



Osage Nation
Financial Assistance Department
Tribal HUD-VA Supportive Housing Program
Policy & Procedure Manual

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INTRODUCTION

In the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L.113-235, approved December 16, 2014). Congress authorized funding for a demonstration program in order to expand the HUD-VASH program into Indian Country. The 2015 Appropriations Act directed HUD to coordinate with Indian Tribes, TDHE's and other appropriate tribal organizations on the design of this program, and to ensure the effective delivery of housing assistance and supportive services to Native American Veterans who are Homeless or At- Risk of Homelessness. The act also authorized HUD to make appropriate adjustments to the HUD-VASH model and to waive or specify alternative requirements (except for requirements related to fair housing, non-discrimination, labor standards, and the environment) for any provision of any statute or regulation that it administers; if it finds that they are necessary for the effective delivery and administration of rental assistance under the program. This Policy and Procedures manual will provide guidance to facilitate the efficient and effective operation of the Osage Nation Tribal HUD-Veterans Affairs Supportive Housing (hereafter "THVASH") Tenant Based Rental Assistance Program (TBRA) and Project Based Rental Assistance (PBRA), should any Osage Nation housing stock be available.

The goals of the Tribal THVASH Program:

- Provide rental housing assistance and supportive services to Native American Veterans who are:
- Enrolled members of the Osage Nation
- Enrolled members of federally recognized and state recognized tribes as defined by NAHASDA and
- Homeless or At-Risk of Being Homeless as defined by the McKinney Vento Act; and
- Living on or near the Osage Nation Reservation as defined in the Osage Nation's THVASH Implementation Plan and Indian Housing Plan.

The Director of the Osage Nation Financial Assistance Department will keep policies current and relevant. From time to time, it will be necessary to modify and amend sections of this manual subject to approval by the Director of Operations.

These policies and procedures apply to **all** staff and shall not be construed to be an employment contract. Employees of the Osage Nation Executive Branch are public employees. As such, they possess no private rights in a job. All Osage Nation employees shall be given the honor and respect due a public employee who serves the Osage people.

POLICIES & PROCEDURE

Policy

The Osage Nation Financial Assistance Department (ONFA) shall operate with benefit of written policies and procedures that provide operational guidance resulting in compliance with applicable state, federal and Osage Nation laws, rules and regulations.

The leadership of the Financial Assistance Department shall:

- Ensure that policies and procedures are reviewed, updated and approved annually by Leadership.
- Ensure that current copies of the policy and procedure manual are electronically accessible to all employees of the Financial Assistance Department.
- Ensure that new employees read and understand the policies and procedures applicable to their position, with documentation of the review maintained on file in employee records.
- Inform employees, in a timely manner, of any changes in the policy and procedure manual that pertain to their job duties and responsibilities.
- Provide training on policies and procedures revisions to employees within sixty (60) days.
- Maintain an organizational structure that is documented by organizational charts and defined in job descriptions.

The Financial Assistance Director is responsible for daily compliance with this policy. The Director of Operations or his designee is responsible for review and approval of policies and procedures.

Procedure for Policy & Procedure Review

- On or before September 1 of every year an individual will be assigned to review the policy and procedure manual to ensure it continues to reflect current rules, regulations, laws, and standards.
- Reviewer will create any revisions to the policy and procedure manual and submit to the Financial Assistance Director.
- After review and approval, the Financial Assistance Director will submit updated policy and procedure manual to the Director of Operations.
- After approval by the Director of Operations, employees are instructed to review the updated manual.
- Training is conducted for all employees.
Employees shall sign statements that they have read and understand amended Policies.

DEFINITIONS

A. Adjusted Income

The term “adjusted income” means the annual income that remains after excluding the following amounts:

- (1) Youths, Students and Persons with disabilities- \$480 for each member of the family residing in the household (other than the head of the household or the spouse of the head of the household)-
 - (a) Who is under 18 years of age; or
 - (b) Who is 18 years of age or older and a person with disabilities or a full time student.
- (2) Medical and Attendant Expenses – The amount by which 3 percent of the annual income of the family is exceeded by the aggregate of-
 - (a) Medical expenses, in the case of an elderly or disabled family; and
 - (b) Reasonable attendant care and auxiliary apparatus expenses for each family member who is a person with disabilities, to the extent necessary to enable any member of the family (including member who is a person with disabilities) to be employed.
- (3) Child Care Expenses-Child care expenses for the care of children under the age of twelve (12) years to the extent necessary to enable another member of the family to be employed or to further his or her education.
- (4) Earned Income of Minors-The amount of any earned income of any member of the family who is less than eighteen (18) years of age.
- (5) Travel Expenses-Excessive travel expenses, not to exceed \$25 per family per week for employment or education related travel.

B. Annual Income

Annual income has the following meaning, as determined by the Osage Nation for the THVASH Program and in compliance with NAHASDA Statute, Section 1(b); section4, Definitions:

- (1) Adjusted gross income as defined for purposes of reporting under the Internal Revenue Service (IRS) Form 1040 series for individual Federal annual income tax purposes.

C. Case Management

For purposes of THVASH, Case Management is a specialized component of healthcare management, requiring highly skilled, trained professionals. Case Management emphasizes a collaborative process that assesses, advocates, plans, implements, coordinates, monitors and evaluates health care options and services so that they meet the needs of the individual patient.

D. Contract Rent

Osage Nation Financial Assistance Department

The contract rent for the unit is the total charge for the unit and includes the tenants and the Osage Nation's share.

E. Drug Related Criminal Activity

The term “**drug-related criminal activity**” means the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use of a controlled substance (as such term is defined in Section 102 of the Controlled Substances Act).

F. Elderly Family

The term “elderly family” means a family whose head (including co-head), spouse, or sole member is a person who is at least 62 years of age. It may include two or more persons who are at least 62 years of age living together, for one or more persons who are at least 62 years of age living with one or more live-in aides.

G. Near-Elderly Family

The term “near-elderly family” means a family whose head (including co-head) spouse or sole member is a person who is at least 55 years of age, but below the age of 62. Two or more persons, who are at least 55 years of age, but below the age of 62, living together, One or more persons who are at least 55 years of age but below the age of 62, living with one or more live-in aides.

H. Family

Includes, but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:

- (1) A single person, who may be an elderly person, displaced person, disabled person, near-elderly person or any other single person; or
- (2) A group of persons residing together, and such group includes, but is not limited to:
 - (i) A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family;
 - (ii) An elderly family;
 - (iii) A near-elderly family;
 - (iv) A disabled family;
 - (v) A displaced family; and
 - (vi) The remaining member of a tenant family.
 - (vii) As determined by the Osage Nation

I. Full Time Student

A person who is enrolled in a certified educational institution, such as vocational school with certificate or diploma program or an institution offering college degree, and is carrying a subject load that is considered full time for students under the standards and practices of the institution attended.

J. Indian

Any person recognized as being an Indian or Alaska Native by an Indian Tribe, the Federal Government or any state.

K. Indian Area

Under the 2015 Appropriations Act, tribes participating in this program must house Native American Veterans either on or near a reservation and within its Indian Area, not the Indian Housing Block Grant Formula Area.

L. Indian Tribe

The term “Indian tribe” means a tribe that is federally recognized or a state recognized tribe.

The term “**federally recognized tribe**” means any Indian tribe, band, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act, that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians pursuant to the Indian Self-Determination and Education Assistance Act of 1975.

The term “**state recognized tribe**” means any tribe, band, nation, pueblo, village or community that has been recognized as an Indian tribe by any State and for which an Indian Housing has, before the effective date under section 705 of NAHASDA, entered into a contract with HUD pursuant to the United States Housing Act of 1937 for housing for Indian families and has received funding pursuant to such contract within the 5-year period ending upon such effective date.

M. Low-Income Family

The term “**low-income family**” means a family whose income must be no more than 80 percent of the greater of the median income of the Indian Area, or the median income for the United States as prescribed by Section 4 (15) of NAHASDA.

N. Median Income

The term “**median income**” shall mean the median income for the United States as prescribed by Section 4(15) of NAHASDA.

O. NAHASDA

The Native American Housing Assistance and Self-Determination Act passed by the U.S. Congress in 1996.

P. Persons with Disabilities

Refer to 24 CFR Part 1000.10 (b) for the regulatory definition of Persons with Disabilities.

ELIGIBLE UNITS

A. Search Term

Native American veterans who receive assistance from the Osage Nation's THVASH TBRA are allowed up to 120 calendar days to find an acceptable unit in accordance with Section VI, (C); of the THVASH Implementation Notice published in the Federal Register on October 21, 2015.

B. Acceptable Units

An acceptable unit must meet the following requirements:

1. Located with-in the Osage Nation Reservation (County) or near and adjacent to the Reservation (Tulsa, Washington, Pawnee, Noble and Kay Counties in Oklahoma).
2. The Osage Nation may own units or privately owned housing (includes housing owned by other Public Housing Authorities, Tribes or any affordable housing owned by entities that receive federal government subsidies and assistance).
3. Must meet Section 8 Housing Quality Standards (HQS).
4. Rent Reasonableness:

The Osage Nation will ensure that the subsidized rent and unsubsidized rents charged for comparable units are similar. Owner must provide rent receipts from current tenants upon request.

5. Size Requirement:

The THVASH Technical Correction Notice dated December 6, 2016 stated that HUD was made aware there needed to be clarification on how to determine the amount of rental assistance when, bedroom sizes of available housing exceeded the Veteran family's need for bedrooms, with the correction to read as follows:

- a. Bedroom size must be determined based on the number of family members living in the household, not the number of bedrooms in the unit to be rented. Guidelines for determining unit size are one bedroom for each two persons within the household, except:
- b. Persons of the opposite sex (other than spouses and children under 5) are not required to share a bedroom;
- c. Persons of different generations are not required to share a bedroom;
- d. Live-in aides must be allocated a separate bedroom. No additional bedrooms will be provided for the live-in aide's family;

- e. Single person families must be allocated zero (0) to one (1) bedroom.

Therefore, in situations where the available housing has more bedrooms than necessary for the family size and composition, the rental assistance payment must be limited to the number of bedrooms based on the guidelines listed above.

6. Lease Approval:

The lease must comply with the requirements in Section 207 of NAHASDA as amended and as described in NAHASDA Program Guidance No. 2016-04R, on residential lease requirements and terms.

The Osage Nation has a Lease that meets all of the THVASH requirements.

ELIGIBILITY & ADMISSIONS

A. VA Determination

The VA in accordance with VA screening procedures and VA eligibility criteria will screen Native American veterans. The Native American must meet all of the following criteria in order for the VA Case Manager to determine eligibility:

1. Health Care, Discharge Status:

Eligible for VA health care (based on factors such as length of time in active duty, service, and type of discharge as noted on the Native American Veteran's Certificate of Release or Discharge from Active Duty (DD-214).

2. Homelessness Status:

The VA will determine whether the Native American veteran is Homeless or At-Risk of Homelessness as defined in the McKinney-Vento Act.

3. Case Management Need:

A clinical need for Case Management services (a disabling physical or mental condition, or substance use that contributes significantly to the Native American veteran's housing status), as determined by the VA.

4. Concurrence:

The Native American veteran's agreement to participate in VA Case Management.

B. Osage Nation Eligibility Determination

1. VA Referral:

The Osage Nation will accept all VA referrals of homeless or at risk of homeless Native American veterans and their families that seek to reside in the service area of the Osage Nation from its VA partner.

2. Screening:

The Osage Nation will only screen for the following eligibility requirements as required by the THVASH Program:

- a. A determination that the veteran is “Indian” as defined in Section 4(10) of NAHASDA.
- b. A veteran household’s annual income must be no more than 80 percent of the U.S. median income.
- c. A determination that the veteran is not registered as a lifetime sex offender (Tier III offence).

3. Selection Criteria:

The Osage Nation will maintain a waiting list, once funding for the allocated rental voucher assistance has exhausted. The list will be comprised of Native American veteran applicants who have been referred from the Osage Nation’s VA partner.

Tribal preference is exercised within this program as with all of the Osage Nation’s Indian Housing Block Grant Programs. The referred applicant must provide an Osage Nation Tribal Membership Card in order to receive the preference.

This will be the only rating and ranking factor for placement on the waiting list, other than applicants with the Tribal preference will be placed on the waiting list in the order in which their referral and screening eligibility are determined and received.

INCOME

A. Definition of Income:

The Osage Nation will use the following annual income definition for the THVASH Program:

IRS Definition: Adjusted gross income as defined for purposes of reporting under Internal Revenue Service (IRS) Form 1040 series for individual Federal annual income tax purposes.

The program participant's appropriate past IRS Form 1040 must be submitted to obtain this information. If the participant did not submit a 1040, then the participant must sign an affidavit stating why a 1040 was not filed and all current annual income will be used for adjusted income purposes.

Specific Annual Income Exclusion; The THVASH Technical Correction Notice dated December 6, 2016 has included a new section to include in a Veteran's income eligibility the following:

Annual income used to determine program eligibility under NAHASDA. Per PIH Notice 2011-15, Veteran compensation for service-connected disability or death under title 38 U.S.C. chapter 11 and dependency and indemnity compensation for service-connected deaths under 38 U.S.C. chapter 13 are excluded from income.

B. Income Limits:

The current annual United States Median Income Limits shall be used to determine income eligibility for THVASH TBRA and PBRA.

C. Timing of Income Eligibility:

The Native American veteran must be income-eligible at the time of entrance to the program.

D. Adjusted Gross Income:

Adjusted gross income will be calculated in accordance with the Osage Nation's Homeownership Program Eligibility, Admissions and Occupancy Policy. The monthly adjusted income will be multiplied by 15%.

INELIGIBILITY

A. Basics

1. A deceased veteran's family is not eligible for the THVASH Program.
2. Over-income – The Osage Nation may not provide assistance to any over-income Native American veteran that would otherwise be deemed eligible under the over-income or essential family categories in Sections 201 (b)(2)

and (3) of NAHASDA, unless the household met the income requirements at the time that they entered the program.

3. Applicant is not Indian.
4. Applicant is a Sex Offender, Tier III

B. Notice of Denial

1. Staff shall notify the VA Case Manager regarding the reason for denial and offer alternative solutions.
2. If the Osage Nation determines the Applicant to be ineligible, they will receive written correspondence of the determination and of their right to appeal in accordance with the Osage Nation's Housing Program Appeals Committee Policy.
3. The reason for the determination shall be included in the written correspondence.
4. Each such case shall be documented and such documentation shall be maintained and properly filed.

VERIFICATION

A. Verification Requirements:

During the selection process, the Osage Nation Financial Assistance staff will verify information relating to income, eligibility, deductions from income, and preferences, and priorities. The Osage Nation may deny admission to the program if any member of the applicant family who refuses to sign and submit consent forms. Signed consent forms are necessary to obtain information that is applicable to eligibility and occupancy.

B. Verification Data:

Verification data are to be reviewed and evaluated as they are received for completeness, adequacy, and conclusiveness. Where the information received is not completely adequate in all respects, follow-ups or new efforts to obtain such information are to be made, carried through to conclusion and documented.

C. Verification Time Frame

1. Full screening and or assessment of all eligibility factors will be completed within 21 business days.
2. Verifications are valid up to 120 days and may be recertified thirty (30) days prior to occupancy.

D. Consent to Release Information:

1. The Osage Nation must obtain a release of information from family members regarding the following:
 - a. Income eligibility
 - b. Tribal affiliation
 - c. Sex Offender

E. Consent Forms:

Must be signed by any of the following:

- a. The head of household (regardless of age)
- b. The spouse or co-head of household (regardless of age)
- c. Any other occupant who is 18 years or older

RECORD KEEPING AT INITIAL OCCUPANCY

A. Purpose:

The THVASH Program requires the Osage Nation to collect data and maintain records on each referral and eligible veteran family. This includes household demographic, personal (including social security numbers), and rental information using the form HUD-50058 that was revised for the THVASH Program.

B. Collection of Data:

According to Section VI (D) in the THVASH Implementation Notice dated October 21, 2015. Recipients will need to collect the following information about Native American veterans referred by the VA and their household members that must be maintained in the veteran's file:

1. The below information should be collected and maintained by the ONFA and should be provided by the Homeless or At- Risk of Homelessness veteran that has been identified as eligible under the requirements of the VA and the Osage Nation:
 - Veteran's First Name
 - Veteran's Last Name
 - Veteran's Middle Initial
 - Veteran's Social Security Number (SSN) An original document issued by federal, state, or tribal government agency, which contains the name of the individual and the SSN of the individual along with other identifying information, is acceptable in accordance with standards in 24 CFR 5.216(g).
 - Veteran's Admission to Program Date

- Unit Physical Street Address
- Unit Mailing Address if different from Physical Address
- Unit Apartment Number
- Unit City
- Unit State
- Unit Zip Code
- Building Structure Type
- Number of Bedrooms
- Unit Owner/Agent Name
- Unit Owner/Agent TIN/SSN
- Tenant Expected Rent Contribution Payment Amount (monthly)
- Rental Assistance Expected Payment Amount (monthly)
- Total Expected Amount Due to Owner (monthly)
- Type of Property (Tribal, Private or other Federally Subsidized)

2. The below information should be collected and maintained by the ONFA for each person (family members) that will reside in the unit,

- First Name
- Last Name
- Middle Initial
- Date of Birth
- Relationship to Veteran
- Disabled (Yes/No)
- Social Security Number
- CDIB for Veteran
- Photo ID for Veteran
- Veteran DD 214 for Veteran

RENT DETERMINATION

The payment standard will be up to 110% of the current annual Fair Market Rents for counties in the Osage Nation Reservation and counties adjacent to the reservation. Exhibit A includes the Fair Market Rent for each respective county or applicable Metropolitan FMR Areas.

RENTAL ASSISTANCE PAYMENT (RAP)

A. Factors

The following factors determine the amount of the RAP provided:

- a. Percentage of household adjusted annual income

- b. Inclusion or exclusion of utilities
- c. Contract rent
- d. FMR
- e. Funding availability

B. Total Tenant Payment (TTP):

The maximum rent charged to a Native American Veteran family cannot exceed 30 percent of a household's adjusted monthly income.

C. Calculation:

RAP provides the difference between the contract rent minus 15 percent of the Veteran's family monthly adjusted household income. Under no circumstances will the Osage Nation enter into an agreement where the family is required to pay more than 30 percent of the family's monthly-adjusted income.

Example

110% of FMR	Rent	15% Adjusted Household Income	Assistance
1000	800	120	680
1000	1000	150	850
1000	1200	180	Rent to High 1020

RENT AND OTHER PAYMENTS

A. Rents:

Rent is due in accordance with the owner's payment and collection policy.

B. Other possible payments:

1. Pet Deposit:

A service animal may be allowed at the approval of the owner; however all pet deposits are the responsibility of the veteran tenant.

2. Security and Utility Deposits:

The Native American veteran family may be responsible for all required deposits at the time of admission, unless eligible for waivers or assistance.

3. Keys:

The veteran tenant is responsible for any charges to replace keys.

4. Late Fees:

The Total Tenant Payment (TTP) will be subject to a late fee if not received by the owner's due date.

LEASING REQUIREMENTS

A. Term:

The lease term is for one (1) year with automatic renewal unless a thirty (30) day written notice is provided by the tenant or the Osage Nation of the intent to terminate the lease.

B. NAHASDA Compliance:

The Lease must comply with Section 207 of NAHASDA, THVASH Program Guidance No. 2016-04R and this policy as it now exists and may be amended.

C. Transfers:

1. Reasons for Transfers:

- a. The Native American veteran family has a change in their status that would require housing with special needs.
- b. The family experienced a decrease or increase in size and no longer qualify for the unit they occupy.
- c. The family needs to move due to health reasons.
- d. The family needs to move due to change in employment.
- e. Transfer to a larger unit because of children placed in tenant's custody.

2. Application:

The Native American veteran family requesting a transfer must complete an application for consideration and enter into a new annual lease.

HARDSHIP EXEMPTIONS

A. Minimum Rent:

While the Total Tenant Payment (TTP) is 15 percent of the Veteran's family monthly-adjusted gross income, if the Native American veteran has no reportable or verifiable income, then a minimum rent of **\$50.00** will be applied to the TTP.

If a veteran is unable to pay the minimum rent, (s)he may request a Hardship Exemption from the THVASH Program.

B. Hardship Exemption Requests:

When the Veteran is unable to pay the minimum rent due to financial hardship. The following reasons are acceptable:

- a. Hospitalization or chronic illness resulting in incapacitation.
- b. A decrease or loss of income.
- c. Lag in benefits as the Veteran waits for eligibility determination for federal, state, or local assistance programs.
- d. A death in the family or other change in household composition accompanied by a reduction in family income.

C. Determination and Process:

When granting a hardship exemption, the ONFAD will:

- a. Evaluate the hardship exemption request and determine whether the hardship is short term (less than three months) or long term (longer than three months). In either case, ONFAD will collaborate with the VA Case Manager to create a plan to assist the veteran. The ONFAD may not grant the exemption if it determines the hardship is long term.
- b. If the ONFAD grants the exemption, it will temporarily suspend the current TTP charge and adjust the subsidy payment for the Veteran. This effective on the 1st day of the month following the change in the Veteran's circumstance.
- c. The exemption is allowable for up to three months, and then the minimum rent payment is effective until the Veteran's circumstances change.
- d. Veteran's can request a hardship exemption only once a fiscal year.

ENVIRONMENTAL REVIEW

A. Legal Authority, purpose and applicability:

The Osage Nation is a recipient of HUD grant programs; therefore, the Nation is a responsible entity assuming HUD Environmental responsibilities in accordance with 24 CFR Part 58.

The THVASH Program was established by Congress in the Consolidated and Further Continuing Appropriations Act of 2015 as a Demonstration Program to expand into Indian Country. HUD placed this rental assistance program under the requirements of NAHASDA and subject to rules and regulations of the Indian Housing Block Grant Program.

The tenant-based rental assistance is identified in 24 CFR Part 58.35(b) (1) as being Categorically Excluded Not Subject to Section 58.5, but applicable to requirements under 58.6 (CENST).

The project based rental assistance is allowable as long as the owner has a HUD approved Request for Release of Funds (24 CFR Part 58.71) for that specific site and development on file.

B. Implementation:

The Osage Nation Environmental & Natural Resources Department (ENR) is the designated and responsible office to prepare and process all Environmental Reviews for the Osage Nation.

- a. Once the ONFA has an eligible Native American veteran family who has completed the screening and application process and has located a desirable rental unit. The ONFA will submit the address and legal description (if available) to the ENR.
- b. The ENR will process the submitted information from the ONFA and generate a CENST form with all the required information and determinations.
- c. The ENR will submit a completed and executed certified CENST form to the ONFA no later than ten (10) business days upon receipt of the rental unit address and/or legal description.

If the review determines that there is no significant impact to the environment, then the ONFA will proceed with the occupancy process. The ENR is responsible for any mitigation measures and conditions.

HQS INSPECTIONS

A. THVASH Requirements:

Once a suitable and environmentally cleared rental unit is available for occupancy, the ONFA will notify the Osage Nation Tribal Works Housing Programs (ONTWHP) to perform a required Housing Quality Standards initial inspection of the unit.

The ONTWHP will determine that the unit meets applicable local housing codes and a HUD determined Housing Quality Standards (HQS) in accordance with Section 207(a) (2) of NAHASDA.

The initial HQS Inspection will require a Certified Lead-Based Paint Inspector/Risk Assessor licensed or certified to perform such activities either by a State or by Indian Tribe with a lead-based paint certification program authorized by the Environmental Protection Agency (EPA). The required activity is a lead-based paint visual inspection listed on the HQS form HUD - 52580. This form will be used for all initial inspections.

The applicability of this requirement applies to dwelling units occupied or to be occupied by families or households that have one or more children of less than six (6) years of age. Therefore, should the visual inspection identify any deteriorated paint requiring stabilization and clearance in accordance with 24 CFR Part 35.1330(a) and (b). The owner will only be required to correct the violation if the Veteran's family consists of children less than 6 years of age.

B. Implementation:

- a. The ONFA will submit a request for inspection to the ONTWHP that will include the address, legal description (if available), name of owner or owner's contact and any special instructions for accessibility to the unit.
- b. The Veteran and any family members are required to be present for the initial inspection, so they can be made aware of any defects prior to move-in.
- c. The ONTWHP will schedule, inspect and complete the form HUD-52580 within seven (7) business days and submit all information to the ONFA. Any discrepancies or defects requiring follow-up inspections should be discussed and scheduled at this time.

C. Annual Inspections:

The Osage Nation is required to inspect all occupied units annually in accordance with Section 403(b) of NAHASDA.

D. Special Inspections:

The Osage Nation may conduct a special inspection, with a forty-eight (48) hour verbal notice for any of the following reasons:

- a. Suspected lease violation
- b. Routine maintenance (TBRA)
- c. There is reasonable cause to believe an emergency exists.

E. Substandard Units:

If the Inspector deems the unit substandard and it does not meet HQS standards, ONFA and the VA Case Manager will discuss possible alternative rental units. Written correspondence and a copy of the inspection will be delivered to the Veteran and landlord/property manager.

MAINTENANCE

A. Responsibility:

The owner is responsible for providing maintenance to all rental units resulting from normal wear and tear.

The tenant is responsible for any damage or neglect, including damage resulting from failure to report maintenance problems or from poor housekeeping practices.

Failure of the tenant to meet the maintenance standards required by the property owner is a breach of the lease. The tenant may incur costs for any destruction of property of the owner.

B. Insurance:

The property owner is responsible for insurance coverage on the structure and all property owned by the property owner.

The tenant is responsible insuring any contents belonging to the family.

RECERTIFICATION REQUIREMENTS

THVASH requires annual and interim re-examinations. The ONFA may also schedule an annual re-examination for completion prior to the anniversary date for administrative purposes.

A. Recertification Scheduling:

1. Generally, the Osage Nation will schedule annual recertification's thirty (30) days in advance of the annual anniversary date.
2. Anniversary date means twelve (12) months from the effective date of the family's last annual re-examination or, during a family's first year in the program, from the effective date of the family's initial examination (admission).
3. If the family transfers to a new unit, the ONFA will sign a new lease or lease addendum, but will continue to conduct the annual re-examination on the schedule established from the original admission date.

B. Interim Recertification:

1. A change in the Veteran's circumstances may require an interim re-examination to adjust rental assistance payments if the Native American veteran's household income increases or decreases.
2. When an interim re-examination is performed the fluctuations in income and rent or demographic must be tracked as necessary for the THVASH Program reporting requirements.

INVOLUNTARY TERMINATION

A. Grounds for Termination:

1. Serious or repeated violations of this policy or terms of the lease.
2. Violations of applicable tribal, state, or federal law that relates to occupancy or use of the unit.
3. Non-payment of the rent or any other charges.
4. Failure of family to sign and submit verification documents for re-examination.
5. If the family moves out of the unit without notice.
6. If available program funding is insufficient to support continued assistance for the families.

7. If a member of the Veteran family household becomes a Sex Offender, Tier III, during the program participation or term of the lease.

B. Notice and Resolution:

1. Provide the tenant written notice of the grounds for the termination and the right to appeal. Provide a copy of such notice to the VA Case Manager.
2. The ONFA staff shall contact the VA Case Manager to discuss options for resolution.
3. Contact tenant to discuss options and outline performance objectives and supportive housing services required.

VOLUNTARY TERMINATION

The Native American veteran tenant may terminate participation in the THVASH Program with thirty (30) days written notice to the Osage Nation Financial Assistance Department.