

THE IOWA TRIBE OF OKLAHOMA HOUSING AUTHORITY

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EMERGENCY HOME REPAIR PROGRAM POLICY AND GUIDELINES

Policy Statement

The Board of Commissioners of the Iowa Tribe of Oklahoma Housing Authority recognizes the need to establish procedures regarding emergency repairs of both privately owned homes that belong to tribal members who are unable to acquire assistance from other agencies. The Housing Authority will provide assistance, within approved budget amounts, with the emergency repairs of privately owned homes of enrolled members of the Iowa Tribe of Oklahoma.

Individuals and families who apply for assistance funded by the Iowa Tribe of Oklahoma Housing Authority will have to meet eligibility standards established by the Housing Authority.

1. General Information.

- a) The Iowa Tribe of Oklahoma's Housing Authority will help pay for emergency repairs for homes that are owned by Iowa Tribal members.
- b) Eligible homeowners may receive assistance for emergency home repairs not to exceed the amount of Two Thousand Dollars (\$2,000) within a calendar year.
- c) Participation in the Emergency Home Repair Program is limited to Iowa Tribal Members. Participants will be required to provide documentation to verify their Tribal Member status, income, and homeownership.
- d) The Executive Director or other designated employee and/or governing body of the Iowa Tribe Housing Authority shall review and approve each Emergency Repair Home application. Eligible families must make their request for an Emergency Home Repair services on an application form developed by the Iowa Tribe of Oklahoma Housing Authority.
- e) This assistance is paid directly to the vendor or contractor. The payment is only made after the Housing Authority has approved the application and the tribal member has received a letter of approval from the Housing Authority.
- f) Iowa Tribe of Oklahoma Housing Authority may suspend or discontinue accepting applications until funds become available.

2. **Purpose.** This policy describes the type of work that is allowable and the steps that must followed to request payment for the rehabilitation work. The homeowner that requests this assistance will not be allowed to use rehabilitation funds for luxury items, as determined by the Iowa Tribe of Oklahoma Housing Authority. Each request will be considered on a case-by-case basis.

3. **Approval Process.**

The Iowa Tribe of Oklahoma Housing Authority will require the homebuyer to submit the following documents.

- a) An application to use the Emergency Home Repair Program for home emergency repair and replacement services only.
- b) Proof of ownership of the home that needs repair.
- c) The Iowa Tribe of Oklahoma Housing Authority shall determine who has approval or denial, subject to the availability of funds.

4. **Allowable Uses**

- a) Plumbing emergencies (including blockages, leaks, hot water tanks and septic issues)
- b) Electrical Repairs that are health and safety related.
- c) Heating and air system repairs and replacements
- d) Broken windows and doors.
- e) Repairs and/or replacement of items that create a hazard to the life, health, or safety of the occupants.

5. **Unallowable Uses.**

Emergency Home Repair Program funds shall not be used for renovations or upgrades of existing functional items. This program does not cover the repair or replacement appliances such as refrigerators and cooking stoves or household furniture.

6. **Payment for materials and contractor services.**

The Iowa Tribe of Oklahoma will make direct payment to the party performing the work or to the vendor where the purchase for material was made using the Iowa Tribe of Oklahoma Purchase Order System. At no time will payments be made directly to the home buyer for any material or contractor invoices.