

**MUSCOGEE (CREEK) NATION**  
**EMERGENCY REPAIR OF**  
**PRIVATELY OWNED HOMES POLICY**

To provide emergency repair services of privately owned homes (as a grant) for **low income** Native Americans who reside in the Muscogee (Creek) Nation Tribal Jurisdictional Area. Muscogee (Creek) Nation will follow **low income** guidelines, as set by HUD, as well as other federal regulations in CFR 24. Part 1000.

**DEFINITIONS**

**EMERGENCY** unforeseen circumstances which is detrimental to the health and safety of the family and that is not attributable to homeowner's abuse, misuse or negligence.

Conditions of the home due to lack of proper housekeeping (filth, unsanitary, unsafe deplorable conditions that may affect the health and safety of the staff) will not be addressed until the situation is corrected.

**EMERGENCY REPAIR:** immediate action, alleviating the situation and cause of a safety or health hazard and preventing further damage to the structure.

- Emergency housing repairs that affect health and safety.
- Repairing or replacing unsafe or nonfunctional heating and air **or** unsafe water heating systems
- Providing accessibility for the physically impaired
- Repairing plumbing to ensure safe drinking water and sewage disposal
- Repairing electrical wiring and fixtures
- Repairing deteriorating ceilings, walls, floors, and roofs
- Making other minor but necessary repairs to interior or exterior for health and safety reasons

**SECTION 1: ELIGIBILITY**

**1-1 Eligibility Criteria:**

**Applicant must sign all required forms. Providing false statements renders the applicant ineligible.**

- A. Applicant must qualify as a family (includes a family with or without children, an elderly family, a near elderly family a disabled family and a single person).
- B. Applicant must be a low income Indian families living in the Creek Nation Jurisdictional Area.
- C. A non low-income Indian family may receive housing assistance in accordance with CFR 24 1000.110, except that non low-income Indian continued occupancy. HUD approval is required pursuant to CFR 24 1000.108 and 1000.110.

- E. Applicant must have an annual family income which does not exceed eighty (80) percent of the National Median Income for that family size, as defined by the income limits by the Department of Housing and Urban Development.
- F. Applicant must provide all requested information, Tribal Citizenship or CDIB, (Certified Degree of Indian Blood) for preference purposes, Social Security cards for all family members and employment and/or income verification for each working family member eighteen (18) years of age or older who is employed in the home;
- G. Must have not received housing services from the Muscogee (Creek) Nation within the last eight (8) years. This includes Mutual Help Homes.

## **SECTION 2: SELECTION OF PARTICIPANTS**

Preference will be given to the participants in the following order;

- A. Creek tribal citizen
  - 1. Elderly, disabled that has an emergency
  - 2. Creek Tribal Citizen with Large Family with emergency
  - 3. Single Creek Citizen with emergency
- B. Other Indian tribes

## **SECTION 3: RECEIPT OF APPLICATIONS AND DETERMINATIONS OF ELIGIBILITY**

This section sets forth the basic steps, which shall be taken in obtaining and verifying information from applicant families for the purpose of (1) determining whether the conditions of eligibility for admission set forth in Section 1 are met; (2) applying the applicant criteria contained in Section 2

1. Applications will be taken through the Admissions Department:
  - A. The application is basic record of each family applying for admission to the Emergency Repair Program. Each applicant therefore, will be required to supply information required as called for on the Application for Admission form and sign the application and related forms verifying the accuracy of the data provided. Each application shall reflect the date and time received. The application together with all other materials relating to the family's eligibility shall be maintained in an active file for each applicant, not classified as ineligible or inactive.
  - B. If during the application interview it appears that the applicant is definitely not eligible, the applicant is to be so informed and application classified as ineligible. In such instances, sufficient information is to be entered on the application form to establish ineligibility.
  - C. All entries are to be made in ink or typed in. Corrections or changes are to be made by lining through the original entry and entering the correct data. Such changes are to be dated and initialed by the person recording the change, the reason and all changes noted in the record.
  - D. If the application has been submitted without the proper documentation, it will be considered incomplete. A certified letter, with return request, will be mailed to the applicant allowing thirty (30) days to provide the necessary documents. If the

applicant fails to complete the request within the time frame, the application will be made inactive and the applicant must reapply and eligibility determined.

2. Verification and Documentation of Application Data: To assure that the data upon which the determination of eligibility, preference status, are full, true and complete, the information submitted by each applicant shall be verified.

Complete and accurate verification records consisting of, but not limited to the following are to be maintained:

- A. Applicant must provide a copy of **Muscogee (Creek) Nation Citizenship Card, or CDIB or tribal membership card of a federally recognized Indian tribe.**
- B. Applicant must provide a copy of Social Security Cards for all family members;
- C. Employment verification documenting eligibility information as outlined below;
  1. Employed Applicants-Current employment verification documenting applicant and/or family member who is eighteen (18) years of or older;
  2. Unemployed Applicants - A notarized affidavit explaining unemployment statement from the applicant and/or family member who is eighteen (18) years of age or older;
  3. Applicants with unearned income (SS, SSI, DHS, Veterans, etc.) Statements or Award Letters from agencies verifying current benefit amount; and
  4. Self-employment, seasonal workers, etc. - Notarized statement from applicant and/or family member who is eighteen (18) years of age or older if previous year income tax are not available.
- D. **Income verification** for all member(s) (excluding children under the age of eighteen (18)) of the household receiving monies in their names(s) or on behalf of another household member must be included with the total household income of the following documents will be required:
  1. Signed copies of filed Federal Tax Returns;
  3. Letter from employer on company letterhead;
  3. If a Federal Tax Return was not filed, the housing member(s) must submit an affidavit explaining why one was not filed; and
- E. **Occupant shall provide proof of ownership of dwelling.** The dwelling must be the primary residence and the applicant must have resided in the dwelling three (3) years prior to requesting services. As proof of ownership and verification of residency, the applicant must provide the following documents.
  1. Deed
  2. Copy of utility billing in name of applicant (to verify residence)

**Only the emergency situation will be addressed. If further rehabilitation is required, it will be subject to the policy of Rehabilitation Policy. The amount funded for the emergency repair will be subtracted from the amount allowable under the total rehabilitation.**

#### **F. Appeal Process**

A person who disagrees with the determination, concerning any part of this policy may file a written grievance of that determination with the Housing Deputy Director of the Muscogee (Creek) Nation in accordance with the Division of Housing's Grievance Policy.