



Specialized Services

10100 S. Bluejacket Road

Wyandotte, OK 74370

Phone: (918) 238-1663

Email: mlewis@estoo.net

Home Improvement Program

Policies and Procedures

Program Policies

The purpose of the Eastern Shawnee Home Improvement Program (HIP) is to establish a home repair and replacement program for Eastern Shawnee homeowners and to provide Eastern Shawnee homeowners with the opportunity to enhance their standard and quality of living by providing grants to facilitate needed improvement to their primary residence. The HIP is funded by the Eastern Shawnee Tribe of Oklahoma through its general fund. HIP grants are administered according to priority that considers first come first served, but also considers efficiency of administering the program and emergencies.

The HIP is available to all eligible Eastern Shawnee homeowners residing within the United States of America. The HIP is **not** income-based, but is based upon the structural, safety, and sanitary needs of the home.

The Eastern Shawnee Tribe of Oklahoma reserves the right to change, modify, or amend the HIP at any time to best facilitate the policy and carry-out the administration of the HIP.

Applications will be accepted based upon the availability of funds.

Assistance Available

All assistance administered through the HIP is for the general welfare of Eastern Shawnee tribal members. Grants are set at a maximum amount of ten thousand (\$10,000.00) dollars and are awarded based on the estimated cost(s) determined by a home inspector. The HIP is limited to one grant per household every ten (10) years.

Eligible Work

Grants are for:

- (1) Repairs to the main structure of the home, interior or exterior, not to include any additional structures or appliances (E.g. An individual piece of equipment for use in the home in the performance of domestic chores); and/or
- (2) improvements and/or repairs based on medical necessities.

Ineligible Work

It is not the policy of the HIP to eliminate maintenance responsibilities of Eastern Shawnee homeowners. Therefore, the following circumstances do not qualify for a HIP grant:

- (1) Cosmetic improvements to the primary residence;

- (2) Repairs to structures not connected to the primary residence;
- (3) Non-medically necessary improvements to porches and/or decks; and
- (4) Outdoor amenities and landscaping.

Eligibility Criteria

- (1) All adult (e.g. 18 years of age and older or legally emancipated) tribal members may submit an application regardless of location.
- (2) Sequencing photos (before, intermediary, and final pictures) are required in lieu of home inspection. Before pictures are required before app will be approved.
- (3) The maximum amount awarded shall be ten thousand (\$10,000.00) dollars.
- (4) Qualifying homes shall be the primary residence and owned by tribal member for at least one (1) year prior to applying for a HIP grant.
- (5) Grant recipients must sign a promissory note requiring repayment if the home is sold within ten (10) years of receiving a HIP grant. Repayment amount will decrease by \$1000 each year the home remains the property of the tribal member. Ex. If the home is resold after five years, \$5000 shall be the amount required for repayment. If home is sold prior to ten-year mark and repayment is made, applicant is still bound by ten year agreement to receive another HIP grant.
- (6) Qualifying tribal members may only be awarded a HIP grant every ten (10) years.

Program Administration

The HIP shall be administered through the Specialized Services Department of the Eastern Shawnee Tribe of Oklahoma. The HIP Director shall be responsible for the receipt and review of applications, the management of the HIP, and the disbursement of grant awards.

The following process shall be used for the receipt and review of HIP grant applications:

Application Process:

- (1) Applications shall be turned in to the HIP Director and accompanied by the following documentation:
 - a. Tribal members ID card;
 - b. Driver's license or valid photo identification;
 - c. Property deed (listing tribal member as owner); and
 - d. Homeowner's insurance verification.All scope of projects shall be listed on initial application under description of improvements needed. All changes with scope of work must be approved by Director.
- (2) The application will be date-stamped upon receipt and given to the HIP Director for review.
- (3) The HIP Director shall review the application for completeness and accuracy within ten (10) days of receipt.
 - a. If the application is accepted; the tribal member will be notified.
 - b. If the application is not complete, the tribal member will be given

written notice identifying the items needed to finish the application. The application will not be considered accepted or dated until all requested or required paperwork completed.

c. If the application is denied, the tribal member will be given written notification identifying reason for denial and an appeal may be submitted. Please see below for appeal process.

(4) Within two (2) weeks of approval, the HIP Director will:

a. Determine if the work can be performed in conjunction with other services that may be available to tribal members; and

b. Request for homeowner to-submit at least three bids from contractors of their choice.

i. The homeowner may specifically request and have final choice for their preferred contractor, provided the estimate is reasonable and comparable to the other estimates.

ii. All contractors must carry adequate liability and worker's compensation insurance.

iii. Employees of the Eastern Shawnee Tribe are not able to bid on HIP projects.

iiii. Contractors who have previously left a job incomplete/ provided poor workmanship etc will not be approved for future projects.

(5) The HIP Director shall work with the homeowner to arrange a time and schedule for completion of the work. All approved projects must be completed within current fiscal year.

(6) The Homeowner agrees that the Eastern Shawnee Tribe of Oklahoma will not be liable for workmanship of chosen contractor.

(7) The HIP Director will arrange for direct payments to the contractor for payment of invoice(s) and/or Homeowner with proof of purchase, not to exceed the maximum grant award.

(8) The HIP Director will retain all application paperwork, project correspondence, bids, invoices, and receipts in a client file (either paper or electronic) for a period of twelve (12) years.

(9) A documented emergency repair can be reimbursed upon timely application. Documentation should include pictures and timely communication with the HIP director. Priority will be considered for emergency repairs. Emergencies include unnoticed defects; defects or damage that affect habitability or safety. If the damage is insured, HIP may pay the balance not covered by insurance or other benefits.

Documents may be returned via email, fax or mail to
Mercedes Lewis, mlewis@estoo.net. or Amber Mittag, amittag@estoo.net,
Fax 1-888-971-3899
**Mailing address: Attention: Specialized Services 10100 S Bluejacket Rd Suite 3
Wyandotte OK 74370**

Appeal Process

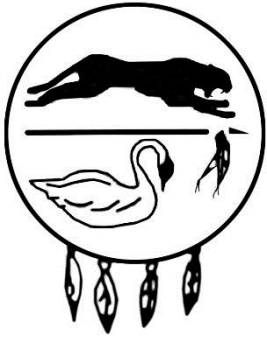
If an applicant disagrees with a denial for funding, he/she may appeal the decision in accordance with the following procedure:

1. Written letter of appeal must be submitted to the Tribal Administrator within ten (10) working days. This appeal should include documentation that shows the request does in fact qualify for the program. The Tribal Administrator will respond in writing within five (5) business days as to the final outcome of the application.
2. If the applicant disagrees with the decision of the Tribal Administrator, he/she may submit a written appeal to the Chief within ten (10) working days. This appeal should include all previous documentation, along with any additional documentation showing the request does in fact qualify for the program. The Chief will respond in writing within five (5) business days.
3. If the applicant is not satisfied with the decision of the Chief, a written request stating the condition of the appeal may be submitted to the Secretary of the Business Committee or the Chief of Staff. The Business Committee will review the request and notify the applicant of their decision within twenty (20) business days from the date of receipt of the appeal. The decision of the Business Committee shall be binding and final.

FRAUDULENT SANCTIONS POLICY

The Eastern Shawnee Tribe of Oklahoma is a federally recognized Indian tribe; therefore, theft of funds from the tribe is a criminal offense, which is punishable by law. This policy was created in order to protect the trust tribal members have placed in the staff of the Eastern Shawnee tribal office and conduct the Specialized Services programs with integrity. This will ensure that funds continue to be available to all the tribal members who have needs and qualify for Specialized Services benefits. The following actions will occur with any fraudulent claims submitted...

- **ATTEMPTED FRAUD** – Warning with denial of claim package that contained fraudulent material. Multiple attempts shall result in the review of suspension of services
- **PROVED FRAUD** – One (1) year household suspension from ALL tribal programs, with suspension permanent until repayment of all monies are reimbursed to the tribe
- **REPEATED FRAUD** – Suspension to be determined by the Business Committee. Suspension could range as far as lifetime banishment from ALL tribal programs



EASTERN SHAWNEE TRIBE OF OKLAHOMA

10100 S Bluejacket Rd Suite 3 Wyandotte OK 74370
Specialized Services (918) 238-1663 Fax: (888) 971-3899
Attn: HIP Program

Application for Home Improvement Program Grant

Name of Applicant	Tribal Roll Number	Date of Birth

Physical Street Address	City	State	Zip

Mailing Address (If different from above), City, State, Zip	Phone Number (Include area code)

How long have you owned your home?	Is tribal member listed on the deed?

Description of improvements needed to home:

Have you previously received a HIP grant?	If yes, date received
Yes _____ No _____	

Home is insured by:	Policy #

Certification: By signing below I certify that all the information provided in this application is true and correct. I further acknowledge that any misrepresentation of information shall be considered grounds for ineligibility.

Applicant Signature:_____

Date:_____

Eastern Shawnee Tribe of Oklahoma Home Improvement Program

Homeowner Agreement



To Whom It May Concern.

I agree the tribe will not be held liable for all workmanship of chosen contractor/'s for my Home Improvement job and furthermore agree that the job is complete and acceptable to my satisfaction.

Homeowner

Date

Eastern Shawnee Tribe of Oklahoma Home Improvement Program

Contractor Agreement



To Whom It May Concern.

I agree the tribe will not be held liable for my workmanship on the Home Improvement project I have been hired to complete. I will be held responsible according to the terms within my job contract between the Homeowner and myself.

Contractor

Date

Eastern Shawnee Tribe of Oklahoma Home Improvement Program



Promissory note

FOR VALUE RECEIVED, the undersigned, promise to pay to the order of The Eastern Shawnee Tribe the sum between \$1000- \$10,000 with no interest on the unpaid balance from date hereof, in the event Home Improvement property is resold within 10 years of receiving HIP grant. Repayment amount will decrease by \$1000 each year the home remains the property of the tribal member. The full balance shall be fully due and immediately payable UPON DEMAND of any holder of this note in the form of loss of benefits from any Social Service Department of the Eastern Shawnee Tribe until full amount is considered repaid.

Signed,

HIP Applicant

Date

HIP Director

Date