

ADDITIONAL INCOME INFORMATION

1. Does any member of your household receive cash contributions from individuals not living with you? ___yes ___no, if yes specify amount. _____

2. Does any member of your household receive income from assets including interest on checking or saving accounts, interest and dividends from certificate of deposit, stocks or bonds, income from rental property, etc.? _____yes ___no, if yes specify amount. _____

3. Does any member of your household receive child support? ___yes ___no if yes, specify amount. _____

INFORMATION REGARDING YOUR HOME

1. Date house was built. _____

2. County home is located in. _____

3. Total number of rooms. _____ Bed rooms _____ Bathrooms _____
Other _____

4. Do you have electricity to your home? _____yes _____no Name of
Electricity Company _____

5. Type of heat? (circle one) Propane- Natural Gas - Wood - Electric -No Heat

6. Type of water? (circle one) City - Rural - Private well - No Water
a. Type of Sewer? (circle one) City - Lateral System- Lagoon - None

7. Tribal Council District home is located in? _____

8. Do you have Homeowners Insurance? _____

PLEASE GIVE A BRIEF DESCRIPTION OF THE UNMET HOUSING NEEDS FOR YOUR HOME: (use a separate attachment if necessary)

If applying for appliances please note: cook stove (circle one) - natural gas, propane or electric.

I/We understand that the above information is being collected to determine eligibility for assistance. Information given will be verified and may be released to appropriate federal, state, or local agencies.

I/We certify that the information/statements given in this application are true and complete to the best of my/our knowledge and belief. I/We understand that false information/statements are grounds for termination of occupancy or housing assistance and are punishable under federal law.

Head of Household	Date	Spouse	Date
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HOUSING AUTHORITY OF THE CHOCTAW NATION OF OKLAHOMA
VERIFICATION OF UNEMPLOYMENT

FILE NAME: _____ SS # _____

STATEMENT BY UNBIASED PARTY

I _____, DO HEREBY STATE THAT

I KNOW.' _____ AND CAN VERIFY THE FACT

THAT HE/SHE IS UNEMPLOYED.

(SIGNATURE)

(ADDRESS)

(PHONE)

(DATE)

State of _____

County of _____

THIS DOCUMENT WAS SIGNED / ATTESTED BEFORE ME ON _____

(DATE)

BY _____

(Name of person making Statement)

(Signature of Notary Officer)

(Seal/Stamp)

Title (and rank)

(My commission expires- _____)

If you are re-certifying an existing application, you will only need to provide new income verification and any Social Security Cards or Tribal Membership cards for new residents of the home.

If you are only applying for an air conditioner, infrared heater, cook stove or a refrigerator, then you are only required to provide the following items: proof of residence (utility bill with current address preferred), copy of CDIB card, copy of Tribal Membership card, letter from landlord stating appliances go with you if you move (if renting), copy of Social Security Cards for all household members and income verification, for example check stubs, letter from social security administration or most recent tax returns. If you are not employed, you will need to fill out a copy of the verification of unemployment that is attached. You will need a verification of unemployment for all household members that are 18 years old or older.

If you are applying for repairs or rehabilitation to your existing home then you will need to include the items requested above, along with the following additional items: disability verification (if any), copy of your warranty deed or title, copy of your homeowners insurance if you currently have insurance. If you are requesting to have carpet and/or central heat and air installed, you will need a statement from a doctor explaining why it is medically necessary or medically required for you to have that item.

An Inspector will not be sent to your house until we have a completed application. If you have any questions concerning the application process, please do not hesitate to contact the MMR Department of the Housing Authority.

Thank you for applying for assistance thru the Housing Authority of the Choctaw Nation, we look forward to serving you. This letter is being provided to help you understand the steps that must be taken to be able to assist you. Unfortunately, this process is not a rapid one. While the program has been streamlined as much as possible, federal funds are being utilized and the guidelines that are placed on us by the Department of Housing and Urban Development (HUD) must be followed.

On average, if you score high enough and are at the top of our waiting list, you can expect assistance in approximately 6 months. If you do not score high enough to be at the top of the waiting list, it could take substantially longer. All work is subject to the availability of the funds necessary to complete the work.

If you are requesting the installation of carpet or repair or replacement of central air conditioning, you will need to provide a statement from a licensed physician that clearly states the diagnosis, illness, condition or injury that would make the item or items medically necessary or medically required.

The following are the steps required to provide assistance to our Tribal Members thru our Non-Inventory program.

Inspection – The Inspector makes an appointment with the participant and performs an inspection to determine what type of rehabilitation and repairs are needed. All work requested may not be approved, only work that relates to making your house safe, decent and sanitary. Due to the number of requests for rehab, it normally takes 2 to 3 weeks for the Inspector to get to your house.

Return to Office for Approval of Scope of Work – The inspection is written up and given to the clerk. The level of work that can be approved is dependent on the score of the participant. Items that do not have an effect on the structural integrity of the house or items that do not affect the health and well being of the occupants are normally not approved for individuals who currently score less than 60 points.

Lead Base Paint Test – House built before 1978 – This is a requirement of using federal funds. The lab results from the test can take up to 90 days to receive. Average is closer to 45 days

Environmental Review – A minimum of 30 days. To ensure that no damage or harm will occur to the environment as a result of the work that is being proposed, 11 agencies and 4 Tribes must be notified. Depending on the level of review, this can take up to 90 days or longer

Send out request for Quotes – Normally, Contractors are given 10 business days to bid. Requisition and Purchase Order Issued – Average is 3 days

Send lien for signature – Whenever federal money is spent for rehabilitation of a house, a useful life must be determined. If the dollar amount of the rehabilitation exceeds \$5,000.00, a forgivable lien must be filed that covers the time period of the useful life. The time required for this step is solely dependent on you.

Insurance Verification – When a lien is required, you must show verification that you have insurance that is equivalent to the amount of the lien. The Housing Authority must also be listed as the loss payee with your insurance carrier.

Notice to Proceed – Contractors are given 60 days to start construction. In certain situations, an extension to the contractors may be granted if it would require less time than having to re-solicit new quotes or is considered more cost effective.

Final Inspection – The Inspector and the homeowner are normally required to sign. This ensures that the work was completed, not only to the homeowner's satisfaction, but also is in accordance with the Housing Authority's specifications. You should only refuse to sign the final inspection if the work is not completed or if the work is not up to a satisfactory standard.



APPLYING FOR HUD HOUSING ASSISTANCE?

**THINK ABOUT THIS...
IS FRAUD WORTH IT?**

Do You Realize...

If you commit fraud to obtain assisted housing from HUD, you could be:

- **Evicted** from your apartment or house.
- **Required to repay** all overpaid rental assistance you received.
- **Fined** up to \$10,000.
- **Imprisoned** for up to five years.
- **Prohibited** from receiving future assistance.
- **Subject** to State and local government penalties.

Do You Know...

You are committing fraud if you sign a form knowing that you provided false or misleading information.

The information you provide on housing assistance application and recertification forms will be checked. The local housing agency, HUD, or the Office of Inspector General will check the income and asset information you provide with other Federal, State, or local governments and with private agencies. Certifying false information is fraud.

So Be Careful!

When you fill out your application and yearly recertification for assisted housing from HUD make sure your answers to the questions are accurate and honest. You must include:

All sources of income and changes in income you or any members of your household receive, such as wages, welfare payments, social security and veterans' benefits, pensions, retirement, etc.

Any money you receive on behalf of your children, such as child support, AFDC payments, social security for children, etc.

Any increase in income, such as wages from a new job or an expected pay raise or bonus.

All assets, such as bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc., that are owned by you or any member of your household.

All income from assets, such as interest from savings and checking accounts, stock dividends, etc.

Any business or asset (your home) that you sold in the last two years at less than full value.

The names of everyone, adults or children, relatives and non-relatives, who are living with you and make up your household.

(Important Notice for Hurricane Katrina and Hurricane Rita Evacuees: HUD's reporting requirements may be temporarily waived or suspended because of your circumstances. Contact the local housing agency before you complete the housing assistance application.)

Ask Questions

If you don't understand something on the application or recertification forms, always ask questions. It's better to be safe than sorry.

Watch Out for Housing Assistance Scams!

- Don't pay money to have someone fill out housing assistance application and recertification forms for you.
- Don't pay money to move up on a waiting list.
- Don't pay for anything that is not covered by your lease.
- Get a receipt for any money you pay.
- Get a written explanation if you are required to pay for anything other than rent (maintenance or utility charges).

Report Fraud

If you know of anyone who provided false information on a HUD housing assistance application or recertification or if anyone tells you to provide false information, report that person to the HUD Office of Inspector General Hotline. You can call the Hotline toll-free Monday through Friday, from 10:00 a.m. to 4:30 p.m., Eastern Time, at 1-800-347-3735. You can fax information to (202) 708-4829 or e-mail it to Hotline@hudoig.gov. You can write the Hotline at:



HUD OIG Hotline, GFI
451 7th Street, SW
Washington, DC 20410