

SUMMIT LAKE PAIUTE TRIBE **REHABILITATION POLICY**

These policies and procedures were adopted by the Summit Lake Paiute Tribal Council by Resolution SL-10-2018 on June 30th, 2018 and updated by Resolution SL-30-2018 on November 17th, 2018.

This policy remains in compliance with the Native American Housing Assistance and Self-Determination Act.

Policy Statement

The Tribal Council of the Summit Lake Paiute Tribe (SLPT) recognizes the need to establish procedures regarding the rehabilitation of privately-owned homes that belong to enrolled tribal members who are unable to acquire assistance from other agencies. The Summit Lake Paiute Tribe will provide assistance, within approved budget amounts, for the rehabilitation of privately-owned homes, that are owned by enrolled members of the Summit Lake Paiute Tribe.

Individuals and families who apply for assistance funded by the Summit Lake Paiute Tribe using Indian Housing Block Grant funds will have to meet eligibility standards established by the Summit Lake Paiute Tribe along with other agencies or financial institutions that may be partners in these programs.

1. General Information

- a.** The Summit Lake Paiute Tribe will provide assistance to pay for rehabilitation expenses, building permits, local licensing requirements, for individually owned homes.
- b.** Eligible low-income families may receive a grant up to \$15,000 for the rehabilitation of their home.
- c.** Participation in the rehabilitation grant program is limited to low-income families as defined by the Summit Lake Paiute Tribe. Participants will be required to provide documentation to verify the eligibility determination of low-income status.
- d.** The Council (governing body) shall review and approve each rehabilitation grant application. Eligible low-income families must make their request for a rehabilitation grant on an application form developed by the Summit Lake Paiute Tribe.
- e.** This assistance is a grant to the tribal member and is paid directly to the vendor or contractor or appropriate agency that requires specific types of fees for permits, fees, or licensing requirements to rehabilitate a house. The payment is only made after the Summit Lake Paiute Tribal Council has approved the application and the tribal member has received a letter of approval from the Summit Lake Paiute Tribe Housing Department and work has been completed by a qualified contractor. A copy

of this letter must be furnished to the Finance Director as verification before payment is made.

- f. The Summit Lake Paiute Tribe has determined the maximum dollar amount that may be spent on the rehabilitation of eligible homes is not to exceed \$15,000.00 for all expenses per family dwelling.
- g. If the home is sold within five (5) years of the completion of the rehabilitation project the homeowner would be required to reimburse the tribe for the cost of the improvements made under the rehabilitation program. After five (5) years the grant is no longer required to be repaid.

2. Purpose

- a. This policy describes the type of work that is allowable and the steps that must followed to request payment for the rehabilitation work. The homeowner that requests this assistance will not be allowed to use rehabilitation funds for luxury items, as determined by the Summit Lake Paiute Tribe. Each request will be considered on a case-by-case basis.
 - 1. Betterment is defined as: Any improvements made to the home or grounds that does not result in additional square footage.
 - 2. Rehabilitation will consist of making a home accessible to persons with disabilities which may include constructing or replacement of ramps on exterior entrances of private owned home to enable wheelchair accessibility, door widening if necessary, for wheelchair access, and modify bathrooms with reinforced grab bars by toilet and shower/tub area for safety.

3. Approval Process

- a. The Summit Lake Paiute Tribe will require the home owner or homebuyer to submit the following documents.
 - 1. A written request to use the rehabilitation funds for betterment or replacement to their privately-owned home.
 - 2. Proof of ownership of the structure to be rehabilitated.
 - 3. The Summit Lake Paiute Tribal Council, as the funding authority, shall review applications to determine which applicants are approved or denied funding subject to the availability of funds.

4. Allowable Uses

- a. Rehabilitation of home to make accessible to persons with disabilities including bathroom(s), doorways, entrance ramps, etc.

5. Unallowable Uses

- a. Rehabilitation funds shall not be used for luxury items as determined by the Summit Lake Tribal Council such as hot tub, decks, electronic equipment, or household furniture.

6. Payment for materials, construction costs and/or contractor services

- a. The Summit Lake Paiute Tribe will make direct payment to the party performing the work or to the vendor where the purchase for material was made using the SLPT Purchase Order System. At no time will payments be made directly to the homeowner or homebuyer for any material or contractor invoices.
- b. For the construction of major improvements, SLPT will follow the Procurement Policy and payments shall be processed in accordance with the Financial Management Policy.

7. Inspections

- a. For construction or structural changes, the Summit Lake Paiute Tribe will conduct an interim inspection, and upon completion of the project, a final inspection will be performed with the homeowner. A certification of completion will be signed by the homeowner along with the Summit Lake Paiute Tribe and the contractor prior to final payment being issued.
- b. All completed rehabilitation work must be inspected to assure that work completed meets any Housing Quality Standards established by the Summit Lake Paiute Tribe, if 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) and any other applicable statutes, regulations and Executive Orders.
- d. All homes must have been inspected for the existence of any lead-based paint prior to being rehabilitated in accordance with HUD regulations entitled Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazard in Federally Owned Residential Property and Housing Receiving Federal Assistance contained in 24CFR35.

8. Eligibility Requirements

- a. An individual or family must first meet the following eligibility requirements to be eligible for a rehabilitation grant from the Summit Lake Paiute Tribe:
 - 1. Be a low-income family as defined by the Summit Lake Paiute Tribe.
 - 2. Reside within the state of Nevada (service area) as defined in the Summit Lake Paiute Tribe's Indian Housing Plan.
 - 3. Eligibility criteria is listed in the Housing Eligibility Policy

9. Other Requirements

- a. The Summit Lake Paiute Tribe establishes a warranty period of 10 years on workmanship and products used in construction of rehabilitation activities.
- b. The Summit Lake Paiute Tribe may require the participants in any rehabilitation program to participate in counseling programs sponsored and paid for by the Summit Lake Paiute Tribe Housing Department.
- c. All eligible applicants selected to participate in the Summit Lake Paiute Tribe's rehabilitation program shall sign a Useful Life and Binding Agreement with the Summit Lake Paiute Tribe.
- d. The Summit Lake Paiute Tribe will place a lien for the total grant amount on the home for five years after the completion of the rehabilitation projects. Upon sales of the home within this five-year period the grant would be required to be repaid in full. After the five years the Summit Lake Paiute Tribe will remove the Lien on the rehabilitated privately-owned home.

10. Appendices

- a. SLPT Rehabilitation Program Application

SUMMIT LAKE PAIUTE TRIBE APPLICATION **For HOUSING REHABILITATION PROGRAM**

Your Name: _____

Street Address or P.O. Box #: _____

City: _____ State: _____ Zip: _____

Phone # where you can be contacted: _____

Have you ever participated in the Summit Lake Tribe's housing program? Yes No

1. Family Composition

A. Persons who live in your home

| Family Member Number | Name(s) of Your Family Members | Relationship To You | Date of Birth | Sex M/F | Social Security Number* |
|-----------------------------|---------------------------------------|----------------------------|----------------------|----------------|--------------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| | | | | | |
| | | | | | |

*Social Security number is required for all family members who are 6 years of age or older

B. Are you an enrolled member of the Summit Lake Tribe? Yes No

C. Are you or your spouse a person with a disability? Yes No

D. Are any other members of your family who will live in your home persons with disabilities?

Yes No

If yes, which family members _____

2. Estimated Family Income (for next 12 months)

A. Income from employment

| Family Member Number | Employer Name(s) & Address | Rate Per Hour | Rate Per Week | Total Per Year |
|-----------------------------|---------------------------------------|----------------------|----------------------|-----------------------|
| 1. | | \$ | | |
| 2. | | \$ | | |
| 3. | | \$ | | |
| 4. | | \$ | | |

B. Other income

| Source | Rate Per Month | Total Per Year |
|-----------------|----------------|----------------|
| TANF | \$ | |
| Social Security | \$ | |
| S.S.I. | \$ | |
| Unemployment | \$ | |
| Pensions | \$ | |
| Leases | \$ | |
| Own Business | \$ | |
| Other* | \$ | |

*Other sources of income include alimony, relief, service allotments, assistance from relatives, payments for foster children, tribal disbursements and any other regular source of income. Please do not list income that cannot be anticipated with certainty.

C. Total family income for next 12 months

\$ _____

D. Please attach copies of the most recent IRS 1040 forms and most recent pay stubs for all applicable members of the family.

3. Present housing condition and rehabilitation needs:

Use a separate sheet of paper if additional space is needed.

4. Signature and consent to release information

I understand that this application is not a contract and is not binding in any manner. I hereby authorize the Summit Lake Paiute Tribe Housing Director to obtain any and all information necessary for the purpose of verifying the statements made above. I also understand that it is my responsibility to inform the Summit Lake Tribe Housing Department if there is any change in my family status along with reporting any changes in income, living conditions and change of contact information.

Your Signature

Date

Date application received by the SLPT Housing Dept.: _____

Signature and date of Summit Lake Paiute Tribe employee receiving application:

Date