

**OS(L)H Annual Performance Report 2014 (1/1/14 to 12/31/14)
Objectives for 2014 (Developed with all Supervisors on 1/16-17/14)**

Development

Complete Rural Innovation Fund construction of 18 low-rent units by 12/31/14. We completed Activity 1 Planning and Design and Activity 3 Weatherization/Job Training in previous quarters. The only two activities left are 2 Construction and 4 Administration.

We contracted a new Construction Manager, Rod Clark, in May 2014 and he began catching things up and dealing with contractor and site problems. There are 8 units moved into, Oglala, Pine Ridge, Manderson, Evergreen. 2 Homes at Martin are being finished for final inspection. Batesland house are 99% complete. Project for the infrastructure was started. A loan for \$357,000 to install the infrastructure for the Batesland site. Allen houses are receiving interior finish work with exterior completed. Kyle houses are complete on the exterior and the interior has had the interior framing, rough-in plumbing and electrical completed and inspected. These units are ready for drywall and finish work to begin. Wanblee has the roof finished windows and doors in place, interior framing, electrical and plumbing rough-in completed and inspected. All units should be occupied by 6/15. We should do last drawdown in 6/15 and close the grant out in 7/15. Our Board passed new policies for the rental of the RIF units in 9/14 and these will be used for all RIF tenants.

Close out ICDBG 11 for 190 low rent units to renovate bathrooms and basements by 3/9/14. We completed work and spent funds by 12/31/13 with renovations done in 165 units (170 bathrooms, 90 basements, and 3 complete renovations. We closed out ICDBG 11 on 2/21/14.

Begin ICDBG 13 for 190 low rent units to renovate 136 bathrooms, 50 basements and 54 kitchens and complete by 9/30/15. We began ICDBG 13 on 1/1/14 using the units that were left over from ICDBG 11 that had environmental. As of 12/31/14 we have done 97 units (84 bathrooms, 23 kitchens, 25 basements). 3rd 26 4th 12 In April, we had meth remediation training for one week; the workers got certificates for training completion.

Obtain Title VI Guaranteed Loan for \$6,000,000 by 3/14 and begin construction of 27 low rent units by 5/14. We closed the loan and received the guarantee in July 2014. We signed contracts for A&E with Aaron Swan and the State of SD for 45 3 bedroom houses. Project manager is Rodney Clark. All 45 sites had leases, cultural, and environmental reviews processed. Sites in Kyle and Wanblee changed and we will get environmental redone in January. Design should be complete in February 2015 and General Contractor on board in March 2015. We will take out a \$357,000 loan in January 2015 to do Batesland water and sewer. We are pursuing a USDA Water and Waste grant/loan for water and sewer for the 9 sites and a USDA Community Facilities loan for roads. We also need \$384,000 for fencing and landscaping.

Erect pre-engineered 100' x 150' warehouse (have materials) northwest of Holy Rock Building for Maintenance and storage. We will do this in 2015.

Collaborate with Oglala Lakota College on construction of donated house #4. We got OLC the plans and they began construction it on their jack at Piya Wiconi in May 2014. It is enclosed and estimated completion is December 2015 and will be placed in Kyle.

Finalize placement and readiness for occupancy of Pahin Sinte Safe House. The house was moved to Porcupine in March. House interior work in progress, stairwell, heating & plumbing by OSLH crews. Completion estimated for April 2015.

Submit USDA SEARCH grant for \$30,000 to do Preengineering, Environmental, and collection system inspection for Red Shirt Lagoon. We submitted the SEARCH grant and received a \$30,000 award. PER done, EA Jan Kittay ???

Implement \$990,000 USDA Water and Waste Development NA Set-aside grant to renovate Wounded Knee Lagoon. Engineer drafting his contract for his services, we have timeline for lagoon work & preliminary budget for plans. We ran into a problem with insurance.

Submit USDA Water and Waste Development grant for Red Shirt Lagoon. This will be submitted when Preengineering Report, Environmental Report and collection system inspection is done. OSLH still plans to renovate waste system.

Continue work on Oglala Cluster curb and gutter. OST Transportation put this project on hold until 2015. OSLH will contribute \$300,000 for this.

Work with OST Transportation on Allen approaches, etc. Planned for 2015.

Work with OST Rural Water on getting water to new units. Connected all of OSLH units onto the Hisle/Allen project. IHS funded the service lines.

Participate in developing OST Water, Wastewater and Solid Waste Commission. We attended two meetings and are waiting for draft plans. Still in the planning process. We received a \$170,000 Bush Foundation Community Innovation grant in August and hope to have the kickoff meeting in January 2015.

Assure new houses are handicapped accessible. 45 units planned for the Title VI project will be fully handicapped accessible.

Work on transfer of Lakota Funds 31 units/142 acres/10 more units/2 cell lagoon. We decided not to do it due to legal issues.

Contracts and Grants

Search lists for Debarred, Suspended etc. on all contracts (Monitoring Finding #2). We answered the Monitoring Finding #2 and are keeping current.

Finalize Title VI Guaranteed Loan to build 27 low rent units and get contracts done. We closed the \$6 million dollar Title VI Guaranteed Loan to build 45 low rent units on 7/8/14 and received the final guarantee from HUD on 7/11/14. We signed the A/E and House contracts in 8/14 and are working on the General Contractor contract for 1/15.

Submit ICDBG 14 sometime in Spring 2014 for \$1,100,000 with \$366,667 match to build 9 low rent units using Rural Innovation Fund design. We submitted an ICDBG Category 1 Construction Grant to obtain, place and finish 9 factory-built houses (based on Governor's House) with one in each District based on the Title VI model on 7/28. We submitted an ICDBG Category 2 proposal for \$400,000 HUD and \$178,429 OSLH match for mold remediation on 7/28. We received the Category 2 \$400,000 for mold remediation. We did not make the threshold for Category 1 due to the requirements of construction.

Submit Affordable Housing Project to FHLB Des Moines for low rent renovation due 5/15. We decided not to do this since we are busy with AHP 13 as well as renovating houses from evictions.

Submit Affordable Housing project to FHLB Des Moines for home ownership repairs due 5/15. We decided not to do this since we could not find enough repossessed units that had clear ownership.

Finalize USDA Water and Waste Development \$999,000 Grant for Wounded Knee Lagoon renovation and do contracts for work. Grant awarded. We ran into an issue with insurance so Ron Bengs of Advanced Engineering Service would not sign the contract. Please

note that the design cannot be completed without the flow data from IHS. That data will dictate the exact size of the lagoon.

Follow up on Continuum of Care 2013 funded for \$190,000. We revised the grant documents as per HUD instructions and were awarded the grant. We are trying to find out what we can use the funds for.

Rework the Supportive Housing project for a 32 unit veterans and disabled persons units for submission in 2/15 (redesign, infrastructure, operations and rent subsidies). We will be working on this in 2015 since it is not due until 10/15.

Check on ROSS Service Coordinators 13 proposal to hire 2 Service Coordinators to assist tenants access social services, etc. We made the eligibility for the ROSS 13 lottery but were not chosen in the lottery. We submitted a ROSS 2014 proposal for HUD \$361,308 and OSLH \$91,200 to hire 2 Service Coordinators on 8/8.

Submit Annual Performance Report 2013 by 3/31/14. Submitted APR13 on 3/27/14.

Submit Annual Self-Monitoring Report 2013 by 3/31/14 with APR. The Self-Monitoring Report 2013 was submitted on 3/27/14.

Submit Indian Housing Plan 2015 by 10/15/14. This was submitted on 10/8.

Check on HUD Choice Neighborhoods and Public Housing Capital Fund that Tribes are newly eligible for. We downloaded the Choice Neighborhoods RFP 2014 and will look at for next year. We will check in to Capital Fund in 2015.

Insurance

Utilize OSLH Inspectors to assess storm damage. We will do in 2015.

Work with Development Office for possibly using their office for total rebuilds. We have been doing this.

Develop list of preapproved contractors for emergency repairs. Done.

Have 80% or less fire loss ratio. Amerind Goal for 2012-2014 was below 80% fire loss ratio or we will be transitioned to Yellow level. Fire loss ratio for 2010-2012 Claims: \$1,079,819/13 Contribution: \$1,212,839 89% (Anthony Herrera 505-404-5000 www.AMERINDRisk.org)

Look at getting structural fire departments to reduce costs. We have obtained a fire truck, are going to get personnel trained and submitted a FEMA application but was not funded.

Deal with many roofs needing replacement. We are looking for funds to replace roofs.

Tenant Service Representatives

Update Low Rent Certifications (1203 units) (Monitoring 13 Concern #3). We made visits to identified elderly, disabled and those without transportation to make home visits to complete recertifications. Total Recertifications done 1/1/14 to 12/31/14 = \$1086

Continue communicating with tenants on responsibilities. Tenants Services Representatives are educating applicants prior to moving into our units about rules of occupancy, financial responsibilities, taking care units and what to expect when they don't up to and including evictions.

Do meth and mold and healthy homes training. We work closely with our Meth and Mold Department on educating our tenants on what mold is, preventive measure to keep mold from growing and the effects of meth and mold on our bodies. We work with Meth and Mold in addressing units that require services and testing for methamphetamine contamination.

Continue dealing with law and order issues. Continue implementing MOU with Public Safety, Court, Prosecutor, etc. We are also reaching out to our local law enforcement and our Attorney General's Office, to share resources and idea's on making our communities safe, one cannot serve the people alone, each of our programs need each other to make our programs work properly. Our Attorney General has made it clear that she will cooperate with OSLH in getting reports needed by our attorney when filing evictions and other actions in the service of OSLH. We have worked with law enforcement in continued communication and relationship as it pertains to our low rent units and the people who occupy them, our memorandum of agreement allows for sharing of information, reports and local radio communications. Our agreement emphasizes privacy, that no information is shared outside our memorandum of agreement. We have attended several district meetings and community meetings, many were concerned with the bootleggers and drug dealers in our communities. We have worked with our local law enforcement, BIA Criminal Investigations, FBI and Drug Task Force, in the past couple years and most recently over 50 drug and bootlegging indictment and convictions were done in US Federal Court and Tribal Court as a result of our relationship with these entities. Because of these serious violations of the Rules of Occupancy, we are working on the evictions with our attorney, some have already been evicted, and others relinquished their units all in our efforts in keeping our communities safe.

Work on getting Cherry Hill back to elderly and disabled. We are confident that we will have Cherry Hill reverted completely back to elderly and disabled units again. Done

Rewrite one TSR description to be a Compliance Officer. We will be hiring a new Compliance Officer to work with our TSR'S and our attorney to work on Compliance issues in an attempt to bring our tenants into compliance for a safe community and to evict those who refuse to follow the rules of occupancy set forth by OSLH and HUD. Becky

Change image of TSR as being supportive people and more interacting including home visits, meetings, referrals to Anpetu Luta, ATR, etc. We will continue on changing the image of the TSR as a supportive and more interactive position within our department, more interaction, home visits, meetings, and referrals to outside support agencies such as Anpetu Luta, LOWO, VOCA, and others. We are getting ready now for the winter months and letting our tenants know that with limited resources in all the programs that they need to prepare for the winter months that we will be facing very soon. Ensure that I and our Tenant Services Representatives work closely with our maintenance department to assure that Move-In and Move-Out inspections are conducted every time, assure that electricity and propane services are maintained by our tenants and are placed in the tenants name immediately upon their moving in. To advocate for our tenants when they have submitted work orders for their units.

Maintenance

Assure all low-rent units have been inspected within last two years as of 12/31/14 and keep a running list of inspection dates by unit (Monitoring 13 Concern #1). Upgrade to 4 Inspectors with a daily log and do 6-8 inspections a day.

1158 1937Act units inspected 2013 144 / 2014 1042 Total 1186

	Total Units	C. Units in standard condition	D. Units needing rehab	E. Units needing replacement	F. Units * Inspected
1. 1937 Act Units					

a. Rental	1158	300	540	318	1158
b. Homeownership	218	NA	NA	NA	NA
Subtotal	1376	300	540	318	1158
2. NAHASDA					
a. Rental	45	28	0	0	28
b. Homeownership	45	NA	NA	NA	NA
Subtotal	90	28	0	0	28
Total	1466	328	540	318	1186

* C, D and E add up to F (just inspected units)

Do a Maintenance and Renovation Plan based on inspections with priorities and costs. We did a review and our biggest priorities are cracked and crumbling basements and roofs. We will do a numbers and cost estimate on both of these by December.
Continue preventive, operational and emergency maintenance. (IHP)

District Maintenance	Work Order Count	W/O's Completed	Boarded-up Units	Reno's	Prevent. Maint.	Emerg's	Handicap Projects	Pest Control
Eagle Nest	1976	1976	5	1	540	20	6	279
Lacreek	1764	1764	2	1	538	43	3	48
Medicine Root	2550	2550	3	0	476	35	0	126
Oglala	1981	1981	4	1	304	104	10	117
Pass Creek	2971	2971	0	0	811	58	3	89
Pine Ridge	5276	5276	8	9	133	682	6	319
Porcupine	2031	2031	1	1	226	51	2	131
Wakpamni	1660	1660	1	1	84	134	10	127
Wounded Knee	2626	2626	3	2	3	218	3	125
Totals =	22835	22835	27	16	3115	1345	43	1361

Homeowners Maintenance:	185 / \$8,980	Homeowner's Heavy Equipment	115/\$17,090
Tenant Caused Damage	572/\$23,856	Supervisors Work Orders	4,325
Electrical	406	Heavy Equipment	2,719
Inspections	1256	Painting	197
Plumbing	996	Vehicle Maintenance	0

Keep records of 15 low rent units for homeless and elderly under FHLB AHP 11.
 The files are being kept in the TSR office. We have been working on getting the information for the AHP 11 Monitoring since July. We submitted 5 homeless certifications, backup information on 4 units, Rental Monitoring Spreadsheet, and Operating Statement. We had one low rent unit over income so we are on compliance plan and submitted income certification for all units.

Complete rehab of 7 Cherry Hill units under FHLB AHP 12 by 9/30/14. Completed all 7 units and submitted invoices and Subsidy Transfer request to Dacotah Bank on 7/12/14. We received payment in August.

Begin rehab of 24 Cherry Hill units under FHLB AHP 13. We began the rehab of the units in August 2014.

Create a stronger more functional working maintenance that is functional, efficient by doing things right the first time and cost efficient. We are dealing with safety first. We are setting up cross training for older employees to teach new employees what they know. Implementing digital mulimeters for furnaces and electrical issues. We are stocking maintenance vehicles with commonly used parts to reduce travel. We are having employees complete jobs to reduce call backs. We are asking supervisors to have more meetings with crews to plan for the week or day and then check on accomplishments.

Upgrade pest control with schedules and Friday for emergency. This was done. See figures above.

Enforce tenant damage clause and hold responsible.We are reporting these.

Assist with safe house at Porcupine. We have finished the basement floor and waiting for Ernie to bid out stairwell. Plumbers are doing water lines and trunk lines.

Assist with electrical on RIF homes. Our electrician did this.

Work on drainage problem at Manderson. We put 2 retaining walls, cut ditches and cleaned culverts. It needs a redesign and road construction.

Assist TSR's with Spring and Fall Cleanups. Done

Renovate and move back 3 low rent units. Renovations done but waiting for land. Worked on making sure electricity switched to tenant before move in.

Upgrade physical environment of Cohen Home. We did some gravel and road repair.

Provide ramps, doorways and bathroom rehab as needed for handicapped accessibility. We continue to do this.

Public Relations

Continue KILI weekly show. We continue to do weekly radio show.

Finance Department

Finalize (2/14), train staff and implement OSLH Finance Manual on new federal regulations. This was done.

Assure SF425s are filed on time and accurately for all grants. These were done.

Submit Audit 2013 by 9/14. This was done.

Deal with 2 Audit findings from 2013. We continue to work on these.

Homeowner Department

Work on conveyance of all eligible houses. (develop list of conveyed, paid but not conveyed, etc.). Worked with attorneys developing procedures.

Assure home owners etc. aware of new MEPA policies. Distributed information.

Planning and Administration

Comply with Tenant Selection Criteria and OSLH policies (Monitoring 13 Finding #1). and document. We continue to comply with our new policies.

OS(L)H Waiting Lists 12/31/14

District	Low Rent	Home Ownership	Total
Cherry Hill	28	0	28
Cohen Home	3	0	3

Eagle Nest	14	4	18
Lacreek	19	6	25
Medicine Root	25 (Kyle 23/Potato Creek 2)	18	43
Pass Creek	11	7	18
Porcupine	24 (Porcupine 18/Sharp's Corner 6)	13	37
Pine Ridge	108	34	142
Wakpamni/Batesland	66	36	97
White Clay	41 (Oglala 36/Red Shirt 5)	19	60
Wounded Knee	42 (WK 24/Manderson 18)	8	50
Totals	376	145	521

Continue to hold monthly OSLH Board Meetings. Board continued to meet monthly.

Renew agreements with Public Safety, etc. and pursue a safe environment. We continue to meet with Public Safety. We are pursuing a number of avenues for suicide prevention, wellness and youth programs.

Deal with 2 monitoring findings and 3 concerns. Doyle did the final response to the Monitoring and we received closure.

Deal with 2 audit findings. Vince is working on the Tribal Councilman finding and we have been in contact with the auditor on TARS.

Continue with lobbying through National Housing Coalition to access National Housing Trust /Indian set-aside. CEO and others attended a number of meeting on this.

Hold Suicide Summit on 1/27. Held summit on 1/17 with a number of organizations including OST Sweetgrass and OLC Campus Suicide Prevention program present. Working on possible transfer of Sweetgrass to Housing.

Do comprehensive housing plan including infrastructure upgrades and expansion for any possible funds including OST Ramah, JOBS bill, etc. We reviewed information from many sources and updated draft Plan for housing. We will set up a planning day in early 2015.

Other Held 1st Annual Oglala Sioux Lakota Housing Summit on 12/17-20/14 in Rapid City, SD during the Lakota Nation Invitational. Attendance was 17th 36, 18th 32, 19th 26, 20th 20. Topics included Indian Housing overview, health, substance abuse and suicide issues, OSLH program updates. OST Land Office, OST Realty, USDA Rural Development, OST Partnership for Housing, Mazaska Program, Meth Awareness (Ken Poteet), Census Data, SD Housing, and Healthy Communities (Chance Rush).

Held new Oglala Sioux Tribal Council orientation on 12/16/14.

Records

Develop and implement records and retention schedule. We will do this in 2015. including: Fiscal & Personnel/IRS years to retain : Payroll Records 6, Timesheets 4, Quarterly Payroll Reports 6, YTD Payroll Reports 6, Payroll Tax Returns 4, W2 and W3 4, I-9 1 yr from Termination W-4 Active until Termination & 4 years after Termination , Applications (non-hire)1,Workers Comp Claims 11, Garnishments 6; Inventory: Houses, Supplies, Equipment;Tenant Records especially due to AHP; Grants and Contracts;Awards/Reports; Infrastructure (water and sewer plans, as-builts, manuals, etc.); Leases; Environmental Reports

Look at electronic records or alternative storage. Tom Allen met with Dale Young who does electronic records systems for Rural Water.

Utilities

Complete Winter 2014 assistance. We assisted elders with lights/propane and wood. Here is a list of how many we helped in each district and a comparison to last year's energy:

	Fall-Winter 2013-14	Fall-Winter 2014-14
Eagle Nest –	72	69
LaCreek –	57	57
Medicine Root –	201	183
Pass Creek –	42	37
Porcupine –	145	136
Wakpamni –	167	165
White Clay –	136	139
WK/Manderson –	126	121
Pine Ridge-	227	236
Total =	1,173	1,141
PR Oil=	\$ 1,200	\$2,000
Westco=	\$3,118	\$2348
LPP=	\$222,896	\$221,309
Wood Venders =	\$3,500	\$2,800
Lacreek Electric =	\$133,145	\$130,000
NPPD =	\$46,300	\$41,600
BHE =	\$2,100	\$2,800
Totals =	\$412,259	\$400,857

We sent letters to incomplete applications to let them know they need to complete. We send letters to those funded showing them what their energy funding was applied to. We were going out for bids but no other company but LPP said they would bid. In 2011-12 we assisted 1,010 households with \$453,242.

Do more liaison with OST LIHEAP. We have compared names so there is no overlap.

Human Resources

Continue to upgrade employees through workshops and training. Training included Credit When Credit is Due (2/26 19), House Insurance by Amerind (4/2 14), suicide prevention, weatherization, anger management and plumber and electrician recertification.

Update Personnel Policy Handbook. There is a new Personnel Policy and Handbook approved by the Board on 10/16/14.

Get ID badges for everyone. ID badges have been given to Inspectors.

Update Hiring Committee. This still needs to be done.

Do 100% of Employee Performance Evaluations and update evaluation form. Sent Employee Evaluation Forms to supervisors.

Review insurance plan especially vision and dental. OSLH has updated the Major Medical, dental, and vision plans. All permanent status employees had to be re-enrolled. OSLH also has a new life insurance company. We no longer have Hartford but went with MetLife because it was cost efficient. We believe with these major changes OSLH may save money from these two plans in these areas.