



TRIBAL
HOUSING
OFFICE

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Kalispel Housing Renovation Program

Policies and Procedures

Program Goal:

Part of the Kalispel Tribe's stated vision is to "create ample housing opportunities" for Kalispel Tribal Members. It is the goal of the Kalispel Housing Renovation Program to assist in that vision by providing Kalispel Tribal families decent, safe, sanitary and affordable housing through the elimination of substandard conditions with the opportunity for a decent home and suitable living environment. This program is designed with the intent to assist and serve tribal households to achieve that goal.

Purpose:

The Kalispel Housing Renovation Program (KHRP) is a program to provide services to repair and renovate substandard housing to a standard level at no cost to the eligible households.

Program Eligibility:

- 1) Applicant is an enrolled Kalispel Tribal Member, 18 years of age or older.
- 2) Applicant owns and occupies the home:
 - a) Ownership includes any percentage of shared interest in the home to be repaired.
 - b) If home was constructed with HUD funds it must be paid off and have been conveyed to the applicant.
 - c) Home must be the primary residence for applicant and must be located in the program service area. The current service area is Pend Oreille, Stevens and Spokane Counties.

Information Collection:

Information is to be collected from each applicant to document the number, age, and disability status of all household members; ownership status and location of the home.

Complete Program Applications received will be used to determine eligibility for the KHRP. Once eligibility is established, Applicants to be served on a first come first serve basis

The following factors determine eligibility:

- 1) Number and age of elders in the household.

- 2) Disabled persons in the household.
- 3) Number of dependent children residing in the home.
- 4) Homes that have renovation needs that represent immediate health and safety issues to the homeowners.
- 5) Construction date of home.

Program Application (Attachment A) will include the following information:

- Proof of Kalispel Tribal membership
- Proof of homeownership
- List occupants of the home with relationships and ages
- Identify any disabled members
- Self identified needs for repair or renovation

Program Terms:

- 1) Total repairs and renovations for one home is not to exceed \$25,000.00 of KHRP program funds.
- 2) If funds are available through other programs, such as Weatherization grants, to pay for the eligible repairs, KTHO shall utilize such funds prior to utilizing funds under this program.
- 3) Applicants and homes are only eligible to receive qualified services under the Renovation Program funds up to \$25,000, as long as the program exists.
- 4) All repairs will be made on a like for like replacement basis.
- 5) In the event a recipient of this benefit does not maintain ownership of the home or home site for which this benefit is designated for a minimum of five years, a pro-rated repayment schedule developed by the Kalispel Tribe Housing Office will be imposed upon the recipient.
- 6) Homeowners are required to carry homeowners insurance on all homes that have received Kalispel Housing Renovation Program funds for a minimum of five years.

Definitions:

Child means a person under the age of 18 who has not been emancipated by marriage.

Cost effective means the cost of the project is within the cost limits of the program and that renovations will add sufficient years of service to the dwelling to satisfy the housing needs well into the future.

Disabled means legally blind; legally deaf; lack of or the inability to use one or more limbs; chair bound or bed bound; inability to walk without crutches or walker; mental disability in an adult of such severity that requires a companion to aid in basic needs, such as dressing, preparing food, etc.; or severe heart and/or respiratory problems preventing even minor exertion.

Household means persons permanently living with the head of household who may be related or unrelated to the head of household, who function as members of a family unit, and participate in the household operation and maintenance as they are able.

Permanent resident means adults living in the household that intend to live there continuously from now on and any children as defined above.

Service area means the geographical area designated and approved by the tribe to which equitable service can be provided. The current service area is Pend Oreille, Stevens and Spokane Counties.

Standard Housing means a dwelling that is decent, safe and sanitary.

- 1) Standard housing shall meet each of the following conditions:
 - i) General construction conforms to codes as set forth in the International Residential Building Code or as apply to the jurisdiction where home is located;
 - ii) The heating system has the capacity to maintain a minimum temperature of 70 degrees in the dwelling in the coldest weather in the area;
 - iii) The heating system is safe and can maintain and deliver a uniform heat distribution;
 - iv) The plumbing system includes a properly installed and functioning system of piping and fixtures;
 - v) The electrical system must include wiring and equipment properly installed to safely supply electrical energy for lighting and appliance operations;
 - vi) The house site must have reasonable and safe access and be easy to enter and leave;
 - vii) The house must be accessible for emergency service personnel and have appropriate measures for fire safety.

Eligible Renovations:

Prepare list of eligible repairs and renovations for each home as identified by housing inspection:

Examples of Eligible Renovations:

1. Health and Safety
 - a. Fire Hazards
 - b. Water Leaks
 - c. Electrical problems
 - d. Structural damage
 - e. Inadequate emergency service access
 - f. Other issues which could endanger occupants
2. Livability
 - a. Working fixtures
 - i. Lights
 - ii. Electrical outlets
 - iii. Plumbing fixtures
 - iv. Major Appliances
 - b. Heating /Cooling/Plumbing/Electrical Systems
 - c. Access to basic functions if disabled
 - i. Ramps
 - ii. Grab Bars
 - iii. Lowered counters
 - iv. HC toilet/shower fixture
 - v. Lever door handles
 - vi. Wider doorways
 - vii. Eliminating trip hazards
3. Basic Repairs
 - a. Roofs
 - b. Foundation
 - c. Siding
 - d. Windows and doors
 - e. Stairs
 - f. Floors and walls
 - g. Site drainage
 - h. Septic systems

Examples of Non-eligible Renovations:

1. Improvements
 - a. Upgrades
 - b. Additions
 - c. New fixtures if current fixtures are in good working order
 - d. Added porches, decks, fence, landscape, storage buildings
2. Aesthetics (these items will not be replaced unless damage or disrepair is present)
 - a. Change paint color
 - b. Change flooring
 - c. Change cabinets/counters

Prepare preliminary rough estimate of cost of renovations for each item identified by home inspection.

Verify that needed renovations are not eligible for another source of grant funding:

- BPA Weatherization
- LIHEAP Weatherization
- Other funding resources

Implementation:

- Prepare written scope of work for each repair/renovation project
- Involve homeowner in decision making as appropriate (fixtures, finishes, etc.)
- Determine if work can be performed by tribe employees, or should be performed by qualified licensed contractors
- Determination of means to perform the work is at the sole discretion of the tribe
- Obtain bids from contractors for defined scopes of work as appropriate
- Get quotes from different suppliers and coordinate purchasing of materials to reduce costs
- All procurement is to be done in accordance with Kalispel Tribe Finance Manual
- Create schedule for the work allowing time for field conditions that may be uncovered during performance of work

Homeowner Agreement:

A Homeowner Agreement is to be prepared for each selected home

- The agreement will include:
 - Written scope of work
 - Proposed method of performance of work
 - Any selections made by the homeowner
 - Proposed project schedule
 - Homeowner consent for inspection and testing
- Signed statement that the Homeowner will purchase and maintain a Homeowner Insurance Policy for a minimum of five years
- Homeowner and Tribe to sign agreement prior to start of the work
- Homeowner Satisfaction Agreement is to be signed again at completion of project with acceptance of work

Tracking and Controls:

- Overall Budget /Project budgets
- Contracts and purchase orders issued
- Actual costs to date
- Schedule for work, updates
- Inspect work in progress
- Final inspection
- Homeowner satisfaction and Acceptance for Occupancy Certificate
- Update home file w/ report of work completed, updated photographs