

Delaware Nation Housing

GENERAL WELFARE ELDER EMERGENCY REPAIR PROGRAM
APPROVED: July 30, 2024



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SECTION I: GENERAL

- 1.1. Emergency Repair Assistance may be made only to cover the cost of the repair deemed an emergency by the Housing Director one time per fiscal year (October 1 through September 30th) in the amount up to \$3000.00. This program is funded by tribal monies and assistance shall be provided to eligible applicants as long as funds are available.

SECTION II: EMERGENCY REPAIRS DEFINED

2.1. EMERGENCY DEFINITION

An “emergency” is defined as a highly volatile and dangerous circumstance that requires immediate remedial action. More specifically, in relation to housing, an “emergency” exists when property conditions affect the safety and welfare of the household member whereby an immediate or imminent threat to life or basic human living conditions are in peril or exists. An “emergency” is a violation of the property standards that has occurred at an untimely occasion and affects the safety and welfare of the homeowner. The following examples of an “emergency” are provided.

- 2.1.1. Basic equipment malfunction such as heating furnace, AC unit for elderly and/or handicap, ventilation and cooling, refrigeration, stove, water heater, electrical and sanitary fixtures, “minimum property standard” equipment that fails to operate as designed where the homeowner suffers from unhealthy, unsafe, and unsanitary living conditions.
- 2.1.2. Malfunction of plumbing, gas, and electrical equipment, where the malfunction directly affects the operation of a fixture that creates a health, safety, and sanity problem.
- 2.1.3. No emergency egress for handicapped persons. Confined to a wheelchair or similarly required device.
- 2.1.4. Nonexistent basic equipment as described in that prohibits the homeowner from healthy and safe living conditions.
- 2.1.5. Sever infestation of insect and vermin that creates a health and sanitary problem.

- 2.1.6. Structural defects in dwelling that creates a health and safety violation such as large holes or leaks caused by inclement weather, significant air or water infiltration into living spaces, and an structural damage caused by unpredictable circumstances.

SECTION III: ELIGIBILITY REQUIREMENTS

- 3.1. The following are the eligibility requirements for the Emergency Repair Assistance Program:
- 3.1.1. Applicant must be an enrolled Delaware Nation Elder that is 60 years or older **OR** must be an enrolled Delaware Nation member who can provide proof of handicap or disability from a medical physician.
- 3.1.2. Must reside within the following counties: Caddo, Cleveland, Canadian, Grady, McClain, and Oklahoma Counties. **(See Map Appendix A)**
- 3.1.3. Must show proof of homeownership of a minimum of three years (a warranty deed shall be required for proof of ownership). Title status reports from the Bureau of Indian Affairs shall only be accepted as proof of ownership if the applicant is the only owner listed or if documentation provided shows the applicant has lifetime use of the residence.
- 3.1.4. If homeowner is unable to provide sole ownership of the home and has been in the home for the minimum requirement of three years, DNHD will accept the Homeownership Affidavit that will include the following statement: **(See Homeownership Affidavit Appendix B)**
- Name of citizen requesting services
 - How long the citizen has resided in the home
 - Listing all members of the household
 - Certification of primary residence
 - Acknowledgement of other HUD programs
 - Certification of under penalty of law
- 3.1.5. Must be the primary residence of the applicant.
- 3.1.6. Current utility bill in tribal citizens name for the address needing services.
- 3.1.7. Must provide copy of social security cards for each household member.
- 3.1.8. Must show proof of homeowner insurance for repairs requested that would normally be insurable (i.e. roofs, flood damage, fire damage, etc.)

3.1.9. Must meet the 80% National Median Income Limit Guidelines.

SECTION IV: INCLUDABLE COSTS

4.1. INCLUDED COST

Costs included in Emergency Housing Repair Assistance are the cost of; material, labor, building permits and fees, insurance deductibles, and other allowable costs to the contractor incurred while making emergency repairs to the home.

4.2. CONSTRUCTION STANDARDS

Contracts and work requirements shall comply with appropriate tribal, state, local, and federal law and regulations. Contracts with existing procurement and work requirements shall also comply. Work requirements shall comply with existing housing codes, standards, and construction procedures applicable to the work site. Contractual requirements shall comply with applicable procurement procedures and requirements related to the funding source.

4.3. HANDICAP AND SPECIAL WORK REQUIREMENTS

Handicap ramps and rails shall be of permanent construction as per Federal Handicap requirements. Construction for Handicap fall under two areas.

4.3.1. Handicap Required: Requirements as stated in Federal guidelines.

4.3.2. Handicap Assist: Requirements to meet minimum requirements related to specific needs of Elderly and/or Handicap such as hand rail or hygienic stool, wherein handicap is of temporary or limited nature.

SECTION V: SPECIFIC MINIMUM PROPERTY STANDARDS FOR EMERGENCY REPAIR HOUSING ASSISTANCE

5.1. OVERVIEW

The following are specific items that must meet minimum property standards.

5.1.1. Doors and windows that lock and do not allow sufficient water or wind into the home.

5.1.2. A working sewer system. Wherein all lines, fittings and piping are connected and functioning as designed to include septic tank system.

5.1.3. Hot and cold running water. Wherein all lines, fittings and piping are connected and functioning as designed to include a water heater.

- 5.1.4. One working toilet per household.
- 5.1.5. An area to prepare food.
- 5.1.6. One working bathroom sink (working drain, faucet, hot and cold water).
- 5.1.7. One working kitchen sink (working drain, faucet, hot and cold water).
- 5.1.8. A space or an area to store dry food and canned goods.
- 5.1.9. A working cook stove with burners and an oven that comes on when each knob is turned.
- 5.1.10. A heating system that will keep all living areas a temperature of at least 72 degrees.
- 5.1.11. A refrigerator that keeps milk (without going sour) and ice cream (without melting).
- 5.1.12. A sever problem with insects.
- 5.1.13. A roof that does not leak when it rains.
- 5.1.14. Windows that are secure and will not fall at any time.
- 5.1.15. Flooring that is secure from tripping hazards and will not fall under normal weight.

SECTION VI: COST NOT INCLUDED

6.1. COST NOT INCLUDED

Except as otherwise provided, emergency assistance shall not provide for:

- 6.1.1. New construction, moderate and/or major reconstruction, expansion of the structure, or the finishing of unfinished spaces.
- 6.1.2. Materials, fixtures, equipment of a type or quality which exceeds that customarily used in the locality for properties of the same general type as the property to be rehabilitated.
- 6.1.3. Appliances not required by MPS.

6.1.4. Acquisition of land or real estate.

6.1.5. Rehabilitation that is not classified as an “emergency”.

SECTION VII: EMERGENCY GRANT CEILING

7.1 Emergency grant ceilings shall not exceed \$3,000.00 per occurrence. Repairs that exceed the grant ceiling amount shall be the sole responsibility of the applicant.

SECTION VIII: COSTS FOR EMERGENCY REPAIRS EXCEEDING GRANT CEILING

8.1. If emergency repair costs exceed the grant ceiling, DNHD shall not perform or authorize work to begin until after the participant pays the amount that exceeds the grant ceiling amount. Documentation must be submitted to the DNHD office to show proof of payment (i.e. receipts)

SECTION IX: EMERGENCY REPAIR ASSISTANCE GUIDELINES

9.1. Assistance shall be limited to once every fiscal year.

9.2. All selected vendors must meet the Delaware Nation Policy requirements. This includes, but is not limited to, vendor and all staff performing repairs have approved background checks in compliance with P.L.101-630, submission of completed W-9, satisfactory rating with the Better Business Bureau and the System for Award Management.

9.3. To qualify for a reimbursement the tribal citizen is subject to all eligibility requirements, must show proof of payment to a licensed/certified vendor, must be within the fiscal year applying for service, and the repair must be deemed as an emergency according to the General Welfare Elder Emergency Repair Program Policies.

9.4. Any application received where the Housing Department staff determines that damage was due to lack of maintenance by the homeowner will not be eligible under this program.

9.5. Mobile homes will be eligible for assistance on a case-by-case basis.

9.6. Eligible applicants who have homeowner insurance and are applying for assistance for repairs that would normally be insurable (i.e. roofs, flood damage, fire damage, etc.) shall be required to submit a claim to the insurance company. If the insurance claim is approved, Delaware Nation Housing may pay the

deductible as long as it does not exceed the cap amount. If the claim is denied the request for services will be reviewed further to determine eligibility.

SECTION X: HISTORY

- **Created: MAY 26, 2016**
- **Revision: JANUARY 17, 2017**
- **Revision: JANUARY 3, 2024**
- **Revision: JULY 26, 2024**

APPENDIX A
SERVICE AREA MAP



