

STATEMENT OF ACTIVITIES – 17

A. In this **pre-application** the Haliwa-Saponi Tribe proposes to, over the next 24 months, repair and rehabilitate at least 7 single-family homes owned by low and very-low income homeowners within the Halifax and Warren County borders of the Haliwa-Saponi Tribally Designated Statistical Area, near Hollister, NC (See attached map). Each eligible family will be able to receive up to \$18,214.29 from the Housing Preservation Grant in the form of a grant to repair their home. The Tribe will use contractors from a pre-approved contractor's list to make all repairs. The estimated total cost of the project is **\$150,000.00**

B. To be eligible for the program, an applicant must have either low or very low-income. Low income does not exceed 80% of the median household income and very low income does not exceed 50% of the median household income per family size. Priority will be given to families, the elderly (62+), the near elderly (55-61), and residents of the statistical area shown on the Census map for the Haliwa-Saponi Indian Tribe. Participants must possess deed, title, or lifetime rights to their homes and provide documentation of such status. Evidence of ownership may be a Photostat copy of the instrument evidencing ownership. The homeowner must lack the income and payment ability to rehab/repair property without the assistance of the Haliwa-Saponi Tribe. All houses must be free of environmental hazards and other nuisances, unless nuisances can be corrected as part of the rehabilitation process. Property must not currently meet the minimum housing and rehabilitation standards of USDA, and the property must be economically feasible to rehabilitate. We will provide assistance to homeowners that own manufactured housing providing that they own the manufactured home for at least one year before receiving USDA Rural Development assistance.

C. The housing staff will take applications, and participants will be selected as described above. When an eligible applicant is found, an inspection of the unit will be made by the Facilities Coordinator to determine scope and level of need. The housing department will write up a specification sheet, and determine what level of assistance will be given to the homeowner. An environmental review will be carried out as mandated by the State of North Carolina and the USDA Office of Rural Development. Contractors will conduct the repair/rehabilitation work.

D. Repairs will include energy conservation (insulation, screen-storm doors, screen-storm windows), repair or replacement of the heating system, electrical wiring, repair of, or provision for structural supports/foundations, repair/replacement of roof, replacement of severely deteriorated siding, porches or stoops. In addition, if needed, repairs will be made in order to make alterations of the unit's interior and/or exterior to provide greater accessibility for handicapped persons. If the environmental review is satisfactory, a bid packet will be prepared and the tribe will solicit bids for the specified work. The Haliwa-Saponi Tribe maintains a list of approved contractors and will solicit all contractors on the list. Bid packets consist of a letter notifying contractors of bid opportunity, instructions to bidders, work write-up and bid form. It is the responsibility of the bidder to pick up the bid packages at the identified office.

The contractors will be notified of a pre-bid conference and it is highly recommended that all bidders be present at the conference. During the pre-bid conference, the scope of each work write-up item will be carefully detailed and reviewed by the housing staff. The contractor must satisfy himself/herself at the pre-bid conference regarding all conditions affecting the work to be done and the labor and materials needed. If for any reason changes in the work write-up are required as a result of the pre-bid conference, an addendum to the work write-up will be issued and all contractors will be supplied a copy of the addendum prior to acceptance of bids.

Sealed bids will be submitted on the bid form prior to the appointed bid opening time. Bids will not be accepted after the time for bid opening. Also, no bids will be opened until there are at least two independent submittals for a job. When submitting a bid, the contractor shall identify the job by name and address on the outside of the envelope. At the appointed bid opening time, all bids must contain a line item break down. At the appointed bid opening time, the housing director opens all bids.

Contractors are welcome and encouraged to attend the bid opening but attendance is not mandatory. **In general, the lowest bids will be accepted; however, the Haliwa-Saponi Tribe retains the right to accept or reject bids regardless of price with acceptable supporting data.**

E. The Haliwa-Saponi Housing Staff will monitor the work through regular visits. The Tribe and the owner will not allow holiday or weekend work without prior approval. Partial payments may be made to the contractor as set forth and negotiated in the contract. Ten percent of the gross amount requested and approved for payment will be withheld as a job completion guarantee. These funds will be retained until the job is complete. When the contractor feels the job is complete, he/she shall contact the housing staff to schedule a punch list inspection. A punch list will be made in writing to the contractor.

The selected contractor will meet with housing staff and the owner of the property. At this conference, the starting date for this project will be firmly established and the sequence of work will be reviewed. A means of resolving owner-contractor disputes will be discussed and established.

The contractor will be expected to carry out the work activities in accordance with the schedule established and the contractor is responsible for securing all permits. Also, all structural, electrical, plumbing and mechanical work is to be inspected by the Haliwa-Saponi Tribal staff and the appropriate County office before it is covered up.

No variation in the work write-up shall be made without a duly approved change order, regardless of whether or not any cost is involved. Only those change orders required to meet local and state building codes will be approved. The Haliwa-Saponi Tribal staff and the contractor must sign the change order form before any work can be performed. Work done in violation of this rule may cause the Haliwa-Saponi Tribe to order removal/replacement at the contractor's expense.

The contractor will be expected to fully comply with the time limits set forth in the contract. If unavoidable delays are encountered, The Haliwa-Saponi Tribal staff and the contractor must sign a time change order.

Materials shall be stored to ensure the preservation of their quality and fitness for the work. The owner must give the contractor permission to use lawns or structures for

storage and must be for the duration of the contract. Damage to the owner's property or adjacent property is the responsibility of the contractor. The contractor shall leave the premises in broom and rake completion upon of the work and prior to job closing. Subcontractors must meet all terms and conditions as the contractor and the contractor has the ultimate responsibility for the completion of all work as described in the contract.

When all work has been satisfactorily completed, an outside inspector from the county in which the work is performed will do a final inspection, if required, along with the homeowner. Any findings within the context of the contract regarding any additional work to be performed are expected to be performed by the contractor in a timely manner, within contract deadlines. The contractor will warrant all work for one year.

F. All work will be done in accordance with the NC State Building Code.

G. RD form 1940-20, Request for Environmental Information is being submitted with this pre-application. The items applicable to a class I. Environmental assessment are being addressed with that form. If there is a question of historical significance of a house to be repaired with HPG funds, the state historic preservation officer will be consulted.

H. It is estimated that it will take 498 working days to complete the project. Based on a starting point of October 1, 2017 all activities should be completed by September 30, 2019. The Haliwa-Saponi Tribe is confident that our proposed schedule should be ample time to carry out the duties and objectives of the program.

I. **The Haliwa-Saponi Tribe** will collaborate with area contractors, businesses, other service providers, and USDA to make sure that the objectives of the project will be carried out. The Haliwa-Saponi Tribe will be responsible for overseeing the project, grant management, intake, qualification, assigning qualified staff, soliciting potential job bidders, coordinating all repairs and marketing the program to prospective clients. The Haliwa-Saponi housing staff consists of a housing director, facilities coordinator, outreach coordinator, and an administrative assistant. The tribal administrator oversees all duties of the housing department and staff.

J. The program will allow for at least 7 very low or low-income single families to be served, regardless of race. However, in our area minority residents represent a larger percentage of low-income households than non-minority.

K. Overcrowding is defined as defined in RD instructions, 1944-N section 656. The ideal range of persons per housing unit is the following per 1944-N section 656:

<u>Number of Bedrooms</u>	<u>Ideal Number of Persons</u>
0	2
1	2
2	4
3	6
4	8
5	10

L. **Budget/Budget Justification**

The Haliwa-Saponi Indian Tribe is requesting **\$150,000.00** from the USDA Housing Preservation Grant Program, towards the cost of rehabilitating the houses of at least seven (7) low and very-low income families and partial salary, for our Facilities Coordinator. We will not charge indirect costs to this program, but have provided a copy of our provisional indirect cost agreement.

Housing Preservation Grant Proposed Budget

One Year Budget

<u>Line Item</u>	<u>HPG</u>
Facilities Coordinator	\$22,500.00
Rehabilitation (7 Units)	\$127,500.00
Total	\$150,000.00

Facilities Coordinator: \$22,500.00 This will be used to pay a portion the facilities coordinator's salary, whose overall duties are rehabilitation, construction, and well being of all properties held and operated by the Tribe.

Outreach Coordinator: The Outreach Coordinator is responsible for taking applications, determining eligibility for the program, and selecting clients

REPAIR AND REHABILITATION COSTS - \$127,500.00 USDA RURAL DEVELOPMENT will pay this amount.

We anticipate that rehabilitation costs will be up to \$18,214.29 per unit.

Total Request from USDA Rural Development: \$150,000.00

M. Proposed monthly draws will be approximately \$12,500.00

N. If funds are provided by HPG in advance of expenditures, they will be deposited in an interest bearing account and accounted for in a monthly financial report.

The Haliwa-Saponi Indian Tribe uses the QuickBooks accounting system for our finances.

O. The housing staff will keep a detailed account of applicants, addresses and phone numbers, types of repairs, cost for each project, and start and completion dates. This information will be used for quarterly reports to **RECDS** in accordance with FmHA Inst. 1944.683(b). The Tribe will be responsible for administering all grant activities including compliance with labor laws and wage standards, environmental regulations and procurement. The Tribe will also be responsible for accounting and money management.

P. Activities of the project include providing project management for rehab/repairs, grant administration, outreach to community (newspapers, service providers, community meetings, newsletters, posters, flyers), processing applications and interaction between the family and the contractor and quarterly reporting.