Oneida Business Committee Agenda Request

1. Meeting Date Requested: 10 / 14 / 15

2. General Information:

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Oneida Housing Authority 4th Quarterly Report

Agenda Header: Reports

☒ Accept as Information only

☐ Action - please describe:

3. Supporting Materials

☒ Report ☐ Resolution ☐ Contract

☐ Other:

1. OHA Quarterly Direct Report - Memorandum
2.
3.
4.

☐ Business Committee signature required

4. Budget Information

☐ Budgeted - Tribal Contribution ☒ Budgeted - Grant Funded ☐ Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Dale Wheelock, Director/OHA

Primary Requestor/Submitter: _____
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

Describe the purpose, background/history, and action requested:

Attached is the Oneida Housing Authority - Direct Report for the 4th Quarter ending September 30, 2015.

The purpose of this quarterly report is to provide the Oneida Business Committee and inform the community on the status of OHA demographic and work activity information during the 4th quarter.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

Memorandum

To: Oneida Business Committee/Tribally Designated Housing Entity
From: Dale Wheelock, Executive Director Oneida Housing Authority
Date: October 6, 2015
Subject: **OBC Direct Reports – Oneida Housing Authority**

Demographic Information:

The Oneida Housing Authority housing stock as of September 30, 2015 has served an average of **1,153** rental and homebuyer family members each month this quarter.

	OHA Vacant units for	**period ending Sept 30, 2015**	
	Number of units in housing inventory	Number of units Vacant	Total number of eligible wait list
Family Rental	258	10	122
Elder/Disabled Rental	37	3	33
Home Buyer	55	0	45
Totals	350	13	200
Occupancy Rate of **96%**			

The occupancy rate is **96%** of all the housing stock that is available at the Oneida Housing Authority. Vacant units reflect move outs and maintenance/or rehabilitation of the units to bring them up to occupancy standards. Vacant units are always in transition for the next qualifying and available occupant. Occupancy rates vary with the seasons due to school year and the harsh winter season. Peak move out and move time of units is in June – August. This is also the same time of additional maintenance work load of grass cutting and outside housing repairs. Rents range from $50 to $600 per month with an average rent of **$355** per month.

The workforce for Oneida Housing Authority is 40 employees of whom 32 are enrolled Oneida Tribal members, 2 other native, and 6 non-native. The Office Manager position has been filled by the transfer of Justin Hill and will be coming onboard on October 5, 2015. The Oneida Housing Authority is 100% funded by the Department of Housing and Urban Development. The revenue stream comes from rent receipts, homebuyer payments and annual HUD Indian Housing Block Grant and competitive Indian Community Development Block Grants (ICDBG). There are two open infrastructure ICDBG grants for Elder Village and Uskah Village and are scheduled to be completed by August, 2016. The Oneida Tribe would then be able to submit a competitive grant application for additional ICDBG funds ($600,000) starting in the fall of 2016.

Administration:

The FY 2016 Indian Housing Plan was submitted on time on July 17, 2015 and we are in receipt from the HUD Chicago Office as of Sept 4, 2015 that our plan is in compliance with the requirements of the NAHASDA Act of 1996. There will be an adjustment in FY 2016 for previous overpayment of $21,772. The FY 2016 estimated award amount is $3,841,554 minus the overpayment of $21,772, therefore the FY 2016 HUD award is estimated to be **$3,819,782.**

Key activities for the past quarter include;

- The Internal Audit High Risk Finding is moving forward to resolve those old findings. The two outstanding issues of third party Appraisal of constructed units and Fiber Optics was scheduled to close in the summer of 2015. But due to committee delays this time frame has been pushed to the new completion date of summer of 2016.
- The Oneida Housing Authority held an OPEN HOUSE on October 1, 2015. There were 131 participants to view a newly constructed family rental unit and a family split-level home buyer unit. This event was sponsored by OHA to give community members an opportunity to walk thru the units before occupancy and to answer any question the community may have about the OHA programs.
- The Oneida Tribe has requested a HUD on-site monitoring review of the OTIE contract award process in July, 2015. The HUD Chicago office has received the request and is in communication with OHA for informational documents prior to the on-site review. The Chicago office is shorthanded at this time and has not set a specific date for the on-site review. The HUD Chicago office has made numerous information requests regarding bidding and contract award documents regarding OTIE that has required a significant amount of time to research the information requested.
- OHA administration has maintained positive communication and relationships with the Chicago HUD grant staff during the quarter through reports and requests.
- The HUD office in Washington D.C. notified OHA in July of the overpayment of past Indian Block Grant awards and repayment amount that is due. This issue has been resolved by an adjustment to the FY 2016 award allocation minus $21,772.
- OHA has submitted a request for an extension of the FY 2011 ICDBG grant for infrastructure at Elder Village until August 31, 2016. We are awaiting approval of that extension and notice that this will be the final extension of for this project. If funding for this project is not fully expended by August, 2016 the remaining funds will be recaptured from the grant award.

- OHA Policies, Procedures and Standard Operating Procedures (SOP's) continue to be reviewed and evaluated for modification to improve the rental and home ownership lease agreements as well as improve the efficiency of SOP's. The original time estimate to complete this project was 9 months to 1 year.

New Construction Development:

- Oneida Development Division has oversight and control of all OHA construction projects. Kevn House, Project Manager at Development Division has been working closely with OHA staff to ensure the construction projects at Green Valley, Elder Village and Uskah Village precede on schedule. OHA has provided guidance to the Development Division regarding HUD requirements such as procurement and changes in HUD requirements by the 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Guidance.
- In May, OTIE began construction at Elder Village to construct 8 Elder Cottages. All 8 cottages are enclosed and in various states of construction. These units are scheduled for completion by December 31, 2015. OHA and OTIE will have an open house when the A and B cottage designs are completed. This will give the community time to walk thru the units and observe for themselves the quality of the cottages being provided for Oneida elders.
- OHA is in the process of completing the landscape work at the FY 2010 504 Compliant (5 duplexes) units at Green Valley by planting trees in October, 2015.

The Development Division has a more detailed report on the infrastructure at Elder Village and Uskah Village and the construction projects being worked on at Green Valley, Elder Village and Uskah Village. The Green Valley completion date is scheduled for October 27, 2015 and completion of Elder Village cottages is scheduled for December 31, 2015.