



Coquille Indian Housing Authority

FY 2016 Completed Projects List

September 30, 2016

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
1	2 CFR 200 Training	IHBG	'16	Admin/ Accounting	AC, LM, DD, MC	Staff and self-monitoring consultant attended "Implementing OMB's New Uniform Guidance for the IHBG and ICDBG Programs" training hosted by Siletz Tribal Housing Department 9/28-29/16 in Lincoln City. Training covered new audit and procurement requirements and yielded two new self-monitoring checklists, a sample financial management policy, and additions to personnel policy, procurement policy, and audit RFP.
2	2015 APR	IHBG	'16	Admin/ Accounting	AC, DD, MC	FY15 Minority Business Enterprise Report due 10/10/15; submitted 10/7/15. No longer required for IHBG per HUD response 10/9/15. FY15 APR due 12/29/15. Public comment 11/30/15-12/17/15. To Board 12/17/15. To Council 12/18/15. To HUD 12/22/15. HUD acknowledged receipt 12/23/15. To General Council 1/16/16. HUD requested additional information 3/3/16. Response submitted 3/3/16. HUD approved 3/7/16.
3	2015 Financial Audit	IHBG	'16	Admin/ Accounting	AC, MC, DD, DH, TM	Due 6/30/16. Year-end financial statements and supporting documentation to Wall & Wall 12/17/15. Draft report to Wall & Wall 2/19/16. Fieldwork at CIHA office in February, March, and April. First draft received 3/17/16; returned 3/21/16. Second draft received 3/22/16; returned 4/11/16. Final draft received 4/21/16. Board approved 5/19/16. To HUD, CIT, and Dun & Bradstreet 5/20/16. Posted on CIHA webpage 5/20/16. Wall & Wall began Federal Audit Clearinghouse submission 6/17/16; completed 6/27/16.
4	2016 BOC/TC/Staff Training Event	IHBG/ Non-IHBG	'16	Admin	AC, DD, LM, BM/TC	Wild edibles field trip Thursday, 8/25/16. Breakfast served in the Willow-Beargrass rooms at The Mill at 8:00 a.m. Transport departed at 9:00 a.m. Lunch served in the Willow-Beargrass rooms at The Mill at 12:30 p.m. Snacks and drinks provided throughout the day. Returned to The Mill at 4:00 p.m.
5	2016 IHBG Formula Funding	IHBG	'15- '16	Admin	AC	Final FY15 allocation was \$990,235. Preliminary FY16 allocation estimate of \$1,060,053 received 6/4/15. Anticipated reduction due to 2 FCAS conveyances. FY16 olink meeting held 6/26/15. Estimated FY16 make whole amount \$18,565 to be paid by Grand Ronde and Yurok. Olink MOA presented to Council 7/9/15, approved by resolution 7/25/15, and submitted to olink 7/27/15. FFR submitted 7/29/15. HUD acknowledged receipt 7/30/15.

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6	2016 IHBG Formula Funding (cont.)					Final allocation notice of \$1,035,162 received 2/22/16. Received funding agreement 3/11/16; returned 3/14/16. \$12,081 make whole payment received from Grand Ronde 3/21/16. HUD funds released 3/25/16. First draw entered 4/1/16; received 4/5/16. \$6,484 make whole payment from Yurok received 4/20/16.
7	2017 IHP	IHBG	'16	Admin/ Accounting	AC, MC, DD	Due 7/18/16. Board approved 6/16/16. Council approved 7/6/16 or 7/7/16. Presented to Council 7/6/16; approved by resolution 7/7/16. Submitted to HUD 7/12/16. HUD acknowledged receipt 7/13/16; approved 9/7/16.
8	Civil Code Enforcement - Fine Schedule	IHBG/ Non-IHBG	'16	Admin	AC, BOC	Citation system to complement Tribal Civil Code and CIHA Common Scheme Restrictions discussed with Asst. Tribal Attorney 2/13/14 and 3/25/14. Board workshop with Tribal Council 1/6/16. Asst. Tribal Attorney discussion with Board 1/28/16. Asst. Tribal Attorney workshop with Tribal Council 2/26/16. TC approved amendments to Ch. 650 3/10/16. Posted for comment 3/14/16; due 4/20/16. Adopted 4/23/16.
9	Commissioner Appointments	IHBG	'16	Admin/ Board	AC, BOC	Board approved revised application materials 2/25/16. Announcement posted to website and portal 3/1/16, emailed to membership 3/1/16, mailed to remainder of membership 3/2/16, and published in K'wen 'inish-ha 3/2/16. Closing date 3/30/16. 3 applications received. To Board 3/31/16. Board recommendation to Tribal Chair 4/1/16. To Council 4/7/16.
10	• Position 1					Toni Ann Brend appointed 4/11/13; term expired 4/11/16. Council reappointed 4/7/16.
11	• Position 3					Janet Simpson appointed 4/11/13; term expired 4/11/16. Council appointed Shawn Chase 4/7/16.
12	Contracts and Agreements	IHBG		Admin		
13	• Audit Services	IHBG	'16	Admin	AC	Executed extension with Wall & Wall 1/25/16 to cover final A-133 audit for FY15. Transition to 2 CFR 200 Subpart F in FY16.
14	Duct Replacement Project	IHBG	'12- '16	Maintenance	SF	Improperly installed during construction. Correction necessitated by roofing rehab project. 27 units affected. Ongoing work to correct during prep for reoccupancy or annual inspection began 9/24/12; completed 8/16/16.
15	Landscaping					
16	• 2015 Front Yard Makeover	IHBG	'15- '16	Admin/ Maintenance/ Projects	SP, TM, DD	Front yard makeover funds for one unit allocated in FY15 IHP. 28 single-family rentals eligible. Announcements in April and May 2015 issues of Sea-Ha Runner. Entry period began 4/1/15 and closed at 1:00 p.m., 6/11/15. Drawing conducted at 6/11/15 Board meeting. Unit 2609 selected. Began design work with

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17	• 2015 Front Yard Makeover (cont.)					resident 6/12/15; completed 7/21/15. Quotes solicited from 4 local contractors 7/22/15; 2 declined, 2 no response. Quotes solicited from contractors in Bandon, Coquille, Reedsport, and Roseburg 9/14/15; 3 responses received as of 11/23/15. All exceed funds allocated. Met with contractor to revise plan 1/27/16. Completed 4/13/16.
18	• 2016 Front Yard Makeover	IHBG	'16	Admin/ Maintenance/ Projects	SP, TM, DD	Front yard makeover funds for one unit allocated in FY16 IHP. Announcements in May and June 2016 issues of Sea-Ha Runner. Entry period began 5/1/16 and ended at 1:00 p.m., 6/16/16. Drawing conducted at 6/16/16 Board meeting. Unit 2629 selected. Began design work with resident 7/12/16. Installation completed 9/8/16.
19	• Memorial Garden	IHBG	'13- '16	Admin/ Maintenance/ Projects	LM, DD, KM, SP	Board approved 9/26/12. Council has no objection to including all per workshop discussion 12/8/12. Began assembling materials January 2013. Purchased additional materials January 2014. Benches ordered 3/11/14. Installed posts 3/24/14. Planters ordered 4/23/14. Nameplates ordered 5/1/14; received 5/16/14. Benches and planters delivered 5/8/14. Decorative woodworking and varnishing completed 6/10/14. Construction of wall complete 6/16/14. Nameplates installed 6/20/14. Discovered corrosion on "brass" nameplates 7/7/14. Vendor agreed to replace with anodized aluminum at no cost 7/14/14; received 8/19/14. Replaced nameplates and measured for sidewalk 9/8/14. Installed locator plates 9/26/14. Procurement for stamped concrete sidewalk completed 9/24/14. Thomas E. Younker Cement Finishing engaged. Reviewed work with contractor onsite 12/29/14. Notified contractor unable to perform work 4/10/15. Engaged Brock Construction 4/10/15. Site walkthrough 4/13/15. Sundance Landscape engaged to prep area 4/27/15. Walkthrough with Sundance 5/6/15. Prep work completed 5/20/15. Sidewalk poured 6/10/15. Application of sealant scheduled for 6/12/15 cancelled due to extensive cracking. Onsite review with concrete supplier 6/15/15. Second onsite review with concrete supplier 7/9/15. Failed concrete removed 10/10-11/15. New concrete poured 10/16/15. Sealant applied 10/30/15. Removed forms and filled edges 1/14/16. Completed planting 6/21/16.
20	Non-Routine Office Maintenance	IHBG	'16	All	All	Interior and exterior repairs and painting, electrical work, and carpet replacement. Began electrical work 2/15/16; completed 5/16/16. Began exterior repairs 2/22/16. Extensive rot discovered 3/18/16. Interior painting and carpet replacement deferred to FY17 due to exterior repair costs. Exterior painting completed 5/13/16. Rot repair completed 5/31/16.

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21	Section 504 Compliance	IHBG	'08- '16	Admin/ Maintenance/ Projects		
22	• 709				SF, LM, DD	Determined suitable for conversion in November 2014. Some accessibility features already in place. Began prep work 11/14/14. Kitchen conversion began 12/2/14. Began electrical work 12/5/14. Hall bathroom alterations began 12/9/14. Upper kitchen cabinets installed 2/17-18/15. Flooring installed throughout 2/19-20/15. Hall bathroom fixtures installed 2/25-26/15. Drywall work in hall bathroom began 3/24/15. Flooring installed in master bath 4/16/15. Work suspended due to volume of vacancies. Work resumed 8/15/15; completed 10/16/15.
23	TC Workshop - Civil Code Enforcement/Non-HUD Storage Lot	IHBG/ Non-IHBG	'16	Admin	AC, BOC	Citation system to complement Tribal Civil Code and CIHA Common Scheme Restrictions discussed with Assistant Tribal Attorney 2/13/14 and 3/25/14. Board workshop with Tribal Council 2:00 p.m., 1/6/16.
24	Tribal Events	IHBG/ Non-IHBG	'16	Admin/ Resident Services		
25	• 2015 Holiday Gatherings				DD, DH, TM	Conducted outreach at four Tribal holiday parties 12/7-13/15.
26	• 2016 Mid-Winter Gathering				DD, DH, TM	Outreach during MWG activities 1/16/16 in collaboration with NeighborWorks IDA program.
27	• 2016 Tribal Restoration Celebration				DD, DH, TM	Conducted outreach during TRC activities 6/25/16.
28	• 2016 Family Camp				DD, AC, LM, TAB/BOC, JR/BOC	Conducted outreach at FC Tribal Programs Fair 7/16/16.
29	Warehouse Replacement Project	IHBG/ Non-IHBG	'13- '17	Admin/ Maintenance/ Projects		
30	• Demolition				AC, LM, DD	Draft RFQ received from RPT 2/20/15. LM reviewed with RPT 4/29/15. Extensive revision required. AC draft to EG for review 9/2/15; response received 9/3/15. Preparation of RFP materials completed 9/11/15. Notice posted on website and emailed to 11 contractors 9/14/15. Public noticed published in The World and at the theworldlink.com 9/14-17/15. Four contractors attended site visit 9/22/15. Asbestos inspection performed 9/24/15; abatement performed 10/14/15; clearance received 10/20/15. Lead-based paint inspection performed 9/29/15; clearance received 10/2/15. Demolition proposals due 10/6/15; 2 received. Evaluation of responses completed 10/7/15. Contractors notified of selection 10/12/15. Awarded to CTCLUSI-owned Blue Earth Services & Technologies LLP. Abatement clearances and draft

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31	• Demolition (cont.)					contract to BEST 10/26/15; executed 10/28/15. Water disconnected 10/27/15. Power disconnected 11/4/15. NTP executed 11/4/15. Work began 11/18/15; completed 11/25/15. Certified payroll received 12/9/15. Payment issued 12/10/15.
32	• Consulting Engineer				AC, LM	Began procurement 1/21/16; completed 2/10/16. Draft contract terms received from PWI 2/11/16. CIHA Base contract and supplemental conditions to EG 3/16/16; response received 3/23/16. Contract documents to PWI 3/23/16. Met with PWI 4/1/16. Revised PWI contract to EG 4/15/16; response received 4/19/16. To PWI 4/25/16; signed agreement returned 5/9/16. Scope includes consultation, plan review, and inspections as needed.
33	• Design & Engineering				AC, LM, RPT	Began informal discussion of CIT storage needs 2/14/14. Procurement for design work completed 4/25/14. Three responses received of seven solicited. Awarded to Rich Turi. Began preliminary design 5/14/14. Completed preliminary project schedule and budget for FY15 IHP 7/7/14. Received preliminary design drawings 7/18/14. Board approved 7/31/14. Began schematic design work 10/6/14; drawings received 10/28/14. Board approved 10/30/14. Reviewed storage area and yard plans with MJ/CIT 2/18/15. RPT update to Board 3/26/15. Design development including design and system details, material selections, and structural and mechanical engineering substantially complete 6/10/15. Pacific Power installation may require a new Service Line Agreement with the BIA. Preliminary estimate for installation \$21,871 received 7/20/15. Requested plan revision to relocate electrical panel 2/8/16. Met to review revised plan and specs 4/5/16. Plans, specs, and preliminary construction schedule received 4/20/16. Specs to DG for review 4/21/16. Minor plan adjustments requested 4/25/16. Final plans received 5/9/16.
34	• Financing - Bond Issue				AC, SC/CPLLC, EG/HSDW, JN/FP, MC, BK/CIT	Bond counsel procurement completed 8/6/15; Foster Pepper engaged 8/7/15. Introductory call with bond team and draft closing index received 8/14/15. First draft of bond resolution received 8/20/15. CIHA revisions completed and forwarded to bank for comment 9/1/15. Sample project budget/draw format received from bank 9/2/15. Draft Tribal waiver and consent resolution received from LS/HSDW 9/5/15; CIHA revisions complete 9/17/15; to Tribal Attorney 9/17/15. Notified underwriting completed and bond formally approved by bank 10/9/15. Commitment letter for taxable option received 10/29/15. Draft commitment letter for non-taxable option received 11/13/15.

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35	• Financing - Bond Issue (cont.)					<p>CIHA response 12/14/15. Bank response 1/14/16. CIHA acceptance 1/19/16. Final received 1/28/16. Updated bond resolution to bank 2/1/16. Bank response 2/18/16. CIHA response 2/23/16. Bank acceptance 2/24/16. Board approved 2/25/16. Presented to Council for supporting action at workshop 2/26/16. TC approved amendments to Ch. 130 2/27/16. Resolution HA1602 and signed commitment letter to Banner 2/29/16. Ch. 130 amendments posted for comment 3/1/16; due 4/19/16. Documents for debt service and debt reserve bank accounts received 3/20-25/16. List of due diligence documents for GC opinion received 3/23/16. Board adopted debt service and debt reserve account resolutions 3/31/16. To Banner 4/11/16. Set up webpage for GC opinion documents 4/12/16. CIT resolutions for GC opinion to EG 4/19/16. Stamped drawings, specifications, and preliminary construction schedule to Banner 4/21/16. Ch. 130 amendments adopted 4/23/16. Council adopted waiver and consent resolution 5/5/16. GC due diligence review complete 5/16/16. Board adopted resolution extending closing and adopting post-issuance policies 5/19/16. Bond Counsel due diligence review completed 6/8/16. Draft closing documents received from Bond Counsel 6/8/16. Council adopted supporting resolution 6/9/16. Final documents received 6/23/16. Signing event held 6/24/16. Banner reps recognized at TRC 6/25/16. First draw 6/28/16.</p>
36	• Construction Procurement				AC, LM, RPT	<p>Sample bid package received from RPT 5/6/15. Draft specs and check set received 6/10/15. Sample HUD bid documents obtained 7/22/15. Began review of RPT draft bid documents 4/13/16. RPT preliminary construction schedule received 4/18/16; revised 4/21/16. Began legal review of RPT draft bid documents 4/19/16. Received revised draft documents 5/31/16. CIHA edits complete 6/7/16. IFB published on CIHA webpage and Tribal portal 6/8/15 and in The World and Daily Journal of Commerce 6/8/16 and 6/15/16. Bid package published online and notices sent to plan exchanges 6/8/16. Pre-bid meeting conducted 6/22/16. Addenda published 7/1/16 and 7/12/16. Bid opening held at 2:00 p.m., 7/28/16. One bid received from Partney Construction; rejected due to insufficient response. Publication for rebid scheduled 10/26/16.</p>

Anne F. Cook