



Coquille Indian Housing Authority

FY 2018 Master Projects List

December 14, 2017

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
1	2017 APR	IHBG	'18	Admin Accounting	AC, DD, MC	FY17 APR due 12/29/17. Public comment solicited 11/29/17-12/14/17. None received. To Board and Council 12/14/17.
2	Warehouse Replacement Project	IHBG Non-IHBG	'13- '18	Admin Accounting Projects		
	• Construction				LM, DD, AC	Material deliveries began 5/9/17. Slab amendments began 5/11/17. Review of submittals began 5/12/17. Additional temporary fencing installed 5/23/17. Job shack delivered 5/30/17. Refer to PMOSF Progress and Budget Reports beginning 6/1/17. Began discussion of landscape design 10/28/17. Submitted insurance addition 11/14/17 for coverage beginning 11/29/17. Confirmed 12/5/17. Awaiting Certificate of Insurance. Permanent power connected 12/1/17. Punchlist inspection conducted 12/6/17. Correction of punchlist items in progress. Energy Trust site verification conducted 12/6/17. Payment request submitted 12/8/17; receipt expected Jan. 2018. Final code inspection 12/8/17. Awaiting Occupancy Permit. Certificate of Substantial Completion executed 12/11/17. Temporary fencing removed from front of building 12/12/17. Instruction on use of systems and equipment pending.
3	Warehouse Replacement Project	IHBG Non-IHBG	'13- '18	Admin Accounting Projects		
	• Equipment Procurement				DD, LM, SP, KM	Forklift procurement completed 11/16/17; received 12/6/17. Shelving and pallet jack procurement completed 12/7/17; received 12/13/17. In progress.
4	Warehouse Replacement Project	IHBG Non-IHBG	'13- '18	Admin Accounting Projects		
	• CIT EDRLF Financing				AC, BK/CIT, SM/CIT, MG/CIT	Construction bid received 2/9/17 exceeds funds available. Board discussion 2/23/17. TC workshops 2/24/17 and 3/8/17. TC wishes CIHA to utilize full bond amount and borrow remainder from Tribal revolving loan fund. Submission of formal loan request pending CITC Chapter 177 ordinance amendment, completion of value engineering, and Board approval of final plans and budget. Board approved revised budget, loan proposal, and construction contract 4/27/17. Comments on

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	• CIT EDRLF Financing (cont.)				AC, BK/CIT, SM/CIT, MG/CIT	ordinance amendment due 5/1/17. Draft proposal to MG/CIT 5/4/17. Revised to specify interest rate per MG recommendation 5/16/17. Final submitted 5/24/17. TC adopted ordinance amendment and approved loan 6/8/17. Agreement executed effective 06/28/17. Full drawdown scheduled week of 12/18/17.
5	Warehouse Replacement Project	IHBG Non-IHBG	'13- '18	Admin Accounting Projects		
	• Move-In				LM, SF, SP, KM	Anticipated 1/2/18-3/30/18.
6	Warehouse Replacement Project	IHBG Non-IHBG	'13- '18	Admin Accounting Projects		
	• Rental Spaces					Draft lease to Tribal Attorney 11/3/17. Awaiting response. Move-in expected to begin in Jan. 2018.
7	Tribal Events	IHBG Non-IHBG	'18	Admin Resident Services		
	• 2018 Mid-Winter Gathering				AC, DD, DH, TM	Outreach during MWG activities 1/13/18.
8	3-Year Indian Housing Plan	IHBG	'17- '18	Admin	All	FY18-20. Access to Tribal data requested 1/12/17. Began preparing facilitation materials 1/18/17. Discussed data access with Tribal Chair 2/15/17. Planning session with Board and staff 8/24/17. Draft 3-year plan to Board 1/25/18.
9	Policies and Programs					
	• Mission Statement	IHBG	'18	Admin	AC, BOC	Revision to reflect expanded services. Draft to Board 1/25/18.
10	Environmental Review	IHBG	'18	Admin Accounting Projects	AC, MC, LM, SP	
	• Exempt and Categorical Excluded Activities					FY18-22.
	• 24 CFR 58.35(a) Categorical Excluded Activities Subject to 58.5 Converting to Exempt					
	• Accessibility Modifications					FY18-22.
	• Landscaping Enhancements to Rental Units, Facilities, and Common Areas					FY18-22.
11	Active 2017 Financial Audit	IHBG	'18	Admin Accounting	AC, MC, DD, DH, TM	Due 6/30/18. Received request for audit materials and began uploading 12/12/17. Fieldwork scheduled in Feb. 2018. To Board 3/29/18.

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12	2018 IHBG Formula Funding	IHBG	'17- '18	Admin	AC	Final FY17 allocation was \$1,037,414. Olink meeting held 7/27/17. Olink MOA presented to TC and approved by resolution 8/25/17. Submitted to olink 8/28/17. FY18 preliminary estimate of \$1,069,955 received 9/11/17. FY18 estimated make whole payment of \$51,519 received from Klamath 9/14/17. Revised FY18 preliminary estimate of \$1,022,473 received 9/15/17. FRF submitted 11/1/17. HUD acknowledged receipt 11/2/17. CR through 12/8/17 passed 9/8/17. CR through 12/22/17 passed 12/8/17. Awaiting final allocation notice.
13	Backyard Chickens	IHBG/ Non-IHBG	'17 '18	Admin	AC, SM/CIT	PRL participant has requested permission to keep backyard chickens. CIT has requested opinion from CIHA Board and, if favorable, policy development or ordinance recommendation. Began researching 3/22/17. Board approved draft amendment to CITC Chapter 720 Land Use and Zoning Ordinance 7/27/17. To Tribal Attorney for Council consideration 8/1/17.
14	Commissioner Appointments	IHBG	'18	Admin Board	AC, BOC	
15	Active					Sharon Parrish appointed 3/28/15; term expires 4/1/18. Letter of resignation received 6/15/17. To Board 7/27/17. Retirement lunch held 10/4/17. Will solicit applications during annual appointment cycle.
16						Judy Rocha appointed 3/28/15; term expires 4/1/18.
17						Denise Hunter appointed 3/28/15; term expires 4/1/18.
18	Records Management	IHBG	'09- '18	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. LOCCS draws completed 3/14/17. In progress: banking records 95%, AR 95%, payroll 55%, MDI 20%.
19	VA Native American Direct Loan Program	IHBG	'17 '18	Admin	DH, AC, BK/CIT, EG/HSDW	VA home loan program on trust lands. Sample lease agreement and MOU received 3/8/17. Will require TC adoption of foreclosure ordinance and resolution to enter into MOU. DH review of lease agreement in progress. EG/HSDW will coordinate TC action with BK/CIT. Development in progress. BK/CIT will present to TC.

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20	Warehouse Replacement Project	IHBG Non-IHBG	'13- '18	Admin Accounting Projects		
21	• Tours and Demonstrations				LM, AC	Council tour 10/16/17. KRA tour 11/13/17. Board tour 12/14/17. Opening event at 2018 TRC.
22	Warehouse Replacement Project	IHBG Non-IHBG	'13- '18	Admin Maintenance Projects		
23	• Reporting and Close Out				AC, MC	
24	2018 BOC/TC/Staff Training Event	IHBG/ Non-IHBG	'18	Admin	AC, DD	Scheduled for 8/23/18.
25	Application for Mature Grantee Status	IHBG		Admin		
26	Commissioner Appointments	IHBG		Admin Board	AC, BOC	
27	• Position 1		'19			Toni Ann Brend appointed 4/11/16; term expires 4/11/19.
28	• Position 2		'18			Sharon Parrish appointed 3/28/15; term expires 4/1/18. Letter of resignation received 6/15/17. To Board 7/27/17. Retirement lunch held 10/4/17. Will solicit applications during annual appointment cycle.
29	• Position 3		'19			Shawn Chase appointed 4/7/16; term expires 4/11/19.
30	• Position 4		'18			Judy Rocha appointed 3/28/15; term expires 4/1/18.
31	• Position 5		'20			Don Garrett appointed 4/6/17; term expires 4/30/20.
32	• Position 6		'20			Bob More appointed 4/6/17; term expires 4/30/20.
33	• Position 7		'18			Denise Hunter appointed 3/28/15; term expires 4/1/18.
34	Contracts and Agreements	IHBG		Admin		
35	• 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.

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36	Emergency Preparedness	IHBG Non-IHBG		Admin Projects	AC, LM, DD, DM/CIT	
37	• Agency Emergency Response Plan					
38	• Agency Evacuation Kit					
39	• Disaster Recovery Guide	IHBG Non-IHBG	'15- '18	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.
40	• Resident Response Guide					
41	• 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.
42	• Storage Facility for Emergency Supplies					Potential KRA or Tribal project.
43	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 consideration pending PMOSF financing.
44	Tribal Trust Fund	Non-IHBG		Admin	AC, TAB/BOC	Discussed with Tribal financial advisor and CFO 11/8/13.
45	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.
46	Landscaping					
47	• 2018 Front Yard Makeover	IHBG	'18	Admin Maintenance Projects	SP, TM, DD	Front yard makeover funds for one unit allocated in FY18 IHP.
48	• Four-Plexes					
49	• 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. 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.

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50	Picnic Shelter					Potential KRA project.
51	Playground	IHBG		Maintenance		
52	• Refurbish Light Fixtures					
53	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.
54	Signage	IHBG		Admin Maintenance Projects		
55	• Repainting					Kilkich entry, welcome, and office signs.
56	• Directions to Facilities					
57	• Community Garden					
58	• Playground					
59	Accessible Duplex Units	IHBG		Admin Maintenance Projects		Construct new Section 504 compliant duplex units.
60	Accessible Single Family Unit	IHBG		Admin Maintenance Projects		Construct new Section 504 compliant single family unit 2665.
61	Adult Activities Center	IHBG Non-IHBG		Admin Maintenance Projects		
62	Elder/Disabled Independent Living	IHBG Non-IHBG		Admin Maintenance Projects		
63	North Parcel	Non-IHBG		Admin Maintenance Projects		Private residential leasing and market rate rentals.
64	Admissions & Occupancy	IHBG	'18	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.
65	Adverse Action Appeals	IHBG		Admin Resident Services	AC, DD, DH	Revision to improve formatting and flow.
66	Bylaws	IHBG		Admin Board	AC, BOC	Revision to establish parliamentary authority and make housekeeping changes.

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67	Decks	IHBG		Admin Projects	AC, DD, LM	Revision to update specifications.
68	Drug-Free	IHBG		Admin	AC, DD	Revision to clarify that all marijuana is prohibited, including medical marijuana.
69	First-Time Homebuyer Assistance	IHBG	'18	Admin Resident Services	AC	Program development.
70	HomeGO	IHBG	'18	Admin Resident Services	AC, DD, DH	Update agreement to expand on insurance, useful life, and conversion in place.
71	Improvements	IHBG		Admin Projects	AC, DD, LM	New policy to accompany improvements request.
72	Manual	IHBG		Admin	AC, DD	
73						• Standardize format
74						• Post on webpage
75	Mission Statement	IHBG		Admin	AC, DD	Revision to correspond with Tribal Strategic Plan and IHP.
76	Payback Agreements	IHBG		Admin Resident Services	AC, DD, DH	Revision to update and add provisions.
77	Personnel	IHBG		Admin	AC, DD, EG/HSDW	Updates to incorporate 2 CFR 200 provisions.
78	Pets and Assistance Animals	IHBG	'18	Admin Resident Services	AC, DD, DH, EG/HSDW	Board discussed 8/18/11.
79	Private Residential Leasing (PRL)	Non-IHBG		Admin Resident Services		"How To Build On Tribal Lands" brochure.
80	Security	IHBG		Admin Maintenance Resident Services	AC, LM, DD	Policy development.
81	Self-Monitoring	IHBG		Admin	AC, SM/CIT	Tribal policy update.
82	Travel	IHBG		Admin	AC, DD	Revision to update and add provisions.
83	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.
84	Fire Extinguishers for Units	IHBG		Admin Maintenance		
85	Non-Routine Office Maintenance	IHBG	'16- '19	All	All	Interior and exterior repairs and painting, electrical work, and carpet and appliance replacement. Repairs and electrical work

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86	Non-Routine Office Maintenance (cont.)					completed FY16. Interior painting, carpet replacement, and appliance replacement deferred due to exterior repair costs and funding uncertainty.
87	Roads and Parking Areas	IHBG		Admin Maintenance Projects		
88	• Curb Painting					
89	• Pavement Striping and Marking					
90	• Sealing					
91	Section 504 Uniform Federal Accessibility Standards Compliance	IHBG	'08- '19	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. Suspended in FY17 due to funding uncertainty.
92	2018 Self-Monitoring	IHBG	'18- '19	All	All	Due 9/30/18.
93	2019 IHBG Formula Funding	IHBG	'18- '19	Admin	AC	
94	2019 IHP	IHBG	'18	Admin Accounting	AC, MC	Due 7/18/18.
95	Tribal Events	IHBG Non-IHBG	'18	Admin Resident Services		
96	• 2018 Tribal Restoration Celebration				AC, DD, DH, TM	Outreach during TRC activities.
97	2017 Self-Monitoring	IHBG	'17- '18	All	All	Onsite review conducted 9/11-15/17 and 9/19-21/17. Report received 9/21/17. JW presented to Board and TC 10/12/17.
98	Roads and Parking Areas					
99	• Patching	Non-IHBG	'18	Admin	LM, TT/CIT	Potholes in front of 2670 to be filled during Plankhouse Road paving project. CIT contractor repaired 10/3/17.
100	Tribal Events	IHBG Non-IHBG	'18	Admin Resident Services		
101	• 2017 Holiday Gatherings				DD, DH, TM	Conducted outreach at four Tribal holiday parties 12/4-10/17.

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102	2017 IHBG Formula Funding	IHBG	'16- '18	Admin	AC	Final FY16 allocation was \$1,035,162. Preliminary FY17 estimate of \$1,123,809 received 6/6/16. Olink meeting held 6/23/16. Estimated FY16 make whole amount \$11,224 to be 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. \$1,510 make whole payment received from Karuk 8/22/16. \$4,257 make whole payment received from Fort Bidwell 9/14/16. CR through 12/9/16 passed 9/28/16. CR through 4/28/17 passed 12/9/16. \$5,457 make whole payment received from Tolowa 3/17/17. Final allocation notice of \$1,037,414 received 7/7/17. Received and returned funding agreement 7/31/16. Funds released 7/28/17. First draw entered 8/8/17; received 8/10/17. \$5,393 make whole reconciliation payment from Karuk received 8/29/17. \$2,222 reconciliation payment from Fort Bidwell received 10/9/17. Awaiting \$6,420 reconciliation payment from Grand Ronde. Contacted GR regarding non-payment 10/26/17 and was informed of calculation error. Prepared corrected reconciliation. Coquille received overpayment of \$3,815. Refunds totalling \$77,634 issued to CLUSI, Ft. Bidwell, Karuk, Klamath, Modoc Lassen, Tolowa, and Yurok by Coquille, Cow Creek, Grand Ronde, and Siletz. Coquille, Cow Creek, and Grand Ronde payments made to Klamath. Siletz paid remainder due Klamath and other six tribes.
103	Landscaping					
104	• 2017 Front Yard Makeover	IHBG	'17- '18	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 conducted at 6/15/17 Board meeting. Unit 2618 selected. Began design work with resident 7/10/17. Installation completed 11/26/17.
105	Tribal Organizational Self-Assessment	Non-IHBG	'17 '18	Admin	AC	AC asked to serve on Executive Team 1/30/17. Initial team contact 2/10/17. Process to include employee survey, department head review of services and proposed cost reductions, strategic planning, and ET analysis and reports to TC. Initial report to TC 5/19/17. Cost savings and efficiency recommendations presented to TC 7/12/17 and 8/9/17. Approximately 19 meetings, 47.5 hours of meeting time, and 20 hours of work time through 8/23/17 including events workshops. Ongoing CIHA participation in Tribal comprehensive and strategic planning.

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106	Warehouse Replacement Project	IHBG Non-IHBG	'13- '18	Admin Maintenance Projects		
107	• Site Prep				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. Grading in front of bins completed and began relocating materials 11/24/17.

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