

2012 Eastern Shawnee Tribe of Oklahoma Tribal FEMA Mobile Home Assistance Program

The requirements/guidelines and practices enacted herein supersedes and rescinds all previous requirements/guidelines and practices for the Tribal FEMA Mobile Home Assistance program. Hereby are the official requirements/guidelines and practices for the Eastern Shawnee Tribe of Oklahoma Tribal FEMA Mobile Home Assistance program.

Purpose

The purpose of the Eastern Shawnee Tribe of Oklahoma FEMA Mobile Home Assistance Program is to provide an opportunity for Tribal Families to have a decent home and suitable living environment. This program will serve the neediest of the needy Tribal families who have no other resource for maintaining a standard housing or purchasing a standard home. The program is subject to available units and program funding.

Program Options

The Tribe will offer two options to eligible applicants subject to the requirements and guidelines of the program and subject to availability of Mobile Home units and Program funds. These options are:

- Outright purchase of an "as is condition" Mobile Home from the Tribe. The price to the Tribal Member is the cost of moving the Mobile Home from its current location to Tribal Headquarters "Holding Area" or "Final Destination" whichever is least expensive. Under this option, the Tribal Member must be eligible per the requirements and guidelines of the program and will be subject to the ranking and award process, however after purchase is complete has no additional obligation under this program to the Eastern Shawnee Tribe of Oklahoma.
- Mobile Home Assistance Program. The Tribe will provide to highest ranking eligible applicants a Mobile Home in "as is condition ". In addition to the Mobile Home, the Tribe will pay the cost of moving and set-up subject to a maximum of \$6,900 per unit. The Tribal Member must commit to live in the home for a minimum of four (4) years and comply with the Program Requirements and Guidelines. If the Tribal Member does not comply, the home will revert back to the Tribe. After four (4) years, the home becomes the property of the Tribal Member.

Requirements and Guidelines

1. Applicant must be enrolled and possess a Tribal membership card from the Eastern Shawnee Tribe of Oklahoma.
2. Applicant must be at least 18 years of age.
3. Applicant must live within a 100 mile radius of Tribal Headquarters.
4. Applicant must provide proof of total number of household members. One of the following documents for each member of the household must be provided.
 - Birth Certificate

- Drivers License
 - Tribal Membership Card
5. Applicant must provide proof of current income. Proof of income documents may be from the following list:
 - W-2 from prior year
 - Wage stubs for a period of three (3) months
 - Tax return
 - Social Security or Disability Verification
 6. Applicant must own land or be able to lease land for a minimum of four (4) years. Proof of ownership and/or lease must be submitted.
 7. Applicant agrees by signing this application that he/she understands that if awarded, the applicant must occupy the dwelling for four (4) years as a primary residence. If primary residence status is not maintained for four (4) years, the applicant will pay to Eastern Shawnee Tribe of Oklahoma the original cost of moving and set-up as well as relinquishing the mobile home to the Eastern Shawnee Tribe of Oklahoma. After four (4) years the mobile home becomes the property of the successful applicant.
 8. Homeowners must carry homeowners insurance and list the Eastern Shawnee Tribe of Oklahoma as an additional insured.
 9. Homeowners must submit to the Tribe receipt of property taxes paid in full annually for the first four years.
 10. No member of the Business Committee, Tribal Mobile Home Assistance Program Committee, or Housing Authority Board Member may be considered eligible for this program.

Ranking/Priority Process

Once eligibility has been established, the development of applicants' priority list is developed by a ranking system. The ranking system assigns point values for various basic factors which are considered indicators of neediness. They are:

1. Income
2. Elder
3. Handicapped and/or Disabled
4. Family Size/Overcrowded living conditions
5. Condition of current dwelling
6. Current living arrangements ie. Rent, own, homeless
7. Dependent Children in home
8. Out of state of Oklahoma consideration
9. Number of Tribal Citizens in home
10. Veteran Status

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Application

Option 1 – Purchase mobile home outright _____

Option 2 – Mobile Home assistance program _____

I would like to be considered for either option (yes or no) _____

Name: _____
Last First Middle

Current Address: _____

Telephone Number: _____ e-mail address _____

Tribal Affiliation: _____ Roll Number: _____

Date of Birth: _____ Social Security Number: _____

Marital Status: Married ___ Single ___ Widowed ___ Other ___

If marked "Other" please explain:

Spouse or Significant Other

Name: _____
Last First Middle

Date of Birth: _____ Social Security Number: _____

Tribal Affiliation: _____ Roll Number: _____

Household income: (provide wage stub for 3 mos., last year's W-2, or other proof of income)

Annual Income Head of Household: _____

Annual Income Spouse or Significant Other: _____

Other annual income: _____

Family Information

List all persons living in your household on a permanent basis starting with the Head of Household as of the date of this application.

Name	Date of Birth	Relationship	Roll Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are any of the persons listed above an elder? If so, please list below.

Are any of the persons listed above disabled? If so, please list below. Attach documentation showing % of disability.

Are you a veteran? _____ (yes or no) Attach copy of DD214

Housing Information

Provide physical location where the home will be located. Provide address and detailed directions to this location. Attach proof of ownership or lease.

Number of bedrooms in your current home _____

Describe your current living situation. Do you rent _____ or own your home _____

Are you homeless _____

Please comment:

Describe the condition of your current dwelling. Check all that apply.

Rotted floors _____ Leaky plumbing _____ Faulty wiring _____

Roof leaks _____ Other _____

Describe any other condition that may make your current dwelling considered to be sub-standard.

Describe any other considerations that you may feel are pertinent to this application.

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Certification

The Business Committee reserves the right to revoke, suspend, or terminate the eligibility of any Tribal Member for a period of time to be determined by the Business Committee for the intent to defraud or defraud the Eastern Shawnee Tribe of Oklahoma.

I certify that all of the information given is true, complete, and correct to the best of my knowledge and belief, and is given in good faith.

Applicant's signature

Date

Spouse's signature

Date