



# Coquille Indian Housing Authority

## FY 2020 Master Projects List

March 26, 2020

Rank/ Class	Activity	Funding		Department	Assignment	Notes	
		Source	Year				
1	<b>1</b>	<b>2019 Financial Audit</b>	IHBG	'20	Admin Accounting	AC, MC, DD, DH, TM	FY20 financial audit due to Banner 3/31/20. FAC submission due within 30 days of report, no later than 7/1/20. Received request for audit materials 1/13/20 and began uploading 1/14/20. Fieldwork conducted 1/15-17/20. To Board 3/26/20.
2	<b>2</b>	<b>COVID-19 Response</b>	IHBG	'20	All	All	Attended CIT IAP meeting 3/4/20. Planned CIHA messaging and essential services 3/5-6/20. Began preparations 3/9/20. Announced temporary office closure and interim measures to Kilkich Facebook group, CIHA Board and staff, and Tribal Chair and ED late 3/13/20 following CIT MyTribe announcement. Implemented planned procedures 3/16/20. Began staggered work schedule 3/17/20. CIHA ED began attending daily CIT ICS briefings via videoconference 3/18/20. Monitoring federal, state, county, and tribal announcements. Extended measures anticipated.
3	<b>3</b>	<b>2020 Census</b>	IHBG	'19- '20	Admin	AC, RH/CIT, CW/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. Sponsored outreach during WG activities 1/11/20. Tribal ED committed funds to census promotion and prizes 1/23/20. Promoted response in Feb. and Mar. editions of K'wen 'inish-ha and Sea-Ha Runner. Began procurement for respondent promo 3/12/20; in progress. We Count Oregon grant application in progress. Prize drawing planned for TRC.
4	<b>4</b>	<b>Kilkich Accessible Housing Project</b>	IHBG-CG IHBG Non-IHBG	'20- '21	Admin Projects		IHBG-CG awarded 12/4/19 for 3 units of SF rehab and 3 units of new construction.
		• Environmental Review				AC	24 CFR 58.35(a) categorical exclusion subject to 58.5 converting to exempt. In progress.
5	<b>5</b>	<b>2020 IHBG Formula Funding</b>	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

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	2020 IHBG Formula Funding (cont.)					enacted 11/21/19. Final allocation notice of \$1,109,670 received 2/24/20. Funding agreement received 2/24/20; returned 2/25/20. Funds released 3/4/20. Conference call to review o-link reconciliation 3/9/20. Awaiting \$30,591.11 make whole payment from Grand Ronde, \$22,289.95 from Karuk, and \$28,793.94 from Klamath due 3/30/20.
6	<b>Kilkich Accessible Housing Project</b>	IHBG-CG IHBG Non-IHBG	'20- '21	Admin Projects		IHBG-CG awarded 12/4/19 for 3 units of SF rehab and 3 units of new construction.
	• Rehabilitation					
	- Design & Engineering				AC, LM	2608, 2660, and 2664 Mexeye. Unit walkthroughs pending.
7	<b>Kilkich Accessible Housing Project</b>	IHBG-CG IHBG Non-IHBG	'20- '21	Admin Projects		IHBG-CG awarded 12/4/19 for 3 units of SF rehab and 3 units of new construction.
	• New Construction					
	- Design & Engineering				AC, LM	498/500 Miluk and 2665 Mexeye. Design development pending.
8	<b>Commissioner Appointments</b>	IHBG		Admin Board	AC, BOC	
	• Position 1		'20			Toni Ann Brend appointed 5/9/19; term expires 4/30/22.
	• Position 5		'20			Don Garrett appointed 4/6/17; term expires 4/30/20.
	• Position 6		'20			Bob More appointed 4/6/17; term expires 4/30/20.
9	<b>Policies and Programs</b>					
	• Home Repair Program	IHBG	'20	Admin Resident Services	AC, LM, DH	Program administration to be transferred from CIT to CIHA. Program review and policy recommendation to Board pending.
10	<b>Time Capsule</b>	Non-IHBG	'19- '20	Admin Projects	AC, DD, LM	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> 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.

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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	Landscaping					
17	• Memorial Garden	IHBG	'13- '20	Admin Maintenance Projects	LM, DD	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. LM visited cemetery with Commissioner Severson and Tribal maintenance staff 2/13/20 to identify recommended location. Procurement for replacement nameplates in progress.
18	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.
19	Policies and Programs					
20	• 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.
21	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%.

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22	Signage					
23	• Cultural Garden	IHBG	'20	Admin Projects	LM, AC	Colt Signs engaged to recreate interpretive sign 9/24/19.
24	Signage					
25	• Playground	IHBG	'20	Admin Projects	LM, AC	Colt Signs engaged to build non-smoking area signs 9/24/19.
26	Tribal Activity					
27	• 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 feedback on draft floor plan and proposed interior materials. TC approved floor plan 10/24/19. Blessing 3/22/20. Sitework preconstruction meeting at CITHC, survey work, and equipment deliveries 3/26/20. Sitework to begin 3/30/20.
28	Tribal Activity					
29	• Learning Center Traffic Redesign	IHBG Non-IHBG	'20- '21	Admin	AC, LM, BOC	TC workshop to review proposed design alternatives 12/11/19. Revision pending.
30	2020 BOC/TC/Staff Training Event	IHBG Non-IHBG	'20	Admin	AC, LM, DD	Scheduled for 8/27/20.
31	Commissioner Appointments	IHBG		Admin Board	AC, BOC	
32	• Position 1		'22			Toni Ann Brend appointed 5/9/19; term expires 4/30/22.
33	• Position 2		'21			Jeff Severson appointed 7/14/18; term expires 4/30/21.
34	• Position 3		'22			Shawn Chase appointed 5/9/19; term expires 4/30/22.
35	• Position 4		'21			Judy Rocha appointed 5/10/18; term expires 4/30/21.

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36	Commissioner Appointments (cont.)						
37	• Position 5		'20			Don Garrett appointed 4/6/17; term expires 4/30/20.	
38	• Position 6		'20			Bob More appointed 4/6/17; term expires 4/30/20.	
39	• Position 7		'21			Denise Hunter appointed 5/10/18; term expires 4/30/21.	
40	Contracts and Agreements						
41	• Audit	IHBG	'20	Admin	AC, MC	Procurement of audit services for FY20-22. Extended prior agreement to include FY19 1/8/20.	
42	• 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.	
43	• Self-Monitoring	IHBG		Admin	AC	RFP pending consideration of alternatives.	
44	Emergency Preparedness						
45	• Agency Emergency Response Plan						
46	• Agency Evacuation Kit						
47	• 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.
48	• Storage Facility for Residents' Emergency Supplies						Potential KRA or Tribal project.
49	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.	
50	Tribal Trust Fund	Non-IHBG				Discussed with Tribal financial advisor and CFO 11/8/13.	
51	Community Composting Facility	IHBG				Composting and topsoil storage area adjacent to Community Garden. Cleared area 3/12/14.	
52	Landscaping						
53	• 2020 Front Yard Makeover	IHBG	'20- '21	Admin Projects	LM, TM, DD	Front yard makeover funds for one unit allocated in FY20 IHP.	
54	• Four-Plexes						

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55	Landscaping (cont.)					
56	• Fruit trees					Placement in community garden and bogs declined. Considering other locations.
57	• 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.
58	Playground					
59	• Picnic Shelter					
60	• Refurbish Light Fixtures					Court lights replaced 1/13/20. Pathway lights pending.
61	• Roof					Identified in CIHA FY18-22 Strategic Plan.
62	Signage					
63	• Repainting					Kilkich entry and welcome signs.
64	• Directions to Facilities					
65	Elder/Disabled Independent Living	IHBG Non-IHBG				
66	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.
67	• Rehabilitation					
68	- Procurement					
69	- Pre-Construction					
70	- Construction					
71	- Demonstrations and Tours					
72	- Move-In					
73	• New Construction					
74	- Design & Engineering					
75	- Procurement					
76	- Pre-Construction					
77	- Construction					
78	- Demonstrations and Tours					
79	- Move-In					

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80	Development	Market Rate Rentals	Non-IHBG	'18- '21	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.
81		North Parcel	Non-IHBG				Private residential leasing and market rate rentals.
82		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.
83		Tiny Homes	Non-IHBG				Market rate rentals and private residential leasing. Zoning ordinance revision required. Area identified for development.
84	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.
85		Adverse Action Appeals	IHBG		Admin Resident Services	AC, DD, DH	Revision to improve formatting and flow.
86		Bylaws	IHBG		Admin Board	AC, BOC	Revision to establish parliamentary authority and make housekeeping changes.
87		Decks	IHBG		Admin Projects	AC, DD, LM	Revision to update specifications.
88		Drug-Free	IHBG		Admin	AC, DD	Revision to clarify that all marijuana is prohibited, including medical marijuana.
89		HomeGO	IHBG		Admin Resident Services	AC, DD, DH	Update agreement to expand on insurance, useful life, and conversion in place.
90		Improvements	IHBG		Admin Projects	AC, DD, LM	New policy to accompany improvements request.
91		Manual	IHBG		Admin	AC, DD	
92		• Standardize format					In progress.
93		Payback Agreements	IHBG		Admin Resident Services	AC, DD, DH	Revision to update and add provisions.
94	Personnel	IHBG		Admin	AC, DD, EG/HSDW	Updates to incorporate 2 CFR 200 provisions.	

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95	Policies and Programs	Pets and Assistance Animals	IHBG	Admin Resident Services	AC, DD, DH, EG/HSDW	Board discussed 8/18/11.	
96		Private Residential Leasing (PRL)	Non-IHBG	Admin Resident Services		"How To Build On Tribal Lands" brochure.	
97		Security	IHBG	Admin Maintenance Resident Services	AC, LM, DD	Policy development.	
98		Self-Monitoring	IHBG	Admin	AC, SM/CIT	Tribal policy update.	
99		Travel	IHBG	Admin	AC, DD	Revision to update and add provisions.	
100	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.	
101		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.	
102		Four-Plex Soundproofing	IHBG	Admin Maintenance Projects			
103		Heat Pumps for Office and Units	IHBG	Admin Maintenance Projects	LM, DD	LM cost analysis to Board 9/27/18.	
104		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.
105		Roads and Parking Areas	IHBG	Admin Maintenance Projects			
106		• Sealing					
107	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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108	2020 Self-Monitoring	IHBG	'20- '21	All	All	Due 9/30/20.
109	2021 IHBG Formula Funding	IHBG	'20- '21	Admin	AC	
110	2021 IHP	IHBG	'20	Admin Accounting	AC, MC	Due 7/18/20.
111	Tribal Events					
111	• 2020 Family Camp				DD, DH, TM	Outreach during FC activities 7/9/20.
112	• 2020 Tribal Restoration Celebration				DD, DH, TM	Outreach during TRC activities 6/27/20.
113	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.
114	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. Presented to TC and approved by Board 12/12/19. Submitted to HUD 12/19/19. HUD acknowledged receipt 12/20/19. Available to General Council at WG outreach booth 1/11/20. HUD approved 1/14/20.
115	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.
116	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. Deferred to 2021/2022 to improve likelihood of award and accommodate IHBG-CG activities.
117	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.
118	• Rehabilitation					
119	- Final Unit Selection					Final units selected are 2608 (former interim maintenance facility), 2660 (manufactured), and 2664 (manufactured).

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120	Landscaping					
121	• 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.
122	Mailbox Relocation	IHBG	'19- '20	Admin Projects Resident Services	LM, SP	Relocation of mailboxes and shelter by CITHC to parking area by CITPD to accommodate KWC project. 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. Relocated mailboxes and shelter 2/13/20.
123	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.
124	Signage					
125	• 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.
126	Tribal Events					
127	• 2020 Winter Gathering	IHBG Non-IHBG	'20	Admin Resident Services	DD, DH, TM	Performed outreach during WG activities 1/11/20.

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