



Coquille Indian Housing Authority

FY 2018 Master Projects List

February 22, 2018

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
1	Warehouse Replacement Project					
	• Pre-Occupancy	IHBG Non-IHBG	'18- '19	Admin Accounting Projects	LM, DD, AC	Installation of permanent fencing began 1/23/18. Met with Colt Signs 2/13/18 to discuss signage needs. Executed agreement for installation of phone and internet service 2/21/18. Pending items include thresholds for large overhead doors, additional concrete by fitness center, concrete sealant in office and utility areas, safety signage, plumbing for rainwater tanks, relocation of CITPD garage meter, and other smaller items.
2	Miluk Drive Lots	Non-IHBG	'18	Admin Projects Resident Services	AC, LM, DH	Board issued recommendation to TC 12/14/17. Presented to TC 1/10/18. TC resolution suspended PRL program and directed lots be reconfigured 1/11/18. Revised lot maps and descriptions for combined lots requested 1/16/18; received 1/22/18. Began procurement for regrading 1/19/18. Wheeler engaged 2/6/18. Work began 2/14/18; completed 2/18/18. Revised 641 lot map and legal description needed to reflect relocation of storm drain and easement. Will ask TC to lift suspension and execute lease amendments when 641 lot map and description are complete.
3	Commissioner Appointments	IHBG	'18	Admin Board	AC, BOC	Revised position description to include substantial compliance with Tribal program requirements to Board 2/22/18. Advertisement to be published on website and portal 2/28/18 and in March K'wen 'inish-ha. Closing date 3/28/18. Applications to Board 3/29/18. To TC 4/12/18.
	• Position 2					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.
	• Position 4					Judy Rocha appointed 3/28/15; term expires 4/1/18.
	• Position 7					Denise Hunter appointed 3/28/15; term expires 4/1/18.
4	Warehouse Replacement Project					
	• Rental Spaces	IHBG Non-IHBG	'13- '18	Admin Projects	AC, LM	Draft lease to Tribal Attorney 11/3/17. Lease exhibit prepared by Rich Turi received 1/18/18. Follow up discussion with Tribal Attorney 1/22/18. CELS prep for shelving and fume hood in progress.

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5	5	Warehouse Replacement Project					
	• Construction	IHBG Non-IHBG	'13- '18	Admin Accounting Projects	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. Permanent power connected 12/1/17. Confirmed insurance addition 12/5/17. Punchlist inspection conducted 12/6/17. Energy Trust site verification conducted 12/6/17. Payment request submitted 12/8/17; receipt expected Jan. 2018. Final code inspection 12/8/17. Certificate of Substantial Completion executed 12/11/17. Temporary fencing removed from front of building 12/12/17. Occupancy permit issued 12/11/17; received 12/21/17. Insurance certificate of coverage received 12/21/17. Final acceptance date 1/8/18. Energy Trust incentive payment of \$4,706.69 received 1/31/18. Damaged roll up door shroud in rental unit replaced 2/1/18. Final payment request received 2/16/18. Instruction on use of systems and equipment scheduled 2/28/18. Final payment scheduled 3/1/18.	
6	6	Policies and Programs					
	• Mission Statement	IHBG	'17- '18	Admin	AC, BOC	Update to reflect expanded services. Draft to Board 1/25/18. Revised draft to Board 2/22/18.	
7	7	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 conducted week of 2/6-9/18. To Board 3/29/18.
8	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 in progress.
9	9	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.

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10	Warehouse Replacement Project					
	• Time Capsule	Non-IHBG	'13-'18	Admin Projects	AC, LM	CIHA staff researching appropriate materials.
11	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. CR through 12/8/17 enacted 9/8/17. 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 12/22/17 enacted 12/8/17. Per HUD response 12/17/17, funding defaulted to TRSAIP. Yurok did not submit authorization to use TTE. CR through 1/19/18 enacted 12/21/17. Olink appeal to HUD 1/10/18. CR through 2/8/18 enacted 1/22/18. CR through 3/23/18 enacted 2/9/18. Awaiting response to olink appeal and final allocation notice.
12	Active 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%.
13	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.
14	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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15	Warehouse Replacement Project					
16	• Equipment Procurement	IHBG Non-IHBG	'13- '18	Admin Accounting Projects	DD, LM, SP, KM	Forklift procurement completed 11/16/17; received 12/6/17. Shelving, pallet jack, and lumber rack procurement completed 12/7/17; received 12/13/17. Air compressor procurement completed 11/16/17; received 12/21/17. Additional lumber rack procurement completed 1/12/18; fabrication in progress.
17	Warehouse Replacement Project					
18	• Move-In	IHBG Non-IHBG	'13- '18	Admin Projects	LM, SF, SP, KM	Began relocating equipment 1/16/18; in progress. Completion of move-in anticipated by 3/30/18.
19	Warehouse Replacement Project					
20	• Tours and Demonstrations	IHBG Non-IHBG	'13- '18	Admin Projects	AC, LM, DD, SP	Council tour 10/16/17. KRA tour 11/13/17. Board tour 12/14/17. Opening event at 2018 TRC.
21	2018 BOC/TC/Staff Training Event	IHBG/ Non-IHBG	'18	Admin	AC, DD	Scheduled for 8/23/18.
22	Application for Mature Grantee Status	IHBG		Admin		
23	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.
24	Commissioner Appointments	IHBG		Admin Board	AC, BOC	
25	• Position 1		'19			Toni Ann Brend appointed 4/11/16; term expires 4/11/19.
26	• 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.
27	• Position 3		'19			Shawn Chase appointed 4/7/16; term expires 4/11/19.
28	• Position 4		'18			Judy Rocha appointed 3/28/15; term expires 4/1/18.
29	• Position 5		'20			Don Garrett appointed 4/6/17; term expires 4/30/20.
30	• Position 6		'20			Bob More appointed 4/6/17; term expires 4/30/20.
31	• Position 7		'18			Denise Hunter appointed 3/28/15; term expires 4/1/18.

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32	Contracts and Agreements					
33	• County PILOT LCA	IHBG		Admin	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.
34	Emergency Preparedness					
35	• Agency Emergency Response Plan					
36	• Agency Evacuation Kit					
37	• 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.
38	• Resident Response Guide					
39	• 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.
40	• Storage Facility for Emergency Supplies					Potential KRA or Tribal project.
41	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.
42	Tribal Trust Fund	Non-IHBG		Admin	AC, TAB/BOC	Discussed with Tribal financial advisor and CFO 11/8/13.
43	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.
44	Landscaping					
45	• 2018 Front Yard Makeover	IHBG	'18	Admin Maintenance Projects	SP, TM, DD	Front yard makeover funds for one unit allocated in FY18 IHP.
46	• Four-Plexes					

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47	Landscaping					
48	• 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.
49	Picnic Shelter					Potential KRA project.
50	Playground					
51	• Refurbish Light Fixtures	IHBG		Maintenance		
52	Signage	IHBG		Admin Maintenance Projects		
53	• Repainting					Kilkich entry, welcome, and office signs.
54	• Directions to Facilities					
55	• Community Garden					
56	• Playground					
57	Accessible Duplex Units	IHBG		Admin Maintenance Projects		Construct new Section 504 compliant duplex units.
58	Accessible Single Family Unit	IHBG		Admin Maintenance Projects		Construct new Section 504 compliant single family unit 2665.
59	Adult Activities Center	IHBG Non-IHBG		Admin Maintenance Projects		
60	Elder/Disabled Independent Living	IHBG Non-IHBG		Admin Maintenance Projects		
61	North Parcel	Non-IHBG		Admin Maintenance Projects		Private residential leasing and market rate rentals.
62	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.
63	Adverse Action Appeals	IHBG		Admin Resident Services	AC, DD, DH	Revision to improve formatting and flow.
64	Bylaws	IHBG		Admin Board	AC, BOC	Revision to establish parliamentary authority and make housekeeping changes.

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65	Decks	IHBG		Admin Projects	AC, DD, LM	Revision to update specifications.
66	Drug-Free	IHBG		Admin	AC, DD	Revision to clarify that all marijuana is prohibited, including medical marijuana.
67	First-Time Homebuyer Assistance	IHBG	'18	Admin Resident Services	AC	Program development.
68	HomeGO	IHBG	'18	Admin Resident Services	AC, DD, DH	Update agreement to expand on insurance, useful life, and conversion in place.
69	Improvements	IHBG		Admin Projects	AC, DD, LM	New policy to accompany improvements request.
70	Manual	IHBG		Admin	AC, DD	
71						• Standardize format
72						• Post on webpage
73	Mission Statement	IHBG		Admin	AC, DD	Revision to correspond with Tribal Strategic Plan and IHP.
74	Payback Agreements	IHBG		Admin Resident Services	AC, DD, DH	Revision to update and add provisions.
75	Personnel	IHBG		Admin	AC, DD, EG/HSDW	Updates to incorporate 2 CFR 200 provisions.
76	Pets and Assistance Animals	IHBG	'18	Admin Resident Services	AC, DD, DH, EG/HSDW	Board discussed 8/18/11.
77	Private Residential Leasing (PRL)	Non-IHBG		Admin Resident Services		"How To Build On Tribal Lands" brochure.
78	Security	IHBG		Admin Maintenance Resident Services	AC, LM, DD	Policy development.
79	Self-Monitoring	IHBG		Admin	AC, SM/CIT	Tribal policy update.
80	Travel	IHBG		Admin	AC, DD	Revision to update and add provisions.
81	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.
82	Fire Extinguishers for Units	IHBG		Admin Maintenance		
83	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 completed FY16. Interior painting, carpet replacement, and appliance replacement deferred due to exterior repair costs and funding uncertainty.

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84	Roads and Parking Areas	IHBG		Admin Maintenance Projects		
85	• Curb Painting					
86	• Pavement Striping and Marking					
87	• Sealing					
88	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.
89	2018 Self-Monitoring	IHBG	'18- '19	All	All	Due 9/30/18.
90	2019 IHBG Formula Funding	IHBG	'18- '19	Admin	AC	
91	2019 IHP	IHBG	'18	Admin Accounting	AC, MC	Due 7/18/18.
92	Tribal Events	IHBG Non-IHBG	'18	Admin Resident Services		
93	• 2018 Tribal Restoration Celebration				AC, DD, DH, TM	Outreach during TRC activities.
94	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. Presented to TC 12/14/17. Approved by Board 12/14/17. Submitted to HUD 12/27/17. HUD acknowledged receipt 12/27/17. Available to General Council at MWG 1/13/18. HUD approved 1/17/18.
95	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

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96	2017 IHBG Formula Funding	IHBG	'16- '18	Admin	AC	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 totaling \$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.
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	Landscaping					
99	• 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.
100	Roads and Parking Areas					
101	• Patching	Non-IHBG	'18	Admin	LM, TT/CIT	CIT plankhouse paving contractor repaired potholes in front of 2670 10/3/17.
102	Tribal Events	IHBG Non-IHBG	'18	Admin Resident Services		
103	• 2017 Holiday Gatherings				DD, DH, TM	Conducted outreach at four Tribal holiday parties 12/4-10/17.
104	• 2018 Mid-Winter Gathering				AC, DD, DH, TM	Conducted outreach during MWG activities 1/13/18.
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.

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106	Warehouse Replacement Project					
Complete	• Site Prep	IHBG Non-IHBG	'13- '18	Admin Maintenance Projects	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.
	• CIT EDRLF Financing	IHBG Non-IHBG	'13- '18	Admin Maintenance Projects	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 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 request submitted 1/3/18; received 1/22/18.
	• Reporting and Close Out	IHBG Non-IHBG	'13- '18	Admin Maintenance Projects	AC, LM, MC, DD	Punch list items completed 2/1/18. As-builts, manuals, and other close out documents received 2/13/18.

Gene F. Cook