



Coquille Indian Housing Authority

FY 2018 Master Projects List

July 26, 2018

Rank/ Class	Activity	Funding		Department	Assignment	Notes		
		Source	Year					
1	1	2019 IHBG Formula Funding	IHBG	'18- '19	Admin	AC	Final FY18 allocation was \$1,074,776. FY19 preliminary estimate of \$1,073,810 received 6/4/18. Olink meeting held 6/22/18. Olink MOA presented to TC 7/12/18, approved by resolution 7/14/18, and submitted to olink 7/18/18. FRF due 8/1/18; in progress.	
2	2	2018 BOC/TC/Staff Training Event	IHBG/ Non-IHBG	'18	Admin	AC, DD	Scheduled for 8/23/18. Topic selected 5/10/18 "How to Deal With Dangerous Situations, Difficult People, and Emergencies". Trainer Code 4 engaged 6/7/18. Facilities at The Mill reserved 5/16/18. Arrangements in progress.	
3	3	2018 Self-Monitoring	IHBG	'18- '19	All	All	Due 9/30/18. Onsite review scheduled the weeks of 8/6/18 and 8/27/18 postponed due to unforeseen circumstances.	
4	4	5-Year Indian Housing Plan	IHBG	'17- '18	Admin	All	FY18-22. 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. Pre-empted by work on Tribal ANA-SEDS Comprehensive Plan. Draft to Board 7/26/18.	
5	5	Environmental Review	IHBG	'18	Admin	AC, MC, LM, SP	FY18-22. Began worksheets 9/27/17. Began documentation 3/15/18. Completed expense calculation 3/28/18. Access to new HUD HEROS system pending.	
		<ul style="list-style-type: none"> • Exempt and Categorically Excluded Activities 						
		<ul style="list-style-type: none"> • 24 CFR 58.35(a) Categorically Excluded Activities Subject to 58.5 Converting to Exempt 						
		<ul style="list-style-type: none"> • Accessibility Modifications 						2606 and individual requests.
		<ul style="list-style-type: none"> • Landscaping Enhancements to Rental Units, Facilities, and Common Areas 						Front yard makeover, PMOSF, and common areas.
<ul style="list-style-type: none"> • Modernization and Rehabilitation 						HomeGO conversions and more extensive prep for reoccupancy.		
6	6	Policies and Programs						
		<ul style="list-style-type: none"> • First-Time Homebuyer Assistance 	IHBG	'18	Admin Resident Services	AC, DH, EG/HSDW	Identified in CIHA FY18-22 Strategic Plan. Sample policies and program documents to DH 7/20/18. Draft in progress. To Board 9/27/18.	

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7	Policies and Programs						
	7	• Market Rate Rentals	Non-IHBG		Admin Resident Services	AC, LM, MC, DH, DD	Identified in CIHA FY18-22 Strategic Plan. Research on conversion of existing HUD units and evaluation of suitable units in progress. CITC Ch. 130 amendment, program and policy development, and accounting considerations in progress.
8	8	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 scheduled in conjunction with Warehouse Replacement Project. Stuntzner marked boundaries of new bins and expanded resident storage lot 6/16/15. Completed relocation of stored items 3/19/18. Began reconfiguration of fencing 3/19/18; completed 6/1/18. Power connected 5/9/18. Interior layout updated 6/12/18. Concrete approach poured 6/16/18. Work on gate controllers in progress. Grading, bumpers, lines, and signage pending.
9	Landscaping						
	9	• 2018 Front Yard Makeover	IHBG	'18	Admin Maintenance Projects	SP, TM, DD	Front yard makeover funds for one unit allocated in FY18 IHP. Announcements in May and June 2018 Sea-Ha Runner. Entry period 5/1/18 through 1:00 p.m., 6/14/18. Drawing conducted at 6/14/18 Board meeting. Unit 2607 selected. Began design work with resident 7/13/18.
10	10	2019 IHP	IHBG	'18	Admin Accounting	AC, MC	Due 7/18/18. New submission requirements effective 5/1/18. ED attended HUD EPIC system training 6/12/18. Board approved 6/14/18. Presented to TC 7/12/18; approved by resolution 7/14/18. Submitted to HUD 7/16/18. HUD acknowledged receipt 7/17/18; awaiting response.
11	Active	CITC Chapter 650 - Civil Violations	IHBG	'18	Admin Board	AC, BOC	Board issued recommendation to TC 2/22/18. Conveyed to TC by CIHA Chair 2/23/18. Workshop with Board not necessary. Tribal Attorney presented draft revisions to TC 3/23/18. In progress.
12		Heat Pumps for Office and Units	IHBG		Admin Maintenance Projects	LM, SP, DD	Cost analysis to Board 9/27/18.
13		Policies and Programs					
14		• Admissions and 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.

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15	Private Purchase Storage Lot	Non-IHBG		All	AC, LM, DD, DH, SP	Designation of temporary storage lot(s) within housing lease area pending development of permanent facility outside of lease area.
16	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. Quarterly SF425 financial reports completed 5/3/18. In progress: banking records 95%, AR 95%, payroll 55%, MDI 20%.
17	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. Requires TC adoption of foreclosure ordinance and resolution to enter into MOU. EG/HSDW coordinated TC action with BK/CIT. BK/CIT presented to TC 3/8/18. CITC Chs. 420 and 425 published for review 3/9/18. Comments due 5/7/18. Adopted 5/10/18. MOU pending.
18	Warehouse Replacement Project					
19	• Time Capsule	Non-IHBG	'13- '18	Admin Projects	AC, LM	Dedication at 2019 TRC. Researching appropriate materials.
20	Application for Mature Grantee Status	IHBG		Admin		
21	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.
22	Commissioner Appointments	IHBG		Admin Board	AC, BOC	
23	• Position 1		'19			Toni Ann Brend appointed 4/11/16; term expires 4/11/19.
24	• Position 2		'21			Jeff Severson appointed 7/14/18; term expires 4/30/21.
25	• Position 3		'19			Shawn Chase appointed 4/7/16; term expires 4/11/19.
26	• Position 4		'21			Judy Rocha appointed 5/10/18; term expires 4/30/21.

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27	Commissioner Appointments (cont.)					
28	• Position 5		'20			Don Garrett appointed 4/6/17; term expires 4/30/20.
29	• Position 6		'20			Bob More appointed 4/6/17; term expires 4/30/20.
30	• Position 7		'21			Denise Hunter appointed 5/10/18; term expires 4/30/21.
31	Contracts and Agreements					
32	• 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.
33	Emergency Preparedness					
34	• Agency Emergency Response Plan					
35	• Agency Evacuation Kit					
36	• 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.
37	• Resident Response Guide					
38	• Staff Training - Incident Command Structure (ICS)					
39	• Storage Facility for Emergency Supplies					
40	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.
41	Tribal Trust Fund	Non-IHBG		Admin	AC, TAB/BOC	Discussed with Tribal financial advisor and CFO 11/8/13.

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42	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.
43	Landscaping					
44	• Four-Plexes					
45	• Fruit trees					Placement in community garden and bogs declined. Considering other locations.
46	• Rain Garden					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.
47	Little Free Library					Adjacent to Sky Garden.
48	Playground					
49	• Picnic Shelter					
50	• Refurbish Light Fixtures					
51	• Roof					Identified in CIHA FY18-22 Strategic Plan.
52	Signage					
53	• Repainting					Kilkich entry, welcome, and office signs.
54	• Directions to Facilities					
55	• Community Garden					
56	• Playground					
57	Accessible Duplex Units	IHBG				Construct new Section 504 compliant duplex units.
58	Accessible Single Family Unit	IHBG				Construct new Section 504 compliant single family unit 2665.
59	Adult Activities Center	IHBG Non-IHBG				Offered use of 2606 and 2608 to TC for temporary social services and elders facilities 7/12/18. Decision pending.
60	Elder/Disabled Independent Living	IHBG Non-IHBG				
61	North Parcel	Non-IHBG				Private residential leasing and market rate rentals.
62	Tiny Homes	Non-IHBG				Market rate rentals and private residential leasing. Zoning ordinance revision required. Area identified for development.

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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.
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	HomeGO	IHBG	'18	Admin Resident Services	AC, DD, DH	Update agreement to expand on insurance, useful life, and conversion in place.
68	Improvements	IHBG		Admin Projects	AC, DD, LM	New policy to accompany improvements request.
69	Manual	IHBG		Admin	AC, DD	
70	• Standardize format					In progress.
71	Payback Agreements	IHBG		Admin Resident Services	AC, DD, DH	Revision to update and add provisions.
72	Personnel	IHBG		Admin	AC, DD, EG/HSDW	Updates to incorporate 2 CFR 200 provisions.
73	Pets and Assistance Animals	IHBG	'18	Admin Resident Services	AC, DD, DH, EG/HSDW	Board discussed 8/18/11.
74	Private Residential Leasing (PRL)	Non-IHBG		Admin Resident Services		"How To Build On Tribal Lands" brochure.
75	Security	IHBG		Admin Maintenance Resident Services	AC, LM, DD	Policy development.
76	Self-Monitoring	IHBG		Admin	AC, SM/CIT	Tribal policy update.
77	Travel	IHBG		Admin	AC, DD	Revision to update and add provisions.
78	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.
79	Fire Extinguishers for Units	IHBG		Admin Maintenance		
80	Four-Plex Soundproofing	IHBG		Admin Maintenance Projects		
81	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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82	Roads and Parking Areas • Sealing	IHBG		Admin Maintenance Projects		
83						
84						
85	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.
86	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 2/6-9/18. Board approved and Isler began FAC submission 3/29/18. To Dun & Bradstreet 4/2/18. FAC accepted 4/11/18. To CIT and posted on CIHA webpage 4/11/18. HUD review completed 4/24/18.
87	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 totaling \$77,634 issued to

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88	2017 IHBG Formula Funding (cont.)					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.
89	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.
90	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. Olink appeal approved by HUD 3/1/18. FY18 federal budget enacted 3/23/18. Final allocation notice of \$1,074,776 received 5/29/18. Received funding agreement 6/22/18; returned 6/26/18. Funds released 7/2/18. \$25,427 make whole reconciliation payment from Karuk received 7/16/18. First draw entered 7/16/18; received 7/18/18.
91	Commissioner Appointments	IHBG	'18	Admin Board	AC, BOC	Revised position description to Board 2/22/18. Advertisement published on website and portal 2/28/18 and in March K'wen 'inish-ha. Closing date 3/28/18. 2 applications received. To Board 3/29/18. To TC 4/30/18. Resolicitation published on website and portal 5/1/18 and in May K'wen 'inish-ha. Closing date 6/13/18. 2 applications received. To Board 6/14/18. To TC 7/12/18.
92	• 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. Board appointed Jeff Severson 7/14/18. Oath of office 7/26/18.
93	• Position 4					Judy Rocha appointed 3/28/15; term expires 4/1/18. TC reappointed 5/10/18. Oath of office 6/14/18.
94	• Position 7					Denise Hunter appointed 3/28/15; term expires 4/1/18. TC reappointed 5/10/18. Oath of office 7/26/18.

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95	Environmental Review	IHBG	'18	Admin Accounting Projects	AC, MC, LM, SP	
96	• 24 CFR 58.35(a) Categorically Excluded Activities Subject to 58.5 Converting to Exempt					
97	• Individual Action - Section 184 Construction Loan					Received request 3/8/18. Began worksheets and documentation 3/15/18; completed 3/22/18. To Tribal Chair 3/23/18. Approved 3/24/18. Signed original received 3/27/18.
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 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	Miluk Drive Lots	Non-IHBG	'18	Admin Projects Resident Services	AC, LM, DH	Board recommendation to TC 12/14/17. Presented to TC 1/10/18. TC 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 reflecting relocation of storm drain and easement received 3/16/18. TC lifted suspension 3/24/18. 641 lease executed 3/26/18. 617 lease amendment executed 5/18/18.
101	Policies and Programs					
102	• Mission Statement	IHBG	'17- '18	Admin	AC, BOC	Update to reflect expanded services. Draft to Board 1/25/18. Revision approved by Board 2/22/18.
103	• Post Online					Uploaded 7/23/18.
104	Roads and Parking Areas					
105	• Patching	Non-IHBG	'18	Admin	LM, TT/CIT	CIT plankhouse paving contractor repaired potholes in front of 2670 10/3/17.
106	• Curb and Speedbump Painting					Began procurement 3/14/18; completed 5/18/18. Work completed 6/4/18.
107	• Pavement Striping and Marking					Began procurement 3/14/18; completed 5/18/18. Work completed 6/4/18.
108	• Sealing					CIHA office parking lot. Began procurement 2/21/18; completed 3/12/18. Work completed 7/7/18.

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109	Tribal Events	IHBG Non-IHBG	'18	Admin Resident Services		
110	• 2017 Holiday Gatherings				DD, DH, TM	Conducted outreach at four Tribal holiday parties 12/4-10/17.
111	• 2018 Mid-Winter Gathering				AC, DD, DH, TM	Conducted outreach during MWG activities 1/13/18.
112	• 2018 Tribal Restoration Celebration				AC, DD, DH, TM	Conducted outreach during TRC activities 6/23/18. Procurement for promos began 3/12/18; completed 4/6/18; received 4/17/18.
113	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.
114	Warehouse Replacement Project					
115	• 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.
116	• 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.

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117	• CIT EDRLF Financing (cont.)					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.
118	• 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. Punch list items completed 2/1/18. As-builts, manuals, and other close out documents received 2/13/18. Final payment request received 2/16/18; paid 3/1/18.
119	• Rental Spaces	IHBG Non-IHBG	'13- '18	Admin Projects	AC, LM	Draft lease to Tribal Attorney 11/3/17. Drawing prepared by Rich Turi received 1/18/18. Lease exhibits to Tribal Attorney 3/1/18. TC approved 3/24/18. Lease term began 4/1/18.
120	• Move-in	IHBG Non-IHBG	'18- '19	Admin Accounting Projects	LM, DD, AC	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; received 5/8/18. Began relocating equipment and supplies 1/16/18. Began installing permanent fencing 1/23/18; completed 5/25/18. Began work on exterior signage with Colt Signs 2/13/18; address signs installed 5/15/18, shop signs installed 7/12/18. Executed agreement for installation of phone and internet service 2/21/18. Began installing safety signage 3/15/18. Began operating from new facility 3/22/18. Relocation of CITPD garage meter completed 3/23/18. Work tables for shop area completed 3/28/18. Began concrete fill and sealant in office and utility areas 5/1/18; completed 5/30/18. Plumbing installation for rainwater tanks began 6/5/18; completed 6/14/18. Move-in completed 6/22/18.

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121 Complete	• 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. Procurement for Open House promotional items began 3/12/18; completed 5/2/18; received 5/17/18. Board and staff hosted Open House with light refreshments during TRC activities 9:30 a.m.-12:30 p.m., 6/23/18.

Gene F. Cook