



# Coquille Indian Housing Authority

## FY 2020 Master Projects List

November 7, 2019

Rank/ Class	Activity	Funding		Department	Assignment	Notes	
		Source	Year				
1	<b>1</b>	<b>2019 Self-Monitoring</b>	IHBG	'19- '20	All	All	Due 9/30/19. Discussed possibility of Board performing review 4/25/19 and 6/6/19. Volunteers requested 8/1/19. Onsite review with Board and Consultant 8/27-28/19. To Council 11/6/19. To Board 11/7/19.
2	<b>2</b>	<b>Contracts and Agreements</b>					
		• Audit	IHBG	'20	Admin	AC	Procurement of audit services for FY19-21. RFP in progress. Anticipated publication date 11/18/19.
3	<b>3</b>	<b>2019 APR</b>	IHBG	'20	Admin Accounting	AC, DD, MC	FY19 APR due 12/29/19. In progress. Anticipated publication date 11/27/19. To TC and Board 12/12/19.
4	<b>4</b>	<b>Mailbox Relocation</b>	IHBG	'19- '20	Admin Projects Resident Services	LM, SP	Relocation of mailbox pedestal and shelter by CITHC to parking area by CITPD to accommodate road reconfiguration. Procurement completed 9/24/19. Prepped new area 10/14-29/19. Concrete pending contractor availability.
5	<b>5</b>	<b>Common Scheme Enforcement</b>	IHBG Non-IHBG	'19- '20	Admin Resident Services	AC, LM, DH, BOC	Draft correspondence initiating enforcement activity received from EG 3/22-28/19. Policy updates required. Board appointed ad hoc committee 6/6/19. HUD affirmed fines for non-compliance permissible 6/11/19. Review of associated agreements, policies, and ordinances in progress.
6	<b>6</b>	<b>2020 Census</b>	IHBG	'19- '20	Admin	AC, RH/CIT	Attended Coos County 2020 Census Complete Count Committee meeting in Coquille 6/13/19. Designated CIT Census Liaison 9/17/19, supported by Tribal GIS. Attended Oregon Tribal Census Summit in Lincoln City 10/4/19. Info to TC at SMA workshop 11/6/19. Presentation and outreach planned for Winter Gathering 1/11/20. Promotion in K'wen 'inish-ha, mailings, and response stations at events TBD.
7	<b>7</b>	<b>Emergency Preparedness</b>					
		• Resident Response Guide	IHBG	'19- '20	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; draft received 9/6/19. Edits requested 10/12/19; second draft received 10/15/19. Review in progress.

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8	<b>8</b>	<b>Signage</b>					
	• CIHA Office	IHBG	'20	Admin Projects	LM, AC	Colt Signs engaged to rebuild CIHA office sign 9/24/19. Panel removed for refurbishment 11/5/19.	
9	<b>9</b>	<b>Signage</b>					
	• Playground	IHBG	'20	Admin Projects	LM, AC	Colt Signs engaged to build non-smoking area signs 9/24/19. Design in progress.	
10	<b>10</b>	<b>Time Capsule</b>	Non-IHBG	'19- '20	Admin Projects	AC, DD, LM, SP	Dedication at 2019 TRC. Met with Tribal staff 1/28/19 and 5/7/19. Solicited letters to future counterparts from CIHA BOC 4/25/19, TC 5/9/19, and KRA 5/13/19. Updated capsule procurement 5/1/19; ordered 5/7/19. Began plaque procurement 5/3/19; in progress. Began gathering contents 5/13/19; in progress. CIHA and CIT box inserts commissioned 6/4/19; received 6/24/19. Dedicated 6/28/19. Packaging, shipping, and plaque pending.
11	<b>Active</b>	2019 IHBG Competitive Application	IHBG Non-IHBG	'19- '20	Admin	AC, LM, DD	HUD published request for comments 3/19/19; due 5/20/19. Emphasis on construction, rehab, need, and administrative capacity. NOFA published 5/7/19; applications due 8/8/19. Began procurement for grantwriting services 5/8/19; Cascadia engaged 6/23/19. Proposed project includes 3 units of Sec. 504 rehab and 3 units of Sec. 504 construction incorporated into FY20 IHP. Staff training in Seattle 6/17-20/19. To TC 7/24/19; resolution 7/25/19. Board resolution 8/1/19. Submitted, validated, and retrieved by grantor 8/5/19. Awaiting response.
12		2020 IHBG Formula Funding	IHBG	'19- '20	Admin	AC	Final FY19 allocation was \$1,087,565. FY20 preliminary estimate of \$1,090,040 received 6/4/19. O-link meeting held 7/12/19. MOA presented to TC 7/24/19, approved by resolution 7/25/19, and submitted to o-link 7/26/19. FRF submitted to HUD 7/26/19. HUD acknowledged receipt 7/29/19; formal response received 9/12/19. CR through 11/21/19 enacted 9/27/19. Awaiting final allocation.
13		<b>Emergency Preparedness</b>					
14		• Relocation of Tribal Emergency Management Equipment	Non-IHBG	'19- '20	Admin Projects	AC, LM, JL/CIT, DD	Working with ARES/RACES and CIT/IT on antenna design and placement. In progress. Work scheduled for Jan.
15		<b>Landscaping</b>					
16	• Memorial Garden	IHBG	'13- '20	Admin Maintenance Projects	LM, DD, KM, SP	Installation completed 6/21/16. Board discussed relocation of memorial wall to Tribal cemetery 4/25/19. TC supports relocation per discussion 5/9/19 and asked relationship to Tribe be added to nameplates. Commissioner Severson to propose new location. Work scheduled for winter 2019 through spring 2020.	

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17	Little Free Library	IHBG	'20	Admin Projects	LM, AC	Visited Boat Building Center 4/26/19. Kits no longer available. Location changed to duplexes to replace memorial wall. Colt Signs engaged 9/24/19. Design in progress.
18	Policies and Programs					
19	• First-Time Homebuyer Assistance	IHBG	'18- '20	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. Program development included in FY20 IHP. Discussed with TC 6/14/19.
20	Policies and Programs					
21	• Home Repair Program	IHBG	'20	Admin Resident Services	AC, LM, DH	Program administration to be transferred from CIT to CIHA 1/1/20.
22	Private Purchase Storage Lot	Non-IHBG	'20	Admin Projects	LM, AC	Proposed location past Pole Building. Will engage Rich Turi to draft design and prepare cost estimate to present to TC.
23	Records Management	IHBG	'09- '20	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 93%, MDI 20%.
24	Tribal Activity					
25	• 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. Cranberry vines removed week of 4/22/19. Tribe conducted third community meeting to gather additional input 5/30/19. TC adopted project charter 7/25/19. Update in August Sea-Ha Runner. Draft site plan to TC 9/6/19. Survey and geo-tech drilling 9/12-17/19. Tribe held community meeting 10/10/19 to gather

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26	Active	• Ko-Kwel Wellness Center (cont.)				feedback on draft floor plan and proposed interior materials. TC approved floor plan 10/24/19. Technical drawings in progress. Groundbreaking scheduled Feb. 2020.	
27	Administrative	2020 BOC/TC/Staff Training Event	IHBG Non-IHBG	'20	Admin	AC, LM, DD	Scheduled for 8/27/20.
28		Commissioner Appointments	IHBG		Admin Board	AC, BOC	
29		• Position 1		'22			Toni Ann Brend appointed 5/9/19; term expires 4/30/22.
30		• Position 2		'21			Jeff Severson appointed 7/14/18; term expires 4/30/21.
31		• Position 3		'22			Shawn Chase appointed 5/9/19; term expires 4/30/22.
32		• Position 4		'21			Judy Rocha appointed 5/10/18; term expires 4/30/21.
33		• Position 5		'20			Don Garrett appointed 4/6/17; term expires 4/30/20.
34		• Position 6		'20			Bob More appointed 4/6/17; term expires 4/30/20.
35		• Position 7		'21			Denise Hunter appointed 5/10/18; term expires 4/30/21.
36		Contracts and Agreements					
37		• 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.
38		• Self-Monitoring	IHBG		Admin	AC	RFP pending consideration of alternatives.
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				Met with CIT financial advisor and CFO 11/8/13 to discuss Tribal investment process and options. Strategic Wealth Management	

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45	Investment of Non-Program Funds (cont.)					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.
46		Tribal Trust Fund	Non-IHBG			Discussed with Tribal financial advisor and CFO 11/8/13.
47	Community Composting Facility	IHBG				Composting and topsoil storage area adjacent to Community Garden. Cleared area 3/12/14.
48	Landscaping					
49	• 2020 Front Yard Makeover	IHBG	'20-'21	Admin Projects	SP, TM, DD	Front yard makeover funds for one unit allocated in FY20 IHP.
50	• Four-Plexes					
51	• Fruit trees					Placement in community garden and bogs declined. Considering other locations.
52	• 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.
53	Playground					
54	• Picnic Shelter					
55	• Refurbish Light Fixtures					
56	• Roof					Identified in CIHA FY18-22 Strategic Plan.
57	Signage					
58	• Repainting					Kilkich entry and welcome signs.
59	• Directions to Facilities					
60	• Community Garden					
61	Accessible Duplex Units	IHBG				Construct new Section 504 compliant duplex units. Included in FY20 IHP and FY18-19 IHBG-C application.
62	Accessible Single Family Unit	IHBG				Construct new Section 504 compliant single family unit 2665. Included in FY20 IHP and FY18-19 IHBG-C application.
63	Adult Activities Center	IHBG Non-IHBG				
64	Elder/Disabled Independent Living	IHBG Non-IHBG				

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65	Development Market Rate Rentals	Non-IHBG	'18- '20	Admin Projects 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. 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 other work priorities.				
66						North Parcel	Non-IHBG	Private residential leasing and market rate rentals.		
67						Tiny Homes	Non-IHBG	Market rate rentals and private residential leasing. Zoning ordinance revision required. Area identified for development.		
68	Policies and Programs Admissions and Occupancy	IHBG		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.				
69						Adverse Action Appeals	IHBG	Admin Resident Services	AC, DD, DH	Revision to improve formatting and flow.
70						Bylaws	IHBG	Admin Board	AC, BOC	Revision to establish parliamentary authority and make housekeeping changes.
71						Decks	IHBG	Admin Projects	AC, DD, LM	Revision to update specifications.
72						Drug-Free	IHBG	Admin	AC, DD	Revision to clarify that all marijuana is prohibited, including medical marijuana.
73						HomeGO	IHBG	Admin Resident Services	AC, DD, DH	Update agreement to expand on insurance, useful life, and conversion in place.
74						Improvements	IHBG	Admin Projects	AC, DD, LM	New policy to accompany improvements request.
75						Manual	IHBG	Admin	AC, DD	
76						• Standardize format				In progress.
77						Payback Agreements	IHBG	Admin Resident Services	AC, DD, DH	Revision to update and add provisions.
78						Personnel	IHBG	Admin	AC, DD, EG/HSDW	Updates to incorporate 2 CFR 200 provisions.

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79	Policies and Programs	Pets and Assistance Animals	IHBG	Admin Resident Services	AC, DD, DH, EG/HSDW	Board discussed 8/18/11.	
80		Private Residential Leasing (PRL)	Non-IHBG	Admin Resident Services		"How To Build On Tribal Lands" brochure.	
81		Security	IHBG	Admin Maintenance Resident Services	AC, LM, DD	Policy development.	
82		Self-Monitoring	IHBG	Admin	AC, SM/CIT	Tribal policy update.	
83		Travel	IHBG	Admin	AC, DD	Revision to update and add provisions.	
84	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.	
85		Fire Extinguishers for Units	IHBG	Admin Maintenance	DH	Discussed with AMERIND representative 9/11/18. May be able to provide at low or no cost in collaboration with local fire department.	
86		Four-Plex Soundproofing	IHBG	Admin Maintenance Projects			
87		Heat Pumps for Office and Units	IHBG	Admin Maintenance Projects	LM, SP, DD	LM cost analysis to Board 9/27/18.	
88		Non-Routine Office Maintenance	IHBG	'16- '20	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.
89		Roads and Parking Areas	IHBG		Admin Maintenance Projects		
90							• Sealing
91		Section 504 Uniform Federal Accessibility Standards Compliance	IHBG	'08- '20	Admin Maintenance Projects	AC,LM, DD, 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. Rehab and construction of Sec. 504 compliant units in FY20 IHP and FY18-19 IHBG-C application.

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92	Reporting and Outreach	2020 Self-Monitoring	IHBG	'20- '21	All	All	Due 9/30/20.
93		2021 IHBG Formula Funding	IHBG	'20- '21	Admin	AC	
94		2021 IHP	IHBG	'20	Admin Accounting	AC, MC	Due 7/18/20.
95		Tribal Events					
96		• 2020 Winter Gathering	IHBG Non-IHBG	'19	Admin Resident Services	DD, DH, TM	Outreach during WG activities 1/11/20. Promo item ordered 10/24/19; received 11/5/19.
97		• 2020 Tribal Restoration Celebration				DD, DH, TM	Outreach during TRC activities 6/27/20.
98		Complete	Landscaping				
99	• 2019 Front Yard Makeover		IHBG	'19- '20	Admin Projects	SP, TM, DD	Front yard makeover funds for one unit allocated in FY19 IHP. Announcements in June and July 2019 Sea-Ha Runner. Entry period 6/1/19 through 1:00 p.m., 7/25/19. 2 entries received. Drawing conducted at Board meeting 8/1/19. Unit 701 selected. Began design work with resident 8/6/19; completed 10/4/19. Installation completed 10/23/19.
100	SCINT Parking		IHBG	'20	Projects	LM, SP	Additional off-street parking to reduce traffic congestion and on-street parking in front of neighboring residences. Began procurement 10/8/19; completed 10/15/19. Began work 10/17/19; completed 10/28/19.

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