



# Coquille Indian Housing Authority

## FY 2019 Master Projects List

April 25, 2019

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
1	<b>Commissioner Appointments</b>	IHBG		Admin Board	AC, BOC	Advertisement published on website and portal 4/1/19 and in April K'wen 'inish-ha. Closing date 4/24/19. 4 applications received. To Board 4/25/19. To TC 5/9/19.
	• 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.
2	<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.
3	<b>Contracts and Agreements</b>					
	• Self-Monitoring	IHBG		Admin	AC	RFP April 2019. Considering alternatives.
4	<b>Tribal Events</b>	IHBG Non-IHBG	'19	Admin Resident Services		
	• 2019 Tribal Restoration Celebration				DD, DH, TM	Outreach during TRC activities 9:00 a.m.-12:00 p.m., 6/28/19. Time capsule dedication scheduled 10:00 a.m., 6/28/19. Began promo procurement 4/17/19; in progress.
5	<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 graveling parking area 11/9/18; completed 12/4/18. Reviewed floor plan with TC 12/13/18. Began interior demo 2/6/19; completed 2/15/19. Began first phase of electrical work 2/15/19; completed 2/22/19. Installed back door 3/1/19. Measured for underlayment and flooring 3/5/19. Began installing drywall 3/5/19; in progress. Began modifications to deck and installation of rear ramp 4/18/19; in progress. Surplus hotel furniture scheduled for pick up 5/1/19. Lease prep scheduled week of 5/6/19; anticipated start date 6/1/19.

Rank/ Class	Activity	Funding		Department	Assignment	Notes	
		Source	Year				
6	<b>6</b>	<b>Videoconferencing</b>	IHBG	'19	Admin	DD, IT/CIT, AC	CIT IT to assist with videoconferencing equipment selection and set up. Initial site evaluation week of 4/29/19.
7	<b>7</b>	<b>2020 IHP</b>	IHBG	'19	Admin Accounting	AC, MC, DD	Due 7/18/19. Will include market rate rental and first time homebuyer assistance program development. To Board 6/6/19. To TC 6/13/19.
8	<b>8</b>	<b>Common Scheme Compliance Enforcement</b>	IHBG Non-IHBG	'19	Admin Resident Services	DH, AC, BOC	Draft correspondence initiating enforcement activity received from EG 3/22-28/19. Policy updates required. To Board 6/6/19.
9	<b>9</b>	<b>IHBG Competitive Application</b>	IHBG	'19	Admin Accounting	AC, LM, DD	Request for comments published 3/19/19; due 5/20/19. Emphasis on construction, rehab, need, and administrative capacity. NOFA anticipated soon after comment period.
10	<b>10</b>	<b>Policies and Programs</b>					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. Coquille FCAS values requested from Formula Center 4/8/19; received 4/9/19. Financial analysis, Ch. 130 amendment, IHP program and policy revision/development, accounting requirements, and other tasks pending.
		• Market Rate Rentals	Non-IHBG	'18- '19	Admin Resident Services	AC, LM, MC, DH, DD	
11	<b>Active</b>	2018 Financial Audit	IHBG	'19	Admin Accounting	AC, MC, DD, DH, TM	FAC submission due within 30 days of report, no later than 7/1/19. Received request for audit materials and began uploading 1/2/19. Fieldwork conducted 1/16-18/19. Isler began FAC submission 3/20/19. Board approved 3/21/19. FAC accepted 3/22/19. Posted on CIHA webpage 3/22/19. To Dun & Bradstreet 3/26/19. To CIT 3/26/19. HUD review in progress.
12		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. O-link meeting held 6/22/18. O-link 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 allocations published 4/16/19. Coquille final FY19 grant \$1,087,565. Notice received 4/19/19. Updated o-link reconciliation 4/17/19. Awaiting funding agreement from NWONAP and make-whole payments from Karuk and Grand Ronde totaling \$64,157.

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
13	Contracts and Agreements					
14	• Audit	IHBG		Admin	AC	RFP before FY 2019 year end.
15	Emergency Preparedness					
16	• 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.
17	Emergency Preparedness					
18	• 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. Submitted edits to Tribal Communications Officer 3/12/19. Revision pending completion of other work priorities.
19	Policies and Programs					
20	• 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.
21	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. Began relocation of archived records from office to warehouse 11/16/18. AR completed 11/28/18. In progress: banking records 97%, payroll 91%, MDI 20%.
22	Tribal Activity					
23	• Ko-Kwel Wellness Center	IHBG non-IHBG	'19- '21	Admin	AC, LM, BOC	Multiple concerns expressed by KRA and CIHA Board members following Tribal presentation to community 1/14/19. Presentation to CIHA Board 1/24/19 cancelled. Resident petition presented to Board 3/21/19; conveyed to TC 3/22/19. Tribe conducted second community meeting to present information about the project and gather questions and comments held 3/30/19. CIHA staff participated in design-build contractor interviews 4/11-12/19. Removal of cranberry vines to begin week of 4/22/19.

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
24	Tribal Activity					
25	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 and draft MOU forwarded to VA. Process stalled at VA soon thereafter. Renewed VA activity following conference call with Tribal and CIHA attorneys 3/12/19. Response to VA questions In progress.
26	2019 BOC/TC/Staff Training Event	IHBG Non-IHBG	'19	Admin	AC, DD	Scheduled for 8/29/19.
27	Application for Mature Grantee Status	IHBG		Admin		
28	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.
29	Commissioner Appointments	IHBG		Admin Board	AC, BOC	
30	• Position 1		'19			Toni Ann Brend appointed 4/11/16; term expires 4/11/19.
31	• Position 2		'21			Jeff Severson appointed 7/14/18; term expires 4/30/21.
32	• Position 3		'19			Shawn Chase appointed 4/7/16; term expires 4/11/19.
33	• Position 4		'21			Judy Rocha appointed 5/10/18; term expires 4/30/21.
34	• Position 5		'20			Don Garrett appointed 4/6/17; term expires 4/30/20.
35	• Position 6		'20			Bob More appointed 4/6/17; term expires 4/30/20.
36	• Position 7		'21			Denise Hunter appointed 5/10/18; term expires 4/30/21.
37	Contracts and Agreements					
38	• 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.

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
39	Emergency Preparedness					
40	• Agency Emergency Response Plan					
41	• Agency Evacuation Kit					
42	• 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.
43	• Storage Facility for Residents' Emergency Supplies					Potential KRA or Tribal project.
44	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.
45	Tribal Trust Fund	Non-IHBG		Admin	AC, TAB/BOC	Discussed with Tribal financial advisor and CFO 11/8/13.
46	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.
47	Landscaping					
48	• 2019 Front Yard Makeover	IHBG	'19- '20	Admin Maintenance Projects	SP, TM, DD	Front yard makeover funds for one unit allocated in FY19 IHP.
49	• Four-Plexes					
50	• Fruit trees					Placement in community garden and bogs declined. Considering other locations.
51	• 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.
52	Little Free Library					Adjacent to Sky Garden.
53	Playground					
54	• Picnic Shelter					
55	• Refurbish Light Fixtures					
56	• Roof					Identified in CIHA FY18-22 Strategic Plan.

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
57	Signage					
58	• Repainting					Kilkich entry, welcome, and office signs.
59	• Directions to Facilities					
60	• Community Garden					
61	• Playground					
62	Accessible Duplex Units	IHBG				Construct new Section 504 compliant duplex units.
63	Accessible Single Family Unit	IHBG				Construct new Section 504 compliant single family unit 2665.
64	Adult Activities Center	IHBG Non-IHBG				
65	Elder/Disabled Independent Living	IHBG Non-IHBG				
66	North Parcel	Non-IHBG				Private residential leasing and market rate rentals.
67	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.
68	Tiny Homes	Non-IHBG				Market rate rentals and private residential leasing. Zoning ordinance revision required. Area identified for development.
69	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.
70	Adverse Action Appeals	IHBG		Admin Resident Services	AC, DD, DH	Revision to improve formatting and flow.
71	Bylaws	IHBG		Admin Board	AC, BOC	Revision to establish parliamentary authority and make housekeeping changes.
72	Decks	IHBG		Admin Projects	AC, DD, LM	Revision to update specifications.
73	Drug-Free	IHBG		Admin	AC, DD	Revision to clarify that all marijuana is prohibited, including medical marijuana.
74	HomeGO	IHBG		Admin Resident Services	AC, DD, DH	Update agreement to expand on insurance, useful life, and conversion in place.
75	Improvements	IHBG		Admin Projects	AC, DD, LM	New policy to accompany improvements request.
76	Manual	IHBG		Admin	AC, DD	
77	• Standardize format					In progress.

Rank/ Class	Activity	Funding		Department	Assignment	Notes	
		Source	Year				
78	Policies and Programs	Payback Agreements	IHBG	Admin Resident Services	AC, DD, DH	Revision to update and add provisions.	
79		Personnel	IHBG	Admin	AC, DD, EG/HSDW	Updates to incorporate 2 CFR 200 provisions.	
80		Pets and Assistance Animals	IHBG	Admin Resident Services	AC, DD, DH, EG/HSDW	Board discussed 8/18/11.	
81		Private Residential Leasing (PRL)	Non-IHBG	Admin Resident Services		"How To Build On Tribal Lands" brochure.	
82		Security	IHBG	Admin Maintenance Resident Services	AC, LM, DD	Policy development.	
83		Self-Monitoring	IHBG	Admin	AC, SM/CIT	Tribal policy update.	
84		Travel	IHBG	Admin	AC, DD	Revision to update and add provisions.	
85	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.	
86		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.	
87		Four-Plex Soundproofing	IHBG		Admin Maintenance Projects		
88		Heat Pumps for Office and Units	IHBG		Admin Maintenance Projects	LM, SP, DD	LM cost analysis to Board 9/27/18.
89		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.
90		Roads and Parking Areas	IHBG		Admin Maintenance Projects		
91		• Sealing					
92	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.	

Rank/ Class	Activity	Funding		Department	Assignment	Notes		
		Source	Year					
93	Reporting and Outreach	2019 Self-Monitoring	IHBG	'19-'20	All	All	Due 9/30/19.	
94		2020 IHBG Formula Funding	IHBG	'19-'20	Admin	AC		
95	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.	
96		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.	
97		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.	
98		• Exempt Activities						
99		• Categorically Excluded Activities						
100		• 24 CFR 58.35(a) Categorically Excluded Activities Subject to 58.5 Converting to Exempt						
101		• Accessibility Modifications						2606 and individual requests.
102		• HomeGO Modifications						Average 2 HomeGO conversions per year.
103		• Landscaping Activities						Front yard makeover, PMOSF, and common areas.
104		• Modernization and Rehabilitation Activities						More extensive prep for reoccupancy and some repairs.
105	• Sustainability Enhancements						Resource conservation activities.	
106	Complete	Environmental Review	IHBG	'19	Admin Accounting Projects	AC		
107		• 24 CFR 58.35(a) Categorically Excluded Activities Subject to 58.5 Converting to Exempt						
108		• Individual Action - Section 184 Construction Loan						Request received 2/20/19. Began worksheets and documentation 2/22/19; completed 3/18/19. THPO clearance received 3/21/19. Tribal Chair approved and returned original 3/22/19. To bank 3/22/19.



Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
109	Landscaping					
110	• 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.
111	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.
112	Northwest Indian Housing Association Quarterly Meeting	IHBG Non-IHBG	'19	Admin	AC, LM, DD, BOC, TC	NWIHA meeting and training 4/2-4/19 at The Mill. CIHA gift bags prepped 4/1/19 for distribution 4/2/19. Tribal welcome and invocation 8:30 a.m., 4/2/19. Bus left The Mill at 11:45 a.m., 4/2/19, for tour of Kilkich followed by lunch and feather dance demonstration at plankhouse. CIHA and Tribal gift cards awarded at banquet 5:30 p.m., 4/2/19. CIHA welcome and invocation 8:30 a.m., 4/3/19. Tribal recognition of new HUD Regional Director and HUD NWONAP Director 11:15 a.m., 4/3/19. Board and Council lunch with HUD 11:30 a.m., 4/3/19.
113	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.
114	Tribal Events					
115	• 2019 Winter Gathering	IHBG Non-IHBG	'19	Admin Resident Services	DD, DH, TM	Conducted outreach during WG activities 1/12/19.

*Gene F. Cook*