



# Coquille Indian Housing Authority

## FY 2021 Master Projects List

June 17, 2021

Rank/ Class	Activity	Funding		Department	Assignment	Notes	
		Source	Year				
1	<b>1</b>	<b>2022 IHP</b>	IHBG	'21	Admin Accounting	AC, MC	Due 7/18/21. To Board 6/17/21. To TC 6/23-24/21.
2	<b>2</b>	<b>2021 IHBG-ARP</b>					
		• Indian Housing Plan	IHBG-ARP	'21- '22	Admin Projects	AC, LM	American Rescue Plan enacted 3/11/21. CIHA FY21 IHBG-ARP allocation \$810,330. Discussed activities with Board 3/25/21. Implementation notice published 4/13/21. Implementation training held 4/27/21. AIHP to Board 6/17/21. To TC 6/23-24/21.
3	<b>3</b>	<b>2020 IHBG-CARES</b>					
		• Indian Housing Plan Amendment	IHBG-CARES	'20- '21	Admin	AC	Quote for playground resurfacing lower than anticipated. Amendment to include replacement of some playground equipment. To Board 6/17/21.
4	<b>4</b>	<b>Treasury Homeowner Assistance Fund</b>	UST IHBG	'21- '22	Admin Resident Services Accounting	AC, DD, MC, TM	Emergency homeowner assistance funds appropriated by American Rescue Plan Act enacted 3/11/21. Anticipated allocation ~\$885,000. 15% planning and admin allowance. Eligibility higher of 100% NMI or 150% AMI. Guidance issued 4/14/21. Treasury tribal consultation 4/15/21. NWIHA engaged HSDW to develop model policy 5/17/21. Board adopted bank account resolution 5/20/21. Draft policy documents received from HSDW 6/9/21. To Board 6/17/21. Deadline to submit HAF Plan or inform of planned submission date is 6/30/21. Awaiting publication of HAF Plan template. Tribal consultation 7/13/21.
5	<b>5</b>	<b>Treasury Emergency Rental Assistance Program</b>	UST IHBG	'21- '22	Admin Resident Services Accounting	AC, DD, MC, TM	Emergency rental and utility assistance funds in Consolidated Appropriations Act enacted 12/27/20. Anticipated allocation ~\$1.2m. 10% planning and admin allowance. Eligibility 80% or less of AMI. Deadline to submit payment information 1/12/21; CIHA submitted 1/7/21. Treasury held tribal consultation 1/17/21. FAQs issued 1/19/21. NWIHA engaged HSDW to develop model policy 1/25/21. Draft policy and attachments received 1/29/21. First allocation of \$1,352,764 received 2/1/21; second allocation of \$62,726.37 received 2/10/21; total \$1,415,490.31. Revised FAQs issued 2/22/21. To Board for review and discussion 2/25/21. Revised policy documents received 3/3/21. Attended Treasury webinar 3/4/21. Revised FAQs issued 3/16/21

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	Treasury Emergency Rental Assistance Program (cont.)					Attended Treasury webinar 3/19/21. Revised policy documents received 3/23/21. Policy adopted by Board 3/25/21. Revised FAQs issued 3/26/21. Requested revisions to HSDW 4/14/21; received 4/20/21. Direct mailing to membership 4/14/21. Published to membership online and in K'wen Weekly 4/16/21. First application received 4/19/21. Revised policy documents received 4/20/21. Fillable forms and electronic signature set up completed 4/21/21. First payments issued 4/29/21. Revised FAQs issued 5/7/21. Revised policy documents received 5/11/21. HSDW presentation to NWIHA 5/19/21. Board adopted policy revision and bank account resolution 5/20/21. Additional policy revision to Board 6/17/21.	
	<b>Signage</b>						
6	6	• Entry and Welcome	CIT IHBG	'21	Admin	AC, LM, CIT	Kilkich entry and welcome signs. Met with Tribal staff and sign contractor 4/20/21 to discuss placement of KWC sign at entry. Also discussed refurbishment of Kilkich and welcome signs with sign contractor. Met with Tribal KWC design team 5/14/21 to discuss KWC sign at entry. CIHA will work with sign contractor to coordinate Kilkich and KWC entry signs. KWC design group approved draft 6/4/21. Cost estimate to Tribal staff 6/14/21 to amend KWC contract for signage. Work on lighting and colors for Kilkich portion of sign in progress.
7	7	<b>Backyard Chickens</b>	IHBG/ Non-IHBG	'17- '18 '21	Admin	AC, SM/CIT	PRL participant requested permission to keep backyard chickens 1/11/17. TC requested opinion from CIHA Board and, if favorable, policy development or ordinance recommendation. Began researching 3/22/17. Board approved draft amendment to CITC Ch. 315 Land Use and Zoning Ordinance 7/27/17. To Tribal Attorney for TC consideration 8/1/17. No action. Revised CITC Ch. 315 adopted 7/14/19. Section that would have governed backyard chickens removed. HG participant requested permission to keep chickens 6/8/21. KRA topic 6/14/21. To Board 6/17/21.
8	8	<b>KRA Survey</b>	IHBG	'21	Admin Resident Services	TM, AC	CIHA Board approved with minor revision 5/20/21. To TC 6/23/21.
9	9	<b>Policies and Programs</b>					
		• Personnel	IHBG	'21	Admin	AC, EG/HSDW	Updates to incorporate 2 CFR 200 and Tribal provisions.
10	10	<b>Special Programs Coordinator</b>	UST IHBG	'21	Admin Accounting	AC, LM, DD, MC, TM	Discussed with Board 3/25/21. Budgeted in FY22 IHP. Job description in progress.

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11	2021 IHBG-ARP					
12	• Duplication of Benefits Analysis	IHBG	'21	Admin	AC	
13	2021 IHBG-ARP					
14	• Environmental Review	IHBG	'21	Admin	AC	
15	2022 IHBG Formula Funding	IHBG	'21- '22	Admin	AC	Final FY21 allocation was \$1,172,053. FY22 preliminary estimate of \$1,340,783 received 5/28/21. No FY22 O-link MOA; Klamath declined to participate. FRF due 8/1/21.
16	2670C Fire Damage	Insurance IHBG	'21	Admin Maintenance Resident Services	AC, SF, LM, DD, TM	Oven caught fire during self-cleaning cycle 1/17/21. No injuries. Fire damage to stove area, water damage to kitchen, and smoke damage throughout. Property and renter's insurance incident reports filed 1/17/21. Adjustor onsite 1/27/21; report received 2/1/21. Contractor's estimate more than twice adjustor's estimate. AMERIND accepted contractor's quote 2/17/21. Fire department report received 2/18/21. Work to clean resident's belongings began 3/15/21; completed 4/8/21. Relocated resident's belongings 4/13/21. Work to repair damage began 3/22/21; nearing completion.
17	CIT Treasury ARP Funds	IHBG	'21	Admin	AC, BOC	CIT CFO requested input on potential CIT ARP projects 5/12/21. To Board 6/17/21. To CIT when requested.
18	Commissioner Appointments	IHBG		Admin Board	AC, BOC, TC	Advertisement published on MyTribe and CIHA webpage 3/15/21, Tribal Facebook page 3/17/21, and K'wen Weekly 3/19/21. Publication in April K'wen 'inish-ha scheduled. Closing date 4/28/21. 6 applications received. To Board 5/20/21. Board recommendation to TC 6/23/21.
19	• Position 2		'21			Jeff Severson appointed 7/14/18; term expires 4/30/21.
20	• Position 4		'21			Judy Rocha appointed 5/10/18; term expires 4/30/21.
21	• Position 7		'21			Denise Hunter appointed 5/10/18; term expires 4/30/21.
22	COVID-19 Response					
23	• Electronic Services	IHBG	'20- '21	Accounting Resident Services	MC, TM, DD, AC	Began offering paperless billing 7/1/20. Began offering direct deposit to MHAP recipients 7/1/20. Exploring options to accept electronic payments. Met with bank reps 9/1/20 and 9/23/20.
24	Energize South Coast DHP Project	Non-IHBG	'20- '22	Admin Board	AC, LM, DG, RM	Attended kickoff meeting 1/9/20. DG and RM assisted with contractor selection 2/26/20 and 3/5/20. Informed project extended to 2021 and offered tribal outreach partnership 7/30/20. Funds to assist with outreach offered 11/11/20. Met with project

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25	Energize South Coast DHP Project (cont.)					team to discuss additional incentive for tribal households 12/16/20. Attended organizing meeting for 2021 campaign 2/2/21. Kickoff planned for July. Discussed outreach program with project team and CTCLUSI 2/8/21. Draft MOU received 4/8/21. Reviewed with ESC and new CTCLUSI personnel 4/22/21. Proposed MOU revision to ESC 6/1/21; accepted 6/3/21. Awaiting final agreement. Program development pending.
26	Environmental Review	IHBG	'21	Admin	AC	As needed.
27	• 24 CFR 58.35(a) Categorically Excluded Activities Subject to 58.5 Converting to Exempt					
28	• Individual Action - Section 184 Mortgage Loan					
29	Kilkich Accessible Housing Project	IHBG-CG IHBG Non-IHBG	'20- '22	Admin Projects		IHBG-CG awarded 12/4/19 for 3 units of SF rehab and 3 units of new construction.
30	• Rehabilitation					
31	- Procurement					
32	Kilkich Accessible Housing Project	IHBG-CG IHBG Non-IHBG	'20- '22	Admin Projects	AC, LM, RT	Draft bid documents in progress. Extension request and revised implementation plan to address contractor and materials availability and prices will be submitted to HUD in July.
33	• New Construction					
34	- Procurement					
35	Kilkich Accessible Housing Project	IHBG-CG IHBG Non-IHBG	'20- '22	Admin Projects		IHBG-CG awarded 12/4/19 for 3 units of SF rehab and 3 units of new construction. HUD implementation training postponed due to COVID-19; posted 5/19/20.
36	• Environmental Review					
37	Playground					
38	• Refurbish Light Fixtures					
		IHBG	'20- '21	Maintenance	LM, SF, DD	Court lights replaced 1/13/20. Procurement for pathway lights completed 1/26/21; ordered 2/9/21; received partial shipment 3/18/21; installed 3/25/21. Awaiting receipt of remaining fixtures.

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39	Playground					
40	• Resurfacing	IHBG-CARES	'20-'21	Maintenance Projects	LM, SF, AC	Replacement of loose surfacing material with solid surfacing material included in FY20 IHBG-CARES IHP. Began procurement research 3/25/21. Met with vendor to discuss options 5/27/21.
41	Receptionist/Clerk	IHBG	'21	Admin Resident Services	AC, TM, DD, MC	Discussed with Board 3/25/21. Prepared revised job description, justification for 3-6 month temporary hire, offer letter, new hire checklist, and other documentation 5/12-14/21. To potential temporary hire 5/18/21; start date 5/24/21. Formal solicitation to follow personnel policy revision.
42	Policies and Programs					
43	• Home Repair Program	CIT IHBG	'21	Admin Resident Services	AC, LM, TM, BOC	Program to be transferred from CIT to CIHA. Eliminated 4/24/20 due to economic impact of COVID-19 on Tribal general funds. Informed 5/10/21 program may be reinstated.
44	Records Management	IHBG	'09-'22	Admin Accounting Resident Services	DD, TM, 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 97%, MDI 20%.
45	Time Capsule	Non-IHBG	'19-'21	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.
46	Commissioner Appointments	IHBG		Admin Board	AC, BOC	
47	• Position 1		'22			Paul Doyle appointed 6/25/20; term expires 4/30/22.
48	• Position 2		'21			Jeff Severson appointed 7/14/18; term expires 4/30/21.
49	• Position 3		'22			Shawn Chase appointed 5/9/19; term expires 4/30/22.

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50	Commissioner Appointments (cont.)					
51	• Position 4		'21			Judy Rocha appointed 5/10/18; term expires 4/30/21.
52	• Position 5		'23			Don Garrett appointed 6/25/20; term expires 4/30/23.
53	• Position 6		'23			Bob More appointed 6/25/20; term expires 4/30/23.
54	• Position 7		'21			Denise Hunter appointed 5/10/18; term expires 4/30/21.
55	Contracts and Agreements					
56	• Audit	IHBG Non-IHBG		Admin Accounting	AC, MC	Procurement of audit services for FY21-23.
57	• 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.
58	Emergency Preparedness					
59	• Agency Emergency Response Plan	IHBG				
60	• Agency Evacuation Kit	IHBG				
61	• Relocation of Tribal Emergency Management Equipment	Non-IHBG		Admin Projects	AC, LM, DD, DM/CIT	Working with ARES/RACES and CIT/IT on antenna design and placement.
62	• Resident Response Guide	IHBG	'19- '21	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.
63	• Staff Training - Incident Command Structure (ICS)	IHBG				Online ICS100 for all. Online/classroom ICS200+ depending on assignment. TAB, AC, and LM attended ICS100 1/24/17.
64	• Storage Facility for Residents' Emergency Supplies	IHBG				Potential KRA or Tribal project.
65	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.
66	Tribal Trust Fund	Non-IHBG				Discussed with Tribal financial advisor and CFO 11/8/13.

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67	Community Composting Facility					Composting and topsoil storage area adjacent to Community Garden. Cleared area 3/12/14.
68	Landscaping					
69	• 2021 Front Yard Makeover	IHBG	'21- '22	Admin Maintenance Projects	LM, TM, DD	Front yard makeover funds for one unit allocated in FY21 IHP.
70	• Four-Plexes					
71	• Fruit trees					Placement in community garden and bogs declined. Considering other locations.
72	• 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.
73	Playground					
74	• Picnic Shelter					
75	• Roof					Identified in CIHA FY18-22 Strategic Plan.
76	Signage					
77	• Cultural Garden	IHBG	'20- '22	Admin Projects	LM, AC	Colt Signs engaged to recreate interpretive sign 9/24/19. Met to review progress 9/17/20.
78	• Directions to Facilities					
79	• Playground	IHBG	'20- '22	Admin Projects	LM, AC	Colt Signs engaged to build non-smoking area signs 9/24/19. Met to review progress 9/17/20.
80	• Street Signs	IHBG	'20- '22	Admin Projects	LM, AC	Colt Signs engaged to repair street signs 9/24/19. Met to review progress 9/17/20. Installed all except duplexes 10/29/20.
81	Elder/Disabled Independent Living					
82	Kilkich Accessible Housing Project	IHBG-CG IHBG Non-IHBG	'20- '22	Admin Projects	AC, LM, RT	IHBG-CG awarded 12/4/19 for 3 units of SF rehab and 3 units of new construction.
83	• Rehabilitation					
84	- Pre-Construction					
85	- Construction					
86	- Demonstrations and Tours					
87	- Move-In					

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88	Kilkich Accessible Housing Project (cont.)					
89	• New Construction					
90	- Pre-Construction					
91	- Construction					
92	- Demonstrations and Tours					
93	- Move-In					
94	Kilkich HVAC Rehabilitation Project	Non-IHBG		Admin Projects	AC, LM, DD	LM cost analysis to Board 9/27/18. Funding requested in CIT OHA CARES grant application submitted 8/31/20 to replace radiant and recirculating heating systems in units with heat pumps. Funds to be expended by 12/30/20. Resolution to Board 9/24/20. Coquille award announced by OHA 10/25/20 insufficient to fund project. CIT confirmed project not funded 10/13/20.
95	Market Rate Rentals	Non-IHBG	'18- '22	Admin Projects Resident Services	AC, LM, MC, TM, 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.
96	North Parcel	Non-IHBG				Private residential leasing and market rate rentals.
97	Private Purchase Storage Lot	Non-IHBG			AC, LM, BOC, TC	Proposed location past Pole Building. Will engage Rich Turi to draft design and prepare cost estimate to present to TC.
98	Tiny Homes/Cottages	Non-IHBG			AC, LM, RT	Mixed income, market rate rentals, and private residential leasing. Zoning ordinance revision required. Area identified for development. Preliminary site plan and design to Board 8/20/20. AC and LM attended infrastructure financing and development training 9/22-24/20.
99	Admissions and Occupancy	IHBG		Admin Resident Services	AC, TM, 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. AC attended NAIHC policy training 2/24-25/21.



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100	Adverse Action Appeals	IHBG		Admin Resident Services	AC, DD, TM	Revision to improve formatting and flow.
101	Common Scheme Enforcement	IHBG Non-IHBG		Admin Resident Services	AC, LM, TM, 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.
102	Decks	IHBG		Admin Projects	AC, LM, DD	Revision to update specifications.
103	First-Time Homebuyer Assistance	IHBG		Admin Resident Services	AC, TM, 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 Tribal funding with TC 6/14/19. Tribal funding unavailable due to economic impact of COVID-19 on Tribal general funds.
104	HomeGO	IHBG		Admin Resident Services	AC, DD, TM	Update agreement to expand on insurance, useful life, and conversion in place.
105	Improvements	IHBG		Admin Projects	AC, DD, TM	New policy to accompany improvements request.
106	Payback Agreements	IHBG		Admin Resident Services	AC, DD, TM	Revision to update and add provisions.
107	Pets and Assistance Animals	IHBG		Admin Resident Services	AC, DD, TM, EG/HSDW	Board discussed 8/18/11.
108	Private Residential Leasing (PRL)	Non-IHBG		Admin Resident Services		"How To Build On Tribal Lands" brochure.
109	Security	IHBG		Admin Maintenance Resident Services	AC, LM, DD	Policy development.
110	Self-Monitoring	IHBG		Admin	AC, SM/CIT	Tribal policy update.
111	Travel	IHBG		Admin	AC, DD	Revision to update and add provisions.
112	Community Security System	IHBG		Admin		CITPD working with Tribal IT on additional cameras. Notified CIT grant application not funded 10/3/13. Incremental expansion of system by CIT IT.
113	Fire Extinguishers for Units	IHBG		Admin Maintenance		Discussed with AMERIND rep 9/11/18. May be able to provide at low or no cost in collaboration with local fire department.
114	Four-Plex Soundproofing	IHBG		Admin Maintenance Projects		
115	Non-Routine Office Maintenance	IHBG	'16- '22	All	All	Interior and exterior repairs and painting, electrical work, and carpet and appliance replacement. Exterior repairs and electrical

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116	Property Management	Non-Routine Office Maintenance (cont.)				work completed FY16. Refrigerator replaced FY20. Additional exterior repairs required in FY21. Began rebuilding stairs from parking lot to office 11/3/20; completed 12/8/20. Began replacement of office front porch 11/23/20; completed 12/8/20. Interior painting and carpet replacement deferred due to cost of exterior repairs, funding, and logistics.		
117		Roads and Parking Areas	IHBG	Admin Maintenance Projects				
118		• Sealing						
119		Section 504 Uniform Federal Accessibility Standards Compliance	IHBG	'08- '22	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 included in FY20 and FY21 IHPs and FY18-19 IHBG-CG.	
120	Reporting and Outreach	2021 Self-Monitoring		IHBG	'21- '22	All	All	Due 9/30/21.
121	Complete	2020 Annual Performance Reports						
122		• IHBG	IHBG	'21	Admin Accounting	AC, DD, MC	FY20 IHBG APR due 12/29/20. Public notice published on CIHA webpage, Tribal portal, and The World newspaper and online 12/8/20. Also, available at local libraries during limited browsing hours. Comments due by 3:00 p.m., 12/18/20. Presented to TC 12/9/20 and approved by Board 12/10/20. Submitted to HUD 12/21/20; acknowledged 12/23/20. Changes requested by HUD 1/26/21; submitted 2/3/21. HUD approved 2/12/21.	
123		• IHBG-CARES	IHBG	'21	Admin Accounting	AC, DD, MC	FY20 IHBG-CARES APR due 12/29/20. Initial HUD training to introduce new reporting requirements (FFATA) and system (FSRS) 11/12/20. Discussed with TC 12/9/20 and Board 12/10/20. HUD training to review additional reporting and APR submission requirements 2/10/20. Posted for public review 12/11/20. Poll vote conducted 12/15-18/20. Submitted to HUD 12/21/20; acknowledged receipt 12/23/20. Board ratified 1/28/21. Changes requested by HUD 2/16/21; submitted 2/17/21. HUD approved 2/17/21.	
124		• IHBG-Competitive	IHBG	'21	Admin Accounting	AC, MC	FY20 IHBG-Competitive APR due 12/29/20. Submission via fillable pdf required. Discussed with TC 12/9/20 and Board	

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125	• IHBG-Competitive (cont.)					12/10/20. Poll vote conducted 12/15-18/20. Submitted to HUD 12/21/20; acknowledged receipt 12/23/20. Board ratified 1/28/21. HUD approved 2/16/21.
126	2020 Census	IHBG United Way	'19- '21	Admin	AC, DD, RH/ CIT, CW/CIT	<p>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 census sweepstakes response on MyTribe beginning in Feb., Sea-Ha Runner Feb. and Mar., and K'wen 'inish-ha Feb., Mar., and May. Began We Count Oregon grant application 3/11/20; suspended 4/6/20 pending changes to application. Began procurement for promo 3/12/20; completed design 3/26/20; finalized and requested quote 6/2/20; ordered 6/16/20; received 6/29/20. Revised We Count Oregon grant template received 4/24/20; application for \$22,186.33 submitted 5/29/20 for purchase and distribution of prizes; awarded 6/2/20. Received draft grant agreement 6/10/20; returned 6/12/20; executed 6/15/20. Sweepstakes entries due 6/15/20; 85 qualified entries received. All entries to receive window cling and gift card. Insurance endorsements for We Count Oregon requested 6/16/20; received and submitted 6/24/20. Began procurement for gift cards and certificates 6/22/20; completed 6/25/20. Sweepstakes drawing held 6/27/20 during TRC. 1 - \$1,000, 4 - \$500, 4 - \$250, and 8 - \$100 Visa gift cards, and 68 - \$50 8th Generation gift certificates awarded. Prizes mailed 7/10/20; all claimed as of 10/21/20. Census enumerator onsite to interview Kilkich households that have not responded online or by mail beginning 8/14/20. Received notice Coquille census area 100% enumerated 9/11/20. Second chance entries mailed 10/8/20 to 565 Tribal households that did not submit qualified entries for the TRC drawing. Began distributing \$25 Visa gift cards to qualified respondents 10/21/20; completed 11/30/20. 173 gift cards distributed. Format for final grant report received 12/4/20; due 12/31/20. Final report submitted 12/21/20. UWCW recommended revision to fully expend funds, revised report prepared and submitted, and grant closed 12/22/20.</p>
127						
128	2020 Financial Audit	IHBG	'21	Admin Accounting	AC, MC, DD, DH, TM	FY20 financial audit due to Banner 3/31/21. FAC submission due within 30 days of report, no later than 6/30/21. Letter of engagement to extend current agreement through FY20 executed 2/2/21. Began uploading documents 2/2/21. Virtual fieldwork

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		Source	Year			
129	2020 Financial Audit (cont.)					began 2/5/21; completed 3/24/21. Testing conducted onsite 2/19/21. Board approved 3/25/21. Isler began FAC submission 3/26/21; completed 3/29/21. Posted on CIHA webpage 3/26/21. To Banner Bank 3/26/21. FAC accepted 3/29/21; notice of acceptance received 3/31/21. To HUD 4/1/21; review completed 5/26/21.
130	2020 IHBG-CARES					
131	• Indian Housing Plan	IHBG-CARES	'20-'21	Admin Accounting	AC, LM, MC, DD	Numerous HUD COVID-19 funding-related conference calls, webinars, group emails, FAQs, analyses, notices, and direct communications since 3/12/20. CARES Act enacted 3/27/20. CIHA FY20 IHBG-CARES allocation is \$339,235. Attended HUD ONAP IHBG/ICDBG-CARES conference calls 4/28/20, 4/30/20, 5/1/20, 5/4/20, 5/5/20, 5/15/20, 6/17/20, and 7/16/20. Board approved 8/20/20. Presented to TC and approved by resolution 8/27/20. Submitted to HUD 9/2/20. HUD acknowledged receipt 9/2/20; approved 10/14/20.
132	• Duplication of Benefits Analysis	IHBG	'20-'21	Admin	AC	HUD ONAP Duplication of Benefits Sources Table published 9/4/20. Completed 12/14/20.
133	• Olink MOA Amendment	Non-IHBG	'20-'21	Admin	AC	Allocation of \$339,235 published 4/3/20. O-link meeting held 5/27/20. Make whole payments received: \$9,352 from Grand Ronde 6/8/20, \$6,814 from Karuk 6/16/20, and \$8,803 from Klamath 6/16/20. FY20 MOA amendment approved by TC resolution 6/25/20. To host tribe 6/29/20. Notified Klamath paid with U.S. Treasury CARES Act funds in violation of MOA 10/5/20. Returned \$8,803 to Klamath with request for non-IHBG funds not requiring a subrecipient agreement to expend 10/29/20. Response received 12/8/20. Replacement make whole payment received 12/16/20.
134	• Environmental Review	IHBG	'20-'21	Admin	AC	All activities exempt or categorically excluded except playground resurfacing, 24 CFR 58.35(a) categorical exclusion subject to 58.5 converting to exempt. To Tribal Chair for approval 2/17/21; received 3/16/21.
135	2020 Self-Monitoring	IHBG	'20-'21	All	All	For FY20 period. Proposed monitoring committee assignments to Board 9/24/20. Onsite and virtual review conducted 10/5-16/20. To Board 10/29/20. To TC 11/19/20.
136	2021 IHBG Formula Funding	IHBG Non-IHBG	'20-'21	Admin	AC	Final FY20 allocation was \$1,109,670. FY21 preliminary estimate of \$1,111,887 received 5/29/20. O-link meeting held 6/26/20. Klamath out of non-program funds. No FY21 O-link MOA. Siletz and Grand Ronde to co-host FY22 o-link meeting. FRF due 8/1/20; submitted 7/15/20. HUD acknowledged receipt 7/15/20; formal response received 10/5/20. Final allocation notice of

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
137	2021 IHBG Formula Funding (cont.)					\$1,172,053 received 2/25/21. Funding agreement received 3/2/21; returned 3/3/21. Funds released 3/8/21. First LOCCS draw entered 4/20/21.
138	COVID-19 Response					
139	• Modifications to Facilities	IHBG-CARES	'20- '21	Admin Maintenance	DD, LM, SF, AC	Began procurement 3/10/20. Modifications to CIHA office include air purifiers, 6' floor signs, front door with half light, lever door handles, parcel locker, refrigerator with ice and water through door, utility sink, replacement of recirculating electric HVAC system, and touchless faucets, soap dispensers, paper towel dispensers, and wall-mounted hand sanitizer dispensers. All activities completed by 8/31/20 except front door and HVAC installation. Touchless faucets installed at SCINT 6/30/20. Touchless faucet installed at playground 8/24/20. HVAC procurement completed 11/16/20; contract executed 12/2/20. Office front door installed 12/15/20. HVAC installation began 1/20/21; completed 2/22/21.
140	• IT	IHBG-CARES	'20- '21	Admin	DD, RC/CIT	Began procurement for services and equipment to facilitate virtual communications and telework 5/21/20. Items include laptop, printers, supplies, upgraded networking equipment, and remote access service. CIT IT assisted with selection of networking equipment. Completed receipt of items 8/16/20. CIT IT staff began installation 10/28/20. Completed front office installation 12/9/20. Additional network ports installed 12/29/20. Back office completed 1/19/21. Warehouse completed 3/12/21.
141	• Emergency Response and Continuation of Operations	IHBG	'20- '21	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 office closure and interim measures to Killich 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 CIT EOC incident briefings 3/18/20; demobilization debriefing 6/23/20. Began Phase 1 reopening and resumed full time staffing 5/11/20 with sanitation, self-screening, distancing, and PPE. Attended Godfrey & Kahn "Ready to Reopen? Legal Considerations" webinar 5/27/20. Planned Phase 2 reopening measures and messaging 5/11/20-6/12/20. Announced Phase 2 reopening to Killich Facebook group and posted updated signage 6/15/20. Phase 2 measures included public access to office available by appointment, most business conducted electronically, resumed lawn equipment lending, reopened playground, and resumed exterior work on

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
142	• Emergency Response and Continuation of Operations (cont.)					units. Began additional precautions 11/17/20 in reponse to increased local transmission rate, including expanded masking requirements, increased work from home, greater distancing, and updated self-screening and prevention guidance. CIT began vaccinations 12/31/20. Reopened playground restroom 2/10/21. Reopened CIHA office 3/29/21. Spring Tai Chi session began at warehouse 4/12/21. Monitoring federal, state, county, and tribal announcements.
143	Environmental Review	IHBG	'21	Admin	AC	As needed.
144	• 24 CFR 58.35(a) Categorically Excluded Activities Subject to 58.5 Converting to Exempt					
145	• Individual Action - Section 184 Mortgage Loan					Request received 9/29/20. Began worksheets and documentation 10/12/20; completed 10/22/20. THPO clearance requested 10/14/20; received 10/29/20. Tribal Chair's approval requested 10/30/20; received 11/12/20. To bank 11/12/20.
146	• Individual Action - Section 184 Mortgage Loan					Request received 12/7/20. Began worksheets and documentation 1/4/21; completed 1/12/21. To Tribal Chair for approval 1/13/21; received 1/14/21. To bank 1/14/21.
147	• Individual Action - Section 184 Mortgage Loan					Request received 4/5/21. Began worksheets and documentation 4/27/21; completed 5/10/21. To Tribal Chair for approval 5/11/21; received 5/11/21. To bank 5/12/21.
148	HUD Labor Relations Monitoring	IHBG	'21	Admin	AC, DD, LM	Monitoring notice and worksheets received 11/18/20; response due 1/17/21. Materials submitted 1/13/21. Exit interview conducted 2/18/21. Revised materials submitted 2/19/21. Monitoring report issued 3/2/21. One finding noted. Although correct wages were paid, in two instances reviewed, employee interviews were not conducted. Required corrective actions completed 3/30/21. Response due 4/1/21; submitted 3/31/21. Final closeout letter received 4/5/21.
149	Kilkich Accessible Housing Project	IHBG-CG IHBG Non-IHBG		Admin Projects		IHBG-CG awarded 12/4/19 for 3 units of SF rehab and 3 units of new construction. HUD implementation training postponed due to COVID-19; materials posted 5/19/20; training conducted 9/15/20.
150	• Rehabilitation					
151	- Design & Engineering		'20- '21		LM, AC, RT	2608, 2660, and 2664. Draft preliminary drawings received 2/20/20. Walkthrough with architect 4/27/20. Preliminary drawings to Board 8/20/20. Design development meeting 9/25/20. Met to review HVAC options 10/7/20. Received drawings and specifications check set 2/18/21; completed review 3/17/21. Updated cost estimate received 3/23/21.

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
152	Kilkich Accessible Housing Project (cont.)					
153	• New Construction					
154	- Design & Engineering		'20- '21		LM, AC, RT	498/500 Miluk and 2665 Mexeye. Preliminary drawings received 5/14/20 and 5/19/20; to Board 8/20/20. Design development meeting 9/25/20. Revised duplex floorplan received 10/5/20. Met to review HVAC options and revised floorplan 10/7/20. Second revised floorplan received 10/8/20. Received drawings and specifications check set 2/18/21; completed review 3/17/21. Updated cost estimate received 3/23/21.
155	Landscaping					
156	• Memorial Garden	IHBG Non-IHBG	'13- '22	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. Replacement nameplates ordered 4/14/20; received 6/9/20. Memorial disassembled, refinished, new nameplates affixed, and reinstalled 3/26/21-4/1/21.
157	• 2020 Front Yard Makeover	IHBG	'20- '21	Admin Projects	LM, TM, DD	Front yard makeover funds for one unit allocated in FY20 IHP. Announcements in July and August 2020 Sea-Ha Runner. Entry period 7/1/20 through 8/24/20. 2 entries received. Drawing conducted by CIHA Vice Chair Hunter 8/26/20. Unit 2617 selected. Contractor and resident met to review budget and design ideas 12/9/20 and 1/12/21; completed 3/22/21. Work began 4/5/21; completed 4/13/21.
158	Little Free Libraries	IHBG	'20- '21	Admin Projects	LM, SF, KM	Visited Boat Building Center 4/26/19. Kits no longer available. Colt Signs engaged 9/24/19. Informed CELS has purchased books and four boxes for placement in the housing community 12/9/20; received finished boxes from CELS 4/7/21. Began constructing support mounts and posts 4/12/21; completed 4/27/21. Installed 4/27-28/21.
159	Policies and Programs					
160	• Drug-Free	IHBG	'21	Admin	AC, BOC	Board adopted revised policy 3/25/21. To TC 6/23/21.
161	• Bylaws	IHBG	'21	Admin Board	AC, BOC	Revision to update agenda, establish parliamentary authority, add fiduciary responsibility, and make housekeeping changes. Board approved agenda revision 1/28/21 and revision to add

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
162	• Bylaws (cont.)					parliamentary authority and fiduciary responsibility 2/25/21; adopted 5/20/21.
163	Tribal Activity					
164	• Ko-Kwel Wellness Center	IHBG	'19- '21	Admin	AC, LM, BOC	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 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 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 geotech drilling 9/12-17/19. Tribe held fourth 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. Construction began 4/1/20. Move in complete 6/2/21. Opening ceremony at TRC.
165	Tribal Events					
166	• 2021 Winter Gathering	IHBG	'21	Admin	AC	Information for Chairman's report to GC requested 12/7/20; due 12/23/20. Submitted 12/18/20.
167	• 2021 Tribal Restoration Celebration	IHBG	'21	Admin	AC	Virtual event. No outreach. Information for Chairman's report provided 6/16/21.

*Anne F. Cook*