



**CITY OF PONCA CITY**  
*Development Services Department*

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516 E. Grand \* P.O. Box 1450 \* Ponca City, OK 74602 \* Phone (580) 763-8094 \* Fax (580) 767-0325

Applicant;

The City of Ponca City appreciates your interest regarding the Special Services / Interim Assistance Program. Attached is the Special Services application and Program Guidelines.

The completed application and all required documentation must be returned to the Development Services Department located at City Hall at 516 E. Grand Ave., Ponca City, OK 74601. Below is a list of information that is required to be submitted with the application:

- Copy of photo ID for all parties residing within the property
- Copy of Social Security Cards for all parties residing within the property
- Copy of last W-2 or a minimum of 2 Paystubs for all parties residing within the property
- Copy of Social Security / Disability Award Letter (if applicable)
- Copy of Child Support / Alimony Award Letter (if applicable)
- Copy of any other source of income (Retirement/Pension if applicable)

Any person over the age of 18 that resides within the property will be considered a Co-Applicant. Documentation must be provided for all parties residing within the property including any dependents. Additionally, the subject property must be owner occupied, be located within the city limits of the City of Ponca City and any portion of the property cannot touch a floodplain.

Please note that these grant funds are expended on a first-come first serve basis until the grant has been depleted. No application can be processed without all of the required documentation being submitted with the completed application.

Regards,

*Kacey B. Flanery*

Kacey B. Flanery  
Administrative Assistant  
Development Services Department

**CITY OF PONCA CITY  
SPECIAL SERVICES/INTERIM ASSISTANCE  
APPLICATION FOR FINANCIAL ASSISTANCE**

HEAD OF HOUSEHOLD	SPOUSE (or Co-Applicant or Other Adult in Household)
Name:	Name:
Social Security #:	Social Security #:
Date of Birth:	Date of Birth:
Age:	Age:
Race:	Race:
Phone Number:	Phone Number:

**DEPENDENT INFORMATION (MUST RESIDE IN THE HOME)**

Total # of dependents living at home:	
Ages:	
Race of children:	
Other dependents living at home:	
Race of other dependents:	
Do you or any member of the household have any physical handicaps? If so, please define:	

Address where repairs are needed: \_\_\_\_\_

Legal Description of property: \_\_\_\_\_

Describe the emergency for which you need assistance (if multiple reasons, list the most severe first): \_\_\_\_\_

Monthly Income (Attach Proof of each type)	HEAD OF HOUSEHOLD	SPOUSE	OTHER MEMBER	FOR STAFF USE ONLY CALCULATE ANNUAL INCOME
Wages, Salaries, Tips Employer:				
Social Security				
Pension, Interest, Royalties, etc. Source:				
Rental Income:				
Other Regular Income Describe:				
<b>TOTAL:</b>				
<b>FAMILY TOTAL:</b>				

I certify that the income information given above is true and correct to the best of my knowledge. I further certify that I have attached documentation verifying said income. PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S.C. TITLE 18, SEC. 1001, PROVIDES: "Whoever, in any matter within jurisdiction of any department or agency of the United States knowingly and willfully falsifies...or makes any false, fictitious or fraudulent statement or entry, shall be fined not more than the \$10,000 or imprisoned not more than five years or both."

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

The undersigned has examined the Application for Financial Assistance, including supporting data, and finds that the application meets the requirements of the City of Ponca City and satisfies the rules and regulations issued by the Department of Housing and Urban Development. Accordingly, the undersigned has approved the Application for Financial Assistance in accordance with the Community Development Block Grant received by the City of Ponca City.

Date: \_\_\_\_\_

CDBG Administrator: \_\_\_\_\_



## **SPECIAL SERVICES/INTERIM ASSISTANCE PROGRAM**

### **I. OVERVIEW OF PROGRAM**

#### **A. Purpose, Goal and Objective of Program**

The purpose of the Special Services/Interim Assistance Program is to provide grants to homeowners of single family detached dwellings, townhouses, condominiums, and mobile homes on permanent foundations, for where immediate action is necessary in order to stop the physical deterioration of residential properties until something permanent can be undertaken. Additionally, interim assistance will be available to low to moderate income citizens to eliminate conditions which threaten their health and safety. Special services will be available for the replacement of deteriorating roofs, replacement of sewers, the removal of architectural barriers, and any other emergency type situation to stop the physical deterioration of residential properties.

The goal of the Special Services/Interims Assistance Program is to provide grants of up to **\$2,500.00 per beneficiary**. The program objective is to assist eligible low- and moderate-income residential owner-occupants in addressing emergency repairs to their properties.

#### **B. Source of Funds And Relationship With Grantor**

The source of funds for the Special Services/Interim Assistance Program is the Small Cities Community Development Block Grant Program for the City of Ponca City, These funds are targeted to benefit low- and moderate-income households and persons, and to eliminate slum and blight.

C. Types of Assistance Available

Assistance shall be available to eligible homeowners in the form of a grant of up to \$2,500.00 per beneficiary.

II. APPLICANT ELIGIBILITY REQUIREMENTS

A. Income Eligibility Standards Based on Total Persons in Household.

Participation in the Special Services/Interim Assistance Program is limited to applicants whose annual household income does not exceed the HUD-established income limits for 80% of area median income. These income limits provide a criterion for eligibility based on the total amount of annual household income adjusted for household size. The City will require documentation of both household size and household income information in order to determine applicant eligibility.

1. Definition of Household: For the purposes of determining Program eligibility, "household" means a person or persons occupying a housing unit as the principal place of residence.
2. Definition of Annual Income: For the purposes of determining Program eligibility, reviewed annual income must include, but is not limited to, the following:
  - a) Personal Service Income, including the full amount of all earnings, before any payroll deductions of wages and/or salaries, overtime pay, commissions, fees, tips, bonuses, and other compensation for personal services.
  - b) Business or Professional Service Income, including net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness must not be used as deductions in determining net income. Any withdrawal of cash or assets from the operation of a business or profession will be considered income, except to the extent the withdrawal is a reimbursement of cash or assets invested in the operation by the family. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation as provided in Internal Revenue Service regulations.
  - c) Interest and Dividends Income, including interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as a deduction in determining net income. An allowance for depreciation is permitted only as authorized in Section 2, above.

Any withdrawal of cash or assets from an investment will be included as part of net income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rates as determined by the U.S. Department of Housing and Urban Development (HUD).

- d) Payments in Lieu of Earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except for lump-sum payments described in Income Exempt from Review - Section 2, below).
- e) Periodic Payments, including the full amount of periodic payments received from social security, annuities, insurance policies, retirement, pensions, disability or death benefits and other similar types of periodic receipts, including a lump-sum payment for the delayed start of a periodic payment.
- f) Periodic and Determinable Allowance, such as alimony and child support payments, and regular contributions of gifts received from persons not residing in the dwelling.
- g) Welfare Assistance, including the amount of welfare allowance or grant, but excluding any funds specifically designed for shelter and utilities that are subject to adjustment by the welfare assistance agency (in accordance with the actual cost of shelter and utilities).
- h) Armed Forces, including all regular pay, special pay and allowances of a member of the Armed Forces (but exempting armed forces special pay described in Income Exempt from Review - Section 6, below).
- i) Tax Credits, including any earned income tax credit to the extent it exceeds income tax liability.

### **INCOME EXEMPT FROM REVIEW**

The calculation of annual income **shall not** include the following:

- 1) Income from Children, including income from the employment of children (including foster children) under the age of 18 years, or payments received for the care of foster children.
- 2) Lump-Sum Payments, including additions to family assets, such as inheritances, insurance payments (e.g. health and accident insurance, and worker's compensation), capital gains and settlement for personal or property losses (see Income Eligible for

Review - Sections 4 and 5, above, for income that should be included).

- 3) Reimbursement for Medical Costs, including all payments received by the family that are specifically for or in reimbursement of medical expenses for any family member.
- 4) Live-in Aide, including the income of a live-in aide employed because of a medical condition of a family member.
- 5) Education, including educational scholarships paid directly to the student or to the educational institution, and Government funds paid to a veteran for tuition fees, books, equipment, materials, supplies, transportation and miscellaneous personal expenses of the student. Any amount of such scholarship or payment to a veteran not used for the above purposes that is available for subsistence is to be included in income.
- 6) Armed Forces (Special Pay), special pay to a family member serving in the Armed Forces, exposed to hostile fire.
- 7) Government Programs, including the following:
  - a) Amounts received under training programs funded by HUD.
  - b) Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income (SSI) eligibility and benefits, because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS).
  - c) Amount received by a participant in other publicly-assisted programs, which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and made solely to allow participation in a specific program.
  - d) Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the U.S. Housing Act of 1937.
- 8) Temporary Income, considered temporary, nonrecurring or sporadic in nature (including gifts).

Income determinations are subject to the submission and verification requirements of the City of Ponca City, and are subject to change based on the programmatic requirements of the Ponca City Community Development Block Grant Program.

The City will make the final decision in situations where the classification of income is not clear-cut.

B. Property Ownership

The applicant(s) must be the current owner(s) of the property and live in the property order to be eligible for Program assistance. The existing grant deed must list all current owners of the property. Property owner(s) shall be construed to be any person(s) or legal entity that holds title to the property. In the case of multiple owners, the signature of each titleholder is required on all appropriate documents. The City will verify property ownership and require all persons currently on the title to give written consent to all work proposed to be done on the property prior to initiating such work.

C. Other Documentation Required

The applicant(s) must also submit the following documents in order to determine eligibility:

- 1) City Application;
- 2) Copy of Federal Income Tax forms for the previous year (2 years if applicant is self-employed);
- 3) Copy of the current property tax bill;
- 4) Copy of recent payroll check stubs, Social Security checks, Social Security SSI checks, AFDC checks or pension and retirement checks;
- 5) Copy of asset statements/documentation
- 6) Copy of insurance policy for the property.
- 7) Copy of identification with photograph. (i.e. - driver's license, state-issued I.D., passport, etc.)

D. Re-application Period

In order to give as many persons the opportunity to participate in the Special Services/Interim Assistance Program any applicant(s) who have participated in the program are not permitted to participate for a three (3) year period, as measured for the date of completion for the last completed City funded repair project.

III. **PROPERTY ELIGIBILITY REQUIREMENTS**

A. Target Areas Eligible Under Program

To be eligible for the Special Services/Interim Assistance Program, the property to be repaired must be zoned and used for single family detached dwellings, townhouses, condominiums, and mobile homes on permanent foundations. The property must be located within the corporate city limits of the City of Ponca City and **cannot** be located in a flood zone.

B. Minimum Property Standards

All work performed under the Special Services/Interim Assistance Program shall meet all applicable standards contained in the City's adopted Zoning Ordinance, local building and safety codes, the Uniform Building Code, and such other codes as designated by the Development Services Director.

C. Eligible Structures

Buildings or structures eligible under this Program are owner-occupied detached single family detached dwellings, townhouses, condominiums and mobile homes on permanent foundations located within the corporate city limits of the City of Ponca City and are not located in a flood zone.

D. Needs Which Warrant Priority Repair

For each eligible property, the following health and safety items and code violations will be given priority for rehabilitation and must be considered prior to all other home repairs:

1. Roof;
2. Sewer Lines
3. Water Lines
4. Electrical wiring;
5. Heating Repair
6. Handicapped Accessible Ramps
7. The elimination of specific conditions detrimental to public health and safety which have been identified by Ponca City.

E. Eligible and Repairs

Repairs that may be eligible through the Special Services/Interim Assistance are:

1. Correction of code violations;
2. Removal of barriers to the handicapped;
3. Repair/replace roofing;
4. Repair/replace heating;
5. Repair/replace water heaters;

IV. **PROGRAM PROCEDURES**

A. Applicant Intake and Eligibility Determination

1. Pre-Screening. To the extent possible, prospective applicants shall be pre-screened for basic eligibility requirements over the telephone by calling the City of Ponca City. A log of such calls shall be maintained by the City.
2. Application. Persons may apply for Special Services/Interim Assistance Program funds by completing application forms available at the City and submitting such materials to the City of Ponca City, attention Grant Department. Applications will be reviewed in the order in which they are received. The City will maintain a waiting list.
3. Verification and Eligibility Determination. The City shall verify all sources of household income in accordance with guidelines established herein. Applicants will be notified in writing regarding eligibility status.
4. Feasibility Determination. Once an applicant is determined to meet eligibility requirements, an inspection of the property will be made by the Program Inspector to determine the extent of any building deficiencies that may be corrected through the Program.
5. Processing. As a goal, processing time from the date the City determines that the applicant is eligible for assistance under the Program until a grant and/or loan is approved or denied shall be ten (10) days.
6. Approval and Notifications. Grants shall be approved by a Screening Committee comprised of the appropriate City staff.

7. Historical Review. The Program consultant when required shall complete the property identification form and receive environmental review and approval for the subject property prior to contracting for any repair work.

B. Procurement and Contractor Selection

1. Procurement. The property owner(s) shall be responsible for obtaining a minimum of three (3) bids for the proposed work. The City will coordinate with the property owner to obtain at least three (3) estimates from qualified contractors for each. The property owner(s) shall be responsible for obtaining estimates for repairs.
2. Selection. In accordance with CDBG regulations, the contractor who is considered to be the lowest responsible bidder and is cleared by the Contractor's State Licensing Board and the Department of Labor's debarred list, and meets the City's insurance requirements, will be awarded the contract.

C. Award of Contract

1. Notification. The City shall notify the contractor of the award of bid.
2. Contract. The contract for the approved work shall be prepared by the City. The City may require the inclusion of certain contractual terms in accordance with CDBG requirements. In the event of any dispute arising under this program, the injured party shall notify the injuring party in writing of its contentions as specified under the contractor agreement between the property owner and the contractor.

E. Start of Repair Work

No work shall commence until a "Notice To Proceed" has been issued to the contractor, signed by City representative. In addition, no work shall commence until the proper permits have been issued by the Building Department.

**V. OTHER PROGRAMMATIC REQUIREMENTS**

A. Conflict of Interest

No Program grant will be provided to any member of the governing body of the City of Ponca City who is in a decision making capacity in connection with the administration of the Program. No member of the

governing body of the City of Ponca City shall have any interest, direct or indirect, in the proceeds from the Program grant or in any contract entered into by the applicant for the performance of the work, financed, in whole or in part, with the proceeds of the grant.

**B. Equal Opportunity Policy**

The City shall not discriminate based upon sex, age, race, creed, color, religion, national origin, marital status, ancestry or physical handicap in the awarding of any contract assisted by a Program grant. The City shall not discriminate upon the basis of sex, age, race, creed, color, religion, national origin, marital status, ancestry or physical handicap in accepting applications and processing Program grants.

**VI. INCOME GUIDELINES**

Size of Family Unit	(Gross) Annual Income
1	\$30,450
2	\$34,800
3	\$39,150
4	\$43,500
5	\$47,000
6	\$50,500
7	\$53,950
8	\$57,450

**VII. AMENDMENTS**

Amendments to these guidelines may be made from time-to-time by the Director of Development Services. Authority to substantially modify the guidelines shall rest on the City Council, with the exception of those program requirements and conditions required by Federal regulation.

Approved:

\_\_\_\_\_  
Chris Henderson, Development Services Director

\_\_\_\_\_  
Date