



Coquille Indian Housing Authority

FY 2023 Completed Projects

September 30, 2023

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
1	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.
2	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.
3	• IHBG					HUD approved 1/6/23.
4	• IHBG-CARES					HUD approved 1/6/23.
5	• IHBG-ARP					HUD approved 2/24/23.
6	• IHBG-Competitive					HUD approved 1/6/23.
7	2022 Financial Audit	IHBG	'23	Admin Accounting	AC, MC, DD, TM	FY22 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 completed 6/14/23.
8	2022 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.
9	• Position 1					Paul Doyle appointed 11/18/22; term expires 4/30/25.
10	• Position 3					Shawn Chase appointed 11/18/22; term expires 4/30/25.
11	• Position 7					Jackie Chambers appointed to Jeff Severson's remaining term on 11/18/22; expires 4/30/24.
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 met

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
13	2023 IHBG Formula Funding (cont.)					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.
14	2023 Commissioner Appointments	IHBG	'23	Admin Board	AC, BOC	Advertised on MyTribe and CIHA webpage 5/5/23-7/26/23; K'wen Weekly 5/9/23, 5/15/23, and 7/5/23; and June K'wen 'inish-ha. Closing date 7/26/23. 4 applications received. To Board 7/27/23. To TC 8/4/23. TC resolution 8/11/23. Oath of office 8/31/23.
15	• Position 5					Don Garrett appointed 8/11/23; term expired 4/30/26.
16	• Position 6					Bob More appointed 8/11/23; term expired 4/30/26.
17	2024 IHP	IHBG	'23	Admin Accounting	AC, MC	Due 7/18/23. Board approved 5/25/23. Presented to TC 6/14/23; approved by resolution 6/16/23. Submitted via EPIC 6/21/23. HUD acknowledged receipt 6/22/23; approved 8/11/23.
18	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.
19	Environmental Review		'23	Admin	AC	
20	• 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.
21	• FY23-27 Categorical Excluded	IHBG				TBRA, DPA, 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.
22	• 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.
23	• 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.

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
24	Environmental Review (cont.)					
25	• IHBG-ARP - PMOSF Solar					24 CFR 58.35(a) categorical exclusion subject to 58.5 converting to exempt. Began worksheets and documentation 4/15/22; completed 7/20/23. Tribal Chair's approval requested 7/21/23; received 7/26/23.
26	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. No contact as of 8/31/23. Closed incomplete.
27	Kilkich Easements and Lot Lines	CIT IHBG	'21- '23	Admin	AC, LM, BK/CIT, EG/HSDW	Pacific Power easement for original housing development invalid - improperly executed, not recorded, and overly broad. Correction necessary to finance upcoming Tribal development and comply with current Tribal financing terms. 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. TC approved easements 6/16/23. CIT will continue easements and work necessary to Tribal development. CIHA will continue work within housing master lease.
28	Landscaping					
29	• 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. 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.
30	• 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. 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.
31	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

Rank/ Class	Activity	Funding		Department	Assignment	Notes	
		Source	Year				
32	Complete OHCS BAFI-NATO Homeless Services Grant (cont.)					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 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 2/10/23 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. Funds received 6/23/23. RM/BOC exploring collaboration opportunities.	
33		OPUS Registration	OHCS	'23	Admin Accounting	AC, MC	OHCS data collection system for accessing grant funds. Required documents and information submitted 5/31/23. Registration completed 6/5/23.
34		Organizational Chart	IHBG	'23	Admin	AC	To update reporting structure, titles, and current positions. Board approved 12/15/22.

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
35	Personnel					
36	• 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.
37	Playground					
38	• Resurfacing and Equipment Replacement	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-round and transported to warehouse 2/13/23; disassembled 2/15/23; to powdercoating 3/2/23. Removed remaining debris 5/24-25/23. Swing set installed 6/7/23. Prepped subgrade and installed tile 6/8/23-7/5/23. Merry-go-round installed 6/22/23. Temporary fencing removed 7/6/23; returned 7/11/23.
39	Policy					
40	• Admissions and Occupancy	IHBG	'23	Admin Resident Services	AC, TM, DD, EG/HSDW	Board approved revision 9/28/23 to update terminology, remove Mutual Help, add HomeGO, remove CTCLUSI preference, reflect current practices, improve syntax, grammar, and punctuation, and correct housekeeping issues.
41	Signage					
42	• 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

Rank/ Class	Activity	Funding		Department	Assignment	Notes	
		Source	Year				
43	Complete	• Kilkich Entry (cont.)				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 fabrication outsourced to out of state specialist due to size and scope of work; received 9/12/23. Canoe and lighting installed 9/29/23.	
44		Tribal Events	IHBG Non-IHBG	'23	All	AC, LM, DD, TM, BOC	
45		• 2023 Winter Gathering					Conducted outreach during MWG activities 1/14/23.
46		• 2023 Tribal Restoration Celebration					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; received 5/31/23. Began procurement for game items 4/19/23; ordered 4/26/23; received 5/2/23. Began procurement for prizes 5/23/23; completed 5/30/23; received 6/1/23. Information for Chair's report provided 6/13/23 and 6/21/23.
47		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

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
48	Complete	UST Emergency Rental Assistance (cont.)				<p>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, 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. Ongoing program funded by IHBG-ARP and FY24 IHBG.</p>

Anne F. Cook