



# Coquille Indian Housing Authority

## FY 2022 Master Projects List

August 25, 2022

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
1	<b>Commissioner Appointments</b>	IHBG		Admin Board	AC, BOC	Advertised on CIHA webpage, My Tribe, K'wen Weekly, and Tribal Facebook. Published 3/7/22; closing date 3/23/22. Inadequate response. Published 4/5/22; closing date 4/27/22. Inadequate response. Published 5/2/22; closing date 6/15/22. Board recommended reappointment of incumbents and continued consideration of vacant position 7/7/22. To Board 8/25/22.
	• Position 1		'22			Paul Doyle appointed 6/25/20; term expires 4/30/22.
	• Position 3		'22			Shawn Chase appointed 5/9/19; term expires 4/30/22.
	• Position 7		'24			Jeff Severson appointed 7/16/21; passed away 11/8/21. Term expires 4/30/24.
2	<b>Personnel</b>					
	• Accounting Clerk	IHBG	'22- '23	Admin Accounting	AC,MC, DD	Temporary part time position to support additional workload created by multiple new grants. FY22 and FY23 IHP budgets adequate to fund 3-6 month term. Job description in place. Justification received from Controller 7/6/22. Prepared offer letter, new hire checklist, and other documentation 8/17-19/22. To potential temporary hire 8/19/22. 3-month term of employment scheduled to begin 8/29/22.
3	<b>UST Homeowner Assistance Fund</b>	UST ERA IHBG	'21- '23	Admin Resident Services Accounting	AC, DD, MC, SE	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. Tribal consultation 4/15/21. Portal to request funds launched 5/4/21. 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. Board approved HAF policy 6/17/21. Deadline for tribes to submit HAF Plan revised from 6/30/21 to open ended. Second Tribal consultation 7/13/21. Set up certified digital ID and submitted initial funds request and funding agreement 7/26/21; executed agreement received 8/13/21. TC motion to approve distribution to CIHA 7/30/21; correspondence submitted 8/5/21. Revised guidance and HAF plan templates published 8/2/21. Revised policy documents received 8/4/21.

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
	UST Homeowner Assistance Fund (cont.)					Initial 10% distribution of \$84,181.60 received 8/13/21. Total allocation amount of \$841,816 published 9/20/21. Board adopted policy revision 9/30/21. Published to membership online and in K'wen Weekly 11/8/21. Critical need to prevent displacement will be prioritized until additional funds are received. Attended partial NAIHC training 2/17/22; remainder 2/28/22. Assistance to date: 2 back taxes, 6 mortgage/utilities, 2 homeowners insurance, and 7 home repairs completed, 11 in progress, and 4 pending completion of procurement as of 8/25/22. HAF plan pending.
4	<b>Environmental Review</b>					
	• IHBG-CG KAH Rehabilitation	IHBG-CG IHBG Non-IHBG	'21- '22	Admin Projects	AC	24 CFR 58.35(a) categorical exclusion subject to 58.5 converting to exempt. Cost estimate received 3/23/21; update in progress.
5	<b>Kilkich Accessible Housing Project</b>					Extension request and revised implementation plan to address staffing, contractor, and material availability and cost submitted to HUD 8/4/21; approved 10/25/21.
	• Rehabilitation					
	- Procurement - 2608	IHBG-CG IHBG Non-IHBG	'20- '23	Admin Projects	LM, RT, AC, SP	Drawings and specs completed 1/10/22. Submitted to CIT for plan review 1/31/22. CIT requested documents in electronic format 3/10/22; emailed link to Tribal Planner 4/27/22. Lumber package RFQ published 4/27/22; awarded 5/21/22. Ordered 6/1/22. Cabinetry RFQ published 6/3/22; awarded 6/7/22. Ordered 6/7/22. CIT plan review completed and permitting documents received 6/24/22. Signed permits returned 7/5/22. Additional permitting documents received 7/21/22. Final specs completed 7/27/22. Final draft RFP documents complete pending AC review. Solicitation pending delivery of lumber package.
	- Procurement - 708	IHBG-CG IHBG Non-IHBG	'20- '23	Admin Projects	LM, RT, AC, SP	Drawings and specs completed 7/18/22. Submitted to CIT for plan review 7/20/22. Adjustments to plans in progress. Lumber package RFQ published to local vendors 7/26/22; no response. Expanded publication of lumber package RFQ pending.
6	<b>Environmental Review</b>					
	• IHBG-CG KAH New Construction	IHBG-CG IHBG Non-IHBG	'22	Admin	AC	24 CFR 58.35(a) categorical exclusion subject to 58.5 converting to exempt. Cost estimate received 3/23/21; update in progress.
7	<b>Kilkich Accessible Housing Project</b>					Extension request and revised implementation plan to address staffing, contractor, and material availability and cost submitted to HUD 8/4/21; approved 10/25/21.
	• New Construction					

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
	- Procurement - 2665	IHBG-CG IHBG Non-IHBG IHBG-ARP	'20- '23	Admin Projects	LM, RT, AC, SP	Met with Energy Trust to review construction plans and incentives 5/6/21. Potential improvements received 5/18/21. Met with Energy Trust to review alternatives 5/27/21. Revised options received 6/2/21. Extension request and revised implementation plan to address staffing, contractor, and materials availability and prices submitted to HUD 8/4/21; approved 10/25/21. Added second duplex in IHBG-ARP IHP approved 12/16/21. Drawings completed 1/10/22. RFQ documents completed 6/24/22. Application for permits completed 7/5/22. Submitted to CIT for plan review 7/7/22. Plan adjustments submitted as requested. Quotes for utility connections in progress; sewer received 8/10/22, water received 8/16/22, electric pending. Lot surveyed 8/12/22; awaiting documentation to determine adjustments needed.
8	<b>8</b> 2022 CIHA Board and Staff Event	IHBG Non-IHBG	'22	Admin	AC, DD	FY23-27 strategic planning. Scheduling pending site availability.
9	<b>9</b> OHCS Tribal Shelter Grant	OHCS	'22- '23	Admin Resident Services Accounting	AC, DD, LM, MC, TM, SE	OHCS announced program and began consultation with tribes in Feb. 2022. Formula allocation available for a variety of activities to reduce homelessness and housing instability. Allocation amount, eligible activities, and grant application received 3/17/22. CIT allocation \$736,128. Application due 4/15/22; extended to 4/22/22. Funds must be expended by 6/30/23. Final pre-application OHCS/Tribal consultation 3/24/22. Board approved submission of grant application 3/24/22. AC consulted with RM/BOC regarding budget and units of assistance 4/5/22. Application submitted through OHCS online system 4/18/22. OHCS/Tribal consultation regarding allocation of undistributed funds 4/21/22. Additional information requested 5/4/22; submitted 5/5/22. Revised budget format requested 5/26/22; submitted 5/31/22. Contingent approval received 6/3/22. Attended HMIS training 6/16/22. Attended additional HMIS training 8/4/22. Additional HMIS training scheduled 9/7/22. Supplemental application materials required for acquisition of RVs. ERA policy revision to add OHCS funds and housing first program development pending.
10	<b>Environmental Review</b>					
	• IHBG-ARP	IHBG-ARP	'22	Admin	AC	Mixed review levels.
	• FY23-27 Exempt	IHBG	'22	Admin	AC	Primarily administrative activities.
	• FY23-27 Categorical Excluded	IHBG	'22	Admin	AC	TBRA, DPA, operating costs, maintenance, and similar activities.
	• FY23-27 Recurring	IHBG	'22	Admin	AC	Accessibility, HomeGO, landscaping, modernization and rehabilitation, and sustainability.

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
11	2022 Self-Monitoring	IHBG	'22- '23	All	All	Pending scheduling of 2022 CIHA Board and Staff Event.
12	2023 IHBG Formula Funding	IHBG	'22- '23	Admin	AC	FY22 final allocation was \$1,466,579. FY23 preliminary estimate of \$1,436,517 received 6/1/22. Correction/challenge log shows Coquille FCAS action pending. FRF due 8/1/22. O-link meeting held 6/30/22. O-link MOA to TC 7/12/22, approved by resolution 7/15/22, and submitted to o-link 7/15/22. FRF submitted to IHBG Formula Center 7/27/22; acknowledged receipt 7/28/22.
13	Contracts and Agreements					
14	• Audit	IHBG Non-IHBG	'22	Admin Accounting	AC, MC	Procurement of audit services for FY22-26.
15	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. Reinstated in FY23 IHP. OHCS funding possible.
16	Killich Easements and Lot Lines	CIT IHBG	'21- '22	Admin	AC, LM, BK/CIT, EG/HSDW	Pacific Power easement for original housing development found to be invalid - improperly executed, not recorded, and overly broad. Correction necessary to finance upcoming Tribal development and comply with current Tribal financing terms. Work to correct will affect HUD master housing lease, including right of way determinations and lot line adjustments, and may require execution of service line agreements for housing units. Attended discussion with CIT staff 7/22/21. BK/CIT and EG/HSDW discussion with Board 7/29/21. Met with Tribal staff to discuss correcting lot lines and legal descriptions 7/20/22. Work in progress.
17	Landscaping					
18	• 2021 Front Yard Makeover	IHBG	'21- '22	Admin Projects	LM, SP, TM, DD	Front yard makeover funds for one unit allocated in FY21 IHP. Announcements in August and September 2021 Sea-Ha Runners. Entry period 8/1/21-9/30/21. 6 entries received. Drawing conducted by Secretary/Treasurer More 9/30/21. Unit 2625 selected. Contacted resident 6/23/22. Met to begin design work 7/22/22; in progress. Awaiting response from landscape contractor.
19	• 2022 Front Yard Makeover	IHBG	'22- '23	Admin Maintenance Projects	LM, SP, TM, DD	Front yard makeover funds for one unit allocated in FY22 IHP. Announcements in July and August 2022 Sea-Ha Runners. Entry period 7/1/22-8/24/22. Drawing at CIHA Board meeting 8/25/22.

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
20	Mailbox Shelters	IHBG	'22	Maintenance Projects	SP, SF, KM	Two CCAT bus shelters donated to CIHA to replace two mailbox shelters that are leaking. Will fit existing slabs. Parts from old shelters will be used to refurbish third shelter. Began procurement for sandblasting and painting 6/23/22; completed 7/5/22. Work began 7/11/22; completed 7/28/22. Reinstallation of glass panels pending fabrication of two replacement panels.
21	Non-Routine Office Maintenance	IHBG		All	All	Interior and exterior repairs and painting, electrical work, and carpet and appliance replacement. Exterior repairs and electrical 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. Accounting office repainted 8/11-15/22. Roof replacement pending.
22	Personnel					
23	• Maintenance Technician	IHBG	'22- '23	Admin Maintenance	AC, LM, DD	Temporary part time position to support seasonal activities and fluctuations in workload. FY22 and FY23 IHP budgets adequate to fund 3-6 month term. Job description in place. Justification received from Deputy Director 7/20/22. Prepared offer letter, new hire checklist, and other documentation 8/15-17/22. To potential temporary hire 8/17/22. 3-month term of employment began 8/22/22.
24	Playground					
25	• Resurfacing and Equipment Replacement	IHBG-CARES	'20- '23	Maintenance Projects	LM, SF, SP, AC	Replacement of loose surfacing material with solid surfacing material included in FY20 IHBG-CARES IHP; amended to add equipment replacement as funding permits. Began procurement research 3/25/21. Met with vendor to discuss options 5/27/21. Proposals requested 6/2/22; received 6/24/22. Exceeded funds available. Revised proposals requested 7/7/22; one received 7/15/22. Exceeded funds available. Second revision requested 7/17/22; one received 7/21/22, second received 8/17/22. Both exceed funds available.
26	Signage					
27	• Kilkich Entry	CIT IHBG	'21- '22	Admin Projects	AC, LM, SP, CIT	Met with Tribal staff and sign contractor 4/20/21 regarding placement of KWC sign at entry. Discussed refurbishment of Kilkich entry sign with sign contractor. Met with KWC design team 5/14/21 to discuss KWC sign at entry. CIHA working with sign contractor to coordinate Kilkich and KWC entry signs. KWC design group approved draft 6/4/21. Cost estimate to Tribal staff

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
28	• Kilkich Entry (cont.)					6/14/21 to amend KWC contract for signage. Revised layout received 6/25/21. Paint colors submitted 7/6/21. Approved lighting and final design 8/5/21. Fabrication of KWC signs completed 2/10/22. New posts and KWC panels installed 5/27/22. Kilkich panels in progress.
29	Tribal Childcare Facility	Non-IHBG	'22- '25	Admin	AC, LM	Received request for use of housing unit from Tribal Childcare Taskforce 3/16/22. Discussed with Board 3/24/22. Toured 2627 and discussed terms with Tribal staff 5/3/22. Taskforce presented proposed budget and grant opportunities to TC 6/15/22. Board approved 3-year lease term at FMR 7/7/22. CIT to pay all costs to prepare and maintain unit. Draft business sublease and resolution to CIT 8/3/22. Awaiting response.
30	UST Emergency Rental Assistance	UST IHBG	'21- '23	Admin Resident Services Accounting	AC, DD, MC, TM, SE	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. 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. Board adopted policy revision 6/17/21. Revised FAQs published 6/24/21. Reporting guidance published 6/30/21. Revised policy documents received 7/6/21. POC guidance published 7/19/21. Additional reporting guidance published 7/23/21. Staff attended ONAP/Treasury joint webinar 7/27/21. 2021 Q2 partial reports due 8/6/21; submitted 8/5/21. Revised FAQs published 8/25/21. Staff attended Treasury presentation to NWIHA 9/15/21. On 9/22/21,

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
31	UST Emergency Rental Assistance (cont.)					Treasury extended 2021 Q1, Q2, and Q3 reporting deadline from 10/15/21 to 10/29/21. Revised reporting guidance published 9/28/21. Board adopted policy revision 9/30/21. 66% obligated as of 9/30/21; threshold to receive additional funds 65%. 2021 Q1, Q2, and Q3 reports submitted 10/29/21. Obligation certification and reallocation request submitted 11/29/21. Second reallocation request submitted 1/21/22. 2021 Q4 report submitted 1/27/22. Notified of \$49,878.11 reallocation award 3/14/22; received 4/1/22. 2022 Q1 report submitted 4/15/22. Third reallocation request submitted 6/9/22. 2022 Q2 report submitted 7/11/22. Notified of \$15,169.86 reallocation award 7/18/22; received 7/28/22. Treasury announced that tribes are not subject to involuntary recapture 7/21/22. Voluntary return of unobligated funds requested by 8/19/22. Fourth reallocation request submitted 8/17/22.
32		Warehouse Generator	IHBG-ARP	'22-'23	Projects	LM, SP
33	Commissioner Appointments	IHBG		Admin Board	AC, BOC	
34	• Position 1		'22			Paul Doyle appointed 6/25/20; term expires 4/30/22.
35	• Position 2		'24			Denise Hunter appointed 7/16/21; term expires 4/30/24.
36	• Position 3		'22			Shawn Chase appointed 5/9/19; term expires 4/30/22.
37	• Position 4		'24			Judy Rocha appointed 7/16/21; term expires 4/30/24.
38	• Position 5		'23			Don Garrett appointed 6/25/20; term expires 4/30/23.
39	• Position 6		'23			Bob More appointed 6/25/20; term expires 4/30/23.
40	• Position 7		'24			Jeff Severson appointed 7/16/21; passed away 11/8/21. Appointment to remaining term pending.
41	Contracts and Agreements					
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.

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
43	• County PILOT LCA (cont.)					Renewed effort to enter into LCA with County recommended in FY12 SMA. HUD NWONAP offered its assistance with the process 4/24/13.
44	Electronic Billing and Payments	IHBG	'20- '23	Admin 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.
45	Emergency Preparedness					
46	• Agency Emergency Response Plan	IHBG				
47	• Agency Evacuation Kit	IHBG				
48	• Relocation of Tribal Emergency Management Equipment	Non-IHBG		Admin Projects	AC, LM, DD	Working with ARES/RACES and CIT/IT on antenna design and placement.
49	• Resident Response Guide	IHBG		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.
50	• 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.
51	• Storage Facility for Residents' Emergency Supplies	Non-IHBG				Potential KRA or Tribal project.
52	Landscaping					
53	• Four-Plexes					
54	• Fruit trees					Placement in community garden and bogs declined. Apple trees planted by CIHA office 12/14/21.
55	• Rain Garden					To reduce stormwater run off. Discussed with Mike Vaughn 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. Alternate site selection pending.
56	Playground					
57	• Picnic Shelter					
58	• Roof					
59	Signage					
60	• Cultural Garden					
61	• Directions to Facilities					



Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
62	Signage (cont.)					
63	• Playground	IHBG	'20- '22	Admin Projects	LM, SP, AC	Colt Signs engaged to build non-smoking area signs 9/24/19. Met to review progress 9/17/20.
64	• Street Signs	IHBG	'20- '22	Admin Projects	LM, SP, 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.
65	• Welcome	IHBG	'21- '22	Admin Projects	AC, LM, SP	Met with sign contractor 4/20/21. Discussed refurbishment of Kilkich welcome sign. Pending completion of Kilkich entry sign.
66	Dala'liya Court Tiny Homes/Cottages	Non-IHBG		Admin Projects	AC, LM, RT, SP	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. Proposed project for CIT ARP funds.
67	Elder/Disabled Independent Living					
68	Kilkich Accessible Housing Project	IHBG-CG IHBG Non-IHBG	'20- '23	Admin Projects	AC, LM, RT, SP	IHBG-CG awarded 12/4/19 for 3 units of SF rehab and 3 units of new construction.
69	• Development Consultant					Under consideration.
70	• Rehabilitation					
71	- Pre-Construction					
72	- Construction					
73	- Demonstrations and Tours					
74	- Move-In					
75	• New Construction					
76	- Pre-Construction					
77	- Construction					
78	- Demonstrations and Tours					
79	- Move-In					
80	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 10/31/20.

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
81	Development	Market Rate Rentals	Non-IHBG	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.
82		North Parcel	Non-IHBG	Admin CIT		Private residential leasing and market rate rentals.
83		Private Purchase Storage Lot	Non-IHBG	Admin CIT	AC, LM, BOC, TC	Proposed location past Pole Building.
84		Tarheel Private Lots	Non-IHBG	Admin CIT	AC, LM, BOC, TC	Proposed project for CIT ARP funds.
85		Tv-ma'-xwe Court	Non-IHBG	Admin Projects	AC, LM, RT, SP	Mixed income. Area identified for development. AC and LM attended infrastructure financing and development training 9/22-24/20. Preliminary site plan and design to Board 6/17/21. Proposed project for CIT ARP funds.
86	Policies and Programs	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.
87		Adverse Action Appeals	IHBG	Admin Resident Services	AC, DD, TM	Revision to improve formatting and flow.
88		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.
89		Decks	IHBG	Admin Projects	AC, LM, DD	Revision to update specifications.
90		Home Repair Program	CIT IHBG	Admin Resident Services	AC, DD, LM, TM, BOC	Program transferred from CIT to CIHA. Eliminated 4/24/20 due to COVID-19's effect on Tribal general funds. Reinstated 7/16/21. \$35,000 received 7/26/21. Board discussion 9/30/21. HAF funds will be used prior to accessing Tribal funds. Policy and application to Board in 2022. To TC following Board approval.
91		HomeGO	IHBG	Admin Resident Services	AC, DD, TM	Update agreement to expand on insurance, useful life, and conversion in place.
92		Improvements	IHBG	Admin Projects	AC, LM, DD, TM	New policy to accompany improvements request.

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
93	Policies and Programs	Payback Agreements	IHBG	Admin Resident Services	AC, DD, TM	Revision to update and add provisions.
94		Personnel	IHBG	Admin	AC, EG/HSDW	Board adopted policy revision to incorporate Tribal provisions, improve consistency, and add Tribally-observed holidays 9/30/21. Revised to add Juneteenth holiday 4/28/22. Changes to conform to 2 CFR 200 pending.
95		Pets and Assistance Animals	IHBG	Admin Resident Services	AC, DD, TM, 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		Self-Monitoring	IHBG	Admin	AC, SM/CIT	Tribal policy update.
98		Travel	IHBG	Admin	AC, DD	Revision to update and add provisions.
99	Property Management	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.
100		Fire Extinguishers for Units	IHBG	Admin Projects	LM, SP	Discussed with AMERIND rep 9/11/18. May be able to provide at low or no cost in collaboration with local fire department.
101		Four-Plex Soundproofing	IHBG	Admin Projects		
102		Roads	IHBG	Admin Projects	SP	
103		• Repairs				
104		• Sealing				
105		Section 504 Uniform Federal Accessibility Standards Compliance	IHBG	'08- '23	Admin Maintenance Projects	AC,LM, DD, SP, EG/HSDW
106	Complete	2021 Annual Performance Reports				
107		• IHBG	IHBG	'22	Admin Accounting	AC, DD, MC

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
108	• IHBG (cont.)					Comments due by noon, 12/28/21. Submitted to HUD 12/29/21; acknowledged 12/29/21. Presented to TC 1/26/22. Additional information requested by HUD 2/7/22; submitted 2/9/22. HUD approved 2/12/22.
109	• IHBG-CARES	IHBG	'22	Admin Accounting	AC, DD, MC	FY21 IHBG-CARES APR due 12/29/21. Board approved 12/16/21. Submitted to TC 12/17/21. Public notice published on CIHA webpage, Tribal portal, and The World newspaper print and online editions 12/17/21. Available at local libraries beginning 12/18/21. Comments due by noon, 12/28/21. Submitted to HUD 12/28/21; acknowledged 12/29/21. Presented to TC 1/26/22. HUD approved 1/28/22.
110	• IHBG-Competitive	IHBG	'22	Admin Accounting	AC, MC	FY21 IHBG-Competitive APR due 12/29/21. Board approved 12/16/21. Submitted to TC 12/17/21. Public notice published on CIHA webpage, Tribal portal, and The World newspaper print and online editions 12/17/21. Available at local libraries beginning 12/18/21. Comments due by noon, 12/28/21. Submitted to HUD 12/28/21; acknowledged 12/29/21. Presented to TC 1/26/22. HUD approved 2/25/22.
111	2021 BOC/Staff Training Event	IHBG Non-IHBG	'21- '22	Admin	AC, DD, LM	Virtual Self-Monitoring training conducted by trainer Cielo Gibson 10/6-7/21.
112	2021 Financial Audit	IHBG	'22	Admin Accounting	AC, MC, DD, TM	FY21 financial audit due to Banner 3/31/22. FAC submission due within 30 days after audit report issued. Began uploading documents 2/16/22. Letter of engagement to extend current agreement through FY21 executed 2/23/22. Onsite fieldwork 2/22-24/22. Board approved 3/24/22. To Banner and posted on CIHA webpage 3/29/22. Isler began FAC submission 4/6/22; completed 4/12/22. FAC accepted 4/12/22; notice of acceptance received 4/14/22. To HUD NWONAP 4/27/22; review completed 5/17/22.
113	2021 IHBG-ARP					
114	• 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. Board approved 6/17/21. Presented to TC 6/23/21; approved by resolution 6/24/21. Submitted to HUD 6/25/21. HUD acknowledged receipt 7/13/21. Additional information requested 9/9/21; submitted 11/2/21. HUD approved 12/16/21. Funding agreement executed 12/17/21.
115	2021 Self-Monitoring	IHBG	'21- '22	All	All	For FY21 period. Proposed monitoring committee assignments to Board 9/30/21. Onsite and virtual review conducted 10/12-21/21. To Board 12/16/21. To TC 1/26/22.

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
116	2023 IHP	IHBG	'22- '23	Admin Accounting	AC, MC, DD	Due 7/18/22. Board approved 7/7/22. Presented to TC 7/12/22; approved by resolution 7/15/22. Submitted via EPIC 7/15/22. HUD acknowledged receipt 7/18/22; approved 7/29/22.
117	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 submitted 7/16/21. HUD acknowledged receipt 7/16/21. Additional information requested 8/10/21; FCAS correction required. Research found bookkeeper FCAS reporting error in 2001; reconciliation and revised FCAS submitted 9/1/21. Additional information requested 11/18/21; submitted 11/30/21. Additional information requested 12/10/21; submitted 12/10/21. HUD determination received 2/14/22 seeks recapture of \$95,299 for FY14-21; response due within 30 days. To EG/HSDW 2/17/22. Request for reconsideration to limit to 3-year prior period and reduce repayment to \$53,003 submitted 3/11/22; awaiting response. Final allocation notice of \$1,466,579 received 5/12/22. Funding agreement received 5/13/22; returned 5/16/22. Funds released 5/19/22. First LOCCS draw entered 5/26/22.
118	2022 Tribal Restoration Celebration	IHBG Non-IHBG	'22	Admin Resident Services	DD, TM, SE, AC	Distributed giveaways at hospitality booth 6/25/22.
119	Benches	IHBG	'22	Maintenance Projects	LM, SF, SP	Replacement bench for lower Mexeye Loop, new bench for mid-loop, and replacement parts ordered 1/11/22; received 1/25/22. Completed repairs, finish work, and installation 6/21/22.
120	CIT Treasury ARP Funds	IHBG	'21- '22	Admin	AC, LM,MJ/CIT, BOC	CIT CFO requested input on potential CIT ARP projects 5/12/21. List of potential projects to Board 6/17/21. Attended CIT ARP planning meeting 7/23/21. Narrowed down potential projects with Board 7/29/21. Tribal Planner unavailable to assist. RT assisted LM with development of project summaries and cost estimates. Submitted proposed projects and cost estimates to CIT staff/TC 9/14/21. Pending future TC action.
121	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. Published in April K'wen 'inish-ha. Closing date 4/28/21. 6 applications received. To Board 5/20/21. To TC 6/23/21.
122	• Position 2		'21- '22			Denise Hunter appointed 7/16/21; term expires 4/30/24. Oath administered 10/5/21.
123	• Position 4		'21			Judy Rocha appointed 7/16/21; term expires 4/30/24. Oath administered 9/30/21.
124	• Position 7		'21			Jeff Severson appointed 7/16/21; term expires 4/30/24. Oath administered 9/30/21.

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
125	Common Energy Community Solar	IHBG Non-IHBG	'21- '22	Admin	AC, DD, SE	Initial discussion with Common Energy 6/2/21. Oregon offers 5% Community Solar discount to all subscribers and 20% to low income subscribers. Discussed with Board 6/17/21, TC 6/24/21, and KRA 7/12/21. Presentation and draft MOU to Board 7/29/21. Proposed MOU revision to CE 9/22/21; accepted 9/29/21. CIHA enrollment goal 100. Discussed KRA participation, CE donation of \$25/enrollment, and bank account with KRA 11/8/21. New CIHA Banner Bank account resolution pending. Co-branded portal and pre-enrollment process completed 3/9/22; <a href="https://www.commonenergy.us/partners/coquilleiha">https://www.commonenergy.us/partners/coquilleiha</a> . Began outreach to Coquille Tribal members, staff, residents, and CTCLUSI family support services 3/28/22. Prelaunch presentation to limited audience 4/6/22. First monthly webinar held 4/13/22; 12 participants excluding presenters and staff. Informed of special incentive for LI PGE customers 6/16/22. 15 enrollments in progress as of 7/7/22. Ongoing activity.
126	Energize South Coast DHP Project	Non-IHBG	'20- '22	Admin Board Projects	AC, LM, DG, RM, SE, SP	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 partnership 7/30/20. Funds to assist with outreach offered 11/11/20. Met with project team to discuss additional incentive for tribal households 12/16/20. Attended organizing meeting for 2021 campaign 2/2/21. 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. Executed MOU 6/22/21. Received \$1,000 from Spark Northwest 8/4/21. Received \$8,000 from Rogue Climate 9/13/21. Staff attended ESC workshop 9/16/21. Added to CIHA webpage and announced in KW 9/27/21. Added CTCLUSI to CIHA program per request 9/28/21. Program materials to Board 9/30/21. Revised materials to include CTCLUSI posted 10/7/21. ESC MOU addendum to add CTCLUSI effective 9/28/21 executed 11/9/21. Additional \$9,000 from Spark Northwest received 12/28/21. Interim grant report submitted 1/31/22. 2 Coquille applications funded as of 2/24/22. 7 potential Coquille applicants contacted but did not apply. Debrief with Spark Northwest and Rogue Climate 3/15/22. Approved use of remaining \$14,224.85 for Elders House DHP. Began procurement 3/16/22; completed 3/29/22. Installed 5/26/22. Final report submitted 7/18/22.

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
127	Environmental Review					
128	• Individual Action - Section 184 Mortgage Loan	IHBG	'22	Admin	AC	705 Jistajaya Court acquisition. Request received 4/6/22. Began worksheets and documentation 4/18/22; completed 4/25/22. Tribal Chair approval requested and received 4/26/22. To bank 4/26/22.
129	• Individual Action - Section 184 Mortgage Loan	IHBG	'22	Admin	AC	657 Miluk Drive construction. Request received 4/8/22. Began worksheets and documentation 4/25/22. THPO clearance requested 4/26/22; received 4/28/22. Tribal member withdrew mortgage application 4/29/22. Closed incomplete.
130	Kilkich Accessible Housing Project	IHBG-CG IHBG Non-IHBG	'20- '23	Admin Projects		IHBG-CG awarded 12/4/19 for 3 units of SF rehab and 3 units of new construction.
131	• Revised Implementation Plan				AC, LM, DW/HUD	Consulted with NWONAP IHBG-Competitive Specialist regarding revised project implementation plan 7/30/21; submitted 8/4/21. HUD acknowledged receipt 8/5/21. Approval received 10/25/21.
132	KRA					
133	• Survey	IHBG	'21- '22	Admin Resident Services	TM, AC	CIHA Board approved with minor revision 5/20/21. Presented to TC 6/23/21; approved 7/16/21. To KRA 7/30/21. Published in October and November Sea-Ha Runners. Responses due 11/30/21; 6 received. KRA reviewed 1/10/22; response determined inadequate.
134	• Emergency Preparedness	IHBG	'21- '22	Admin Resident Services	TM, AC	AC presentation to KRA Board 11/8/21. Additional materials provided on an ongoing basis. KWC Public Health Improvement Coordinator attended KRA meeting 12/13/21. KRA work with CITPD in progress. CIHA Chair and Deputy Director attended CIT winter storm tabletop exercise 4/7/22. Chair Doyle report to CIHA Board 4/28/22. Ongoing activity.
135	Personnel					
136	• Receptionist/Clerk	IHBG	'21- '22	Admin Resident Services	AC, TM, DD, MC	Position budgeted in FY21 and FY22 IHPs. Job description in place. Prepared updated job description, justification for 3-6 month temporary hire, offer letter, new hire checklist, and other documentation 5/12-14/21. Temporary hire engaged 5/24/21. Term of employment completed 11/15/21.
137	• Housing Programs Specialist	IHBG	'21- '22	Admin Resident Services	AC, TM, DD, MC	Position budgeted in FY21 and FY22 IHPs. Job description in place. Prepared justification for 3-6 month temporary hire, offer letter, new hire checklist, and other documentation 8/6-25/21. To potential temporary hire 8/26/21. 6-month term of employment began 8/30/21. Emergency hire approved by Board 2/24/22. Temporary employee hired as regular employee 3/1/22.

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
138	Personnel					
139	• Projects Coordinator	IHBG	'22	Admin	AC, LM, DD	Position budgeted in FY22 IHP. Job description in place. Emergency hire approved by Board 2/24/22. Former employee rehired as regular employee 3/14/22.
140	• Controller	IHBG	'22	Admin Accounting	AC, MC	Transition to remote work suspended 4/6/22.
141	Phone System	IHBG Non-IHBG	'22	Admin	DD, AC	Tribes transitioned from Iwatsu to 8x8 VOIP in 2021. Tribal IT recommended CIHA transition away from Iwatsu due to network security concerns 3/11/22. Met with 8x8 and Tribal IT 3/16/22. 8x8 system demo 4/7/22. Met to review equipment options 4/12/22. Upgraded CIHA cell phones necessary for maintenance and projects field staff to integrate with new phone system ordered 4/22/22; received 4/27/22. Handsets and headsets ordered 4/25/22; shipped 4/27/22. System installation and administration training 4/28/22. Began setup 5/9/22. Phone numbers ported and began using new system 6/22/22. Setup fully complete 7/6/22.
142	Roads and Parking Areas	IHBG		Admin Projects	SP	
143	• Sealing					CIHA parking area sealing and striping completed 6/20/22.
144	Sale and Conveyance					
145	• 705	IHBG	'21- '22	Admin/ Accounting/ Resident Services	AC, TM, MC	Resolution for conveyance approved by Board 8/20/20. Postponed due to military service. Conveyed 3/11/22.

*Anne F. Cook*