

*Santa Rosa
Housing Committee*



Policy and Procedures

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Definitions

1. **Tribe** – means the Santa Rosa Band of Cahuilla Indians, a federally recognized Indian Tribe
2. **Committee** – means the Santa Rosa Housing Committee
3. **Reservation** – Territory of the Tribe that includes the lands, water, property, airspace, surface rights, subsurface rights and other natural resources within the boundaries of the reservation, including any lands which may hereinafter be added to the Reservation by any means, and the same wherever located if held in trust or restricted status by the United States for the benefit of the Tribe or a tribal member. The word “Reservation” shall mean the Santa Rosa Reservation.
4. **SRHC** – Santa Rosa Housing Committee which consists of six (6) committee members who are in a volunteered position to provide affordable, safe and sanitary housing in the interest of Tribal Members.
5. **Tribal Member** – any person who is a lineal descendant of any member listed on the Base Roll, an individual who is adopted into the Tribe, minors of lineal descendants, or any member adopted from an earlier time.
6. **AMIHA** – All Mission Indian Housing Authority which administers the Tribe’s HUD funds.
7. **NAHASDA** – Native American Housing Assistance and Self-Determination Act 1966
8. **ICDBG** – Indian Community Development Block Grant
9. **HUD** – Housing Urban Development
10. **NOA** – Notice of Action
11. **Tribal Homes** – homes that are owned by a family that are not NAHASDA funded homes.

Santa Rosa Housing Committee

(SRHC)

1. PURPOSE

The Santa Rosa Band of Cahuilla Indians' Housing Committee strives to provide for efficient, safe and habitable living conditions for our Tribal Members, with priority being placed on Tribal Elders. Providing housing assistance, new construction, and tribal rentals for our Tribal Members is a priority of the Band, which will be accomplished through Tribal funds if available based within tribal budget approval or other funding resources. These housing programs may be provided to Santa Rosa Tribal Members, on and or off the Santa Rosa Reservation who are eligible for services.

In accordance with the Santa Rosa Band of Cahuilla Indians Housing Committee, the committee shall adhere to The Governing Document approved on December 22, 2014 by General Membership by a duly called General Council Election. The Governing Document supersedes and regulates the Santa Rosa Housing Committee.

2. DUTIES AND RESPONSIBILITIES

Section 2.1 - Duties of the Santa Rosa Housing Committee: Chairperson

- A. The Chairperson will be present and conduct all meetings of the SRHC.
- B. The Chairperson shall make a reasonable effort to represent and attend the various seminars, workshops, conferences, meetings with Tribal Council and other tribal consortia to bring information back to SRHC, Tribal Council and General Council.
- C. The Chairperson will seek ways of strengthening resolutions to Tribal housing needs by researching funding resources such as: grants, tribal funds, and or outside agency reserves.
- D. The Chairperson votes only to break a tie vote in SRHC meetings unless conflict of interest is enacted.
- E. Report any and all activities of the committee to Tribal Council and General Council as needed.

Section 2.2 - Duties of the Santa Rosa Housing Committee: Vice-Chairperson

- A. The Vice-Chairperson performs the duties of the Chairperson in his/her absence.
- B. The Vice-Chairperson assists the Chairperson in strengthening resolutions to Tribal housing needs by researching funding resources such as: grants, tribal funds, and or outside agency reserves.
- C. The Vice-Chairperson shall attend in conjunction with or in the absence of Chairperson all various seminars, workshops, conferences, meetings with Tribal Council and other tribal consortia to bring information back to SRHC, Tribal Council and General Council.
- D. The Vice-Chairperson shall vote on all issues and only may vote to break a tie as Acting Chairperson unless conflict of interest is enacted.

Section 2.3 - Duties of the Santa Rosa Housing Committee: Secretary

- A. The Secretary shall perform duties under the direction of the Chairperson and Vice-Chairperson.
- B. The Secretary shall make a reasonable effort to represent and attend the various seminars, workshops, conferences, meetings with Tribal Council and other tribal consortia to bring information back to SRHC, Tribal Council and General Council.
- C. The Secretary shall receive record and notify SRHC of all pending applications and correspondences.
- D. The Secretary shall be responsible for communicating with Tribal Administration staff to ensure applications and correspondences are being received and sent out in a timely manner.
- E. The Secretary shall be responsible for generating all related documents of the SRHC and submit to Committee Chair for review and approval prior to remitting to intended individuals, vendors or groups.
- F. The Secretary shall be responsible for all record keeping duties which include, but not limited to: draft service agreements, draft scopes of work, recording and writing minutes, sign in sheets, agendas, minutes, phone polls, making copies and filing.
- G. The Secretary must retrieve correspondences from Tribal Administration office at a minimum of once a week. Correspondences will be in SRHC box in Tribal Office.
- H. The Secretary shall vote on all issues unless conflict of interest is enacted.

- I. The Secretary will be responsible for establishing a quorum via phone poll and notifying SRHC members of confirmed meeting.
- J. The Secretary will give applicants reminder calls for interviews.

Section 2.4 - Duties of Santa Rosa Housing Committee: Treasurer

- A. The Treasurer shall perform duties and responsibilities under the direction of the Chairperson and Vice-Chairperson.
- B. The Treasurer shall make a reasonable effort to represent and attend the various seminars, workshops, conferences, meetings with Tribal Council and other tribal consortia to bring information back to SRHC, Tribal Council and General Council.
- C. The Treasurer shall be responsible for reporting budgets to the SRHC, which will result in eligibility verification of housing repair requests funds from Tribal Members.
- D. The Treasurer shall be responsible for communicating with Tribal Administration staff to research updated availability of tribal funds and report to SRHC.
- E. The Treasurer is responsible for preparing, under the supervision of SRHC, a proposed annual budget to be submitted to Tribal Council.
- F. The Treasurer shall be responsible for ensuring tribal renters have submitted rents into the office by the 5th of every month and if rents haven't been received Treasurer will be responsible for providing information SRHC of late rent deficiencies.
- G. The Treasurer shall be responsible for gathering all SRHC financial documents.

Section 2.5 - Duties of Santa Rosa Housing Committee: Committee

- A. All committee members are required to be present in person or via conference call at all regularly scheduled meetings.
- B. The Committee shall make a reasonable effort to represent and attend the various seminars, workshops, conferences, meetings with Tribal Council and other tribal consortia to bring information back to SRHC, Tribal Council and General Council.
- C. SRHC will be responsible for developing collaborations with outside agencies and conducting annual workshops for tribal members that will promote responsible homeownership to provide material on a variety of housing programs, home safety, homeowner responsibilities, rules and regulations updates.
- D. The SRHC will assist applicants in determining the best program to accommodate their housing needs.
- E. SRHC will review and manage final approvals on all Tribal Rental and Housing Assistance applications.
- F. SRHC will comply with HUD rules and regulations for grant funded housing.
- G. In addition to the Chairperson and Vice-Chairperson, there are four (4) volunteer members of the SRHC.
- H. All SRHC members shall be on a volunteer basis chosen at a General Council meeting.
- I. All SRHC members must sign a confidentiality agreement commencing their volunteer term, which will stay in effect until withdrawal of term or loss of position.
- J. To establish a quorum for SRHC meetings, three (3) members of the SRHC must be present and included among those, the Chairperson or the Vice-Chairperson must be present. A maximum of six committee members will sit on the SRHC.

3. ORDER OF BUSINESS

Section 3.1 – Meetings

- A. All SRHC meetings shall be held at a minimum of two (2) meetings per month or as deemed necessary. 15 minutes after scheduled time of meeting the meeting shall be cancelled due to no quorum. Dates and times are to be established by 75% of entire committee to ensure committee member availability prior to final annual meeting schedule being formed.
- B. All SRHC members must provide the committee with written documentation of good reason for any absences prior to regularly scheduled meetings in order to have it recorded as an excused absence.
- C. Notification of three (3) recorded unexcused absences shall be in written correspondence from the SRHC to committee member resulting in replacement of their position within the committee:
 - 1. Under the direction of the SRHC, the Secretary will draft a written notification to committee member of intent to replace their position due to three (3) recorded unexcused absences.
 - 2. Committee member may only re-establish position within SRHC at a General Council duly called meeting along with definite belief of commitment.
 - 3. If committee member establishes an additional three (3) recorded unexcused absences, process of written notification will follow as stated above and removed completely from the committee with a one (1) year suspension.
 - 4. SRHC shall seek new volunteer to replace prior relieved committee member at the following November General Council duly called meeting.
- D. In accordance with the Governing Document SRHC meetings shall be conducted as follows:
 - Call to Order
 - Establish Quorum
 - Approval of Agenda
 - Guest Speakers
 - Reports
 - Reading of Minutes of Last Meeting
 - Adoption of the Minutes as Read of the Last Meeting
 - Old Business
 - New Business
 - Announcements
 - Adjournment

Section 3.2 – Committee Seat Vacancy

- A. The SRHC will send an announcement to General Council notifying them of a committee seat vacancy in mail out for a November appointment. The committee seat will stay vacant until filled in November.

*Santa Rosa
Housing Committee*



*Housing Program
&
Housing Repair Assistance
Policy and Procedures*

Section A. Housing Programs Policy and Procedures

Section A.1: TRIBAL HOMES OWNERSHIP - 184 Loan Program:

A. Tribal Homes Application Process:

1. Tribal Member must complete an application for financing to an approved Section 184 lender.
2. Lenders must submit a Uniform Residential Loan Application (URLA) for all applicants. The application must be signed by both the applicant(s) and the loan officer, or other appropriate person from the lender.

B. Eligibility Qualifications:

1. For tribal members to participate in the federal government sponsored mortgage loan programs, the tribe must demonstrate that a legal and administrative framework exists that is sufficient to protect the interests of the borrower, the lender, and the federal agency, which will guarantee or insure the mortgage loan
2. To use the Section 184 Loan, you must be a currently enrolled member of a Federally Recognized Tribe.
3. Down payments are as low as 1.25% – 2.25%
4. Credit Score subject to review for credit reputation

C. Funding Resources:

1. U.S. Housing of Urban Development (HUD) - The Section 184 Indian Home Loan Guarantee Program is a home mortgage specifically designed for American Indian and Alaska Native families, Alaska Villages, Tribes, or Tribally Designated Housing Entities. Section 184 loans can be used, both on and off native lands, for new construction, rehabilitation, purchase of an existing home, or refinance.
2. Bureau of Indian Affairs (Housing Improvement Program)

Information provided in above section is a summary of Section 184 Loan Program and is not limited to the tribes funding resources. SRHC will develop workshops that surround Section 184 Loan Program to tribal members in detail as an option for tribal homeownership.

Section A.2: TRIBAL HOMES OWNERSHIP – Tribal Member’s Own Funds:

A. Land Assignments:

1. Tribal member must notify the Tribe of their intent to build own home on land assignment in writing before the start of construction.

B. Tribal Land Acquisition Process:

1. Tribal land requested for new housing will be limited to ½ acre.
2. Tribal Member must come to the tribe and submit in writing of their request for tribal land within a designated area which will keep the cost down for electricity, phone and water lines.

Section A3: TRIBAL RENTALS:

The Tribe currently owns three (3) rental properties on the Santa Rosa Reservation that are available for rent by Tribal Members or applicants who have close social and cultural ties to the community.

A. Definitions of Tribal Rentals:

1. Santa Rosa Home # 1 – The home is a four (4) bedroom, one (1) bathroom home located at 65150 State Highway 74, Mountain Center, CA 92561
2. Santa Rosa Home # 2 – The home is a four (4) bedroom, two (2) bathroom home located at 65155 State Highway 74, Mountain Center, CA 92561.
3. Santa Rosa Home # 3 – The home is a four (4) bedroom, two (2) bathroom home located at 65395 State Highway 74, Mountain Center, CA 92561.

Rent for homes will be due on the first of every month and will be considered late after five (5) days in which a 10% late fee will be charged. Checks, Money Orders or Cash may be made out to or given to Santa Rosa Band of Cahuilla Indians. Any Tribal Administrative employee can accept rental fees at which time a receipt of payment will be completed and given to renter. Residential Lease must be signed by both lessee and lessor before keys to tribal rental can be released. The Tribe may retrieve late rent from tribal member's RSTF check.

B. Tribal Rental Application Process:

1. The requestor must complete tribal rental application in its entirety in order for SRHC to make a reasonable decision on application.
2. The tribal rental application can be obtained and returned via scan, fax, email, mail, or in person during normal business hours at the Santa Rosa tribal office. Upon receipt of your application the tribal administration staff will stamp "Date Received," make a copy and return to applicant. The original will be emailed to SRHC as verification of pending application received by tribal office, then inserted into applicants housing file for future reference.
3. SRHC will review application at the next regularly scheduled SRHC meeting where at that time will be added on a waiting list. If there is no one else on the waiting list then SRHC will proceed with interview process. If there is more than one (1) applicant on the waiting list then committee will refer to the housing selection process. If a waiting list can't be established at the time of a housing vacancy, committee will then follow the Home Vacancy process. SRHC has up to five (10) business days after Tribal Council's review to reply back to tribal rental application request via Notice of Action (NOA).

C. Tribal Rental Appeal Process:

1. Tribal members have the right to submit a written appeal within five (5) business days after receipt of postmarked Notice of Action (NOA) from Tribal Council/SRHC. Appeal form will be attached to NOA and can be returned via scan, fax, email, mail, or in person during normal business hours at the Santa Rosa tribal office. Upon receipt of your appeal form, tribal administration staff will stamp "Date Received," make a copy and return to tribal member. The original appeal will be emailed to SRHC as verification of pending appeal form received by tribal office, then inserted into applicants housing file for future reference. SRHC will forward appeal to Tribal Council for their review via email. Tribal Council has ten (10) business days after receipt of written appeal to respond to requestor.

D. Eligibility Qualifications:

1. Must be an applicant who can provide evidence of being financially responsible for the upkeep of tribal rental.
2. Must have at least one (1) source of income other than RSTF, if a tribal member
3. Must be eighteen (18) years or older
4. Complete rental application

E. Tribal Rental Housing Selection Process:

1. Interview Process
 - A. SRHC will establish dates and times for tribal rental interviews. Options A and B will be provided.
 - B. SRHC Secretary will mail out NOA to applicants
 - C. Complete a needs assessment for each applicant
 - D. Applicant will complete tribal rental interview
 - E. SRHC will complete selection process by reviewing Q & A form
 - F. SRHC will select a qualified applicant and send all applicants a NOA of approved/disapproved tribal rental selection
2. Supporting Documentation Requirements (3 forms of supporting documentation required)
 - A. Identification (Tribal, Driver's License/State, Social Security). (Minimum 2 forms per adult in household.)
 - B. Birth Certificates: (all occupants)
 - C. Proof of Income (Minimum of 2 forms most recent proof of income)

F. Home Vacancy Process

1. SRHC will mail home vacancy flyer notifications to tribal members, which will describe deadlines, house description, and the process of tribal rental housing application to be returned to Tribal Administration office.
2. Once eligible applications are received, SRHC will follow the tribal rental housing selection process and onto the interview process.
3. If applications are received after set deadlines, applications will be recorded as such, by SRHC Chairperson noting on physical application that application was received after set deadline and inserted into applicants file for future reference. NOA will then be sent out to applicant of action taken and copy inserted into applicants file for future reference.
4. Deadlines for receipt of applications will be set for ten (10) business days after home vacancy has been established.
5. After notification of vacancy, home vacancy process will be completed in thirty (30) business days.
6. By week process will be followed below:
 - A. Week 1 – Flyer notification will be mailed to tribal members
 - B. Week 2 – SRHC will complete a vacant house assessment walk through and develop a scope of work for outside vendors to complete clean up and repairs. Vendor who is a licensed contractor will have ten (10) business days to complete repairs.
 - C. Week 3 – SRHC will review applications and set tribal rental house interview dates and times
 - D. Week 4 – SRHC will complete a 2nd walk through of vacant home to ensure repairs have been completed

- E. Week 5 – SRHC will complete interviews, rental applicant selection and forward decision to TC.
- F. Week 6 - SRHC will prepare mailbox key, Anza Co-op letter, and receipt of payment after final walk through with applicant, signatures of rental agreement and hand over house keys.

G. Tribal Rental Clean-Up Process:

- 1. SRHC will complete an assessment of cleanup needs for vacant home and develop a scope of work in week 2.
- 2. SRHC Chairperson will then forward a scope of work to vendor and retrieve a quote for cleanup services to be completed.
- 3. Once quote has been received by SRHC, the committee will then develop a draft services agreement with accepted terms, amount to be paid and approved deadlines, in which will then be forwarded to Tribal Council for final approval of expenditures.
- 4. Work shall commence three (3) business days after service agreement has been signed by all interested parties. Interested parties are: Vendor, SRHC Chair and Tribal Council Chair.
- 5. Vendor will have five (5) business days to have home deep cleaned after signing approved services agreement with the Tribe.
- 6. SRHC will do a final walk through with approved vendor on the last day of scheduled work, which should be outlined in the services agreement, to ensure all items have been completed before final payment is made by the tribe.

H. Tribal Rental Maintenance Repair Process

- 1. SRHC will be responsible for accepting and executing tribal rental maintenance repair requests for any and all of the Tribe's rentals.
- 2. The tenant must fill out and submit a maintenance repair request to SRHC.
- 3. SRHC will review maintenance repair request at a duly called meeting to and procure a licensed contractor for larger repairs or a qualified persons for minor repairs to the home.
- 4. SRHC shall have the work completed within fifteen (15) business days of maintenance repair requests approval by SRHC and Tribal Council.
- 5. SRHC Secretary shall send NOA to tenant of actions to be made on request.

I. Move In / Out Housing Inspection Process:

Move In Inspection

- 1. SRHC will schedule a walk through with accepted tenant prior to move in date.
- 2. SRHC will utilize housing inspection checklist to complete walk through of interior and exterior structure of home with accepted tenant noting any type of discrepancies for maintenance needs with in the home.
- 3. If maintenance repairs are requested, proceed to maintenance repair process.
- 4. Checklist will be filed in tenants housing file.

Move Out Inspection

1. SRHC will complete a walk through after complete vacancy of previous tenant. Committee will walk around the exterior and interior structure of home assessing any and all clean up and or repairs needed that may be required prior to future occupancy of new tenants.
2. SRHC will follow up with procurement of appropriate vendors to complete clean up and maintenance repairs.

J. Funding Resources:

1. Santa Rosa Tribal Funds (if available per approved budget)

K. Notice of Action:

1. The SRHC will notify requestor by mailing a Notice of Action (NOA) form which will explain recommendations and actions of the committee and Tribal Council. A copy of NOA will be inserted in applicants housing file for future reference.

L. Eviction Process

1. SRHC will send an NOA physically and or by certified mail to tenant requesting for monthly rent after three (3) days of non-payment which will include: monthly rent, late fees and a brief description of how they can avoid eviction.
2. Tenant must take corrective action by contacting the SRHC by written form only within five (5) business days notifying the committee of their resolution to bring their account to a zero (0) balance.
3. After the SRHC has deemed the tenant to be breach of their lease and no written notification or monthly payment including late fees have been paid in full, within thirty (30) business days, the committee shall move forward with changing the locks, boarding the windows, turning the electricity off, or by any means necessary to ensure that the property is deemed vacant. Tribal Courts can be used to assist the tribe with eviction process.
4. SRHC will reference the eviction process, which is the lease agreement as a guide.

Section A4: AMIHA HOMES:

A. Tribal Land Acquisition Process:

1. Tribal land requested for new housing will be limited to ½ acre which corresponds along with leased area for AMIHA homes.
2. Tribal Member must come to the tribe and submit in writing of their request for tribal land within a designated area which will keep the cost down for electricity, phone and water lines.
3. Infrastructure must be taken into consideration of maximum allowable footage from existing infrastructure to keep cost down on pipelines, cables, etc.

B. Definitions of AMIHA Homes:

1. All Mission Indian Housing Authority (AMIHA). AMIHA is a Tribally Designated Housing Entity (TDHE) who has ten (10) Tribes within the consortium. AMIHA is independent of Santa Rosa.

C. AMIHA Application Process:

1. The requestor must complete AMIHA application in its entirety in order for AMIHA to make a reasonable decision on application.
2. The AMIHA housing or rehabilitation application can be obtained and returned via scan, fax, email, mail, or in person during normal business hours at the AMIHA Administration Office or the Santa Rosa Tribal Office. If returned to the Tribal Office then upon receipt of your application the tribal administration staff will stamp "Date Received," make a two (2) copies and return one (1) copy to applicant. Second copy of application will be inserted into applicants housing file for future reference. Upon request from tribal member, administration can email and or mail application to AMIHA.

D. AMIHA Appeal Process:

1. AMIHA has established own internal appeal process independent of Santa Rosa.

E. Eligibility Qualifications:

1. Must be a Tribal Member of a consortium tribe
2. Must be 18 years or older to apply for home
3. Low income

F. Funding Resources:

1. HUD (ICDBG, NAHASDA)

G. Notice of Action:

1. AMIHA has their own internal NOA independent of Santa Rosa.

Section B: Housing Repair Assistance

Policy and Procedures

Section B1: Housing Repair Assistance Application Process

1. The requestor must complete housing assistance application in its entirety in order for SRHC to make a fair decision on request. Housing assistance application includes a waiver for work to be completed by a non-licensed contractor on minor repairs, if the tribal member chooses to do so. Supporting documents such as quotes for labor and materials from a licensed/non-licensed contractor vendor is mandatory when submitting an application for repairs/replacements. 2 quotes (1 minimum) required.
2. The housing assistance application can be obtained and returned via scan, fax, email, mail, or in person during normal business hours at the Santa Rosa tribal office. Upon receipt of your application the tribal administration staff will stamp "Date Received," make a copy and return to tribal member. The original will be emailed to SRHC as verification of pending application received by tribal office, then inserted into tribal members housing file for future reference.
3. Requestor's application will be reviewed at the next regularly scheduled SRHC meeting where a recommendation can be determined then forwarded to Tribal Council within ten (10) business days. SRHC has up to five (5) business days after Tribal Council's final decision to reply back to tribal member's housing assistance request via Notice of Action (NOA).

Section B2: Housing Repair Assistance Weekend Emergency Process

1. Emergency housing requests may include, but not limited to: plumbing, electrical, septic, appliance, structural failures, and propane regulators. Only emergency requests will be phone polled to expedite the approval or denial process.
2. Applicant will be responsible for contacting the SRHC to notify them of their emergency. They will be required to fill out housing assistance form and return to Administration office next business day.
3. Once deemed an emergency by SRHC, they will verify eligibility to ensure they are within their allowable amount to receive housing assistance funds.
4. Once deemed eligible, SRHC will contact applicant to move forward with calling the approved vendor and request for them to provide services of described issue.
5. SRHC Chair will follow up with vendor after services have been rendered to inquire about amount to be invoiced and repair/replacement that has taken place. Invoice will be submitted by vendor to Administration Office within 3 days of work performed.
6. SRHC will notify TC, SRHC, TA, and CFO of complete breakdown of applicant's name, eligibility status, description of repair /replacement, vendor name, and amount to be invoiced to the Tribe.

Section B3: Housing Repair Assistance Appeal Process

1. Tribal members have the right to submit a written appeal within five (5) business days after receipt of postmarked Notice of Action (NOA) from Tribal Council/SRHC. Appeal form will be attached to NOA and can be returned via scan, fax, email, mail, or in person during normal business hours at the Santa Rosa tribal office. Upon receipt of your appeal form, tribal administration staff will stamp "Date Received," make a copy and return to tribal member. The original appeal will be emailed to SRHC as verification of pending appeal form received by tribal office, then inserted into tribal members housing file for future reference. SRHC will forward appeal to Tribal Council for their review via email. Tribal Council has ten (10) days after receipt of written appeal to respond to requestor.

Section B4: Types of Housing Repair Assistance

Category A: Assistance Requests for Repairs/ Replacements on Tribal Homes

1. Under the housing repair line item, Tribal Members may request up to \$2,000 per calendar year, as long as funds are available and requests are only within standard housing needs for health and safety, sanitation and repairs/replacements on dwellings in which you live in. Funds will be used to bring homes up to standard living conditions. This allows for temporary housing improvement assistance if it is not cost effective to repair the current dwelling/structure and no other funding resources are immediately available or the individual qualifies for new housing. Tribal Members may request for assistance as their down payment towards the purchase of a home.

Category B: Assistance Request for Repairs/Replacements on Tribal Rentals

1. It is the responsibility of the SRHC to ensure that standard housing needs are met in each of the Tribe's rental homes. Tribal funds will be used for repairs/replacements on tribal rentals on the Reservation. After assistance application has been received by tribal office, SRHC will complete an assessment of repairs/replacements to tribal rental and give recommendation to Tribal Council.

Category C: Assistance Request for Repairs/Replacements on AMIHA Homes

1. Tribal members must initiate contact with Director of Project Management in the All Mission Indian Housing Authority (AMIHA) administration office for all repair/replacement requests. Requests forms for Native American Housing and Self-Determination Act (NAHASDA) Rehab and/or Monthly Equity Payment Account (MEPA) funds are available at AMIHA office or Santa Rosa tribal office during normal business hours. Correspondences must be directly between tribal member and AMIHA staff.

Section B5: Eligibility Requirements

1. Must be a recognized Tribal Member of the Santa Rosa Band of Cahuilla Indians
2. Must be at least 18 years of age or older
3. Complete application with supporting documentation (2 quotes, 1 minimum)
4. All other resources must be exhausted and at least one (1) denial letter will be requested by SHRC that include, but not limited to (LIHEAP, IHS, MEPA funds and AMIHA Rehab funds) before tribal funds can be utilized. All requirements must be met before housing repair assistance can be requested from tribal funds.

Section B6: Notice of Action

The SRHC will notify requestor by mailing a Notice of Action (NOA) form which will explain recommendations and actions of the committee and Tribal Council. A copy of NOA will be inserted in tribal members housing file for future reference.

Section B7: Qualified Repairs / Replacements (may include, but not limited to:)

1. Heating/AC: Unit System, Air Ducts, Window Units, Vents
2. Electrical: Wiring, Breakers, Outlets, Light Fixtures, Fuses,
3. Plumbing: Water Leaks, Clogs, Water Line, Septic Failure,
4. Appliance: Refrigerator, Hot Water Heater, Stove Range,
5. Handicap Access: Hand Rails, Ramps, Roll in Shower,
6. Structural: Gutter, Roof, Garage, Awning, Doors, Security Doors, Windows, Porch Steps, Porch, Door Locks, Septic, Patio, Window Screens, Flooring,

*All repair and replacement approvals will be made on a case by case basis and as long as funds are available. Depending on severity and necessity requests may be denied.

Section B8: Reimbursement Process:

1. Tribal Member must submit reimbursement request within 30 days of purchase receipt date in order to be eligible for reimbursement.
2. Proof of emergency must be submitted as supporting documentation.
3. Eligible reimbursements include, but not limited to for health and safety purposes in emergency cases: See B6.