

# HOUSING AUTHORITY OF THE SAC AND FOX NATION



## REHABILITATION PROGRAM POLICY AND PROCEDURES

Approved by the Housing Authority of the Sac and Fox Nation Board of Commissioners:  
Resolution 2019-21, dated February 25, 2019.

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**POLICY STATEMENT:**

The Board of Commissioners (BOC) of the Housing Authority of the Sac and Fox Nation (HASFN) recognizes that it is necessary to adopt and implement the Rehabilitation Program Policy and Procedures in order to provide housing program staff with a comprehensive statement of policy and actions. The Rehabilitation Program Policy and Procedures will be used as criterion for governing the control and accountability of rehabilitation of privately-owned homes belonging to Sac and Fox Nation (SFN) “elderly” tribal members and to other elderly members of federally recognized tribes, who are unable to acquire assistance from other agencies. SFN tribal members will be given first preference.

The BOC also recognizes an essential element for the financial health of the HASFN is the development and use of procedures for managing U.S. Department of Housing and Urban Development (HUD) and other government funds. Without such procedures, the HASFN risks mismanagement of funds. These policies are intended to be consistent with and implement the requirements of the law and regulations of the SFN and the United States. In the event applicable laws and regulations are amended, the terms of those amendments will take precedence over any conflicting provisions in this policy.

**I. GENERAL INFORMATION**

Eligibility for the Rehabilitation Program, as assisted by the HASFN, shall be fair at all times and in all respects. The HASFN Staff, BOC, and any Sub-Grantee of the HASFN shall be fair and impartial in selecting participants to participate in the program. They are prohibited from making determinations based in whole or in part on family ties, political views or personal bias. Applicant selections approved by the Maintenance Manager and Executive Director may be reviewed by the BOC for compliance with the Policy and other HASFN requirements.

The Indian Housing Block Grant (IHBG) funds are used for housing related programs, including the Rehabilitation Program, which will be operated based on applicable provisions of the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA) and other applicable Federal, State, Tribal and Local laws. This Policy shall not be construed or applied to prevent the HASFN or the SFN from complying with the terms and conditions of any federal grant or contract.

This program is created to assist eligible participants to bring their home back to a decent, safe, and sanitary condition, and to ensure the structural integrity of their home. Individuals and families who apply for assistance funded by the HASFN IHBG funds will have to meet eligibility standards established by the HASFN, along with other standards for agencies or financial institutions that may be partners in this program. Homeowners requesting assistance will not be allowed to use rehabilitation funds for luxury items, as determined by the HASFN. Each request will be considered on a case-by-case basis.

The HASFN will provide assistance within approved budget amounts. NAHASDA, Sec. 4, (5) defines “Elderly” as a person 62 years of age or older; and, NAHASDA, Part 1000, Subpart A,

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1000.10(b) defines “Persons with Disabilities.” The HASFN shall determine the maximum dollar amount that may be spent on the rehabilitation of eligible homes based on approved yearly budgets. The maximum limit of assistance per applicant and/or property shall not exceed thirty (30%) percent of the home’s current market value. ***Disclaimer:*** *The maximum amount specified does not entitle the applicant and/or property to the full funding limitation amount. In addition, all requested improvements may not be met due to the amount allocated for assistance.* If the house to be rehabilitated is in such condition that expenditure of the maximum limitation amount allowed will not remedy property issues or eliminate hazards to the life, health, or safety of the occupants, participation in the Rehabilitation Program would be deemed ineligible, and the applicant may be directed to other appropriate programs.

The rehabilitation assistance will be in the form of a grant to the benefit of the participant, with a required binding commitment. At no time will payments be made directly to the participants for any material or contractor invoices. The HASFN will make direct payment to contractor or to the vendor for material purchases, and to any appropriate agency for permits, fees, or licensing requirements related to rehabilitation of the house. Any necessary fees incurred will be an additional expense and applied to the amount allocated for the applicant’s requested rehabilitation.

To qualify for the Rehabilitation Program, the assisted family’s annual gross income may not exceed 80% of the area median income, as established by HUD, and according to family size at the time funds are committed.

Jurisdiction for the Rehabilitation Program will be within the HASFN service area, as defined in the HASFN’s Indian Housing Plan (IHP), including but not limited to Pottawatomie, Lincoln and Payne Counties. Should the home be located in another tribe’s jurisdiction, the HASFN must have a Waiver of Service Agreement or Memorandum of Understanding Agreement from the jurisdictional Tribe before proceeding with any rehabilitation, as applicable.

Applicants who have previously received assistance from the HASFN Rehabilitation Program for the repair and rehabilitation of their home, or a similar federally funded program, in the last ten (10) years will not be eligible for participation until applicable Useful Life Binding Commitment periods have matured, and after other eligible applicants have been served, subject to availability of funds.

**II. REHABILITATION FUNDING PRIORITY**

The HASFN must prioritize the rehabilitation needs of each project in the order identified below:

1. Property Standards. Rehabilitation activity must first address any safety hazards, sanitation and structural integrity issues to meet Residential Standard requirements identified within this Policy;
2. Accessibility Improvements. If there are sufficient needs remaining after all required property standards will be satisfied, additional work may entail accessibility improvements including exterior ramps, kitchen and bathroom adaptations, or any other improvements,

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which would upgrade the living conditions for disabled use as listed under Section 504 of the Rehabilitation Act of 1973;

3. Energy-Related Repairs or Improvements. Where practical and subsequent to a determination all required property standards will be satisfied, measures determined necessary under this category must be of a nature that would further the rehabilitation property's ability to meet energy efficiency; and
4. Incipient Repairs. After completing all necessary or applicable improvements stated in numbers 1 – 3 of this section, incipient repairs may be made upon approval and subject to availability of funds. Incipient repairs are repairs to components in the home that are functional at the present time but, have been identified as worn and will likely need to be repaired or replaced within the next five (5) years.
5. Unallowable Uses. Rehabilitation funds shall not be used for luxury items, as determined by the HASFN BOC, or for any purpose prohibited by applicable laws or regulations.

**III. ELIGIBILITY AND REQUIREMENTS**

Participation in the Rehabilitation Program is limited to low-income families. Participants will be required to provide documentation to verify the determination of low-income status. Income limits are defined utilizing HUD's Notice Program Guidance Rule (PDR), published annually by HUD. The HASFN shall utilize the published median family income (MFI) limits for the purposes of providing NAHASDA assistance. Applicant's annual income will be determined by estimating the anticipated total income from all sources to be received by the head of household, spouse, and additional adult household members of the family over the next 12 months following the date of the application.

1. Eligibility Criteria:
  - a. Applicant must be at least 62 years of age or older; and
  - b. Applicant must be a Native American enrolled in a Federally Recognized Tribe;
  - c. If claiming Veteran status, applicant must be honorably discharged and provide a DD-214 form.
  - d. If handicapped/disabled, applicant must provide documentation, such as a written statement. Applicant's handicapped/disabled status must be identified by at least two (2) acceptable sources. NAHASDA, Part 1000, Subpart A, 1000.10(b) defines "Persons with Disabilities. *The disability does not have to be verified by a medical professional but, can be confirmed by another reputable entity such as a social service agency, educational institution, or employer or another reputable entity. Specific medical information regarding the disability does not have to be disclosed.*

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2. Eligibility Preference Points:

- |                                     |    |
|-------------------------------------|----|
| a. Enrolled Sac and Fox Member      | 20 |
| b. Other Federally-Recognized Tribe | 4  |
| c. Veteran                          | 5  |
| d. Elderly (62+)                    | 2  |
| e. Handicapped/Disabled Individuals | 1  |

3. Eligible Property. Property eligible must comply with the following criteria:

- a. Applicant must own the home to be rehabilitated (Deed/Title/Single Member-Assignment for Allotments). Housing located on trust or restricted Native lands must have a leasehold interest of 25-30 years. A life-estate *does not* satisfy this requirement;
- b. The property *cannot* have any current liens, loans, have an outstanding Notice of Default, or have a Notice of Sale filed against it;
- c. The property must be the principal resident of the applicant, and the applicant must have resided in the home for more than one year;
- d. Property to be rehabilitated must have Homeowner's Insurance;
- e. Handicapped accessibility will be considered with proper documentation; and
- f. Rehabilitation of the home will be administered to the existing structure only. The rehabilitation cannot result in additional square footage to the residence, except if minor expansion is required due to accessibility needs for disabled participants.

4. Application Requirements. Homeowners needing assistance must complete the "Application for Rehabilitation Program." It is the responsibility of the applicant to provide all required documents necessary to complete their application. Any application that is not complete will be returned to the applicant to fully complete before it will be accepted. Applications must be completed by the owner of the home. False statements and documents render the applicant ineligible.

The following is a list of documents that must accompany the application:

- a. **Driver's License and/or State Issued ID** – Copies for all household members age 18 or older;
- b. **Birth Certificate** – Copies for all household members age 18 or older;

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- c. **Social Security Card** – Copies for all household members age 18 or older;
- d. **Tribal Membership ID or Certificate Degree of Indian Blood (CDIB)** – Official proof of *membership* from a federally recognized tribe;
- e. **Income Verification** – Documentation of income from all sources for each member of the household, except amounts stated under NAHASDA, Sec. 4(9) Exclusions or other Federally Mandated Exclusion (77 FR 74495), as applicable. The HASFN utilizes the U.S. Census definition of “annual income;”
- f. **Property Warranty Deed/Title/Single Member-Assignment for Allotments** – Applicant must provide documented proof of ownership of the home to be rehabilitated;
- g. **Homeowner Insurance** – Applicant must provide proof of current Homeowner Insurance;
- h. **Utility Bills** – Three (3) months of billing statements in the applicant’s name, to verify applicant lives at the residence;
- i. **Citizenship Declarations of Sec. 214 Status Form** – Signed by all household members age 18 or older;
- j. **Authorization for Release of Information** - Signed by all adult household members age 18 or older;
- k. **Conflict of Interest Disclosure** – Information must be stated on the application;
- l. **Veteran Verification**, if applicable - **DD-214** form; and
- m. **Application Certification** – Signed by the Applicant and Spouse, if applicable, before a Notary Public, attesting to the accuracy of the information and documentation provided, under penalty of perjury.

**IV. APPLICATION PROCEDURES**

- 1. Application Procedures. Applicant must submit a completed application with all required documents and signatures.
  - a. Incomplete applications will be returned to the applicant for completion before it will be accepted. The HASFN will not process an incomplete application;
  - b. Completed applications must reflect the date and time received, and be initialed by the in-take staff person;

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- c. Applicant must update their applications and supporting documents *annually* (from date of completed application), and/or as needed prior to receiving assistance. The applicant is responsible for updating their application; and
  - d. Applications that have not been updated within one (1) year of the original application date will be considered inactive and will be removed from the waiting list. Applicant will have to re-apply.
    - i. Inactive applications and supporting documents will be destroyed after three (3) years.
2. Applicant Eligibility Determination. Upon acceptance of completed application, the HASFN must confirm the applicant's eligibility and accuracy of information provided. False statements or documents render the applicant ineligible.

The HASFN shall:

- a. Verify applicant meets eligibility criteria defined in Section III, the accuracy of information and documents provided, and that the property is owned and occupied by the applicant as his/her principal residence;
  - b. Verify the *applicant* has not previously been assisted by the HASFN Rehabilitation Program or a similar federally funded program, in the last ten (10) years. If previously served, documented proof of expiration of Binding Commitment Agreement(s) must be provided; and
  - c. After eligibility has been verified, the applicant shall be prioritized utilizing the preference criteria identified in Section III, 2. In the event applicants have the same priority preference(s), the order of service will be determined by the date and time applications were received. *The HASFN may give priority over other applicants to address more urgent circumstances, as needed and as determined by the HASFN on a case-by-case basis.*
3. Property Eligibility Determination. Upon completing Step 2 of this section, the HASFN must confirm the property meets eligibility criteria defined in Section III.
- a. Verify the *property* has not previously been assisted with the HASFN Rehabilitation Program or a similar federally funded program, in the last ten (10) years. If previously served, documented proof of expiration of Binding Commitment Agreement(s) must be provided;
  - b. Verify ownership by Deed, Title, or Single Member Assignment for Allotments (Beneficial Owner/Assignee of Trust/Allotted property documentation). Housing located on trust or restricted Native lands must have a leasehold interest of 25-30 years. A life-estate *does not* satisfy this requirement;

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- c. Verify the property does not have a Notice of Sale or Default filed against it based on a title search report, for fee-simple property;
  - d. Verify homeowner's property insurance. Homeowner must provide proof of insurance.
    - i. NAHASDA 1000.136(b) requires insurance for privately-owned housing receiving assistance when repayment of all or part of the assistance provided is part of the assistance agreement. Homeowner's shall be required to provide proof of (replacement) insurance for the duration of the Useful Life (Affordability period) Binding Commitment Agreement, and shall name the HASFN as an additional insured on said insurance policy (Ref: ONAP Program Guidance No. 2014-03(R)); and
    - ii. The HASFN will provide temporary insurance coverage for one (1) year during the rehabilitation project. Expenses for said insurance will be an additional expense and applied to the amount allocated for the applicant's requested rehabilitation.
  - e. Records demonstrating the age of the house. Refer to Section V, 1. (b)(c), for further information.
4. Preliminary Eligibility Determination and Notification. After completion of 1-3 in this Section, the HASFN shall make a determination of the applicant's *preliminary* eligibility for rehabilitation assistance.
- a. The HASFN will provide written notification of the preliminary status (eligible or ineligible) to the applicant, and if ineligible reason(s) for the determination;
  - b. Eligible homeowners should be provided with applicable rehabilitation program agreement(s) for review; and
  - c. A file must be maintained containing all documents and records for denied applications. It should include copies of the application and documents, letter of denial disclosing the reason(s), and any other relevant documentation utilized in the denial determination. Denied applications and all supporting documents will be destroyed after three (3) years.
5. Appeal Process. Applicants receiving a denial may submit a written appeal to the HASFN Executive Director within thirty (30) days of the date of the denial notification letter. The Executive Director shall review the written appeal and application, and within thirty (30) days of receiving the appeal shall provide written notification to the applicant of the appeal decision. Upon receipt of the appeal decision from the Executive Director, the applicant may further appeal the matter to the HASFN BOC, within thirty (30) days of the applicant's receipt of the appeal decision letter. The BOC shall review the appeal, and may (but is not required to) provide the applicant with a hearing. The BOC's written decision on the appeal shall be final.



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**V. PROJECT PROCEDURES**

1. Field Assessment. After preliminary approval has been established, the HASFN shall perform an assessment of the property to:
  - a. Complete a Rehabilitation Program Inspection form and the Environmental Review Process. The property inspection and review of the applicant's rehabilitation request should answer the following questions:
    - i. Is the property in compliance with Local, State and/or Federal codes and ordinances, as applicable? If not, what work needs to be completed to satisfy the codes or ordinances?
    - ii. What needs to be accomplished to ensure compliance with Environmental Regulations?
    - iii. Will rehabilitation eliminate hazards to the life, health, and safety of the occupant(s)?
    - iv. Is the property structurally sound and not in danger of becoming deteriorated or unsafe within five (5) years after rehabilitation?
    - v. Does heating and/or air-conditioning equipment need be repaired or replaced?
    - vi. What incipient repairs are recommended? Refer to Sec. II, 4.
    - vii. If applicable, what handicap/disabled accessibility issues need to be addressed?
  - b. Ensure compliance with Lead-Based Paint regulations. Properties built before 1978 must be inspected for existence of lead-based paint, in accordance with regulations at 24 CFR Part 35 and requirements for notification, evaluation and reduction of lead-based paint hazards.
    - i. Federally assisted property requires compliance with 24 CFR Part 92.352 and 24 CFR Part 58 Environmental Review regulations; and, the property cannot be in conflict the National Environmental Policy Act (NEPA) of 1969. An Environmental Review of the home must be completed *before* any rehabilitation is started; and
    - ii. All assisted property must comply with the Lead-Based Paint Poisoning Prevention Act (42 USC 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 YSC 4851-4856), and implementing regulations, as applicable, at 24 CFR Part 35, subparts A, B, J, K, M and R.

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- c. Ensure compliance with Asbestos regulations, which includes renovations, and appropriate procedures accordingly;
  - d. Prepare a preliminary project Scope of Work based on the assessment detailing the rehabilitation and/or accessibility modifications needed. The Scope of Work must include preliminary cost estimates for the project. The HASFN staff will take a sufficient number of photographs to adequately document the condition of the property; and
  - e. Re-determined the eligibility of the proposed rehabilitation project based upon the Scope of Work's preliminary cost estimates and the maximum funding limitation defined in Section I.
2. Project Eligibility or Ineligibility. The HASFN Maintenance Manager and Executive Director will review all relevant documents for each proposed Rehabilitation Project. Additional information may be required, if deemed necessary.
- a. If the project is approved, the HASFN shall provide official written notification of approval to the Applicant, and shall schedule a pre-rehabilitation meeting with the Applicant. Refer to 3. below for details; or
  - b. If the project is denied, the HASFN shall provide written notification of denial to the Applicant, stating reasons for the denial. Refer to Section IV, 5. for the Appeal Process.
  - c. Application Re-submission. Denied applicants may re-submit a new application, *provided* the resubmission contains new or additional information necessary to satisfy the deficiencies noted by HASFN in the initial submission.
3. Pre-Rehabilitation Meeting. The HASFN shall conduct a pre-rehabilitation meeting with the Participant, Maintenance Manager and the Executive Director. The purpose of the meeting is to:
- a. Review the project Scope of Work;
  - b. Establish a schedule for the commencement and completion of work;
  - c. Discuss roles and responsibilities of the parties involved;
  - d. Thoroughly review the required Agreements to be executed, see 4. below; and
  - e. If relocation is necessary to complete the project, discuss relocation plans. If deemed necessary, Participant(s) must move from the property for a specified period of time or until the HASFN notifies participant of completion of work, whichever occurs first.

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4. Execution of Agreements. Subsequent to, or as part of, the pre-rehabilitation meeting, the HASFN shall facilitate the execution of the following documents:
  - a. Rehabilitation Project Agreement. This agreement acknowledges acceptance of the Scope of Work and it must be signed by the Participant, Maintenance Manager and the Executive Director, prior to work beginning. The Scope of Work must be the most current version;
  - b. Useful Life Binding Commitment Agreement. The Useful Life is a time period requirement during which an assisted property must remain affordable, in accordance with NAHASDA Sec. 205 and the HASFN Useful Life Policy. Owners of privately-owned homes receiving IHBG funded assistance, for moderate or substantial rehabilitation, need to be low-income at the time assistance is provided. The binding commitment accompanying the assistance guarantees an appropriate useful life period, which is dependent on the amount of assistance provided (expended on the project). The HASFN Useful Life Policy identifies assistance amounts and corresponding affordability period requirements, in accordance with HUD guidelines. Provisions of said agreement must be officially recorded, be enforceable pursuant to the laws of the jurisdiction where the real property is located, and shall be of a sufficient nature as to constitute a valid lien, deed restriction, covenant running with the land, or other mechanism approved by HUD. Said agreement and related documentation shall be maintained in the project file.
    - i. Refer to the HASFN Useful Life Policy for more information;
  - c. The HASFN may require additional agreements, as deemed necessary.
5. Project Bid Process. The HASFN shall utilize appropriate procurement (bid) processes to prepare for the project Scope of Work. Procurement must comply with governing Federal Statutes and Regulations, and applicable HASFN Policies. Project work may not commence without appropriate procurement and approvals.
  - a. Copies of all invoices for purchases made by the contractor(s) for the project (materials, supplies, appliances, equipment, fees and permits, etc.) shall be maintained in the project file; and
  - b. The HASFN is *not* responsible for contracts made directly between the homeowner and contractor(s). However, the HASFN is entitled to perform inspections of work performed under separate contracts, if the contracted work has a direct effect on work stipulated in HASFN contracts.
6. Notice to Proceed. Once appropriate procurement processes have been completed, the HASFN may proceed with rehabilitation activities and issue a Notice to Proceed to the contractor(s), if applicable.

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7. Project Monitoring. The Maintenance Manager must monitor the progress of each project and are responsible for ensuring the contractor(s) and/or the HASFN work crew adheres to all applicable rules, regulations, and procedures and applicable agreements.
8. Change Orders and Project Revisions:
  - a. Contractor(s) shall not undertake any additional work without an approved and signed change order. Change orders are approved by the HASFN Executive Director. Change orders must be in writing stating reason(s) for the change order and the modified expenses accordingly. If change orders result in the need to revise (commitment funding increase) the rehabilitation commitment amounts, the documentation shall be provided to the HASFN Executive Director for approval, see b. below; and
  - b. Project (Scope of Work) Revisions based on unforeseen and exceptional circumstances, which cannot be completed within the budgeted amount, must be in writing stating the reason(s) for the revision and modified expenses accordingly. The revision should not exceed the maximum funding limitation stated in the Rehabilitation Policy. In the event the project Scope of Work needs to be revised, the project revision(s) (commitment funding increase) must be approved by the HASFN Executive Director before proceeding with the revision(s).

If Change Orders and/or Project Revisions are approved by the Executive Director, the Maintenance Manager must execute the appropriate documents. All related documentation for the Change Orders and/or Project Revisions must be maintained in the project file;

9. Project Completion. Upon completion of all rehabilitation work and project requirements, the Maintenance Manager shall:
  - a. Arrange for applicable inspections:
    - i. Contract an Inspector or use *qualified* staff to perform a final inspection of the property to ensure the Scope of Work, original or amended as applicable, has been satisfactorily completed, and all required property standards have been satisfied, and to confirm project completion. The Participant may be present during the final inspection;
    - ii. Order any required applicable Municipal or State Residential Department inspections; and
    - iii. Inspections must be documented and maintained in the project file.

Refer to Section V, Property Standard Completion Requirements and VI, Property Standard Inspections for further information.

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- b. Execute Lien Waiver(s) and Affidavit(s), as applicable. Subsequent to a determination that the Scope of Work and all required property standards have been satisfied, the HASFN shall:
  - i. Acquire and retain executed Lien Waivers and/or Affidavits for the purpose of ensuring release of rights and liens against property improvements and/or the HASFN. It is the responsibility of the HASFN to ensure and verify there are no outstanding liens or claims on the property through procedures they develop; and
  - ii. Once all applicable project completion documentation has been completed, the HASFN staff can precede with requesting final payment(s) of project rehabilitation funds.
- c. Execute a Certificate of Completion. The Certificate of Completion must be signed by the Maintenance Manager and Executive Director, Contractor(s), as applicable, and the Participant for acceptance of completed work and to release the HASFN of any further responsibility.
- d. Provide Warranty information to the Participant (i.e. contractor, materials, appliances, equipment, etc.).
  - i. The participant is responsibility for seeking Warranty remedies related to project workmanship and products or materials used in the rehabilitation activities.
- e. Other Project Completion Tasks:
  - i. Verify all required final documents, inspections, contractor forms, etc. have been signed and dated by all appropriate parties;
  - ii. Take a sufficient number of photographs of the property to adequately document the completed condition of property; and
  - iii. Complete a Project Close-out form to document the rehabilitation project's checklist of process and documents, to be signed by Maintenance Manager and the Executive Director. All project documents must be retained in a project file and kept for the duration of the Useful Life/Affordability period.

## VI. PROPERTY STANDARDS COMPLETION REQUIREMENTS

Property standards ensure appropriate housing quality standards are being used to determine if a unit is decent, safe, and sanitary. In addition, property standards provide a level of inspection for judging the actual physical condition of a property and assists in determining a rehabilitated property's scope

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of work. The HASFN must be able to ensure Residential Rehabilitation Standards, that Residential Rehabilitation Inspection Form(s) are completed, and that Local codes or the International Residential Code (IRC), as applicable, have been met. These standards prescribe methods and materials for the rehabilitation work, also known as rehabilitation specifications or “specs.” They are designed so that they provide a common basis for contractor bids, assist in determining cost reasonableness, and help ensure high quality of work is being performed on the subject property. Upon completion of the rehabilitation activity, the property must:

1. Be decent, safe, and sanitary; and
2. Comply with applicable codes and ordinances.

## VII. PROPERTY STANDARDS INSPECTIONS

The HASFN must possess sufficient knowledge and obtain access to certify required property standards identified in the Residential Rehabilitation Standards and Residential Rehabilitation Inspection Form(s) have been satisfied. For projects which involve rehabilitation activities requiring local or State code compliance, the HASFN shall ensure all such inspections are obtained. *Qualified* inspectors must be directly hired by the HASFN or be a part of the HASFN’s staff. The HASFN staff, as part of the HASFN monitoring requirement, will perform periodic property standard re-inspections, based on a random sample of the projects undertaken by the HASFN. It is anticipated a minimum of five percent (5%), or a higher percentage if determined to be necessary and/or appropriate by the HASFN, of the projects will be re-inspected by the HASFN for property standards compliance review. The HASFN must retain evidence of such required inspections in the project file.

Insulation/Vapor Barrier Inspection. Anytime HASFN program funds are utilized to insulate and/or vapor barrier a wall, ceiling, or floor section of forty (40) square feet or more, the work will be inspected for proper installation by the Development Manager and/or Maintenance Manager, or another individual in the agency *qualified* to complete the inspection. The inspection will occur while the work is exposed and uncovered by sheetrock or other finish material that would prevent visual inspection. A certified inspector (or certified equivalent) may be used in lieu of an individual from the agency. Contractor or crew members (including foremen) that are working on the job are

**NOT** authorized to complete the inspection. If site visit is not feasible, then the crew will document work with sufficient photos to detail quality of work, which will then be reviewed by a qualified person (as described above) and the photos will be placed in the project file.

Required Paperwork. The individual completing the inspection should document the file with:

1. Date inspection was completed;
2. Document if the work passed or needs to be re-worked; and
3. Photograph work, as applicable.

- End -