



# Coquille Indian Housing Authority

## FY 2022 Completed Projects

September 30, 2022

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
1	2021 Annual Performance Reports					
2	• IHBG	IHBG	'22	Admin Accounting	AC, DD, MC	FY21 IHBG 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 12/29/21; 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.
3	• 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.
4	• 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.
5	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.
6	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.

Complete

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7	2021 IHBG-ARP					
8	• 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.
9	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.
10	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.
11	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 5/26/22.
12	2022 Tribal Restoration Celebration	IHBG Non-IHBG	'22	Admin Resident Services	DD, TM, SE, AC	Distributed giveaways at hospitality booth 6/25/22.
13	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.
14	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.

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15	CIT Treasury ARP Funds (cont.)					Submitted proposed projects and cost estimates to CIT staff/TC 9/14/21. Pending future TC action.
16	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.
17	• Position 2		'21-'22			Denise Hunter appointed 7/16/21; term expires 4/30/24. Oath administered 10/5/21.
18	• Position 4		'21			Judy Rocha appointed 7/16/21; term expires 4/30/24. Oath administered 9/30/21.
19	• Position 7		'21			Jeff Severson appointed 7/16/21; term expires 4/30/24. Oath administered 9/30/21.
20	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.
21	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

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22	Energize South Coast DHP Project (cont.)					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.
23	Environmental Review					
24	• 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.
25	• 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.
26	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.
27	• 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.
28	KRA					
29	• 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.
30	• 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.
31	Personnel					
32	• 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

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33	Personnel					
34	• Receptionist/Clerk (cont.)					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.
35	• 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.
36	• 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.
37	Phone System	IHBG Non-IHBG	'22	Admin	DD, AC	Tribe 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.
38	Roads and Parking Areas	IHBG		Admin Projects	SP	
39	• Sealing					CIHA parking area sealed and striped 6/20/22.
40	Sale and Conveyance					
41	• 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.
42	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. Held through 9/30/22. Closed inactive.

*Quae F. Cook*