



Coquille Indian Housing Authority

FY 2020 Master Projects List

December 12, 2019

| Rank/ Class | Activity | Funding | | Department | Assignment | Notes |
|----------------|--------------------------------------|------------------|-------------|--|--------------------|--|
| | | Source | Year | | | |
| 1 | 1 2019 APR | IHBG | '20 | Admin Accounting | AC, DD, MC | FY19 APR due 12/29/19. Public notice published on Tribal website 11/25/19 and in The World 11/27/19. Available online and at CIT, CIHA, and local libraries during comment period. Comments due by 3:00 p.m., 12/11/19. None received. To TC and Board 12/12/19. To HUD week of 12/16/19. |
| 2 | 2 2019/2020 ICDBG Application | IHBG | '20 | Admin | AC, LM, DD | NOFA published 11/19/19; applications due 2/3/20. Tribe willing to sponsor CIHA application if desired. Ceiling \$750,000. Area income limits apply. |
| 3 | 3 Common Scheme Enforcement | 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. DH reviewed associated agreements, policies, and ordinances with committee 12/5/19. First draft to Board 1/23/20 or 2/27/20. |
| 4 | 4 Policies and Programs | | | | | |
| | • Home Repair Program | IHBG | '20 | Admin Resident Services | AC, LM, DH | Program administration to be transferred from CIT to CIHA 1/1/20. Program review and policy recommendation to Board 2/27/20. |
| 5 | 5 Tribal Events | | | | | |
| | • 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. |
| 6 | 6 2020 Census | 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. Outreach planned for Winter Gathering 1/11/20. Promotion in K'wen 'inish-ha, mailings, and response stations at events TBD. |
| 7 | 7 Mailbox Relocation | 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 slab poured 10/31/19. Relocated recycle bin from 2600 to Community Garden area 12/3/19. |

| Rank/ Class | Activity | Funding | | Department | Assignment | Notes |
|----------------|--|-----------------------------|-------------|-------------------|-----------------------|--|
| | | Source | Year | | | |
| 8 | 8 Kilkich Accessible Housing Project • Environmental Review | IHBG-CG IHBG Non-IHBG | '20- '21 | Admin Projects | AC, LM, DD | IHBG-CG awarded 12/4/19 for 3 units of SF rehab and 3 units of new construction. |
| | | | | | AC, LM | 24 CFR 58.35(a) categorical exclusion subject to 58.5 converting to exempt. |
| 9 | 9 Time Capsule | 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. |
| 10 | 10 Contracts and Agreements | | | | | |
| | • Audit | IHBG | '20 | Admin | AC | Procurement of audit services for FY19-21. FY19 financial audit due 6/30/20. |
| 11 | 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. CR through 12/20/19 enacted 11/21/19. Awaiting final allocation. |
| 12 | Emergency Preparedness | | | | | |
| 13 | • 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. |
| 14 | Emergency Preparedness | | | | | |
| 15 | • 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. |
| 16 | Kilkich Accessible Housing Project | IHBG-CG IHBG Non-IHBG | '20- '21 | Admin Projects | AC, LM, DD | IHBG-CG awarded 12/4/19 for 3 units of SF rehab and 3 units of new construction. |
| 17 | • Rehabilitation | | '20 | | | |
| 18 | - Design Review | | | | | |
| 19 | - Final Unit Selection | | | | | |

| Rank/ Class | Activity | Funding | | Department | Assignment | Notes |
|----------------|-----------------------------------|------------------|-------------|--|--------------------|--|
| | | Source | Year | | | |
| 20 | Landscaping | | | | | |
| 21 | • 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. |
| 22 | 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. |
| 23 | Policies and Programs | | | | | |
| 24 | • 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. |
| 25 | 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%. |
| 26 | Signage | | | | | |
| 27 | • Cultural Garden | IHBG | '20 | Admin Projects | LM, AC | Colt Signs engaged to recreate interpretive sign 9/24/19. |
| 28 | Signage | | | | | |
| 29 | • Playground | IHBG | '20 | Admin Projects | LM, AC | Colt Signs engaged to build non-smoking area signs 9/24/19. |
| 30 | Tribal Activity | | | | | |
| 31 | • 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 |

| Rank/ Class | Activity | Funding | | Department | Assignment | Notes |
|----------------|------------------------------------|------------------|-------------|----------------|------------------------|---|
| | | Source | Year | | | |
| 32 | • Ko-Kwel Wellness Center (cont.) | | | | | 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 feedback on draft floor plan and proposed interior materials. TC approved floor plan 10/24/19. Technical drawings in progress. Groundbreaking scheduled Feb. 2020. |
| 33 | | Tribal Activity | | | | |
| 34 | • Learning Center Traffic Redesign | IHBG non-IHBG | '20- '21 | Admin | AC, LM, BOC | TC workshop to review proposed alternative 12/11/19. |
| 35 | 2020 BOC/TC/Staff Training Event | IHBG Non-IHBG | '20 | Admin | AC, LM, DD | Scheduled for 8/27/20. |
| 36 | Commissioner Appointments | IHBG | | Admin Board | AC, BOC | |
| 37 | • Position 1 | | '22 | | | Toni Ann Brend appointed 5/9/19; term expires 4/30/22. |
| 38 | • Position 2 | | '21 | | | Jeff Severson appointed 7/14/18; term expires 4/30/21. |
| 39 | • Position 3 | | '22 | | | Shawn Chase appointed 5/9/19; term expires 4/30/22. |
| 40 | • Position 4 | | '21 | | | Judy Rocha appointed 5/10/18; term expires 4/30/21. |
| 41 | • Position 5 | | '20 | | | Don Garrett appointed 4/6/17; term expires 4/30/20. |
| 42 | • Position 6 | | '20 | | | Bob More appointed 4/6/17; term expires 4/30/20. |
| 43 | • Position 7 | | '21 | | | Denise Hunter appointed 5/10/18; term expires 4/30/21. |
| 44 | Contracts and Agreements | | | | | |
| 45 | • 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. |
| 46 | • Self-Monitoring | IHBG | | Admin | AC | RFP pending consideration of alternatives. |

| Rank/ Class | Activity | Funding | | Department | Assignment | Notes |
|----------------|--|----------|---------|----------------|------------|--|
| | | Source | Year | | | |
| 47 | Emergency Preparedness | | | | | |
| 48 | • Agency Emergency Response Plan | | | | | |
| 49 | • Agency Evacuation Kit | | | | | |
| 50 | • 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. |
| 51 | • Storage Facility for Residents' Emergency Supplies | | | | | Potential KRA or Tribal project. |
| 52 | 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 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. |
| 53 | Tribal Trust Fund | Non-IHBG | | | | Discussed with Tribal financial advisor and CFO 11/8/13. |
| 54 | Community Composting Facility | IHBG | | | | Composting and topsoil storage area adjacent to Community Garden. Cleared area 3/12/14. |
| 55 | Landscaping | | | | | |
| 56 | • 2020 Front Yard Makeover | IHBG | '20-'21 | Admin Projects | SP, TM, DD | Front yard makeover funds for one unit allocated in FY20 IHP. |
| 57 | • Four-Plexes | | | | | |
| 58 | • Fruit trees | | | | | Placement in community garden and bogs declined. Considering other locations. |
| 59 | • 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. |
| 60 | Playground | | | | | |
| 61 | • Picnic Shelter | | | | | |
| 62 | • Refurbish Light Fixtures | | | | | |
| 63 | • Roof | | | | | Identified in CIHA FY18-22 Strategic Plan. |
| 64 | Signage | | | | | |
| 65 | • Repainting | | | | | Killich entry and welcome signs. |
| 66 | • Directions to Facilities | | | | | |

| Rank/ Class | Activity | Funding | | Department | Assignment | Notes |
|----------------|------------------------------------|-----------------------------|-------------|--|-----------------------|--|
| | | Source | Year | | | |
| 67 | Elder/Disabled Independent Living | IHBG Non-IHBG | | | | |
| 68 | Kilkich Accessible Housing Project | IHBG-CG IHBG Non-IHBG | '20- '21 | Admin Projects | AC, LM, DD | IHBG-CG awarded 12/4/19 for 3 units of SF rehab and 3 units of new construction. |
| 69 | • Rehabilitation | | '20 | | | |
| 70 | - Procurement | | | | | |
| 71 | - Pre-Construction | | | | | |
| 72 | - Construction | | | | | |
| 73 | - Demonstrations and Tours | | | | | |
| 74 | - Move-In | | | | | |
| 75 | • New Construction | | '21 | | | |
| 76 | - Design & Engineering | | | | | |
| 77 | - Procurement | | | | | |
| 78 | - Pre-Construction | | | | | |
| 79 | - Construction | | | | | |
| 80 | - Demonstrations and Tours | | | | | |
| 81 | - Move-In | | | | | |
| 82 | 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. |
| 83 | North Parcel | Non-IHBG | | | | Private residential leasing and market rate rentals. |
| 84 | 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. |
| 85 | Tiny Homes | Non-IHBG | | | | Market rate rentals and private residential leasing. Zoning ordinance revision required. Area identified for development. |

| Rank/ Class | Activity | Funding | | Department | Assignment | Notes |
|----------------|-----------------------------------|----------|------|---|------------------------|---|
| | | Source | Year | | | |
| 86 | 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. |
| 87 | Adverse Action Appeals | IHBG | | Admin Resident Services | AC, DD, DH | Revision to improve formatting and flow. |
| 88 | Bylaws | IHBG | | Admin Board | AC, BOC | Revision to establish parliamentary authority and make housekeeping changes. |
| 89 | Decks | IHBG | | Admin Projects | AC, DD, LM | Revision to update specifications. |
| 90 | Drug-Free | IHBG | | Admin | AC, DD | Revision to clarify that all marijuana is prohibited, including medical marijuana. |
| 91 | HomeGO | IHBG | | Admin Resident Services | AC, DD, DH | Update agreement to expand on insurance, useful life, and conversion in place. |
| 92 | Improvements | IHBG | | Admin Projects | AC, DD, LM | New policy to accompany improvements request. |
| 93 | Manual | IHBG | | Admin | AC, DD | |
| 94 | • Standardize format | | | | | In progress. |
| 95 | Payback Agreements | IHBG | | Admin Resident Services | AC, DD, DH | Revision to update and add provisions. |
| 96 | Personnel | IHBG | | Admin | AC, DD, EG/HSDW | Updates to incorporate 2 CFR 200 provisions. |
| 97 | Pets and Assistance Animals | IHBG | | Admin Resident Services | AC, DD, DH, EG/HSDW | Board discussed 8/18/11. |
| 98 | Private Residential Leasing (PRL) | Non-IHBG | | Admin Resident Services | | "How To Build On Tribal Lands" brochure. |
| 99 | Security | IHBG | | Admin Maintenance Resident Services | AC, LM, DD | Policy development. |
| 100 | Self-Monitoring | IHBG | | Admin | AC, SM/CIT | Tribal policy update. |
| 101 | Travel | IHBG | | Admin | AC, DD | Revision to update and add provisions. |
| 102 | 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. |
| 103 | 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. |

| Rank/ Class | Activity | Funding | | Department | Assignment | Notes |
|----------------|--|------------------|-------------|----------------------------------|-----------------------|---|
| | | Source | Year | | | |
| 104 | Four-Plex Soundproofing | IHBG | | Admin Maintenance Projects | | |
| 105 | Heat Pumps for Office and Units | IHBG | | Admin Maintenance Projects | LM, SP, DD | LM cost analysis to Board 9/27/18. |
| 106 | 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. |
| 107 | Roads and Parking Areas | IHBG | | Admin Maintenance Projects | | |
| 108 | • Sealing | | | | | |
| 109 | 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. |
| 110 | 2020 Self-Monitoring | IHBG | '20- '21 | All | All | Due 9/30/20. |
| 111 | 2021 IHBG Formula Funding | IHBG | '20- '21 | Admin | AC | |
| 112 | 2021 IHP | IHBG | '20 | Admin Accounting | AC, MC | Due 7/18/20. |
| 113 | Tribal Events | | | | | |
| 114 | • 2020 Tribal Restoration Celebration | | | | DD, DH, TM | Outreach during TRC activities 6/27/20. |
| 115 | 2018/2019 IHBG Competitive Grant 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. Informed of grant award 12/4/19. |

| Rank/ Class | Activity | Funding | | Department | Assignment | Notes |
|----------------|----------------------------|---------|-------------|-------------------|------------|--|
| | | Source | Year | | | |
| 116 | 2019 Self-Monitoring | 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. |
| 117 | Landscaping | | | | | |
| 118 | • 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. |
| 119 | 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. |
| 120 | Signage | | | | | |
| 121 | • 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 Reinstalled 12/3/19. |

Gene F. Cook