

Walker River Housing Department **Renovation Program Policy**

The general purpose of this policy is to serve as a guide for the Walker River Housing Department (“WRHD”) in determining eligibility for the WRHD’s Renovation Program. It is to also provide for consistent, equitable, and uniform treatment of clients; a basis for decision making for the WRHD; and a training manual for staff. The WRHD Renovation Policy was developed by the Director and staff, and reviewed by the WRHD Attorney. It was subsequently adopted by the Walker River Paiute Tribal Council by Resolution (WR-35-2016) on April 25, 2016 and goes into effect on April 25, 2016.

A. Policy Statement

The Walker River Paiute Tribal Council recognizes the need to establish procedures regarding the renovation of both homes privately owned by Tribal members and Walker River Paiute Tribe owned homes whose occupants are unable to acquire assistance from other agencies. The WRHD will provide assistance, within approved budget amounts and the approved Indian Housing Plan, for the renovation of privately owned homes and for homebuyers that are enrolled members of the Walker River Paiute Tribe.

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

B. General Information.

The WRHD will provide assistance to pay for renovation expenses, building permits, and local licensing requirements for individually owned homes or homes that are owned by the Walker River Paiute Tribe.

1. Participation in the WRHD's Renovation Program is limited to low-income families as defined by the WRHD. Participants will be required to provide an application for the Renovation Program and documentation to verify the determination of low-income status.
2. Assistance will also be provided to households who meet the 80% - 100% median income level.
3. The Housing Director or other designated employee shall review and approve each renovation application. Eligible low-income families must make their request for renovation assistance on the application form developed by the WRHD.

4. This assistance to the homebuyer/homeowner Tribal member will be paid directly to a contractor or for WRHD Force Account staff to make the repairs or renovations or to the appropriate agency that requires specific types of fees for permits, fees, or licensing requirements to rehabilitate a house or unit.

C. Purpose.

This Policy describes the type of renovation or repair work that is allowable and the steps that must be followed to request assistance for the renovation work. The homeowner/homebuyer that requests this assistance will not be allowed to use renovation funds for luxury items, as determined by the WRHD. Each request for Renovation Assistance will be considered on a case-by-case basis.

1. "Betterment" is defined as any improvement made to the home or grounds that do not result in the addition of square footage to the home or grounds.
2. "Additions" are defined as any improvement made to the home that will result in additional square footage to the home. Any request made by the homebuyer/homeowner to make additions or structural changes to the home shall be submitted to the WRHD in writing with a plan and drawings of the proposed change(s) for approval. Any improvements that require additional square footage will be covered by insurance by the WRHD.

D. Approval Process

The Walker River Paiute Tribe will require the homebuyer/homeowner wishing to participate in the Renovation Program to submit the following documents:

1. A complete Renovation Program Application
2. Proof of ownership of the structure to be renovated.

Upon receipt of a Renovation Program Application, the Housing Director will determine whether to approve or deny the application based upon guidelines set forth within this policy.

E. Allowable Uses

The following types of repairs and renovations are allowable under the Renovation Program. Allowable renovations and repairs shall be made in accordance with the Tribe's prioritization schedule.

1. Renovation of home to make accessible to persons with disabilities, including bathroom(s), doorways, entrance ramps, etc.
2. Repairs and/or replacement of items that have been identified in a home inspection.

Repairs to damaged items that create a hazard to the life, health, or safety of the occupants or could cause serious damage to the property shall have priority over other requests.

3. Improvements such as installation of carpet, upgrade of windows, cabinets, doors, lighting and plumbing fixtures, electrical, insulation, wood stoves, fencing, or other items as determined by the WRHD.
4. Replacement of appliances such as kitchen stoves, refrigerators, water heaters, furnaces and other items as determined by the WRHD.
5. Building additional bedrooms, living space, decks, or garages.

F. Unallowable Uses

Renovation funds shall not be used for luxury items as determined by the WRHD, such as hot tubs, spas, swimming pools, electronic equipment, or household furniture.

G. Payment of Materials, Construction Costs and/or Contractor Services

1. The WRHD will make direct payment to the party performing the work or to the vendor where the purchase of material was made using the Tribe's Procurement Policy. At no time will payments be made directly to the homebuyer for any material or contractor invoices.
2. For the construction of additions or major improvements, payments shall be processed in accordance with the adopted Procurement Policy and/or pursuant to the terms of the contract(s) entered for the construction work.

H. Inspections

1. For construction of additions or structural changes, the WRHD will conduct an initial inspection. Upon completion of the project, a final inspection will be performed with the homebuyer or homeowner. A Certification of Completion will be signed by the homebuyer or homeowner along with the WRHD.
2. All completed renovation work must be inspected to assure that work completed meets any Housing Quality Standards established by the WRHD or the Walker River Paiute Tribe, if applicable.
3. 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.

I. Eligibility Requirements

An individual must meet the following eligibility requirements to be eligible for the WRHD's Renovation Program:

1. Must show a need for renovation.
2. a. Be a low-income family as defined by the Housing Urban Development (HUD) guidelines and WRHD Eligibility, Admission, Payment and Occupancy Policy; or
b. Meet non low-income requirements in accordance with 24 C.F.R. § 1000.110, including meeting median income level of 80% - 100% guidelines, if allowed by the Tribe's Indian Housing Plan.
4. Reside within the service area as defined in the Walker River Paiute Tribe's Indian Housing Plan.
5. Individuals requesting renovation work with WRHD must be current on their housing payments for the last six months prior to submitting an application.
6. Homeowner or Homebuyer must be a member of the Walker River Paiute Tribe.
7. If the home is not owned by the Tribe, the owner must provide proof of ownership of the structure.

J. Resale Restriction

1. Participation in the Renovation Program shall be subject to resale restrictions to be determined by the WRHD that will be included and stated in any documentation required for such participation. For example, if the homeowner sells or transfers title to a renovated home or unit within a time frame established by WRHD, the entire amount or a designated percentage of the cost of renovation of the home or unit under the Renovation Program may be required to be paid back to the Tribe.
2. If, at any time, the owner sells or transfers title to the home, the owner must repay the WRHD the full balance still owed on the payback amount.

K. Other Requirements

1. The homebuyer/homeowner shall be responsible for having warranty work performed on any manufactured appliances or materials used in the renovation of their home.
2. The WRHD may require the participants in the Renovation Program to participate

in counseling programs sponsored and paid for by the WRHD.

3. All eligible applicants selected to participate in the WRHD's Renovation Program shall sign a Renovation Program Agreement with the WRHD, and may be required to sign a Payback Agreement.