



Coquille Indian Housing Authority

FY 2018 Completed Projects List

September 30, 2018

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. 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.
2	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.
3	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 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.

Complete

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4	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.
5	2018 BOC/TC/Staff Training Event	IHBG/ Non-IHBG	'18	Admin	AC, DD	Topic selected 5/10/18. Trainer engaged 6/7/18. "Dealing with Difficult People and Dangerous Situations" training conducted 9:00 a.m.-4:00 p.m., Thursday, 8/23/18 at The Mill.
6	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.
7	2018-2022 Strategic Plan	IHBG	'17- '18	Admin	All	FY18-22 5-year Indian Housing Plan. 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. Paused work on CIHA plan to ensure coordination with Tribal ANA-SEDS Comprehensive Plan. Draft CIHA plan to Board for review 7/26/18. To Board approved 9/27/18.
8	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; approved 8/15/18.
9	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.

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10	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.
11	• 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.
12	• Position 4					Judy Rocha appointed 3/28/15; term expires 4/1/18. TC reappointed 5/10/18. Oath of office 6/14/18.
13	• Position 7					Denise Hunter appointed 3/28/15; term expires 4/1/18. TC reappointed 5/10/18. Oath of office 7/26/18.
14	Emergency Preparedness					
15	• 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. Tribal Guide published by CIT in August. Red Guide work cancelled 9/6/18.
16	Environmental Review	IHBG	'18	Admin Accounting Projects	AC, MC, LM, SP	
17	• 24 CFR 58.35(a) Categorically Excluded Activities Subject to 58.5 Converting to Exempt					
18	• 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.
19	Landscaping					
20	• 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.
21	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

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22	Miluk Drive Lots (cont.)					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.
23	Playground Restroom	IHBG	'18	Admin Maintenance	DD, SF	Began unlocking playground restroom during daylight hours in May 2018. Ordered programmable lock 5/31/18. Ordered access cards 6/8/18; received 6/14/18; programmed 7/18/18. Lock installed and programmed 8/16/18. Occupancy indicator deadbolt ordered 8/20/18; installed 9/4/18.
24	Policies and Programs					
25	• 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.
26	• Post Online					Uploaded 7/23/18.
27	Roads and Parking Areas					
28	• Patching	Non-IHBG	'18	Admin	LM, TT/CIT	CIT plankhouse paving contractor repaired potholes in front of 2670 10/3/17.
29	• Curb and Speedbump Painting					Began procurement 3/14/18; completed 5/18/18. Work completed 6/4/18.
30	• Pavement Striping and Marking					Began procurement 3/14/18; completed 5/18/18. Work completed 6/4/18.
31	• Sealing					CIHA office parking lot. Began procurement 2/21/18; completed 3/12/18. Work completed 7/7/18.
32	Tribal Events	IHBG Non-IHBG	'18	Admin Resident Services		
33	• 2017 Holiday Gatherings				DD, DH, TM	Conducted outreach at four Tribal holiday parties 12/4-10/17.
34	• 2018 Mid-Winter Gathering				AC, DD, DH, TM	Conducted outreach during MWG activities 1/13/18.
35	• 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.
36	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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37	Warehouse Replacement Project					
38	• 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.
39	• 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.
40	• 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.

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41	• Construction (cont.)					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.
42	• 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.
43	• 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.
44	• 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