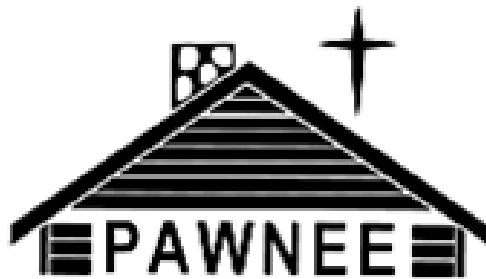


Pawnee Nation Housing Authority

REHABILITATION AND MODERNIZATION

POLICY AND APPLICATION



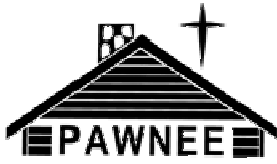


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REHABILITATION / MODERNIZATION POLICY

Policy Statement

The Board of Commissioners of the Pawnee Nation Housing Authority (PNHA) recognizes the need to establish procedures regarding the rehabilitation or modernization on privately owned homes that belong to tribal members and other eligible participants who are unable to acquire assistance from other agencies. The PNHA may provide assistance, with approved budget amounts through the Indian Housing Plan (IHP), for the rehabilitation and modernization of privately owned homes that are owned by enrolled members of the Pawnee Nation and other eligible participants.

Individuals and families who apply for assistance funded by the PNHA using Indian Housing Block Grant funds must meet eligibility standards established by NAHASDA along with other agencies or financial institutions that may be partners in these programs.

1. General Information

- a. The PNHA will provide assistance to pay for rehabilitation/modernization expenses, building permits, local licensing requirements, for privately owned homes.
- b. Eligible low-income families of the Pawnee Nation may receive rehab assistance only when funds are approved in the IHP for the rehabilitation or modernization of privately owned homes. The amount of the assistance per home will be established on a year to year basis as funds are available.
- c. Participation in the rehabilitation or modernization grant program is limited to low-income families as defined by the PNHA and Federal Regulations. Participants will be required to provide documentation to verify the determination of low-income status.
- d. The Executive Director or their designee shall review and approve each rehabilitation and modernization policy application. Eligible low-income families must make their request for rehabilitation/modernization on an application form developed by the PNHA.
- e. The PNHA shall determine the maximum dollar amount that may be spent on the rehabilitation/modernization of eligible homes. The PNHA performs all work and/or contracts some of the work to be performed out to third parties. At no point does the participant receive any payment nor do they direct any of the work to be performed.

2. Purpose

- a. This policy describes the type of work that is allowable and the steps that must be followed to request payment for the rehabilitation/modernization work. The homeowner that requests this assistance will not be allowed to use rehabilitation/modernization fund for luxury items, as determined by the PNHA. Each request will be considered on a case-by-case basis. The PNHA will prioritize items to be completed. For example, roofs will be repaired before carpet is replaced.



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1. Betterment is defined as: Any improvements made to the home or grounds that do not result in additional square footage.
2. Additions are defined as: Any improvements made to the home that will result in additional square footage. Any request made by the homebuyer/homeowner to make additions or structural changes to the home shall be submitted to the PNHA in writing with a plan and drawing of the proposed change(s) for approval.

3. Approval Process

- a. The PNHA will require the homebuyer to submit the following documents.
 1. A written application.
 2. Proof of ownership of the structure to be rehabilitated/modernized.
 3. Proof of Tribal affiliation.
 4. Proof of insurance (house & flood).
 5. Proof of income.
 6. Family composition.

4. Allowable Uses

- a. Rehabilitation/modernization of home to make accessible to persons with disabilities including handicapped bathroom(s), doorways, entrance ramps, etc.
- b. Repairs and/or replacement of items that have been identified in a home inspection. Damaged items that create a hazard to the life, health, or safety of the occupants or cause serious damage to the property shall have priority over other requests. An inspection of the home shall be performed by a housing inspector.
- c. Improvements may be installation of carpet, upgrade of windows, cabinets, doors, lighting and plumbing fixtures, electrical, insulation, fencing, repair of roof or other items as determined by the PNHA.
- d. Replacement of appliances such as kitchen stoves, vent hoods, refrigerators, water heaters, furnaces, A/C units and other items as determined by the PNHA.
- e. Building additional bedrooms using garage space when these items help to alleviate overcrowding or enhance the peaceful enjoyment of the home as determined by PNHA and within the confines of the budget.
- f. Repairs shall be made in accordance with the PNHA prioritization schedule.

5. Unallowable Uses

- a. Rehabilitation/modernization funds shall not be used for luxury items as determined by the PNHA such as hot tub, spas, swimming pools, electronic equipment, or household furniture.



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6. Payment for materials, construction costs and/or contractor services

- a. The PNHA will make direct payment to the party performing the work or to the vendor where the purchase for material was made using the PNHA Purchase Order System. At no time will payments be made directly to the homebuyer for any material or contractor invoices.
- b. For the construction of additions or major improvements, payments shall be processed in accordance with the adopted Procurement Policy and/or contract documents.

7. Inspections (Note: all homes will be inspected for livable conditions and must not be in a condemned, dilapidated or unsafe condition.

- a. For construction of additions or structural changes, the PNHA will conduct an interim inspection, and upon completion of the project, a final inspection will be performed with the homebuyer or homeowner. A certification of completion will be signed by the homebuyer or homeowner along with the PNHA.
- b. All completed rehabilitation/modernization work must be inspected by a housing inspector to assure that work completed meets any Housing Quality Standards established by the PNHA, if applicable.
- c. All homes must be inspected prior to being rehabilitated/modernization to assure that the proper level of environmental review has been conducted in accordance with the National Environmental Policy Act (NEPA) 24CFR1000.18 and any other applicable statutes, regulations and Executive Orders.
- d. All homes must have been inspected for the existence of any lead-based paint prior to Being rehabilitated/modernization in accordance with HUD regulations entitled Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazard in Federally Owned Residential Property and Housing Receiving Federal Assistance contained in 24CFR1000.40 or Subpart C of 24CFR35.
- e. All homes will be inspected for infestation (i.e., termites, bedbugs, cockroaches, mice).

8. Eligibility Requirements

- a. An individual or family must first meet the following eligibility requirements to be eligible for a rehabilitation/modernization from the PNHA:
 1. Be an enrolled member of the Pawnee Nation or other established criteria of tribal membership.
 2. Show proof of ownership (deed).
 3. Be a low-income family as defined by NAHASDA, the PNHA and Federal Regulations.
 4. Reside within the service area as defined in the PNHA Indian Housing Plan.

9. Resale Restriction

- a. Documents for the Rehabilitation/Modernization Program shall include resale



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restrictions. (For example, if the owner sells or transfers title to the home within a five-year period the entire amount of the cost of rehabilitation on the home will be required to be paid back to the PNHA). **USEFUL LIFE POLICY**

10. Other Requirements

- a. The homebuyer/homeowner shall be responsible for having warranty work performed on any manufactured appliances or materials used in the rehabilitation b/modernization of their home.
- b. The PNHA may require the participants in any rehabilitation/modernization program to participate in counseling programs sponsored and/or paid for by the PNHA.
- c. All eligible applicants selected to participate in the PNHA rehabilitation/modernization program shall sign a Rehabilitation/Modernization Program Agreement.

11. Appendices

- a. Sample Rehabilitation/Modernization Program Application.



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APPLICATION

Applicant Name: _____ SSN: _____

Street Address or P.O. Box #: _____

City: _____ State: _____ Zip: _____

Phone # where you can be contacted: Home: _____ Cell: _____

Have you ever received rehab or modernization home services with the Pawnee Nation Housing Authority Program? Yes No If yes, what type of service did you receive and what year?

Do you own your own home? Yes No If yes proof of ownership required.

Do you have Homeowners Insurance? Yes, please provide copy No, it is required, please read attached policy

1. Family Composition

A. Persons who live in your home

Family Member Number	Name(s) of your Family Members	Relationship to You	Date of Birth	Gender (M or F)	Social Security Number
1.		Self			
2.		Spouse			
3.					
4.					
5.					
6.					
7.					
8.					

B. Tribal Enrollment: Yes No Affiliation: _____ CDIB #: _____

C. Are you or your spouse a person with a disability? Yes No

D. Are any other members of your family who will live in your home persons with disabilities? Yes No

If yes, which family member: _____ Age: _____



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2. Estimated Family Income (for next 12 months)

A. Income from employment of all family members receiving income or other sources.

Family Member Number	Employer Name(s) & Address	Rate Per Hour	Rate Per Week	Total Per Year
1.		\$	\$	\$
2.		\$	\$	\$
3.		\$	\$	\$

B. Other Income

SOURCE	Rate Per Month	Total Per Year
VA	\$	\$
Social Security	\$	\$
S.S.I.	\$	\$
Unemployment	\$	\$
Pensions	\$	\$
Leases and IIM Acct.	\$	\$
Own Business	\$	\$
Other* Retirement	\$	\$

*Other sources of income include alimony, relief, service allotments, assistance from relatives, payments for foster children, and any other regular source of income. Please do not list income that cannot be anticipated with certainty.

C. Total family income for next 12 months \$ _____

D. Please provide of copies of the most recent IRS 1040 forms for self-employed applicants or bank statements, SS, SSI and most recent income verification forms from employers for all applicable members of the family.

3. Present housing condition and rehabilitation / modernization needs

Please complete the attached rehabilitation / modernization inventory of needs

4. Signature and consent to release information

I understand that this application is not a contract and is not binding in any manner. I hereby authorize the PNHA to obtain any and all information necessary for the purpose of verifying the statements made above. I also understand that it is my responsibility to inform the PNHA if there is any change in my family status along with reporting any changes in income, living conditions and change of address.

Signature

Date

Date application received by the PNHA: _____

Signature of PNHA employee receiving application: _____



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CERTIFICATION

I, _____ and _____ the co-applicant if applicable, do hereby attest that I (we) have read the policy and guidelines of the Rehab/Modernization Program and fully understand them. Further, we fully agree to all stipulations three (3) through ten (10) contained within same. I (we) understand that this contractual agreement is only a part of the full Policy set forth in the Policy and Guidelines and I (we) are in possession of a full original copy. Further, I (we) agree that we understand that all maintenance and upkeep of the home after rehab services will be fully borne by me (us) and that no further services will be provided by Pawnee Nation Housing Authority.

Applicant and Date

Co-Applicant and Date

Executive Director / Date

BOC Chair / Date

NOTARY STAMP

Subscribed and Sworn to me this _____ day of _____ 20_____.

NOTARY EXPIRES:_____.

NOTARY COMMISSION:_____.

NOTARY SIGNATURE:_____



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PRESENT HOUSING CONDITIONS AND REHABILITATION NEEDS		
Please give a brief description of the problems and list improvements needed for your home: (1 = High Priority, 2 = Moderate Priority, 3= Low Priority, 4 = No Improvement Needed)		
INSPECTIONS		
ROOF (ONLY)		SERVICES FOR 20__
CEILING		
WALLS		
FLOORING		
FOUNDATION		
DOORS		
WINDOWS		
PORCH		
ELECTRICAL		
CABINETS		
WATER HEATER		
PLUMBING		
LAVATORIES		
SINKS		
SEWER LINE		
WATER LINE		
HEAT/AC SYSTEM		
ATTIC FAN		
VENTING		
OTHER (LIST)		

Please List any comments:
