

HABEMATOLEL Pomo of Upper Lake

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POLICIES AND PROCEDURES

DISASTER EMERGENCY HOME REPAIRS

Administrative Plan for the

Habematolel

Indian Housing Service Department

PURPOSE:

The Habematolel Pomo of Upper Lake (HPUL) Housing Service Department has established a Disaster Emergency Home Repairs Program to financially assist HPUL Tribal Member homeowners with emergency repairs caused by natural disasters or imminent threat.

PROGRAM GOALS:

1. To provide assistance or relief to Tribal Members who are in need of home repairs due to emergency situations beyond their control.
2. To help alleviate the financial burden on Tribal Members when found to be in an emergency situation. Examples: Page 3
3. To remove Tribal Members from potentially harmful situations that may occur due to imminent threat.

ELIGIBILITY REQUIREMENTS:

To be eligible for the HPUL-Disaster Emergency Home Repairs Program, applicants must meet the following requirements:

1. Be an enrolled Tribal Member in good standing, (Tribal Member in good standing is defined as a duly enrolled HPUL Tribal Member who has no pending enrollment matters suspending the enrollment status (disenrollment or pending disenrollment), free from sanctions and who is current and in compliance with all previously utilized Habematolel Pomo of Upper Lake programs and services.
2. Provide proof of home ownership or at least a 25-year lease for the property.
3. Proof of property insurance or proof the homeowner is in the process of acquiring insurance for the property in question.

POLICY:

This program will cover a qualified event up to \$10,000.00. Should damage exceed the maximum amount of \$10,000.00; special circumstances will be reviewed by the Housing Commission, who will evaluate the situation and a recommendation will be made to the Executive Council for an exception.

This program is not designed to service issues due to age of the home, wear and tear or neglect. **NOTE:** Please refer to the HPUL Housing Rehabilitation Services Program for circumstances such as these.

1. Review application to determine eligibility for this program.

POLICY:

2. Do a walk thru with the homeowner when possible to evaluate the repairs needed with the homeowner.
3. Contact Contractor for Tribal member's home visit and estimate for repairs.
4. Upon estimate approval hire a licensed contractor to do repairs.
5. Do home visit to evaluate work has been completed satisfactorily.

DEFINE DISASTER EMERGENCY SITUATIONS:

EXAMPLES:

- ROOF (WIND DAMAGE)
- SEPTIC
- FIRE
- OTHER ACTS OF GOD

In the event of a tribal member needing to utilize this program more than once, the participant must be re-determined eligible for the Disaster Emergency Repair Program at the discretion of the Housing Services Department. Once this determination has been reached, your case will then be brought to the Housing Commission for final approval.

PROCESS- APPLICANT MUST PROVIDE:

1. A completed application
2. Proof of Home Ownership or 25-year Lease on their property.
3. Proof of Property Insurance (applicants who do not have property insurance will be required to purchase insurance and maintain said policy for the life of their home.)