

General Council Report



June 18-20, 2020

Nez Perce Tribal Housing Authority

P.O. Box 188

Lapwai, Idaho 83540

208-843-2229

Fax 208-843-2973

Kamiah 208-935-2144

www.nezperce.org/government/housing/

Nez Perce Tribal Housing Authority

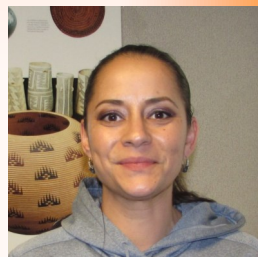
NPTHA Board of Commissioners



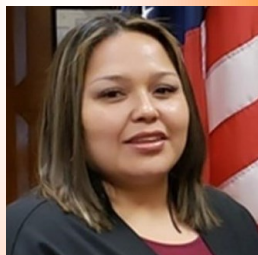
Richard J. Arthur
Chair



Shirley Allman
Vice-Chair



Stacey Kash Kash
Secretary/Treasurer



Fawn Scott
Member



Betty Kinser
Member

Mission

The mission of the Nez Perce Tribal Housing Authority is to create opportunities to meet the housing needs of enrolled members of the Nez Perce Tribe by maximizing the utilization of available resources to ensure services are provided in an efficient, professional, economical and timely manner; forming and enhancing partnerships between the NPTHA and tribal, state, local, and private entities; promoting self sufficiency and improving the quality of life.

NPTHA Employees

Laurie Ann Cloud-*Executive Director*
Angela Jackson-*Administrative Assistant*

Housing Management

Anna Lawrence-*Housing Manager*
Sonya Samuels-Allen-*Homebuyer Educator*
Jenny Arthur-*Housing Counselor*
Danice Oatman Tom-Kamiah *Housing Counselor*

Finance & Operations

Elizabeth Bohnce - *Finance/Operations Manager*
Vickie Nielson-*Collections*
Kathleen “Kat” Payne-*Accounts Payable/ Payroll*
Roxanne Axtell-*Receptionist/ Accts. Clerk*

Maintenance

Ray Eagle-*Maintenance Manager*
Verna “Ketta” Reuben-*Assistant Maintenance Manager*
Larry Hendren-*Construction/ Maintenance*
Navorro “Sun” Herrera-*Construction/ Maintenance*
Manual Greene-*Maintenance/ Custodian*
Vacant-Kamiah *Construction/ Maintenance*
Lori Johnson-*Maintenance Clerk*

Temporary Employees

E.J. Kipp - *Groundskeeper*
Frank Broncheau, Jr - *Groundskeeper*

Introduction

NAHASDA: The Nez Perce Tribal Housing Authority's (NPTHA) primary responsibility is developing affordable housing programs for Native Americans, giving priority to Nez Perce Tribal members. The U. S. Department of Housing and Urban Development (HUD) provides our annual funding under the Native American Housing Assistance and Self Determination Act (NAHASDA). Our funding has been stagnant for many years which requires the NPTHA to pursue other funding sources to maintain housing services and rising costs. Along with these funds are complex rules and regulations in which we must administer our programs.

Indian Housing Plan (IHP): In order to receive annual funding, the NPTHA must submit an Indian Housing Plan (IHP) each year. The NPTHA posts the Indian Housing Plan (IHP) and the Annual Performance Report (APR) for tribal members' review and comments. Due to limited funding, the NPTHA strives to implement effective programs and prioritize services. Our 2020 IHP is now posted for public comment. Along with commenting on the IHP, we encourage tribal members to complete surveys at each General Council to help identify and prioritize housing services. We greatly appreciate your help in these areas and always welcome your comments.

The NPTHA Board of Commissioners (BOC) is ultimately responsible for the monitoring and oversight of the NPTHA operations. They accomplish this by adopting and updating policies as needed. They meet regularly each month to review monthly reports, review and approve the IHP and provide guidance on how to prioritize Tribal members' services and concerns. They also meet with NPTEC on a quarterly basis.

This General Council report includes a summary of our current 2019 APR and highlights of our activities completed since the last General Council.

More information: If you would like more information on our housing programs please visit our website at <https://nezperce.org/government/housing>



Lapwai Office
111 Veterans Avenue
208-843-2229



Kamiah Office
105 Riverview Avenue
208-935-2144

2019 Annual Performance Report

Summary only, see website for full version.

1.1 Management of 1937 Housing Act Properties

This program provides the general operation and maintenance of our 1937 Housing Act properties which includes 89 Low Rent units and 22 Mutual Help units that were converted to Starter Home or rentals.

* Operations include fiscal management of all financial transactions, staff training & development, collection activities, procurement and maintenance of equipment, annual audit and maintain all insurances.

* Maintenance includes routine and non-routine maintenance of units and common grounds, inspections of rental properties, and the assessment of tenant damages.

Tenant occupancy and counseling activities for these units will be conducted under the Housing Management Service Program.

2.1. Housing Management Service

This program provides occupancy management and housing counseling for all of our housing units which includes 1937 Housing Act and NAHADSA assisted units.

* Occupancy management included application intake, processing for eligibility, maintaining waiting lists, vacancy management, conducted annual and interim re-certifications; counseled on compliance with lease agreements, program rules, & regulations; conducted homebuyer inspections and file maintenance.

* Provided Occupancy Management services for LIHTC projects as needed to support insufficient operating budget.

- Housing counseling completed: 3 Tenant Rights & Responsibilities classes with 5 participants, 20 Budget sessions with 34 students and 18 various maintenance classes with a total of 307 participants representing 86 households.

* Other counseling services include application intake and processing for other programs such as home repair and weatherization programs; 130 referrals were made for outside resources for housing type

assistance.

* Maintained and operated IHBG developed properties including tenant accounting and collection activities.

* Coordinated services and provided referrals to other service agencies such as but not limited to NPT Social Services, Idaho Self-Sufficiency, Early Childhood Dev. Program, Community Action Partnership, Lapwai School District and local utility companies.

3.1 Homebuyer Education Program

This program includes comprehensive homebuyer education and counseling.

* Education includes formal Homebuyer Education Class for Native homeownership, financial literacy, youth credit education, post purchase and foreclosure prevention.

* Counseling includes case management for becoming mortgage ready under the NPTHA lease with option to purchase program, case management for mortgage application (including VA direct loans and other available mortgage type programs), individual credit counseling, and case management for NPTHA IDA program.

Accomplishments: Conducted 6 home buyer education classes with 35 participants. Provided home buying case management for 16 clients under lease option programs and provided home buying guidance for at least 35 other clients.

4.1 Senior Rehab

This program provides essential home repair grants for low-income elder families up to \$4,500.

This year, we completed several smaller urgent home repair grants which allowed us to serve 15 elder homeowners.

5.1 Mortgage Finance Assistance

Mortgage finance assistance is provided for low and moderate income families who are also first time

2019 Annual Performance Report

homebuyers. Assistance is for down payment and closing costs on a mortgage.

We served 3 families eligible for mortgage finance assistance in 2019.

6.1 Individual Development Accounts Down Payment

This program is a matched savings program for down payment and closing costs.

The program provides \$2 towards every \$1 saved over a minimum six months and maximum 24 month period, up to \$5,000 in matching funds for down payment assistance. Program requires completion of our homeowner education class.

During 2019, 5 families are actively saving in the IDA program for down payment. One family completed their purchase and utilized the IDA matching funds.

7.1 Individual Development Accounts Rehab

This program is a matched savings program for essential home repair.

The program provides \$1 towards every \$1 saved over a minimum of three months and maximum of six months period, up to \$3,000 in matching funds for a home repair project. Program requires completion of our homeowner education class.

During 2019, 2 families are actively saving for the IDA program for home maintenance and 3 families have completed essential home repairs with the IDA matching funds.

8.1 Crime Prevention

Under this program, the NPTHA:

- * We maintain an interactive relationship with Nez Perce Tribal Law Enforcement in housing community activities and reporting of any criminal or nuisance activities.
- * Conducted 5 fire drills for the senior apartment buildings and conducted 9 senior meetings which includes safety tips and other information.
- * Enforced lease agreements promoting safe

neighborhoods and implemented a more rigid pre-screening for new tenants.

* Continue to network with other programs and organizations to implement strategies to prevent crime and substance abuse as well as promoting health and safety. Some of the partners include but not limited to Adult Protection, Women's Outreach, Later in Life, Law Enforcement, and Nimiipuu Health.

9.1 Infrastructure to Support Housing

The NPTHA must develop new infrastructure to support any new housing developments. Due to high costs reported in the feasibility assessments, other opportunities are being considered. During 2019, the NPTHA partnered with the Nez Perce Tribe to purchase and begin renovations to the Little Village Trailer Court with non-program funds. The NPTHA will continue to seek resources to continue the renovation as well as continue planning for a new housing site.

10.1 ICDBG Administration Support Housing

IHBG funds were obligated as matching funds for the 2017 ICDBG Grant to provide administrative support. This is the second year of this two-year grant and includes administrative salaries, taxes, benefits, office supplies, sundries, advertising, postage, telephone, etc.

11.1 ICDBG Home Repair

The 2017 ICDBG Grant is a two-year grant beginning 01/01/2018 and includes home repairs for low and moderate income homeowners, energy improvements for senior rental units, replacement of asbestos flooring in senior buildings and street lights for playgrounds.

During 2019, we completed essential home repairs and energy improvements for 21 homeowners which is a cumulative of 32 homes completed since 2018. We completed the replacement of asbestos tile flooring in two apartment buildings which house 30 tenants.

Covid-19

The Covid-19 pandemic has certainly changed our lives. Since the President of the United States declared the Covid-19 outbreak as a national emergency back in mid-March, there have been over two million positive cases across the country. This has caused a tremendous change in how we conduct everyday business as tribal, state and the national governments impose rules and regulations for the health and safety for all. Consequently, the Stay-at-home orders issued across the country, including the Nez Perce reservation and the State of Idaho caused serious unemployment issues. Fortunately, there have been other actions to provide financial relief by stimulus payments or reductions in other bills to help families get by. Below is a very brief recap of actions taken by the Nez Perce Tribe which guided the continued business of the Nez Perce Tribal Housing Authority:



NP 20-215	<i>Emergency Response Team Formed</i>
NP 20-215	AMENDED
NP 20-215	(AMENDED)
NP 20-216	<i>Public Health Emergency declaration</i>
NP 20-217	<i>Emergency Economic Support Payment</i>
NP 20-227	<i>Nimiipuu Stay Home Stay Safe Order</i>
NP 20-229	<i>Emergency Code Amendment</i>
NP 20-239	<i>NPH-HIS Collaborative Agreement - Abbot COVID-19 Analyzer</i>
NP 20-258	<i>Reopening Guidelines - Standard Operating Procedures</i>
NP 20-258	AMENDED
NP 20-263	<i>Hazard Pay Policy</i>
NP 20-291	<i>Return to Work</i>

The NPTHA Program from March to May:

During the week of March 16th, 2020 the NPTHA along with the Nez Perce Tribe and affiliates transitioned into the Stay-at-home order and reduced all staff to essential and non-exposure work. Below are some of the tasks that took effect during the shutdown:

- *Closed the office to the general public.
- *Open for business by telephone and email.
- *Installed new mail/drop box by the front door of the Lapwai and Kamiah office.
- *Reduced staff and staggered office hours.
- *Kept maintenance staff for non-exposure work and for tenant emergencies.
- *Provided a \$100 relief credit for each month of March-April-May for all active accounts.
- *Suspended all late fees and delinquency notices for March-April-May.
- *Suspended court orders for March-April-May.
- *Extended our regular clean-up for an additional week.
- *Extended garbage dumpsters to other tribal housing areas.
- *Cancelled spring classes.
- *Continued with Homebuyer Education Class for small group.

Covid-19

Business changes as we move forward:

The Nez Perce Tribe lifted the Stay-at-home order and allowed employers to transition employees back to regular work hours. The NPTHA staff was primarily back to work during May under specific social distancing rules. Many of these rules will stay in place until further notice:

- *The front door is now open to the public.
- *A plexi-glass shield has been installed above the front counter.
- *Only one person may be in the lobby. We will allow two people if you can maintain 6 feet apart.
- *Meetings with tenants will be held in large open space.
- *Access for tenants will be through the conference room or the classroom entrances.
- *Limited classes will be scheduled and class size will be limited.
- *Eventually, we may offer virtual classroom.
- *Maintenance will not enter occupied home without facemask and gloves.
- *Tenants are requested to maintain 6 feet or more away from maintenance staff.
- *Office staff must wear a mask when not at their work station, including hallways and anytime entering another employee's work area.
- *Six-feet is the best prevention according to CDC and other health experts.

Taking care of the homeless during pandemic

During the Pandemic, the NPTHA worked with the homeless residents at the "Jungle" to help clean up their camp areas. While the Nez Perce Tribe provided honey huts and hand washing stations, the NPTHA provided a dumpster for a week and residents participated in clean-up of their campsites. Each day, we provided garbage bags and supplies. We handed out 21 snack bags that included water, Gatorade, snacks & fresh fruit. We also left dog food for the area pet and provided 8 tents and 6 sleeping bags. By the end of the week, there was significant improvement to the entire area. We want them to live in a safe and sanitary area during this pandemic.



Congratulations 25 Years at NPTHA

Roxanne was hired February 24, 1995 as the Receptionist / Office Clerk for the NPTHA. During her time in this position, Roxanne assisted tenants with payments and was the first point of contact for anyone entering or calling the NPTHA. After approximately 7 years, Roxanne transferred to the Occupancy Clerk position where she assisted with the intake, review, processing and filing of tenant applications and subsequent documents. Ten years later Roxanne returned to the Receptionist / Office Clerk position where she is once again the first point of contact at the NPTHA. We all share in the pleasure of having Roxanne as an employee for the past 25 years at the NPTHA, and congratulate her on this milestone.

Grant Updates

Closeout ICDBG

The NPTHA has been administering the 2018 ICDBG Grant since January 1, 2018 and will be completing our project goals June 30, 2020. Below is an update on the activities completed and scheduled for completion:

Chief Joseph Complex and Chief Looking Glass Complex: 1. We completed the installation of ductless heat-pumps in each of the elder apartments in Lapwai and Kamiah. 2. We completed the installation of new flooring in the common areas of each complex including the dining room, hallways and main kitchen. 3. We used cost savings from the above activities to make additional improvements to both buildings. This included replacing old worn carpet with new flooring in some of the individual apartments and also replacing some of the tubs with handicap shower units.

Essential Repairs for Low-Income Homeowners: We have completed 34 essential home repair grants since this grant began in 2018. We have one more home to complete. The major types of work completed include 20 roof replacements, 6 major floor replacements, 3 handicap accessible ramps/ porches, 3 heat systems, 1 handicap bathroom renovation and 2 major electrical replacements.

Street lights: In the next few weeks, we will install street lights in our two playgrounds, one in Kamiah and one in Lapwai as well as the elders' park in Lapwai.



Farewell to Jane

The Nez Perce Tribal Housing Authority would like to thank Jane Johnson for her 18 years of service in our Finance Department. Jane was hired as an Account Technician in October 2002. Jane served as the Finance Manager since 2005 and resigned in March 2020. It's sad to say goodbye but we wish Jane all the best.

Meet our Finance Manager

Elizabeth Bohnie (Liz), the new Finance Manager, began working part-time/temporary in late April and started working full-time on May 11th. Liz has a Masters in Accounting and Financial Management and brings with her over 20 years of experience in working with tribal government and various tribal enterprises, as well as non-tribal entities. She looks forward in working with the NPTHA team and working for the Nimiipuu.



Financials

NEZ PERCE TRIBAL HOUSING AUTHORITY

MONTHLY REVENUE & EXPENSE REPORT

2019 NAHASDA BLOCK GRANT (IHBG)			For the month ending:			12/31/2019
REVENUES		<u>Budget</u>	<u>Current-to-date</u>	<u>Year-to-date</u>	<u>Variance</u>	<u>% Used</u>
NAHASDA Block Grant	Estimated	\$1,100,842	\$191,825	\$1,076,259	\$24,583	97.77%
Dwelling Rental		\$213,708	\$17,644	\$219,848	(\$6,140)	102.87%
Interest Earned		\$10,000	\$4,326	\$45,564	(\$35,564)	455.64%
Proceeds from Insurance		\$0	\$0	\$0	\$0	0.00%
Other Income		\$4,000	\$0	\$3,858	\$142	96.45%
Late Fees/Court Fees		\$3,000	\$150	\$2,130	\$870	71.00%
Utilities Charges		\$2,631	\$66	(\$539)	\$3,170	-20.49%
Work Orders		\$35,000	\$2,435	\$15,807	\$19,193	45.16%
Reserves	Estimated	\$27,482	\$0	\$0	\$27,482	0.00%
Total Resources:		\$1,396,663	\$216,446	\$1,362,927	\$33,736	
EXPENSES						
Administration/Operations		\$990,637	\$83,194	\$902,410	\$88,227	91.09%
Housing Management		\$157,852	\$14,740	\$149,333	\$8,519	94.60%
Housing Services		\$43,646	\$3,473	\$35,723	\$7,923	81.85%
Administration/General		\$86,528	\$4,733	\$74,907	\$11,621	86.57%
Crime Prevention and Safety		\$500	\$0	\$0	\$500	0.00%
Development:		\$117,500	\$15,165	\$54,991	\$62,509	46.80%
Total Allocation:		\$1,396,663	\$121,305	\$1,217,364	\$179,299	

2019 RESIDENT OCCUPANCY & SELF-SUFFICIENCY (ROSS)			For the month ending:			12/31/2019
April - March						
REVENUES		<u>Budget</u>	<u>Current-to-date</u>	<u>Year-to-date</u>	<u>Variance</u>	<u>% Used</u>
ROSS Grant	Year 1 of Grant Bal.	\$16,877	\$0	\$16,877	\$0	100.00%
ROSS Grant	Year 2 of Grant	\$82,000	\$12,731	\$64,556	\$17,444	78.73%
Total Resources:		\$98,877	\$12,731	\$81,433	\$17,444	
EXPENSES						
ROSS Coordinator Expense		\$86,718	\$6,640	\$77,173	\$9,545	88.99%
ROSS Training		\$2,000	\$167	\$706	\$1,294	35.30%
ROSS Administration		\$10,159	\$0	\$9,708	\$451	95.56%
Total Allocation:		\$98,877	\$6,807	\$87,587	\$11,290	

2019 NORTHWEST AREA FOUNDATION KICUY COACH GRANT (NWAFF)			For the month ending:			12/31/2019
REVENUES		<u>Budget</u>	<u>Current-to-date</u>	<u>Year-to-date</u>	<u>Variance</u>	<u>% Used</u>
NWAFF GRANT	Jan - Mar 2019 Only	\$37,141	\$0	\$0	\$37,141	0.00%
Total Resources:		\$37,141	\$0	\$0	\$37,141	
EXPENSES						
NWAFF Kicuy Coach Wages/Expenses		\$16,730	\$0	\$15,586	\$1,144	93.16%
NWAFF Program Materials/Supplies/Equipment		\$18,611	\$0	\$17,746	\$866	95.35%
NWAFF Administrative		\$1,800	\$0	\$1,800	\$0	100.00%
Total Allocation:		\$37,141	\$0	\$35,131	\$2,010	

2019 INDIAN COMMUNITY DEVELOPMENT BLOCK GRANT (ICDBG)			For the month ending:			12/31/2019
REVENUE		<u>Budget</u>	<u>Current-to-date</u>	<u>Year-to-date</u>	<u>Variance</u>	<u>% Used</u>
ICDBG		\$314,980	\$66,244	\$222,293	\$92,687	70.57%
Total Resources:		\$314,980	\$66,244	\$222,293	\$92,687	
EXPENSES						
ICDBG Admin/Operations		\$4,218	\$0	\$1,364	\$2,854	32.33%
ICDBG Public Svc Solar Lights		\$42,000	\$0	\$0	\$42,000	0.00%
ICDBG Modernization - LR Units		\$93,033	\$7,561	\$57,826	\$35,207	62.16%
ICDBG Modernization - HO Repair		\$175,729	\$24,215	\$194,179	(\$18,449)	110.50%
Total Allocation:		\$314,980	\$31,776	\$253,368	\$61,612	

Classes and Activities at a Glance

The NPTHA strives to provide educational materials and activities to improve home living for our families. We network with other tribal programs and agencies to bring their expertise to you in a workshop setting. This allows families to interact, create networks and ask questions on the topics.

Spring activities were canceled due to Covid-19. However, our Home Fair was rescheduled for August 6, 2020 at the Pineewaus. Below are the classes and activities conducted since September 2019.

Classes	Budget	4 classes/ 4 participants
	Holiday Elf Budgeting	1 class/ 6 participants
	Homebuyer Education	3 classes/ 27 participants, 26 certificates
	Land: Fee to Trust	2 classes/ 17 participants
	Rental Rights & Responsibilities	1 class/ 1 participants, 1 certificates
	Spending Frenzy	1 class/ 23 participants
	Weatherization	2 classes/ 14 participants

2020 Amerind Poster Safety Contest

Every year the Nez Perce Tribal Housing Authority hosts a poster contest for children from kindergarten to 8th grade. Our first place winners advance to the regional contest. Posters that take first place at regionals advance to Nationals where they compete for the prize of a \$1000. All of our regional winners, Hunttyr Aubertin, Cavell Samuels, and Sierra Leighton placed second place at regionals and were awarded a gift card.

Hunttyr Aubertin - Kindergarten

Cavell Samuels - 4th grade

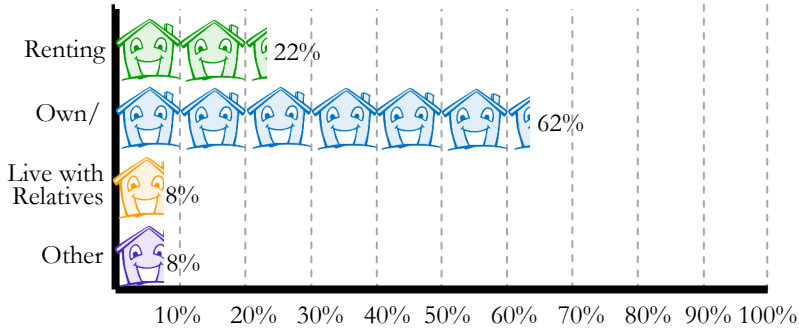
Sierra Leighton - 8th grade



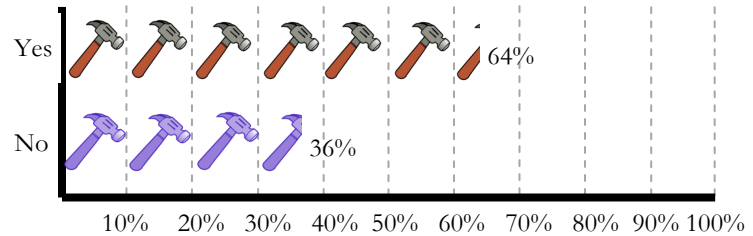
September 2019 Survey Results

The Nez Perce Tribal Housing Authority collects data to update current services and prioritize future planning. We greatly appreciate your input regarding housing needs and desires for families on the Nez Perce Reservation. Below are highlights from our September 2019 survey. We received a total of 77 responses.

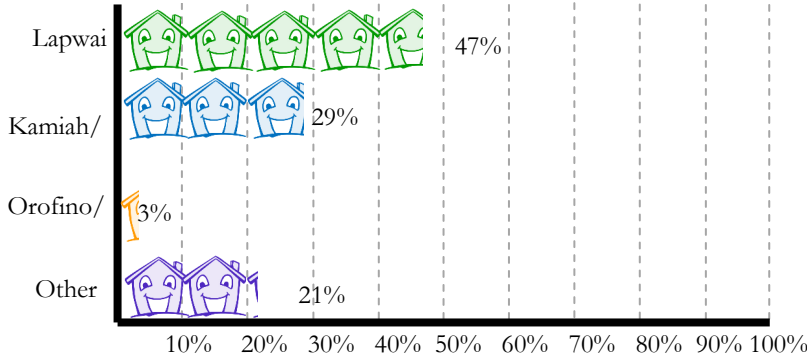
What is your current housing Status?



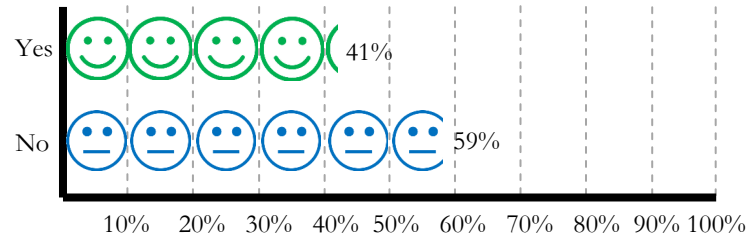
Have you inspected your home for repair needs?



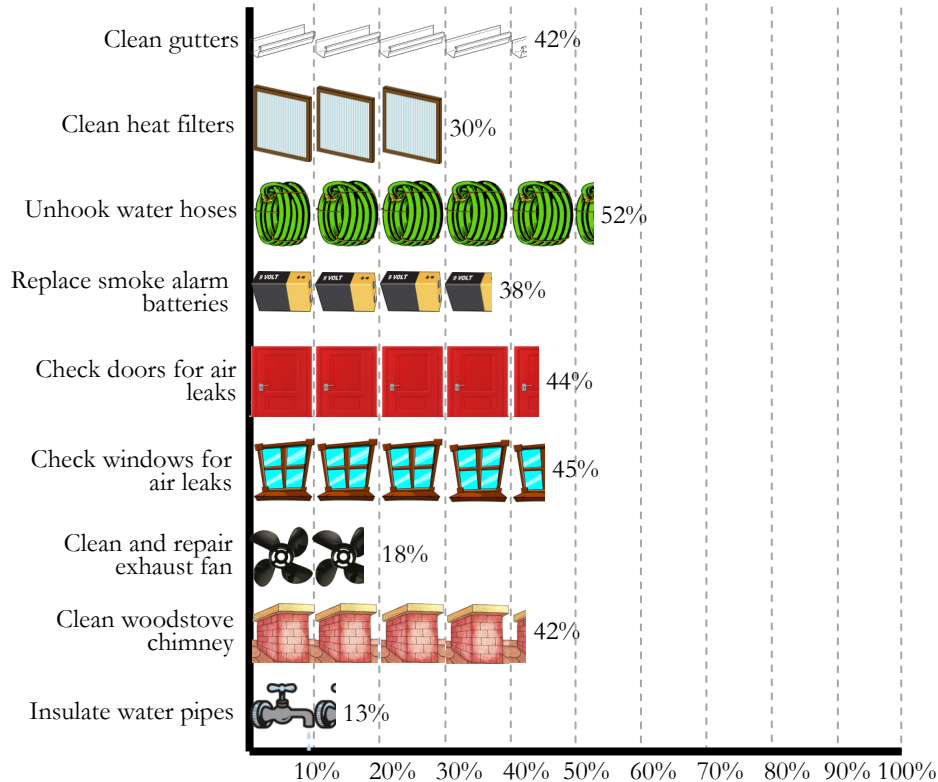
Which Area do you Live?



Do you currently have home owner's or renters' insurance?



Please check any preventative maintenance tasks you plan to complete this fall



NPTHA Programs

Low Rent Programs

Low Rent Housing: The NPTHA manages Low Rent housing units in the Lapwai and Kamiah areas. Only qualified low-income families are eligible for assistance. Applicants are placed on a waiting list with preference given to Nez Perce families. The Low Rent program is a month-to-month lease and the rent is based on 22% of adjusted gross income.

Low-Income Housing Tax Credit (LIHTC) Rentals: The NPTHA manages LIHTC units in the Lapwai area. Only qualified low-income families are eligible for assistance. Although preference is provided to Nez Perce families, various income restrictions apply. The LIHTC program accepts Section 8 vouchers and requires all tenants to apply for Section 8 vouchers. Rents are calculated annually based on 22% of adjusted gross income.

Homeownership

Starter Home Program (SH): This program is a five-year lease with option to purchase and only applies to available homeownership units the NPTHA built before 1998. Eligible applicants will earn credits during the lease phase to buy down the purchase price. Only Nez Perce families who can complete the mortgage process within five years are eligible.

Option to Purchase Program (OPP): This program is a three-year lease with option to purchase available for our Sundown Heights homeownership units. Eligible applicants will earn mortgage payment credits during the lease phase and receive buy-down assistance. Only Nez Perce families who can complete the mortgage process within three years are eligible.

Financial Assistance

Individual Development Account (IDA): This is a savings program designed to encourage low-income Nez Perce Families to save for 1) down payment to purchase home or 2) home repairs/improvements. The NPTHA will provide a \$2 match for every \$1 saved toward the purchase of a home or a \$1 for \$1 match for home repairs/improvements.

Mortgage Finance Assistance (MFA): Down payment and closing costs assistance is available for eligible low and moderate income families who are purchasing a home through a private lender. MFA is not applicable when buy-down assistance is provided by other NPTHA programs.

Home Repair Programs

Senior Rehab Program: This program provides assistance to low-income senior citizens who own their own home. The grant amount is a maximum of \$4,500 to complete essential repairs. The NPTHA will assist in compiling estimates and arranging completion of repairs.

Education Classes

Education Classes:: The NPTHA provides the following Education Classes:

- *Homebuyer Education: Overview of the program benefits and step by step process for those interested in purchasing a home. Also, a requirement of Section 184 Guaranteed Loan program.
- *Money Basics: Learn to manage your personal finances, understanding credit, etc...
- *Renter's Rights & Responsibilities: A complete review for current tenants and future tenants.
- *Maintenance Class: Learn various do-it-yourself maintenance tasks.
- *Homeowners Maintenance Class: A guide to inspecting, and completing home repairs and improvements.
- *Post Purchase Class: Facts and issues that come up after you've purchased your home.

All housing assistance provided by the NPTHA is subject to federal income guidelines. Moderate income families may be eligible for various programs, however, are not able to receive the same benefits as low-income families. All applicants are required to attend housing counseling programs. Various eligibility requirements apply to each program, please talk to a housing counselor for more information.