



Coquille Indian Housing Authority

FY 2024 Master Projects List

July 25, 2024

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
1	Policy					
	<ul style="list-style-type: none"> Homeowner Assistance Repair Program 	BIA CIT	'24	Admin Resident Services Projects	AC, DD, LM, SP, TM	Program formally transferred from CIT to CIHA 7/16/21. \$35,000 received 7/26/21. UST HAF and BIA ARP funds will be exhausted prior to accessing Tribal funds. Policy to transition activity from UST HAF to BIA ARP and Tribal funds to Board 7/25/24. Presentation to TC in August.
2	2025 IHBG Formula Funding	IHBG	'24- '25	Admin	AC	FY24 final allocation was \$2,020,140. FY25 preliminary estimate \$1,630,257 received 5/30/24. Correction/challenge log shows Coquille FCAS action still pending. O-link met 6/20/24. O-link MOA to TC 7/18/24; approved by resolution 7/19/24. Informed Klamath TC declined to participate 7/19/24. FRF due 8/1/24.
3	ODOE Community Heat Pump Deployment Program	ODOE	'23- '26	Admin Resident Services Projects	AC, DD, TM, SE	Heat pump incentive program for Tribal member owner-occupied homes in Oregon. CIT allocation \$128,739. Board approved 1/25/24. Application submitted 1/26/24. ODOE notice of intent to award received 3/26/24. Draft grant agreement received 5/2/24; signed 6/10/24; fully executed agreement received 6/20/24. Program launch 8/1/24. Policy to Board 8/22/24. Deadline to expend 12/31/25.
4	AI Integration	IHBG	'24	Admin	AC, DD, LM	Workflow assessment 7/29-8/1/24. Implementation training 9/9-12/24. Interim and ongoing consultation as needed.
5	OHCS BAFI-NATO Homeless Services Grant	OHCS	'22- '25	Admin Board	AC, LM, RM/BOC, RP/TA	CIT 21-23 allocation \$736,128. CIT 23-25+EO allocation \$844,268. Deadline to expend 6/30/25. Grant terms not suited to CIT needs. Met with OHCS 8/1/23 to discuss options and technical assistance. Proposed collaboration with the Salvation Army (TSA) preferred by OHCS to other local providers. Met with TA provider 8/14/23. Salvation Army site visit 8/21/23. Initial plan received from TSA 9/14/23. Revised guidance received from OHCS 9/15/23. TA contracts executed 11/9/23. 23-25 grant application due 11/1/23; Board approved 10/26/23; submitted 10/30/23. Draft grant agreement received 2/22/24; edits TSA final plan and OHCS approval. Plan approved by TSA HQ received 4/4/24; to OHCS 4/10/24; CIHA review with OHCS 4/18/24. CIHA summary of TSA plan to OHCS 4/28/24; approved 5/10/24; to TSA with budget edits 5/31/24; notified TSA approved 7/21/24. Met with CB CM 7/22/24 regarding potential for Homeless Response Office (HRO) to coordinate OHCS BAFI-NATO funds for TSA project. Grant amendment and TSA MOA pending.

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6	6	2025 IHP	IHBG	'24	Admin Accounting	AC, MC, DD	Due 7/18/24. Requested extension 6/6/24 to accommodate TC meeting dates; approved 6/10/24. Revised due date 10/16/24. To Board 8/22/24. To TC 8/28/24.
7	7	FY 2024 Board and Staff Event	IHBG Non-IHBG	'24	Admin	AC, DD, LM	Onsite training at The Mill 8/26-27/24: Exploring AI's Potential with Creativity & Fun.
8	8	Environmental Review					Attended HUD Environmental Review trainings 5/30/24, 6/4-6/24, and 6/13/24. ERR prep scheduled week of 6/17/24.
		• IHBG-CG - New Construction	IHBG-CG IHBG Non-IHBG	'24	Admin	AC	24 CFR 58.35(a) CEST 58.5 converting to exempt.
		• IHBG-ARP - New Construction	IHBG-ARP	'24	Admin	AC	24 CFR 58.35(a) CEST 58.5 converting to exempt.
9	9	Kilkich Accessible Housing Project					
		• New Construction		'20- '25	Admin Projects	LM, A&E, AC, DD, 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 utilities in progress; sewer received 8/10/22, water received 8/16/22, electric pending. Lots surveyed 8/12/22. Second extension request and revised implementation plan to address continued staffing, contractor, and materials availability to HUD 9/27/23; approved 12/15/23. Procurement for new A&E completed 5/20/24. Plans and specs to A&E 5/30/24. Conversion of plans to CAD, corrections to plans, and revised specs in progress. Received preliminary duplex drawings 7/17/24. Review in progress.
		- 494/496	IHBG-ARP				
		- 498/500	IHBG-CG/IHBG/Non-IHBG				
		- 2665	IHBG-CG/IHBG/Non-IHBG				
10	10	2024 Self-Monitoring	IHBG	'24- '25	All	All	Due 9/30/24.
11	Active	BIA ARP HIP Funds	BIA-ARP	'24- '27	Admin Projects	AC, DD, SP	BIA ARP HIP funds awarded to CIT 3/11/21 \$87,954. Board approved subaward 8/31/23; TC approved 9/1/23. Agreement received 10/2/23; CIHA executed 10/6/23; CIT executed 10/10/23. Funds received 10/20/23. Program launch 8/1/24. Deadline to expend 12/31/26.

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12	Brush Clearing	IHBG	'24	Admin Projects	AC, LM, SP	Brush clearing within CIHA lease area behind units around cranberry bogs, adjacent to Tarheel Lane, and adjacent to Fourth Creek Reservoir. Will request Coos Forest Protective Association assessment of CIHA lease and surrounding area. Contractor engaged to perform brush clearing in mid-October.
13	Environmental Review	OHCS	'24	Admin	AC	
14	• OHCS HDIP Homeownership Development Grant					24 CFR 58.35(b) categorical exclusion not subject to 58.5.
15	Fire Extinguishers for Units	IHBG	'24	Admin Maintenance Projects	DD, SP, SF	By exit doors and in kitchens. Completed procurement 1/22/24; receipt complete 3/27/24. Began installing 3/26/24. 37 units complete as of 7/25/24.
16	Kilkich Accessible Housing Project					
17	• Rehabilitation	IHBG-CG IHBG Non-IHBG	'20- '24	Admin Projects	LM, A&E, AC, DD, SP	ERR completed 12/20/22. RFQs published 5/3/23. 3 contractors attended site visit 5/10/23. Quotes due 5/31/23; none received. Deadline for quotes extended to 7/7/23; 1 received. Awarded to McCormick & Son 7/17/23. Contracts signed and USDOL notices issued 8/23/23. NTP issued 8/31/23; signed 9/6/23. Work to be completed by 3/3/24. Amendments to extend period of performance through 7/6/24 executed 2/29/24. HUD NWONAP Administrator toured units in progress 3/21/24.
18	- 708					Drawings and specs completed 7/18/22. Submitted for CIT plan review and permitting 7/20/22; completed 8/3/22. Cabinet and lumber packages ordered 3/1/23; received 9/28/23 and 9/7/23, respectively. Began demo 9/29/23; completed 11/2/23. Resubmitted for plan review and permitting 11/1/23; completed 11/13/23. Began construction 11/29/23. 99% complete.
19	- 2608					Drawings and specs completed 1/10/22. Submitted for CIT plan review 1/31/22; completed 7/21/22. Lumber package RFQ published 4/27/22. Cabinetry RFQ published 6/3/22. Final specs completed 7/27/22. Cabinet and lumber packages ordered 12/21/22; received 1/12/23 and 1/25/23, respectively. Began demo 9/18/23; completed 10/24/23. New permitting documents received 11/2/23. Began construction 11/3/23. 99% complete.
20	- 2651					Original unit (2659) no longer available. Substitution request submitted to HUD 2/8/23; approved 2/13/23. Drawings and specs completed 2/20/23. Began demo 9/21/23; completed 10/24/23. Termite damage discovered 9/21/23. Cabinet and lumber packages ordered 9/27/23; lumber received 11/13/23; cabinetry delivery pending. Above and below ground interior termite treatments applied 9/27-29/23 and 10/23/23. Exterior above ground treatment applied 10/27/23. Submitted to CIT for plan review 11/9/23; completed 11/30/23. Began construction 12/5/23. Additional interior preventative treatment applied 1/23/24. 99% complete.

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21	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. May use remaining ODOE CHPDP funds and Energy Trust incentives. Potential OHCS-MEP funds for duplexes.
22	Landscaping					
23	• 2024 Front Yard Makeover	IHBG	'24- '25	Admin Resident Services Projects	TM, SP, DD	Front yard makeover funds for one unit allocated in FY24 IHP. Drawing at 8/22/24 Board meeting.
24	Policy					
25	• Financial Management	IHBG	'24	Admin	AC, MC, EG/HSDW	Revision to provide for investment of non-program funds.
26	• First Time Homebuyer Assistance	OHCS IHBG	'24	Admin Resident Services	AC, DD, TM, EG/HSDW	New policy to provide guidelines for the use of OHCS, IHBG, and Tribal funds for downpayment assistance and related costs.
27	Roads					
28	• Improvements	IHBG BIA	'24- '25	Admin Projects	LM, SP	Drainage near 2660.
29	• Sealing	IHBG BIA	'24- '25	Admin Projects	LM, SP	Sufficient BIA road funds remaining after KTSP per MJ/CIT 5/15/23. Procurement for sealing and striping in progress.
30	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% of rentals (3) must be accessible to physically disabled, 2% (1) to sight and hearing disabled. 3 SF units converted to accommodate physical disabilities - 2636 in FY12, 706 in FY14, and 709 in FY16. 706 transitioned to HomeGO 4/12/16. 1 unit converted to accommodate hearing disability - 508 in FY 24. Conversion of 3 SF units to accommodate physical disabilities nearing completion as of 7/25/24.
31	Signs					
32	• Welcome	IHBG		Admin Projects	SP, AC	Met with sign contractor 4/20/21. Contractor removed sign 4/12/24; repainted lettering and reinstalled 5/13/24. Additional work pending.
33	Tribally Determined Wage Rates	IHBG	'24	Admin Projects	AC, LM, DD, SP, EG/HSDW	Recommended by HUD NWNAP Administrator 3/21/24. Attended HUD webinar 5/21/24. Ordinance development pending.
34	USDOE Energy Efficiency and Conservation Block Grant (EECBG)	USDOE	'23- '24	Admin Projects	DD, LM, SP, AC	CIT allocation \$10,400. CIHA pre-award information for electric lawn equipment rebate voucher submitted 9/14/23. Application due 5/31/25.
35	USDOE Tribal Home Electrification & Appliance Rebates	USDOE	'23- '24	Admin Projects	AC, LM, DD, SP	CIT allocation \$392,764. Program comment period ended 9/15/23. Assistance capped at \$14,000 for various eligible upgrades. Full rebate for LI; half for MI. Applications accepted through 5/31/25.

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36	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. 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 prioritized until additional funds 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. Reallocation of returned HAF funds announced 4/24/23. Additional \$47,229.35 received 7/14/23. Assistance to date: 30 mortgage/utilities, 13 back taxes, 6 homeowners' insurance, and 40 home repairs completed and 3 in progress as of 7/25/24.
37	Warehouse Solar	IHBG-ARP	'22- '24	Admin 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 Gold Star Communications (GSC) 10/24/22. GSC site visit week of 10/31/22. DIE site visit week of 11/7/22. GSC began system design and researching grants and incentives 1/17/23. Met to review equipment 2/16/23. Began preliminary drawings 2/20/23; received 3/21/23. Walkthrough with GSC and electrician 3/24/23. Preliminary pricing and incentives received 5/9/23. Met to review project 5/30/23. Met to review updated drawings 7/10/23. Final drawings received 7/16/23. Final cost received 7/21/23. Application for plan review and permitting submitted 7/26/23; payment to CIT issued 8/10/23; stamped plans and permits received 8/16/23. ODOE and ETO incentive applications submitted 8/2/23; ODOE \$45,000 awarded 8/11/23; ETO \$50,000 approved 8/25/23. Met with tax advisor 8/9/23; anticipated federal tax credit ~\$145,554. Total projected cost to CIHA

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38	Active	Warehouse Solar (cont.)				~\$2,000. Contract signed and USDOL notice issued 8/1/23. Customer generation application submitted to Pacific Power 8/2/23; approved 9/14/23. Equipment ordered 9/5/23; received 9/22-27/23. Installed panels 10/2-13/23. Began electrical work 10/19/23; completed 11/22/23. Board tour 12/14/23. Pacific Power meterman declined to install new meter necessary to deploy system 1/16/24. Met with Pacific Power meterman and engineering team 2/22/24; engineering team affirmed plan approved, but meterman continued to refuse meter install. HUD NWONAP Administrator toured 3/21/24; would like to feature project in upcoming webinar. Contractor contacted OPUC 4/16/24. Met onsite with Pacific Power meterman and supervisor 4/17/24; meterman continued to refuse meter install. OPUC contacted Pacific Power Operations VP 5/8/24; meter installed 5/15/24. System deployed 5/20/24. First power bill for partial month shows substantially reduced cost. Awaiting first full month power bill and receipt of ETO/ODOE/ IRS rebates to complete project information sheet. Tours planned for Sept.	
39	Administrative	Board and Staff Event	IHBG Non-IHBG	Admin	AC, DD, LM	Strategic plan update. Postponed to coincide with Tribal process.	
40		Commissioner Appointments	IHBG	Admin Board	AC, BOC		
41		• Position 1			'25		Paul Doyle appointed 11/18/22; term expires 4/30/25.
42		• Position 2			'27		Denise Hunter appointed 4/12/24; term expires 4/30/27.
43		• Position 3			'25		Shawn Chase appointed 11/18/22; term expires 4/30/25.
44		• Position 4			'27		Judy Rocha appointed 4/12/24; term expires 4/30/27.
45		• Position 5			'26		Don Garrett appointed 8/11/23; term expires 4/30/26.
46		• Position 6			'26		Bob More appointed 8/11/23; term expires 4/30/26.
47		• Position 7			'27		Jackie Chambers appointed 4/12/24; term expires 4/30/27.
48		Contracts and Agreements					
49		• County PILOT LCA	IHBG		Admin	AC, EG/HSDW, BK/CIT	Fee increase requested by 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 per FY12 SMA. HUD NWONAP offered to assist 4/24/13.
50		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, 9/23/20, and 7/9/24.
51		Emergency Preparedness	IHBG				
52	• Agency Emergency Response Plan						
53	• Agency Evacuation Kit						

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54	Emergency Preparedness (cont.)					
55	• Staff Training - Incident Command Structure (ICS)					Online ICS100 for all. Online/classroom ICS200+ depending on assignment. TAB, AC, and LM attended ICS100 1/24/17.
56	OHCS HDIP Homeownership Development Grant - First Time Homebuyer Assistance	OHCS	'23-'25	Admin	AC, DD	Downpayment assistance identified in CIHA FY18-22 Strategic Plan. 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. Program development included in FY23 IHP. Submitted OHCS HDIP pre-application 1/17/23. Board authorized application 3/2/23; submitted 3/16/23; funded 6/14/23. Draft grant agreement received from OHCS 6/23/23; to EG/HSDW for review 7/6/23. Revised draft received from EG 7/25/23; to OHCS 7/25/23; response received 9/12/23. Submitted additional required documents and information 8/29/23. CIHA executed agreement 9/28/23. OHCS executed agreement 10/2/23. Deadline to expend 5/31/26.
57	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 meetings began 2/24/23; monthly thereafter. Concept draft in progress.
58	Personnel					
59	• Maintenance Technician	IHBG	'22-'24	Admin	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 employee 8/17/22; began work 8/22/22; last day 7/20/23. Regular position under consideration.
60	Landscaping					
61	• Four-Plexes					
62	• Fruit trees					Placement in community garden and bogs declined. Apple trees planted by CIHA office 12/14/21.
63	• 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.
64	Mailbox and Bus Shelters	IHBG	'22-'24	Maintenance Projects	SP, SF, KM	Two CCAT shelters donated to CIHA to replace mailbox shelters that are leaking. Will fit existing slabs. Parts from old shelters will be used to refurbish a 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. Additional shelter requested near 2646.

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65	Signs • Cultural Garden • Directions to Facilities • Playground • Street Signs	IHBG		Admin Projects	SP, AC	
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69						
70	Dala'liiya Court Cottage Cluster	IHBG Non-IHBG		Admin Projects	AC, LM, SP, A&E	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 for CIT ARP funds; not funded.
71	Kilkich Accessible Housing Project					
72	• IHBG-Competitive Amendment	IHBG-Comp IHBG Non-Program	'20- '25	Admin	AC, LM	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. Second extension discussed with TC/NWONAP 5/9/23. Request through 12/31/24 recommended but can extend to 12/31/28 if necessary. Submitted 9/27/23; acknowledged receipt 9/28/23; approved 12/15/23. Request to extend to 12/31/25 pending.
73	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.
74	North Parcel	Non-IHBG				Private residential leasing and market rate rentals.
75	Private Purchase Storage Lot	Non-IHBG			AC, LM, BOC, TC	Proposed location past Pole Building.
76	Tarheel Private Lots	Non-IHBG			AC, LM, BOC, TC	Proposed project for CIT ARP funds.
77	Tv-ma'-xwe Court	IHBG Non-IHBG			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; not funded.
78	Admissions and Occupancy	IHBG		Admin Resident Services	AC, TM, DD, EG/HSDW	Revision to add FY23 SMA recommendations.
79	Adverse Action Appeals	IHBG		Admin Resident Services	AC, DD, TM	Revision to improve formatting and flow.

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80	Policies and Programs	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.	
81		Cybersecurity	OHCS IHBG	'23- '24	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.
82		Decks	IHBG		Admin Projects	AC, LM, DD	Revision to update specifications.
83		HomeGO	IHBG		Admin Resident Services	AC, DD, TM	Update agreement to expand on insurance, useful life, and conversion in place.
84		Improvements	IHBG		Admin Projects	AC, LM, DD, TM	New policy to accompany improvements request.
85		Payback Agreements	IHBG		Admin Resident Services	AC, DD, TM	Revision to update and add provisions.
86		Personnel	IHBG		Admin	AC, EG/HSDW	Changes to conform to 2 CFR 200. Revisions to add FY23 SMA recommendations.
87		Pets and Assistance Animals	IHBG		Admin Resident Services	AC, DD, TM, EG/HSDW	Board discussed 8/18/11.
88		Private Residential Leasing (PRL)	Non-IHBG		Admin Resident Services		"How To Build On Tribal Lands" brochure.
89		Self-Monitoring	IHBG		Admin	AC, SM/CIT	Tribal policy update.
90		Travel	IHBG		Admin	AC, DD	Revision to update and add provisions.
91	Property Management	CIHA Office Non-Routine 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. Accounting office repainted 8/11-15/22. Began procurement for roof replacement 3/13/23; completed 5/22/23. Work began 8/21/23; completed 9/5/23. Began preparations to relocate Deputy Director's office 10/2/23; completed 11/13/23. Interior painting ongoing as time permits. Carpet replacement pending scheduling, funding, and logistics.
92		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.
93		Four-Plex Soundproofing	IHBG		Admin Projects		

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94	2023 Annual Performance Reports	IHBG	'24	Admin Accounting	AC, DD, MC	Due 12/29/23. Public notice published on CIHA webpage and in The World 12/8/23. Available online and at local libraries beginning 12/8/23. Board approved 12/14/23. Presented to TC 12/18/23. Comments due by noon, 12/22/23; none received. Submitted to HUD 12/22/23. HUD acknowledged receipt 12/27/23.
95	• IHBG					HUD approved 2/16/24.
96	• IHBG-CARES					HUD approved 2/6/24.
97	• IHBG-ARP					HUD approved 2/12/24.
98	• IHBG-Competitive					HUD approved 3/1/24.
99	2023 Commissioner Appointments	IHBG	'24	Admin Board	AC, BOC	Advertised in K'wen Weekly 3/11/24 and 3/19/24, and on CIHA webpage 3/11-27/24. Closing date 3/27/24. 4 applications received. To Board 3/28/24. To TC 3/29/24.
100	• Position 2					Denise Hunter appointed 4/12/24; term expires 4/30/27.
101	• Position 4					Judy Rocha appointed 4/12/24; term expires 4/30/27.
102	• Position 7					Jackie Chambers appointed 4/12/24; term expires 4/30/27.
103	2023 Financial Audit	IHBG	'24	All	AC, MC, DD, TM, SP, BOC	FY23 audit due to Banner 3/31/24. FAC submission due within 30 days of audit report date. Began uploading documents 1/18/24. Fieldwork conducted 2/20-21/24. Board approved 3/28/24. To Banner, CIT, and Isler 3/29/24. Posted on Board Resources and CIHA webpages 3/29/24. Isler began FAC submission 4/16/24; completed 4/17/24.
104	2023 Self-Monitoring	IHBG	'23- '24	All	All	For FY23 period. Monitoring committee assignments to Board and staff 8/31/23. Onsite conducted 10/2-20/23. To Board 10/26/23.
105	2024 IHBG Formula Funding	IHBG	'23- '24	Admin	AC	FY23 final allocation was \$1,493,901. FY24 preliminary estimate \$1,646,384 received 6/1/23. Correction/challenge log shows Coquille FCAS action still pending. FRF due 8/1/23. O-link met 6/23/23. O-link MOA to TC 7/19/23, approved by resolution 7/21/23, and submitted to o-link 7/24/23. FRF submitted to IHBG Formula Center 7/24/23; acknowledged 7/24/23; accepted 10/24/23. Final allocation \$2,020,140 published 5/7/24. Funding agreement received and returned 5/9/24; funds released 5/16/24. First LOCCS draw pending. O-link reconciliation received 5/9/24; conference call to review 5/16/24. Tolowa make whole payment of \$154,344 received 5/30/24. Quartz Valley make whole payment of \$27,635 received 6/10/24.
106	Conflict of Interest - Admissions	IHBG	'23	Admin Accounting	AC, DD, TM, SE	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. Added to housing application 5/2/23. Distributed to 133 current participants and waiting list applicants 7/31/23; complete 12/20/23.

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
107	Contracts and Agreements					
108	• Audit RFP	IHBG Non-IHBG	'24	Admin Accounting	AC, MC	FY23-27 audit services. RFP posted on webpage and emailed to 35 firms 11/13/23. Response to auditors' questions published 12/4/23. Proposals due 12/18/23; 4 received. Review team met 1/3/24. Reference checks completed 1/12/24. Notice of award to respondents 1/12/24. Contract addendum to Isler 1/17/24. Letter of engagement received 1/19/24; signed 1/25/24.
109	Environmental Review					
110	• Individual Action - Section 184 Mortgage Loan	IHBG	'24	Admin	AC	665 Miluk Drive construction. Request received 3/13/24. Began worksheets and documentation 3/18/24. THPO clearance requested 3/19/24; received 5/3/24. Tribal Chair approval requested and received 5/8/24. To bank 5/9/24.
111	Kilkich Water Pressure	IHBG	'23- '24	Admin Maintenance Projects	SP, LM, DD, AC	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. Began procurement for device to test pressure at individual units 6/5/23; ordered 7/11/23; received 8/1/23. Readings taken 8/15/23, 8/16/23, and 8/21/23. CBNBWB test flow and service pressure 8/22/23 and 9/13/23. SP draft report to AC 9/19/23. To Board 10/26/23. To CIT 10/27/23.
112	Landscaping					
113	• 2023 Front Yard Makeover	IHBG	'23- '24	Admin Resident Services Projects	TM, SP, DD	Front yard makeover funds for one unit allocated in FY23 IHP. Announcements in July and August 2023 Sea-Ha Runners. Entry period 7/1/23-8/23/23. Unit 704 drawn at Board meeting 8/31/23. Met with resident to discuss process and scheduling 9/6/23. Met with resident and contractor to begin design work 9/11/23. Met with resident and designer to finalize design 9/15/23. Design received 9/25/23; to resident for final review 10/24/23. Installation completed 2/16/24.
114	Personnel					
115	• Wage Review	IHBG	'24	Admin	AC, LM	Allowance included in FY24 IHP budget. Reviewed comparable CIT job descriptions published in prior one-year period to ensure proper classification of CIHA positions. Updated CIT wage scale based on compensation survey received 2/14/24. Board approved adjustment for CIHA staff 3/28/24.
116	Policy					
117	• Code of Conduct for a Respectful and Safe Work Environment	IHBG	'24	Admin Resident Services	AC, DD, TM, EG/HSDW	Policy to address conduct when transacting business with CIHA. Draft to Board 5/16/24. Board adopted 6/13/24.

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
118	Policy (cont.)					
119	• Emergency Rental Assistance Program (ERAP)	IHBG	'24	Admin Resident Services	AC, DD, TM, EG/HSDW	UST ERA policy revision to transition program to IHBG funding. Draft to Board 5/16/24. Board adopted 6/13/24.
120	• Procurement	IHBG	'24	Admin	RP/TA, AC, LM, EG/HSDW	Revision to update references to 2 CFR 200 and CITC 160. Board approved 5/16/24.
121	Roads					
122	• Repairs	IHBG BIA	'23- '25	Admin Projects	LM, SP	Began procurement for repairs 3/28/23; completed 9/7/23. Contract executed 10/11/23. Work completed week of 11/16/23.
123	Tribal Events					
124	• 2024 Winter Gathering	IHBG Non-IHBG	'24	Admin Resident Services	DD, TM	Conducted outreach during info fair 1/12/24.
125	• 2024 Tribal Restoration Celebration	IHBG Non-IHBG	'24	All	All	Information for Tribal Chairman's report submitted 5/13/24. Conducted outreach at 35th TRC information fair 5:00 p.m.-7:30 p.m., 6/26/24 at The Mill. ~220 visited CIHA booth.

Anne F. Cook