

PIT RIVER TRIBAL HOUSING BOARD REHABILITATION-HOMEOWNERSHIP ASSISTANCE POLICY

Policy Statement

The Pit River Tribal Housing Board (PRTHB) recognizes the need to establish procedures regarding the rehabilitation of homes of tribal members and to establish priorities in order to address the most serious and detrimental housing conditions of the Pit River People. The PRTHB also recognizes that in order to assist the Pit River People to attain decent, safe and sanitary living conditions a rehabilitation program shall be established. It is recognized by the PRTHB that rehabilitation of homes may not be a permanent or long-term solution that adequately address the need for construction of new and additional homes. However, it can assist in alleviating the substandard living condition, improve the quality of life of its members, and provide assistance to those members at the greatest risk to health and safety because of their housing environment.

1. General Information

- a. Only low-income Pit River Tribal Homeowners who reside in substandard homes within the PRTHB's service area as defined in the Indian Housing Plan will be eligible for rehabilitation services, who will be required to provide documentation to verify the determination of low-income status, which may be current payroll/income records, or tax records, etc.
- b. Eligible low-income families of the Tribe may be eligible to receive assistance that does not exceed Fifteen Thousand Dollars (\$15,000). The amount requested is "up to" and may not exceed \$15,000 to include time and materials. This amount is not an accumulative amount but a **onetime** use over the course of 7 years.
- c. The PRTHB may provide assistance to repair, replace, or install any item or housing appurtenance that is considered an emergency or that threatens the safety and well-being of the residents.
- d. The governing body and/or staff of the PRTHB shall review and approve each rehabilitation application. Eligible low-income families must submit their request for rehabilitation by the application developed by the PRTHB.
- e. This assistance is to the adult (18 years or older) tribal member, head of household. Funds will be paid directly to vendors, contractors and permitting agencies. Such payments will be made only after the PRTHB has approved the application and the tribal member has received a letter of approval from the PRTHB.

- f. Rehabilitation work is dependent upon funding availability, and applicants are encouraged to utilize other funding sources whenever possible.
- g. PRTHB reserves the right to perform the work or service and approve/disapprove all agreements made for goods and services that are part of the rehabilitation project.
- h. The Homeowner shall have the right to accept or not accept PRTHB's specified "scope of work" to be performed. However, an agreement must be reached between the participant and the PRTHB prior to funds being expended on a project.

2. Eligibility Requirements

An individual or family must first meet the following eligibility requirements to be eligible for a rehabilitation grant from the PRTHB.

- a. Be an adult head of household enrolled member of the Tribe.
- b. Be a low-income family as defined by the PRTHB in its Eligibility, Admission, & Occupancy Policy.
- c. Reside in the home within the service area as defined in the PRTHB's Indian Housing Plan.
- d. Submit to PRTHB proof of homeownership and or control of the home and property to be rehabilitated. Such proof may include verification by Title, Property Deed, BIA Homesite Lease, Tribal Assignment.
- e. Have not received from PRTHB rehabilitation services within a seven-year period of time.

3. Rehabilitation Priorities for Substandard Homes

A ranking system and waiting list will be employed to ensure fairness, equality, and service to Pit River Tribal Members in the greatest need.

A priority for funding will be developed based on several factors:

- 1) Condition of Home (with the highest priority for substandard homes without reliable electrical service, water supply, plumbing or adequate kitchen facilities);
- 2) Emergency Need;
- 3) Health and Safety;
- 4) Age and Disability; and
- 5) Family Composition.

Definitions

Substandard housing unit is dilapidated if it:

1. Does not provide safe and adequate shelter AND meets the criteria on either 2, 3 or 4
2. Endangers the health, safety or well being of a family in its present condition
3. Has one or more critical defects; OR
4. Has a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. (The defects may involve original construction, or they may result from continued neglect or lack of repair or building).

Does not have operable indoor plumbing;

Does not have a usable flush toilet, bathtub, or shower inside the unit for the exclusive use of a family;

Does not have electricity or has inadequate or unsafe electrical services;

Does not have safe or adequate source of heat;

Should, but does not have a kitchen;

OR, has been declared unfit for the habitation by an agency or unit of government.

NOTE: "Single room occupancy" housing is NOT substandard solely because it does not contain sanitary or food preparation facilities (or both). "Single room occupancy" is a unit which contains no sanitary facilities or food preparation facilities, or which contains one but not both types of facilities and which contains one but not both types of facilities and which is suitable for occupancy by a single eligible individual capable of independent living (24CFR 882.102)

Low Income: The total household income must not exceed the Low Income Household income requirements as published by HUD pursuant to 24 CFR 1000.10.

4. Approval Process and Services Provided

This policy no. 4 describes the type of work that is allowable and the steps that must be followed to request payment for the rehabilitation work.

Approval Process

- a. The PRTHB will require the homeowner to submit the following documents.
- b. The Tribal Member must submit:
 1. Rehabilitation Application
 2. Verifiable proof of current income statement
 3. Proof of Tribal Membership
 4. Proof of Ownership or Control of home, and
 5. Verification of Residence.
- c. The applicant must obtain and provide a minimum of two (2) quotes or estimates for requested work to be completed with the application request for assistance. Any cost associated with obtaining these request are the burden of the applicant, it is suggested that the applicant seek those vendors who provide free estimates.
 1. An itemized cost estimate of the work to be performed
 2. A vendor's cost quote for material to be purchased.
 3. The name and license number of licensed contractors to perform the work.
 4. The Contractor's plans and specification, if a contractor is being hired to perform the work.
- d. Applications will be accepted at anytime. Completed applications will be reviewed on a monthly basis. Approved projects will be placed on an eligibility list and scheduled for funding based upon the priority ranking described in policy No. 4.
- e. Applicants determined to be ineligible will be notified in writing of the reason or cause for their ineligibility within 60 days of PRTHB review.

Allowable Projects/Cost

Refrigerator repair/replacement
Range/oven repair/replacement
Hot Water Heater repair/replacement
Primary heat source repair/replacement
Air Conditioner repair/replacement
Roof repair/ replacement
Pest eradication
Door replacement (interior/exterior)
Window replacement (energy efficient)
Insulation repair/replacement
Flooring
Access (i.e., steps, railings, small decks, ramps)
Bathroom safety features (i.e., railings, grab bars, ADA toilet, walk in showers)
Interior/Exterior Paint
Dry rot or siding repair/replacement
Concrete walkaway, driveway replacement
Tree Trimming ~ overgrown shrubbery abatement/containment
Porch/ shade structure
Installation of light fixtures, ceiling fan(s)
Electrical
Plumbing
Septic repair/ replacement ~ *the applicant must obtain and provide three (3) quotes/estimates for requested work to be completed. Any cost associated with obtaining these request are the burden of the applicant, it is suggested that the applicant seek those vendors who provide free estimates.*
Well replacement/ repair replacement ~ *the applicant must obtain and provide three (3) quotes/estimates for requested work to be completed. Any cost associated with obtaining these request are the burden of the applicant, it is suggested that the applicant seek those vendors who provide free estimates.*

Other repairs pertinent to maintain a safe and decent home.

Unallowable Projects/Cost

Rehabilitation funds shall not be used for luxury items as determined by the PRTHB such as hot tubs, spas, swimming pools, electronic equipment, or household furniture.

- a. No payments will be made directly to the Homeowner/applicant, or family members residing in the home, for any labor, materials or services as part of the project.
- b. Payment of invoices for work which has not been authorized by PRTHB will be the responsibility of the Tribal Member/Head of Household.
- c. Travel trailers, RV's, or mobile homes which are not permanently attached to the property, axels and tongues removed.

5. Payments for materials, construction costs and/or contractor services

- a. The PRTHB will make direct payment to the party performing the work or to the vendor where the purchase for material is being made. At no time will payments be made directly to the participant for any materials, work, or contractor invoices.
- b. For the construction of additions or major improvements, payments may be processed in phases.
 1. Final payment will be paid upon completion of work, final inspection by a housing representative, and acceptance of the work by the participant.
 2. Final payment will be paid upon completion of work, final inspection, and acceptance of the work by the participant.

6. Inspections

- a. For construction of additions or structural changes, the PRTHB will conduct an interim inspection, and upon completion of the project, a final inspection will be conducted by a housing representative and the program participant prior to final payment being issued.
- b. All completed rehabilitation work must be inspected to assure that work meets any building codes or construction standards when applicable.
- c. All homes must be inspected prior to being rehabilitated to assure that the proper level of environmental review has been conducted in accordance with the National Environmental Policy ACT (NEPA).

These policies and procedures were adopted by,
PRTHB Resolution #13-2005 on September 12, 2005.

Amended November 8, 2006
Amended November 10, 2007
Amended January 10, 2009
Amended July 18, 2014
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