



Coquille Indian Housing Authority

FY 2017 Master Projects List

February 23, 2017

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
1	Warehouse Replacement Project	IHBG	'13-	Admin Maintenance Projects	AC, DD, LM, RPT	IFB publication postponed pending LM return to work. Notice posted on the Tribal portal 12/27/16, emailed to plan exchanges 12/28/16, and mailed to potential bidders 1/3/17. Complete bid package became available in electronic format via CIHA webpage 12/27/16. Public notice published in The World and Daily Journal of Commerce 12/27/16 and 1/4/17. Pre-bid meetings held at 10:00 a.m., 1/10/17 and 1/12/17. Minutes and interested parties list posted on project webpage 1/12/17. Addendum No. 1 posted 1/17/17. Addendum No. 2 posted 1/26/17. Addendum No. 3 posted 1/31/17. Addendum No. 4 posted 2/2/17. Bid opening scheduled 2:00 p.m., 2/1/17 extended to 3:00 p.m., 2/9/17. One bid received. Sole source justification for HUD pending review of project features, phased completion, and financing. Board discussion 2/23/17. TC workshop to review financing 2/24/17. Meeting with architect and contractor to review potential cost savings 2/24/17. Contract must be executed within 60 days of bid opening. Completion within 210 days of Notice to Proceed.
	• Construction Procurement - Rebid	Non-IHBG	'17			
2	Warehouse Replacement Project	IHBG	'13-	Admin Maintenance Projects	AC, DD, LM, RPT	Construction bid received 2/9/17 exceeds funds available. Board discussion 2/23/17. TC workshop 2/24/17.
	• Construction Procurement - Additional Financing	Non-IHBG	'17			
3	Policies and Programs					
	Procurement	IHBG	'17	Admin	AC	Update to incorporate 2 CFR 200 provisions. Sample policy received at NAIHC/HUD ONAP training 9/28/16. Draft CIHA policy revision to Board 2/23/17.
4	Warehouse Replacement Project	IHBG	'13-	Admin Maintenance Projects	AC, LM	Began procurement for appraiser to assist with TDC 1/12/16; completed 2/2/16. Met to review HUD requirements 2/4/16. Preliminary report received 2/16/16. Met to review requirements and identify additional similar properties 2/24/16. Follow up
	• Non-Dwelling Total Development Cost (TDC)	Non-IHBG	'17			

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	• Non-Dwelling Total Development Cost (cont.)					contact 3/28/16. Report received 4/29/16. Additional information requested 5/3/16; received 5/16/16. Updated estimate requested from Turi 7/20/16; received 8/9/16. RSMeans estimate requested from consulting engineer 10/13/16; received 10/24/16. Review indicates project is well within preliminary determination. Documentation of determination in progress.
5	Warehouse Replacement Project	IHBG Non-IHBG	'13- '17	Admin Maintenance Projects		
	• Construction Procurement - Sole Source Justification				AC, DD, LM, RPT	Discussed with HUD NWONAP 2/9/17 prior to bid opening. Informal approval of sole source indicated based on limited use of IHBG funds and extent of attempt to obtain competitive bids. Sample approval letter received from HUD 2/10/17. Researching appropriate request format. Formal request to HUD pending review of construction costs and additional financing.
6	2016 Financial Audit	IHBG	'17	Admin Accounting	AC, MC, DD, DH, TM	Due 6/30/17. Received request for audit materials and began uploading 2/1/17. Isler onsite to perform fieldwork 2/21-24/17. Board introduction 2/23/17.
7	Commissioner Appointments	IHBG		Admin Board	AC, BOC	Draft Commissioner position description revision to include fiduciary responsibility to Board 2/23/17. Announcement to be posted on website and portal, emailed or mailed to membership per member preference, and published in K'wen 'inish-ha 3/1/17. Closing date 3/29/17. To Board 3/30/17. To Tribal Council 4/5/17.
	• Position 5		'17			Don Garrett appointed 3/22/14; term expires 4/1/17.
	• Position 6		'17			Bob More appointed 3/22/14; term expires 4/1/17.
8	CIHA Website	IHBG	'17	Admin	DD, AC, IT/CIT	CIT transitioning to new website in early 2017. Will donate Adobe Contribute software to CIHA. RFP for website development and hosting services mailed to 7 firms 12/6/16. Proposals due 1/13/17. 3 received. Met with contractor to discuss content and format 2/13/17. Meeting to review first draft week of 2/27/17.
9	Tribal Organizational Self-Assessment and Analysis	non-IHBG	'17	Admin	AC	TC asked CIHA ED to serve on Executive Team 1/30/17. Initial team contact 2/10/17. Plan review and draft employee interview questions in progress.
10	5-Year Indian Housing Plan	IHBG	'16- '17	Admin	AC	FY16-19. Access to Tribal data requested 1/12/17. Discussed with Tribal Chair 2/15/17. Follow up pending other work priorities.
11	Active 2017 IHBG Formula Funding	IHBG	'16- '17	Admin	AC	Final FY16 allocation was \$1,035,162. Preliminary FY17 allocation estimate of \$1,123,809 received 6/6/16. Olink meeting held 6/23/16. Estimated FY16 make whole amount \$11,224 to be

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12	2017 IHBG Formula Funding (cont.)					paid by Fort Bidwell, Karuk, and Tolowa (Smith River). Olink MOA presented to TC 7/21/16, approved by resolution 7/23/16, and submitted to olink 7/25/16. FRF submitted 7/28/16. HUD acknowledged receipt 7/28/16. Awaiting final allocation notice. \$1,510 make whole payment received from Karuk 8/22/16. \$4,257 make whole payment received from Fort Bidwell 9/14/16. Awaiting \$5,457 make whole payment from Tolowa. Issued week of 2/13/17 per Tolowa ED.
13	Contracts and Agreements	IHBG		Admin		
14	• Self-Monitoring Services		'17		AC	Current agreement expires with FY16 assessment.
15	Emergency Preparedness					
16	• Disaster Recovery Guide	IHBG Non-IHBG	'15- '17	Admin	DD, AC, LM	Requested sample of the Native American and Alaska Native Edition of The Red Guide Resource Handbook for Disaster Survivors 4/13/15; received 4/20/15. Accepted proposal for customization 6/2/15. First draft received 6/5/15; edits submitted 6/8/15. Second draft received 6/15/15; edits submitted 6/25/15. Review suspended pending other work priorities.
17	• Staff Training - Incident Command Structure (ICS)					Online ICS100 for all. Online/classroom ICS200+ depending on assignment. TAB, AC, and LM attended ICS100 1/24/17.
18	Records Management	IHBG	'09- '17	Admin Accounting Resident Services	DD, DH, MC, AC	Staff attended electronic document management presentation 1/21/09. Scheduling conflicts prevented CIT Records Management Coordinator from assisting with system design, retention schedule, policy development, and other tasks 3/2-13/09. Began conversion of Board meeting tapes to digital 1/3/11; completed 6/20/12. Began conversion of accounting records in storage to electronic document format 5/10/12. AP and receipt books completed 9/26/16. In progress: banking records 50%, AR 95%, payroll 50%.
19	Warehouse Replacement Project	IHBG Non-IHBG	'13- '17	Admin Maintenance Projects		
20	• Pre-Construction				LM, AC	Permit application submitted to CIT 6/13/16. Approved and submitted for plan review 6/14/16. Received electrical plan review 7/18/16.
21	2017 BOC/TC/Staff Training Event	IHBG Non-IHBG	'17	Admin	AC, DD	Tentatively scheduled for 8/24/17.
22	Application for Mature Grantee Status	IHBG		Admin		

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23	Commissioner Appointments	IHBG		Admin Board	AC, BOC	
24	• Position 1		'19			Toni Ann Brend appointed 4/11/16; term expires 4/11/19.
25	• Position 2		'18			Sharon Parrish appointed 3/28/15; term expires 4/1/18.
26	• Position 3		'19			Shawn Chase appointed 4/7/16; term expires 4/11/19.
27	• Position 4		'18			Judy Rocha appointed 3/28/15; term expires 4/1/18.
28	• Position 5		'17			Don Garrett appointed 3/22/14; term expires 4/1/17.
29	• Position 6		'17			Bob More appointed 3/22/14; term expires 4/1/17.
30	• Position 7		'18			Denise Hunter appointed 3/28/15; term expires 4/1/18.
31	Contracts and Agreements	IHBG		Admin		
32	• County PILOT LCA				AC, EG/HSDW, BK/CIT	Received request for fee increase from CFD 11/25/08; revised agreement approved by Board 1/27/09. May wish to reconsider CIHA agreement with County and/or alternate service providers. Renewed effort to enter into LCA with County recommended in FY12 SMA. HUD NWONAP offered its assistance with the process 4/24/13.
33	Emergency Preparedness	IHBG Non-IHBG		Admin Projects	AC, LM, CIT EM	
34	• Agency Emergency Response Plan					
35	• Agency Evacuation Kit					
36	• Resident Response Guide					
37	• Storage Facility for Emergency Supplies					Potential KRA or Tribal project.
38	Investment of Non-Program Funds	Non-IHBG		Admin Accounting	AC, TAB/BOC, JW	Met with CIT financial advisor and CFO 11/8/13 to discuss Tribal investment process and options. Strategic Wealth Management presentation to Board 2/27/14. JW researching alternatives; initial presentation to Board 7/31/14. Draft MOA for investment pooling received from MG/CIT 8/22/14. Further activity pending Warehouse Replacement Project financing.
39	Tribal Trust Fund	Non-IHBG		Admin	AC, TAB/BOC	Discussed with Tribal financial advisor and CFO 11/8/13.

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40	Community Composting Facility	IHBG		Projects	LM, SP, KM	Composting and topsoil storage area adjacent to Community Garden. Cleared area 3/12/14. Design and installation pending completion of Warehouse Replacement Project.
41	Landscaping					
42	• 2017 Front Yard Makeover	IHBG	'17	Admin Maintenance Projects	SP, TM, DD	Front yard makeover funds for one unit allocated in FY17 IHP. Announcements in May and June 2017 issues of Sea-Ha Runner. Entry period 5/1/17 through 1:00 p.m., 6/15/17. Drawing at 6/15/17 Board meeting.
43	• Four-Plexes					
44	• Rain Garden	IHBG		Admin Maintenance Projects	AC, LM, DD, SP	To reduce stormwater run off. Discussed with Mike Vaughan 2/28/13. Site selected between Health Center and 2601. Tribal Youth Corps to assist with project. Mike Vaughn engaged 6/10/13 to assist with design work; reviewed draft 6/17/13. Design work to continue following completion of Warehouse Replacement Project.
45	Picnic Shelter					Potential KRA project.
46	Playground	IHBG		Maintenance		
47	• Refurbish Light Fixtures					
48	Resident Storage Lot Improvements	Non-IHBG	'14- '18	Admin Maintenance Projects	AC, LM, DH, SP, KM	Included in Warehouse Replacement Project design due to grading concerns. Proposed reconfiguration to increase storage capacity shown in schematic design. Board approved 10/30/14. Work to be scheduled in conjunction with Warehouse Replacement Project. Stuntzner marked boundaries of new bins and expanded resident storage lot 6/16/15.
49	Signage	IHBG		Admin Maintenance Projects		
50	• Repainting					Kilkich entry, welcome, and office signs.
51	• Directions to Facilities					
52	• Community Garden					
53	• Playground					

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54	Accessible Duplex Units	IHBG				Construct new Section 504 compliant duplex units.
55	Accessible Single Family Unit	IHBG				Construct new Section 504 compliant single family unit 2665.
56	Adult Activities Center	IHBG Non-IHBG				
57	Elder/Disabled Independent Living	IHBG Non-IHBG				
58	North Parcel	Non-IHBG				Private residential leasing and market rate rentals.
59	Warehouse Replacement Project	IHBG Non-IHBG	'13- '17	Admin Maintenance Projects	AC, LM, DD, SF, DG/BOC	
60	• Construction					
61	• Design Interior Layout					
62	• Equipment Procurement					
63	• Tours and Demonstrations					
64	• Move-In					
65	• Punchlist					
66	• Sitework				LM, SP, KM	Began removing materials from storage bins 2/17/15; completed 2/24/15. Firewood, pavers, and bricks relocated 2/24-25/15. MJ/CIT and TT/CIT coordinating CIT yard clean up. Relocation of bins began 4/13/15. Procurement for temporary fencing completed 5/13/15; installed 6/1/15. Procurement for new pad completed 5/20/15; installation scheduled for week of 6/22/15. Procurement for new ECO-Block completed 6/3/15; delivered 6/4/15. Stuntzner marked boundaries of new bins and expanded resident storage lot 6/16/15. Prepped for new pad weeks of 7/13/15 and 7/20/15; poured 7/27/15. Placement of ecoblock completed 9/3/15. Relocation of materials to new bins pending completion of grading plan.
67	• Reporting and Close Out					

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68	Admissions & Occupancy	IHBG		Admin Resident Services	AC, DH, DD EG/HSDW	Revision to update terminology, incorporate Board actions since last revision, and formalize practices. Contract to JC 4/1/13 per Board instruction 3/21/13; declined. Requested sample policy from HUD NWONAP monitoring team 4/25/13.
69	Adverse Action Appeals	IHBG		Admin Resident Services	AC, DD, DH	Revision to improve formatting and flow.
70	Bylaws	IHBG		Admin Board	AC, BOC	Revision to establish parliamentary authority and make housekeeping changes.
71	Decks	IHBG		Admin Projects	AC, DD, LM	Revision to update specifications.
72	Drug-Free	IHBG		Admin	AC, DD	Revision to clarify that all marijuana is prohibited, including medical marijuana.
73	First-Time Homebuyer Assistance	IHBG		Admin Resident Services	AC	Program development.
74	HomeGO	IHBG		Admin Resident Services	AC, DD, DH	Update agreement to expand on insurance, useful life, and conversion in place.
75	Improvements	IHBG		Admin Projects	AC, DD, LM	New policy to accompany improvements request.
76	Manual	IHBG		Admin	AC, DD	
77						• Standardize format
78						• Post on webpage
79	Mission Statement	IHBG		Admin	AC, DD	Revision to correspond with Tribal Strategic Plan and IHP.
80	Payback Agreements	IHBG		Admin Resident Services	AC, DD, DH	Revision to update and add provisions.
81	Personnel	IHBG		Admin	AC, DD, EG/HSDW	Updates to incorporate 2 CFR 200 provisions.
82	Pets and Assistance Animals	IHBG		Admin Resident Services	AC, DD, DH, EG/HSDW	Board discussed 8/18/11.
83	Private Residential Leasing (PRL) Program	Non-IHBG		Admin Resident Services		"How To Build On Tribal Lands" brochure.
84	Security	IHBG		Admin Maintenance Resident Services	AC, LM, DD	Policy development.
85	Self-Monitoring	IHBG		Admin	AC, SM/CIT	Tribal policy update.
86	Travel	IHBG		Admin	AC, DD	Revision to update and add provisions.

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87	Community Security System	IHBG		Admin Maintenance Projects		CITPD working with Tribal IT on additional cameras. Notified CIT grant application not funded 10/3/13. Incremental expansion of system by CIT IT.
88	Fire Extinguishers for Units	IHBG		Admin Maintenance		
89	Non-Routine Office Maintenance	IHBG	'16- '17	All	All	Interior and exterior repairs and painting, electrical work, and carpet replacement. Interior painting and carpet replacement deferred to FY17 due to exterior repair costs.
90	Roads and Parking Areas	IHBG		Admin Maintenance Projects		
91	• Curb Painting					
92	• Pavement Striping and Marking					
93	• Patching					
94	• Sealing					
95	Section 504 Uniform Federal Accessibility Standards Compliance	IHBG	'08- '17	Admin Maintenance Projects	AC, DD, LM, SF, EG/HSDW	Identified in FY08 SMA. Legal review completed 10/17/08. 5% (3) of rentals must be accessible to physical disabilities, 2% (1) for hearing and sight disabilities. Conversion of 3 single-family units to comply with physical disabilities standards complete, 2636 in FY12, 706 in FY14, and 709 in FY16. 706 transitioned to HomeGO 4/12/16. Continuing to assess rental units for potential conversion during turnover.
96	2017 Self-Monitoring	IHBG	'17	All	All	Due 9/30/17.
97	2018 IHBG Formula Funding	IHBG	'17- '18	Admin	AC	Preliminary estimate anticipated 6/1/17.
98	2018 IHP	IHBG	'17	Admin Accounting	AC, MC, DD	Due 7/18/17. To Board 6/15/17. To Council 7/5/17 or 7/6/17. To HUD 7/10/17.
99	Tribal Events	IHBG Non-IHBG	'17	Admin Resident Services		
100	• 2017 Tribal Restoration Celebration					AC, DD, DH, TM Outreach during TRC activities.
101	• 2017 Family Camp				AC, DD, LM, TAB/BOC, JR/BOC, DG/BOC	Outreach at FC Tribal Programs Fair.

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102	2016 APR	IHBG	'17	Admin Accounting	AC, DD, MC	FY16 APR due 12/29/16. Participated in HUD NWONAP virtual training 11/3/16. Public comment solicited 11/28/16-12/15/16. None received. Board approved 12/15/16. Presented to Council 12/16/16. Submitted to HUD 12/22/16. HUD acknowledged receipt 12/27/16. Available to General Council at MWG 1/14/17. HUD requested additional information 1/13/17. Response submitted 1/17/17. HUD approved 1/19/17.
103	2016 Self-Monitoring	IHBG	'16- '17	All	All	Onsite review conducted 7/25-27/16. Report received 8/23/16. JW presented to Board and Council 10/6/16.
104	CITPD Pet Photos	IHBG	'16- '17	Resident Services	DH, TM	Photo book of resident-owned dogs and cats for CITPD requested by Board 7/28/16. Began assembling information 8/1/16; completed 10/3/16. To CITPD 10/6/16. Updates to be provided to CITPD as changes occur.
105	Contracts and Agreements					
106	• Audit Services	IHBG	'17	Admin	AC, MC, JW	Procurement of audit services for FY16-18. RFP posted on CIHA webpage and mailed to 18 firms 11/16/16. Proposals due 12/21/16. 7 received. Evaluation team review completed 1/13/17. Reference checks completed 1/25/17. Notices to respondents not selected mailed 1/26/17. Notice of award and contract addendum mailed to Isler 1/26/17. Contract executed 2/2/17.
107	• Housing Master Lease	IHBG Non-IHBG	'16- '17	Admin Resident Services	AC, EG/HSDW, BK/CIT, MJ/CIT, DH, TAB, BM/CIT	Board approved conceptual adjustments to lease line 3/30/06. Received draft revised lease line map from TT/CIT 6/30/06. Discussed adjustments to draft map 7/14/06. Need to research wetland mitigation project boundary and HUD requirements. Received ground lease records from BIA 9/26/06. Tribal Planner presentation to Board 3/22/12. Additional work awaiting completion of Tribal Comprehensive Plan. Council approved amendment to extend lease to 99 years 2/4/16. Board approved 2/11/16. To Tribal Attorney for submission to BIA 2/11/16. BIA recorded 3/10/16. Sublease amendment and new PRL formats received from EG 3/29/16. 25 sublease/lease amendments required. Completed 10/4/16.
108	OSA MHAP Expansion	Non-IHBG	'17	Admin Resident Services	AC, DH, TM	\$50,000 CIT contribution for 10 OSA MHAP slots received 8/29/16. Board approved MHAP policy revision 10/6/16. Initial application period 11/1/16-12/31/16 with placement to begin in January. Revised program description, FAQs, and updated application published on website 11/1/16. Announcement and FAQs published in November K'wen inish-ha and mailed to OSA households 12/14/16. Began issuing DOPS 12/20/16.

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109	Policies and Programs					
110	• Financial Management	IHBG	'17	Admin Accounting	AC, MC, DD, EG/HSDW	Development of single policy to replace and expand upon existing separate policies. 2 CFR 200-compliant sample policy received at NAIHC/HUD ONAP training 9/28/16. Board approved new CIHA policy 11/3/16.
111	• MHAP	Non-IHBG	'17	Admin Resident Services	AC, DH, TM	\$50,000 CIT contribution for 10 OSA MHAP slots received 8/29/16. Board approved policy revision 10/6/16.
112	Warehouse Replacement Project	IHBG Non-IHBG	'13- '17	Admin Maintenance Projects		
113	• Environmental Review				AC, LM, SF	24 CFR 58.35(a) categorically excluded activity subject to 58.5 converting to exempt. Completed 2/9/17. Signed by Tribal Chair 2/15/17.
114	Tribal Events	IHBG Non-IHBG	'17	Admin Resident Services		
115	• 2016 Holiday Gatherings				DD, DH, TM	Conducted outreach at four Tribal holiday parties 12/5-11/16.
116	• 2017 Mid-Winter Gathering				AC, DD, DH, TM	Conducted outreach during MWG activities 1/14/17.

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