

# Oneida Business Committee Agenda Request

1. Meeting Date Requested: 02 / 08 / 17

## 2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Requesting OBC approval of Oneida Housing Authority 1 st Quarterly Direct Report.

## 3. Supporting Materials

Report  Resolution  Contract

Other:

1.

3.

2.

4.

Business Committee signature required

## 4. Budget Information

Budgeted - Tribal Contribution

Budgeted - Grant Funded

Unbudgeted

## 5. Submission

Authorized Sponsor / Liaison:

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:

In compliance of the 2017 Reporting Schedule for OBC Direct Reports. The Director of OHA is submitting the 1 st Quarterly Direct Report 2017 for review and approval.

- 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](mailto:BC_Agenda_Requests@oneidanation.org)

## Memorandum

To: Oneida Business Committee/Tribally Designated Housing Entity  
From: Dale Wheelock, Executive Director Oneida Housing Authority *D.W.*  
Date: January 30, 2017  
Subject: **FY 2017 1<sup>st</sup> Quarter Report – Direct Report Oneida Housing Authority**

### Demographic Information:

The Oneida Housing Authority housing stock as of December 31, 2017 has served an average of **1,168** rental and homebuyer family members each month this quarter.

**OHA Operations Quarterly Report Input – 1<sup>st</sup> Quarter FY 2017**  
**Provided by Scott Denny & Operational Staff**

OHA Vacancy Overview			
Period Ending December 31, 2016			
	Number of Units in Housing Inventory	Number of Vacant Units	Number of Eligible Applicants on Wait List
Family & Single Rental	249	18	109
Elder/Disabled Rental	68	5	16
Home Buyers	52	0	48
<b>Totals</b>	<b>369</b>	<b>23</b>	<b>173</b>
Occupancy Rate of 93%			

### Wait List Breakdown – Rental Program - 125 Total

#### Family & Single Rentals -

- 1 bedroom = 33
- 2 bedroom = 26
- 3 bedroom = 36
- 4 bedroom = 14

#### Elder/Disabled Rentals -

- 1 bedroom = 13
- 2 bedroom = 3

### Wait List Numbers – Family Home Ownership Program – 48 Total

- 3 bedroom = 24
- 4 bedroom = 16
- 5 bedroom = 8

### Collections

The Oneida Business Committee has requested Tribal Departments to develop contingency plans to address future reductions in revenue or grants. One method of controlling reduced income for housing is to bring accounts receivable current. This has been a problem for some time where a tenant gets

behind on their rent and utilities. Housing’s position has been to give the tenant many opportunities and allow the tenant to remain in housing if there is a payback agreement. The tenant agreements rely on Per Capita payments and Tax Returns to catch up on their account but now there is a trend by tenants to default on those agreements. The Tenant – Landlord Law has brought this problem to the forefront regarding tenant requirements to make their rent and utility payments on time. Therefore, housing has initiated an increase of notices for timely payments or face termination of their lease agreements.

OHA collection efforts focus on unpaid balances from past rental and homeownership tenants, and current rental and homeownership tenants.

Unpaid balances consist of one or combination of the following:

- Unpaid rent
- Green Bay Water Utility tax liens, unpaid by tenant
- Property damage

Unpaid Balances as December 2016

- \$89,032.31
  - Existing rental & home ownership arrears = \$37,992.41
  - Past tenants (within 1 year) without active judgments = \$15,167.40
  - Past tenants (1 yr. & older) without active judgements = \$2,979.25
  - Past tenants (1 yr. & older) with current active judgements = \$32,893.25

December 2016 Unpaid Balances Key Points

- Unpaid balances from existing tenants = \$37,992.41
- Total number of tenants with unpaid balances = 52
- Total number of tenants with balances 3 months or less = 30
- Total number of tenants with balances over 3 months = 22
- Unpaid balances from those with balances over 3 months = \$28,421.53
  - 74.81% of total unpaid balances from existing tenants
- Common trend of tenants not paying full rent from November through January

Unpaid Rent and/or Utilities – Existing Rental and Home Ownership Tenants this reporting period.

Number of tenants notified of unpaid balances	100 – Rental
Number of tenants bringing accounts current	44 – Rental
Number of tenants failing to satisfy unpaid balances resulting in eviction	7 – Rental 0 – Home Ownership
Number of Judiciary Court appearances regarding unpaid balances, and Court outcomes	5 – Rental <ul style="list-style-type: none"> <li>• 3 Court Supported Evictions</li> <li>• 2 Court Supported Stipulation Agreements</li> </ul> 0 – Home Ownership
Total Accounts Receivable Above Rent Charged	\$13,619.66

### **Collection Challenges – Existing Tenants**

- Repayment agreements are established in effort to provide tenants an opportunity to avoid termination and eviction due to breach of the rental agreement. A tenant repeated request for “a chance” and their promise to pay can accumulate total arrears.
- Tenant habits of heavily relying on per capita and/or tax returns to pay rent develop poor payment habits while being in breach of the rental agreement.
- Tenant habits of heavily relying on assistance from program providers develop poor payment habits while being in breach of the rental agreement and utility service providers.

### **Working with the Tenant**

- Warning letters are issued when a tenant falls behind or has an unpaid balance.
- A meeting is established to discuss the situation and hear the tenants plan of action
- OHA refers tenants to program providers that may provide assistance
  - Community Support
  - Utility assistance
  - Temporary Assistance for Needy Families (TANF)
  - Budgeting at Community Education Center (CEC)
- OHA Resident Services Staff offers basic budgeting to assist tenant when the tenant is willing to participate in a budget class.
- Repayment Agreements are established
  - Weekly installments
  - Per Capita (when applicable)
  - Tax returns (when applicable)

### **Collection Challenges – Past Tenants**

- Details related to establishing documented evidence to resolve arrears prior to a judgment.
- Tenants that have filed bankruptcy
- Tenant who are deceased
- Statute of Limitations (7yrs)

### **Concerning Tenant Matters**

Unpaid rent and/or utilities continue to be the primary reason for involuntary termination of OHA Rental Agreements. Social concerns are often a significant part of noncompliance of the rental agreement, which places the agreement at risk and in some cases results in eviction.

The reasons behind an eviction are often complex, comprising of multiple compliance concerns with OHA having provided ample opportunity for tenants to make choices necessary to avoid eviction.

OHA continues to work with other departments in effort to guide tenants to resources that may assist the tenant with the necessary training, education, or counseling needed to make decisions to avoid placing their housing at risk of termination.



**Administration: Key activities for the past quarter include;**

- The HUD required Annual Performance Report (APR) deadline for submittal was December 31, 2016 and the APR was submitted on time to the Chicago HUD office.
- OHA administration has maintained positive communication and relationships with the Chicago HUD grant staff during the quarter through reports and requests for information,
- The Indian Community Development Block Grant (ICDBG) competitive grant funds (\$600,000) is anticipated to be noticed for availability of funds in late March, 2017.
- The Oneida Nation has received a HUD Veterans Affairs Supportive Housing (VASCH) grant award in the amount of \$204,934 in vouchers to provide supportive housing for 20 veterans who are homeless or at risk of becoming homeless. There are 13 Oneida Veterans eligible for vouchers at this time pending income and enrollment verification. The first voucher placement is scheduled to take place in January, 2017.
- The Executive Director participated in the Great Lakes Indian Housing Association quarterly meeting in Minneapolis, MN in November. The meeting covered topic areas of insurance coverage, HUD required Indian Housing Plan, Annual Performance Reports, and On-Site Monitoring stressing the importance of timely submittal of reports and how findings impact on future competitive grant funding such as Indian Community Development Block Grants. There was emphasis on spending down grant awards and to anticipate a trend of 10% reduction in grant allocations beginning in FY 2018.
- The Tenant Landlord Law has a direct impact upon housing operations in terms of accounts receivable and stepping up Tribal court appearances over disputed back rent that is due and tenants not paying their utilities on time. OHA does provide a utility allowance for tenants in setting up the monthly rent payment. This allowance provision reduces the monthly rent amount and affords the tenant the funds to pay their utilities. But the fact remains that some tenants get behind in their monthly utility payments. A critical factor in providing housing is adequate financial income to cover administrative and program maintenance cost. Which is a combination of rental income and HUD allocated funds to maintain existing housing stock.
- The Comprehensive Housing Division Resolution that was approved in October, 2016 and provides for the consolidation of Low-Moderate income Housing Department,

Division of Land Management rental, and Elderly Apartment rental remains in the development stage. There have been numerous sub-team meetings to bring the consolidation into implantation with limited results. The financial issue of adequate funding to support the consolidation remains a major obstacle. OHA staff has been working on implementing an upgrade of the current Housing Data System (HDS) to accommodate the increase of DLM (76) rental and Elder Apartments (29) units. The HDS system needs to be in place to track rental payments, work orders and specific unit cost by the Comprehensive Housing Division. .

**New Construction Development:**

- Oneida Development Division has oversight and control of all OHA construction projects. Kevin House, Project Manager at Development Division has been working closely with OHA staff to ensure the construction projects at 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.
- The FY 201 Indian Housing Plan (IHP) call for the construction of 12-14 Elder Cottages to be located in Elder Village. These cottages will be both one and two bedroom units to begin construction in May, 2017. The architectural/engineering firm of Louis Wasserman and Associates has been contracted for this development project.
- The FY 2017 IHP also calls for New Construction at Uskah Village. Plans are for the Development Division to bid out three more 4-plex units in early spring of 2017. There will be 12 additional, 2 bedroom units in Uskah Village with construction starting up in May, 2017. Kevin House, Project Manager is leading the development project phase for starting construction in May, 2017.