

Subject: Chico Rancheria Housing Corporation	Number: 5
Elders' Owner-occupied Minor Rehabilitation Policy	Effective Date: 05/04/2020
Statute: Native American Housing Assistance and Self Determination	·
Act of 1996 (NAHASDA) (25 U.S.C. 4101 et seq.); Regulations 24 CFR 5	3
1000 Authority: CRHC Resolution 09-11	File Reference:
MIT Ordinance: No. 1, Article VI, e.	
	Approved: 05/04/2020
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SECTION I. PURPOSE

The purpose of this policy is for administering Chico Rancheria Housing Corporation's (CRHC's) Elders' Owner-Occupied Minor Rehabilitation Program funded through the Native American Housing Assistance and Self-Determination Act (NAHASDA), and other funding sources when available.

The purpose of the Elders' Owner-Occupied Minor Rehabilitation Program is to provide assistance to low-income, elder homeowners whom have a minor rehabilitation need when there is no other source of funding to meet their need. The Elders' Owner-Occupied Minor Rehabilitation Program shall NOT be confused with CRHC's general Owner-Occupied Home Rehabilitation Program, although the Elders' Rehabilitation Program functions under the authority of the Native American Housing Assistance and Self Determination Act (NAHASDA) as a sub-program of the general Rehabilitation Program. In order to simplify the both programs, each has its own separate policy. The specifics identifying "Minor Rehabilitation" are defined in Section II, B., 4.

SECTION II. POLICY

A. Definitions

See CRHC's Eligibility & Admissions Policy to review a more comprehensive list of definitions.

1. All Areas of the United States

All areas of the United States includes all continental states, Alaska, Hawaii, and any and all lands held in Trust by the U.S. Department of Interior including Indian Reservations within the continental states and Alaska and Hawaii.

2. Annual Income

Annual income is the anticipated total income from all sources received by the family head of household and spouse (even if temporarily absent) and by each additional adult member of the family during the coming twelve (12) month period, as defined for HUD's Section 8 programs in 24 CFR part 5, subpart. Annual income includes Tribal Revenue Share Disbursements.

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2	3. Children
3 4	Persons under eighteen (18) years of age or under twenty-four (24) years of age if living at home and attending school full time.
5	4. Disabled Family
6 7	Family in which the Head of Household is a disabled person as defined in this section.
8	5. Elderly Family
9	The terms 'elderly family' means a family whose head (or his or
10	her spouse), or whose sole member, is an elderly person. Such
11	term includes two or more elderly persons living together, and
12	one or more such persons living with one or more persons
13 14	determined by CRHC to be essential to their care or well being. An elderly family is NOT a family in which the head of household
1 4 15	or spouse is NOT an elderly person but an elder does resides in
16	the home (i.e., grandparent living with family).
17	6. Elderly Person
18	The term 'elderly person' means a person who is at least sixty-
19	two (62) years of age.
20	7. Extended Family
21	Family lineage, which may include: aunts, uncles, siblings,
22	grandparents, nieces, nephews, cousins, etc., as determined by
23	the family
24	8. Family
25	Family consists of one of the following scenarios (all other
26	scenarios are considered Extended Family as defined in this
27	section):
28	
29	(a) a single adult or emancipated minor;
30 31	(b) a single adult with child/children:
32	(b) a single adult with child/children;
33	(c) a domesticated partnership (i.e., marriage);
34	(-)
35	(d) a domesticated partnership with children;
36	
37	(e) a parent or parents (i.e., grandparents) of a single
38	person or a parent or parents of one partner in a
39	domesticated partnership with or without children.

1	9. Head of Household
2	The term "Head of Household" means, the adult member of the
3	Family who is actually accountable for the Family. The "Head of
4	Household" also assumes legal and moral responsibility for the
5	household. Furthermore, the " <i>Head of Household</i> " must be
6	eighteen (18) years of age or legally emancipated by the State.
7	10. HUD
8	The U.S. Department of Housing and Urban Development.
9	11. Indian
10	Any person recognized as being an Indian or Alaska Native by an
11	Indian Tribe, the Federal government or any state.
12	12. Indian Service Area
13	CRHC's Indian Service Area is the jurisdiction authorized by the
14	Mechoopda Indian Tribe for CRHC to operate affordable housing
15	programs. Each program may have a different Indian Service
16	Area as defined in the annual Indian Housing Plan. The service
17	area for the Elder's Owner-Occupied Minor Rehabilitation
18	Assistance Program is defined as all areas of the United States.
19	13. Indian Tribe
20	
21	(a) The term 'Indian tribe' means a tribe that is a federally
22	recognized tribe or a State recognized tribe.
23	(b) The town (foderally recognized tribe) means any Indian
24 25	(b) The term 'federally recognized tribe' means any Indian tribe, band, nation, or other organized group or community
25 26	of Indians, including any Alaska Native village or regional or
20 27	village corporation as defined in or established pursuant to
28	the Alaska Native Claims Settlement Act, that is recognized
29	as eligible for the special programs and services provided
30	by the United States to Indians because of their status as
31	Indians pursuant to the Indian Self-Determination and
32	Education Assistance Act of 1975.
33	
34	(c) The term 'State recognized tribe' means any tribe, band,
35	nation, pueblo, village, or community that has been
36	recognized as an Indian tribe by any State and for which an
37	Indian Housing has, before the effective date under section
38	705 of NAHASDA, entered into a contract with HUD
39	pursuant to the United States Housing Act of 1937 for
10	housing for Indian families and has received funding

1 2	pursuant to such contract within the 5-year period ending upon such effective date.
3	14. Low Income Family
4 5 6 7	The term 'low-income family' means a family whose income does not exceed eighty percent (80%) of the median income for the area, as determined by HUD with adjustments for smaller and larger families.
8 9 10 11 12	15. Mechoopda Tribal Family A family, as defined within this section, in which at least one family member, adult or child, is an enrolled Tribal Member of the Mechoopda Indian Tribe of Chico Rancheria, California.
13	16. Median Income Limits
14 15 16	Median Income Limits shall be updated annually based on HUD's published Annual Income Limits and shall be the greater of:
17	(a) The median income limits for the county, or
18 19	(b) The US median income limit
20 21 22	17. NAHASDA The Native American Housing Assistance and Self-Determination Act passed by the U.S. Congress in 1996.
23 24	18. Persons with Disabilities Person with Disabilities means a person who—
25 26	(a) Has a disability as defined in section 223 of the Social Security Act;
27 28 29	 (b) Has a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act;
30	(c) Has a physical, mental, or emotional impairment which-
31 32	(1) Is expected to be of long-continued and indefinite duration;
33 34	(2) Substantially impedes his or her ability to live independently; and

1 2	(3) Is of such a nature that such ability could be improved by more suitable housing conditions.
3 4 5 6	(d) The term "person with disabilities" includes persons who have the disease of acquired immunodeficiency syndrome or any condition arising from the etiologic agent for acquired immunodeficiency syndrome.
7 8 9 10 11 12 13	(e) Notwithstanding any other provision of law, no individual shall be considered a person with disabilities, for purposes of eligibility for housing assisted under this part, solely on the basis of any drug or alcohol dependence. The Secretary shall consult with Indian tribes and appropriate Federal agencies to implement this paragraph.
14 15 16	(f) For purposes of this definition, the term "physical, mental or emotional impairment" includes, but is not limited to:
17 18 19 20 21 22 23	(1) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological, musculoskeletal, special sense organs, respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or
24 25 26 27	(2) Any mental or psychological condition, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
28 29 30 31 32 33 34 35	(3) The term "physical, mental, or emotional impairment" includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech, and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, Human Immunodeficiency Virus infection, mental retardation, and emotional illness.
36 37 38	19. Waiting List A list used to rank need based on a points scoring system when funding is minimal or unavailable. Before an applicant is placed

on the waiting list, the application, including all third party 1 verification must be complete. If there is a tied score, the 2 applicant that has been on the waiting list for the longest period 3 of time based on the date and time the completed application 4 was received by the Chico Rancheria Housing Corporation will 5 have priority for assistance. The waiting list will be scored as 6 7 follows: 8 **WAITING LIST SELECTION PREFERENCE:** 9 # OF POINTS: 100 11 Mechoopda Tribal Family 12 Heating Rehabilitation Need During *Winter Months 10

10

13

14

15

16

17

18

19

20 21

Cooling Rehabilitation Need During *Summer Months 10 Elderly Persons (each) 5 **Disabled Family** 5 Dependent Minor (each) 1 **Involuntarily Displaced** 5 Displaced by a Natural Disaster 15

*Winter and Summer Months vary in different areas of the United States, and shall be subjective to the logical circumstances of each claim.

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B. Program Information

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1. Use of Grant Funds

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The Chico Rancheria Housing Corporation (CRHC) shall seek to make the best possible use of all grant funds available by conserving available grant funds wherever possible and making maximum use of other assistance funds through utilization of public agencies and non-profit groups or through combined funding in order to reserve funds for needs that cannot otherwise be met.

2. General Eligibility

For the purpose of this policy, the terms "applicant" and "owner" shall stand for all persons listed as owner on the title to the property. For this purpose, *Owner* means applicant(s) having fee simple title, trust title, 99-year feesimple leasehold interest, or twenty-five (25) year automatic renewal leasehold interest for trust land. The owner on the title must also be an elder as defined below.

General eligibility requirements are as follows:

1	a.	Title holder must be an Elder: At least one applicant
2		on the title to the property must be an elder member
3		of an Indian Tribe as defined in Section II. A. 10.
4	b.	Indian Service Area: Eligible property must be within
5		the Area of the United States, which CRHC operates
6		the Elder's Owner-Occupied Minor Rehabilitation
7		Program.
8		
9	С.	Exclusive Residence: Applicant must occupy the home
10		as their sole residence.
11	_	
12	d.	Income Limits: The annual income (as defined in
13		NAHASDA) from all sources of each member of the
14		applicant's household must not exceed eighty percent
15		(80%) of the median income. <i>Median income</i> is here
16		defined as the greater of: (1) The median income for
17		the counties, previous counties, or their equivalent in
18		which the Indian area is located; or (2) The median
19		income for the United States.
20		Homoowpor's Insurance: Applicant must have
21 22	e.	Homeowner's Insurance: Applicant must have adequate homeowners insurance to indemnify against
23		loss from fire, weather, and liability claims. This
24		requirement is in addition to applicable flood insurance
25		requirements reference in Section II. B. 3. a. of this
26		policy.
27		poricy.
28	f.	Open Application Period: Applications will be
29		accepted year-round. Generally, applications will be
30		processed on first-come, first-serve basis; however,
31		CRHC may elect to publicize open application periods
32		with a specific filing date as a method for identifying
33		and serving the most urgent Health & Safety needs of
34		Elder Families. This process will allow CRHC to do the
35		necessary planning and budgeting needed for
36		completion of the Indian Housing Plan (IHP) submitted
37		annually to HUD for funding under NAHASDA. In this
38		instance, CRHC will rank all applications received
39		during the open period and rank them according to the
40		waiting list as defined in Section II. A. 20.
41	3. Enviro	nmental Eligibility
42	Only p	rojects Categorically Excluded Not Subject to 24 CFR §
43		re eligible for assistance under this policy. An exception
44	to this	policy may be made if the elder's home has previously
	İ	

1	passed (within the last 5 years) an environmental review for ar
2	Owner-Occupied Home Rehabilitation project.
3	
4	 a. Flood Zones: If the property is located in a FEMA
5	designated Special Flood Hazard Area, the community
6	in which the property is located must be participating
7	in the National Flood Insurance Program (or less than
8	one year has passed since FEMA notification of Special
9	Flood Hazards); and Flood Insurance under the National
10	Flood Insurance Program must be obtained and
11	maintained for the economic life of the project, in the
12	amount of the total project cost.
13	
14	b. Coastal Barrier Resource Systems: Properties located
15	in a Coastal Barrier Resource System are NOT eligible
16	for assistance.
17	
18	c. Runway Clear Zones: All eligible projects under the
19	program will not involve HUD assistance, subsidy, or
20	insurance for the purchase or sale of existing property.
21	Therefore, Runway clear zone review and
22	acknowledgement is not a requirement under this
23	program.
	1 3
24	4. Eligible Minor Rehabilitation Activities
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25 26	
25 26 27	4. Eligible Minor Rehabilitation Activities
25 26	4. Eligible Minor Rehabilitation Activities a. Eligible Minor Rehabilitation activities include work
25 26 27	4. Eligible Minor Rehabilitation Activities a. Eligible Minor Rehabilitation activities include work that will provide a remedy to physical deficiencies and
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25 26 27 28 29 30	4. Eligible Minor Rehabilitation Activities a. Eligible Minor Rehabilitation activities include work that will provide a remedy to physical deficiencies and bring the house to meet housing quality standards. In order to conserve grant funds, rehabilitation of existing accessories shall be first priority followed by the
25 26 27 28 29 30 31	4. Eligible Minor Rehabilitation Activities a. Eligible Minor Rehabilitation activities include work that will provide a remedy to physical deficiencies and bring the house to meet housing quality standards. In order to conserve grant funds, rehabilitation of existing accessories shall be first priority followed by the replacement of items based on feasibility. In the event
25 26 27 28 29 30 31	4. Eligible Minor Rehabilitation Activities a. Eligible Minor Rehabilitation activities include work that will provide a remedy to physical deficiencies and bring the house to meet housing quality standards. In order to conserve grant funds, rehabilitation of existing accessories shall be first priority followed by the replacement of items based on feasibility. In the event of replacement, only comparable items shall be
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25 26 27 28 29 30 31 32 33 34	4. Eligible Minor Rehabilitation Activities a. Eligible Minor Rehabilitation activities include work that will provide a remedy to physical deficiencies and bring the house to meet housing quality standards. In order to conserve grant funds, rehabilitation of existing accessories shall be first priority followed by the replacement of items based on feasibility. In the event of replacement, only comparable items shall be eligible. In example, the new replacement unit shall be of equivalent quality as the unit being replaced. ONLY
25 26 27 28 29 30 31 32 33 34	 4. Eligible Minor Rehabilitation Activities a. Eligible Minor Rehabilitation activities include work that will provide a remedy to physical deficiencies and bring the house to meet housing quality standards. In order to conserve grant funds, rehabilitation of existing accessories shall be first priority followed by the replacement of items based on feasibility. In the event of replacement, only comparable items shall be eligible. In example, the new replacement unit shall be of equivalent quality as the unit being replaced. ONLY MINOR REHABILITAION ACTIVITIES LISTED BELOW ARE
25 26 27 28 29 30 31 32 33 34 35 36 37	4. Eligible Minor Rehabilitation Activities a. Eligible Minor Rehabilitation activities include work that will provide a remedy to physical deficiencies and bring the house to meet housing quality standards. In order to conserve grant funds, rehabilitation of existing accessories shall be first priority followed by the replacement of items based on feasibility. In the event of replacement, only comparable items shall be eligible. In example, the new replacement unit shall be of equivalent quality as the unit being replaced. ONLY MINOR REHABILITAION ACTIVITIES LISTED BELOW ARE ELIGIBLE UNDER THIS PROGRAM:
25 26 27 28 29 30 31 32 33 34 35 36	 4. Eligible Minor Rehabilitation Activities a. Eligible Minor Rehabilitation activities include work that will provide a remedy to physical deficiencies and bring the house to meet housing quality standards. In order to conserve grant funds, rehabilitation of existing accessories shall be first priority followed by the replacement of items based on feasibility. In the event of replacement, only comparable items shall be eligible. In example, the new replacement unit shall be of equivalent quality as the unit being replaced. ONLY MINOR REHABILITAION ACTIVITIES LISTED BELOW ARE
25 26 27 28 29 30 31 32 33 34 35 36 37 38	4. Eligible Minor Rehabilitation Activities a. Eligible Minor Rehabilitation activities include work that will provide a remedy to physical deficiencies and bring the house to meet housing quality standards. In order to conserve grant funds, rehabilitation of existing accessories shall be first priority followed by the replacement of items based on feasibility. In the event of replacement, only comparable items shall be eligible. In example, the new replacement unit shall be of equivalent quality as the unit being replaced. ONLY MINOR REHABILITAION ACTIVITIES LISTED BELOW ARE ELIGIBLE UNDER THIS PROGRAM: (1) Heating, Ventilation, and Cooling (HVAC)
25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40	4. Eligible Minor Rehabilitation Activities a. Eligible Minor Rehabilitation activities include work that will provide a remedy to physical deficiencies and bring the house to meet housing quality standards. In order to conserve grant funds, rehabilitation of existing accessories shall be first priority followed by the replacement of items based on feasibility. In the event of replacement, only comparable items shall be eligible. In example, the new replacement unit shall be of equivalent quality as the unit being replaced. ONLY MINOR REHABILITAION ACTIVITIES LISTED BELOW ARE ELIGIBLE UNDER THIS PROGRAM: (1) Heating, Ventilation, and Cooling (HVAC) Rehabilitation:
25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40	4. Eligible Minor Rehabilitation Activities a. Eligible Minor Rehabilitation activities include work that will provide a remedy to physical deficiencies and bring the house to meet housing quality standards. In order to conserve grant funds, rehabilitation of existing accessories shall be first priority followed by the replacement of items based on feasibility. In the event of replacement, only comparable items shall be eligible. In example, the new replacement unit shall be of equivalent quality as the unit being replaced. ONLY MINOR REHABILITAION ACTIVITIES LISTED BELOW ARE ELIGIBLE UNDER THIS PROGRAM: (1) Heating, Ventilation, and Cooling (HVAC) Rehabilitation: (a) Rehabilitating or replacing existing heating
25 26 27 28 29 30 31 32 33 34 35 36 37	 4. Eligible Minor Rehabilitation Activities a. Eligible Minor Rehabilitation activities include work that will provide a remedy to physical deficiencies and bring the house to meet housing quality standards. In order to conserve grant funds, rehabilitation of existing accessories shall be first priority followed by the replacement of items based on feasibility. In the event of replacement, only comparable items shall be eligible. In example, the new replacement unit shall be of equivalent quality as the unit being replaced. ONLY MINOR REHABILITAION ACTIVITIES LISTED BELOW ARE ELIGIBLE UNDER THIS PROGRAM: (1) Heating, Ventilation, and Cooling (HVAC) Rehabilitation: (a) Rehabilitating or replacing existing heating systems;
25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41	4. Eligible Minor Rehabilitation Activities a. Eligible Minor Rehabilitation activities include work that will provide a remedy to physical deficiencies and bring the house to meet housing quality standards. In order to conserve grant funds, rehabilitation of existing accessories shall be first priority followed by the replacement of items based on feasibility. In the event of replacement, only comparable items shall be eligible. In example, the new replacement unit shall be of equivalent quality as the unit being replaced. ONLY MINOR REHABILITAION ACTIVITIES LISTED BELOW ARE ELIGIBLE UNDER THIS PROGRAM: (1) Heating, Ventilation, and Cooling (HVAC) Rehabilitation: (a) Rehabilitating or replacing existing heating systems; (b) Rehabilitating or replacing existing cooling

1 2	motors that are necessary for proper ventilation;
3 4	(2) Appliance Replacement:
5	
6	(a) Replacing stoves, ovens, & ranges;
7	
8	(b) Replacing refrigerators and freezers;
9	
10	(c) Replacing dish washing machines and
11	garbage disposals;
12	
13	(d) Replacing laundry appliances including
14	washing machines and drying machines;
15	
16	(e) Replacing other appliances necessary for
17	residents to maintain the Health & Safety
18	of the home.
19	
20	NOTE: All replacement appliances shall be
21	"energy efficient."
22	(2) 44
23	(3) Minor Plumbing Rehabilitation THAT DOES
24	NOT INVOLVE CONSTRUCTION OR GROUND
25	BREAKING ACTIVITIES, such as replacing
26	faucets and sinks which serve as primary
27	fixtures (i.e., kitchen sink, bathroom sink),
28	replacing broken toilets, and other minor
29	rehabilitation that secures the welfare of the
30 31	elderly home owner.
32	(4) Minor Electrical Rehabilitation THAT DOES
33	NOT INVOLVE CONSTRUCTION OR GROUND
34	BREAKING ACTIVITIES, such as fuse box
35	replacement and other minor rehabilitation
36	that secures the welfare of the elderly home
37	owner.
38	owner.
39	(5) Other Minor Rehabilitation Projects may also
40	be eligible under this program based on the
41	nature of the project and the environmental
42	clearance necessary to implement the project.
43	Such proposed projects will be determined
44	eligible by CRHC upon evaluation of the
45	request.
46	·

1 2	b. Specific minor rehabilitation activities that are NOT eligible under this program include but are not limited
3	to:
4	(1) Window Pople coment is NOT and cligible
5 6	(1) Window Replacement is NOT and eligible activity under this program. Rational: Quite
7	often widow replacement involves construction
8	activities that are not eligible under this
9	program.
10	, -
11	(2) Television antennas and Digital Television
12	Boxes and or repairs, satellite dishes, internet
13	connections, computers, or similar electronic
14	devices. Rational: The program's purpose is to
15	serve the households with the greatest needs.
16	
17	(3) Rehabilitating or replacing existing electronic
18	medical alert devices. Rational: This repair
19	work could constitute a liability and should be
20	funded from another source, such as medical,
21	etc.
22	
23	(4) Painting. Rational: This type of maintenance
24	constitutes environmental requirements
25	beyond the scope of this policy, thus cannot be
26 27	administered by CRHC.
28	(5) Any other repairs not listed in Section II. B. 4.
29	a.
30	α.
31	c. Maximum Allocation: The maximum cost of Minor
32	Rehabilitation activities expended on a housing unit
33	within any twenty-four (24) month time period shall
34	not exceed \$5,000.00. However, each individual
35	rehabilitation project must be less than \$2,000.00. In
36	example, an elderly family may have a need to replace
37	their heater and rehabilitate a plumbing system. The
38	heater replacement may cost \$1,800.00 and minor
39	plumbing rehabilitation may cost \$1500. This sums to
40	over \$2000.00 (\$1800 + \$1500 = \$3300) but consists of
41	two different projects that are less than \$5,000.00.
42	
43	d. Useful Life: The Useful Life period for projects funded
44	through this program is defined as two (2) years. CRHC
45	shall be given notice by the Recipient of any sale of the
46	Property occurring prior to the end of the Useful Life

1 2	Period, which shall be two (2) years from the date of the completion of the assistance project.
3 4	e. Recapturing Provisions on the Sale of the Property:
5	If the Property is sold within two (2) years of the date
6	of the Recipient Agreement, the parties agree that
7	CRHC shall recapture all of the assistance funds
8 9	provided. Revenue share disbursements, if applicable, shall be one method of recapture. Such language shall
10	be included in the Recipient Agreement.
11	be included in the Recipient Agreement.
12	
13 14	C. Procedures
17	
15 16	1. Developing a Retention Pool
17	a. Elderly Families List Submission: CRHC, through
18	agreement with the Tribe, shall be issued a list of
19	enrolled Elderly Families, and shall be submitted
20	updates on a régular basis.
21	
22	 b. Solicitation from the Elderly Families List: CRHC shall
23	contact the Elderly Families from the list and explain
24	the Elders' Owner-Occupied Minor Rehabilitation
25 26	Program. If the family is interested in being in the
27	retention pool, CRHC shall inquire the necessary information to determine if the family may be eligible
28	for assistance, such as if they own the home and the
29	family's annual income.
30	
31	c. Initiating the Application Process: If it is determined
32	that the elderly family appears eligible based on the
33	inquiry (i.e., owns their home, and is low-income or
34	marginal), CRHC shall initiate the application process.
35	
36	d. Notifying the Family of Income Eligibility Status: Once
37 38	the family is determined eligible or ineligible based on income, written notice shall sent explaining the income
39	eligibility status to the family.
40	enginitely stated to the family.
41	e. Environmental Review: CRHC or its agent shall
42	conduct the environmental review in accordance with
43	Section II. B. 3. If flood insurance is required, a copy of
44	the policy declaration must be kept in the
45	Environmental Review Record.

1	
2	f. Contingent Recipient Agreement: Prior to being
3	placed in the Retention Pool, the applicant shall
4	executed a contingent recipient agreement that will
5	outline the assistance provided should an eligible
6	(Section II. B. 4.) need occur.
7	(**************************************
8	g. Adding Eligible Families to the Retention Pool: Upon
9	the execution of the contingent recipient agreement,
10	the family shall be placed in the retention pool.
11	and raminy shake so present in the resemble in post
12	h. Updating the Retention Pool: The Retention Pool must
13	be updated in accordance with this policy as the Tribe
14	submits updated lists of elderly families to CRHC. In
15	order to streamline work orders for potential
16	applicants, no less than annually, each family's income
17	must be recertified, and an updated environmental
18	review of the property for eligible items listed in
19	Section II. B. 4. must be conducted.
20	2. Developing the Waiting List / Work Order Priority
21	
22	a. When funding is not available: A waiting list shall be
23	developed and maintained as information, need, and
24	household composition change. This waiting list shall
25	be developed with priority ranking as follows:
26	
27	WAITING LIST SELECTION PREFERENCE: # OF POINTS:
28	
29	Mechoopda Tribal Family 100
30	Heating Rehabilitation Need During *Winter Months 10
31	Cooling Rehabilitation Need During *Summer Months 10
32	Disabled Family 1
33	
34	*Winter and Summer Months vary in different areas of the United
35	States, and shall be subjective to the logical circumstances of each
36	claim.
37	b. When funding is available: Minor rehabilitation
38	requests will also be processed according to the waiting
39	list preference rank. In example, if two families both
40	submit a minor rehabilitation request at the same
41	time, and one of the family's heater needs to be
42	replaced in winter, while the other family's need is to
43	replace a dysfunctional bathroom sink, the heating
44	unit replacement will be priority.
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3. Processing Work Orders / Program Implementation 1 2 Internet and fax machines are the most effective 3 communication method to expedite the implementation of work orders. Elderly families, who do not have access to such 4 devices, are encouraged to obtain assistance from nearby 5 relatives who are familiar with or have access to the internet 6 7 or a fax machine. Local libraries are also an excellent source 8 for Elders to obtain assistance in faxing or emailing required 9 documentation. 10 a. Requesting Assistance: Assistance may be requested 11 for the items listed in Section II. B. 4. only by the 12 elderly families in the Retention Pool. Such families 13 may call by telephone or email CRHC and explain the 14 circumstances of the need. 15 16 17 b. Inspections: Based on each individual need and circumstances, an appropriate level of inspection may 18 19 be administered by CRHC. 20 c. Procurement: CRHC shall conduct procurement and 21 will be responsible for evaluating estimates and shall 22 order all work for repairs or replacement in accordance 23 with the CRHC Procurement Policy. Itemized projects 24 shall not exceed \$2,000.00. The Recipient shall not 25 solicit work orders under this program. 26 27 d. Debarred & Suspended Contractors: Appropriate local 28 29 companies shall be (1) reviewed on the contractor's state licensing board website to insure they are 30 licensed and bonded in an amount in excess of any 31 contract or work order and (2) reviewed at the Federal 32 government's excluded parties list system (epls) 33 34 website to insure the company is not debarred, 35 suspended, or ineligible. 36 37 e. Complaints: If the Recipient is dissatisfied with the work, the Recipient must immediately contact CRHC by 38 telephone or email within three (3) working days from 39 the completion date and immediately follow up with a 40 written statement regarding the nature of the 41 complaint that must be received by CRHC within five 42 (5) working days from the completion date. Using 43 email or faxing such complaints is encouraged in order 44 to meet the deadline. Such complaints need to be 45 reasonable, such as the work was not completed, or it 46

1 2 3 4 5 6 7	did not resolve the issue, etc., (i.e., the new toilet leaks or the heating unit only blows cold air). Upon receiving such complaint, CRHC shall contact the company that conducted the work and require the necessary follow up be conducted prior to issuing payment.
8 9 10 11 12 13 14 15 16 17 18	f. Statement of Satisfaction: Once the work is complete and the Recipient is satisfied with the minor rehabilitation, the Recipient shall execute a Statement of Satisfaction and return it to CRHC within ten (10) calendar days. The Statement of Satisfaction may be faxed or emailed in order to expedite the deadline. If the Recipient does not submit a written complaint to CRHC within five (5) working days from the completion date yet fails to return a Statement of Satisfaction to CRHC within ten (10) calendar days from the completion date of the work, the Recipient may be removed from the Retention Pool indefinitely.
20 21 22 23 24 25	g. Invoices/Payments: All work orders shall be invoiced to CRHC, and CRHC shall make payment to the company that performs the work once the Statement of Satisfaction is received.
25 26 27 28 29 30 31 32 33 34 35	h. Grievance Hearing Requests: Should CRHC reject any application without cause, the applicant may file a written grievance hearing request with the Board of Directors within ten (10) working days following the disapproval. If such grievance hearing request is granted and the applicant does NOT reside in the local area, the applicant may attend such hearing via conference telephone call. In accordance with CRHC's Grievance Policy, the decision of the Board of Directors shall be considered final.
37 38	D. Policies, Statues, and Regulations
39	1. Labor Provisions
40 41 42 43 44 45	a. Tribally Designated Wage Rates: Contracts and agreements for assistance, sale, or lease under NAHASDA must require that prevailing wage rates be paid to laborers and mechanics employed in the development of affordable housing. An exception to

this general rule is if prime contracts are less than \$2,000. Prevailing wage rates are determined by the Mechoopda Indian Tribe's Tribally Designated Wage Rates (TDWR) schedule, as amended and updated from time to time. When NAHASDA assistance is used to assist elder homeowners with minor repairs, TDWR wage rates shall apply in the event that the \$2,000.00 itemized work order limit is lifted in the future. Otherwise, TDWR are not applicable under this program.

- b. Contract Work Hours and Safety Standard Act: Contractors shall remain in compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulation (29 CFR, Part 5). Under section 103 of the Act, each contractor shall be required to compute the wages or every mechanic and laborer on the basis of a standard workday of eight (8) hours and a standard workweek of forty (40) hours. Work in excess of the standard workday or workweek is permissible provided that the worker is compensated at a rate of not less than one and a half (1 ½) times the basic rate of pay for all hours worked in excess of eight (8) hours in any calendar day or forty (40) hours in the workweek. Section 107 of the Act if applicable to construction work provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction safety and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- c. **Volunteers:** The requirements in 24 CFR part 70 concerning exemptions for the use of volunteers on projects subject to Davis-Bacon and HUD-determined wage rates are applicable.
- d. Other laws and issuances: CRHC as recipient of IHBG funds, contractors, subcontractors, and other participants must comply with regulations issued under the labor standards provisions of 24 CFR § 1000.16,

1	other applicable Federal laws and regulations
2 3	pertaining to labor standards, and HUD Handbook 1344.1 (Federal Labor Standards Compliance in Housing
4	and Community Development Programs).
5	2. Non-Discrimination
6	In carrying out assistance under this policy, CRHC will comply
7	with the provisions of 24 CFR § 1000.12
8	3. Indian Preference Provisions
9	In carrying out assistance under this policy, CRHC will comply
10	with the provisions of 24 CFR § 1000.48 1000.50 and 1000.53.
11	4. Conflict Of Interest
12	In carrying out assistance under this policy, CRHC will comply
13 14	with the provisions of 24 CFR § 1000.30; 1000.32; 1000.34; and 1000.36; 24 CFR Part 85
	5. Severability/Interpretation
15 16	If in the implementation of this policy, it is determined any part
17	of this policy is deemed to be in conflict with applicable
18	requirements of NAHASDA and the implementing regulations,
19 20	CRHC will comply with NAHASDA or other applicable federal regulations. For interpretation of this policy, all definitions will
21	conform, unless otherwise specified, to the applicable
22	definitions of Section 4 of NAHASDA (25 USC 4103).2
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