



# Coquille Indian Housing Authority

## FY 2019 Master Projects List

February 28, 2019

Rank/ Class	Activity	Funding		Department	Assignment	Notes			
		Source	Year						
1	<b>1</b>	<b>2018 Financial Audit</b>	IHBG	'19	Admin Accounting	AC, MC, DD, DH, TM	Due 3/31/19. Began uploading materials 1/2/19. Fieldwork conducted 1/16-18/19. To Board 3/21/19.		
2	<b>2</b>	<b>Northwest Indian Housing Association Quarterly Meeting</b>	IHBG Non-IHBG	'19	Admin	AC, LM, DD, BOC, TC	NWIHA meeting and training 4/2-4/19 at The Mill. Planning for hosting activities in progress.		
3	<b>3</b>	<b>Environmental Review</b>	IHBG	'18	Admin Accounting Projects	AC			
		• 24 CFR 58.35(a) Categorically Excluded Activities Subject to 58.5 Converting to Exempt							
		• Individual Action - Section 184 Construction Loan						Received request 2/20/19. Began worksheets and documentation 2/22/19.	
4	<b>4</b>	<b>Elders House</b>	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 made recommendation to move forward to TC. Began gravelling parking area 11/9/18; completed 12/4/18. Reviewed floor plan with TC 12/13/18. Began interior work 2/6/19. In progress.		
5	<b>5</b>	<b>Warehouse Replacement Project</b>							
		• Time Capsule	Non-IHBG	'13- '19	Admin Projects	AC, LM	Dedication at 2019 TRC. Met with Tribal staff 1/28/19. Procurement in progress. Need to improve vault drainage.		
6	<b>6</b>	<b>Commissioner Appointments</b>	IHBG		Admin Board	AC, BOC	Solicitation scheduled for March and April.		
		• Position 1						'19	Toni Ann Brend appointed 4/11/16; term expires 4/11/19.
		• Position 3						'19	Shawn Chase appointed 4/7/16; term expires 4/11/19.
7	<b>7</b>	<b>Emergency Preparedness</b>							
		• 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. In progress.		

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8	8	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 enacted 9/28/18. CR through 12/21/18 enacted 12/7/18. HUD ONAP shut down 12/22/18. FY19 omnibus appropriations bill enacted 2/15/19. Final allocation notice anticipated mid-April.
9	9	<b>Policies and Programs</b>					
		• 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. Financial analysis, Ch. 130 amendment, IHP amendment(s), program and policy revision/development, accounting requirements, and other tasks pending.
10	10	<b>Policies and Programs</b>					
		• 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. Work delayed due to holidays, staff time off, Tribal activities, and other work priorities.
11	Active	Contracts and Agreements					
12		• Self-Monitoring	IHBG		Admin	AC	RFP April 2019.
13		Emergency Preparedness					
14		• Relocation of Tribal Emergency Management Equipment	Non-IHBG	'19	Admin Maintenance	AC, LM, DD	Working with ARES/RACES on antenna design and placement. Procurement in progress. Work delayed due to holidays, staff time off, Tribal activities, and other work priorities.
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.

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16	Records Management (cont.)					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. Began relocation of archived records from office to warehouse 11/16/18. In progress: banking records 95%, AR 95%, payroll 68%, MDI 20%.
17		VA Native American Direct Loan Program	IHBG	'17-'19	Admin	DH, AC, BK/CIT, EG/HSDW
18	2019 BOC/TC/Staff Training Event	IHBG Non-IHBG	'19	Admin	AC, DD	Scheduled for 8/29/19.
19	Application for Mature Grantee Status	IHBG		Admin		
20	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.
21	Commissioner Appointments	IHBG		Admin Board	AC, BOC	
22	• Position 1		'19			Toni Ann Brend appointed 4/11/16; term expires 4/11/19.
23	• Position 2		'21			Jeff Severson appointed 7/14/18; term expires 4/30/21.
24	• Position 3		'19			Shawn Chase appointed 4/7/16; term expires 4/11/19.
25	• Position 4		'21			Judy Rocha appointed 5/10/18; term expires 4/30/21.
26	• Position 5		'20			Don Garrett appointed 4/6/17; term expires 4/30/20.
27	• Position 6		'20			Bob More appointed 4/6/17; term expires 4/30/20.
28	• Position 7		'21			Denise Hunter appointed 5/10/18; term expires 4/30/21.
29	Contracts and Agreements					
30	• 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.

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31	• County PILOT LCA (cont.)					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.
38	Tribal Trust Fund	Non-IHBG		Admin	AC, TAB/BOC	Discussed with Tribal financial advisor and CFO 11/8/13.
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 Vaughn 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					

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48	Playground (cont.)					
49	• Refurbish Light Fixtures					
50	• Roof					Identified in CIHA FY18-22 Strategic Plan.
51	Signage					
52	• Repainting					Kilkich entry, welcome, and office signs.
53	• Directions to Facilities					
54	• Community Garden					
55	• Playground					
56	Accessible Duplex Units	IHBG				Construct new Section 504 compliant duplex units.
57	Accessible Single Family Unit	IHBG				Construct new Section 504 compliant single family unit 2665.
58	Adult Activities Center	IHBG Non-IHBG				
59	Elder/Disabled Independent Living	IHBG Non-IHBG				
60	North Parcel	Non-IHBG				Private residential leasing and market rate rentals.
61	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.
62	Tiny Homes	Non-IHBG				Market rate rentals and private residential leasing. Zoning ordinance revision required. Area identified for development.
63	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.
64	Adverse Action Appeals	IHBG		Admin Resident Services	AC, DD, DH	Revision to improve formatting and flow.
65	Bylaws	IHBG		Admin Board	AC, BOC	Revision to establish parliamentary authority and make housekeeping changes.
66	Decks	IHBG		Admin Projects	AC, DD, LM	Revision to update specifications.
67	Drug-Free	IHBG		Admin	AC, DD	Revision to clarify that all marijuana is prohibited, including medical marijuana.

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68	HomeGO	IHBG		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					In progress.
72	Payback Agreements	IHBG		Admin Resident Services	AC, DD, DH	Revision to update and add provisions.
73	Personnel	IHBG		Admin	AC, DD, EG/HSDW	Updates to incorporate 2 CFR 200 provisions.
74	Pets and Assistance Animals	IHBG		Admin Resident Services	AC, DD, DH, EG/HSDW	Board discussed 8/18/11.
75	Private Residential Leasing (PRL)	Non-IHBG		Admin Resident Services		"How To Build On Tribal Lands" brochure.
76	Security	IHBG		Admin Maintenance Resident Services	AC, LM, DD	Policy development.
77	Self-Monitoring	IHBG		Admin	AC, SM/CIT	Tribal policy update.
78	Travel	IHBG		Admin	AC, DD	Revision to update and add provisions.
79	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.
80	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.
81	Four-Plex Soundproofing	IHBG		Admin Maintenance Projects		
82	Heat Pumps for Office and Units	IHBG		Admin Maintenance Projects	LM, SP, DD	LM cost analysis to Board 9/27/18.
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.
84	Roads and Parking Areas	IHBG		Admin Maintenance Projects		
85	• Sealing					

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86	Property Management 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.
87	Reporting and Outreach 2019 Self-Monitoring	IHBG	'19-'20	All	All	Due 9/30/19.
88	2020 IHBG Formula Funding	IHBG	'19-'20	Admin	AC	
89	2020 IHP	IHBG	'19	Admin Accounting	AC, MC, DD	Due 7/18/19.
90	Tribal Events	IHBG Non-IHBG	'19	Admin Resident Services		
91	• 2019 Tribal Restoration Celebration				DD, DH, TM	Outreach during TRC activities.
92	Complete 2018 APR	IHBG	'19	Admin Accounting	AC, DD, MC	FY18 APR due 12/29/18. Public notice published on Tribal website, in The World, and at theworldlink.com 11/28/18. Available online and at CIT, CIHA, and local libraries during comment period. Comments due by noon, 12/13/18. None received. Presented to TC 12/13/18. Approved by Board 12/13/18. Submitted to HUD 12/27/18. HUD acknowledged receipt by auto reply 12/27/18. Available to General Council at WG outreach booth 1/12/19. HUD approved 2/7/19.
93	2018 Self-Monitoring	IHBG	'18-'19	All	All	Due 9/30/18. Onsite review planned 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.
94	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; signed 10/26/18.
95	• Exempt Activities					
96	• Categorically Excluded Activities					
97	• 24 CFR 58.35(a) Categorically Excluded Activities Subject to 58.5 Converting to Exempt					
98	• Accessibility Modifications					2606 and individual requests.
99	• HomeGO Modifications					Average 2 HomeGO conversions per year.

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100	Environmental Review (cont.)					
101	• 24 CFR 58.35(a) Categorically Excluded Activities Subject to 58.5 Converting to Exempt					
102	• Landscaping Activities					Front yard makeover, PMOSF, and common areas.
103	• Modernization and Rehabilitation Activities					More extensive prep for reoccupancy and some repairs.
104	• Sustainability Enhancements					Resource conservation activities.
105	Landscaping					
106	• 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 completed 11/15/18.
107	Miluk Speed Limit	IHBG	'19	Maintenance	LM, DD, SF	Board reduced speed limit to 15 mph in the residential area of Miluk Drive 9/27/18. New signage ordered 11/26/18; received 12/10/18. Began installation 12/18/18; completed 1/24/19. CITPD working on "your speed is" signage.
108	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 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 procurement of line markers 8/13/18; completed 11/27/18. Began installation of bumpers 1/28/19; completed 1/31/19. Began installation of line markers 1/29/19; completed 1/31/19. Due to safety concerns, space width increased from 9' to 10', reducing number of new spaces from 3 to 2. Completed space numbering 2/22/19.
109	Tribal Events					
110	• 2019 Winter Gathering	IHBG Non-IHBG	'19	Admin Resident Services	DD, DH, TM	Conducted outreach during WG activities 1/12/19.

*June F. Cook*