Puyallup Tribe of Indians

Emergency Housing Repair Program

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POLICY, PROCEDURES & APPLICATION

PURPOSE

The intent of the Emergency Housing Repair Program is to provide Puyallup Tribal Members the opportunity to live in decent, safe and sanitary housing. This will be accomplished by assisting with an emergency housing situation or occurrence that happens unexpectedly and demands immediate action. This program is not intended to replace other housing programs, but will increase the services provided for emergency repairs. In addition, when safety and security is an issue on the exterior parameter of an (elder) applicant’s unit, assistance will be granted to alleviate such hazards.

ELIGIBILITY REQUIREMENTS

1. Must be an enrolled member of the Puyallup Tribe of Indians;
2. Unit must be applicant’s primary residency;
3. Applicant must own home; (fee title, trust title) unless item 4 applies;
4. Applicants who are not homeowners are eligible for Assistance Categories 2 & 3 if they are elders who have resided with the homeowner for not less than ten (10) consecutive years.

CATEGORIES:

Category 1: Interior and Exterior of Unit: Applicant 54 and under up to $2,500
Category 2: Interior and Exterior of Unit: Applicant 55 and over $5,000
Category 3: Exterior Parameters of unit: Applicant 55 and over
APPLICATION PROCESS

1. Must fill-out and sign an Emergency Housing Repair Application. Individual elder household members who qualify for separate assistance under Categories 2 and 3 must complete separate Applications;

2. Provide documentation of Enrollment, i.e., copy of Tribal Identification card;

3. Provide documentation of homeownership or provide Emergency Housing Repair Program Director with name and number of Mortgage company to confirm homeownership; and

4. Must provide homeowner insurance to cover cost of work first. (water, fire, flood, wind, etc.)

5. Individual elder household members who qualify for separate assistance under Categories 2 and 3 must provide documentation that they have lived with the homeowner for not less than the previous ten (10) consecutive years.

CATEGORY 1: MAXIMUM REPAIR COST AND ADDITIONAL PROCESSES

$2,500: Applicant is 54 years of age and under (Interior and Exterior of unit):

The Emergency Housing Repair Program will grant up to $2,500, to bring unit up to standard condition. If the contractor determines that the scope of work is over this amount and the applicant still wants the repairs completed. The applicant will:

1. Contact contractor to determine additional costs

2. Make payment arrangements with the contactor

3. Under no circumstance will the Puyallup Emergency Housing Repair Program pay over the $2,500 limit.

4. Applicant can apply consecutively over the course of the year (October – September) for emergency repairs up to $2,500.
**CATEGORY 2: $5,000: Applicant is an Elder 55 years of age and older (Interior and Exterior of unit):**

The Emergency Housing Repair Program will grant up to $5,000, to bring unit up to standard condition. If the contractor determines that the scope of work is over this amount and the applicant still wants the repairs completed. The applicant will:

1. Contact contractor to determine additional costs
2. Make payment arrangements with the contractor
3. Under no circumstance will the Puyallup Emergency Housing Repair Program pay over the $5,000 limit per applicant.

Applicant can apply consecutively over the course of the year (October –September) for emergency repairs up to $5,000.

Elders currently living in the same household with the homeowner for not less than ten (10) consecutive years are eligible for separate assistance.

**CATEGORY 3: $5,000 (up to): Applicant is an Elder 55 and older (Exterior Boundaries/Parameter of the Applicants Property).**

The Emergency Housing Repair Program will grant up to $5,000 for elders 55 and older who have experienced a hazard and/or safety issue associated with the exterior of their property. If the contractor determines that the scope of work is over this amount and the applicant still wants the repairs completed. The applicant will:

1. Contact contractor to determine additional costs
2. Make payment arrangements with the contractor
3. Under no circumstance will the Puyallup Emergency Housing Repair Program pay over the $5,000 limit per applicant.
4. The Puyallup Emergency Housing Repair Program is not authorized to approve the use of the Interior/Exterior Unit funding to cover the cost of the repairs associated with the Exterior Boundaries/Parameter unit repairs.

Applicant can apply consecutively over the course of the year (October –September) for emergency exterior parameter repairs up to $5,000.

Elders currently living in the same household with the homeowner for not less than ten (10) consecutive years are eligible for separate assistance.
CATEGORY 1 AND 2 ONLY: EMERGENCY HOUSING REPAIR CRITERIA
(INTERIOR/EXTERIOR OF THE UNIT)

Emergency housing repairs will be granted in part on the following “Hazardous” housing conditions:

1. Inadequate heating:
   i. Primary source of heating i.e., central furnace (oil, gas, electric, woodstove etc.) inoperable

2. Plumbing is Inadequate:
   i. Sewer lines break;
   ii. Pipes break; or
   iii. No running water.

3. Unit Foundation and Structure Unsafe:
   i. Flooring sinking;
   ii. Beams Cracking;
   iii. Broken Windows (then glass would be replaced); or
   iv. Broken doors

4. Roof is Leaking

5. Electrical Wiring
   i. No Lighting;
   ii. No workable receptacles; or
   iii. Fire Hazard

6. Other Emergencies that are considered hazardous and that jeopardize the health, safety and welfare of the occupants.
   i. **Dumpster/Garbage** Service (must refer to Dumpster Service Program guideline) and dumpster services provided will be deducted from your Emergency Housing Repair Program amount ($2,500/$5,000.)
   ii. **Rodent and Pest Control**: is available for Tribal members (18 and older) whose primary resident is infested by rodents and/or pests, thereby causing unsafe and unsanitary housing conditions. Program Coordinator will meet with Tribal member applicant to determine the length of service and cost. Service will come out of the Emergency Housing Repair Program assistance amount ($2,500/$5,000) whichever is applicable.
CATEGORY 3 ONLY: EXTERIOR PARAMETERS OF PROPERTY (ELDERS 55 AND OLDER)
The Emergency Housing Repair Program will grant up to $5,000 for elders 55 and older to bring their exterior property up to a safe and sanitary condition.

1. **Fencing/Gates:** repair, replace or expand in order to provide an applicant’s unit/yard with security and safety from vandals, trespassers and burglars.
2. **Driveways/Walkways:** repair, expansion or replace, if concrete is cracked, gauged, or broken causing elder to fall or slip.
3. **Wheelchair Ramps:** for unit accessibility.
4. **Repairing a Existing Alarm System:** security of unit.
5. **Outdoor Security Lighting:** increase security and visibility to elder.
6. **Other exterior safety issues not listed need to be brought before Tribal Council for approval.**

REPAIRS/AMENITIES THAT ARE NOT ALLOWED (INTERIOR / EXTERIOR OF UNIT)
This is not a comprehensive list. Any items considered an amenity, will not be allowed.

1. **Upgrades:** (if we need to replace an item such as a heater, toilet, or water heater it will be comparable to the unit being replace);
2. **Replacement of refrigerators, stoves, freezers, washers and dryers, other household furnishings;**
3. **New exterior painting;**
4. **New Deck or Patio:** (repaired only if it is determined to be unsafe);
5. **New windows;**
6. **New Counter Tops or cabinets;**
7. **New Carpet;**
8. **Garage repairs including roof (unless the garage is attached to the home);**
9. **Fencing;**

EMERGENCY HOUSING REPAIR DIRECTOR WILL:

1. Verify homeownership by contacting the County Tax Assessors Office;
2. Conduct a site inspection to determine if repairs can be completed within the scope of work, if in the general area. Outside the general area the Contractor will conduct inspection to determine repair costs;
3. Notify applicant in writing that application is approved or not approved;
4. No prior work shall be performed without approval from the EHRP Director; and
5. **No reimbursement for repairs will be made without the written consent of the Emergency Housing Repair Program Director, i.e. Homeowner purchasing services, or equipment.**

Homeowners Initials:__________
PROCUREMENT OF CONTRACTOR

Emergency Housing Repair Program Director:

The Emergency Housing Repair Program Director will develop and maintain a list of housing contractors to select from. If there are no contractors available on the list to complete the repairs, the home owner shall:

- Solicit 1 bid, if repairs are $1,000 and under;
- Solicit 2 bids, if repairs are $1,001-$2,000; or
- Solicit 3 bids, if repairs are $2,001-$5,000

The Emergency Housing Repair Director will:

- Select the lowest and/or the most responsive bidder;
- Have the final say in the selection of contractors;
- Require applicants to obtain bids/quotes from a licensed & bonded contractor plumber etc…if they live outside the service area of the Tribe;
- Prepare and execute contract; and
- Review and approval all change orders as deemed necessary to complete work up to $2,500/$5,000. limit.

Homeowners Initials:________

Contractor:

If applicant is outside the service area the contract will conduct an inspection of the unit to develop bid/quote.

The contractor shall furnish all necessary labor, materials, equipment and other service to perform and complete the required repairs.

No change orders will be allowed without the written consent of the Emergency Housing Repair Program Director. If a change order exceeds the $2,500/$5,000 limit. The Emergency Housing Repair Program Director will notify the homeowner of the additional cost before work commences to obtain approval. The homeowner will be required to contact the contractor to make arrangements for payment.

OTHER INFORMATION

Emergency Housing Repair Assistance funds are limited. It will be up to the Emergency Housing Repair Program Director’s discretion to prioritize on a case-by-case basis. Elders 55 years and older and certified disabled members will have priority for housing emergencies.
APPLICATION

Name: ___________________________ Enrollment # __________

Mailing Address: __________________ City: __________ State: ___ Zip: ______

Street Address: ____________________ City: __________ State: ___ Zip: ______

County: __________ Phone: (___)______________ Cell: (___)______________

D.O.B. __________ Email: ____________________________

Tribal Elder (Age 55 and Older): Yes _____ No _____

Home Owner: Yes_____ No_____ (Include verification)

Renter: Yes_____ No_____ 

Leasing: Long Term_____ Short Term_____

Household Member: Yes _____ No _____ (Include verification)

Description of Emergency Repair Needed: ______________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

_____________________________      __________________          ____/____/____
Applicant Name  (Print)          Applicant Signature       Date

_____________________________                                                                ____/____/____
Director                                                                                      Date
CONSENT TO RELEASE OF INFORMATION

I, ________________________________, have applied for assistance from the Puyallup Tribe of Indians Emergency Housing Repair Program. I understand that the Program needs to gather information about my housing arrangements in order to evaluate my application.

In consideration of the Program’s agreement to evaluate my application based on the Program’s standards that are applicable to all who seek assistance, and in reliance on the Program’s Agreement Limiting Use of Information, below, I consent to the release of information about my housing arrangements at:

Address: ____________________________City__________State:______Zip_______,

including the location, ownership, condition of my housing, repairs or other work performed on this housing, and any other information relevant to a determination of my need for housing assistance.

I authorize any tribal housing authority, tribal governmental department or program, federal, state or local governmental agency, public or private company or service provider or individual to release information of the type described above. I authorize the release of this information to the Emergency Housing Repair Program and its Director, or the authorized representative.

___________________________________________                    _____/_____/_____
Applicant’s Signature                                                                        Date:

AGREEMENT LIMITING USE OF INFORMATION

The Puyallup Tribe’s Emergency Housing Repair Program confirms and agrees that it will use any information provided under authority of this Release only for the purpose of evaluating the applicant’s request for assistance from the Program, will maintain the privacy and confidentiality of all such information, and will not release such information to any other person or entity without the further consent.

_________________________________________                             ____/____/____
Program Director                                                             Date: