

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 04 / 28 / 17

2. General Information:

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

2nd Quarter Direct Reports - OHA Housing

Agenda Header: Reports

Accept as Information only

Action - please describe:

Requesting OBC approval of Oneida Housing Authority Housing 2nd Quarter Direct Reports.

3. Supporting Materials

Report Resolution Contract

Other:

1. 2nd Quarter Direct Reports - OHA Housing

3.

2.

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:

In compliance with the OBC Direct Reports FY 2017 Schedule. The Executive Director Oneida Housing Authority is submitting the 2nd Quarter Direct Reports for the period of January 1, 2017 thru March 31, 2017 for the OBC May 10, 2017 agenda.

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
From: Dale Wheelock, Executive Director Oneida Housing Authority *OPW*
Date: April 28, 2017
Subject: **FY 2017 2nd Quarter Direct Reports - Oneida Housing Authority**

Demographic Information:

The Oneida Housing Authority housing stock as of March 31, 2017 has served an average of **1,164** rental and homebuyer family members each month this quarter.

OHA Operations Quarterly Report - 2nd Quarter FY 2017

Provided by Scott Denny & Operational Staff

OHA Vacancy Overview Period Ending March 31, 2017			
	Number of Units in Housing Inventory	Number of Vacant Units	Number of Eligible Applicants on Wait List
Family & Single Rental	249	19	94
Elder/Disabled Rental	68	2	16
Home Buyers	50	0	44
Totals	367	21	154
Occupancy Rate of 94%			
Inventory & Vacant Units Includes Uskah Village Townhouse -Certification of Occupancy Pending			

Wait List Breakdown – Rental Program - 110 Total

Family & Single Rentals -

- 1 bedroom = 30
- 2 bedroom = 20
- 3 bedroom = 31
- 4 bedroom = 13

Elder/Disabled Rentals -

- 1 bedroom = 14
- 2 bedroom = 2

Wait List Numbers – Family Home Ownership Program – 44 Total

- 3 bedroom = 23
- 4 bedroom = 14
- 5 bedroom = 7

Inventory Management

There is a constant challenge in balancing the utilization of housing inventory for both existing tenants and wait list applicants. As a current tenant's household size changes or a household members physical needs change, OHA does whatever we can to better accommodate the current tenant through transfers which in turn will open up units for others on the waiting list.

2nd Quarter Move-In and Move-Out Facts

- A total of 19 tenant move-ins
- A total of 15 move-outs

Collections

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

Unpaid balances consist of one or combination of the follow:

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

2nd Quarter Unpaid Balances Key Facts

Unpaid balances from existing tenants	\$19,196.79
Unpaid balances from those with balances over 3 months	\$7,916.92 or 41.3% of total unpaid balances
Number of tenants notified of unpaid balances	110 – Rental
Number of tenants bringing accounts current	79 – Rental
Number of repayment agreements	17 (8 of 17 paid in full within 2 nd quarter)
Number of Judiciary Court appearances regarding unpaid balances, and Court outcomes	<p>9 – Rental</p> <ul style="list-style-type: none"> • 2 Court Ordered Satisfaction Extensions (resulting in termination) • 5 Court Supported Stipulation Agreements • 2 Past tenant collection hearings <p>1 – Home Ownership</p> <ul style="list-style-type: none"> • 1 Court Supported Stipulation Agreement

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 when possible and also refers tenant to local agencies that offer budget classes.

- Repayment Agreements are established to catch up on a delinquent account.
 - Weekly installments
 - Per Capita (when applicable)
 - Tax returns (when applicable)

Collection Challenges – Past Tenants

- Details related to establishing 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.

OHA Crime Prevention & Tribal HUD VASH Quarterly Report: 2nd Quarter FY 2017

Provided by Justine Hill & Staff

Crime Prevention Program: Our purpose is to strengthen our neighborhoods and support our families through programs and services that provide for a healthy mind, body, and spirit.

Our goal is to strengthen neighborhood watch, increase community involvement, provide youth social programs, and increase parent participation and contribute to the reduction of crime.

Three Sisters Community Center

- Average attendance is 15 children – Grades 1st – 9th
- Healthy snacks are provided.
- Programming: Character Building through TRAILS (Fairness, Respect); Budget Planning; Safety videos and discussion (Express Anger, Sticks and Stones, Real Life); Library Outreach; Homework
- Women’s Group- Activities and Support group for women. Confidential. Meet twice a month.
- Monday Morning movies with community adults at the center – social time, cultural movies
- Intergenerational Bingo- different age groups to socialize.

- Computer Use-job search
- Security cameras updated

Flying Leaf Community Center

- Average attendance is 8 children - Grades 1st – 6th
- Healthy snacks are provided.
- Programming: STEM (Science, Technology, Engineering & Math) through Green Earth Library; Self-Awareness Videos and discussions on Germs, Sanitation, Viruses, Drugs; Language & Culture; Team Building with Recreation (Civic).
- Security cameras updated

Tribal HUD VASH

- Eligible Participants – 15
- Housed – 3
 - Ready for Move-in – 3 (Inspection Complete, RAP Contract signed, Lease signed)
 - Extensions Letter of 120 days went out to 8 Veterans, 5 Responded accepting
 - Some participants are having a difficult time finding a landlord to participate in our program. Some have background issues; some have no income which the landlord would like them to have.
- Update:
 - Currently updating our original policy as this is a Pilot Program.
 - We haven't received any new referrals in the past couple of months.
 - Posted flyers with Milwaukee SEOTS, Ho-Chunk Branch Office, and Tribal VA Programs
 - Meeting held with Tribal VA Programs and Brown County Housing Coalition.
 - Landlord outreach efforts are being conducted.

Administration - Key activities for the past quarter include;

- OHA administration has maintained positive communication and relationships with the Chicago HUD grant staff during the quarter through reports, training and requests for information. Executive Director worked in coordination with HUD staff regarding the close out of the HUD final monitor finding.
- The Indian Community Development Block Grant (ICDBG) was noticed and planning activities for a Tribal application was begun in collaboration with the Development Division. Both housing staff and planning staff attended the HUD ICDBG training session scheduled in April. The due date for the ICDBG grant application is May 18, 2017. The proposed Trump reduction of HUD funding indicates the elimination of the ICDBG program in FY 2018.
- The Oneida Nation has received a HUD Veterans Affairs Supportive Housing (VASH) 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 15 Oneida Veterans eligible for vouchers at this time pending income and enrollment verification. All program reports and draw down of grant funding has been submitted on time.
- 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 opportunity to pay their utilities on time. 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. The Tribal position of Housing Division Director was reposted and is scheduled with a closing date of May 25, 2017.

- The Housing Budget for FY 2018 has been completed with an estimated budget cut by HUD of 10%. The proposed Trump budget indicates a 13.2 % reduction of funding for HUD funding allocations. Housing has completed its contingency plan in response to possible funding reductions. The plan is flexible and can maintain housing services without layoffs or furloughs for 1 to 2 years dependent upon the amount of funding reduction to occur from HUD.
- The publication of the housing waiting list notice is scheduled for implementation in May 2017. This notice will be published in the Kalihwisaks monthly by using a numbering system that assigns individuals on the waiting list to the bedroom size of unit they need and are waiting for. Individuals will only need to read the Kalihwisaks to determine where they are on the waiting list.
- Housing has been working on developing the annual HUD Indian Housing Plan that is due by July 17, 2017 to the HUD Chicago Office. This is a detailed plan for the Oneida Nation Housing FY 2018 program activities with specific budgets. The FY 2017 allocation and budget is \$4,075,713 and it is estimated there will be at least a 10% reduction in the FY 2018 funding allocation.

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 2017 Indian Housing Plan (IHP) calls for the construction of 12-14 Elder Cottages to be located in Elder Village. These cottages will be both one and two bedroom units. 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. The construction project has been bid out and awarded to RJM Construction. 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.