

# Port Gamble S'Klallam Housing Authority

## Home Repair Checklist

\*Please include the following documentation with the application. Incomplete applications will not be processed and returned via mail or email.

**\*After an application has been approved and is ready to be serviced, a Housing technician will contact the homeowner to start the process.**

- Tribal ID
- Proof of Homeownership
- Off-reservation applicants must provide 3 estimates from a licensed and bonded contractor for all work. Estimates will be reviewed for approval according to policy regulations.
- Pictures of repair issues.
- The signature page of the Home Repair policy signed by the applicant.

PGSHA Initials \_\_\_\_\_

Date Received \_\_\_\_\_



**PORT GAMBLE SKLALLAM HOUSING AUTHORITY**

32000 Little Boston Road NE

Kingston, Washington 98346

ph: 360.297.6346 • fax: 360.297.6315

**APPLICATION FOR  
HOME REPAIR PROGRAM**

Name of Applicant: \_\_\_\_\_

Street Address or P.O. Box #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # where you can be contacted: \_\_\_\_\_

Have you ever participated in a PGSHA housing program?  Yes  No

**1. Family Composition**

A. Persons who live in your home

Family Member Number	Name(s) of all Family Members Living in the home	Relationship To You	Date of Birth	Sex (M or F)	Social Security Number*
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

\*Social Security number is required for all family members who are 6 years of age or older

- B. Are you an enrolled member of the Port Gamble S’Klallam Tribe?  Yes  No
- C. Are you or your spouse a person with a disability?  Yes  No
- D. Are any other members of your family who will live in your home persons with disabilities?  
 Yes  No If yes, which family members \_\_\_\_\_

3. **Present housing condition and repair needs**

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4. **Signature and consent to release information**

I understand that this application is not a contract and is not binding in any manner. I hereby authorize the PGSHA to obtain any and all information necessary for the purpose of verifying the statements made above. I also understand that it is my responsibility to inform the PGSHA if there is any change in my family status along with reporting any changes in income, living conditions and change of address.

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Spouse

\_\_\_\_\_  
Date

Date application received by the PGSHA: \_\_\_\_\_

Determination of Eligibility:

Eligible for Grant in the amount of \_\_\_\_\_

Eligible for Loan in the amount of \_\_\_\_\_ at \_\_\_\_\_ interest rate of \_\_\_\_\_ months.

\_\_\_\_\_ Not eligible for assistance

Reason of ineligibility determination: \_\_\_\_\_

\_\_\_\_\_

Signature of PGSHA Executive Director: \_\_\_\_\_

# **Port Gamble S’Klallam Housing Authority**

## **Home Repair Policy**

### **Policy**

The Port Gamble S’Klallam Housing Authority Board of Commissioner desires to continue to serve all tribal members with Home Repairs necessary to keep a home safe, habitable and a healthy living environment. This policy supersedes all previous related policies.

### **Eligibility**

Applicant must be an enrolled member of The Port Gamble S’Klallam Tribe and be a homeowner OR have enrolled tribal members living in the household.

The home must be the primary residence of the homeowner.

The home must have conditions that need repair to provide for a safe, healthy, and habitable living environment.

The home must be located within Kitsap County.

Home Repair applications must be filled out thoroughly with all work identified. Additional applications may be submitted for more work BUT may not be approved.

### **Definition:**

Disrepair means any conditions that pose a safety or health risk to individuals.

Emergency basis means an appliance replacement that had to be done over a weekend or when the Housing office was closed.

Port Gamble S’Klallam Housing Authority, or PGSHA or Housing.

Significant Renovation shall mean, homes that must be torn to the studs/framing of the home and replace support beams, studs, framing, rewiring of all electrical, complete plumbing replacement, complete roof and roof frame replacement, work that requires homeowner to relocate.

### **Eligibility for Home Repairs:**

- a) Repair of home to make accessible to elders or persons with disabilities including bathroom(s), doorways, entrance ramps, railings, lowering of cabinets, or fencing to ensure the property and individual with disability is safe.

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Revised and Approved 3.28.24

- b) Repairs and/or replacement of items that have been identified in a home inspection that pose a risk or hazard to the life, health, or safety of the homeowners/occupants or cause serious damage to the property, such as hazardous tree removal.
- c) Improvements such as installation of flooring, replacement of flooring/carpet with Luxury Vinyl Plank flooring, for health issues such as asthma, (medical recommendation for carpet replacement is required) upgrade windows for energy efficiency, replacement of damaged doors, cabinets, plumbing fixtures, electrical repair for fire prevention, insulation, wood stoves, roofing and or other items as determined appropriate by the Housing Authority Project/Construction Manager. .
- d) Replacement of inoperable water heaters, inoperable furnaces, or heating systems, as determined by the Housing Project/Construction Manager.
- e) Replacing or repairing porches, decks that are essential to the entrance of the home and ramps that are in disrepair and pose a safety risk.
- f) Replacing inoperable appliances stove/oven, refrigerator, washer/dryers, bathtub/shower, or toilets. In this case, PGSHA will order the equivalent sized appliance the homeowner has.

**Ineligible Uses:**

Repair funds shall not be used for luxury items, such as hot tubs, spas, swimming pools, electronic equipment, household furniture, landscaping or beautification not related to functionality, weatherization, worn/deteriorated surfaces, or safety and health repairs. Ineligible appliances include but not limited to, microwave ovens, dishwashers, garbage disposal units, trash compactors, ice machines, chest or upright freezers. Homes that require significant renovation work are not eligible due to the limited funds available.

**Reimbursements:**

Reimbursements MAY be made on a case-by-case basis for emergency appliance or hot water heater replacement. An application must be submitted within 72 hours of the replacement. Reimbursements will only be made to a contractor, vendor, or creditor.

**Housing Authority Staff Tasks**

1. The Board of Commissioners will review and approve Home Repair Policy annually IF funding is available.
2. Housing staff will have the approved: application, policy, and procedures available in the Housing reception area, tribal center main office, through mail or email, upon request.

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3. The Executive Director/Assistant Director shall draft notice and post to the community the availability of the Home Repair Policy through the weekly memo, tribal website, and social media.
4. Applications shall be accepted on a continuous basis through the second Friday in October and will be reviewed for need first to make repairs necessary to make homes safe, healthy, and habitable. healthy.

The Project/Construction Manager is responsible for contacting licensed and bonded contractors, collecting bids, and executing contracts with contractors for on reservation homeowners. Off reservation homeowners must obtain bids except for appliance replacement.

### **Housing Authority Procedures for Application Approval**

1. Completed applications can be turned in to any Housing staff and applications will be date stamped and initialed.
2. Program Specialist will review each completed application for approval.
3. At weekly staff meetings, staff will review each application to determine the work requested meets home repairs necessary to ensure the home is safe and healthy.
4. The Project/Construction Manager will list necessary repairs that meet eligibility to make the home safe and habitable.
5. A Notice to Proceed will signed by both Housing and the Homeowner.
6. Change orders are approved by the Project/Construction Manager.
7. The homeowner file will contain the following documentation:
  - a. Complete application
  - b. Documentation: Proof of homeownership, lot assignment, title to home, marriage certificate showing spouse if not listed on home title or lot assignment. Other forms of may be submitted, establishing the Tribal member who occupies the home, such as, United Postal Service mail with name of tribal member and address that matches Tribal ID, Driver's License or State ID. Paystubs showing address that matches Tribal ID, Driver's License or State ID. Vehicle registration showing address that matches Tribal ID, Driver's License or State ID.
  - c. For minor Tribal members, proof of guardianship.
  - d. Verification of enrollment in the Port Gamble S'Klallam Tribe

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- e. Contractor bids
- f. All contractors approved contracts.
- g. Notice to Proceed (signed by PGSHA and Homeowner).
- h. Certification of Completion (signed by PGSHA and Homeowner).

**Housing Authority Tasks Post Approval**

- 1. Housing staff will ensure the homeowner file is centrally located for access by administrative staff and Project/Construction Manager. Homeowner file will be retained for record purposes for a period of 3years.
- 2. Upon receipt of invoices, Housing accounting staff will use internal procedures for approving and issuing payments.
- 3. Payments will be issued directly to the contractor performing the work or the vendor where the purchase of material was made.

For all construction activities, on reservation, the Project/Construction Manager/Independent Inspector will conduct intermittent inspections, a final inspection will be performed upon completion of work. A certification of completion will be signed by the homeowner along with the Construction/Maintenance Manager

**Homeowner Responsibilities:**

The homeowner must ensure the area of the home that work is being performed on is clean and free of any possessions and debris.

Standard flooring (Luxury Vinyl Plank), tub, toilet, sink, shower, lighting, electrical and light coverings, and other switch plate covers, will be used or the equivalent if standard items are no longer attainable. In this instance, standard is defined as, cost saving items. If the homeowner wishes to install other than standard items, Housing will pay the standard cost and the homeowner will be responsible for additional costs, which must be paid prior to ordering. If the homeowner is an employee of the Port Gamble S’Klallam Tribe or any Tribal enterprise that allows payroll deductions, the homeowner may use payroll deductions to pay the difference.

I understand:

- 1. The contractor is under contract with Housing, and I cannot direct the work of the contractor or Housing staff.
- 2. Any additional work I am requesting must be on a separate application and approved by Housing.
- 3. I agree to have the area being repaired, clear and free of all items that will inhibit the work of the contractor or Housing staff.

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4. Housing emergencies arise for other tribal members and work being performed will be on the most urgent basis and the work I requested may be delayed if it is not urgent.
5. If I reside in Kitsap County, I must obtain three bids for all work being requested and Housing will enter into a contract with a licensed and bonded contractor to conduct the repairs.

\_\_\_\_\_

Signed

\_\_\_\_\_

Date