

OVER INCOME CONSTRUCTION
REHABILITATION PROGRAM POLICY

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A. Purpose:

To provide housing assistance to Tribal members whose household income exceeds the eligibility requirements for other tribal housing rehabilitation programs. Grants shall not exceed \$5,000 and eligible applicants are limited to one grant per person/address/household.

B. How the Program Works:

The Siletz Tribal Housing Department (STHD) must provide an annual notice to Tribal members in the Siletz News that clearly gives the deadline, including a date and time, for submitting applications. The notice will indicate how many grants will be awarded. STHD will date-stamp all applications immediately upon receipt. Eligible applicants who submit a complete application or before 4:30 p.m. of the published deadline date shall be included in the drawing. Date and location of the drawing will be determined by Tribal Council and announced or published.

1. Accepted applicant and proposed licensed, bonded, and insured Contractor must both complete and return a signed copy of the following Siletz Tribal Housing Department forms:
 - a. Award Contract;
 - b. Checklist of Understanding; and
 - c. W-9 Form.
2. Any changes to the Award Contract must be approved by STHD and filed on a Change Order Form.
3. An applicant can request approval to complete their work without the aid of a Contractor, but they must provide a materials list and a price estimate, along with an explanation of their qualifications and experience, including their ability to obtain the proper permits.
4. The Housing Director or designee shall have the authority to approve or disapprove an applicant's request to complete his/her own work.
5. If it has been determined that the applicant can complete their own project, a maximum of (50%) of the grant will be available at start-up. The

balance will be paid after submittal of all necessary paperwork, including original invoices for purchased materials, and review of before and after pictures of the work completed.

6. All work must comply with local building codes, and proof of permit, if necessary, may be required before initial payment can be made.
7. Homeowners must complete a "Satisfaction of Work Completed" Form before final payment.
8. The Siletz Tribe is not responsible for quality of workmanship, and nothing in this program or policy shall be construed as a waiver of sovereign immunity.

C. General Eligibility Requirements (all must be met):

1. Must be an enrolled Siletz Tribal member, age 18 and over or an emancipated minor to apply. Only one application per person/address/household may be selected.
2. Household must be over the published Income limits of Native American Housing Assistance and Self-Determination Act of 1996 and the U.S. Housing Act of 1937.
3. Except for the I.H.S. Elders Emergency Program, applicants must not be current participants in any other Tribal Housing programs within the first five years following the initial date of service including: 1) Down Payment assistance; 2) NAHASDA HIP Rehabilitation; 3) New Elder's construction; 4) Mutual Help; 5) BIA Self-Governance; 6) BIA HIP Rehabilitation; 7) Elders Disability Program.
4. Application must be for construction rehabilitation work on primary residence owned by the applicant. No recreational vehicles will be considered as a primary residence.

D. Application Process:

All persons applying for the Over Income Construction Rehabilitation Program must complete an application packet, which is available at the STHD office located at 555 Tolowa Court, Siletz Oregon, or any of the Area Offices of the Siletz Tribe.

E. Fraudulent Applications:

If at any time during the application process, STHD has reasonable cause to believe that the applicant provided false, incomplete, or inaccurate information, STHD will conduct an investigation to determine whether fraud was committed.

If STHD determines that fraud likely has been committed, STHD will refer the matter to Tribal, state, and federal authorities and the applicant may be subject to penalties under applicable law.

F. Grievance/Complaint Process:

If you disagree with a Housing decision or action, please do not hesitate to call the Housing staff member whose decision or action concerns you. While informal resolution is encouraged, you still have to comply with the time limits to appeal. You cannot skip a step in the formal process.

1st Step – Review by housing Director:

If you disagree with a decision or action of the Housing Department, you have the right to file an appeal with the Housing Director within thirty (30) days from the date of the department's action. "Appeal" means any type of dispute with a STHD action or failure to act. Your appeal must be filed within 30 days of any written notification of an adverse action, but if no written decision is completed, then you must appeal within thirty days of the time you learn of the decision. Your appeal must include: 1) an explanation of why you are appealing; 2) all the information, documents, and evidence that you want to have considered; and 3) an explanation of any errors that you believe STHD made.

2nd Step – Review by Housing Committee:

If the Housing Director denies your appeal (or if the initial decision was signed by Housing Director), you have the right to appeal to the Siletz Tribal Housing Committee in writing within 30 days from the date of the Housing Director's decision. The decision of the Housing Committee shall be the final administrative decision of the Tribe.

No particular form is required to do this as long as the complaint or grievance: (1) is in writing and is signed by the party or his or her spokesperson or attorney; and (2) is actually and timely delivered to the Housing Department. If you want additional information or documentation considered please deliver them with your appeal or bring them to the hearing. If the Housing Committee sets your appeal for a hearing, you will be notified. It is your responsibility to attend if you wish to testify.

3rd Step – Tribal Court:

"The Tribal Court will apply the Tribal Administrative Procedures Ordinance."