

# Puyallup Tribe of Indians

## Emergency Housing Repair Program

3009 E. Portland Ave - Tacoma, WA 98404  
Ph: (253) 573-7972 Fax: (253) 573-7825  
Email: [emergencyhousing@puyalluptribe-nsn.gov](mailto:emergencyhousing@puyalluptribe-nsn.gov)



### 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)
4. Assistance is one tribal member per household and/or address per fiscal year (October 1<sup>st</sup>-September 30<sup>th</sup>)
5. Applicant must reside in Pierce, King or Thurston Counties; or reside within fifty (50) miles of the Puyallup Tribe Reservation boundaries.

#### CATEGORIES:

Category 1: Interior and Exterior of Unit: Applicant 54 and under up to \$2,500

Category 2: Interior and Exterior of Unit, and Exterior Parameters of unit: Applicant 55 and over \$5,000

## APPLICATION PROCESS

1. Must fill-out and sign an Emergency Housing Repair Application each fiscal year program is used. Incomplete applications will not be processed.;
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, each fiscal year program is used; and
4. Must provide homeowner insurance to cover cost of work first. (water, fire, flood, wind, etc.)

## 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 help 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 to pay additional costs at, or before, time of work being completed.
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 1–September 30) for emergency repairs up to \$2,500. Funds for Emergency Repairs will be credited to the fiscal year the emergency was incurred, provided there is a completed application, required minimum # of bids, and work is authorized on or before September 30.

**CATEGORY 2: \$5,000: Applicant is an Elder 55 years of age and older (Interior/Exterior of unit and Exterior Boundaries/Parameter of Applicants Property):**

The Emergency Housing Repair Program will grant up to \$5,000, to help 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 to pay additional costs at, or before, time of work being completed.
3. Under no circumstance will the Puyallup Emergency Housing Repair Program pay over the \$5,000 limit per applicant.
4. Applicant can apply consecutively over the course of the year (October 1–September 30) for emergency repairs up to \$5,000. Funds for Emergency Repairs will be credited to the fiscal year the emergency was incurred, provided there is a completed application, required minimum # of bids, and work is authorized on or before September 30.

**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. Existing fixtures not working;
  - 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. **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. Includes bed bugs, roaches, insects, and rodents initial setup and maximum 6 months monthly services, per fiscal year. Service will come out of the Emergency Housing Repair Program assistance amount (\$2,500/\$5,000) whichever is applicable. If homeowner wishes to continue services after 6 months, it is homeowner's responsibility to make payment arrangements for continued services.

## **CATEGORY 2 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/Walkway: repair or replace existing, if concrete is cracked, gauged, or broken causing elder to fall or slip.
3. Repairing an Existing Alarm System: security of unit.
4. Outdoor Security Lighting: increase security and visibility to elder.
5. 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;
10. Walk-in bathtubs

## EMERGENCY HOUSING REPAIR PROGRAM WILL:

1. Verify homeownership by contacting the County Tax Assessors Office;
2. Review applicants request and confer with contractor to determine repair costs. Conduct a site inspection to determine if repairs can be completed within the scope of work, if needed;
3. Notify applicant in writing, by phone, or by email that application is approved or not approved;
4. No prior work shall be performed without approval from the EHRP Staff; 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.

## PROCUREMENT OF CONTRACTOR

### Emergency Housing Repair Program:

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

If the homeowner is unable to solicit their own bids, the Emergency Housing Repair Program staff will develop and maintain a list of housing contractors to select from.

### **The Emergency Housing Repair Staff 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;
- Review and authorize all estimates prior to work commencing; and
- Review and approve all change orders, as deemed necessary to complete work up to \$2,500/\$5,000 limit.

### **Contractor:**

If applicant is outside the service area, the contractor 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 Programstaff. If a change order exceeds the \$2,500/\$5,000 limit. The Emergency Housing Repair Program staff 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.

# Puyallup Tribe of Indians

## Emergency Housing Repair Program

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### 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)

Household Member: Yes \_\_\_\_\_ No \_\_\_\_\_ (Include verification)

Description of Emergency Repair Needed: \_\_\_\_\_

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**By signing below, I confirm that I have read, understand and will comply with all Emergency Housing Repair Program policies. Additionally, I understand that any Physical/Verbal abusive or threatening behavior to staff or contractors in any form, will not be tolerated. Access to services may be withheld or denied.**

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
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: