



Coquille Indian Housing Authority

FY 2017 Master Projects List

June 15, 2017

Rank/ Class	Activity	Funding		Department	Assignment	Notes
		Source	Year			
1	1	2018 IHP	IHBG '17	Admin Accounting	AC, MC	Due 7/18/17. To Board 6/15/17. To TC 7/12/17 or 7/13/17. To HUD 7/14/17 or 7/17/17.
2	2	Warehouse Replacement Project	IHBG '13- Non-IHBG '17	Admin	AC, BK/CIT, SM/CIT, MG/CIT	Construction bid received 2/9/17 exceeds funds available. Board discussion 2/23/17. TC workshops 2/24/17 and 3/8/17. TC wishes CIHA to utilize full bond amount and borrow remainder from Tribal revolving loan fund. Submission of formal loan request pending CITC Chapter 177 ordinance amendment, completion of value engineering, and Board approval of final plans and budget. Board approved revised budget, loan proposal, and construction contract 4/27/17. Comments on ordinance amendment due 5/1/17. Draft proposal to MG/CIT 5/4/17. Revised to specify interest rate per MG recommendation 5/16/17. Final submitted 5/24/17. TC adopted ordinance amendment and approved loan 6/8/17. Loan agreement to TAB for signature 6/15/17. To Tribal Chair week of 6/19/17.
3	3	Warehouse Replacement Project	IHBG '13- Non-IHBG '18	Admin Projects	LM, DD, AC	Material deliveries began 5/9/17; substantially complete 5/30/17. Slab amendments began 5/11/17; substantially complete 6/7/17. Turi began reviewing submittals 5/12/17. Additional temporary fencing installed 5/23/17. Job shack delivered 5/30/17. Plumbing rough in began 6/6/17. Framing began 6/9/17. Set steel columns and placed laminated beams 6/12/17.
4	4	Landscaping		Admin Maintenance Projects	SP, TM, DD	Front yard makeover funds for one unit allocated in FY17 IHP. Announcements in May and June 2017 issues of Sea-Ha Runner. Entry period 5/1/17 through 1:00 p.m., 6/15/17. Drawing at 6/15/17 Board meeting.
5	5	Tribal Events	IHBG '17 Non-IHBG	Admin Resident Services	AC, DD, DH, TM	CIHA info for Tribal Chair report submitted 6/12/17. Outreach during TRC activities in Medford 6/24/17.

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6	6	Contracts and Agreements					
	• Self-Monitoring Services	IHBG	'17	Admin	AC	Current agreement expired with FY16 assessment. Began drafting 5/22/17.	
7	7	Tribal Organizational Self-Assessment and Analysis	Non-IHBG	'17 '18	Admin	AC	AC asked to serve on Executive Team 1/30/17. Initial team contact 2/10/17. Process to include employee survey, department head review of services and proposed cost reductions, strategic planning, and ET analysis and reports to TC.
8	8	CIHA Website	IHBG	'17 '18	Admin	DD, AC, IT/CIT	CIT transitioning to new website in 2017. Will donate Adobe Contribute software to CIHA. RFP for website development and hosting services mailed to 7 firms 12/6/16. Proposals due 1/13/17. 3 received. Met with contractor to discuss content and format 2/13/17. Reviewed first draft 3/21/17. Received second draft 4/4/17. May continue use of Tribal website per discussions with CIT staff in April. Received draft webpages from CIT staff 4/5/17. Received instruction on use of WordPress from CIT staff 5/17/17. Began set up 6/5/17.
9	9	Backyard Chickens	IHBG/ Non-IHBG	'17	Admin	AC, SM/CIT	PRL participant has requested permission to keep backyard chickens. CIT has requested opinion from CIHA Board and, if favorable, policy development or ordinance recommendation. Began researching 3/22/17.
10	10	VA Native American Direct Loan Program	IHBG	'17	Admin	DH, AC, BK/CIT, EG/HSDW	VA home loan program on trust lands. Sample lease agreement and MOU received 3/8/17. Will require TC adoption of foreclosure ordinance and resolution to enter into MOU. DH review of lease agreement in progress. EG/HSDW will coordinate TC action with BK/CIT. Development in progress. BK/CIT will present to TC in July.
11	Active	2017 BOC/TC/Staff Training Event	IHBG Non-IHBG	'17	Admin	AC, DD, LM, TAB/BOC	To be held 8/24/17 at Coos County History Museum. Began planning 5/24/17; in progress.
12		2017 IHBG Formula Funding	IHBG	'16- '17	Admin	AC	Final FY16 allocation was \$1,035,162. Preliminary FY17 estimate of \$1,123,809 received 6/6/16. Olink meeting held 6/23/16. Estimated FY16 make whole amount \$11,224 to be paid by Fort Bidwell, Karuk, and Tolowa (Smith River). Olink MOA presented to TC 7/21/16, approved by resolution 7/23/16, and submitted to olink 7/25/16. FRF submitted 7/28/16. HUD acknowledged receipt 7/28/16. \$1,510 make whole payment received from Karuk 8/22/16. \$4,257 make whole payment received from Fort Bidwell 9/14/16. CR through 12/9/16 passed 9/28/16. CR through 4/28/17 passed 12/9/16. \$5,457 make whole payment received from Tolowa 3/17/17. Awaiting final allocation notice.

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13	5-Year Indian Housing Plan	IHBG	'16-'17	Admin	AC, BOC	FY16-19. Access to Tribal data requested 1/12/17. Began drafting 1/18/17. Discussed data access with Tribal Chair 2/15/17. Follow up pending other work priorities.
14	Emergency Preparedness					
15	• Disaster Recovery Guide	IHBG Non-IHBG	'15-'17	Admin	DD, AC, LM	Requested sample of the Native American and Alaska Native Edition of The Red Guide Resource Handbook for Disaster Survivors 4/13/15; received 4/20/15. Accepted proposal for customization 6/2/15. First draft received 6/5/15; edits submitted 6/8/15. Second draft received 6/15/15; edits submitted 6/25/15. Review suspended pending other work priorities.
16	• 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.
17	Records Management	IHBG	'09-'17	Admin Accounting Resident Services	DD, DH, MC, AC	Staff attended electronic document management presentation 1/21/09. Scheduling conflicts prevented CIT Records Management Coordinator from assisting with system design, retention schedule, policy development, and other tasks 3/2-13/09. Began conversion of Board meeting tapes to digital 1/3/11; completed 6/20/12. Began conversion of accounting records in storage to electronic document format 5/10/12. AP and receipt books completed 9/26/16. LOCCS draws completed 3/14/17. In progress: banking records 95%, AR 95%, payroll 55%, MDI 20%.
18	Roads and Parking Areas					
19	• Patching	Non-IHBG	'17	Admin	LM, TT/CIT	Potholes in front of 2670 will be filled during Plankhouse Road paving project per Todd Tripp.
20	Application for Mature Grantee Status	IHBG		Admin		
21	Commissioner Appointments	IHBG		Admin Board	AC, BOC	
22	• Position 1		'19			Toni Ann Brend appointed 4/11/16; term expires 4/11/19.
23	• Position 2		'18			Sharon Parrish appointed 3/28/15; term expires 4/1/18.
24	• Position 3		'19			Shawn Chase appointed 4/7/16; term expires 4/11/19.
25	• Position 4		'18			Judy Rocha appointed 3/28/15; term expires 4/1/18.
26	• Position 5		'20			Don Garrett appointed 4/6/17; term expires 4/30/20.
27	• Position 6		'20			Bob More appointed 4/6/17; term expires 4/30/20.
28	• Position 7		'18			Denise Hunter appointed 3/28/15; term expires 4/1/18.

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29	Contracts and Agreements	IHBG		Admin		
30	• County PILOT LCA				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.
31	Emergency Preparedness	IHBG Non-IHBG		Admin Projects	AC, LM, DD, CIT EM	
32	• Agency Emergency Response Plan					
33	• Agency Evacuation Kit					
34	• Resident Response Guide					
35	• Storage Facility for Emergency Supplies					Potential KRA or Tribal project.
36	Investment of Non-Program Funds	Non-IHBG		Admin Accounting	AC, TAB/BOC, JW	Met with CIT financial advisor and CFO 11/8/13 to discuss Tribal investment process and options. Strategic Wealth Management presentation to Board 2/27/14. JW researching alternatives; initial presentation to Board 7/31/14. Draft MOA for investment pooling received from MG/CIT 8/22/14. Further consideration pending PMOSF financing.
37	Tribal Trust Fund	Non-IHBG		Admin	AC, TAB/BOC	Discussed with Tribal financial advisor and CFO 11/8/13.
38	Community Composting Facility	IHBG		Projects	LM, SP, KM	Composting and topsoil storage area adjacent to Community Garden. Cleared area 3/12/14. Design and installation pending completion of Warehouse Replacement Project.
39	Landscaping					
40	• Four-Plexes					
41	• Rain Garden	IHBG		Admin Maintenance Projects	AC, LM, DD, SP	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. Design work to continue following completion of Warehouse Replacement Project.
42	Picnic Shelter					Potential KRA project.
43	Playground	IHBG		Maintenance		
44	• Refurbish Light Fixtures					

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Community Enhancement	Resident Storage Lot Improvements	Non-IHBG	'14-'18	Admin Maintenance Projects	AC, LM, DH, SP, KM	Included in Warehouse Replacement Project design due to grading concerns. Proposed reconfiguration to increase storage capacity shown in schematic design. Board approved 10/30/14. Work to be scheduled in conjunction with Warehouse Replacement Project. Stuntzner marked boundaries of new bins and expanded resident storage lot 6/16/15.
	Signage	IHBG		Admin Maintenance Projects		
	• Repainting					Kilkich entry, welcome, and office signs.
	• Directions to Facilities					
	• Community Garden					
	• Playground					
Development	Accessible Duplex Units	IHBG		Admin Maintenance Projects		Construct new Section 504 compliant duplex units.
	Accessible Single Family Unit	IHBG		Admin Maintenance Projects		Construct new Section 504 compliant single family unit 2665.
	Adult Activities Center	IHBG Non-IHBG		Admin Maintenance Projects		
	Elder/Disabled Independent Living	IHBG Non-IHBG		Admin Maintenance Projects		
	North Parcel	Non-IHBG		Admin Maintenance Projects		Private residential leasing and market rate rentals.
	Warehouse Replacement Project	IHBG Non-IHBG	'13-'17	Admin Maintenance Projects		
	• Design Interior Layout				DD, LM, SF, SP, KM, AC	
	• Equipment Procurement				LM, SP, KM	Lift, flooring rack and meter, lumber racks, etc.
	• Tours and Demonstrations				LM, AC	
	• Site Prep				LM, SP, KM	Began removing materials from storage bins 2/17/15; completed 2/24/15. Firewood, pavers, and bricks relocated 2/24-25/15. MJ/CIT and TT/CIT coordinating CIT yard clean up. Relocation of bins began 4/13/15. Procurement for temporary fencing completed 5/13/15; installed 6/1/15. Procurement for new pad completed 5/20/15; installation scheduled for week of 6/22/15. Procurement for new ECO-Block completed 6/3/15; delivered 6/4/15. Stuntzner marked boundaries of new bins and expanded resident storage lot 6/16/15. Prepped for new pad weeks of

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61	Development	• Site Prep (cont.)				7/13/15 and 7/20/15; poured 7/27/15. Placement of ecoblock completed 9/3/15. Relocation of materials to new bins pending completion of grading plan.	
62		• Move-In				LM, SF, SP, KM	
63		• Punchlist				LM	
64		• Reporting and Close Out				AC, MC	
65	Policies and Programs	Admissions & Occupancy	IHBG	'18	Admin Resident Services	AC, DH, DD, EG/HSDW	Revision to update terminology, incorporate Board actions since last revision, and formalize practices. Contract to JC 4/1/13 per Board instruction 3/21/13; declined. Requested sample policy from HUD NWONAP monitoring team 4/25/13.
66		Adverse Action Appeals	IHBG		Admin Resident Services	AC, DD, DH	Revision to improve formatting and flow.
67		Bylaws	IHBG		Admin Board	AC, BOC	Revision to establish parliamentary authority and make housekeeping changes.
68		Decks	IHBG		Admin Projects	AC, DD, LM	Revision to update specifications.
69		Drug-Free	IHBG		Admin	AC, DD	Revision to clarify that all marijuana is prohibited, including medical marijuana.
70		First-Time Homebuyer Assistance	IHBG	'18	Admin Resident Services	AC	Program development.
71		HomeGO	IHBG	'18	Admin Resident Services	AC, DD, DH	Update agreement to expand on insurance, useful life, and conversion in place.
72		Improvements	IHBG		Admin Projects	AC, DD, LM	New policy to accompany improvements request.
73		Manual	IHBG		Admin	AC, DD	
74		• Standardize format					
75		• Post on webpage					
76		Mission Statement	IHBG		Admin	AC, DD	Revision to correspond with Tribal Strategic Plan and IHP.
77		Payback Agreements	IHBG		Admin Resident Services	AC, DD, DH	Revision to update and add provisions.
78		Personnel	IHBG		Admin	AC, DD, EG/HSDW	Updates to incorporate 2 CFR 200 provisions.
79		Pets and Assistance Animals	IHBG	'18	Admin Resident Services	AC, DD, DH, EG/HSDW	Board discussed 8/18/11.

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80	Policies and Programs	Private Residential Leasing (PRL) Program	Non-IHBG	Admin Resident Services		"How To Build On Tribal Lands" brochure.
81		Security	IHBG	Admin Maintenance Resident Services	AC, LM, DD	Policy development.
82		Self-Monitoring	IHBG	Admin	AC, SM/CIT	Tribal policy update.
83		Travel	IHBG	Admin	AC, DD	Revision to update and add provisions.
84	Property Management	Community Security System	IHBG	Admin Maintenance Projects		CITPD working with Tribal IT on additional cameras. Notified CIT grant application not funded 10/3/13. Incremental expansion of system by CIT IT.
85		Fire Extinguishers for Units	IHBG	Admin Maintenance		
86		Non-Routine Office Maintenance	IHBG	'16-'19	All All	Interior and exterior repairs and painting, electrical work, and carpet and appliance replacement. Repairs and electrical work completed FY16. Interior painting, carpet replacement, and appliance replacement deferred due to exterior repair costs and funding uncertainty.
87		Roads and Parking Areas	IHBG	Admin Maintenance Projects		
88		• Curb Painting				
89		• Pavement Striping and Marking				
90		• Sealing				
91		Section 504 Uniform Federal Accessibility Standards Compliance	IHBG	'08-'19	Admin Maintenance Projects AC, DD, LM, SF, 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 hearing and sight disabilities. Conversion of 3 single-family 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 rental units for potential conversion during turnover. Suspended in FY17 due to funding uncertainty.
92	Reporting and Outreach	2017 Self-Monitoring	IHBG	'17	All All	Due 9/30/17.
93		2018 IHBG Formula Funding	IHBG	'17-'18	Admin AC	Preliminary estimate anticipated 6/1/17.
94		Tribal Events	IHBG Non-IHBG	'17	Admin Resident Services	
95		• 2017 Family Camp			AC, DD, LM, TAB/BOC, JR/BOC, DG/BOC	Outreach at FC Tribal Programs Fair.

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96	2016 APR	IHBG	'17	Admin Accounting	AC, DD, MC	FY16 APR due 12/29/16. Participated in HUD NWONAP virtual training 11/3/16. Public comment solicited 11/28/16-12/15/16. None received. Board approved 12/15/16. Presented to TC 12/16/16. Submitted to HUD 12/22/16. HUD acknowledged receipt 12/27/16. Available to General Council at MWG 1/14/17. HUD requested additional information 1/13/17. Response submitted 1/17/17. HUD approved 1/19/17.
97	2016 Financial Audit	IHBG	'17	Admin Accounting	AC, MC, DD, DH, TM	Due 6/30/17. Received request for audit materials and began uploading 2/1/17. Isler onsite to perform fieldwork 2/21-24/17. Board introduction 2/23/17. MC draft to Isler 3/17/17. Final report received from Isler 4/21/17. Board approved 4/27/17. To CIT and Dun & Bradstreet 4/28/17. Posted on CIHA webpage 4/28/17. Isler began FAC submission 5/4/17; completed 5/5/17. Notified HUD 5/5/17.
98	2016 Self-Monitoring	IHBG	'16- '17	All	All	Onsite review conducted 7/25-27/16. Report received 8/23/16. JW presented to Board and TC 10/6/16.
99	CITPD Pet Photos	IHBG	'16- '17	Resident Services	DH, TM	Photo book of resident-owned dogs and cats for CITPD requested by Board 7/28/16. Began assembling information 8/1/16; completed 10/3/16. To CITPD 10/6/16. Updates to be provided to CITPD as changes occur.
100	Commissioner Appointments	IHBG		Admin Board	AC, BOC	Board approved revision to Commissioner position description to include fiduciary responsibility 2/23/17. Advertisement published on website and portal 2/28/17 and in March K'wen 'inish-ha. Closing date 3/29/17. 2 applications received. To Board 3/30/17. To TC 4/6/17.
101	• Position 5		'17			Don Garrett appointed 3/22/14; term expired 4/1/17. TC reappointed 4/6/17.
102	• Position 6		'17			Bob More appointed 3/22/14; term expires 4/1/17. TC reappointed 4/6/17.
103	Contracts and Agreements					
104	• Audit Services	IHBG	'17	Admin	AC, MC, JW	Procurement of audit services for FY16-18. RFP posted on CIHA webpage and mailed to 18 firms 11/16/16. Proposals due 12/21/16. 7 received. Evaluation team review completed 1/13/17. Reference checks completed 1/25/17. Notices to respondents not selected mailed 1/26/17. Notice of award and contract addendum mailed to Isler 1/26/17. Contract executed 2/2/17.
105	• Housing Master Lease	IHBG Non-IHBG	'16- '17	Admin Resident Services	AC, EG/HSDW, BK/CIT, MJ/CIT, DH, TAB, BM/CIT	Board approved conceptual adjustments to lease line 3/30/06. Received draft revised lease line map from TT/CIT 6/30/06. Discussed adjustments to draft map 7/14/06. Need to research

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106	• Housing Master Lease (cont.)					wetland mitigation project boundary and HUD requirements. Received ground lease records from BIA 9/26/06. Tribal Planner presentation to Board 3/22/12. Additional work awaiting completion of Tribal Comprehensive Plan. TC approved amendment to extend lease to 99 years 2/4/16. Board approved 2/11/16. To Tribal Attorney for submission to BIA 2/11/16. BIA recorded 3/10/16. Sublease amendment and new PRL formats received from EG 3/29/16. 25 sublease/lease amendments required. Completed 10/4/16.
107	OSA MHAP Expansion	Non-IHBG	'17	Admin Resident Services	AC, DH, TM	\$50,000 CIT contribution for 10 OSA MHAP slots received 8/29/16. Board approved MHAP policy revision 10/6/16. Initial application period 11/1/16-12/31/16 with placement to begin in January. Revised program description, FAQs, and updated application published on website 11/1/16. Announcement and FAQs published in November K'wen inish-ha and mailed to OSA households 12/14/16. Began issuing DOPS 12/20/16.
108	Policies and Programs					
109	• Financial Management	IHBG	'17	Admin Accounting	AC, MC, DD, EG/HSDW	Development of single policy to replace and expand upon existing separate policies. 2 CFR 200-compliant sample policy received at NAIHC/HUD ONAP training 9/28/16. Board approved new CIHA policy 11/3/16.
110	• MHAP	Non-IHBG	'17	Admin Resident Services	AC, DH, TM	\$50,000 CIT contribution for 10 OSA MHAP slots received 8/29/16. Board approved policy revision 10/6/16.
111	• Procurement	IHBG	'17	Admin	AC	Update to incorporate 2 CFR 200 provisions. Sample policy received at NAIHC/HUD ONAP training 9/28/16. Board approved policy revision 2/23/17.
112	Warehouse Replacement Project	IHBG Non-IHBG	'13- '18	Admin Maintenance Projects		
113	• Environmental Review				AC, LM, SF	24 CFR 58.35(a) categorical exclusion subject to 58.5 converting to exempt. Completed 2/9/17. Signed by Tribal Chair 2/15/17.
114	• Non-Dwelling Total Development Cost (TDC)				AC, LM	Began procurement for appraiser to assist with TDC 1/12/16; completed 2/2/16. Met to review HUD requirements 2/4/16. Preliminary report received 2/16/16. Met to review requirements and identify additional similar properties 2/24/16. Follow up contact 3/28/16. Report received 4/29/16. Additional information requested 5/3/16; received 5/16/16. Updated estimate requested from Turi 7/20/16; received 8/9/16. RSMeans estimate requested from consulting engineer 10/13/16; received 10/24/16. Review indicates project is well within preliminary determination. Final determination completed 3/22/16.

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115	• Sole Source Justification			Admin	AC, DD, LM, RPT	Discussed with HUD NWONAP 2/9/17 before bid opening. Informal approval of sole source indicated based on limited use of IHBG funds and extent of attempt to obtain competitive bids. Sample approval letter received from HUD 2/10/17. Format research completed 3/27/17. Bid analysis and value engineering completed and final contract amount received 4/5/17. Sole source justification submitted to HUD 4/7/17. HUD approval issued 4/11/17.
116	• Construction Procurement - Rebid			Admin	AC, DD, LM, RPT	IFB publication postponed pending LM return to work. Notice posted on the Tribal portal 12/27/16, emailed to plan exchanges 12/28/16, and mailed to potential bidders 1/3/17. Complete bid package became available in electronic format via CIHA webpage 12/27/16. Public notice published in The World and Daily Journal of Commerce 12/27/16 and 1/4/17. Pre-bid meetings held at 10:00 a.m., 1/10/17 and 1/12/17. Minutes and interested parties list posted on project webpage 1/12/17. Addendum No. 1 posted 1/17/17. Addendum No. 2 posted 1/26/17. Addendum No. 3 posted 1/31/17. Addendum No. 4 posted 2/2/17. Bid opening scheduled 2:00 p.m., 2/1/17 extended to 3:00 p.m., 2/9/17. One bid received. Bid amount \$1,710,500. Contract to be executed within 60 days of bid opening. Board discussion 2/23/17. Began value engineering and received evidence of \$93,000 bid error from contractor 2/24/17. Amended bid amount \$1,803,500. Notice of Intent to Award issued 3/20/17. Bid bond extended an additional 60 days to accommodate value engineering, plan and budget revisions, formal HUD approval, and additional financing. Final bid amount following value engineering \$1,771,188. Sole source justification to HUD 4/7/17 following review of project features, phased completion, and financing. Contract documents to Partney 4/17/17. Received signed contract documents and performance and payment bonds 4/25/17. Board approved budget, loan proposal, and construction contract 4/27/17. CIHA executed contract and issued Notice to Proceed 5/2/17. Pre-construction meeting scheduled 5/4/17. Work to be complete by 11/28/17.
117	• Pre-Construction			Admin	LM, AC	Permit application submitted to CIT 6/13/16. CIT approved and submitted for plan review 6/14/16. The Building Department LLC approved 6/20/16. 180-day permit extension received 3/21/17. Notice to Proceed issued 5/2/17. Pre-construction meeting held 5/4/17.

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118	Tribal Events	IHBG	'17	Admin		
		Non-IHBG		Resident Services		
119					DD, DH, TM	Conducted outreach at four Tribal holiday parties 12/5-11/16.
120					AC, DD, DH, TM	Conducted outreach during MWG activities 1/14/17.

June F. Cook