



Coquille Indian Housing Authority

FY 2019 Master Projects List

October 25, 2018

Rank/ Class	Activity	Funding		Department	Assignment	Notes	
		Source	Year				
1	1	2018 Self-Monitoring	IHBG	'18- '19	All	All	Due 9/30/18. Onsite review scheduled for August postponed to October. Staff review conducted 10/4-16/18. Consultant review conducted 10/16-19/18. To Board 10/25/18. To Council 10/26/18.
2	2	Environmental Review	IHBG	'18- '19	Admin	AC, MC	FY18-22. Began worksheets 9/27/17. Began documentation 3/15/18; completed 10/22/18. Completed expense calculation 3/28/18. To Tribal Chair for signature 10/24/18.
		• Exempt Activities					
		• Categorically Excluded Activities					
		• 24 CFR 58.35(a) Categorically Excluded Activities Subject to 58.5 Converting to Exempt					
		• Accessibility Modifications					2606 and individual requests.
		• HomeGO Modifications					Average 2 HomeGO conversions per year.
		• Landscaping Activities					Front yard makeover, PMOSF, and common areas.
		• Modernization and Rehabilitation Activities					More extensive prep for reoccupancy and some repairs.
		• Sustainability Enhancements				Resource conservation activities.	
3	3	Landscaping					
		• 2018 Front Yard Makeover	IHBG	'18- '19	Admin Maintenance Projects	SP, TM, DD, LM	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; completed 10/11/18. Completed procurement of materials 10/3/18. Installation awaiting contractor availability in late Oct. or early Nov.
4	4	Resident Storage Lot Improvements	Non-IHBG	'14- '19	Admin Maintenance Projects	AC, LM, SP, DH	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

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4	Resident Storage Lot Improvements (cont.)					6/1/18. Power connected 5/9/18. Interior layout updated 6/12/18. Concrete approach poured 6/16/18. Grading completed 6/20/18. Work on gate controllers completed 8/9/18. Began layout and installation of bumpers 9/27/18. Coast Pavement Maintenance unable to install "lines". Procurement of line markers in progress. Signage pending completion of layout.
5	Elders Center	IHBG Non-IHBG	'18- '19	Admin Maintenance Projects	AC, LM, DD,SF, SP, KM	Offered 2606 and 2608 to TC for temporary elders and social services facilities 7/12/18. Toured with CITHC and CIT admin staff 9/25/18. Cost estimate for modifications and utility costs to CITHC and CIT admin staff 10/15/18. Reviewed cost estimate and floor plan, and toured 2606 with Elders Committee 10/23/18. Elders Committee recommendation to move forward with use of 2606 to be presented to TC for consideration.
6	Emergency Preparedness					
	• Resident Response Guide	IHBG	'19	Admin	AC, CW/CIT	Received CIT Emergency Preparedness and Operations Quick Reference Guide document from Tribal Communications Officer 10/2/18. CIHA to edit for distribution to residents.
7	2018 APR	IHBG	'19	Admin Accounting	AC, DD, MC	FY18 APR due 12/29/18. To TC 12/12/18 or 12/13/18. To Board 12/13/18. To HUD week of 12/18/18. To General Council at MWG 1/12/19.
8	Policies and Programs					
	• Market Rate Rentals	Non-IHBG	'18- '19	Admin Resident Services	AC, LM, MC, DH, DD	Identified in CIHA FY18-22 Strategic Plan. Began research on conversion of existing HUD units and evaluation of suitable units in July 2018. FCAS value requested 8/8/18; base values received 8/22/18. Attended rental housing training 9/12-13/18. Discussed with NWONAP GM Director 9/12/18. Follow up discussion 9/17/18 positive. Clarified useful life considerations. Need to request Coquille-specific data from Formula Center. Planning for financial analysis, Ch. 130 amendment, IHP amendment(s), program and policy revision/development, accounting requirements, and other tasks in progress.
9	Policies and Programs					
	• First-Time Homebuyer Assistance	IHBG	'18- '19	Admin Resident Services	AC, DH, EG/HSDW	Identified in CIHA FY18-22 Strategic Plan. Sample policies and program documents to DH 7/20/18. DH rough draft to AC 10/25/18.
10	2018 Financial Audit	IHBG	'19	Admin Accounting	AC, MC, DD, DH, TM	Due 6/30/18.

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11	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 submitted to HUD 7/30/18. HUD acknowledged receipt 7/31/18; formal response received 8/28/18. CR through 12/7/18 passed by Senate 9/18/18; to House week of 9/24/18.
12	Fire Extinguishers for Units	IHBG	'19	Admin Maintenance		Discussed with AMERIND representative 9/11/18. May be able to provide at low or no cost in collaboration with local fire department.
13	Policies and Programs					
14	• Admissions and Occupancy	IHBG	'19	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. AC and DH attended Fair Housing training 8/15/18.
15	Records Management	IHBG	'09- '19	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%.
16	VA Native American Direct Loan Program	IHBG	'17- '19	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.
17	Warehouse Replacement Project					
18	• Time Capsule	Non-IHBG	'13- '19	Admin Projects	AC, LM	Dedication at 2019 TRC.
19	2019 BOC/TC/Staff Training Event	IHBG/ Non-IHBG	'19	Admin	AC, DD	Scheduled for 8/29/19.
20	Application for Mature Grantee Status	IHBG		Admin		

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21	CITC Chapter 650 - Civil Violations	IHBG	'18- '19	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.
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.
27	• Position 5		'20			Don Garrett appointed 4/6/17; term expires 4/30/20.
28	• Position 6		'20			Bob More appointed 4/6/17; term expires 4/30/20.
29	• Position 7		'21			Denise Hunter appointed 5/10/18; term expires 4/30/21.
30	Contracts and Agreements					
31	• 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.
32	Emergency Preparedness					
33	• Agency Emergency Response Plan					
34	• Agency Evacuation Kit					
35	• 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.
36	• Storage Facility for Residents' Emergency Supplies					Potential KRA or Tribal project.
37	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.
38	Tribal Trust Fund	Non-IHBG		Admin	AC, TAB/BOC	Discussed with Tribal financial advisor and CFO 11/8/13.

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39	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.
40	Landscaping					
41	• 2019 Front Yard Makeover	IHBG	'19- '20	Admin Maintenance Projects	SP, TM, DD	Front yard makeover funds for one unit allocated in FY19 IHP.
42	• Four-Plexes					
43	• Fruit trees					Placement in community garden and bogs declined. Considering other locations.
44	• 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.
45	Little Free Library					Adjacent to Sky Garden.
46	Playground					
47	• Picnic Shelter					
48	• Refurbish Light Fixtures					
49	• Roof					Identified in CIHA FY18-22 Strategic Plan.
50	Signage					
51	• Repainting					Kilkich entry, welcome, and office signs.
52	• Directions to Facilities					
53	• Community Garden					
54	• Playground					
55	Accessible Duplex Units	IHBG				Construct new Section 504 compliant duplex units.
56	Accessible Single Family Unit	IHBG				Construct new Section 504 compliant single family unit 2665.
57	Adult Activities Center	IHBG Non-IHBG				
58	Elder/Disabled Independent Living	IHBG Non-IHBG				
59	North Parcel	Non-IHBG				Private residential leasing and market rate rentals.

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60	Develop- ment	Private Purchase Storage Lot	Non-IHBG			Designation of temporary storage lot(s) within housing lease area pending development of permanent facility outside of lease area.	
61		Tiny Homes	Non-IHBG			Market rate rentals and private residential leasing. Zoning ordinance revision required. Area identified for development.	
62	Policies and Programs	Adverse Action Appeals	IHBG	Admin Resident Services	AC, DD, DH	Revision to improve formatting and flow.	
63		Bylaws	IHBG	Admin Board	AC, BOC	Revision to establish parliamentary authority and make housekeeping changes.	
64		Decks	IHBG	Admin Projects	AC, DD, LM	Revision to update specifications.	
65		Drug-Free	IHBG	Admin	AC, DD	Revision to clarify that all marijuana is prohibited, including medical marijuana.	
66		HomeGO	IHBG	Admin Resident Services	AC, DD, DH	Update agreement to expand on insurance, useful life, and conversion in place.	
67		Improvements	IHBG	Admin Projects	AC, DD, LM	New policy to accompany improvements request.	
68		Manual	IHBG	Admin	AC, DD		
69		• Standardize format					In progress.
70		Payback Agreements	IHBG	Admin Resident Services	AC, DD, DH	Revision to update and add provisions.	
71		Personnel	IHBG	Admin	AC, DD, EG/HSDW	Updates to incorporate 2 CFR 200 provisions.	
72		Pets and Assistance Animals	IHBG	Admin Resident Services	AC, DD, DH, EG/HSDW	Board discussed 8/18/11.	
73		Private Residential Leasing (PRL)	Non-IHBG	Admin Resident Services		"How To Build On Tribal Lands" brochure.	
74		Security	IHBG	Admin Maintenance Resident Services	AC, LM, DD	Policy development.	
75		Self-Monitoring	IHBG	Admin	AC, SM/CIT	Tribal policy update.	
76		Travel	IHBG	Admin	AC, DD	Revision to update and add provisions.	
77	Property Management	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.	
78		Four-Plex Soundproofing	IHBG	Admin Maintenance Projects			

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79	Property Management	Heat Pumps for Office and Units	IHBG		Admin Maintenance Projects	LM, SP, DD	LM cost analysis to Board 9/27/18.	
80		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.	
81		Roads and Parking Areas	IHBG			Admin Maintenance Projects		
82		• Sealing						
83		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 sight and hearing disabilities. Conversion of 3 SF 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 rentals for potential conversion during turnover. Suspended in FY17 due to funding uncertainty.
84	Reporting and Outreach	2019 Self-Monitoring	IHBG	'19- '20	All	All	Due 9/30/19.	
85		2020 IHBG Formula Funding	IHBG	'19- '20	Admin	AC		
86		2020 IHP	IHBG	'19		Admin/ Accounting	AC, MC, DD	Due 7/18/19.
87		Tribal Events	IHBG/ Non-IHBG	'19		Admin/ Resident Services		
88		• 2019 Mid-Winter Gathering					DD, DH, TM	Outreach during MWG activities.
89		• 2019 Tribal Restoration Celebration					DD, DH, TM	Outreach during TRC activities.

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