



# Northern Ponca Housing Authority

1501 Michigan Avenue · Norfolk, NE 68701

FAX: 402-379-8557

402-379-8224 · 800-367-2320

[npha@poncahousing.org](mailto:npha@poncahousing.org)

[www.poncahousing.org](http://www.poncahousing.org)



## HOMEOWNERSHIP- HOME IMPROVEMENT ASSISTANCE (HOHIA) POLICY

### INCOME BASE BETWEEN 80% TO 100%

#### Mission Statement

The purpose of the HOHIA program is to assist Native American homeowners with home improvements and repairs for their home. This will improve the quality, energy efficiency and preservation of their home.

#### Section A: Qualifications

Applicants requesting assistance shall meet the following criteria:

1. The homeowner, whose name appears on the contract or Purchase agreement, must be a member of a Federally Recognized Tribe. Copies of enrollment certification and or Tribal ID shall be attached as part of the completed application. Ponca preference shall be applied in a rating/ranking process.
2. Applicants' whose primary residence and home is located on a Native American Reservation within the Ponca Tribe of Nebraska service area will not qualify.
3. Applicant's home/primary residence shall be the home listed on the application and located within the Ponca Tribe of Nebraska's (PTON) established service areas at the time of project funding allocation.
4. Applicants' must own the land and the house in order to qualify.
5. Applicants' will provide a current property insurance certificate for verification that the property is insured.
6. The total income of the family composition including, all family members over the age of nineteen (that are not full time students) shall not exceed 80%-100% of the national median income as established by HUD on an annual basis.
7. NPHA will complete a lien search on the property to verify number of liens.
8. It is required that a Subordinate Mortgage is filed with the County Registrar of Deeds, after project is completed.
9. The following homes shall be eligible for assistance:

- a) A privately-owned home that has been financially-assisted within the purchase process by a Tribal or Public Housing Authority.
- b) Homes purchased with Down Payment Assistance provided by NPHA will be eligible for HOHIA after 3 years from the down payment assistance date. After the completion of the HOHIA project, the Down Payment Assistance lien will be released. A new lien will be filed for five (5) years plus the remaining time of the Down Payment Assistance years.
- c) Homes purchased through NPHA Homeownership will be eligible after the original lien has expired according to the level of assistance useful life.
- d) Mutual-Help Homeownership will be eligible after conveyance.
- e) A home that has no more than a primary lien unless the home was financed via the NPHA Affordable Housing Down Payment Assistance program and/or any other Agency that offers Affordable Housing Down Payment Assistance. These types of liens will be free and forgiven within 5-10 years. Only one of these types of liens will be allowed.

### **Section B: General Restrictions**

This policy is adopted as guidance for the Northern Ponca Housing Authority (NPHA) to implement objective and firm processing procedures for applicants requesting home improvement assistance.

This policy is subject to limitations and/or restrictions based on the available budget of NPHA. It is also subject to regulatory requirements that may be required by 3rd party funding agencies.

Restrictions include:

1. Awards for assistance are based on need, up to a maximum of \$10,000.00.
2. The homeowner may not receive more than \$10,000.00 of assistance from HOHIA in a five (5) year period.
3. NPHA shall not implement relocation as part of the process to implement home improvements. Relocation, if necessary, shall be at the homeowner's expense.
4. All applicants will be placed on the HOHIA waiting list by date of application. NPHA will rate and rank the application. Once funding is available NPHA will contact the homeowner according to the waiting list/preference points and the following required documentation supporting the application will need to be handed in to NPHA by the documents dead line.
5. NPHA completes an Environmental and Land Status form. All rehab projects must adhere to the National Environmental Protection Agency (NEPA) compliance before any federal funds can be dispersed. If property is located in a flood zone, flood insurance coverage is required.
6. A home that does not have a permanent foundation. **Trailer homes are not eligible.**
7. HOHIA will only apply to the items listed on the application.

## 8. LEAD BASED PAINT

The following applies only to applicant's homes constructed prior to 1978. Lead based Paint testing will be contracted and paid for by NPHA from HOHIA funds. Home-owners will be notified of the results of the test. **Any decisions regarding the lead based paint abatement will be conducted by the NPHA Executive Director based on NAHASDA regulation 1000.40.**

If the applicants property is found to have Lead Based paint and the HOHIA project is of a nature that would disturb the painted surfaces (i.e. Sheet rock replacement, window replacement) **the project may be disqualified for HOHIA funds until the Lead based paint is abated at the home-owner's expense.**

When the Lead Based paint has been abated by the home-owner, the project must be re-tested. This inspection will be paid for by the home-owner.

If the project can be completed without disturbing existing painted surfaces, the project can move forward to the next step of the application process.

### Section C: List of documentation required

1. Application and Release of Information and Privacy Act Notice form.
2. Verification of Tribal enrollment – Copy of Tribal ID and or enrollment certificate.
3. Recertification of income will be done at the time of service – Prior year tax return and 3 months of household income at the time of the rehab project on the home.
4. Copies of the Warranty Deed and/or Deed of Trust.
5. Picture of the front of the home. - For Environmental purpose and Historical search.
6. Property homeowner's insurance certificate (property owner is required to maintain insurance for 5 years from the project completion date).
7. Provide a Lead Base Paint and Asbestos testing report if this has been done prior.
8. If claiming handicap/disability, proof through a third party verification.
9. If claiming veteran, submit DD Form 214.

### Section D: Improvements (PRIORITIZED)

NPHA will categorize and assign preference to the Scope of Work required or requested. This preference shall be provided in the form of points in the rate/ranking system. NPHA will inspect all projects and rate the greatest needs based on the following point system as well as provide directives for all estimates and contractors hired for all work.

Applications will be evaluated and awarded based on the applicant's preference points and NPHA's categorization and rating points for the project as follows: (Points will be granted per item per

1. STRUCTURAL IMPROVEMENTS REQUESTS – 60 points
  - a) Foundation repair
  - b) Stoop or landing replacement
  - c) Siding
  - d) Windows & exterior doors
  - e) Sub-floor
  - f) Roof and gutter replacement
  - g) Drainage work
  
2. MECHANICAL SYSTEMS IMPROVEMENT REQUESTS – 50 points
  - a) Replacement/repair of heating system
  - b) Replacement/repair of A/C system
  - c) Repairs/improvements to the plumbing systems
  - d) Replacement/improvements to the electrical systems
  
3. SAFETY ISSUES – 40 points
  - a) Existing deck repairs
  - b) Handicapped access
  - c) Sidewalk/driveway
  
4. ENERGY EFFICIENCY REQUESTS – 30 points
  - a) Window replacement
  - b) Entrance door replacement
  - c) Siding replacement
  - d) Insulation work
  
5. OTHER ITEMS – 5 points
  - a) Work on covered porches
  - b) Deck work
  - c) 2<sup>nd</sup> or 3<sup>rd</sup> bath installation
  - d) Additions (for bedrooms or otherwise)
  - e) Installation of ceiling fans
  - f) Security system installation
  - g) Water softener
  - h) Range hood replacements
  - i) Incidentals (i.e., curtain rods, fixtures)
  - j) Floor covering

- k) Painting
- l) Cabinetry work or replacement

### **Section E: Preferences/Rating**

In addition to the Scope of Work Preference Points, NPHA will rank applications based on the following preference points:

- Ponca preference 100 points
- Elder / near elder 62/55 15 points
- Date of Application 1-15 points (2 points per year)
- Length of Homeownership 2-30 points (2 points per yr. 30 year max)
- No liens 25 points
- Handicap/disabled 30 points
- Veteran 10 points

The Housing Authority will maintain a waiting list on file. Applicants will be allowed to acquire information as to their status on this list.

### **Section F: Procedure**

The Housing Authority will implement the following procedure in a Homeownership Improvement Assistance Program:

- a) Upon funding availability, NPHA will provide a notification of “project notice and solicitation”.
- b) Upon receipt of applications the applicant will receive a letter confirming the application was received. The application will be put on a waiting list. When notification of funds are available, the applicant will receive a letter requesting updated information needed to move forward with the screening process of the application.
- c) NPHA completes an Environmental and Land Status review, income qualifications and a lien search.
- d) Applicant will be sent an award letter with an inspection date and/ or denial letter explaining why the application was denied.
- e) The Housing Authority completes Lead Base Paint and Asbestos testing (if the unit was constructed prior to 1978, see sec. F).
- f) An Inspection will be conducted of the proposed project to verify the need of repairs.
- g) A Scope of Work will be completed.
- h) NPHA will send the Scope of Work and contractors requirements to the homeowner. The homeowner is responsible to contact contractors to obtain a minimum of 3 sealed bids.

- i) Contractors submit sealed bids to NPHA.
- j) The Housing Authority reviews the bids and identifies the Contractor.
- k) The Housing Authority schedules a pre-construction meeting with the Contractor, NPHA, and the homeowner. An agreement form will be signed at this time.
- l) The Housing Authority executes a Conditional Grant Agreement
- m) The Housing Authority issues a notice to proceed to the contractor and schedules completion of construction inspections as necessary.
- n) The Housing Authority will communicate the accounts payable systems to the contractor. **Advanced payments are not permitted.**
- o) The Housing Authority completes the final inspection of the project.
- p) At the completion of the project, NPHA will schedule a meeting with the homeowner to sign a final inspection form.
- q) The Housing Authority files a Subordinate Mortgage with the County Register of Deeds.

### **Section G: If House was to be Sold During the Five (5) Years**

NPHA will be reimbursed for all funds on a pro-rated basis if the home is sold or not used as a primary residence by the original applicant within the five year period.

- a) Up to 1st year anniversary – 100% of funds will be reimbursed
- b) Between 1st and 2nd year anniversary – 80% of funds will be reimbursed
- c) Between 2nd and 3rd year anniversary – 60% of funds will be reimbursed
- d) Between 3rd and 4th year anniversary – 40% of funds will be reimbursed
- e) Between 4th and 5th year anniversary – 20% of funds will be reimbursed
- f) After 5th year anniversary – 100% of funds will be forgiven

### **Section H: Contractor Requirements**

Contractors bidding these projects must meet the following

- a) Liability Insurance (if they have employee's, work comp applies)
- b) Contracts over \$2,000.00, Davis Bacon wages law applies
- c) Contractor license
- d) Job permits (if applies)
- e) Workforce Development Certificate
- f) References
- g) Lead Paint and Asbestos license (if applies)
- h) Homeowners are not allowed to do any labor work under this program.