

2002
HOME REPAIR GRANT
POLICY AND PROCEDURES

This program provides grants to low income tribal homeowners for health and safety repairs to their primary residence. These are basic repairs and are limited to: roofs, wood damage, heating, plumbing, electrical, foundations and weatherization.

I. ELIGIBILITY REQUIREMENTS

Home Repair Grants may be made for renovation of real property provided that the following conditions are met:

A. Owner Eligibility Requirements:

1. The applicant must be a Confederated Tribes of Grand Ronde tribal member, age 18 or older.
2. The applicant must be the owner of the property to be improved, or have a long-term land lease in the case of manufactured home ownership.
3. Income limits for all households are 120% of the median income. The current limits (as of 4/6/01) are as follows:

| Household Size | Maximum Annual Income | Household Size | Maximum Annual Income |
|----------------|-----------------------|----------------|-----------------------|
| 1 | \$46,956 | 2 | \$53,664 |
| 3 | \$60,372 | 4 | \$67,080 |
| 5 | \$72,446 | 6 | \$77,813 |
| 7 | \$83,179 | 8 | \$88,546 |

4. The applicant must not have any past due unpaid debts owed to GRTHA or the CTGR.
5. Applicants are ineligible for this program if they have previously received:
 - a. a Major Rehabilitation Grant;
 - b. a Home Repair Grant of \$10,000;
 - c. a Down Payment Grant in the previous 5 years.

B. Property Eligibility Requirements:

1. The property must be located in the ten county service area. However, GRTHA, by Board Resolution and with Tribal Council approval, may focus resources annually to a specific geographic area to implement a specifically designated Tribally supported project consistent with the Housing Plan.
2. The property must be legally zoned for residential use.
3. The property must be the applicant's primary residence.
4. Homes must be wood frame construction, modular, manufactured, or mobile homes. Travel trailers and recreational vehicles are not eligible.

II. TERMS AND CONDITIONS

- A. Applicants who meet the eligibility requirements may receive up to three Home Repair Assistance Grants providing that the total of those grants does not exceed \$10,000, or \$5,000 for mobile homes. The total of 3 grants and the grant limits include any Home Repair Grants received in previous years.
- B. After the limits set forth in “A” above have been reached, recipients of this grant and homes repaired under this grant are not eligible for future grants under this program.
- C. Recipients are not eligible to apply for a Down Payment Assistance Grant for a minimum of five years after receipt of a Home Repair Grant or a Major Rehabilitation Grant.

III. GRANT PRIORITIES

Applications will be processed by order of date of application. At the discretion of GRTHA staff, allowances will be made for correction of specific emergency situations that are an imminent danger/threat to health or safety (such as an inoperative furnace in the winter, an inoperative toilet, etc.) The identified item may be corrected prior to the approval of a grant for the full project. Preference will be given to Elders and Disabled. Preferences will be applied on an ongoing basis throughout the year for this program.

DEFINITIONS OF TERMINOLOGY

CTGR- Confederated Tribes of the Grand Ronde Community of Oregon.

GRTHA-Grand Ronde Tribal Housing Authority.

Median Income-The median income for the Portland area MSA, as established by HUD, and based on family size.

Low Income- At or below 80% of median income.

Income- Income is the actual or anticipated total annual income from all sources received by the household head and spouse/life partner and by each additional member of the household. This includes the gross amount of wages, salaries, and commissions, net income from business operations, self-employment income, income from real property, unemployment and disability compensation, workers compensation, public/tribal welfare assistance, alimony and child support, social security and supplemental security income, retirement benefits and pensions (including tribal), income from estates and trusts, investment income, all tribal taxable income, and veterans or armed forces income.

Service Area- The Program service areas are the following ten counties in Oregon: Polk, Yamhill, Marion, Tillamook, Washington, Multnomah, Clackamas, Linn, Benton, and Lincoln.

Primary Residence- The residence at which the owner lives at least nine months per year.

Home in Standard Condition- A home that is considered to be in decent, safe and sanitary condition, as determined by the Housing Authority, and meets applicable codes for fire and life safety.

Permanent Structure- A dwelling is considered a permanent structure if it is on a permanent foundation, and in the case of manufactured homes, if it is tied down in accordance with local codes. In no event will mobile homes, travel trailers, recreational vehicles or other types of mobile units be considered as permanent structures, even though they may be a primary residence.

Manufactured Home- A dwelling that is factory-built on a permanent, steel frame chassis, constructed in conformance with the National Manufactured Housing Construction and Safety Standards established by the Department of Housing and Urban Development (HUD).

Modular Home- A dwelling that is a factory-built wood frame structure, constructed in conformance with the National Uniform Building Code (UBC).

Mobile Home- A structure constructed for movement on public highways that has sleeping, cooking, and plumbing facilities, and that is intended for human occupancy, that is being used for residential purposes and that was constructed between January 1, 1962 and June 15, 1976, and met construction requirements of Oregon Manufactured Home Law in effect at the time of construction.

Long-term Lease- Minimum of five years.

Recipient- An adult (age 18+) Tribal member who has been awarded assistance under any of the housing programs herein defined.

Elder- Any tribal member age 55 years or older.

Disabled- Head of household tribal member or spouse who is recognized as permanently disabled as defined in Section 223 of the Social Security Act or in Section 102 (b) (5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970.

First time homebuyer- An individual or family who has not owned a home during the three (3) year period preceding the Tribal assisted purchase of a home.

GRANT/LOAN APPROVAL AUTHORITY

The grant/loan amounts shall generally not exceed the limits specified above. However, amounts may be exceeded or other exceptions made by authorization of the GRTHA Board

of Commissioners at the recommendation of the GRTHA Director for special/extraordinary circumstances.

WAITING LIST REVIEW

All tribal members who appear to meet the specific program requirements may apply with the GRTHA. Incomplete applications will not be accepted, and will be returned to the applicant for completion. Applicants are responsible for keeping the information on their application current.

For programs with waiting lists, each year the waiting list will be reviewed and eligible applications will be selected for funding. If an applicant cannot be located after telephone and written contact (by certified mail), the application will be removed from its place on the waiting list and held for 30 days prior to being inactivated. Upon contact from the applicant, if it is within 30 days the application will be placed back on the list with its original date. If it is more than 30 days, a new application will be taken and the new date will be used to establish a place on the waiting list.

FUNDING

The level of funding for all programs is subject to availability of Tribal resources and budget approval.

MONITORING AND REPORTING

The GRTHA Director is responsible for daily compliance with this policy, and will provide semi-annual reports to the CTGR General Manager on the expenditure of funds.

IMPLEMENTATION AND POLICY REVIEW

This policy shall become effective upon approval by the Grand Ronde Tribal Housing Authority Board of Commissioners and the Tribal Council, and shall be reviewed on an annual basis.