

ROUND ROCK CHAPTER HOUSING DISCRETIONARY FUND POLICIES AND PROCEDURES

A. PURPOSE:

1. The purpose of this Policies and Procedures is to provide guidance, accountability, control, and fairness in administering and implementing the Housing Discretionary Fund; to assist eligible families **with housing assistance in the form of minor repair, major repair, renovation, addition, electrical wiring, and new construction costs**; and cost associated with obtaining home site leases, including but not limited to, archeological surveys, environmental clearances and land surveys.
2. The Round Rock Chapter shall not provide for a completely new home.

B. TYPES OF ASSISTANCE

1. **Category A:** (Minor Repair) is for minor repairs and maintenance type work for occupied existing houses.
2. **Category B:** (Major Repair or Addition) is for repairs of occupied existing houses to bring the structures up to safe and livable conditions, and may include plumbing and electrical work. It also is for additions to occupied existing houses in order to provide more adequate living spaces or bathrooms for sanitation reasons.
3. **Category C:** (Self-Help Construction) is for partially financed, self-help construction of new houses. Electrical wiring and plumbing are allowed under this category.

C. POLICY:

1. The Housing Discretionary Fund budget line item shall be established in the detailed Annual budget to administer requests for housing materials.
2. The budget amount shall be approved as part of the detailed annual budget of the Chapter.
3. Provided that the detailed annual budget is approved and funds are available and all documents are filed, the Community Services Coordinator (CSC) and the Accounts Maintenance Specialist (AMS) shall prepare the fund approval form and recommend approval of housing discretionary fund pursuant to policies and procedures set forth herein.

4. The Round Rock Chapter Membership through proper application process are assisted by purchase of housing materials up to a maximum amount of \$2,000.00, depending on the assessment.
5. Applicants shall at no time be authorized to resale all building material, before the closeout.
6. No two (2) or more applicants **over the age of 18 years** shall apply for assistance for the same home.
7. If the spouse of an applicant is registered in another chapter, that chapter will be notified of the applicant's request for assistance.
8. The home must be the primary dwelling unit.
9. Home site Lease documents shall be in the applicant(s) name.
10. **If applicant(s) has no home site lease, evidence of potential home ownership is required in the form of an NTUA Billing Statement or Chapter Verification of primary dwelling for applicant(s).**

D. PROCEDURE:

1. An applicant shall complete an application with all necessary documents listed below and submit to the Chapter Administration for review.
 - a. SS Card
 - b. Certificate of Indian Blood
 - c. Voter Registration
 - d. Map to location
 - e. Release of Information
 - f. Home site Lease or other Home Ownership documents
 - g. Pictures
 - h. Scope of Work
 - i. Material List
2. The AMS will review the application packets submitted for completeness and funds availability.
3. A Chapter Administrator (CSC/AMS) or a designee will visit the home to conduct an evaluation and assessment of the home and verify the bill of materials produced by or on behalf of the applicant.
4. The homeowner will obtain three (3) price quotations from different vendors, or if unable, the Chapter Administration may assist with price quotations; the vendor with the lowest cost within the \$2,000.00 will be selected. Based on funding availability and home assessment, applicant(s) may not be entitled to be assisted with the full \$2,000.00, lower cost will determine assistance.

5. Upon meeting all the requirements, the application will be forwarded to the **CSC** for final review and approval with Chapter Officials(s) consideration.
6. Upon final approval, the AMS will obtain the supporting documents and proceed with fund disbursement in accordance with the Policies and Procedures.
7. The check will be made payable to the vendor; the applicant will be responsible to take the check to the selected vendor and be responsible for the shipping (s) and return all receipt(s) to the Chapter within 30 days of issuance of the check.
8. The self-help applicants will be given 45 calendar days to complete the renovation and/or weatherization project after shipping in materials.
9. A Chapter Administrator or a designee will inspect the housing repair project for completion and close-out.
10. **At the end of each quarter, the chapter administration shall prepare a written expenditure report which includes a brief description of the expenditures and achievements for that quarter. The chapter administration shall submit the report to the Administrative Service Center.**

E. ELIGIBILITY:

All applicants shall comply with eligibility requirements as follows:

1. A current registered voter of the Round Rock Chapter.
2. Have not been assisted in the past three (3) years.
3. Proof of home ownership (Home site lease, **NTUA billing statement or Chapter verification.**

F. RECORDS:

The housing discretionary fund assistance records are filed in the chapter's central files and maintained in accordance with the Chapter's Records Management System.

G. AMENDMENT:

The Round Rock Chapter Officials and Chapter Membership may amend the Round Rock Chapter Housing Discretionary Fund Policies and Procedures when deemed necessary.

