

# Oneida Business Committee Agenda Request

1. Meeting Date Requested: 02 / 14 / 18

## 2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

## 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:

Comprehensive Housing Division quarterly report.

Requested action: Approve Report.

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)

COMPREHENSIVE HOUSING DIVISION  
FY 2018 1<sup>ST</sup> QTR REPORT  
October-December 2017

Dana McLester  
Comprehensive Housing  
Division Director

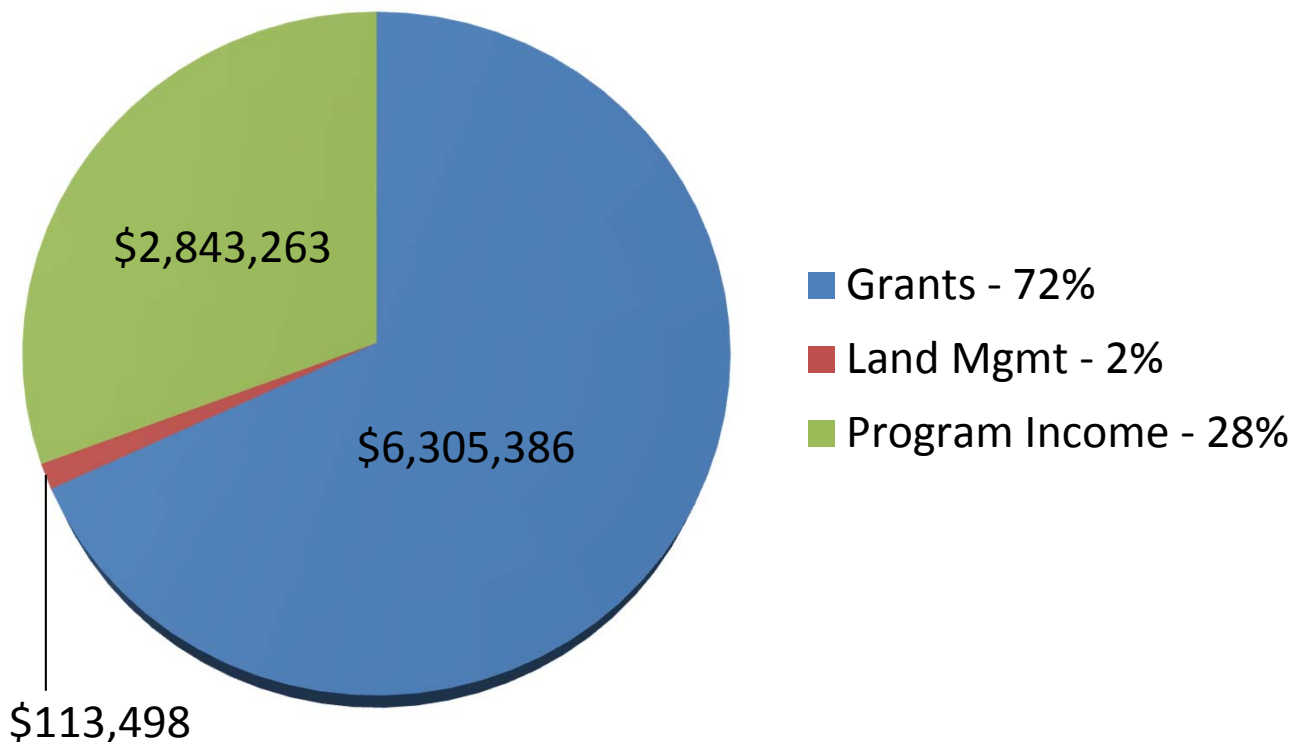
The Comprehensive Housing Division consists of all residential services offered by the Nation, including all rental programs, the rent-to-own program, and the residential sales and mortgages.

### Departments within the Comprehensive Housing Division

- Finance and Administration
- Resident Services
- Maintenance
- Residential Development
- Community Outreach
- Rehabilitation & Modernization
- Residential Sales & Mortgages
- Residential Leasing

# FY 2018 Budget Funding Sources

## Total \$9,262,147



### Program Income Includes:

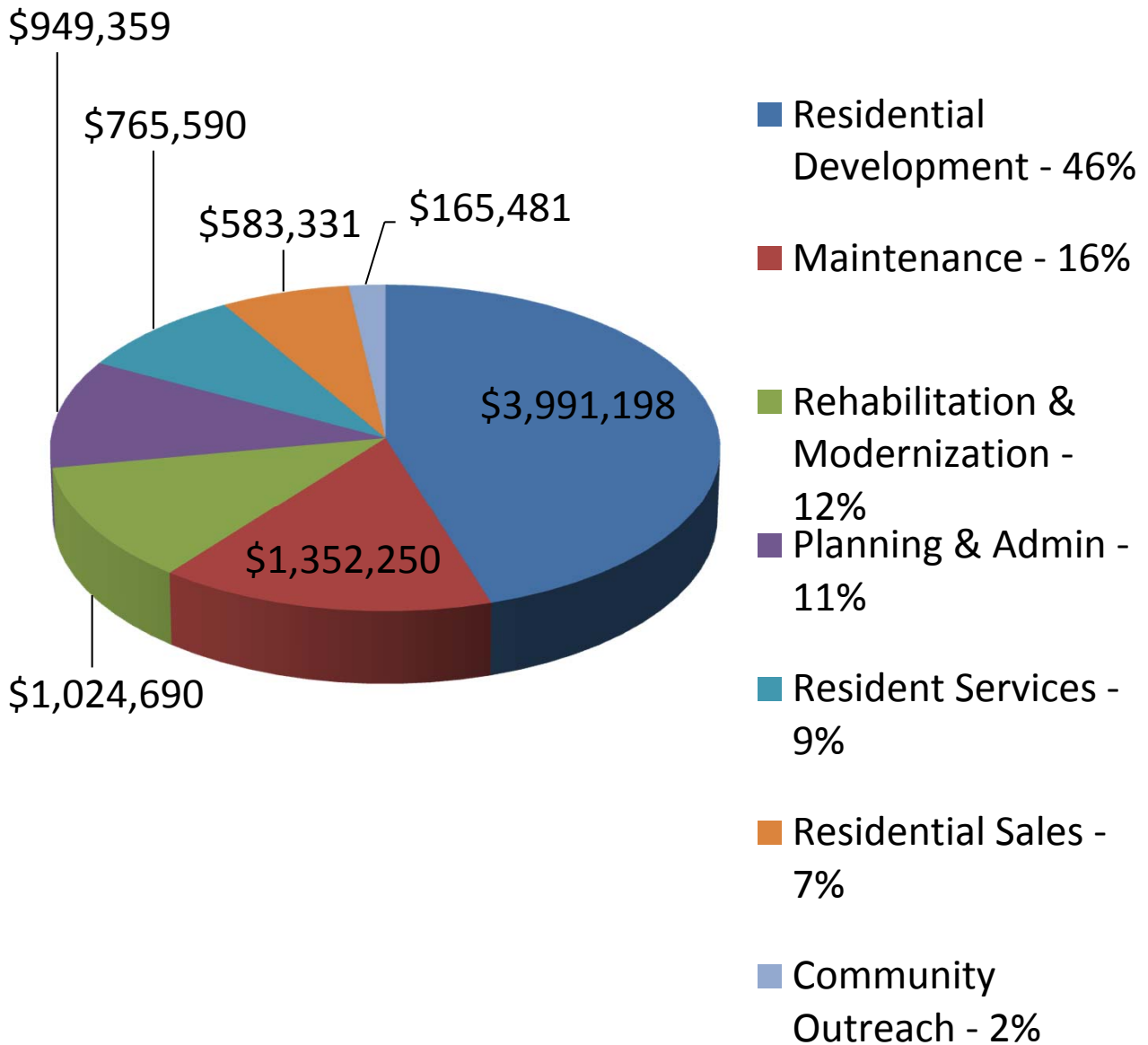
- Rental Income
- Administration Fees
- Interest Income
- Miscellaneous Income
  - Launderette
- Other Charges for Services
  - Work Order Charges
  - Utility Charges

### Grants:

- Indian Housing Block Grant
- HUD-VASH
  - Veteran Affairs Supportive Housing

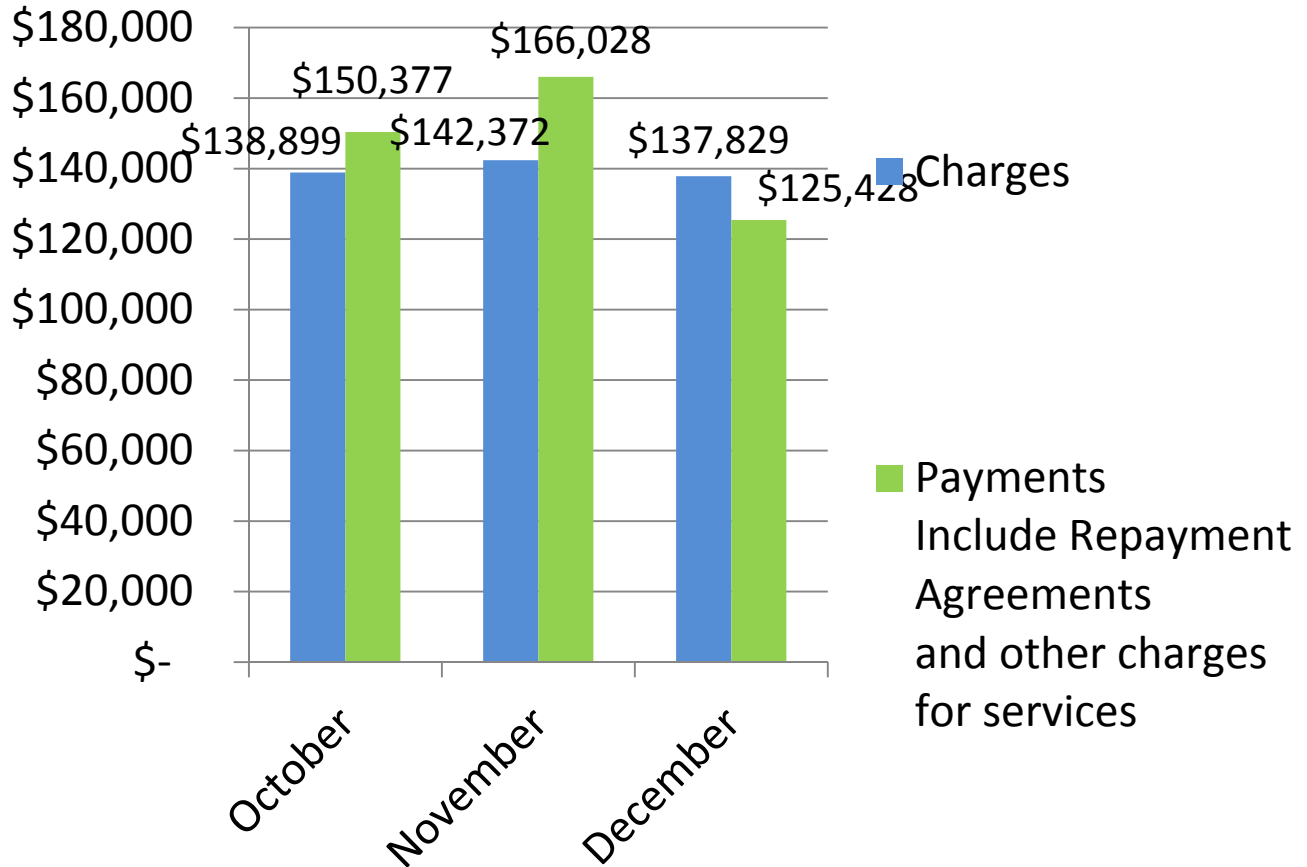
# FY 2018 Budgeted Expenditures

## Total \$8,831,899



# Resident Services

## Rental & Rent-to-Own Receivables



Outstanding Accounts Receivable Balances: \$39,363.56

Rental – 74 Accounts

Rent-to-Own – 5 Accounts

Current Wait List of 114 applicants are maintained for the Income Based and Elder Rental Programs. The General Rental program units are advertised as available.

## **Collections:**

- The Comprehensive Housing Division's collection efforts focus on unpaid balances from past 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

## **Collection Challenges**

- 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 Tenants**

- 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 plans of action
- CHD 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)
- CHD Resident Services Staff offers basic budgeting when possible and also refers tenant to local agencies that offer budget training
- Repayment Agreement are established
  - Weekly Installments
  - Per Capita (when applicable)
  - Tax Returns (when applicable)

## **Concerning Tenant Matters**

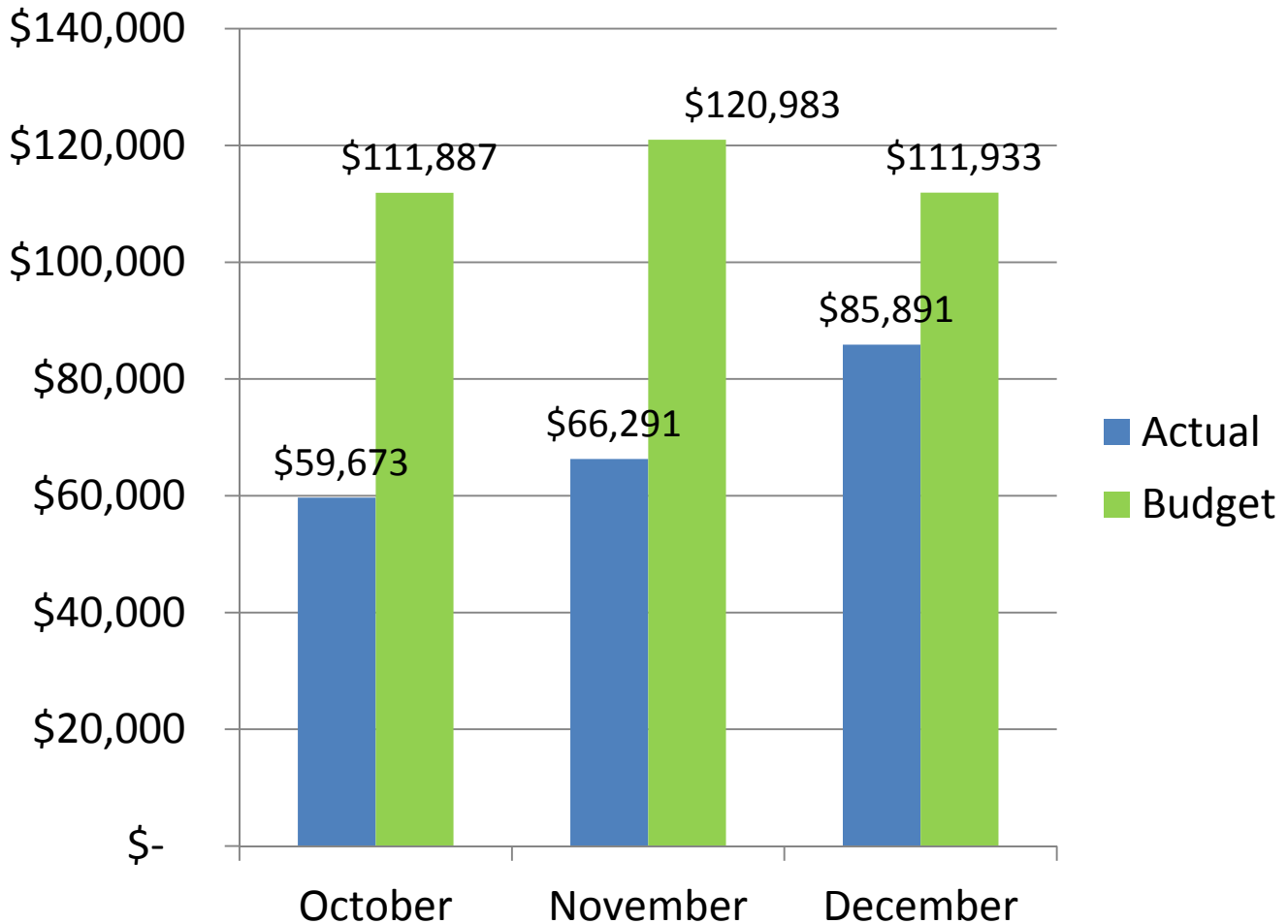
- Unpaid rent and/or utilities continue to be the primary reason for involuntary termination of CHD Rental Agreements. Social concerns are often a significant part of noncompliance of the rental agreement, which places the agreement at risk and in some cases results in eviction
- The reasons behind an eviction are often complex, comprising of multiple compliance concerns with CHD having provided ample opportunity for tenants to make choices necessary to avoid eviction.
- CHD continues to work with other departments and internal referrals to CHD's Community Outreach Supervisor & Caseworker 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.



# Maintenance

## Total Expenditures - \$211,855

### Variance – (\$132,948)



Occupancy Rate – 95%

Total Tenant Move-outs – 10

Total Tenant Move-ins – 17

Work Orders – 350

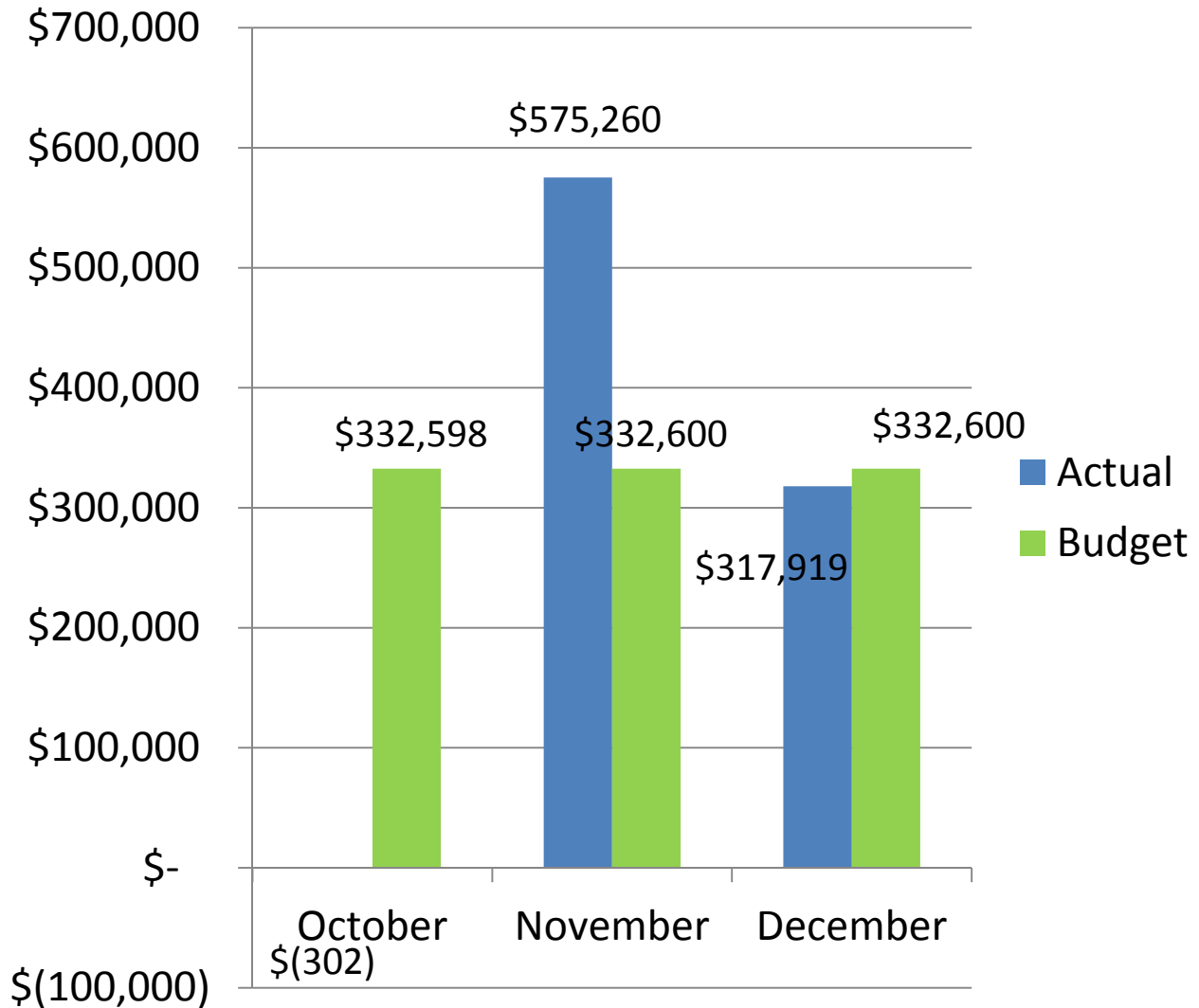
Expenses include daily work orders and preparing a unit for occupancy.

Variance – The maintenance area has 2 vacant positions that will be filled in the 2<sup>nd</sup> Qtr. In the transition there were delays in setting up purchase orders which has since been corrected.

# Residential Development

## Total Expenditures - \$892,877.00

### Variance – (\$104,921)

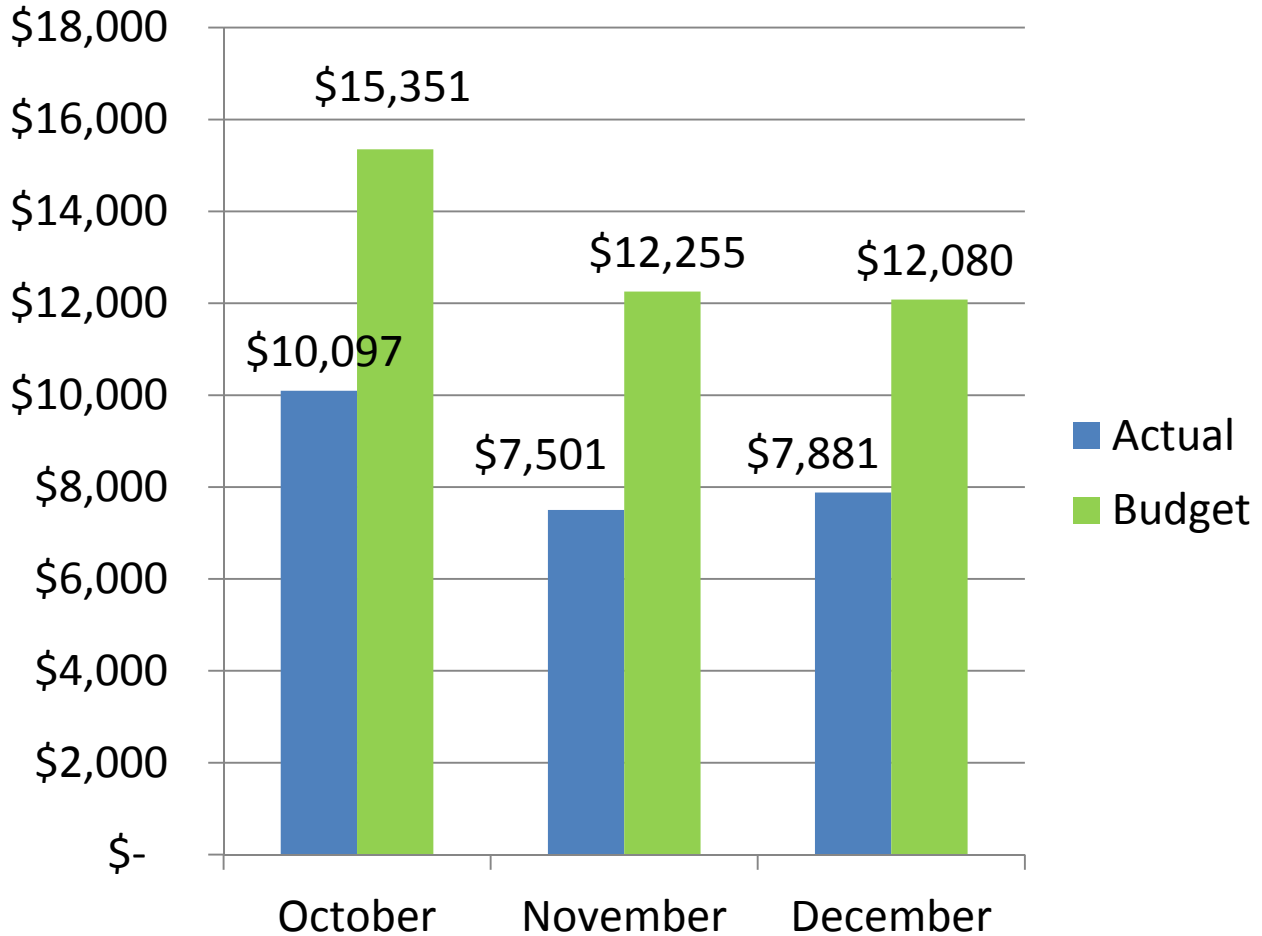


Variance - There is a timing difference between when the work is completed and the submission of invoices for payment from the general contractors.

# Community Outreach

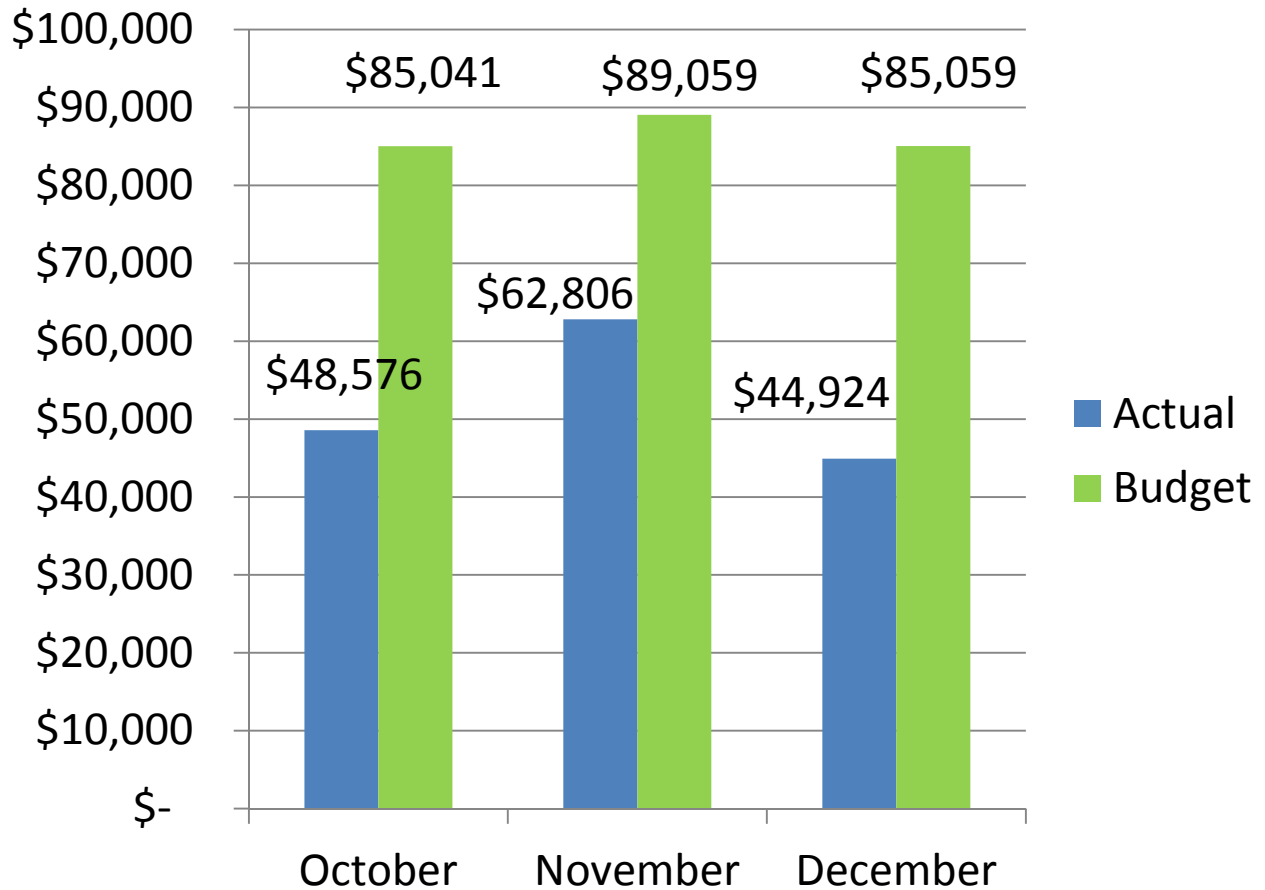
## Total Expenditures - \$25,479.00

### Variance (\$14,207)



The Community Outreach Program is currently being redefined to maximize our resource and optimize our programming to better serve the Oneida Community. Program focus: Crime Prevention, Drug Abuse Prevention, Cultural Development, and Family Development.

# Rehabilitation & Modernization Total Expenditures - \$156,306 Variance – (\$106,853)



- Work Orders for Annual Inspections – 84
- Floor Installation – 6 Units
- Roofs Replaced – 2 Units
- Windows Replaced – 6 Units
- Siding Replaced – 3 Units

# Residential Sales & Mortgages

- There is a moratorium on TLC Loans.
- New Loans:  
VET TLC - \$166,500

TYPE	TOTAL # OF LOANS	TOTAL LOAN RECEIVABLE
TRIBAL LOAN CREDIT (TLC)	292	\$19,596,011.50
THRIL	24	\$ 264,049.19
VET-TRIBAL LOAN CREDIT	81	\$ 5,768,836.24
TOTAL	397	\$25,628,896.93

Vacant Residential Sale Units				
Address	Original Acquired Date	Ownership Transferred to Comprehensive Housing	Projected Completion Date	Estimated Repair Costs
761 Silver Creek Drive	6/6/2016	10/1/2017	4/1/2018	\$ 21,540.00
2418 Ironwood Drive	1/27/2014	10/1/2017	6/1/2018	\$ 15,000.00
2534 Laredo Lane	7/30/2014	10/1/2017	8/1/2018	\$ 43,500.00
N7074 Seminary Road	11/15/2016	10/1/2017	FY 2019	\$ 53,500.00
4362 Hillcrest	9/8/2016	10/1/2017	FY 2019	\$ 35,000.00
W1709 County G	11/1/2013	10/1/2017	FY 2019	\$ 59,000.00
2458 County Road EE	8/1/2013	10/1/2017	FY 2019	\$ 45,000.00
431 Hillcrest	12/20/2016	10/1/2017	FY 2019	\$ 56,900.00
<b>Total</b>				<b>\$ 329,440.00</b>

# Residential Leases

- Total Residential Leases – 709
  - New Residential Leases – 8
- Total HBO Sites Offered – 45
  - Current Advertised HBO Sites - 8
    - Beech Tree Lane Lot 1
    - Beech Tree Lane Lot 2
    - Beech Tree Lane Lot 3
    - Beech Tree Lane Lot 4
    - Beech Tree Lane Lot 5
    - Beech Tree Lane Lot 6
    - Beech Tree Lane Lot 7
    - Johnson Road