



Coquille Indian Housing Authority

FY 2021 Completed Projects

September 30, 2021

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
1	2020 Annual Performance Reports					
2	• 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.
3	• 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.
4	• 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 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.
5	2020 Census	IHBG United Way	'19- '21	Admin	AC, DD, 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 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

Complete

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6 7 8 9	2020 Census (cont.)					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.
	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 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.
	2020 IHBG-CARES					
	• 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.

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10	2020 IHBG-CARES					
11	• Duplication of Benefits Analysis	IHBG	'20-'21	Admin	AC	HUD ONAP Duplication of Benefits Sources Table published 9/4/20. Completed 12/14/20.
12	• 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.
13	• 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.
14	• 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 approved by Board 6/17/21. Presented to TC 6/23/21; resolution not required. Submitted to HUD 6/25/21. HUD acknowledged receipt 7/13/21. Advised approval not required 09/14/21 and to include in APR.
15	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.
16	2021 IHBG-ARP					
17	• Duplication of Benefits Analysis	IHBG	'21	Admin	AC	Completed 6/24/21.
18	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 \$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.
19	2022 IHP	IHBG	'21	Admin Accounting	AC, MC	Due 7/18/21. Board approved 6/17/21. Presented to TC 6/23/21; approved by resolution 6/24/21. Attempted submission to HUD

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20	2022 IHP (cont.)					6/25/21. EPIC system error resolved and IHP submitted 6/30/21. HUD acknowledged receipt 7/1/21; approved 8/27/21.
21	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; backordered items received and contractor work completed 9/10/21.
22	COVID-19 Response					
23	• 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.
24	• 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.
25	• 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

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26	• Emergency Response and Continuation of Operations (cont.)					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 Kilkich 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 units. Began additional precautions 11/17/20 in response 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.
27	Environmental Review	IHBG	'21	Admin	AC	As needed.
28	• 24 CFR 58.35(a) Categorically Excluded Activities Subject to 58.5 Converting to Exempt					
29	• 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.
30	• 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.
31	• 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.
32	• Individual Action - Section 184 Mortgage Loan					Request received 6/15/21. Began worksheets and documentation 7/26/21; completed 8/5/21. To Tribal Chair for approval 8/6/21; received 8/9/21. To bank 8/11/21.
33	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.

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34	Kilkich Accessible Housing Project	IHBG-CG		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.
35		IHBG				
		Non-IHBG				
	• Rehabilitation					
36	- 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.
37	• New Construction					
38	- 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.
39	Landscaping					
40	• 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.
41	• 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.
42	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

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43	Little Free Libraries (cont.)					2/9/20; 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.
44	Playground					
45	• Refurbish Light Fixtures	IHBG	'20- '21	Maintenance	LM, SF, DD	Court lights replaced 1/13/20. Procurement for path lights completed 1/26/21; ordered 2/9/21. Received partial shipment 3/18/21; installed 3/25/21. Received remainder 6/29/21; installed 6/30/21.
46	Policies and Programs					
47	• Backyard Chickens	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. Board adopted recommendation as policy 6/17/21 pending ordinance revision. Presented to TC with renewed request to address by ordinance 6/24/21.
48	• 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 parliamentary authority and fiduciary responsibility 2/25/21; adopted 5/20/21.
49	• Drug-Free	IHBG	'21	Admin	AC, BOC	Board adopted revised policy 3/25/21. Presented to TC 6/23/21.
50	Records Management	IHBG	'09- '21	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. Closed 9/30/21; ongoing activity.

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51	Tribal Activity					
52	• 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.
53	Tribal Events					
54	• 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.
55	• 2021 Tribal Restoration Celebration	IHBG	'21	Admin	AC	Virtual event. No outreach. Information for Chairman's report provided 6/16/21.

Quae F. Cook