

3/6/2020


OSAGE NATION HOUSING ASSISTANCE PROGRAM (ONHAP)

Policy

It is the policy of the Osage Nation Housing Department that:

ONHD shall provide assistance to meet the housing improvement needs of eligible Osage homeowners residing within the boundaries of the Osage Reservation (Osage County), under the direction and management of the Osage Nation Housing Department. This program will assist in providing decent, safe and sanitary living conditions through moderate to substantial home rehabilitation, for Osage families that are ineligible to receive assistance from other Osage Nation federally funded home improvement programs. The service area includes, but is not limited to, flood zones, plains, and flood ways as well as restricted/trust property.

Eligible applicants must reside within the boundaries of the Osage reservation (Osage County), including restricted and trust property. Upon request applicants shall provide third party verification of address and residency, such as a current utility bill.

Eligible applicants must be eighteen (18) years or older and an enrolled member of the Osage Nation. Applicants must submit their Osage membership number for verification, copies of photo identification (State or Osage Nation) for each adult household member, and copies of social security cards for all household members.

Eligible applicants must own, or be in the process of buying, the home, as demonstrated by a copy of the mortgage and contract of sale. Applicants shall submit third party legal verification such as a county stamped warranty deed, lot permit from the Bureau of Indian Affairs (BIA), last will and testament, or title (in the situation of a modular or manufactured home).

Eligible applicants must use the home as the permanent, non-seasonal residence (at least nine (9) months out of each year). Upon request, applicants shall provide an annual utility account statement and/or tax return verifying their status as a resident in the State of Oklahoma.

If there are multiple owners in the home; there will be an attempt to obtain notarized releases authorizing the Housing Department to perform home improvements to the home. If the releases are not returned within 30 days, the improvements shall move forward.

In the instance of a residence still in probate. The probate process of the estate will need to be settled by the District Court and/are field solicitor.

Applications are not considered complete until all required documentation has been received by the Osage Nation Housing Department. Incomplete applications will not be processed.

Applicants must submit current income verification for each adult household member. Per executive directive, before utilizing tribal ONHAP dollars, the program must document that the applicant is first ineligible for federal NAHASDA funding. Applicants must submit all forms of income so the Housing Office can determine if the applicant's annual income is over the income limit in accordance with the HUD's regulations.

Assistance will be available up to \$20,000.

If funds are not available to complete the scope of work, the Osage Nation Housing Department may reduce the scope. If the homeowner does not consent to the reduced scope of work within seven (7) calendar days, the Housing Department may bypass the applicant and move to assist the next eligible applicant. If the project is in the construction phase, the Housing Department reserves the right to cease work.

Eligible households may participate once in a lifetime, except in instances of hazardous safety situations or natural disasters, which will be determined on a case-by-case basis by the Housing Department Director, and documented to the file.

The Osage Nation Housing Department, in order to administer funding for this service will follow Osage Nation Accounting Policy & Procedure and all applicable Osage Nation law.

The exception is as follows. In a declaration of emergency by the Director of the Housing Department may circumvent competitive bid and source services via informal quotes or sole source justification.

Each project file will contain the following information:

- Completed application
- Procurement information
- Contractor information
- Contract
- Time schedule of work
- Inspection reports
- Work Acceptance
- Amounts of payment
- Dates of payments
- Names of payees

The Osage Nation Housing Department will adhere to the Osage Nation Competitive Bidding Act.

All contractual services performed by the contractor shall be subject to liability providing quality of workmanship. At the time of 100% completion of the project the contractor must sign a

Contract of Workmanship Warranty prior to payment. This will bind the contractor to warrant work for a period not less than one (1) year, including all provisions of the Professional Services Contract – Construction.

The contractor is required to provide the homeowner with all warranties that pertain to any new appliances or fixtures installed during the project. The contractor will perform all work in a professional workman like manner.

Before any work can begin on the applicant's property he/she (homeowner) must sign a benefit agreement.

The Osage Nation Housing Inspector is responsible for all inspections of the contractor's progress and documenting each step to the file as follows:

- Satisfaction with work being performed, satisfaction with the contractor, satisfaction with the building materials
- Compliance with all applicable building codes (the Osage Nation has adopted Building Officials and Code Administrators (BOCA) building, mechanical, and plumbing codes and the National Electrical Code (NEC) and regulations).
- Surety the contractor is providing a safe working environment
- Accurate reporting of each project's progress and completion

Final inspection is made upon 100% completion of the project. The inspector must ensure that:

- All work has been completed in accordance with the scope of work in a professional workman like manner
- Proper materials were used in accordance with the specifications to bring the house to an acceptable quality of living condition
- Work has been completed in accordance with all applicable building codes.

Eligible applicants will be served on a first come, first serve basis. The program will serve clients as funding is available. Once funding is exhausted, no new applicants will be accepted until new funding becomes available.

The Osage Nation Housing Department will use best practices to ensure third party verification. The Housing Department reserves the right to withhold assistance from any applicant that does not meet and agree to the eligibility factors and procedures contained in this policy. Any applicant that provides false information, or attempts to defraud the Osage Nation in any manner will be subject to prosecution by the Osage Nation Attorney General.

Intake Procedure

- When applications are received they will be reviewed within five (5) business days
 - Review for missing documentation

- Review application and identify those that meet the general eligibility requirements
- Those applicants missing information will be mailed a ten-day notice form within six (6) business days of initial receipt of the application:
 - Identifying missing documentation
 - Informing the client that after ten days of the date on the form, incomplete applications will be disposed of
- Complete applications shall be uploaded to the housing program database within (2) days application is completed
- Complete applications will be filed in order of receipt for first come, first serve selection.

Project Initiation Procedure

- Upon completion of the home inspection, the Construction Manager and assigned Housing Inspector will draft a scope of work and detailed cost estimate within ten (10) business days
- Osage Nation Procurement policies will be followed after the scope of work is complete.