



THLOPTHLOCCO TRIBAL TOWN

Tribal Minor Emergency Repair Program

Application

(Attach a copy of tribal card, deed, photo ID, and utility bill)

Full Legal Name of Head of Household

Street Address

Mailing Address if different than Street

City, State, Zip

Telephone Number

Message Phone Number

Services Requested: (Print Clearly)

Signature of Homeowner

Date

Date received by TTT:

Staff Initials:



THLOPTHLOCCO TRIBAL TOWN

Federal Charter 1938 — Creek Tribe

109009 N. 3830 Rd • Okemah, Oklahoma 74859

(918) 560-6198/ (866) 988-8696 Fax (918) 623-3023

CHECK LIST

For Tribal Minor Emergency Repair Program

- _____ **Tribal Enrollment Card**
- _____ **Completed Application**
- _____ **Property deed (Proof of Ownership)**
- _____ **Copy of current Utility Bill**
- _____ **Two Estimate on the work that needs to be done.**



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GUIDELINES

THLOPTHLOCCO TRIBAL TOWN MINOR EMERGENCY REPAIR

Privately Owned Homes

(Tribal Program)

A. Statement

The Tribal Program recognizes the need to establish guidelines to provide minor emergency repair work to privately owned homes that are occupied by tribal members residing in and out of the Thlopthlocco Tribal Town service area. Tribal members who are unable to acquire assistance from other programs or agencies will be provided assistance on a first come first serve basis and subject to availability of funds.

B. General Information

The tribe will provide assistance to pay for labor, materials and related costs associated with the emergency repair of a privately-owned homes to help bring them to standards of Safety and Health.

Maximum amount allowable is \$6,000.00. When the maximum amount is spent the applicant will not be eligible for assistance for five years.

Participation in the Minor Emergency Repair Program requires proof of ownership, such as Quitclaim Deed, or Determination of heirship. The homeowner will be required to submit two (2) cost estimates for the repairs. This assistance is a grant to the family and will be paid directly to the vendor or contractor for repairs. Contractor should be licensed and must include cost for any fees, permits or licensing requirements. Rental Homes not eligible for assistance.

C. Eligibility Assistance

- Must be a Thlopthlocco Tribal Town enrolled member (enrollment card).
- ***Deeds, or Determination of Heirship along with permission to live at address from other heirs must be provided.***
- Proof of residency (utility bill)

D. Required Documents:

- Complete application
- Tribal enrollment card
- Property deed (proof of ownership)
- Photo Identification

E. Allowable Uses

The assistance is intended to alleviate the immediate health or safety hazard only. This grant does not require restrictions.

- Housing repairs affecting health and safety.
- Repair unsafe or nonfunctional heat and air system.
- Repair/Replace an unsafe water heating system.
- Provide accessibility for physically impaired.
- Repair/Replace plumbing fixture to ensure safe drinking water and sewage disposal.
- Repair electrical wiring or fixtures to safe standards.
- Repair deteriorated section on ceiling, walls, floors and roof.
- Install 110-V air conditioner (window unit type).

Repairs do not include window glass, garage and driveway.

F. Payment for Materials or Contractor Services.

The tribe will make direct payment to the Contractor performing the work or to the vendor.

G. Other Requirements

The homeowner is responsible for getting two (2) quotes with application submission (along with required documents). The home owner shall be responsible for having warranty work performed on workmanship and products used in repair work.