity                         | Funding           |             | Department                         | Assignment            | Notes   |
|----------------|----------------------------------|-------------------|-------------|------------------------------------|-----------------------|---|
|                |                                  | Source            | Year        |                                    |                       |   |
| 1              | 2014 APR                         | IHBG              | '15         | Admin/<br>Accounting               | AC, DD, MC            | FY14 Minority Business Enterprise Report to HUD 10/8/14. FY14 APR and Section 3 Report due 12/29/14. Public comment 12/4-18/14. Presented to Council 12/11/14. Board approved 12/18/14. Submitted to HUD 12/19/14. HUD acknowledged receipt 12/22/14. To General Council 1/17/15. HUD requested authorization to share CIHA APR as best practices 2/18/15. HUD approval and request for additional information received 3/5/15. Response submitted 3/18/15. Follow up complete 3/23/15.   |
| 2              | 2014 Audit                       | IHBG              | '15         | Admin/<br>Accounting               | AC, MC, DD,<br>DH, TM | Year-end financial statements and supporting documentation delivered to Wall & Wall 11/18/14. Fieldwork at CIHA office performed in Feb. Board approved 2/26/15. To HUD, CIT, and Dun & Bradstreet, and posted on CIHA webpage 3/25/15. Wall & Wall began submission to Federal Audit Clearinghouse 3/31/15; completed 4/13/15.   |
| 3              | 2014 Front Yard Makeover         | IHBG              | '14-<br>'15 | Admin/<br>Maintenance/<br>Projects | SP, TM, DD            | Front yard makeover funds for one unit allocated in FY14 IHP. 29 single-family rentals eligible. Announcements in Feb. and Mar. 2014 issues of Sea-Ha Runner. Entry period began 2/1/14 and closed at 1:00 p.m., 3/27/14. Drawing conducted at 3/27/14 Board meeting. Unit 2616 selected. Began design work with resident 8/13/14; completed 8/30/14. Purchased plants 8/23/14. Brush work completed 1/30/15. Contractor marked out design and applied broadleaf control 2/20/15. Hardscaping completed 3/4/15. Planting completed 3/12/15. Hydroseeding completed 4/23/15. |
| 4              | 2014 Self-Monitoring             | IHBG              | '14-<br>'15 | All                                | All                   | Onsite review conducted 7/30/14-8/1/14 and 8/11-15/14. Report received 8/18/14. To Board 9/25/14. To Council 10/8/14.   |
| 5              | 2015 BOC/TC/Staff Training Event | IHBG/<br>Non-IHBG | '15         | Admin                              | AC, DD, LM,<br>BM/TC  | Field trip to cultural sites in Bandon Thursday, August 27, 2015. Breakfast served in Willow-Beargrass rooms at The Mill at 8:00 a.m. Transport departed at 9:00 a.m. Hosted restaurant lunch at noon. Snacks and drinks provided throughout the day. Returned to The Mill at 4:00 p.m.   |
| 6              | 2015 IHBG Formula Funding        | IHBG              | '14-<br>'15 | Admin                              | AC                    | Final FY14 allocation was \$1,026,864. Preliminary FY15 allocation estimate of \$1,030,991 based on President's budget received 6/2/14. President's FY15 budget \$650M. Estimated reduction due to 2 FCAS conveyances ~\$20,000. FY15 olink   |

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| 7              | 2015 IHBG Formula Funding (cont.)                  |                   |             |                                    |            | meeting held 7/18/14. Estimated FY15 non-program make whole amount \$10,550 to be paid by Yurok and CTCLUSI. FFR submitted 7/29/14. HUD acknowledged receipt 7/30/14. Olink MOA to Council 8/7/14. Received \$871.49 non-program make whole prepayment from CTCLUSI 8/15/14. Received \$9,678.68 non-program make whole prepayment from Yurok 8/18/14. HUD response to FFR received 11/19/14. Final allocation notice of \$990,235 received 2/17/15. Received funding agreement 2/24/15; returned 2/25/15. Funds released 2/27/15. Refund due Yurok \$2,077.18 issued 5/14/15. Additional funds due from Klamath \$30,887.90. Agreement for transfer of program income executed 6/17/15. Payment received 6/22/15. |
| 8              | 2015 Self-Monitoring Assessment                    | IHBG              | '15-<br>'16 | All                                | JW, All    | Onsite review conducted 7/20-24/15. Report received 8/1/15. Presented to Board 9/24/15. Presented to Council 9/25/15.  |
| 9              | 2016 IHP   | IHBG              | '15         | Admin/<br>Accounting               | AC, MC, DD | Due 7/18/15. Notice of discontinued/revised form published 6/2/15. NWONAP IHP/APR training webinar 6/17/15. Initially scheduled for Board review 6/11/15; postponed until after training. To Board for poll vote 6/30/15; approved 7/7/15. Presented to Council 7/8/15; approved by resolution 7/9/15. Submitted to HUD 7/14/15. HUD acknowledged receipt 7/14/15; approved 7/23/15. Board ratified poll vote 7/30/15.   |
| 10             | Commissioner Appointments                          | IHBG              |             | Admin/<br>Board                    | AC, BOC    |  |
| 11             | • Position 2                                       |                   | '15         |                                    |            | Sharon Parrish appointed 4/12/12; term expires 4/1/15. Board recommended reappointment 2/26/15. Letter to Tribal Chair 3/12/15. Council reappointed 3/28/15.   |
| 12             | • Position 4                                       |                   | '15         |                                    |            | Judy Rocha appointed 4/12/12; term expires 4/1/15. Board recommended reappointment 2/26/15. Letter to Tribal Chair 3/12/15. Council reappointed 3/28/15.   |
| 13             | • Position 7                                       |                   | '15         |                                    |            | Denise Hunter appointed 9/12/13; term expires 4/1/15. Board recommended reappointment 2/26/15. Letter to Tribal Chair 3/12/15. Council reappointed 3/28/15.  |
| 14             | Emergency Preparedness                             | IHBG/<br>Non-IHBG | '15         | Admin/<br>Maintenance/<br>Projects |            |  |
| 15             | • 2015 Killich Earthquake-Tsunami Evacuation Drill |                   |             |                                    | All        | Initially scheduled for 5/21/15. Rescheduled to 11:30 a.m., 5/19/15 due to Head Start graduation. CITHC assumed planning duties. Supplied reference materials at Plankhouse during event.  |
| 16             | • Update 72-Hour Emergency Kits                    |                   |             |                                    | DD, SP     | Replacement of expired items in kits purchased Nov. 2010. Cost to replenish kits through 2020 \$10,400. Discussed with Board 1/29/15. Ordered 1/30/15; received 3/9/15. Began replacement of expired items 3/13/15; completed 3/19/15. Moved storage shed to CIHA office 3/17/15.  |

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| 17             | Phone System                          | Non-IHBG          | '15         | Admin                                      | DD, AC                         | Tribe purchased Iwatsu phone system. TC authorized payment for CIHA's portion from 2015 Tribal IT budget. CIHA system to be on separate server interconnected with other Tribal facilities. User training week of 6/8/15. Installed 6/29-30/15.  |
| 18             | Policy                                | IHBG              | '15         | Admin                                      |                                |  |
| 19             | • Procurement                         |                   |             |  | AC, EG, DD                     | Revision required due to new regs at 2 CFR 200 (formerly 24 CFR 85) by the end of the current year. Draft received from EG 6/30/15. Board approved 9/24/15.  |
| 20             | Sale and Conveyance                   | IHBG              | '14-<br>'15 | Admin/<br>Accounting/<br>Resident Services |                                |  |
| 21             | • 2604                                |                   |             |  | DH, MC, AC,<br>TAB/BOC         | Resolution for conveyance approved by Board 2/26/15. Closed 3/3/15. Submitted to BIA for recording 3/4/15.   |
| 22             | • 2674                                |                   |             |  | DH, MC, AC                     | Resolution for conveyance approved by Board 9/25/14. Closed 11/19/14. Submitted to BIA for recording 11/20/14.   |
| 23             | SCINT Relocation                      | IHBG              | '15         | Admin/<br>Maintenance                      | AC, DD, SM/CIT                 | CIT began work on new CELS building in June 2014. Board approved lease of 2611 to SCINT on same terms as 2602 to CITPD 7/31/14. Draft lease and exhibits to Assistant Tribal Attorney 2/24/15. CELS move out began week of 3/16/15. Board visited new CELS building 3/26/15. CIT vacated 2611 3/29/15. Final lease documents to County Commissioners for signature 3/30/15; signed original received 4/14/15. Began prep for reoccupancy 3/30/15; completed 4/20/15. County IT work and move-in began week of 4/13/15. Security system installed 4/17/15. Lease start date 5/1/15. |
| 24             | Tribal Events                         | IHBG/<br>Non-IHBG | '15         | Admin/<br>Resident Services                |                                |  |
| 25             | • 2014 Holiday Gatherings             |                   |             |  | DD, DH, TM                     | Conducted outreach at four Tribal holiday parties 12/1-7/14.   |
| 26             | • 2015 Mid-Winter Gathering           |                   |             |  | DD, DH, TM                     | Conducted outreach during MWG activities 1/17/15.  |
| 27             | • 2015 Tribal Restoration Celebration |                   |             |  | DD, DH, TM                     | Promotional items ordered 5/11/15; received 5/26/15 and 6/16/15. Conducted outreach during TRC activities 6/27/15.   |
| 28             | • 2015 Timber Symposium               |                   |             |  | SF, SP, KM                     | Field staff assisted with plankhouse prep and clean up 6/9-10/15.  |
| 29             | • 2015 Family Camp                    |                   |             |  | DD, AC, LM,<br>TAB/BOC, JR/BOC | Conducted outreach during FC activities 7/16/15.   |
| 30             | Warehouse Replacement Project         | IHBG/<br>Non-IHBG | '13-<br>'16 | Admin/<br>Maintenance/<br>Projects         |                                |  |
| 31             | • Budget                              |                   |             |  | AC, LM                         | Preliminary design, budget, and funding plan included in FY15 IHP. Board approved 7/31/14. Revised budget based on schematic design received 10/28/14. Board approved 10/30/14.  |

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| 32             | • Financing - Procurement |         |      |            | AC, SC/CPLLC        | Exploring alternatives to Title VI. Discussed CD-collateralized loan with Banner Bank 8/19/14. Met with Banner commercial and governmental banking reps to discuss private governmental bond issue 9/16/14. FY15 budget approved by HUD ~\$1.7M including ~\$200,000 contingency. Updated budget by funding source received 12/9/14 ~\$1.5M: IHBG on hand ~\$400,000 + NP ~\$200,000 + IHBG future ~\$900,000. Will add \$200,000 contingency to financing RFP if advisable. Application submitted to Energy Trust 12/15/14. Discussed legal process and received sample RFP from HSDW 1/8/15. Initial meeting with Energy Trust 1/29/15. Board approved resolution authorizing engagement of advisor and financing procurement 1/29/15. Identified sufficient potential firms to begin procurement for financial advisor 2/23/15. Five firms solicited 4/6/15; three responses received. Scott Clements engaged 4/16/15. Draft contract to EG/HSDW 4/27/15. Draft reimbursement resolution to LS/HSDW 4/29/15. Board approved 4/30/15. Began drafting RFI materials 5/7/15. Notified enrolled in Energy Trust New Buildings Program 5/22/15. Legal review, identification of recipients, and initial outreach to lenders completed 5/27/15. RFI notice and materials published 5/29/15. 11 lenders solicited. Confirmed CRA-eligible 6/10/15. Consultant conducted additional outreach with recipients 6/11-12/15. Deadline for submissions 6/19/15 extended to 6/29/15. 4 responses received. Evaluation of responses completed 7/13/15. Lenders notified of selection 7/24/15. Consultant presentation to Board 7/30/15. |
| 33             | • Mapping                 |         |      |            | LM, RPT, CIT<br>GIS | Began preparation of site map 1/25/13; draft received 3/21/13. Board approved schematic design 10/30/14. Preliminary topographical map and location survey received 1/28/15. Site survey with grading and utility detail received 2/18/15. CIT GIS scanned to digital 2/19/15.  |
| 34             | • Move-out                |         |      |            | LM, SP, KM          | Began transfer of surplus materials of nominal value to Habitat for Humanity and South Coast Hospice 2/12/15; completed 3/12/15. Scrap tires to disposal site and usable tires no longer needed by CIHA to CIT 2/25/15. Dumpster onsite 3/2/15. Began transfer of remaining tools and equipment to 2606 and disposal of unusable items and debris 3/2/15; completed 5/29/15. Roll-up doors removed 6/1/15. Began building temporary gate operator shed 9/16/15; completed 9/23/15. Gate operator relocated 9/24/15.   |

*Gene F. Cook*