



MONACAN INDIAN NATION HOUSING DEPARTMENT
111 HIGHVIEW DRIVE MADISON HEIGHTS, VA 24572
REHABILITATION ASSISTANCE PROGRAM (RAP)
POLICY & PROCEDURES

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Policy Statement

The governing body of the Monacan Indian Nation (MIN) recognizes the need to establish policies and procedures regarding the rehabilitation of both privately and MIN owned homes.

Individuals and families who are assisted by the MIN using Indian Housing Block Grant funds or other funds will have to meet eligibility standards established by the MIN along with other agencies or financial institutions that may be partners in these programs.

1. General Information

- a. The MIN may provide assistance to pay for rehabilitation expenses, building permits, local licensing requirements, for individually owned homes or homes that are owned by the MIN.
- b. Eligible low-income families may receive a grant up to **\$30,000** for the rehabilitation of their home. The type of assistance available and the amount allocated for rehabilitation assistance shall be described in the MIN's Indian Housing Plan.
- c. The rehabilitation assistance program is available to low-income MIN tribal families who have been determined eligible in accordance with the MIN housing assistance program Eligibility Policy and Procedures.
- d. The cost of providing rehabilitation assistance will be paid directly to the vendor or contractor or appropriate agency that requires specific types of fees for permits, fees, or licensing requirements to rehabilitate a house. The payment is only made after the MIN has inspected and approved rehabilitation work performed.

2. Purpose

- a. This policy describes the type of rehabilitation work that is allowable. Rehabilitation funds shall not be used for luxury items as determined by the MIN. The MIN should prioritize rehabilitation items to be completed. For example, roofs should be repaired before carpet being replaced.)
 1. Betterment is defined as: Any improvements made to the home or grounds that does not result in additional square footage.
 2. Additions are defined as: Any improvement made to the home that will result in additional square footage.
 3. Luxury items are defined as such items as hot tubs, spas, pools, electronic equipment, household furniture, or any other type of item as determined by the MIN Housing Department Manager.

3. Allowable Uses

- a. Rehabilitation of home to make accessible to persons with disabilities including bathroom(s), doorways, entrance ramps, etc.
- b. Repairs and/or replacement of items that have been identified in a home inspection report. Damage items that that create a hazard to the life, health, or safety of the occupants or cause serious damage to the property shall have priority over other requests.
- c. Improvements such as installation of carpet, cabinets, windows, doors, lighting and plumbing fixtures, electrical systems, wood stoves, fencing, roofs, or other items as determined by the MIN.
- d. Replacement of appliances such as kitchen stoves, refrigerators, water heaters, furnaces and other items as determined by the MIN.
- e. Building additional bedrooms, living space, decks, or garages if allowed by the funding agency.
- f. Rehabilitation activities to make homes more energy efficient shall have priority over other requests.

4. Application and approval process

- a. In addition to the documentation required to determine eligibility for housing assistance, the MIN will require applicants to complete an application form for rehabilitation assistance. The form will include a description of the betterments, replacements, or additions for which the homebuyer or homeowner is requesting assistance.
- b. The applicant must provide proof that they are buying or own the home that is to be rehabilitated.
- c. The MIN Housing Department Manager shall review and approve or deny applications.

5. Inspections

- a. For the construction of additions or structural changes, the MIN will conduct an interim inspection, and upon completion of the project, a final inspection will be performed prior to final payment being issued.
- b. All completed rehabilitation work must be inspected to assure that work completed meets any Housing Quality Standards established by the MIN, if applicable.
- c. All homes must be inspected prior to being rehabilitated to assure that the proper level of environmental review has been conducted in accordance with the National Environmental Policy Act (NEPA) and any other applicable statutes, regulations and Executive Orders.
- d. All homes must be inspected for the existence of any lead based paint prior to being rehabilitated in accordance with HUD regulations entitled Requirements for Notification,

Evaluation and Reduction of Lead-Based Paint Hazard in Federally Owned Residential Property and Housing Receiving Federal Assistance contained in 24 CFR 35.

6. Resale Restriction

- a. Documents for the Rehabilitation Program shall include any applicable resale restrictions. (For example, if the owner sells or transfers title to the home within a timeframe established by the MIN, the entire amount of the cost of rehabilitating the home will be required to be paid back to the MIN in compliance with any applicable funding agency requirements.)
- b. The tiered timeframe schedule is based on the cost of rehabilitating the home and is defined in the Useful Life/Affordability Period section of the MIN's Indian Housing Plan.
- c. If, at any time, the owner sells or transfers title to the home, the owner must repay the MIN any balance due.
- d. Recipients of rehabilitation assistance shall enter into a Binding Commitment with the MIN. The Binding Commitment will consist of a form prescribed by HUD.

7. Other Requirements

- a. The homebuyer/homeowner shall be required to carry any MIN required insurance coverage on the home during the term of the Binding Commitment.
- b. If applicable, the homebuyer/homeowner shall be responsible for having warranty work performed on any manufactured appliances or materials used in the rehabilitation of their home.
- c. The MIN may establish warranty periods (for example, 1 year) on workmanship and products used in rehabilitation activities.
 - d. The MIN may require the participants in any rehabilitation program to participate in counseling programs sponsored and paid for by the MIN.



Enacted, on this day, 16 of July, 2021, in Amherst, Virginia.

Chief Kenneth Branham 2021
Chief Kenneth Branham Date