



# Coquille Indian Housing Authority

## FY 2023 Master Projects List

May 25, 2023

Rank/ Class	Activity	Funding		Department	Assignment	Notes	
		Source	Year				
1	<b>1</b>	<b>2024 IHP</b>	IHBG	'23	Admin Accounting	AC, MC	Due 7/18/23. To Board 5/25/23. To TC 6/14/23.
2	<b>2</b>	<b>OPUS Registration</b>	OHCS	'23	Admin Accounting	AC, MC	OHCS data collection system for accessing grant funds. Set up required by end of May to enable distribution of current biennium BAFI-NATO Homeless Services Grant funds. Required submissions in progress. Training and system configuration pending.
3	<b>3</b>	<b>IHBG-Competitive Amendment</b>	IHBG	'23	Admin	AC, LM	Second extension request and revised implementation plan to address staffing. Discussed with TC/NWONAP 5/9/23. Will request 12/31/24 but can extend to 12/31/28 if necessary.
4	<b>4</b>	<b>Kilkich Accessible Housing Project</b>	IHBG-CG IHBG Non-IHBG	'20- '24	Admin Projects	LM, RT, AC, DD, SP	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					
		- 2608					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. Cabinetry RFQ published 6/3/22. 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. ERR completed 12/20/22. Cabinet and lumber packages ordered 12/21/22; received 1/12/23 and 1/25/23, respectively. RFQ for construction published 5/3/23; site visit 5/10/23; quotes due 5/31/23.
		- 708					Drawings and specs completed 7/18/22. Submitted to CIT for plan review 7/20/22. CIT plan review completed and permitting documents received 8/3/22. ERR completed 12/20/22. Cabinet and lumber packages ordered 3/1/23. RFQ for construction published 5/3/23; site visit 5/10/23; quotes due 5/31/23.
		- 2651					Original unit (2659) no longer available. Substitution request submitted to HUD 2/8/23; approved 2/13/23. Revised plans and specs received 2/20/23. Began procurement for cabinetry and lumber packages 5/4/23; in progress. RFQ for construction published 5/3/23; site visit 5/10/23; quotes due 5/31/23.

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5	<b>Tribal Events</b>					
	<ul style="list-style-type: none"> <li>2023 Tribal Restoration Celebration</li> </ul>	IHBG Non-IHBG	'23	Admin Resident Services	AC, LM, DD, TM, BOC	Outreach at TMCH 5:00 p.m. to 8:00 p.m., 6/22/23. Began procurement for promotional items 4/11/23; ordered 5/10/23. Began procurement for game items 4/19/23; ordered 4/26/23; received 5/2/23. Began procurement for prizes 5/23/23; in progress. Additional prep in progress.
6	<b>Playground</b>					
	<ul style="list-style-type: none"> <li>Resurfacing and Equipment Replacement</li> </ul>	IHBG-CARES	'20- '23	Maintenance Projects	SP, SF, LM	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. Third revision requested 9/9/22; one received 9/13/22. Quote for temporary fencing requested 9/15/22. Additional information requested from playground vendor 9/15/22; received 10/17/22. Agreement executed 10/18/22. COCB will repurpose old surfacing material per discussion 9/29/22. Swing set received 12/14/22. Temporary fencing received 2/2/23. Tiles received 2/27/23. Removed old surfacing material 2/13-17/23; COCB picked up 3/15-16/23. Began removing old swing set 2/13/23; completed 2/17/23. Removed merry go around and transported to warehouse 2/13/23; disassembled 2/15/23; to powdercoating 3/2/23. Removed remaining debris 5/24-25/23. Installation scheduled 6/5-16/23.
7	<b>Personnel</b>					
	<ul style="list-style-type: none"> <li>Wage Review</li> </ul>	IHBG	'23	Admin Accounting	AC	Allowance included in FY24 IHP budget development. Pending completion of other work priorities.
8	<b>Kilkich Water Pressure</b>	IHBG	'23- '24	Admin Maintenance Projects	AC, LM, SP, SF	Joint CIT project. Consulted with CBNBWB 5/22/23. Tested psi at hydrants near Pole Building and Jistajaya 11:00 a.m., 5/23/23 to 11:00 a.m., 5/24/23. Pressure fluctuated with Wisconsin pump activity and usage. Pole Building hydrant ranged 39.5-43 psi without pump running, 50-52 psi with. Jistajaya hydrant averaged 59 psi without, 65-66 psi with. Minimum requirement 20 psi. No indication of valve issues. Planned upgrades to Pigeon Point pump station should improve Kilkich pressure. Procurement for equipment to test pressure at individual units in progress.

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9	<b>Policy</b>					
	• Cybersecurity	OHCS	'23	Admin	AC, DD	Formal policy and insurance increase required by OHCS BAFI-NATO Homeless Services Grant program. Sample policy requested from OHCS 4/12/23 and 5/23/23. Staff completed training 5/8/23. Insurance increased to \$1M effective 6/1/23.
10	<b>Environmental Review</b>					
	• IHBG-ARP - PMOSF Solar	IHBG-ARP	'21-'23	Admin Projects	AC	24 CFR 58.35(a) categorical exclusion subject to 58.5 converting to exempt.
11	2022 Financial Audit	IHBG	'23	Admin Accounting	AC, MC, DD, TM	FY22 financial audit due to Banner 3/31/23. FAC submission due within 30 days after audit report issued. Began uploading documents 1/12/23. Onsite fieldwork completed 2/6-9/23. Board approved 3/30/23. To Banner and posted on CIHA webpage 3/31/23. To CIT 4/7/23. Isler began FAC submission 4/13/23; completed 4/14/23. FAC accepted 4/14/23; notice of acceptance received 4/17/23. To HUD NWONAP 4/26/23; review in progress.
12	2023 CIHA Board and Staff Event	IHBG Non-IHBG	'23	Admin	AC, DD, LM	FY23-27 strategic planning.
13	Commissioner Appointments	IHBG	'23	Admin Board	AC, BOC	Advertisement published on MyTribe and CIHA webpage 5/5/23, and K'wen Weekly 5/9/23 and 5/12/23. Pending publication in June K'wen 'inish-ha. Closing date 7/26/23. To Board 7/27/23. To TC in August.
14	• Position 5					Don Garrett appointed 6/25/20; term expires 4/30/23.
15	• Position 6					Bob More appointed 6/25/20; term expires 4/30/23.
16	Conflict of Interest - Admissions	IHBG	'23	Admin Accounting	AC, DD, TM	Identified in FY21 and FY22 SMA. NWONAP reviewed requirements at NWIHA meeting 4/12/23. Developed application, public disclosure, and HUD notice forms 4/17/23. Conversion to fillable completed 5/1/23. To be completed prior to FY23 SMA.
17	<b>Contracts and Agreements</b>					
18	• Audit	IHBG Non-IHBG	'23	Admin Accounting	AC, MC	MC began preparing RFP 11/16/22; to AC 1/9/23. Inadequate time to review, issue solicitation, evaluate response, and perform work before 3/31/23 FY22 audit deadline. Solicitation deferred to mid-2023.
19	<b>Environmental Review</b>					
20	• IHBG-ARP - New Construction	IHBG-ARP	'23	Admin	AC	24 CFR 58.35(a) categorical exclusion subject to 58.5 converting to exempt.
21	• IHBG-CG - New Construction	IHBG-CG IHBG Non-IHBG	'23	Admin	AC	24 CFR 58.35(a) categorical exclusion subject to 58.5 converting to exempt.
22	• OHCS BAFI-NATO Homeless Services Grant	OHCS	'23	Admin	AC	Exempt and categorically excluded.

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23	HUD Training and Technical Assistance	IHBG	'23	Admin Accounting Projects	AC, LM, DD, MC	HUD TTA funds appropriated under IHBG-ARP. Outreach call from HUD contractor, Local Initiatives Support Corporation, received 6/21/22. Discussed solar backup system and help engaging development, financial management, grantwriting, and other consultants. Follow up contact received 2/27/23. Kick-off call 3/16/23. Tentative onsite August 2023.
24	Kilkich Accessible Housing Project	IHBG-CG IHBG Non-IHBG	'20- '24	Admin Projects	LM, RT, AC, DD, SP	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.
25	• New Construction					
26	- Procurement - 498/500					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. Revised project implementation plan pending.
27	- Procurement - 2665					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. Revised project implementation plan pending.
28	Kilkich Easements and Lot Lines	CIT IHBG	'21- '23	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.

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29	Kilkich Easements and Lot Lines (cont.)					Work to correct 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 proposed corrections 7/20/22, 2/6/23, and 3/15/23. CIT will continue easements and work necessary to Tribal development. CIHA will continue other work within housing master lease. Proposed easements to TC 5/24/23. Sublease for Shishda Haws pending receipt of legal description from CIT.
30	Kilkich HVAC Rehabilitation Project	IHBG Non-IHBG	'23- '25	Admin Projects	AC, LM, DD, SP	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. Exploring ODOE and Energy Trust options.
31	Non-Routine Office Maintenance	IHBG	'16- '26	Admin Maintenance Projects	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 office front porch replacement 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. Began procurement for roof replacement 3/13/23; in progress.
32	OHCS BAFI-NATO Homeless Services Grant	OHCS	'22- '25	Admin Resident Services Accounting	AC, DD, 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 trainings 6/16/22, 8/4/22, 9/7/22, and 10/6/22. Supplemental application for acquisition of RVs received 8/18/22 requires 10-year ownership period and is inconsistent with proposed

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33	OHCS BAFI-NATO Homeless Services Grant (cont.)					housing first model. Board approved transfer of funds from housing first program to homelessness prevention activities 9/29/22. Amended application submitted and approved 10/5/22. Board adopted Emergency Housing Assistance Program policy 10/27/22. Grant agreement received 12/13/22. To RM and EG for review 12/14/22. Submitted consolidated notes on grant agreement and appendices to OHCS 1/24/23; responses from OHCS received 2/1-10/23 do not fully address concerns. Additional discussions 2/9/23, 2/16/23, and 2/17/23. EG response to OHCS submitted 2/21/23; OHCS final response received 3/3/23. BAFI-NATO tribal workgroup met 2/24/23 to review Governor's emergency order and 2023-2025 State budget. EO set aside \$5MM for tribes. Next biennium set aside \$5MM for tribes. Both to be distributed under BAFI-NATO via similar formula. Deadline to expend current, EO, and next biennium funds expected to be 6/30/25. Current biennium funds likely to be advanced before 6/30/23. Executed agreement received 3/13/23; returned 3/14/23. Inquired about using funds for PHA project 3/20/23. Insurance requirements submitted to AMERIND 3/21/23. Fully executed final agreement received 3/23/23. OHCS determined PHA project ineligible 3/29/23. RM/BOC exploring other collaboration opportunities. Environmental review and policy work pending.
34	OHCS Homeownership Development Grant	OHCS	'23-'25	Admin	AC	Downpayment assistance 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. Assisting OHCS with tribal program development. Pre-application submitted 1/17/23. Board authorized application 3/2/23. Application submitted 3/16/23; awaiting response.
35	OHCS Tribal Housing Block Grant	OHCS	'23-'25	Admin	AC	State program similar to NAHASDA IHBG, combining multiple competitive grants and set asides into a single formula grant. Initial tribal housing workgroup met 2/24/23.
36	Personnel					
37	• Maintenance Technician	IHBG	'22-'23	Admin Maintenance	AC, LM, DD	Temporary part time position to support seasonal activities and fluctuations in workload. FY22-23 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 temporary

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38	• Maintenance Technician (cont.)					employee 8/17/22; began work 8/22/22. Solicitation for regular position pending.
39	Policy					
40	• Admissions and Occupancy	IHBG	'23	Admin Resident Services	AC, TM, DD, EG/HSDW	Revision to update terminology, incorporate Board actions since last revision, formalize practices, and remove CTCLUSI preference. In progress.
41	Roads	IHBG BIA	'23- '25	Admin Projects	LM, SP	
42	• Repairs					Began procurement to repair four locations and address drainage at one location 3/28/23; in progress.
43	• Sealing					Sufficient BIA road funds remaining after KTSP per MJ/CIT 5/15/23. Evaluating methods and gathering cost info to support TC priority designation.
44	Signage					
45	• Kilkich Entry	CIT IHBG	'21- '23	Admin Projects	AC, LM, SP	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 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. Met with Pacific Power and electrical contractor 2/14/23 regarding meter relocation; work completed 4/13/23. Kilkich panels reinstalled 5/16/23, except canoe. Canoe and lighting installation expected in June.
46	UST Homeowner Assistance Fund	UST HAF	'21- '24	Admin Projects	AC, DD, SP	Homeowner assistance funds appropriated by American Rescue Plan Act 3/11/21. Anticipated allocation ~\$885,000. 15% planning and admin. 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.

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47	UST Homeowner Assistance Fund (cont.)					Revised guidance and HAF plan templates published 8/2/21. Revised policy documents received 8/4/21. 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 NAIHC trainings 2/17/22 and 2/28/22. Attended UST HAF Plan training 9/28/22. Board approved HAF plan 9/29/22; submitted to UST 10/3/22. Staff attended HAF reporting training 10/19/22. Board approved HAF policy revision 10/27/22. Pro rata reallocation of returned HAF funds announced 4/24/23. CIHA additional allocation \$47,229.35. Budget revision to increase mortgage assistance pending. Assistance to date: 20 mortgage/utilities, 10 back taxes, 5 homeowners' insurance, and 23 home repairs completed, 6 in progress, and 3 pending completion of procurement as of 5/25/23.	
48		Warehouse Generator	IHBG-ARP	'22-'24	Projects	LM, SP, AC	Installation of warehouse generator included in FY21 IHBG-ARP IHP. Began researching solar options in February 2022. Met with Lloyd 4/6/22 and Reese 4/19/22 to review wiring already in place and additional wiring needed. Requested cost comparison for solar and conventional backup generator systems from Dialed In Electric (DIE) 5/19/22. Requested quote for net zero solar system from Coastal Solar Oregon (CSO) 10/24/22. CSO site visit week of 10/31/22. DIE site visit week of 11/7/22. Contractor began system design and researching grants and incentives 1/17/23. Met to review equipment 2/16/23. Began final drawings 2/20/23; received 3/21/23. Walkthrough with CSO and electrician 3/24/23. Final pricing received 5/9/23. Grant and incentive applications in progress. Meeting to review schedule 5/30/23. Application for plan review and permitting in progress.
49	Commissioner Appointments	IHBG		Admin Board	AC, BOC		
50			• Position 1			'25	Paul Doyle appointed 11/18/22; term expires 4/30/25.
51			• Position 2			'24	Denise Hunter appointed 7/16/21; term expires 4/30/24.
52			• Position 3			'25	Shawn Chase appointed 11/18/22; term expires 4/30/25.
53			• Position 4			'24	Judy Rocha appointed 7/16/21; term expires 4/30/24.
54			• Position 5			'23	Don Garrett appointed 6/25/20; term expires 4/30/23.
55			• Position 6			'23	Bob More appointed 6/25/20; term expires 4/30/23.
56			• Position 7			'24	Jackie Chambers appointed 11/18/22; term expires 4/30/24.



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57	Contracts and Agreements					
58	• 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.
59	Electronic Billing and Payments	IHBG	'20-'24	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.
60	Emergency Preparedness					
61	• Agency Emergency Response Plan	IHBG				
62	• Agency Evacuation Kit	IHBG				
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	Landscaping					
65	• 2023 Front Yard Makeover	IHBG	'23-'24	Admin Maintenance Projects	LM, TM, DD	Front yard makeover funds for one unit allocated in FY23 IHP.
66	• Four-Plexes					
67	• Fruit trees					Placement in community garden and bogs declined. Apple trees planted by CIHA office 12/14/21.
68	• 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. Alternate site selection pending.
69	Mailbox Shelters	IHBG	'22-'24	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.
70	Signage					
71	• Cultural Garden					
72	• Directions to Facilities					
73	• Playground	IHBG		Admin Projects	LM, SP, AC	Colt Signs engaged to build non-smoking area signs 9/24/19. Met to review progress 9/17/20.

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74	Signage (cont.)					
75	• Street Signs	IHBG		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.
76	• Welcome	IHBG		Admin Projects	AC, LM, SP	Met with sign contractor 4/20/21. Discussed refurbishment of Kilkich welcome sign. Pending completion of Kilkich entry sign.
77	Dala'liiya Court Cottages	IHBG 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.
78	Kilkich Accessible Housing Project	IHBG-CG IHBG Non-IHBG	'20- '24	Admin Projects	AC, LM, RT, SP	IHBG-CG awarded 12/4/19 for 3 units of SF rehab and 3 units of new construction.
79	• Development Consultant					Under consideration.
80	• New Construction					
81	- Pre-Construction					
82	- Construction					
83	- Demonstrations and Tours					
84	Market Rate Rentals	Non-IHBG		Admin Projects Resident Services	AC, LM, MC, TM, DD	Began research on conversion of existing HUD units and evaluation of suitable units in July 2018. FCAS value requested 8/8/18; received 8/22/18. Attended training 9/12-13/18. Discussed with NWONAP 9/12/18 and 9/17/18. Clarified useful life considerations. Updated FCAS value requested 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.
85	North Parcel	Non-IHBG		Admin CIT		Private residential leasing and market rate rentals.
86	Private Purchase Storage Lot	Non-IHBG		Admin CIT	AC, LM, BOC, TC	Proposed location past Pole Building.
87	Tarheel Private Lots	Non-IHBG		Admin CIT	AC, LM, BOC, TC	Proposed project for CIT ARP funds.
88	Tv-ma'-xwe Court	IHBG 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.
89	Adverse Action Appeals	IHBG		Admin Resident Services	AC, DD, TM	Revision to improve formatting and flow.
90	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

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		Source	Year			
91	Common Scheme Enforcement (cont.)					permissible 6/11/19. DH reviewed associated agreements, policies, and ordinances with committee 12/5/19.
92	Decks	IHBG		Admin Projects	AC, LM, DD	Revision to update specifications.
93	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 exhausted prior to accessing Tribal funds.
94	HomeGO	IHBG		Admin Resident Services	AC, DD, TM	Update agreement to expand on insurance, useful life, and conversion in place.
95	Improvements	IHBG		Admin Projects	AC, LM, DD, TM	New policy to accompany improvements request.
96	Payback Agreements	IHBG		Admin Resident Services	AC, DD, TM	Revision to update and add provisions.
97	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.
98	Pets and Assistance Animals	IHBG		Admin Resident Services	AC, DD, TM, EG/HSDW	Board discussed 8/18/11.
99	Private Residential Leasing (PRL)	Non-IHBG		Admin Resident Services		"How To Build On Tribal Lands" brochure.
100	Self-Monitoring	IHBG		Admin	AC, SM/CIT	Tribal policy update.
101	Travel	IHBG		Admin	AC, DD	Revision to update and add provisions.
102	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.
103	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.
104	Four-Plex Soundproofing	IHBG		Admin Projects		
105	Section 504 Uniform Federal Accessibility Standards Compliance	IHBG	'08- '24	Admin Maintenance Projects	AC,LM, DD, SP, 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.

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
106	2023 Self-Monitoring	IHBG	'23- '24	All	All	Due 9/30/23.
107	2024 IHBG Formula Funding	IHBG	'23- '24	Admin	AC	Preliminary allocation notice expected ~6/1/23.
108	2022 Annual Performance Reports	IHBG	'23	Admin Accounting	AC, DD, MC	Due 12/29/22. Board approved 12/15/22. Submitted to TC 12/16/22. Public notice published on CIHA webpage, Tribal portal, and The World newspaper print and online editions 12/16/22. Available at local libraries beginning 12/16/22. Comments due by noon, 12/28/22. Submitted to HUD 12/28/22; acknowledged 12/28/22. Presented to TC 1/11/23.
109	• IHBG					HUD approved 1/6/23.
110	• IHBG-CARES					HUD approved 1/6/23.
111	• IHBG-ARP					HUD approved 2/24/23.
112	• IHBG-Competitive					HUD approved 1/6/23.
113	2022 Self-Monitoring	IHBG	'22- '23	All	All	For FY22 period. Proposed monitoring committee assignments to Board 10/27/22. Onsite review conducted 11/1-9/22. To Board 12/15/22. To TC January 2023.
114	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 met 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. Final allocation notice \$1,493,901 received 2/27/23. O-link reconciliation received 2/28/23. Funding agreement received and returned 3/2/23. Conference call to review o-link reconciliation 3/6/23. HUD released funds 3/8/23. First LOCCS draw entered 3/24/23. \$66,866 make whole payment received from Klamath 3/28/23. \$17,459 received from Fort Bidwell 4/10/23.
115	2602 Sublease Revision	IHBG	'23	Admin Accounting	AC	Revision to allow additional users and index rent to HUD FMR. Current lease term expires 9/30/23. Revised lease to CIT 5/10/23. CIT withdrew request 5/15/23. Will continue to use for CITPD, SO, and SCINT.
116	Commissioner Appointments	IHBG	'22- '23	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. Inadequate response. 6 applications received as of 8/23/22. To Board 8/25/22. To TC 8/30/22.

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
117	Commissioner Appointments (cont.)					
118	• Position 1					Paul Doyle appointed 11/18/22; term expires 4/30/25.
119	• Position 3					Shawn Chase appointed 11/18/22; term expires 4/30/25.
120	• Position 7					Jackie Chambers appointed to Jeff Severson's remaining term on 11/18/22; expires 4/30/24.
121	Environmental Review		'21-'23	Admin Projects	AC, SP, DD	Staff attended HUD training 9/20-22/22.
122	• FY23-27 Exempt	IHBG				Primarily administrative activities. Began worksheets and documentation 9/27/22; completed 11/23/22. Tribal Chair's approval requested 11/28/22; received 11/29/22.
123	• FY23-27 Categorical Excluded	IHBG				TBRA, DPA, operating costs, maintenance, and similar activities. Began worksheets and documentation 9/27/22; completed 11/23/22. Tribal Chair's approval requested 11/28/22; received 11/29/22.
124	• FY23-27 Recurring	IHBG				Accessibility, HomeGO, landscaping, modernization and rehabilitation, and sustainability. Began worksheets and documentation 9/27/22; completed 11/23/22. THPO clearance requested 11/16/22; received 11/22/22. Tribal Chair's approval requested 11/28/22; received 11/29/22.
125	• IHBG-CG KAH Rehabilitation	IHBG-CG IHBG Non-IHBG				24 CFR 58.35(a) categorical exclusion subject to 58.5 converting to exempt. Cost estimate received 3/23/21. Began worksheets and documentation 9/27/22; completed 12/7/22. THPO clearance requested 11/16/22; received 11/17/22. Tribal Chair's approval requested 12/8/22; received 12/20/22.
126	Landscaping					
127	• 2021 Front Yard Makeover	IHBG	'21-'23	Admin Projects	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. Began design work with resident 7/22/22; in progress. Began procurement for installation 7/25/22; responses received 9/23/22. Draft design received 10/7/22. Delivered to resident 10/20/22. Installation completed 2/8/23.
128	• 2022 Front Yard Makeover	IHBG	'22-'23	Admin Maintenance Projects	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. Unit 2639 selected. Began design work with resident 9/13/22; in progress. Began procurement for installation 9/12/22; responses received 9/23/22. Draft design received 10/7/22. To resident 10/14/22. Installation completed 2/9/23.

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		Source	Year			
129	Organizational Chart	IHBG	'23	Admin	AC	To update reporting structure, titles, and current positions. Board approved 12/15/22.
130	Personnel					
131	• Accounting Clerk	IHBG	'22- '23	Admin Accounting	AC, MC, DD	Temporary part time position to support additional workload created by multiple new grants. FY22-23 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. Term of employment 8/29/22-3/23/23.
132	Tribal Events	IHBG Non-IHBG	'23	Admin Resident Services	TM, DD	
133	• 2023 Winter Gathering					Conducted outreach during MWG activities 1/14/23.
134	UST Emergency Rental Assistance	UST IHBG	'21- '23	Admin Resident Services Accounting	AC, DD, SE, MC	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.
						Complete

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Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
Complete	UST Emergency Rental Assistance (cont.)					Staff attended Treasury presentation to NWIHA 9/15/21. On 9/22/21, 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. IHBG-ARP ERA funds fully expended 9/22/22. Notified of \$51,570 reallocation award 10/11/22; received 10/17/22. 2022 Q3 report submitted 10/13/22. Deadline for expenditure 12/29/22. 2022 Q4 report submitted 1/12/23. SF-428 submitted 3/16/23. Final report submitted 4/26/23.

*Anne F. Cook*