

RESOLUTION 2022-12

Approve and Authorize Revisions to Colville Indian Housing Authority's MEPA Use Policy

WHEREAS, the Colville Indian Housing Authority is the duly constituted Housing Authority for the Confederated Tribes of the Colville Reservation, established by the Colville Business Council pursuant to the authority of the Constitution of the Colville Confederated Tribes, and in particular Article V, Section 1(a); and,

WHEREAS, the authorities and responsibilities of the Colville Indian Housing Authority are set out in the Colville Tribal Housing Authority Ordinance, adopted by Resolution 2007-651 of the Business Council; and,

WHEREAS, the purposes for which the Colville Indian Housing Authority was established include: (1) remedying unsafe and unsanitary housing conditions that are injurious to the public health, safety, and morals; (2) alleviating the acute shortage of decent, safe, and sanitary dwellings for persons of low income; and (3) providing employment opportunities through the construction, reconstruction, improvement, extension, alteration or repair and operation of low income dwellings; and,

WHEREAS, the Colville Indian Housing Authority has been designated as the "Tribally Designated Housing Entity" for the Confederated Tribes of the Colville Reservation, as that term is defined at Section 4(21) of the Native American Housing Assistance and Self-Determination Act of 1996, P.L. 104-330 (25 U.S.C. 4101- 4212}, as amended ("NAHASDA"); and,

WHEREAS, the Business Council has appointed a Board of Commissioners to manage the Colville Indian Housing Authority (the "Board"), which Board operates pursuant to a Constitution and By-laws enacted by the Board on August 10, 2004 (as amended); and,

WHEREAS, the Board of commissioners has reviewed the proposed revisions to the MEPA Use Policy of the Colville Indian Housing Authority, and as a result of that review has determined that it is necessary to revise and update the policy to better meet needs of the current housing authority program: and,

WHEREAS, the Colville Indian Housing Authority management team has conferred with the Housing Authority's legal counsel to amend and update the MEPA Use Policy, which amendments are represented on the strikeout/underline copy of the MEPA Use Policy attached as Exhibit A to this Resolution; and

WHEREAS, the Board has determined that adopting the draft proposed amendments to the MEPA Use Policy is in the best interest of the Colville Indian Housing Authority;

NOW, THEREFORE, BE IT RESOLVED, that the Colville Indian Housing Authority Board hereby approves and adopts the proposed amendments to the MEPA Use Policy, which amendments are represented on the strikeout/underline copy of the MEPA Use Policy attached as Exhibit A to this Resolution; and

NOW, THEREFORE, BE IT FINALLY RESOLVED, the amended version of the Colville Indian Housing Authority's MEPA Use Policy attached as Exhibit A hereby supersedes and replaces any prior versions of said Policy.

CERTIFICATION

This is to certify that the foregoing was duly enacted, pursuant to Article V of the Colville Tribal Ordinance, ratified on January 27, 1977, at a regular meeting of the Colville Indian Housing Authority Board of Commissioners, held on April 28, 2022, a quorum being present, with a vote of 3 FOR; 0 AGAINST, and 0 ABSTAINED.

BY:



Brian Nissen, Chairman
Board of Commissioners

ATTEST:



Storey Jackson, Secretary/Treasurer
Board of Commissioners

MEPA USE POLICY

This policy is formulated in order to establish consistent and clear guidelines for Homebuyer use of the Mutual Help Monthly Equity Payment Account (MEPA) Funds. The policy covers all work items that the Colville Indian Housing Authority (CIHA) has determined as acceptable use of the MEPA account. *The homebuyer is reminded that any use of the MEPA account extends the number of months they will have to make payments on this home.*

Allowable use of MEPA shall be classified into three major categories:

- a. Corrective Maintenance Work
- b. Appliance Replacement
- c. Reasonable Accommodation

A. Corrective Maintenance Work

If CIHA determines that the condition of the property creates a hazard to the life, health, or safety of the occupants, or if there is a risk of serious damage to the property if the condition is not corrected, the corrective maintenance work may be done by CIHA with such use of the Monthly Equity Payment Account (MEPA). The homebuyer shall be informed of this determination and must submit the required MEPA Use Request form for repair work to be performed.

B. Appliance Replacement

If the homebuyer is in compliance with the terms of the MHOA, CIHA may agree to allow the homebuyer to use the funds in the MEPA for Appliance Replacement in the Mutual Help Home provided the current appliance has exceeded its useful life.

Items included in this category and the maximum allowable cost are:

- Refrigerator: up to \$1,000.00
- Range: up to \$900.00
- Water Heater: up to \$900.00
- Woodstove: up to \$1,700.00

The total appliance purchase cost, installation, haul away, and permits may not exceed the maximum allowable cost. Homebuyer may choose to pay any extra amount out of pocket, provided payment is made in advance of approval for the MEPA purchase.

C. Reasonable Accommodation

If the homebuyer is in compliance with the terms of the MHOA, CIHA may agree to allow the homebuyer to use the funds in the MEPA for Reasonable Accommodation purposes. Items included; Disabled access conversion/rehabilitation of homes for disabled use, i.e., bathroom(s), doorways, entrance ramps, etc.

The homebuyer must go through CIHA's established Reasonable Accommodation procedure prior to approval. Contact the 504 Coordinator for additional information and application process.

MEPA Use Request

All MEPA Use Requests must be submitted to CIHA in writing on the **MEPA Use Request form** or other written statement. Requests must be signed by the Homebuyer authorizing CIHA to deduct the amount requested from the equity account.

Please note that any upgrades, including but not limited to the new range, refrigerator, woodstove, and hot water heater is an approved replacement of original equipment. It is the homebuyer's responsibility to maintain the home, which includes all repairs and replacements such as this. The approved improvements will be accepted as equivalent to the original on all CIHA documentation, including annual inspections, work orders, and (if the Mutual Help Occupancy Agreement is terminated for any reason) the move-out inspection. If you move out before the home is paid in full, the improvements will remain with the home.

Eligibility

To be eligible for MEPA use the homebuyer must meet the following criteria:

- Must have a balance on account exceeding the amount requested.
- Must have a history of timely homebuyer payments.
- Must not have any outstanding balances for homebuyer payments or other financial obligations with CIHA.
- Must be a participant in the Mutual Help Program for a period of one (1) year prior to request for use.

These criteria will be evaluated by the Compliance Officer using the Statement of Compliance form prior to approval.

Processing MEPA Use Request

The Resident Services Manager will complete the MEPA use process within seven (7) business days of receiving the MEPA request.

Step 1 - The Resident Services Manager and/or Designee will review all MEPA requests for processing and ensure that they are properly filled out by the homebuyer.

Step 2 – The Resident Services Manager and/or Designee will route the MEPA request to the Compliance Department for completion of the Statement of Compliance form. Once completed, The Compliance Department will route back to the Resident Services Manager. Please note: MEPA use requests for appliance replacement and/or reasonable accommodations must be approved by the Compliance Department prior to continuing with the MEPA use process.

Step 3 – The Resident Services Manager and/or Designee will then route the MEPA use request to the Capital Improvements Director for comment on the eligibility and to provide an estimated cost of the requested action. Once completed, the Capital Improvements Manager will route back to the Resident Services Manager and/or Designee after review and approval.

Step 4 – The Resident Services Manager and/or Designee will then submit to the Executive Director for final approval.

Step 5 -- After all approving signatures have been obtained, the Resident Services Manager and/or Designee will complete the requisition form with the approved quote amount.

Step 6 – The Resident Services Manager will then send the approved MEPA requests to the Capital Improvements Department Director who will review and delegate to appropriate staff. (Processing of work order and purchase order).

Step 7 – Once all work is completed, the Resident Services Manager will adjust the Homebuyers account.

MEPA use requests for appliance replacement and/or reasonable accommodations must be approved by compliance. In addition to compliance, reasonable accommodation MEPA use will only be allowed for an approved reasonable accommodation.

MEPA USE PROCEDURE

The following procedure for MEPA use is established by this policy to be used when processing approved MEPA use requests work items:

1. Upon approval, all MEPA projects or purchases will be put on a CIHA work order.
2. All costs will be entered into the accounting system via approved Purchase Order.
3. Projects exceeding \$2,000.00 will be subject to the appropriate wage determination and scale.
4. Work must be completed and inspected prior to payment. Homebuyer, CIHA, and, if applicable, building department officials will need to sign off on the completed work.
5. In all cases vendors and or material suppliers will be paid directly by CIHA after approval of completed work.
6. After payment, the CIHA work order will be charged to the homebuyer's accounts receivable and subsequently deducted from the homebuyer's MEPA.

MEPA USE REQUEST FORM

[A] Homebuyer: _____ Unit Number: _____

Mailing Address: _____

Daytime Phone: _____ Email: _____

[B] Type of Request for MEPA Use:

Corrective Maintenance Work. Appliance Replacement. Reasonable Accommodation

[C] Description of MEPA Use: including description of need, vendors, and amount requested for each request: _____

[D] Vendors: homebuyer must attach at least two competitive quotes

1.Name: _____

Address/Phone: _____

Proposal price (attach quote): \$ _____

2.Name: _____

Address/Phone: _____

Proposal price (attach quote): \$ _____

3.Name: _____

Address/Phone: _____

Proposal price (attach quote): \$ _____

[E] Signature: _____ Date: _____

Homebuyer

INTERNAL USE ONLY:

Recommendation:	Date Received: _____
Equity Available: \$ _____	RS: [YES] [NO] Compliance: [YES] [NO] CI: [YES] [NO] 504: [YES] [NO]
<input type="checkbox"/> Eligible for Corrective Maintenance Work.	Charge to: <u>MEPA or A/R</u> Work Order #: _____
<input type="checkbox"/> Eligible for Appliance Replacement \$ _____	P.O. #: _____ Work order #: _____
<input type="checkbox"/> Eligible for Reasonable Accommodation Work _____	Work Order #: _____
E.D. Approval: <u>YES/NO</u> Comments: _____	
E.D. Signature: _____ Date: _____	



COLVILLE INDIAN HOUSING AUTHORITY

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TTY-DIAL 711

STATEMENT OF COMPLIANCE

Homebuyer: _____ Unit Number: _____ Move in date: _____

The above named Homebuyer has submitted an application for the use of Equity Funds.

CURRENT STATUS AS OF: _____

Monthly Payment: _____

Current Balance: _____

Re-certification Date: _____

Inspection Date: _____

Equity Balance: _____

Equity Available: _____

_____ The Homebuyer has been a participant in the Mutual Help Program for at least one (1) year.

_____ The Homebuyer is current with the required monthly house payments.

_____ The Homebuyer has completed the annual recertification.

_____ The Homebuyer has complied with the required obligations of the MHOA.

_____ Payback or other agreement in place. Explain: _____

The homebuyer does/does not meet the eligibility requirements for the use of MEPA fund, not to exceed the Available Equity, for Appliance Replacement or Reasonable Accommodation:

Compliance Officer or Designee

Date