



Northern Ponca Housing Authority

1501 Michigan Avenue · Norfolk, NE 68701

FAX: 402-379-8557

402-379-8224 · 800-367-2320 npha@poncahousing.org

www.poncahousing.org



HOMEOWNERSHIP-HOME IMPROVEMENT ASSISTANCE (HOHIA) POLICY

INCOME 80% AND BELOW

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, title 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. The residence shall qualify for assistance if the reservation's tribe provides a letter of declination for home improvement assistance.
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. If the applicant doesn't have property insurance that insures the entire property, they will have to furnish an insurance policy with the excluded portion(s) of the home that is to be repaired with HOHIA funding. NPHA reserves the right to decline an application if the unit is damaged beyond repair, as determined by NPHA.
6. The total income of the family composition including, all family members over the age of eighteen (that are not full-time students) shall not exceed 80% 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 and funding has been distributed.
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, a separate lien shall be placed on the property once the work is completed and funding has been distributed.
 - c) Homes purchased through NPHA Tenant Homeownership Program (THOP) will be eligible, a separate lien shall be placed on the property once the work is completed.
 - d) A home may have a primary lien and one of the following: down payment assistance or NPHA THOP.

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.

Restrictions include:

1. Awards for assistance are based on need, assistance amount to be determined each fiscal year in NPHA's Indian Housing Plan.
2. The homeowner may not receive assistance from HOHIA more than once 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. NPHA will rate and rank the application.
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 will not qualify. **Trailer homes are not eligible.**
7. HOHIA will only apply to the items listed on the application.

8. If a home has asbestos, it will be the homeowner's responsibility to have the asbestos abated before NPHA conducts any work in the unit.
9. Homeowners are not allowed to do any labor work under this program.
10. A home may have no more than two liens.

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. Provide proof of income of all household members, 18 years or older (one month of current pay stubs, benefit letter, etc.), NPHA will not accept bank statements.
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. Pictures of items requested on application to be rehabilitated.

Section D: Improvements (PRIORITIZED)

NPHA will categorize and assign preference to projects 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 section)

1. STRUCTURAL IMPROVEMENTS REQUESTS – 60 points
 - a) Foundation repair
 - b) Concrete
 - c) Grading
 - d) Sub-floor
 - e) Roof and gutter replacement
 - f) Drainage work
2. MECHANICAL SYSTEMS IMPROVEMENT REQUESTS – 50 points
 - a) Replacement/repair of heating system
 - b) Replacement/repair of A/C/heat pump
 - c) Repairs/improvements to the plumbing systems

- d) Replacement/improvements to the electrical systems
 - e) Galvanized water line replacement
 - f) Water heater replacement
3. ENERGY EFFICIENCY REQUESTS – 30 points
- a) Window replacement (single-pane and rotting windows)
 - b) Entrance door replacement (rotting door and/or not structurally sound)
 - c) Siding replacement (rotting or missing siding)
 - d) Insulation work 5.
4. HANDICAP ACCESSIBILITY – 60 points
- a) Modifications for permanent handicap accessibility
5. OTHER ITEMS – 5 points
- a) Work on covered porches
 - b) Tree removal
 - c) 2nd or 3rd bath installation
 - d) Water softener
 - e) Floor covering
 - f) Painting
 - g) Cabinetry work or replacement
 - h) Appliance(s)

Section E: Preferences/Rating

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

- Ponca preference 100 points
- Elder / near elder 62/55 15 points
- Handicap/disabled 15 points
- Veteran 25 points

Section F: Procedure

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

- a) Upon funding availability, NPHA will provide a notification of “project notice and solicitation” for applications. Application deadline for the fiscal year will be set by NPHA.

- b) Electronic application submission is required. Applicant will be notified the application was received and complete. Any additional information needed will be requested.
- c) Housing Authority will verify qualification criteria.
- d) Housing Authority will score applications and prioritize the home improvement projects.
- e) The Housing Authority completes an Environmental and Land Status review, and a lien search of top applicants to verify property eligibility.
- f) Applicant will be sent an award letter with approved projects to be completed with an inspection date and/or denial letter explaining why the application was denied.
- g) An Inspection will be conducted of the proposed project to verify the need of repairs.
- h) A Scope of Work will be completed.
- i) The Housing Authority will send the Scope of Work and contractor's requirements to the homeowner. The homeowner is responsible to contact contractors to obtain a minimum of two (2) bids.
- j) Contractors submit bids to NPHA.
- k) The Housing Authority reviews the bids and identifies the Contractor.
- l) The Housing Authority schedules a pre-construction meeting with the Contractor, NPHA, and the homeowner. An agreement form and notice to proceed will be signed at this time.
- m) The Housing Authority executes a Conditional Grant Agreement
- 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) The Housing Authority files a Subordinate Mortgage with the County Register of Deeds.

Section G: Repayment of the Award

- a) There are no monthly payments or interest associated with NPHA's HOHIA Program award.
- b) A binding commitment will be placed on the unit upon completion of the project. If the homebuyer defaults on the loan or sells the property, the un-forgiven portion will be re-paid based on a prorated rate of the initial assistance award.

- c) The useful life binding commitment shall be based on the following assistance award tiers:
\$5,001-\$30,000 = 5 years

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) References
- f) Lead Paint and Asbestos license (if applies)