



**Habematolel Pomo of Upper Lake**  
**TRIBAL GENERAL WELFARE**  
**PROGRAMS AND SERVICES**  
**MANUAL**

# **TRIBAL GENERAL WELFARE PROGRAMS AND SERVICES MANUAL**

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## **SECTION 1. DEFINITIONS**

- A.** **“Adult”** shall mean an individual who is 18 years of age or older.
- B.** **“Applicant”** shall mean an individual who has submitted a complete application, including all required back up documentation, to be considered for a program.
- C.** **“Certified Caregiver”** shall mean an individual that has met the certification requirements for the state in which he or she resides or is an active In-Home Supportive Services (IHSS) provider. Certification must, at a minimum, include the following: (1) a DOJ background check, (2) drug test, (3) at least five (5) hours of training directly related to providing caregiver services. A Certified Caregiver must provide proof that he or she meets all certification requirements.
- D.** **“Child” or “Children”** shall mean person who is 17 years of age or younger.
- E.** **“Competency Based Education”** shall mean higher education programs that require the student to earn a degree by mastering individual skills (competencies). Students earn credentials by demonstrating mastery through multiple forms of assessment, including completing projects instead of traditional testing, often at a personalized or self-pace.
- F.** **“Correspondence Program”** shall mean higher education programs that are typically self-paced where interaction between the instructor and student is limited, is not regular and substantive, and is primarily initiated by the student. These programs are typically online where an institution provides instructional materials, including examinations on the materials, to students who are separate from the instructor. Correspondence Programs also include those with Competency Based Educational models. Examples of these programs are those offered by, but not limited to Penn Foster and Southern New Hampshire University College for America.
- G.** **“Dependent Adult”** shall mean an individual that is at least 18-year-old or older that is in the care of another adult.
- H.** **“Disabled Member”** shall mean any member considered permanently or intellectually/mentally disabled by a medical doctor. Permanently disabled shall mean a condition that significantly limits your ability to do basic work such as lifting, walking, standing, sitting, and remembering for at least a period of one (1) year. Intellectually/mentally disabled shall be characterized as someone below-average intelligence or mental ability and a lack of skills necessary for day-to-day living.
- I.** **“Elder”** shall mean a Tribal Member who is sixty (60) years of age or older.

- J. **“Extended Family Member”** shall mean an aunt, uncle, cousin, and any family member further related.
- K. **“Good Standing”** shall mean a Tribal Member who:
  1. Has no pending enrollment matters and is not subject to a benefit holding period as outlined in Section XV of the Tribe’s Enrollment Ordinance;
  2. Has no current or pending Sanctions issued by the Tribal Government or Tribal Court;
- L. **“Health and Human Services Department”** shall mean the department within the Tribe responsible for the administration of Services and programs for the Tribal Membership.
- M. **“Household”** shall mean all persons living within the same structure, which is not a hospital, institution or other community living center, more than 50% of the time regardless of whether they are named on a lease or deed.
- N. **“Immediate Family Member”** shall mean a father, mother, son, daughter, husband, wife, brother, sister, grandmother, grandfather, granddaughter, grandson, any other person in a similar relationship, and/or any person living in the individual’s Household.
- O. **“Manual”** shall mean this Tribal General Welfare Programs and Services Manual.
- P. **“Member Services”** shall be a short form reference for the Health and Human Services Department.
- Q. **“Minor Child”** shall mean an individual who is under the age of 18.
- R. **“NAHASDA”** shall mean the Native American Housing Assistance and Self-Determination Act of 1996.
- S. **“Non-Tribal Member Household”** shall mean a family where no adult Tribal Members reside but at least one Tribal Member is a part of the immediate family unit living in the same Household.
- T. **“Occupancy”** shall mean the number of occupants that reside in a home.
- U. **“Occupant”** shall describe all persons residing within a home for which substantiating documentation is available.
- V. **“Qualified Independent Housing Construction and Rehabilitation Inspector”** shall mean a

journeyman level person who performs difficult and reasonable work involving the inspection of new construction and housing rehabilitation projects. The inspector must be able to perform inspection work including inspections of multiple attached or detached housing projects, conducting housing surveys and writing contract work specifications, preparing cost estimates on single until dwellings/community buildings, and monitoring contractor's progress, including quality control inspections.

- W.** **“Receipt”** shall mean a document acknowledging that a person has received money or property in payment following a sale or other transfer of goods or provisions of a service. To be considered a valid receipt, the receipt must show the name and number of the person or company, as well as the date that the specific services were received, or items were purchased. Hand written receipts are strongly discouraged and may require additional documentation in order to be considered valid.
- X.** **“Referral Services”** shall mean those services in which a Tribal Member or Non-Tribal Member Household is referred to resources outside of the Tribal government and its entities.
- Y.** **“Repayment”** shall mean a Tribal Member currently owes money to the Tribe and is currently having all of their financial benefits withheld and applied to their current debt until their debt to the Tribe has been paid in full.
- Z.** **“Sanctions”** shall mean a monetary penalty, withholding, or determination of ineligibility of all programs contained in this Manual for violation(s) of this Manual or other Tribal Policies or Law. This excludes the Caregiver, Elders Grocery and Elders & Disabled Member Meals Programs. For the purpose of clarity, an adult parent/guardian who is Sanctioned will not affect the Tribal Youth or other Tribal Members under their care. (For fraud, see Section 2. F.)
- AA.** **“Services”** shall mean one of the many programs or services the Tribe provides its members and their families. Note: The HHS Department does not necessarily have responsibility for implementing all programs outlined within this Manual but shall assist members in coordinating with the appropriate department for Services as requested. Note: Individuals may apply for Services directly and do not have to apply for Services through the HHS Department.
- BB.** **“Service Area”** shall mean the area someone must live to receive services from the Tribe under the programs herein. The Tribe's service area includes anywhere a member of the Tribe lives. For programs funded by NAHASDA, the service area is all lands within the United States, with possible exceptions for Tribal Member's living internationally.
- CC.** **“Standard Housing Condition”** shall mean that the home repairs completed under the program will bring the home to this minimum condition, in compliance with Section 8 of 24 CFR

882.109:

1. A safe home in a physically sound condition with all plumbing, heating, electrical, sanitation systems and air conditioning (where needed) satisfactorily performing its intended design functions.
2. A livable home environment.
3. Have adequate security, such as lockable exterior doors and windows accessible from the outside and exterior lighting.
4. Energy conservation measures such as insulation, weather-stripping, and double pane windows.
5. Each unit to have adequate space to prevent overcrowding, including: living room, kitchen area, bathroom, at least one bedroom of appropriate size for each two persons, persons of opposite sex, other than husband and wife or very young children, shall not be required to occupy that same bedroom or living/sleeping room.

**DD.** **“Temporarily Legally Disabled” or “Temporarily Disabled”** shall mean an individual considered temporarily disabled by a medical doctor or state agency. A temporary disability generally is a work-related injury, illness, or medical condition, including pregnancy, which prevents one from working for a period while he/she recovers.

**EE.** **“Tribal Administration”** shall mean the administrative staff of the Tribal Government, including the Tribal Administrator and all staff he/she supervises. Tribal Administration shall not include any staff beyond the Tribal Administrator, that the Executive Council directly supervises.

**FF.** **“Tribal Court”** shall mean the Tribal Court of the Habematolel Pomo of Upper Lake. If no Tribal Court exists, the Executive Council shall act as the Tribal Court.

**GG.** **“Tribal Demographics”** shall mean the process that the program manages to collect, analyze, and coordinate demographic information of Tribal Members.

**HH.** **“Tribal Member”** shall mean a single individual who is an enrolled member of the Habematolel Pomo of Upper Lake. As written within this Manual, it may in limited circumstances also refer to the Tribal Member and his/her family members who are receiving Services within the Manual along with the Tribal Member.

**II.** **“Tribal Membership”** shall mean all the individuals collectively who are enrolled members of the Habematolel Pomo of Upper Lake.

**JJ.** **“Tribal Youth Members”** shall mean members of the Habematolel Pomo of Upper Lake who are under the age of 18.

**KK.** **“Tribe”** shall mean the Habematolel Pomo of Upper Lake.

- LL. **“Transcript”** shall mean a record of a student’s work, showing courses taken and grades or marks achieved. All references within this Manual shall mean unofficial transcripts unless otherwise specified.
- MM. **“Working Professional Program”** shall mean enrollment in a higher education program that is designed for individuals to earn a degree or certification while also working full-time and are typically online or in the evenings. These programs have different course structures to adjust to a working professional’s schedule.
- NN. **“25 Year Lease”** – Residential leases on trust or restricted land that must be approved by the Bureau of Indian Affairs (BIA) agency with jurisdiction over the land to be leased.

## **SECTION 2. DEPARTMENT OVERVIEW**

### **A. PURPOSE**

The Habematolel Pomo of Upper Lake created the HHS Department (HHS) for the purpose of improving Tribal Member access to resources within and outside of the Tribe. The HHS Department accomplishes this goal by functioning as the central intake office of the Tribe and by offering or facilitating different Services which support general wellness. Services available may vary from time to time as Tribal Member needs change. This Manual describes the Services available to members of the Tribe, as funding and resources are available.

### **B. ELIGIBILITY**

All Services are for Tribal Members. Some Services may from time to time be open to additional individuals, such as Tribal employees, Tribal Member family members or the greater community. The HHS Department reserves the authority to limit participation in any Service to certain groups of Tribal Members or Non-Tribal Member Households only; or refuse service or benefits for abuse or fraudulent activity involving the program.

### **C. DEPARTMENT STAFF**

The HHS Department staff shall at a minimum include the Member Services Coordinator. The Member Services Coordinator shall specifically coordinate and collaborate with the Tribe's inter-Departmental staff. The HHS Department may at times utilize interns or contractors and will also coordinate with many other staff while providing Services to the Tribal Membership.

### **D. BUDGET**

The HHS Department budget is approved annually by the Executive Council. Modifications to the approved budget may only be approved by the Executive Council. All programs contained within this Manual are at the discretion of the Executive Council and subject to funding and availability of resources.

### **E. FORMS**

Forms or other documents needed to fully implement Services may be created and revised at the direction of the HHS Administrator, Tribal Administrator, Member Services Coordinator, or responsible staff. All forms must be approved by the Executive Council before use.

### **F. FRAUD**

Any Tribal Member or Non-Tribal Member Household found to be using false or misleading statements, omitting, or misrepresenting facts or altering or forging documents to obtain eligibility, assistance or benefits may be immediately disqualified from Services outlined within this policy on a case-by-case basis for a minimum of one year and up to a lifetime disqualification following the Executive Council's decision or Tribal Court's conviction. This disqualification shall also include any other distribution from the Tribe. The Executive Council may also require

that funds be distributed as a reimbursement, on an EBT (Electronic Benefit Transfer) card, vendor payment only, made by ACH to a savings account, or be placed in a trust for the Tribal Member. The following Services are exempt from disqualification, but how payment is received may be modified:

- ICWA related Services (Note: Tribal Members working with the Tribe's ICWA Advocate may have funds for available Services converted to a trust for use solely for the children at the discretion of the Executive Council).
- Any Services directly related to children.

Many programs within this Manual provide an advance payment directly to the individual as part of the program's funding. Typically, Receipts are required to be submitted within a certain time to show proof that the advanced funds were spent according to the program's guidelines. If an individual does not provide their Receipts within the required timeframe, he/she shall no longer be authorized to receive advancements within that program and shall only be eligible for reimbursement during his/her lifetime for that program. There shall be no exceptions.

## **G. CONFIDENTIALITY**

Maintaining confidentiality is a requirement of being a HHS Department staff member or contractor. All staff will receive confidentiality training and sign a confidentiality statement upon hire.

## **H. APPROPRIATE BOUNDARIES**

While serving the community and the individuals in it, the HHS Department staff and contractors always must maintain appropriate boundaries and abide by certain ethics. These include, but are not limited to, following all applicable laws, obeying all direct orders of the Executive Council, and maintaining a strictly professional relationship with Tribal Members and individuals utilizing Member Services.

## **I. SUSPECTED ABUSE**

The HHS Department staff members and contractors are required to report actual or suspected Child abuse, abuse of persons with special needs, Elder abuse, animal abuse, financial abuse, domestic violence, threats of self-harm and threats to harm others, to the proper authorities.

## **J. SUSPECTED FINANCIAL ABUSE OF CHILDREN'S BENEFITS**

The Tribal Government is required to investigate all reports from Adults or Children that Tribal youth benefits are, or are suspected of being, used for purposes other than their intended purpose. Should the investigation results show by a preponderance of the evidence that "more likely than not" funds were NOT used for the intended purpose to benefit a Child, then Sanctions may be

instituted against the Child's parent or guardian. Any verified instances of financial abuse of children's benefits shall require the Child's parent or guardian to only receive any financial benefits by the following disbursement methods: vendor pay process, reimbursement only, ACH deposit or deposit into a trust.

**K. AUDITING**

The Tribe shall make it a priority to audit applications and Tribal Member files at least every two years to ensure all programs are following the Tribal General Welfare Programs and Services Manual. The Tribe shall create an audit schedule to ensure that all programs are audited on a rotating basis. The Tribe may also conduct random audits to ensure compliance. Audits may be completed by the department, consultants, or other staff as directed by the Executive Council or Executive Council Treasurer.

**L. TRIBAL MEMBER EMPLOYMENT ISSUES**

The HHS Department staff and contractors will not interfere with any employment action or non-action of the Tribe on behalf of any Tribal Member but may assist when requested in areas such as skills development and life skills.

**M. SOVEREIGN IMMUNITY**

Nothing contained within these policies and procedures shall be construed as a waiver of the sovereign immunity of the Tribe.

**N. AMENDMENTS**

These policies and procedures, or any section herein, may be amended by a majority vote of the Executive Council.

**O. SEVERABILITY**

If any provision, clause, sentence, or paragraph of these policies and procedures is held to be invalid, the invalid portions shall not affect the remaining portions which shall remain in full force and effect.

## **SECTION 3. ASSESSMENT AND APPLICATION**

### **A. ASSESSMENT REQUIREMENT**

Individuals who access Services through the HHS Department must complete an intake form as well as the appropriate application(s) for the Service(s) for which they are applying. The intake form will include a broad range of questions relating to wellness topics and is designed to help staff target Services for the individual and/or family. The Member Services Coordinator may assist Tribal Members and their families in completing the intake form as answers are dictated to them by the Tribal Member or Tribal Member family. Note: Individuals may apply for Services directly and are not required to apply through the HHS Department.

### **B. APPLICATION REQUIREMENT**

All individuals must complete the appropriate application for the Service or program which they are applying. Many applications require that documentation be included, and an application is not complete until all supporting documentation is received.

### **C. DATA COLLECTION REQUIREMENT**

Data will be collected on every application to measure the impact of this assistance. Answering the questions is not optional. The application requires disclosure of information pertaining to Household, income, home ownership and highest education levels. The purpose of this data collection is to measure improvements in the family which may include, but are not limited to, increases in Household income, education, and levels of satisfaction.

### **D. RECORDS**

Information obtained in the assessment and application process will be kept confidential. All HHS Department files will be kept under lock and key, or password protected when not in use. A file is created for each Tribal Member receiving services regardless of their age.

### **E. COMMUNICATION**

The HHS Department and Tribal Administration is committed to attempting to communicate with a Tribal Member up to three (3) times regarding any request, inquiry, or application. If there is no response or submission of requested documentation, it will expire thirty (30) days from the last date communication was attempted or made.

### **F. CONFIDENTIALITY**

Documents and other information pertaining to individual Tribal Members including their progress, participation, or attendance in any Services will not be released without the written permission from the Tribal Member or his/her parent or guardian. Peers, employers, parents, family members, employees, outside agencies, or outside service providers do not have access to the HHS Department files without authorization. Individuals may request copies of documents in their file or that of their minor Child or Dependent Adult which they have signed.

## **SECTION 4. REFERRAL SERVICES**

### **A. PURPOSE**

The purpose of Referral Services is to connect Tribal Members with Services that are beneficial to them regardless of the entity who administers them.

### **B. ELIGIBILITY**

All Tribal Members are eligible for Referral Services. Additionally, Referral Services are available to members of Tribal families, possibly even Non-Tribal Members, when the referral benefits the whole family.

### **C. FACILITATION**

Referral Services generally begin in the form of a private face-to-face, video, or private phone meeting between the HHS staff and the Tribal Member or Non-Tribal Member Household seeking Services. Once it is determined what services are needed by the Tribal Member or Non-Tribal Member Household, the HHS Department shall work to refer the Member or family to available service providers. Generally, the HHS staff will meet with the Tribal Member or Non-Tribal Member Household periodically throughout the time when Referral Services are being provided to check for any assistance needs and that Referral Services are occurring.

### **D. TYPES OF SERVICES**

There are two (2) basic types of Referral Services that a Tribal Member or Non-Tribal Member Household may be involved in: Services administered by the Tribe and Services not administered by the Tribe.

### **E. SELECTION OF SERVICES**

The HHS Department staff in conjunction with the Tribal Member or Non-Tribal Member Household determines the type or types of Services needed based on several factors which could include, but are not limited to, availability, time constraints, eligibility, confidentiality, location, preference, and cost to the Tribal Member or Non-Tribal Member Household and/or court order.

### **F. DUAL CITIZENSHIP**

Tribal Members are not only citizens of the Habematolel Pomo of Upper Lake but also citizens of their country, state, and county. As such Tribal Members should take advantage of Services offered by all the jurisdictions which they have citizenship. The HHS staff will refer Tribal Members and Non-Tribal Member Households to the most relevant service provider available regardless of the entity which is administering the service and will take advantage of the wide range of Services available to Tribal Members because of their dual citizenship.

## **SECTION 5. ADVOCACY**

### **A. PURPOSE**

The HHS Department staff shall work with the entire community as well as individual Tribal Members to improve access to Services, specifically those Services which promote the health, safety, and stability of Tribal Member families. The purpose of this section is to outline the Services that the HHS Department staff are responsible for performing, and which they are prohibited from performing.

### **B. RESPONSIBILITIES**

The HHS Department staff are responsible for performing the following Services:

1. Work with all Tribal departments to improve access to resources that are offered by the Tribe.
2. Work with local county, state, and federal agencies to improve access to resources that are offered outside of the Tribe.
3. Make available to all members of the Tribe through the Tribal newsletter, Tribal websites, standard mail and events, information about resources available in the Tribal and outside communities.
4. Assist Tribal Members who ask for assistance with accessing resources by making referrals.
5. Coordinate contacts between Tribal Members and social services agencies.
6. Ensure confidentiality of all cases and Services, maintaining locked files.
7. Create written reports, as needed.
8. Coordinate with foster care, the Tribe's ICWA Advocate, and provide support to foster families.
9. Provide support to victims of elder abuse, child abuse and/or domestic violence.
10. Promote awareness, prevention of and community education about elder abuse, child abuse and domestic violence.
11. Abide by all established Tribal laws, ordinances, and policies, and implement any applicable codes and policies.

12. Prevent conflicts of interest by referring to all immediate family members who request assistance from their supervisor.
13. Keep detailed files on all individuals referred (i.e. the nature and time of their request, services referred to, and updates received from the individual).
14. Work with any court system, including the Tribal Court, to help individuals access services which are recommended or required by a court.

#### **C. PROHIBITED SERVICES**

The HHS Department staff are prohibited from performing the following services:

1. Removal of children from the home - Removal is the responsibility of CPS. The HHS Department staff may recommend and assist in locating an appropriate placement in coordination with the Tribe's ICWA Advocate.
2. Representing individuals in court - The HHS Department staff may assist Tribal Members in navigating the court process, if requested, but shall not represent them in court.
3. Background checks, drug tests or behavioral health assessments – The HHS Department staff may help facilitate these Services but shall not perform them.
4. Attend court hearings – the HHS Department staff will only attend Tribal, state, or federal court hearings for Tribal Members who have a current wellness board plan. When attending a Tribal, state, or federal court hearing, the HHS Department staff are only there to offer support and may not serve as a lay advocate for the Tribal Member.

## **SECTION 6. TRIBAL DEMOGRAPHICS**

### **A. PURPOSE**

The purpose of collecting Tribal Demographic surveys is to target Tribal needs to improve programs and Services and to collect information required by the Tribe's grant programs.

### **B. FREQUENCY**

An annual Tribal Demographic survey for all Tribal Member Adults will occur one (1) time per calendar year. Other types of Tribal Demographic surveys may occur more or less frequently.

### **C. REQUIREMENTS**

To participate in the Tribal Demographic survey an individual must be a Tribal Member or a Non-Tribal Member Household. Some Tribal Demographic surveys may be limited to certain groups of Tribal Members depending on the purpose of the survey including, but not limited to, certain age groups such as minors, adults or Elders, persons who participate in certain programs or other groups.

### **D. METHODS**

The HHS Department may utilize several methods to obtain the highest number of surveys possible which may include, but are not limited to mail, phone interviews, email, in-person interviews, utilization of survey software and other methods as they are developed.

### **E. COMPLETION**

A Tribal Demographic survey is not complete unless all questions are answered. If any portion of the survey is not complete it cannot be accepted.

### **F. INCENTIVES**

The HHS Department reserves the ability to give, or not to give, incentives for survey completion provided incentives are given, or not given, consistently among all survey takers. The Department must confirm that their budget will allow for survey incentives.

### **G. CONFIDENTIALITY OF RECORDS**

All survey documentation, whether anonymous or otherwise, will be kept under lock and key, or will be password protected, always when not in use, in the HHS Department.

### **H. DATA COMPIRATION**

The Member Services Coordinator shall be responsible for compiling all survey responses and providing such compiled responses to the Executive Council for review and dissemination.

## **SECTION 7. TERM LIFE INSURANCE PROGRAM**

### **A. PURPOSE**

The purpose of the Term Life Insurance Program is to help offset some of the burial, funeral and associated costs incurred by families when a Tribal Member passes away.

### **B. ELIGIBILITY**

To receive Burial Assistance an individual must be:

1. An enrolled member of the Habematolel Pomo of Upper Lake.
2. Designate before his/her death whom the burial assistance is to be paid to on the Burial Assistance Form (i.e., relative/spouse or funeral home, etc.) (Note: Assistance shall still be provided if a designation is not made; however, a designation is highly preferred); and
3. Tribal Member must be deceased.

### **C. FUNDING**

In the event of the death of an enrolled HPUL Tribal Member, the Tribe will provide burial/funeral assistance in the name of the deceased. The assistance shall be *funded at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule*. The funding award shall be paid to the individual listed as the beneficiary on the Burial Assistance Form. If the deceased Tribal Member did not list a beneficiary, did not complete a Burial Assistance Form, or at the beneficiary's preference, the Tribe will make the check payable to the estate of the deceased or the Tribe may issue payments directly to vendors providing funeral/burial services. Payment via ACH shall be the preference of the Tribe.

### **D. ADMINISTRATION**

The HHS Department and Tribal Administration administers this program, in coordination with the Program Compliance Specialist. Upon proof that a Tribal Member has died, the HHS Department shall coordinate payment with the Fiscal Department and Tribal Administration.

The representative who will work with the HHS Department in planning for the deceased will be the designee as stated in the deceased's will. If there is no designee, the deceased's spouse will be their representative. If there is no designee and the deceased does not have a spouse, the next of kin will be the deceased's representative. If there is no designee, spouse or next of kin, the representative shall be appointed by the Tribal Court. If the deceased is a Child, the Tribal Member parent will be the representative unless that parent is deceased, legally incompetent or has lost rights to their child unless written consent has been given to another individual.

**E. REQUEST PROCEDURE**

The estate, designee, or representative of the deceased Tribal Member shall contact the HHS Department to process the assistance payment.

**F. PROCESSING TIME**

Assistance under this program is typically processed within twenty four (24) hours during the workweek and 72 hours on the weekend.

**G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 8. CAREGIVER ASSISTANCE PROGRAM**

### **A. PURPOSE**

The Tribe desires to assist its Tribal Elders and Disabled Members that need regular caregiver assistance. Through this program, the Tribe will financially assist with the caregiver cost.

### **B. ELIGIBILITY**

To be eligible for this program, an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be considered a Disabled Member or Elder; and
3. Submit a Caregiver Assistance Application, and any supporting documentation required.

### **C. FUNDING**

The program shall fund the cost of a Certified Caregiver up to a certain number of hours per month per application, as needed, and as *allocated on the current HPUL Tribal General Welfare Program Funding Schedule*.

Services provided by the Certified Caregiver may include, but are not limited to, companionship, transportation to appointments, cooking, light house cleaning, bathing, grocery shopping, etc. Services shall not include providing medical care, unless separately licensed to provide such services.

**If the Tribal member is currently repaying a debt owed to the Tribe and is currently serving as a Caregiver, any financial disbursements from this program will be applied to the Tribal Members outstanding debt until it is paid in full.**

### **D. ADMINISTRATION**

The HHS Department shall administer the program. Funds shall be reimbursed to the Disabled Member or Elder or paid directly by the Tribe to the Certified Caregiver or vendor. Funds shall be considered incurred by the Tribe when the Certified Caregiver's services are performed. The Certified Caregiver or Tribal Member shall provide the invoice or reimbursement request to the Fiscal Department or the HHS Department starting the last week of the current month and are due no later than the fifteenth (15<sup>th</sup>) of the following month. Once the invoice or reimbursement request has been received, the HHS Department shall review and approve the invoice and/or Receipts and submit it to the Fiscal Department to issue payment to the Certified Caregiver. The Tribal Member shall be responsible for payment of all hours worked or expenses beyond the maximum funded under this program. (Note: If the Tribe pays the caregiver directly, it shall issue

a 1099 to the Certified Caregiver as applicable under IRS guidelines.)

The HHS Department may assist the applicant in obtaining caregiver services as needed, however all contracts shall be directly between the Elder/Disabled Member and their Certified Caregiver. The Tribe will have no control or liability for the caregiver services performed or lack of performance. The Tribe shall only provide funding assistance for the services to the maximum amount allowed.

Family members of the Tribal Member may serve as the Certified Caregiver, but he or she must meet the qualifications and requirements for a Certified Caregiver and provide the Tribe with a copy of his/her executed contract to provide caregiver services. (Note: The Tribe will not contract directly with individuals or caregivers to provide caregiver services.

The Tribe reserves the right to refuse funding assistance to an Elder or Disabled Tribal Member under this program for non-compliance or abuse of caregivers.

#### **E. REQUEST PROCEDURE**

Eligible individuals shall submit a Caregiver Assistance Application to the HHS Department. The application shall include proof that the Applicant is a Disabled Member or Elder and certification information for the Certified Caregiver, if a Certified Caregiver has been chosen. Once a Certified Caregiver has been chosen, the Tribal Member must submit a copy of his/her independent caregiver contract. (Note: The Tribe has a sample independent contract available for use, but in no way is providing legal advice to the Tribal Member regarding entrance into the independent contract.)

Once the Tribal Member's application is approved by the HHS Department and he or she has entered into a contract for caregiver services, he or she may begin receiving financial assistance for caregiver services from that date forward. An individual shall request financial assistance by submitting proof of Receipt of payment, a monthly invoice, or caregiver's timesheet directly to the HHS Department for processing within ten (10) days of receipt.

#### **F. PROCESSING TIME**

The HHS Department shall process a completed application and/or reimbursement request within ten (10) business days from the date submitted. Individuals who have provided the Tribe with ACH banking information will have their payment/assistance automatically distributed to their account.

#### **G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 9. HONORED ELDER STIPEND PROGRAM**

### **A. PURPOSE**

The Tribe has established the Honored Elder Stipend Program to afford Tribal Elders who have reached the age of 60 years old, support for a healthy and happy lifestyle. The Tribe looks to preserve the emotional and physical wellness of our honored Tribal Elders who lead the Tribe's growth and progress. The program aims to meet these goals by providing a monthly stipend to Tribal Elders, referred to as honored Elder's stipend, subject to available funding.

### **B. ELIGIBILITY**

To participate in the Honored Elders Stipend Program, an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be 60 years of age or older;
3. Be in Good Standing with the Tribe; and
4. Submit a Honored Elders Stipend Program Application.

### **C. FUNDING**

This program shall provide Tribal Elders a monthly payment that can be used to offset the additional expenses associated with persons who have reached the age of 60 who have suffered personal, family, or tribal injury as a result of termination. *Funding is based on the age of the Tribal Elder and will be allocated in the amounts listed on the current HPUL Tribal General Welfare Program Funding Schedule.* Tribal Elders shall be eligible for a new funding level (based on age) in the month following his/her birthday (i.e., if a Tribal Elder turns 65 in December, he or she is eligible for the age 65-69 funding level in January).

**If the Tribal member is currently repaying a debt owed to the Tribe, any financial disbursements from this program will be applied to the Tribal Members outstanding debt until it is paid in full.**

### **D. ADMINISTRATION**

The Tribal Administration shall administer the Honored Elders Stipend program. Payments will be initiated once the Tribal Administration receives the completed Honored Elders Stipend Application and will continue monthly for the remainder of an Elder's lifetime. An application is only required once, but the application requires a Tribal Elder to provide a fair and reasonable estimate of annual expenses. In order to qualify to participate in this program the estimated annual expenses are required to equal to or exceed 150% of the previous year's annual RSTF

distribution/income.

Individuals who have provided the Tribe with ACH banking information will have their payment/assistance automatically distributed to their account. Checks are available for pick up and/or mailed out from the Tribal Office on the fifth day of each month, however if the fifth falls on a weekend or holiday, the check is mailed the prior business day.

**E. REQUEST PROCEDURE**

Eligible individuals shall request assistance by submitting a completed Honored Elder's Stipend Application to Tribal Administration. Benefits will continue to be paid monthly until an Elder's death.

**F. PROCESSING TIME**

Once a completed application is received, Tribal Administration shall process the application within ten (10) business days. For newly approved Elders, initial payment will begin for the month following their 60<sup>th</sup> birthday. Should receipt of an application come after the date to process the initial payment on time, initial payment and successive payments will accrue and be paid out upon receipt of a completed application.

**G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 10. JOB INCENTIVE PROGRAM**

### **A. PURPOSE**

The Tribe wishes to strengthen its members by encouraging and advocating for self-sufficiency through education and employment acquisition. This incentive/general welfare stimulus seeks to reward and provide motivation for those Tribal Members in the workforce by disbursing quarterly payments to offset the rising cost of living for food, housing, clothing, and transportation. These costs can become extremely complicated for Tribal Members who may be transitioning into the workforce as well as those who have been gainfully employed for a number of years. The program further seeks to provide limited quarterly financial assistance to those adult Tribal Members who are temporarily disabled, full time or part time students who cannot take on a job, as well as those who are unemployed but can demonstrate that they are consistently looking for employment.

This program is designed to qualify as a Tribal General Welfare Program pursuant to the Tribal General Welfare Ordinance (“TGW Ordinance”) and is specifically established to provide benefits under all categories of the ordinance.

### **B. ELIGIBILITY**

To participate in this program, an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be 18 years of age or older;
3. Be in Good Standing with the Tribe;
4. Meet one of the four (4) disbursement categories described in Section C below;
5. Submit a complete Job Incentive application and associated required documentation; and

### **C. FUNDING**

Eligible individuals shall be funded through one (1) of the following disbursement categories and at the amounts listed within each category, except for Disbursement Categories E, F and G which is available simultaneously to Disbursement Categories A-D for those eligible.

**If the Tribal member is currently repaying a debt owed to the Tribe, any financial disbursements from this program will be applied to the Tribal Members outstanding debt until it is paid in full.**

### **Disbursement Category A. Employed Tribal Members**

Eligible individuals who are employed either full time, part time, or are self-employed shall be funded quarterly at the following rates:

**1. Part-Time Employed:** *Funding will be allocated in the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.*

Part-time employed shall mean an individual who is employed less than 32 hours per week as evidenced by submitting a copy of one (1) paystub for each month of the quarter that they are applying for the incentive regardless if the individual gets paid weekly, bi-weekly, or monthly. The paystubs must show pay periods which include all covered months. Paystubs must be printed with the employer's name and contact information clearly identified. Handwritten paystubs are not acceptable. Paystubs must show an individual's rate of pay and hours worked. For individuals employed by the Tribe or a Tribal entity, they may submit a certification of hours worked in lieu of a paystub. The certification must show that the individual worked at least one (1) hour during at least one (1) pay period for each month of the quarter and must be signed by his/her supervisor and verified by the Tribe's or Tribal entities' human resources. If a paystub is missing due to unpaid leave, a notice of explanation should be included with the application.

**2. Self-Employed:** *Funding will be allocated in the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.*

Self-employed shall mean an individual who works for himself or herself. Tribal Members who are self-employed must provide documentation to prove that their business earnings are being reported. Specifically, this can be done by providing one (1) item from each of the three (3) categories listed below, for a total of three (3) items:

- a. Documents to confirm that income from self-employment is being reported (please provide one of the following):
  - Copy of previous year tax return
  - Proof of quarterly estimated tax payments made to the IRS.
  - Copy of 1099 issued for self-employment along with either a contract or other "job documentation" from previous year.
  - A current and active business or professional license
  - Approval/certification to provide app-based services, (Uber, Lyft, Door Dash)
  - Weekly or monthly summaries of earning (including via screen shot) from app-based services, such as Uber, Lyft, or Door Dash
  - Proof of payments made for sales tax.
  - Proof of employment taxes paid for employees under business name.
  - Proof of EIN number, EFTPS.gov account, EDD account for partnership,

organization, company, etc.

b. Documentation that you had employment activity for each month:

- Business accounting records with detailed accounts payable
- Contracts, agreements, Receipts, or other proof of services, including screen shots of app-based contract services such as Uber, Lyft, Door Dash, etc.
- Payroll records for employees working for your business (these records must also show the payment of employment taxes for the claimed employees)
- Proof of sales for retail business
- Completed self-employment ledger (SD E-form 0990)
- Weekly or monthly summaries of earning (including via screen shot) from app-based services, such as Uber, Lyft, Etsy, PayPal, or Door Dash
- Communication records (i.e., email, text message, document, etc.) providing proof of booking a gig(s), employment at an event, freelance service, teaching students, etc.

c. Documentation that you received income for each month of the quarter:

- Copies of Receipts for sales
- Business accounting records with detailed accounts receivable
- Profit and Loss Statement
- Copies of checks issued for services, along with corresponding bank statements to prove deposit.
- Business or personal bank statements showing deposits.
- Electronic money monthly transaction records (including Venmo, Zelle, Apple Pay, Google Pay, PayPal, other app-based currency transfer platforms, online payment platforms, etc.) showing payment for services provided.
- Proof of Income Letter signed by individual who has committed payment to you.

Tribal Members who are also self-employed may also qualify for the full-time disbursement category by proving that their income from their business required that they have physically worked the minimum hours to qualify as full-time. This can be done by either opting to classify themselves as full time employees of their company which would include a job title as well as paystubs that meet the above listed requirements, or providing documentation, such as a notarized affidavit submitted quarterly, outlining the number of hours he/she is being compensated for weekly (i.e., by affidavit, screen shot of hours work, invoices, etc.). Individuals may only qualify for one (1) category.

**3. Full-Time Employed:** *Funding will be allocated in the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.*

Full-time employment shall mean an individual employed 32 hours or more per week as

evidenced by submitting copies of paystubs covering a minimum of two and a half (2.5) months' time worked during the quarter, as reasonable. Paystubs must be printed with the employer's name and contact information clearly identified. Handwritten paystubs are not acceptable. Paystubs must show an individual's regular rate of pay and number of hours worked. For individuals employed by the Tribe or a Tribal entity, he/she may submit a certification of hours worked in lieu of a pay stub. The certification must contain how many hours an individual worked during all pay periods for each month of the quarter and be signed by his/her supervisor and verified by the Tribe's or Tribal entities' human resources. If a paystub is missing due to unpaid leave, a note explaining this should be included with the application.

**4. Protected Leave Employed:** *Funding will be allocated in the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.*

Protected leave employed shall mean an individual is employed but unable to work one or two months of the quarters due to a "protected leave of absence." Protected leave is limited to leave covered under the Family Medical Leave Act or the Tribe's equivalent program or documented worker's compensation leave. Employed Tribal Members who are unable to work for all three consecutive months due to a "protected leave of absence" may apply for the incentive under Category B with proper documentation.

NOTE: Individuals who become unemployed during a quarter may apply for the incentive under Category D if they immediately begin seeking new employment and can provide necessary documentation. Assistance will be awarded in whatever category the individual qualified for most of the quarter.

**Disbursement Category B. Unemployed Tribal Members (Temporarily Legally Disabled)**

Individuals who cannot enter or maintain a position in the work force due to a classification as temporarily disabled, including those who are on "protected leave of absence" or workers compensation, may apply for funding under Category B by providing documentation from a qualified physician and/or state agency establishing the existence of a qualifying disability. *Funding will be allocated in the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.*

Tribal Members applying for the incentive under Category B must provide a physician and/or state agency verification each quarter that they are applying indicating that there has been no change in their disability status. (Note: the verification may be the same as the quarter before – but must still be valid or current) Individuals may apply for the incentive in the third month of each quarter upon their receipt of the required documentation.

Individuals who are permanently disabled and unable to work are not eligible for this program.

However, Tribal Members born before 12/31/1957, who are on permanent disability will continue to be eligible for this program as grandfathered participants.

**Disbursement Category C. Unemployed Tribal Members (Full/Part Time Student)**

Individuals who cannot enter or maintain a position in the workforce due to furthering their education at a higher institution may apply for the program by providing proof of enrollment as a college student in a two (2) or four (4) year school of higher education or vocational school/junior/community college. Proof of enrollment in a school of higher education is required with each application for the incentive (i.e., class schedule, proof of tuition payment, etc.).

The quarterly disbursement for Category C will be *allocated in the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule*. A full-time student shall carry twelve (12) or more units/credits and a part-time student shall carry at least four (4) units/credits. Individuals may apply for the incentive in the third month of each quarter upon receipt of the required documentation.

**Disbursement Category D. Unemployed Tribal Members (Actively Seeking Employment)**

Individuals who are unemployed may apply for this program under Category D if he/she is actively and consistently searching for realistic job opportunities. Tribal Member's applying for the incentive must provide documentation of a minimum of two (2) attempts to acquire employment per month of the quarter that he/she is applying. An attempt will include proof of acquiring and submitting a job application (must include copy of completed job application) and at least one (1) follow up call to a workplace where the individual submitted an employment application. Documentation must include the result of the application submittal as well as the name of the employer, address, contact information and person he/she spoke with in the follow-up call to qualify under this category. Incomplete or incorrect applications in this category will not be processed and will be disqualified from re-submitting until the next quarter.

*Funding will be allocated in the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.* Tribal Members may apply for the incentive in the third month of each quarter upon completion of their 2<sup>nd</sup> attempt to acquire a job which includes results from a follow-up call. Applications for Category D may not be submitted before the 20<sup>th</sup> day of the last month of the quarter to ensure that proper time and care are being given to the application process.

Individuals may receive assistance under Category D for six (6) consecutive months. The Executive Council reserves the right to extend this limit during a declared state of emergency.

**Disbursement Category E. New Hire Bonus**

Individuals who provide proof of employment in a new position for a new or different company, entity, or organization (i.e., not a new position within the same company, entity, or organization),

shall be eligible for a new hire bonus. Individuals shall be working for a new company entity, or organization if he/she has not worked for the entity at any time within the last five (5) years. For purposes of this disbursement category, the Tribal Government and its entities, including TLE and RCC, shall be considered different employers. Full-time employment shall be those who work 32 hours or more per week. Part-time employment shall be those who work under 32 hours per week. *Funding will be allocated in the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.*

Individuals shall only be eligible for the new hire bonus once every five (5) years. Individuals must remain employed in that position continuously for at least one (1) year. If an individual does not remain employed for at least one (1) year, he/she shall be required to repay the full bonus amount. After ninety (90) days and within the first year of hire, eligible individuals shall submit a completed New Hire Certification Form, which shall include certification by his/her employer's human resources that he/she has been hired to work to prove eligibility for the new hire bonus. One (1) year after being employed in the new position, the individual must submit a completed New Hire Bonus Recertification Form to prove continued employment in that position (or company, entity or organization if already promoted or transferred). Individuals who are no longer employed in that position (or company, entity or organization if already promoted or transferred) shall have his/her Tribal distributions garnished until he/she has repaid the new hire bonus. Individuals out on paid or protected leave status at the end of their one (1) year mark shall still be eligible for the bonus.

#### **Disbursement Category F. Employment Anniversary Bonus**

Individuals shall be eligible for an employment anniversary bonus after he/she has been employed with his/her employer for the following number of years: 5, 10, 15, 20, and 25. Full-time employment shall be those who work 32 hours or more per week. Part-time employment shall be those who work under 32 hours per week. *Funding will be allocated in the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.* An individual must be employed with the same company, entity, or organization for the entire number of years for which he/she is claiming the employment anniversary bonus. For purposes of this disbursement category, the Tribal Government, and its entities, including, but not limited to RCC and TLE shall be considered different employers. (Note: Individuals may hold different positions within the company, entity, or organization).

Upon completion of an anniversary year listed above, an eligible individual must submit a completed Employment Anniversary Form and all required documentation within one year of anniversary, which shall include certification by his/her employer's human resources or copies of 1099s or tax documents as applicable, to prove eligibility for the employment anniversary bonus. Individuals out on paid or protected leave status at the date of his/her anniversary shall still be eligible for the bonus. Payments shall not be made for anniversaries achieved in prior

years of the approval date of this Manual.

For those claiming self-employment, to be able to establish the duration of the existence of the business, the individual must supply evidence of the date of the business establishment such as business license, creation documents, trade references etc. The business must be the same business for the time frame in which the anniversary is being claimed. To establish full-time versus part-time status, the individual must provide support such as tax returns, to have earned a minimum annual salary measured by calculating the federal minimum wage multiplied by a minimum of 32 hours per week from the commencement date of the business.

#### **Disbursement Category G. Volunteer Stipend**

All Tribal Member (age 12+) shall be eligible for a volunteer stipend each quarter if he/she provides proof that he/she has volunteered at least 24 hours for an organization or organizations within his/her community during that quarter without receiving payment or any in-kind benefit (i.e., food, shelter, school course credit, etc.). Service on an HPUL Tribal committee, board, or commission shall not be considered volunteer service for purposes of this disbursement category. *Funding will be allocated in the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.* Eligible individuals shall submit a completed Volunteer Stipend Verification Form with required documentation to prove eligibility for the volunteer stipend.

#### **D. ADMINISTRATION**

This program shall be administered by the HHS Department. The Tribe shall retain copies of any paystubs or certifications submitted in accordance with this program and the Tribe's Records Retention Policy. However, individuals may elect in writing to alternatively have his/her paystub personally verified by the HHS Department, Program Compliance Specialist, or Tribal Administration, and then returned or shredded. The Tribe shall have the right to request the paystub to be re-submitted at any time.

#### **E. REQUEST PROCEDURE**

The deadline for submission for each quarter's distribution is forty-five (45) days from the end of the previous quarter. Employed Tribal Members may apply for the incentive once he/she has received paystubs covering 2.5 months of work within the quarter of the applicable application.

#### **F. PROCESSING TIME**

Once a completed application is received, HHS Department shall process the application within ten (10) business days. Individuals who have provided the Tribe with their ACH banking information will have their payment/assistance automatically distributed to their account.

#### **G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 11. PERSONAL FINANCE MANAGEMENT TRAINING**

### **A. PURPOSE**

The purpose of personal finance management training is to educate Tribal Members and their families about finances, budgeting, investing and to prevent emergency requests to the Tribal Administration or Executive Council for money.

### **B. ELIGIBILITY**

All Tribal Members and their families are eligible to attend personal finance management training.

### **C. ORGANIZATION**

The HHS Department in conjunction with appropriate trainers and/or third-party vendors will lead at a minimum one-hour long classes on finance management topics including, but not limited to:

1. Budgeting
2. Living within a budget
3. Checking accounts and balancing a check book
4. Starting a savings
5. Saving for a purchase or down payment
6. Investing in retirement
7. Saving for college
8. Starting a business
9. Managing debt

### **D. FREQUENCY**

The Member Services Coordinator will hold a personal finance management training course at least one (1) time per quarter. A yearly schedule of training will be distributed at the beginning of the year and the training will be advertised monthly in the Tribal newsletter. All training will be recorded and may be attended via webinar/Zoom.

### **E. QUIZ**

A short quiz will be given at the end of every training course. An individual must get at least

70% on the quiz to receive credit for the training. An online quiz will be available for those attending virtually. Special accommodation can be made for attendees with special needs including, but not limited to, quiet test areas, more time to take the test, more time to study for the test, one on one additional training to improve retention of information.

**F. CERTIFICATE OF TRAINING**

The Member Services Coordinator will issue a training certificate for each training an individual attends. Certificates will be mailed to the address on file or given to the individual in person. Please allow up to ten (10) business days to receive a mailed certificate.

**G. SPECIAL CERTIFICATE FOR FINANCE MANAGEMENT**

A special certificate for finance management will be given to all people who have completed ten (10) finance management classes hosted by the Tribe. Once earned, the special certificate for finance management shall be presented at the next General Membership meeting by the Tribal Chairperson.

**H. FINANCIAL ACTION PLAN**

It is mandatory for each person within the categories below to meet with a personal financial trainer contracted by the Tribe. The personal financial trainer will work together with the individual to develop a financial action plan for the individual. The financial action plan shall provide the individual with guidance on his/her financial status and set goals for financial self-sufficiency. Individual's financial assistance shall not be disbursed, or the individual's default, Sanction, or loan will not be cleared or lifted until the financial action plan has been created and provided to the HHS Administrator and the Executive Council as evidence of proof of completion.

1. Individuals who receive any financial assistance above and beyond the programs outlined in this Manual or official programs of the Tribe;
2. Individuals who have defaulted on a loan with the Tribe, repayment agreement, or utility bill;
3. Individuals who are subject to repayment of program assistance for failure to follow Program requirements (if not immediately repaid); and
4. Individuals that have been Sanctioned by the Executive Council for fraud or misuse of funds.

## **SECTION 12. RSTF DISTRIBUTION PROGRAM**

### **A. PURPOSE**

The Revenue Sharing Trust Fund (“RSTF”) is a fund created by the California legislature and administered by the state gaming agency. The fund was established for the receipt and deposit of money derived from gaming device license fees that are paid into the fund pursuant to the terms of the tribal-state gaming compacts for the purpose of making distribution to noncompact tribes. The state gaming agency must disburse the RSTF monies on a quarterly basis as specified by the legislature.

### **B. ELIGIBILITY**

To be eligible for this program, an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake and
2. Be enrolled within the quarter the RSTF is being disbursed;
3. Be in Good Standing with the Tribe;

### **C. FUNDING**

The funding amount is established by the Legislature and the Tribe will divide the quarterly disbursement by the number of enrolled members during that particular quarter.

**If the Tribal member is currently repaying a debt owed to the Tribe, any financial disbursements from this program will be applied to the Tribal Members outstanding debt until it is paid in full.**

### **D. ADMINISTRATION**

The RSTF Distribution will be administered by the Fiscal Department. The Tribal Administration will alert the General Membership via email when the RSTF check has been received and when checks will be available for pick up, ACH processing or mailed.

### **E. REQUEST PROCESSING TIME**

Once the RSTF quarterly payment is received, the Fiscal Department will prepare the check run and distribute the checks within forty-eight (48) hours. Individuals who have provided the Tribe with ACH banking information will have their payment automatically distributed to their account.

### **F. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 13. SUPPLEMENTAL ASSISTANCE SELF-SUFFICIENCY PROGRAM**

### **A. PURPOSE**

The purpose of the Supplemental Assistance Self-Sufficiency Program (“SASSP”) is to afford Tribal Members who meet the Tribe’s eligibility requirements additional financial support to aid in their establishment of a self-sufficient lifestyle. Additionally, the SASSP is designed to increase overall Tribal health and wellness and to alleviate the negative effects of termination on Tribal Members, families and the Tribe as a whole, by providing supplemental funding that can be used to offset the additional expenses associated with persons who have suffered personal, family or Tribal injury because of termination. The Tribe’s goal is to preserve the emotional and wellbeing of our members.

### **B. ELIGIBILITY**

To participate in the SASSP, an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be 18 years of age or older;
3. Be in Good Standing with the Tribe;
4. Have annual expenses that exceed 150% of his/her tribal income (RSTF Distribution);
5. Complete and submit a SASSP Program Application, including certification of expenses and submittal of any Receipts for eligible expenses; and

### **C. FUNDING**

*Funding will be allocated in the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule and capped at a maximum per person per year. Supplement assistance funds are awarded as a reimbursement.*

**If the Tribal member is currently repaying a debt owed to the Tribe, any financial disbursements from this program will be applied to the Tribal Members outstanding debt until it is paid in full.**

**Transportation:** All public transportation expenses (i.e., bus tickets, taxi, ride share companies, etc.) and personal vehicle costs (car payments, parts, repairs, insurance, registration, smog, fuel, etc.) related to employment, training, education, medical needs, or participation in required activities. Mileage will be reimbursed for any attendance/participation at a Tribal function.

Submission of a current paid transportation expense for reimbursement must be within ninety (90) days of the expense. No other transportation expenses are eligible at this time.

Housing Expenses: Expenses may include mortgage, rent, insurance, housing repairs, electricity, gas, propane, water, sewer, phone, and internet.

1. To be reimbursed for rent or mortgage expenses, proof of payment must be submitted. Proof of payment can be a Receipt from the mortgage company or landlord, a statement showing payment, or a copy of a cancelled check or bank statement if the applicant can prove it was a payment for housing. Individuals may only be reimbursed for rent or mortgage expenses for months in which they have already lived in the dwelling (i.e., Individual submits proof of payment of mortgage expense for May and then promptly turns in the Receipt for payment on May 3rd. He or she is not eligible for reimbursement until he or she has lived in the dwelling during the month of May and the month has concluded).

a. For related party reimbursement requests (i.e., Member pays a roommate, significant other, spouse or family member rent or utilities) an official signed rental agreement outlining the terms of payment must also be submitted, in addition to a Receipt for payment.

2. To be reimbursed for any utility, the utility bill must be servicing the Tribal Member making the request. If the utility bill is NOT in the Tribal Member's name or their spouse, it must be verifiable to be servicing the Tribal Member's permanent place of residence as recorded on file at the HHS Office or Tribal Office. In addition, a signed written agreement outlining an Applicant's level of responsibility for the utility bill must also be submitted with the participation forms to be eligible for reimbursement.

Bereavement: Expenses may include funeral and burial expenses and expenses associated with hosting or attending wakes, funerals, burials, and similar bereavement gatherings.

Medical Expenses: Expenses may include reimbursement for out-of-pocket medical expenses, including copays for medical procedures, doctor visits and prescriptions, rehabilitation treatment or therapy, and mental health expenses, medical insurance premiums (including vision and dental), and medical equipment (i.e., wheelchairs, cane, crutches, etc.) providing there is a reasonable medical need.

Education/Employment: Expenses may include reimbursement for the cost of clothing, uniform and or any necessary supplies; books, backpacks, computers, tutors, musical instruments and/or sports equipment, etc. Expenses may include tuition payments for students to attend an accredited college or university, vocational/trade school, technical, adult, or continuing education

program(s) or pay for expenses for interviewing or training away from home (i.e., travel, auto expenses, lodging, and food). Receipts for all applicable expenses are required.

**Grocery/Food:** Expenses may include grocery costs that are included in the four major food groups. Expenditures which will not be allowed are alcohol or any nicotine products.

#### **D. ADMINISTRATION**

The HHS Department shall administer this program. The Program Compliance Specialist shall be responsible for verifying all requests and proof of expenses.

Supplemental assistance will be disbursed as requests are made and requirements are met. To receive a reimbursement under this program, an individual must submit a SASSP Application with accompanying eligible Receipts. Requests will be reimbursed for the year in which the Receipt is dated. A request may include one (1) Receipt or many. All requests for the allocated yearly funding shall be submitted within forty-five days (45) of the last day of the year (i.e., all requests for the 2024 allocation shall be submitted by February 15, 2025).

Any Receipt that cannot be validated will not be eligible/accepted. Incomplete applications will delay the application process, as well as any reimbursement payment.

#### **E. REQUEST PROCEDURE**

To receive a reimbursement under this program, a Tribal Member must submit a SASSP Application with accompanying eligible Receipts each time a request for reimbursement is made. Requests may be made every thirty (30) days until the maximum is received. A request may include one (1) Receipt or many. All requests for the allocated yearly funding shall be submitted by February 15<sup>th</sup> of the following year (i.e., all requests for the 2024 allocation shall be submitted by February 15<sup>th</sup> 2025). Note: Some categories (i.e., transportation) require Receipts to be turned in within a certain time from the date of expense.

#### **F. PROCESSING TIME**

Once a completed application is received, HHS Department shall process the application within ten (10) business days. Individuals who have provided the Tribe with ACH banking information will have their payment automatically distributed to their account. Possible exceptions to this may policy include instances of vacation, holiday, and sick leave for the Fiscal staff.

#### **G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 14. TRIBAL ASSISTANCE FOR MEMBERS WITH PERMANENT DISABILITIES PROGRAM**

### **A. PURPOSE**

The purpose of this program is to afford Tribal Members, between the ages of 18 and 60 whose employment options are challenged by permanent disabilities, support for a healthy and happy lifestyle and to be able to meet the needs of these Tribal Members by providing a monthly living stipend to alleviate the negative effect of termination on our Tribal Members, families, and the Tribe as a whole, as funding is available. The program shall also be referred to as the Permanent Disabilities Program (“PDP”).

### **B. ELIGIBILITY**

To be eligible for this program, an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be between the ages of 18-60 years old (Individuals older than 60 years old may opt to transition into the Tribe’s Honored Elder Stipend Program);
3. Be in Good Standing with the Tribe;
4. Have estimated annual expenses equal to or exceeding 150% of the previous year’s annual RSTF Income;
5. Be declared permanently disabled by the Social Security Administration or have documentation from a licensed medical physician or licensed medical facility; and
6. Submit a Permanent Disabilities Program Application, including all required documentation certifying his/her status as permanently disabled.

### **C. FUNDING**

This program shall provide eligible applicants with monthly assistance, *as listed on the current HPUL Tribal General Welfare Program Funding Schedule.*

### **D. ADMINISTRATION**

The HHS Department shall be responsible for administering this program. Payments will be initiated after the Permanent Disabilities Program Application is submitted and all required documentation is approved and/or verified. Members will receive their first monthly assistance the month following submission of a completed application. Each application will be active and in effect for five (5) years.

Checks are generally cut on the fifth (5<sup>th</sup>) day of each month and available for pickup or to be mailed out. If the fifth (5<sup>th</sup>) day of each month is a holiday or falls on the weekend, the checks will be available the last business day before the fifth (5<sup>th</sup>). Individuals who have provided the Tribe with ACH banking information will have their payment/assistance automatically distributed to their account. ACH deposits shall be processed according to the same schedule but may take several additional days to process through the banks.

**E. REQUEST PROCEDURE**

Eligible applicants shall submit a completed Permanent Disabilities Program application with all required documentation to the Tribal Administrator. Eligible individuals must reapply for this program every five (5) years.

**F. PROCESSING TIME**

Applications shall be processed once complete, including all required documentation. Tribal Administration shall process the application within ten (10) business days, but applicants will generally not receive his/her first assistance until the month following their application approval.

**G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 15. TRIBAL CHARITY**

### **A. PURPOSE**

The purpose of the Tribal Charity Program is to give a Tribal Member an opportunity to take a step in pursuing a personal goal, to enrich his/her life or give a Tribal Member a chance to recover from one of life's many challenges by donating a one-time amount of money to an individual selected by the Executive Council on a quarterly basis.

This award covers a broad range of scenarios with which the Executive Council will be attempting to assist Tribal Members with that can basically be broken down into two sub-categories:

Hand Up: An individual is currently experiencing an emergency and is in dire need of assistance to stabilize his/her lifestyle.

Next Step: An individual currently has a stable lifestyle but is not able to accomplish his/her next goal in life's journey without assistance.

### **B. ELIGIBILITY**

To be eligible for consideration in the Tribal Charity Program and individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be 18 years of age or older;
3. Be in Good Standing with the Tribe;
4. Submit all required documents and participate in the process outlined below;
5. Never have received a funding award under the Tribal Charity Program.

### **C. FUNDING**

The Executive Council shall donate an award to an individual selected by the Executive Council to receive the charity donation *at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule*. Note: The Executive Council may award, by majority vote, additional recipients as funding is available and the need exists. If the Executive Council does not award the charity for a quarter, it may roll the allocated funds to the next quarter.

**If the Tribal member is currently repaying a debt owed to the Tribe, any financial disbursements from this program will be applied to the Tribal Members outstanding debt**

**until it is paid in full.**

#### **D. ADMINISTRATION**

The Tribal Administration shall coordinate the processing of the Tribal Charity Program, including announcements, acceptance of applications, initial review to ensure applications are complete and eligibly criteria have been met. Once the Tribal Administration has completed its initial review, it shall forward all applications to the Executive Council for consideration. The Executive Council shall provide its availability to the Tribal Administration for interviews. The Tribal Administration shall coordinate interviews.

Quarterly, the Executive Council shall review all the applications received by the deadline that meet the eligibility qualifications. Once applications have been received from the Tribal Administration and conducted interviews, the Executive Council shall rank all applicants internally. Once ranked internally, the Executive Council shall meet and vote to approve the award(s). Immediately after the awards have been approved, the Executive Council shall inform the Tribal Administrator of the selection(s). The Executive Council Treasurer shall complete and submit a requisition to the Fiscal Department for payment. The Tribal Administrator will coordinate notice of award recipients and payment of the one-time award. Individuals who have provided the Tribe with ACH banking information will have their payment automatically distributed to their account.

As with all programs of the Tribe, the purpose is to strengthen a Tribal Member's opportunity for quality-of-life enhancement, rather than create dependence on a governmental system; therefore, each Tribal Member is only eligible for an award once in his/her lifetime. Tribal Members who do not get selected during a quarter, and are eligible, are encouraged to re-submit the following quarter. Essays and applications not selected will not be saved for future consideration as it is the applicant's responsibility to re-submit and the Tribal Member's living situation may have changed from the last application period.

#### **E. REQUEST PROCEDURE**

Tribal Members interested in receiving this award must do the following:

1. Submit a typed essay of five hundred (500) words maximum explaining how receiving this award would either allow them to pursue an out of reach opportunity or take a step in re-directing their life (i.e., relocating to a new home, paying off a small debt, purchase, or place a down payment on a vehicle, etc.).
2. Complete and submit an application/questionnaire for the Tribal Charity Program.
3. Participate in an interview with the Executive Council, either in person or via phone, to

answer any questions and/or discuss his/her plan for success.

4. Participate in an exit interview with the Executive Council, either in person or via phone, to provide details of success and support documentation (i.e., Receipts, pictures, and testimony).

**F. PROCESSING TIME**

Once the Executive Council has selected the award recipient and informed the Tribal Administration, the Tribal Administration will work to process the award(s) within ten (10) business days.

**G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 16. HOLIDAY STIMULUS PROGRAM**

### **A. PURPOSE**

The purpose of the Holiday Stimulus Program is to supplement the costs of increased expenses, as well as stimulate the economy.

### **B. ELIGIBILITY**

To receive the Holiday Stimulus Program, an individual must:

1. Be an enrolled Tribal Member of the Habematolel Pomo of Upper Lake on or before November 1<sup>st</sup> each year; or
2. Be a Non-Tribal Household that provides care and shelter for Tribal Youth Members; and
3. Be in Good Standing with Tribe.

### **C. FUNDING**

The Tribe provides a Holiday Stimulus Program *funded at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule* to each Tribal Adult Member, Tribal Youth Member, Tribal Household, and Non-Tribal Household.

**If the Tribal member is currently repaying a debt owed to the Tribe, any financial disbursements from this program will be applied to the Tribal Members outstanding debt until it is paid in full.**

### **D. ADMINISTRATION**

The Holiday Stimulus Program will be distributed one (1) time per year in the form of a check or ACH by the Tribe's Fiscal Department. Distribution shall occur no later than November 15<sup>th</sup>. Tribal Members who have provided ACH information will have their funds automatically distributed to their account. For all others, the Tribal Administration will announce via email when the checks will be available for pick up. Once the deadline for check pickup has passed, the remaining checks will be mailed to the most recent address on file for the Tribal Member.

Distribution for a minor is given to the Tribal Member's parents if they reside with them. If they do not reside with both parents, the distribution will be given to the parent with physical custody of the child(ren) or 51% custody with proper documentation.

If an individual is enrolled after distribution, but before December 31<sup>st</sup>, the Fiscal Department shall issue payment for the newly enrolled Tribal Member and distribute it to him or her directly. In addition, if an enrolled Tribal youth turns 18 after distribution but before December 31<sup>st</sup>, the Fiscal Department shall issue payment for the Adult funding level.

An Adult Tribal Member may take an advance of their Holiday Stimulus until November 1<sup>st</sup> and the entire amount of the stimulus will be disbursed. No advances may be taken against future Holiday Stimulus disbursements. In addition, Tribal Youth allocations are unable to be disbursed as an advance. Funds may be advanced upon request with submission of a Holiday Stimulus Advancement Application and verification of identity. An Applicant must contact the HHS Department for identity verification. It is strictly prohibited and will be considered fraud to apply on behalf of another Tribal Member.

**E. REQUEST PROCEDURE**

There is no request procedure for this program. The Holiday Stimulus Program funds are automatically generated for each enrolled Tribal Member enrolled on or before November 1<sup>st</sup> each year.

**F. PROCESSING TIME**

The Tribe's Fiscal Department shall begin preparing the Holiday Stimulus Program distribution after the November 1<sup>st</sup> deadline, for distribution by the second Wednesday of November.

**G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 17. TRIBAL VETERANS, ACTIVE MILITARY AND RESERVES BENEFITS PROGRAM**

### **A. PURPOSE**

The Tribe honors those within its membership that serve their country and protect it from external and internal threats. The purpose of this program is to provide additional benefits and support to Tribal Members and their families who are veterans or actively serving in the military, national guard, or reserves.

### **B. ELIGIBILITY**

To be eligible for this program, an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be over the age of 17 years;
3. Be in Good Standing with the Tribe;
4. Actively serve in any branch of the U.S. Military, National Guard or Reserve OR qualify as a veteran by honorably completing at least one (1) term or commitment (i.e., typically eight (8) years with a combination of active and reserve service). Note: Individuals dishonorably discharged are NOT eligible for veteran's benefits under this program and;
5. Submit a completed application including required documentation.

### **C. FUNDING**

Assistance will be awarded monthly to eligible individuals in the following amounts:

1. Active Military (US Air Force, US Army, US Coast Guard, US Marine Corps, and US Navy) - *funded at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.*
2. Veterans of the US Air Force, US Army, US Coast Guard, US Marine Corps and US Navy (eligible if served any time within any of these branches) - *funded at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.*
3. Active National Guard or Reserve - *funded at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.*
4. Veterans of the National Guard or Reserve - *funded at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.*

The Tribe may also provide a one-time enlistment bonus for active military and active National Guard for all enlistments dated after adoption of this program. One-time enlistment bonuses shall be *funded at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule*. Bonuses shall be paid following the Applicant's completion of his/her first year of service. There shall be no retroactive payments made for enlistments.

Veterans shall be funded at the highest level eligible (i.e., if a veteran served both in the US Air Force and Air Force Reserve during his/her eight (8) year term, then he or she is eligible for the veteran pay under Section 2 and 4. However, he or she shall be funded under 2 since it is a higher funding amount).

**If the Tribal member is currently repaying a debt owed to the Tribe, any financial disbursements from this program will be applied to the Tribal Members outstanding debt until it is paid in full.**

#### **D. ADMINISTRATION**

The Tribal Administration shall administer this program. The Tribal Administration shall be responsible for verifying, approving and maintaining all applications for this program. The Member Services Coordinator shall be available to assist members in applying for the program, including requesting the required documentation from the appropriate branch of the military.

The Tribal Administrator must give final approval before any funding is awarded under this program. All verbal approvals will be noted and followed up with written authorization.

#### **E. REQUEST PROCEDURE**

Eligible individuals may request funding under this program by completing a program application and submitting it to the Tribal Administration.

One (1) of the following documents must accompany the program application as proof of military, national guard, or reserve service:

1. Leave and Earnings Statement (LES) or an original copy of a signed "Statement of Service" from your current officer (active military, National Guard, reserve)
2. Certificate of Release or Discharge from Active Duty (DD 214) (Veteran of US Military)
3. National Guard Report of Separation and Record of Service (NGB 22) (Veteran of National Guard)
4. Honorable Discharge Certificate (DD 256) (Veteran of Reserve)

Within thirty (30) days of any change in an individual's active, reserve, or veteran status, an individual must submit a new program application to indicate his/her change in status and receive the appropriate benefits.

**F. PROCESSING TIME**

The Tribal Administration will process completed program applications within ten (10) business days of receipt. Ongoing monthly benefits shall be distributed at the beginning of each month. Individuals who have provided the Tribe with ACH banking information will have their payment/assistance automatically distributed to their account.

**G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 18. TRIBAL MEMBERS UNREIMBURSED MEDICAL EXPENDITURES PROGRAM.**

### **A. PURPOSE**

The Tribe recognizes the escalating cost of affordable healthcare. This program will assist Tribal Members with medical, dental and vision insurance premiums, as well as other associated costs such as co-pays, deductible costs and other reimbursed medical expenses.

### **B. ELIGIBILITY**

To be eligible for this program, an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be in Good Standing with the Tribe;
3. Complete and submit an Unreimbursed Medical Expense Application including all required documentation.
4. Have exhausted any program funds available from the HPUL Recovery Act.

### **C. FUNDING**

This program shall provide eligible applicants with annual assistance, *as listed on the current HPUL Tribal General Welfare Program Funding Schedule.*

**If the Tribal member is currently repaying a debt owed to the Tribe, any financial disbursements from this program will be applied to the outstanding debt until it is paid in full.**

### **D. ADMINISTRATION**

The HHS Department shall administer this program and shall be responsible for verifying, approving and maintaining all applications for this program.

The following are to be included as a qualified medical expense:

- Amounts paid to medical providers, dentist providers, surgeons, chiropractors, psychiatrists, and psychologists.
- Amounts paid for inpatient hospital care or residential nursing home care.
- Amounts paid for acupuncture treatments.
- Amounts paid for inpatient treatment at a center for alcohol or drug addiction.
- Amounts paid to participate in a weight-loss program for a specific disease or diseases, including obesity, diagnosed by a physician. (documentation required).
- Amounts paid for insulin, prescription medicines, drugs, or medical devices,

- Amounts paid for dentures and/or implants, reading or prescription eyeglasses, contact lenses, hearing aids, a guide dog or other service animal to assist a visually impaired or hearing impaired, disabled person, or a person with other physical disabilities, crutches, prosthetics, and wheelchairs.
- Amounts paid for insurance premiums to cover medical care or qualified long-term care.

Members are able to use expenses incurred on behalf of members of their Household. Members may only submit expenses that are not subject to reimbursement from other programs or sources (i.e. insurance, LCTHC, etc.) and receipts cannot be submitted to more than one Tribal program.

Any person found to have submitted a fraudulent application will forfeit their eligibility to participate in the program for one (1) year and may be subject to further Sanction.

**E. REQUEST PROCEDURE**

Eligible individuals may request funding under this program by completing a program application and submitting the application and all applicable Receipts to the Fiscal Department.

**F. PROCESSING TIME**

The HHS Department will process completed program applications within ten (10) business days of receipt. Individuals who have provided the Tribe with ACH banking information will have their payment/assistance automatically distributed to their account.

**G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 19. AUTO PURCHASE ASSISTANCE PROGRAM**

### **A. PURPOSE**

Tribal demographics have shown that obtaining reliable transportation is a barrier for many Tribal Members as they work toward self-sufficiency. The Tribe has designed this program to support Tribal Members, especially those with poor or minimal credit, with the purchase of an automobile, including co-signing of the loan and securing a low interest rate in partnership with Community First Credit Union (“CFCU”).

### **B. ELIGIBILITY**

To be eligible for this program, an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be 18 years of age or older;
3. Be in Good Standing with the Tribe;
4. Not currently have an outstanding auto loan through this program;
5. Never had a vehicle repossessed that was financed under this program;
6. Have a minimum down payment of 5% of the total purchase price of an automobile;
7. Have an individual savings account with CFCU;
8. Adhere to the CFCU criteria to qualify for a loan from CFCU;
9. Have proof of insurance or be prepared to purchase insurance on the vehicle at the time of purchase;
10. Agree to the Tribe’s Program Terms and Conditions; and
11. Submit a Borrower Eligibility Statement and Terms and Conditions, including any other required documentation to the Tribe.

### **C. FUNDING**

This program does not provide direct funding assistance. Instead, the program is designed to have the Tribe act as a co-signer for any financing of an automobile provided to the individual by CFCU. As part of the program, the Tribe as a co-signer on the loan will assist the Tribal Member

in securing a low interest rate for the purchase of the automobile. In the event of default on the loan by the Tribal Member, CFCU shall repossess the vehicle, the Tribe will satisfy the loan with CFCU and take title and possession to the vehicle. The Tribe shall then own the debt and the Tribal Member shall be responsible for repaying the loan directly to the Tribe as well as all title transfer costs. Once the Tribe owns the debt, it shall also own the vehicle and shall have the exclusive right to sell the vehicle for fair market value. Any proceeds from the sale shall be applied to the Tribal Member's debt balance.

Any monetary distributions provided to the Tribal Member through the Tribe shall be automatically applied to the balance of the loan until it is repaid in full.

**D. ADMINISTRATION**

The Tribal Administration Department shall administer this program in coordination with Community First Credit Union and subject to the Tribe's Program Terms and Conditions.

**E. REQUEST PROCEDURE**

Eligible Tribal Members shall submit an executed Borrower Eligibility Statement, Program Terms and Conditions and the CFCU Consumer Privacy Consent and Waiver to the Tribal Administrator to begin the loan process.

**F. PROCESSING TIME**

Upon receipt of a signed Borrower Eligibility statement and Terms and Conditions, the Tribal Administrator shall process the documentation within ten (10) business days or less.

**G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 20. TRANSPORTATION SERVICES**

### **A. PURPOSE**

The purpose of transportation services is to remove the barrier of inadequate transportation by ensuring that Tribal Members can attend services which they are referred to by the HHS Department or other departments of the Tribe.

### **B. ELIGIBILITY**

All Tribal Members and their families who are referred to Tribal or outside Services by the HHS Department or other departments of the Tribe are eligible for transportation services, if available, when they do not have adequate transportation or are unable to drive. Transportation will be handled by the Tribe's Transportation Department, if available. The HHS Department typically will not transport individuals but may do so for Tribal Members that are participating in the department's programs and services in coordination with the Tribe's transportation services in limited circumstances. Requests for transport must be submitted to the Transportation Department seven (7) days in advance of the transport date. All transit requests for minor (s) must be signed by the minor's legal parent/guardian.

### **C. INADEQUATE TRANSPORTATION/ UNABLE TO DRIVE**

Inadequate transportation and/or inability to drive is a barrier which affects the entire family. Those with inadequate transportation and/or an inability to drive may receive transportation services as available and further life skills training focused on removing the transportation barrier. The following table describes the life skills training which may, on a case-by-case basis, be provided to Tribal Members without transportation:

<b>Reason for Needing Tribal Transportation</b>	<b>Training Referral</b>
Vehicle Not Large Enough for Family	Finance Management
No Vehicle	Finance Management
No Driver's License (Not Suspended)	Driver's Training
No Driver's License (Suspended)	Finance Management/Driver's Training
Physically/Mentally Unable to Drive	None Unless Situation Changes

### **D. TIMELINESS**

To ensure that all Tribal Members can attend the services which they are referred to, the Transportation Department requires that Tribal Members schedule appointments for transport by submitting the Transportation Request Form one (1) week in advance of the transit date to the Transportation Manager and are ready at their pickup location on time. Tribal Members that are not ready at their pickup location on time or no-show are considered to have violated this Section and shall be subject to penalty as described below. Transportation requests that are less than one (1) week in advance may be considered by the Transportation Manager if it does not interfere

with a pre-scheduled appointment.

On a first come first served basis, parents can request a standing daily transport of their child from school to HPUL Education Center by submitting a completed Student Transport Request Form to the Transportation Manager. The Transportation Manager must be contacted by 10:00am if student will not need transportation on any given day. Failure to contact the Transportation Manager will result in a penalty as described in J. SPECIFIC PROGRAM VIOLATIONS.

**E. TRANSPORTATION ROUTES**

Staff shall ensure that the most direct route is taken when transporting Tribal Members. Staff will not make additional stops on the way to or from the primary destination to take Tribal Members to run errands.

**F. TRANSPORTATION SERVICES FOR TRIBAL MEMBERS OUT OF THE AREA**

If funding is available, the HHS Department may purchase transportation for Tribal Members whose services are expected to be ongoing or who live more than 50 miles away from Upper Lake, California. The HHS staff can assist in helping to find public transportation in all areas.

**G. SHORT TERM TRANSPORT**

Tribal Members may at be unable to drive for short periods of time although they possess a driver's license and a vehicle. This is common following medical procedures, use of certain medications, some types of eye exams, etc. The HHS staff may transport or find transport for Tribal Members with these needs. If the transportation need can be met under another program, such as the Lake Country Tribal Health Program, that program shall be used first.

**H. INPATIENT TREATMENT**

The HHS staff may transport or arrange for the transport of individuals to inpatient treatment programs. The HHS staff will stay at the center until the Tribal Member has been successfully admitted. Once admitted, the HHS staff may pick up or arrange for pickup of the Tribal citizen when the program is complete. If a Tribal Member is terminated from inpatient treatment before treatment is completed, he or she must find alternate transportation.

**I. DRIVER REQUIREMENTS**

Any Transportation Department or HHS Staff member who transports Tribal Members must have a clean driving record with no convictions of driving under the influence, hit and run or vehicular manslaughter and hold a current valid driver's license. Additionally, he or she must successfully pass a Live Scan and also shall be placed on the Tribe's insurance policy prior to providing any transportation.

**J. SPECIFIC PROGRAM VIOLATIONS**

If a Tribal Member is late or a no-show to a transportation appointment, the Tribal Member's eligibility for transportation services shall be limited. Specifically, after the first violation, Tribal Members must request transportation assistance at least ten (10) days in advance of his/her transportation needs. After the second violation, Tribal Members shall be suspended and ineligible for all transportation services for thirty (30) days.

## **SECTION 21. APPRENTICE PROGRAM**

### **A. PURPOSE**

The Tribe desires its Tribal Youth Members to have a wide variety of opportunities to gain real-world work experience and skills that can be applied to future employment. The Tribe, through the apprentice program, provides the opportunity for its Tribal Youth Members to obtain work experience during the summer months while receiving a weekly paycheck. As an HPUL apprentice, youth become responsible for their commitment to the community they serve.

### **B. ELIGIBILITY**

To be eligible to participate in the program, an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be between the ages of 12 -17, high school seniors and individuals who have graduated from high school during the spring of that year;
3. Be in Good Standing with the Tribe;
4. Locate/identify a current job placement within his/her community (The Education Department may assist individuals in finding placement, as available);
5. Have reliable transportation to and from the job placement;
6. Submit a completed application and any required documentation, including a work permit from their school.

### **C. FUNDING**

The program provides Tribal Youth Members selected to participate in the program with a weekly paycheck for working a maximum of 20 hours per week for the duration of the program (typically during the summer months). The Tribal Youth Member will be funded at the *amount listed on the current HPUL Tribal General Welfare Program Funding Schedule*.

### **D. ADMINISTRATION**

The Tribe's Education Department shall administer this program. The Tribe may limit the number of participants each year based on available funding. If the Tribe must limit the number of participants, selection will be based on age with priority given to high students as follows: selection will be based on age with priority given to high school students as follows: Graduating Senior, Senior, Junior, Sophomore, Freshman.

The Education Director shall receive all applications and review them for completeness and eligibility. As completed applications come in, the Education Director will fill the spots available in the program. Once all spots are filled, all other applications will be placed on a waiting list. The Education Director will correspond with all participant's supervisors regularly. Participants will be responsible for keeping a copy of the Timecard Plan, End of Term Evaluation, and Site Requirement forms submitted within the outlined deadlines.

Participants shall be temporary employees of the Tribe. As temporary employees of the Tribe during the program, the Education Director shall be the participants' direct supervisor. The participants are required to read and abide by the California Child Lanor Laws and HPUL Personnel Policies and Procedures Manual provided to them by the Education Director. All questions regarding employment should be directed to the Tribe's Education Director.

The Education Director will approve times through Paycom. All apprentices will be required to onboard through Paycom.

#### **E. REQUEST PROCEDURE**

Interested applicants must submit a completed application, and any required documentation, including, but not limited to, the following:

1. Work permit authorized by the school.
2. Contact information for the offsite business, to include address, and supervisor name and contact information; and
3. Complete a Release of Liability, Assumption of Risk and Waiver of Liability Form.

#### **F. PROCESSING TIME**

The program is operated on the availability of funds so slots may be limited. To hold a spot, an individual must turn in an application and work permit authorized by the school. Additional information can be provided later, but prior to the start of work.

Upon receipt of a completed application and following the completion of the application deadline, the Education Director shall select eligible applicants to participate in the program. Once offered a spot in the program, participants must complete orientation prior to the start of the program.

#### **G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 22. ELECTRONIC DEVICE PROGRAM**

### **A. ELIGIBILITY**

To be eligible to participate in the program, an individual must:

1. Be an enrolled Adult Tribal Member of the Habematolel Pomo of Upper Lake;
2. Be an enrolled high school student of the Habematolel Pomo of Upper Lake that is enrolled in college courses (dual enrollment) with a minimum of eight (8) college units;
3. Be in Good Standing with the Tribe;
4. Submit a typewritten essay, maximum 500 words, titled “My Educational and Career Goals.” The essay should also include justification of and the need for an electronic device and peripherals;
5. Be eligible for purchase/reimbursement for electronic devices and peripherals and not have received a device in the last three (3) years.

### **B. FUNDING**

Funds are budgeted on an annual cycle.

Electronic devices are defined as desktop computers, laptop computers, iPads, and tablets. Peripherals are defined as printers, scanners, external hard drives, software, and other electronics such as musical devices, audio/visual devices or photographic devices. Electronic devices and peripheral shall not include gaming devices, smart watches, or telephones.

All purchases of any electronic devices and peripheral shall be purchased by the HPUL Fiscal Department, unless Receipts are provided with the application, then funds will be reimbursed to the Applicant. Applicants are allowed one electronic device or peripheral once every three years up to the maximum funding amount.

### **C. ADMINISTRATION**

The Education Department shall administer this program. Once the Education Director receives a completed Electronic Device Application and all associated documentation, he/she shall submit the appropriate information to the Tribe’s Fiscal Department for processing

Any person found to have submitted a fraudulent application will forfeit their eligibility to participate in the program for one (1) year and may be subject to further Sanction.

**D. REQUEST PROCEDURE**

Interested Tribal Members shall submit an application and any required documentation to the Education Center or online through the member-only portion of the website.

**E. PROCESSING TIME**

The Education Department, in conjunction with the Fiscal Department, will process all approved applications no later than ten (10) business days. If the Tribal Member has submitted Receipts, their application will be treated as a reimbursement. Individuals who have provided the Tribe with ACH banking information will have their reimbursement automatically distributed to their account. If the applicant is requesting the devices to be purchased on their behalf, the Education Department staff can notify Fiscal of the devices that need to be ordered and Fiscal will order the items which will be sent to the address listed on the application. The Tribe will not be responsible for lost or stolen items.

**F. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the Seven Generations Scholarship Fund as outlined in this section.

## **SECTION 23. COLLEGE BOUND PROGRAM**

### **A. PURPOSE**

The College Bound Program is to assist Tribal Members who want to pursue college, post graduate degree programs with costs associated with applying to their desired colleges, universities, or credentialed programs.

### **B. ELIGIBILITY**

To be eligible for an award of the College Bound Program an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake; and
2. Be in Good Standing with the Tribe; and
3. Actively apply to any of the following institutions of higher education: two (2) year college or Junior college (AA degree), four (4) year college or university (BA/BS degree), graduate schools (i.e., law, medical/dental, business, PhD), credentialed programs such as a teaching, paralegal, nursing certificates, etc.); and
4. Be enrolled in at least the 9<sup>th</sup> grade or above.
5. Submit a completed College Bound Program Application with all required documentation;

### **C. FUNDING**

The Tribe will fund a maximum amount per Tribal Member per academic year for costs associated with applying to institutions of higher education. *The assistance is funded at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.*

Costs may include, but are not limited to, the following:

1. Application fees/costs;
2. Costs associated with registering to take a standardize test (i.e., SAT, ACT, LSAT, etc.);
3. Test prep classes or tutoring;
4. Costs associated with sending test scores to various institutions;
5. Consultation fees for college advisor;
6. Travel costs, including per diem, associated with trips to visit colleges (note: must obtain signature or proof that visited college and submit to the Education Director).
7. Costs associated with participation in an educational, college-preparation or leadership conference, camp, or program;

8. Compilation of college portfolios and professional editing of essays; and
9. Transcripts.

**D. ADMINISTRATION**

The Education Department shall administer this program. Once the Education Director receives a completed College Bound Program Application and all associated documentation, he/she shall submit the appropriate information to the Tribe's Fiscal Department for generation of a reimbursement. If the Tribal Member is unable to pay the associated fees prior to being reimbursed, he/she can submit a written request to the Education Director to have checks issued directly to the institution or vendor, including associated travel costs.

**E. REQUEST PROCEDURE**

Eligible Tribal Members must submit their College Bound Program Application and Receipts for required reimbursement directly to the Education Director within forty-five (45) days of the payment date.

**F. PROCESSING TIME**

All awards shall be processed within ten (10) business days from the date completed application and accompanying supporting documentation is received by the Education Director. Individuals who have provided the Tribe with ACH banking information will have their payment/assistance automatically distributed to their account.

**G. FRAUD**

The Tribe reserves the right to recoup any expense associated with this program in the event the College Bound Program Application or supporting documentation is found to be fraudulent. This may be done by a direct payment from the Tribal Member by withholding any financial distributions due to the Tribal Member (i.e., Revenue Sharing Trust Fund Distribution, Revenue Allocation Plan, or other Tribal disbursements).

**H. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 24. EDUCATION GRADUATION INCENTIVE PROGRAM**

### **A. PURPOSE**

The purpose of this program is to encourage Tribal Members to enroll in school and complete their educational goals.

### **B. ELIGIBILITY**

To be eligible to participate in the program, an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be in Good Standing with the Tribe;
3. Successfully complete the requirements for one (1) of the following courses of study from an accredited school:
  - a. 8<sup>th</sup> grade promotion
  - b. High school graduation
  - c. General education program
  - d. Adult high school diploma program
  - e. Certificate program (from an accredited junior college/institution of higher learning. Programs must require a minimum of twelve (12) units/or equivalent of to be completed)
  - f. Trade/vocational institutional degree, diploma or certificate
  - g. Associes of Arts (AA) or Associates of Science (AS) degree
  - h. Bachelor of Arts (BA) or Bachelor of Science (BS) degree
  - i. Master's degree (i.e. MBA, MPA, LLM, Masters) or equivalent
  - j. Professional degree program (i.e. Law Degree (JD), Medical degree (MD), etc.)
  - k. PhD degree or equivalent
4. Provide proof within forty-five (45) calendar days of graduation date from one of the programs listed in 3(a)-(k) by submitting a copy or photo of diploma, promotion certificate, or a copy of his/her transcripts.
5. Only receive a graduation incentive award for each category once in his/her lifetime. Additionally, individuals are not allowed to receive a graduation incentive award for a category in 3(a)-(k) if they have previously received an award in a category later in the alphabet from the category he/she is currently requesting. (Examples: (1) If an individual received a second Bachelors of Arts (Category h), he or she is ineligible to receive the award again if he or she received the graduation incentive award upon graduation with the first Bachelors of Arts – even

if the Bachelor of Arts are in different subject matters; or (2) If an individual graduated from a vocational program (Category f) after having previously received a graduation incentive award for his/her Bachelor of Science (Category h), he/she is ineligible to receive a graduation incentive award for a vocational program.)

6. Submit a completed Graduation Incentive Program application, including any required documentation.

## **C. FUNDING**

The graduation incentive shall be funded for each category *at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.*

For programs that require previous degrees or a certificate in the same subject area, the funding amount for the higher degree will be reduced by the amount already awarded for the previous degree(s). This shall apply to awards for associate, bachelor, masters, law, and PhD degrees.

For example, if a graduate earned a law degree, but first earned and received a graduation incentive for an AA/AS degree (i.e., \$2,000 award) and BA/BS degree (i.e., \$4,000 – previously reduced to \$2,000), his/her stipend for the law degree would be reduced by the amount already received (i.e., \$8,000 reduced to \$4,000 reduced by the \$2,000 AA/AS and \$2,000 BA/BS awards). Traditionally the Program is designed so that each step of higher education is awarded in equal increments per category.

**If the Tribal member is currently repaying a debt owed to the Tribe, any financial disbursements from this program will be applied to the Tribal Members outstanding debt until it is paid in full.**

## **D. ADMINISTRATION**

The Education Department shall administer this program. Individuals shall submit a complete application and any required documentation to the Tribe's Education Department for processing. The Education Department will verify the accuracy of any proof of graduation submitted.

If the applicant is eligible, the Education Director shall submit the application to the Tribe's Fiscal Department for processing. The Fiscal Department shall process the award and transmit it directly to the applicant. Individuals who have provided the Tribe with ACH banking information will have their payment automatically distributed to their account.

The Tribe reserves the right to be reimbursed for any awards to eligible graduates from this program due to the graduate's failure to utilize this program as it was intended or fraudulent proof of graduation. This may be done by a direct payment from the graduate or the graduate's guardian

(if Applicant is a minor) by withholding any money distributions due to the applicant (or applicant's) guardian (i.e., RSTF or other Tribal financial benefits).

**E. REQUEST PROCEDURE**

Eligible individuals must submit a completed application, including proof of graduation or transcripts, to the Tribe's Education Department for processing.

**F. PROCESSING TIME**

The Tribe shall process a completed application within ten (10) business days of verification of proof of graduation.

**G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 25. EDUCATIONAL CLOTHING ALLOWANCE PROGRAM**

### **A. PURPOSE**

The purpose of this program is to assist Tribal Members enrolled in school who have shown their commitment to education by enrolling in school, with back-to-school clothing preparations. The program is designed to provide clothing assistance that can be used to offset the additional expenses associated with back-to-school preparations.

### **B. ELIGIBILITY**

To receive the Educational Clothing Allowance, the individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be in Good Standing with the Tribe;
3. Be enrolled in preschool, transitional kindergarten, secondary school (grades K-12) or higher education (up to 24 years of age) (Note: higher education includes GED, adult HS diploma, certificate/trade/vocational programs, or traditional higher education programs); and
4. Complete all program required forms and additional documentation.

### **C. FUNDING**

The program is currently funded at the amount *listed on the current HPUL Tribal General Welfare Program Funding Schedule*.

### **D. ADMINISTRATION**

The Education Department shall administer this program. Individuals shall be reimbursed after they complete an Educational Clothing Allowance Program (ECAP) application and submit any required documentation. The Education Department will verify the accuracy of any documentation submitted.

An individual or parent may submit two (2) reimbursement requests as needed up to the annual allotment. An individual or parent may submit receipts for the partial assistance and then request the remaining assistance as needed later in the year by turning in the applicable receipts within forty-five (45) days from the date of each purchase.

An individual or parent may request a cart purchase with the Tribe's Fiscal Department, up to the annual allotment. The individual (if 18 years of age or older) or physical parent/guardian will be responsible for submitting verification of receipt(s) within forty-five (45) days from the date

of purchase. In the event that the individual or parent/physical guardian does not provide receipts to the Tribe within forty-five (45) days from the receipt date, receipts will no longer be considered valid.

Any person found to have submitted a fraudulent application will forfeit their eligibility to participate in the program for one (1) year and may be subject to further Sanction.

**E. REQUEST PROCEDURE**

Tribal Members shall request participation in the program by submitting a completed ECAP application and providing verification of enrollment in preschool, transitional kindergarten, secondary school, or higher education (up to 24-years-old). The documents shall be submitted to the Education Director. The Fiscal Department will issue a reimbursement check or process an ACH to the individual or physical parent/guardian of each eligible individual to provide assistance for purchasing of school clothing for the Tribal Member child.

**F. PROCESSING TIME**

The Tribe shall process all check payments within ten (10) business days of receipt of a completed application. If a check is not received from the Fiscal Department within ten (10) days of the date the completed paperwork is submitted, please contact the Tribal Office. ACH deposits shall be processed according to the same schedule but may take several additional days to process through the banks.

**G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program specified in this section.

## **SECTION 26. GRADE INCENTIVE PROGRAM**

### **A. PURPOSE**

The Grade Incentive Program is an incentive-based program that rewards Tribal Members enrolled in transitional kindergarten through high school for successful academic achievement. Students who successfully achieve the highest mark of excellence are eligible to receive an award payment. A mark of excellence is determined according to the legend indicated on the school's report card and shall be the highest mark available (i.e., A, O, E, +).

### **B. ELIGIBILITY**

To be eligible for an award of the Grade Incentive Program an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be in Good Standing with the Tribe;
3. Be enrolled in transitional kindergarten through high school; and
4. Submit a completed Student Grade Incentive Program Application and a copy of a report card issued within the last forty-five (45) calendar days for a school accredited by a tribe or state.

### **C. FUNDING**

Through this program, the Tribe has strived to find a fair and reasonable calculation and incentive system. The following is the program's standardized method of calculation:

High School Category:

$$\frac{\# \text{ (Number) of Marks of Excellence (MOE's)}}{\# \text{ of Grading Opportunities/Classes}} = \% \text{ of Tiered Cap Award Amount}$$

Middle School Category:

$$\frac{\# \text{ (Number) of Marks of Excellence (MOE's)}}{\# \text{ of Grading Opportunities/Classes}} = \% \text{ of Tiered Cap Award Amount}$$

Elementary School Category:

Will be awarded \$3.00 per "A" or mark of excellence per report card legend; or school district documentation if highest mark is not a reachable goal.

Each grade has various award caps as *listed on the current HPUL Tribal General Welfare Program Funding Schedule*:

**D. ADMINISTRATION**

The Education Department shall primarily administer this program. Once the Education Director receives a completed Student Grade Incentive Program application and all associated documentation, he/she shall submit the appropriate information to the Tribe's Fiscal Department for generation of an award payment. Payment shall be made out in the name of the student.

**E. REQUEST PROCEDURE**

Eligible Tribal Members must submit their report card and Student Grade Incentive Program application directly to the Education Director within forty-five (45) calendar days of the report card's issued date. All trimester, quarterly, or semester report cards are eligible for application. Progress report cards do not qualify for this award.

**F. PROCESSING TIME**

All awards shall be processed within ten (10) business days from the date completed paperwork and accompanying supporting documentation is received by the Education Director. Individuals who have provided the Tribe with ACH banking information will have their payment/assistance automatically distributed to their account.

**G. FRAUD**

The Tribe reserves the right to recoup any expense associated with this program in the event the Student Grade Incentive Program application or supporting documentation is found to be fraudulent. This may be done by a direct payment from the student's guardian by withholding any money distributions due to the applicant's guardian (i.e., Revenue Sharing Trust Fund Distribution, Revenue Allocation Plan, or other Tribal disbursements).

**H. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 27. HIGHER EDUCATION GRADE INCENTIVE PROGRAM**

### **A. PURPOSE**

The Higher Education Grade Incentive Program is an incentive-based program that rewards Tribal Members enrolled in an accredited institution of higher education for successful achievement in school. Students who successfully achieve the highest marks of excellence are eligible to receive an award. Marks of excellence are determined according to the legend indicated on the institution's transcript and shall generally be A, A – and A +.

### **B. ELIGIBILITY**

To be eligible for a Higher Education Grade Incentive Award an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be in Good Standing with the Tribe;
3. Be enrolled in an institution of higher education; and
4. Submit a completed Higher Education Grade Incentive Program application, a copy of his/her unofficial transcript issued within the last forty-five (45) calendar days from an accredited institution and proof of enrollment in the institution of higher education.

### **C. FUNDING**

Through this program, the Tribe has strived to find a fair and reasonable calculation and incentive system. The following is the program's standardized method of calculation:

$$\frac{\# \text{ (Number) of Marks of Excellence (MOE's) (i.e., A, A-, and A+)}}{\# \text{ of Courses Valued at 2+ Credits}} = \% \text{ of Tiered Cap Award Amount}$$

This program is approved with a tiered incentive *at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.*

For the purposes of this program, only courses that carry a course value of 2 or more credits/units will be eligible for consideration.

A part-time student is a student who is taking a course schedule consisting of 4-11 credit units per term at an institution of higher learning. Any course schedule consisting of less than four (4) units is ineligible for this program.

A full-time student is a student who is taking a course schedule consisting of 12+ credits per term at an institution of higher learning. However this can be adjusted based on the institutions policy for students in certain graduate programs and will be considered on a case-by-case basis with appropriate documentation to justify.

**If the Tribal member is currently repaying a debt owed to the Tribe, any financial disbursements from this program will be applied to the Tribal Members outstanding debt until it is paid in full.**

**D. ADMINISTRATION**

The Education Department shall administer this program. Once the Education Director receives a completed Higher Education Grade Incentive Program application and all associated documentation, he/she shall submit the appropriate documentation to the Tribe's Fiscal Department for generation of an award payment.

**E. REQUEST PROCEDURE**

Eligible Tribal Members must submit their transcripts and Higher Education Grade Incentive Program application directly to the Education Director within forty-five (45) calendar days of the transcript's issued date. Tribal Members are only eligible for the award at the end of each trimester, quarter, or semester to reflect the grades earned during that time period. Note: For students completing correspondence programs, he or she shall only be eligible for this program once all courses or units for the semester are completed and successfully passed.

**F. PROCESSING TIME**

All awards shall be processed within ten (10) business days from the date a completed application and supporting documentation is received by the Education Director. Individuals who have provided the Tribe with ACH banking information will have their payment automatically distributed to their account.

**G. FRAUD**

The Tribe reserves the right to recoup any expense associated with this program in the event the Student Grade Incentive Program application or supporting documentation is found to be fraudulent. This may be done by a direct payment from the student, or student's guardian as applicable, by withholding any money distributions due to the applicant's guardian.

**H. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 28. INFANT AND PRE-SCHOOL TUITION PROGRAM**

### **A. PURPOSE**

The purpose of the Infant and Pre-School Tuition Program is to provide opportunities to Tribal Member families to improve access to quality care and assist them in their goals to achieve academic excellence.

### **B. ELIGIBILITY**

To receive funding under the Infant and Pre-School Tuition program the youth must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be in Good Standing with the Tribe;
3. Be between the ages of 0-2 years old for infant care or between the ages of 3-5, or age 3 by 12/31 for the pre-school tuition program;
4. Attend an accredited infant care (ages 0-2) or pre-school program (ages 3-5) (Note: for purposes of this program, “accredited” means a person, organization or course that is recognized, certified, authorized, is licensed in its particular field.);
5. Apply for any and all available County programs (ex: NICO & CIMC) and show proof.
6. Complete all required program forms and submit all required additional documentation, including proof of payment for reimbursement (i.e., cancelled checks, written receipt, or proof of bank/credit/third party electronic fund transfer transaction); and
7. Submit mandatory attendance reports every thirty (30) days.

### **C. FUNDING**

At the individual’s request, the program shall either advance or refund each eligible student a maximum funding amount per month for infant care (ages 0-2) or preschool tuition (ages 3-5 or age 3 by 12/31) *at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule*. It is the preference of the Tribe to pay vendors directly for any services. To be eligible to pay vendors, an individual must provide the invoice for payment.

Funding may be used to pay for any expense related to participating in infant care or the preschool program, including but not limited to, registration/application fees, uniforms, etc.

#### **D. ADMINISTRATION**

This program shall be administered by the Education Department and all requests must be approved by the Education Department Director or HHS Administrator prior to issuance of an advancement or reimbursement. The Tribe's Fiscal Department will process payment once all completed forms have been received.

It is the responsibility of the parent and/or guardian to ensure that their child regularly attends the infant care or preschool for which an advancement has been paid for on their behalf. Parents and/or guardians are responsible for immediately notifying the Tribe if they choose to remove their Child from the infant care or preschool. Once a Tribal Member has been removed from the infant care or preschool, including the conclusion of the school year, all funding will stop. A new application must be submitted monthly for funding. If a Tribal Member receives a refund for infant care or preschool, the refund will go back to the Tribe rather than the parent and/or guardian.

Any person found to have submitted a fraudulent application will forfeit their eligibility to participate in the program for one (1) year and may be subject to further Sanction.

#### **E. REQUEST PROCEDURE**

All requests for infant and pre-school tuition reimbursement/advancement shall be made by submitting a completed Infant and Pre-School Tuition Reimbursement application along with any required documentation to the Education Department Director or HHS Administrator for review. The Tribal Member parent or legal guardian must always apply for these services unless that parent is deceased, legally incompetent or has lost all rights to their children or unless they have given permission in writing to another party to apply on their behalf.

Reimbursements must be submitted within forty-five (45) calendar days of date of receipt. Individuals who have provided the Tribe with ACH banking information will have their payment/assistance automatically distributed to their account.

#### **F. PROCESSING TIME**

It may take up to ten (10) business days to process an advance payment or reimbursement once all documentation is received.

#### **G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 29. SCHOOL SUPPLY ASSISTANCE PROGRAM**

### **A. PURPOSE**

The School Supply Assistance Program is designed to provide financial assistance to Tribal Member families at the beginning of each school year to buy school supplies needed for the academic year.

### **B. ELIGIBILITY**

To be eligible for assistance under this program an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake; and
2. Be enrolled in preschool, elementary, junior high or high school

### **C. FUNDING**

In August of each year, the Tribe will provide a gift card to each eligible student to utilize for purchasing school supplies needed for the academic year *at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.*

### **D. ADMINISTRATION**

The Education Department shall administer this program. In August of each year, the Education Department shall disburse gift cards to each eligible student to utilize for purchasing school supplies needed for the academic year. The Education Department will announce via email when gift cards will be distributed and/or picked up.

### **E. REQUEST PROCEDURE**

There is no request procedure for this program. Gift cards are generated for each enrolled Tribal Member youth enrolled before the final distribution of the gift cards in August.

### **F. PROCESSING TIME**

The Education Department shall begin preparing the gift cards in mid-July, for distribution in August.

### **G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 30. SEVEN GENERATIONS SCHOLARSHIP FUND**

### **H. PURPOSE**

The Seven Generations Scholarship Fund is designed to give Tribal Members an opportunity to enhance their knowledge and expand their experiences through further education. The program offers assistance to deserving and qualified Tribal Members to foster self-esteem and leadership, to promote higher and vocational education, to nurture strength in character and to support activities for healthy minds, bodies, and souls in order to encourage children, teens and adults to become well rounded, civically responsible, productive members of our community and potential future leaders of the Tribe.

### **I. ELIGIBILITY**

There are six (6) types of scholarships Tribal Members may be eligible for. Eligibility requirements for each are listed below.

#### Pre-Elementary and Incentive/Activity Programs

1. An enrolled member of the Habematolel Pomo of Upper Lake eligible to attend preschool;
2. Submit a completed application and any other required documentation; and
3. Applicants shall provide proof of current enrollment at a curriculum-based preschool.

#### Youth Education and Incentive/Activity Programs

1. An enrolled member of the Habematolel Pomo of Upper Lake enrolled in transitional kindergarten to 12<sup>th</sup> grade;
2. Be in Good Standing with the Tribe;
3. Submit a completed application and any other required documentation;
4. Enrolled in school with an attendance of at least 75% or better. (Note: For this purpose, excused absences may be considered as days present at school to account for lengthy illnesses, etc.) In order to verify, all applicants must submit his/her most current report card, progress or attendance report from their school; and
5. Applicants in the 6<sup>th</sup> grade and above are required to maintain a minimum Grade Point Average (GPA) of 2.0 or better. If an applicant in the 6<sup>th</sup> grade or above falls below a 2.0 GPA, he/she is only eligible to use this scholarship for tutoring services, in accordance with guidelines established in the Tribe's Tutoring Program, until his/her GPA rises to a 2.0 or above.

#### Vocational/Trade Programs

1. An enrolled member of the Habematolel Pomo of Upper Lake;
2. Be in Good Standing with the Tribe;
3. Applicants must have graduated from high school and must provide a copy of their diploma or GED equivalent;

4. Applicants must provide two (2) letters of recommendation from individuals who are not family members;
5. Applicant must submit a typewritten, five hundred (500) words maximum essay, titled "My Educational and Career Goals." The essay should also include how the applicant plans to use the educational opportunity to benefit or improve the Tribal community;
6. Applicant must show verification of enrollment in an accredited vocational program (i.e., a program designed to teach a particular skill set, often highly technical or hands on such as electrical work, in which upon graduation he or she shall be eligible for employment.) or trade school (i.e., nursing, law clerk, etc.) that is at least six hundred (600) hours in length during the funding cycle. For purposes of this award, accredited shall mean a program or school that is accredited by a US Department of Education recognized organization (such as the ACCSC or ACCET), the council for higher education accreditation or is state approved;
7. Submit a completed application and any accompanying documentation; and
8. Applicants must not be on academic suspension under this policy.

#### Higher Education/Post Graduate Programs

1. An enrolled member of the Habematolel Pomo of Upper Lake;
2. Be in Good Standing with the Tribe;
3. All Applicants must have graduated from high school and provide a copy of their diploma or GED equivalent. Exceptions shall be high school seniors who must submit their most current report card;
4. Applicants must provide two (2) letters of recommendation from individuals who are not family members (Note: for initial submission only, not renewals);
5. Applicants must submit verification of "full time" enrollment status (12+ units) in an institution of higher education by submitting a copy of their current unofficial transcript, or academic progress report OR verification of enrollment in a working professional program and proof of full-time employment;
6. Applicants must submit a typewritten essay, five hundred (500) words maximum, titled "My Educational and Career Goals," including how the applicant plans to use their education to benefit the Tribal community;
7. Students must maintain 12+ credit units and passing grades in all enrolled subjects and have a minimum GPA of 2.0 to apply or receive scholarship awards. Students must submit a recent college transcript. Upon the completion of each grading period, awardees must provide proof of his/her 2.0 GPA or better and next semester/quarter schedule as proof of enrollment to the committee to receive a second disbursement of funds; and
8. Applicants must not be on academic suspension under this policy.

#### Adult Education Programs

1. An enrolled member of the Habematolel Pomo of Upper Lake;

2. Be in Good Standing with the Tribe;
3. Applicants must show verification of enrollment in an educational program, which includes a community college, certificated program, and/or GED and adult programs;
4. Applicants must submit a completed application form and all associated required documentation; and
5. Applicants for employment assistance must submit verification of payment (receipts), invoices for training, enrollment in an organization which provides employment, training, or advancement in an employment workplace (i.e., union dues or enrollment fee for training for certification).
6. Applicants must not be on academic suspension under this policy.

#### Pre-K/Youth Education and Incentive/Activity Programs

Funds are budgeted on an annual cycle, August through July of the following year. Scholarship awards are not to exceed the funding amount per funding cycle, *as listed on the current HPUL Tribal General Welfare Program Funding Schedule*. Funds shall be paid to the vendor directly or reimbursed with proof of payment. Funds may be used for qualifying supplies. Qualifying supplies are consumable items used in the process of educational coursework including electronic devices, peripheral (purchased within this award), and mileage up to \$100.00. Funds may not be used to purchase gaming devices, smart watches, phones or used for per diem. Funds may be used to purchase electronic devices only once every three (3) years.

#### Vocational/Trade Programs

Funds are budgeted on an annual cycle, August through July of the following year. Scholarship awards are not to exceed the funding amount per Applicant per funding cycle and/or per lifetime, *as listed on the current HPUL Tribal General Welfare Program Funding Schedule*. Scholarship awards shall only cover the qualifying expenses of the vocational/trade program up to the funding amount per applicant per funding cycle. Additionally, ten percent (10%) of the scholarship award amount, per funding cycle, may be used to cover the cost of qualifying supplies. To be eligible for the funding amount allocated per funding cycle, an individual must attend a program that is at least 600 hours in length during each funding cycle. Qualifying supplies are consumable items used in the process of educational coursework such as books and transportation. Qualifying supplies do not include electronic devices (see Educational Electronic Device and Peripheral Scholarship). Qualifying expenses include program tuition.

Proof of enrollment must be provided for the initial award payment of 50% to be issued. Payment shall be issued directly to the vocational/trade program or issued as a reimbursement after the applicant has submitted receipts showing proof of tuition payment for the vocational/trade program. Upon completion of the program/semester/quarter, documents indicating a 2.0 GPA or better, or passing the program (if grades are not given), must be submitted to the committee to receive the second disbursement.

Note: Additional funding per lifetime (not per funding cycle) may be approved at the discretion of the Executive Council following a written request and justification.

**Higher Education/Post Graduate Programs**

Funding is budgeted on an annual academic cycle, August through July of the following year. Applicants must reapply each academic school year or cycle for an award. Funding is provided for any expenses related to an applicant's higher education, excluding electronic devices and peripheral (see Educational Electronic Device and Peripheral Scholarship). Note: Funding may include consumables such as books, school supplies, etc.

**Semester System:** Students enrolled in a semester system will receive two (2) distribution payments – half payment per semester with the second payment distributed following submittal of transcripts and next semester's enrolled course schedule demonstrating full time status.

**Quarter System:** Students enrolled in a quarter system will receive three (3) distribution payments: 1/3 payment per quarter with the second and third payment distributed following submittal of transcripts and next quarter's enrolled course schedule demonstrating full time status.

**Correspondence Programs:** Students enrolled in a correspondence program shall receive two (2) distribution payments – half payment per semester with the second payment distributed following proof of completion and passing of classes or units for the first semester each academic year and proof of next semester's course schedule. Note: Since correspondence programs are self-paced, students may not finish the semester's coursework at the conclusion of a typical semester. Students have no more than two (2) years to complete a semester's coursework. A second payment and all subsequent money under this program (even for subsequent academic years) shall not be available until proof of completion and passing of classes or units for each semester is provided to the Scholarship Committee and proof of next semester's enrolled course schedule. (i.e., The first semester courses must all be completed and successfully passed before the second semester payment is distributed. Subsequently, the second semester courses must all be completed and successfully passed before the individual is eligible for subsequent funding under this program for additional academic years).

Students enrolled in a working professional program shall be reimbursed for his/her expenses only.

The maximum number of terms to receive this scholarship is below and *funded at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule:*

1. Two-year program (junior college/correspondence program) - associate degree: up to

four (4) semesters or six (6) quarters.

2. Four-year college or university (via correspondence program) – Bachelor’s degree: up to eight (8) semesters or twelve (12) quarters.
3. Four-year college or university - Bachelor’s degree for up to eight (8) semesters or twelve (12) quarters.
4. Graduate school - Master’s degree for up to three (3) years.
5. Graduate school – Professional degree for up to three (3) years (such as law, medicine, pharmacy, etc.). (Note: This may be extended, at the discretion of the EC, depending on the program, such as medical school).
6. Graduate school – Doctorate degree for up to three (3) years. (Note: This may be extended, at the discretion of the EC, depending on the program).

Extensions may be considered on a case-by-case basis, especially for those enrolled in a correspondence or working professional program. Individuals on academic probation or failing to be enrolled in a full-time program or working professional program may limit the applicant’s eligibility for future awards and may result in taking action to recoup any award previously distributed.

#### Adult Education Programs

Funds are budgeted on an annual cycle, August through July of the following year. Scholarship awards may not exceed the *funding amount listed on the current HPUL Tribal General Welfare Program Funding Schedule* per applicant per funding cycle. Funds shall be paid directly or reimbursed with proof of payment. Funds may be used for expenses and qualifying supplies. Qualifying supplies are consumables used in the process of educational coursework, excluding electronic devices (see Electronic Device and Peripheral Scholarship). Qualifying expenses include tuition, lodging (if program requires travel), books, computer repair, and transportation (limited to a max of 10% of an award).

## **J. ADMINISTRATION**

This program shall be administered by the Tribe’s Scholarship Committee and Education Department. Youth and pre-elementary categories will be administered by the HPUL Education Department. The Scholarship committee will administer all other scholarship categories. The Tribe will announce the availability of funds for the annual cycle, August through July of the following year, by notices, newsletter and on the Tribe’s member-only portion of the website. All applications must be received, date-stamped and transmitted to the Scholarship Committee or Education Department by the HPUL Tribal Office staff or on the Tribe’s website by the established due date. Following the established due date, the Committee will review all applications to ensure they are complete and processed fairly. When the Committee determines the applicant has met all the scholarship requirements, the Committee will forward its recommendations to the Executive Council for final approval at their monthly meeting. The

HPUL Education Department will review youth and pre-elementary category applications weekly. Once applications are deemed complete, the applications will be sent to the Fiscal Department for processing purposes.

Upon approval from the Executive Council for the higher education, vocational and adult scholarship categories, the Committee in conjunction with the Fiscal Department will process all approved applicants' awards as soon as possible, but no later than ten (10) business days after the Executive Council's notification. The Committee, the Education Department and the HPUL Fiscal Office will keep an up-to-date Scholarship Award Tracking Sheet of all approved awards granted.

Concurrent scholarships are allowable for higher ed, vocational and Adult ed categories only. Applications for all programs shall be submitted within the year in which the applicant is enrolled in a program and the receipts must be dated within that same period.

The Scholarship Committee shall coordinate and participate in joint tracking of eligibility and funds spent in relation to higher education with the Housing Services Department and the Fiscal Department. The Scholarship Committee shall notify the Housing Services Department and the Fiscal Department if an applicant is placed on academic probation or suspension.

Any person found to have submitted a fraudulent application will forfeit their eligibility to participate in the program for one (1) year and may be subject to further Sanction.

#### Academic Probation and Suspension

The purpose of this Scholarship Fund is to support a Tribal Member's success in their education. As such, the Tribe has developed an Academic Probation and Suspension program for those whose GPA falls below a 2.0 or his/her credit units drops below the required amount at any time while he/she is in receipt of a scholarship. (Note: This process shall not apply to the Youth Education and Activity/Incentive Program.)

An individual shall be placed on academic probation or suspension if the following occurs:

##### **Step 1: First Offense**

If an awardee's cumulative GPA falls below a 2.0 or he/she does not maintain the required credit units (if required), he/she shall receive an Academic Probation Warning Letter from the Scholarship Committee that will direct the applicant to complete a Student Education Plan (SEP) within thirty (30) days that is signed off by a counselor at the institution where the awardee is enrolled. The signed SEP must be submitted to the Scholarship Committee. Failure to complete an SEP shall prohibit an individual from receiving a future award and may result in the Scholarship Committee taking action to recoup the funds that were awarded.

### Step 2: Second Offense

If an awardee's GPA falls below a 2.0 or he/she does not maintain the required credit units (if required) during a successive semester or quarter (this includes semesters or quarters in which a break is between - such as summer), he/she shall be placed on academic probation. Note: Academic probation shall not end because the academic year has ended. An awardee shall remain on academic probation until his/her GPA has risen to a 2.0 and/or he or she maintains the required credit units (if required), or he/she is placed on academic suspension after a third offense.

### Step 3: Third Offense

If an awardee's cumulative GPA does not rise to a 2.0 or he/she does not maintain the required credit units (if required) during the first semester or quarter while on academic probation, he/she shall be immediately placed on academic suspension. During academic suspension, an individual is required to repay the Tribe for any assistance received under this program while on academic probation, unless the academic suspension was the result of extenuating circumstances as determined by the Executive Council. An individual on academic suspension is ineligible for any future scholarship assistance until the funds are repaid. Once funds are repaid, an individual will be removed from academic suspension.

#### Recovery of Funds

The Tribe may recover funds if individuals are subject to academic suspension or do not complete their coursework within two (2) years from the date they received the award. The Tribe has established a Recovery of Funds Contract that all applicants must sign and submit with his/her application.

If the Scholarship Committee determines that an awardee is subject to recoupment of funds awarded to him/her under this program, the Scholarship Committee shall send the awardee a letter requesting a status update of his/her coursework or repayment of funds, as appropriate. The letter shall provide the awardee with thirty (30) days to respond in writing.

If a response is received from the awardee and documented progress has been made, the Scholarship Committee, in coordination with the Executive Council, shall have the discretion to set new deadlines on a case-by-case basis as appropriate. If a response is received and obligations are met and funding is repaid, the Scholarship Committee, in coordination with the Executive Council, shall withdraw the recoupment of funds and/or academic suspension designation and awardee shall be eligible for funding under this program.

If no response is received from awardee, the Scholarship Committee will send a letter, via certified mail, notifying the individual that recoupment of all Tribal financial benefits shall commence, subject to terms and conditions within the Recovery of Funds Contract ("Recoupment Notice Letter"). The Scholarship Committee will send a copy of the letter to the

Tribal Administrator and Fiscal Officer. The awardee shall be ineligible for any additional funding under this program until funds are recovered and/or obligations are met.

**K. REQUEST PROCEDURE**

Tribal Members shall submit a completed application and any required documentation, including the Recovery of Funds Contract, to the Tribal Office or online through the member-only portion of the website by the appropriate due date. Vocational and higher education awards are made for an entire school year and there is no need to reapply for subsequent semesters or quarters within the same academic school year. All other categories require a new application for each request for reimbursement, including proof of payment. Additionally, awardees have the responsibility to provide any documentation needed during the funding cycle to prove attendance, units enrolled, program or course completion, GPA, etc.

**L. PROCESSING TIME**

Upon approval of scholarship awards by the Executive Council, the Committee, in conjunction with the Fiscal Department, will process all approved awards as soon as possible, but no later than ten (10) business days after the Executive Council's or Education Department's notification. Individuals who have provided the Tribe with ACH banking information will have their payment/assistance automatically distributed to their account.

Funds may be issued to the individual as needed or to the institution/organization if requested.

**M. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the Seven Generations Scholarship Fund as outlined in this section.

## **SECTION 31. TUTORING PROGRAM**

### **A. PURPOSE**

The purpose of the Tutoring Program is to provide opportunities to Tribal Member families to improve the quality of a student's education and assist them in achieving academic excellence.

### **B. ELIGIBILITY**

To receive funding under the Tutoring Program the student must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be in Good Standing with the Tribe;
3. Be 5 years of age or older;
4. Provide proof of enrollment in an accredited educational institution.
5. Attend an accredited tutoring service (Note: for purposes of this program, "accredited" means a person, organization or course that is recognized, certified, authorized, or is licensed in its particular field. This may be evidenced by grades received for attending a course, certifications, or a resume showing relevant work experience);
6. Complete all required program applications and submit all required additional documentation, including proof of payment for a reimbursement (i.e., cancelled checks, receipt, or proof of bank/credit/third party electronic fund transfer transaction) within forty-five (45) days; and
7. Submit monthly progress and/or attendance reports.

### **C. FUNDING**

At the individual's request, the program shall either advance or reimburse each eligible student a maximum funding amount per month for tutoring services *at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule*. It is the preference of the Tribe to pay vendors directly for any services. To be eligible to pay vendors, an individual must provide the invoice for payment. Funding may be used to pay for any expense related to participating in a tutoring program, including but not limited to, registration/application fees, etc.

**If the Tribal member is currently repaying a debt owed to the Tribe, any financial disbursements from this program will be applied to the Tribal Members outstanding debt until it is paid in full.**

#### **D. ADMINISTRATION**

The Tutoring Program shall be administered by the Education Department and all requests must be approved by the Education Department Director or HHS Administrator prior to issuance of an advancement or reimbursement. The Tribe's Fiscal Department will process payment once all completed forms have been approved.

The Education Department shall review progress reports submitted monthly. For funding to continue, improvement must be demonstrated. The Education Department may suggest changes in tutoring services or programs to help the student most effectively.

It is the responsibility of the parent and/or guardian to ensure that their child regularly attends their tutoring sessions and parents and/or guardians are responsible for immediately notifying the Tribe if they choose to remove their Child from the tutoring. A new application must be submitted monthly. If a Tribal Member receives a refund for services, the refund must be returned to the Tribe and not the parent and/or guardian.

Children with special needs may require extra or different services. Requests for these services must be recommended by the school which the child attends or their physician. The Education Director will review these requests on a case-by-case basis.

Any person found to have submitted a fraudulent application will forfeit their eligibility to participate in the program for one (1) year and may be subject to further Sanction.

#### **E. REQUEST PROCEDURE**

All requests for this program shall be made by submitting a completed Tutoring Reimbursement/Advancement application along with any required documentation to the Education Department. The Tribal Member parent or legal guardian must always apply for these services unless that parent is deceased, legally incompetent or has lost all rights to their children unless they have given permission in writing to another party to apply on their behalf.

All advancement recipients must provide proof of payment within forty-five (45) days or receipt of advancement check. Reimbursements must be submitted within forty-five (45) days of date on the receipt. Individuals who have provided the Tribe with ACH banking information will have their payment/assistance automatically distributed to their account.

#### **F. PROCESSING TIME**

It may take up to ten (10) business days to process an advancement payment or reimbursement once all documentation is received.

#### **G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 32. YOUTH LEADERSHIP PROGRAM**

### **A. PURPOSE**

The Youth Leadership Program supports Tribal Member youth interested in participating in leadership opportunities both at the local and national level such as UNITY, Super Camp, Native Youth Leadership, and the White House Tribal Nations Conference Youth Ambassadors.

### **B. ELIGIBILITY**

To be eligible for an award of the Youth Leadership Program an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be in Good Standing with the Tribe;
3. Meet the eligibility requirements for a particular leadership program, including any age, grade, or transcript requirements;
4. Submit a completed Leadership Program Application, a one (1) page essay expressing his/her interest in leadership, and a copy of the most recent report card or transcript listing his/her GPA;
5. Submit one (1) letter of reference; and
6. Be enrolled in an accredited school.

### **C. FUNDING**

Through this program, the Tribe will pay for expenses related to the specific youth leadership program including the registration fee, transportation, hotel fees as needed, and per diem to participate in the program subject to available funds.

### **D. ADMINISTRATION**

The Education Department shall primarily administer this program. The Education Director shall select and announce the available leadership opportunity to the Tribe's general membership by email and set at least a 2-week deadline for the return of all leadership applications. Applications will be evaluated and submitted to the Executive Council for consideration. Applicants will be awarded under this program based on the criteria above. Upon the Executive Council's approval, selected applications will be submitted to the Tribe's Fiscal Department for generation of an award payment and/or enrollment in the leadership program and booking of related expenses.

### **E. REQUEST PROCEDURE**

Eligible Tribal Members must submit their Leadership Program Application directly to the

Education Director, along with his/her one (1) page essay on his/her interest in leadership, one (1) letter of reference, and proof of GPA (i.e., most recent report card or transcript) by the deadline established by the Education Director.

**F. PROCESSING TIME**

All awards shall be processed within ten (10) business days from the date recipients are awarded for a particular leadership program. Individuals who have provided the Tribe with ACH banking information will have their award payment automatically distributed to their account.

**G. FRAUD**

The Tribe reserves the right to recoup any expense associated with this program in the event the Leadership Program Application or supporting documentation is found to be fraudulent or the Tribal Member failed to utilize this program as it was intended. This may be done by a direct payment from the student's guardian by withholding any money distributions due to the applicant's guardian (i.e., Revenue Sharing Trust Fund Distribution, Revenue Allocation Plan, or other Tribal disbursements).

**H. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 33. AFTER SCHOOL EDUCATION AND ENRICHMENT PROGRAM**

### **A. PURPOSE**

The purpose of the After School Education and Enrichment Program is to provide opportunities for Tribal youth to enhance their development by providing vital interactions in a positive and supervised environment while the youth learn skills and have the opportunity to be assisted with their homework. This program specifically aims to assist those tribal youth that are unable to access the Tribe's Educational Center which provides similar opportunities.

### **B. ELIGIBILITY**

To receive funding for the After School Education and Enrichment Program the youth must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be in Good Standing with the Tribe;
3. Be enrolled in grades Transitional Kindergarten (TK) through 8<sup>th</sup>;
4. Attend an accredited after school education and enrichment program;
5. Complete all required program forms and submit all required additional documentation, including proof of payment for a reimbursement (i.e., cancelled checks, written receipt, or proof of bank/credit/third party electronic fund transfer transaction); and
5. Submit monthly progress and/or attendance reports.

### **C. FUNDING**

At the individual's request, the program shall either advance or reimburse each eligible student a maximum funding amount per month for costs at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule. It is the preference of the Tribe to pay vendors directly for any services. To be eligible to pay vendors, an individual must provide the invoice for payment.

Funding may be used to pay for any expense related to participating in an after school program, including but not limited to, registration/application fees, hourly or program fees etc. Costs associated with sports are not eligible under this program. This program was created with assisting with after school costs (such as Boys and Girls Club, homework club, etc.) as well as enrichment classes (foreign language, chess, etc.).

#### **D. ADMINISTRATION**

This After School Education and Enrichment Program shall be administered by the Education Department and all requests must be approved by the Education Department Director or the HHS Administrator prior to issuance of an advancement or reimbursement. The Tribe's Fiscal Department will process payment once all completed forms have been received.

It is the responsibility of the parent and/or guardian to ensure that their child regularly attends the program for which an advancement or reimbursement has been paid on their behalf. Parents and/or guardians are responsible for immediately notifying the Tribe if the child stops attending the after-school program. Once a Tribal Member has been removed from the after-school program, including the conclusion of the school year, all funding will stop. A new application must be submitted monthly for funding. If a Tribal Member receives a refund for after-school program, the refund will go back to the Tribe rather than the parent and/or guardian.

Tribal youth who also attend the Tribe's Education Center will not be eligible for this program.

Any person found to have submitted a fraudulent application will forfeit their eligibility to participate in the program for one (1) year and may be subject to further Sanction.

#### **E. REQUEST PROCEDURE**

All requests for After-School Education and Enrichment Program shall be made by submitting a completed After-School Education and Enrichment Application along with any required documentation to the Education Department for review. The Tribal Member parent or legal guardian must always apply for these services unless that parent is deceased, legally incompetent or has lost all rights to their children unless they have given permission in writing to another to apply on their behalf.

All advancement recipients must provide proof of payment within forty-five (45) days or receipt of advancement check. Reimbursements must be submitted within forty-five (45) days of date of receipt. Individuals who have provided the Tribe with ACH banking information will have their payment/assistance automatically distributed to their account.

#### **PROCESSING TIME**

It may take up to ten (10) business days to process an advance payment or reimbursement once all documentation is received.

#### **NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 34. DISASTER EMERGENCY HOME REPAIRS PROGRAM**

### **A. PURPOSE**

The Tribe has established a Disaster Emergency Home Repairs Program to financially assist Tribal Member homeowners with emergency repairs caused by natural disasters, imminent threat, or emergency situations beyond their control. In limited circumstances, the program is also designed to remove a Tribal Member from potentially harmful situations that may occur due to imminent threat.

### **B. ELIGIBILITY**

To be eligible to participate in the program, an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be in Good Standing with the Tribe;
3. Own a home or have a 25-Year Lease on Trust land for the home/property; Residence must be his/her permanent non-seasonal residence;
4. Submit proof that the home has suffered or is subject to a qualifying event. A qualifying event shall consist of a disaster situation including, but not limited to, the following: wind damage to roof, septic system issues, fire, and natural acts of mother nature. Neglect and wear and tear are not considered qualifying events; and
5. Submit a completed application and required documentation.

### **C. FUNDING**

This program will cover a qualified event up to the maximum amount *listed on the current HPUL Tribal General Welfare Program Funding Schedule*. Should damage exceed the maximum amount, an applicant may request additional money. Additional requests shall be reviewed by the Housing Department, who will review and evaluate the requests. If the Housing Department recommends approval of additional funding, it will forward the request to the Tribe's Executive Council for review and final approval.

**If the Tribal member is currently repaying a debt owed to the Tribe, any financial disbursements from this program will be applied to the Tribal Members outstanding debt until it is paid in full.**

### **D. ADMINISTRATION**

This program shall be administered by the Housing Department. Upon receipt of a completed

application, the Housing Department shall do the following:

1. Review application to determine eligibility for the program.
2. Submit and review before pictures/video to verify or complete a walk-through with the homeowner and a contractor, when possible, to evaluate the repairs needed.
3. Contact and coordinate with a contractor to obtain an estimate for repairs or assist a Tribal Member in contracting directly.
4. Upon receiving the estimate for home repairs, submit the estimate to the Tribal Administrator to go over the Tribal Member's application for approval.
5. Once the Tribal Administrator has approved the estimate, the Tribal Member shall hire the contractor, or the Housing Department may assist the Tribal Member in hiring a contractor to complete the repairs.
6. Upon completion of the repairs, submit after pictures/video, or complete a post-repair walkthrough to evaluate whether the work has been completed satisfactorily.
7. When a contractor is hired to perform part of or the entire repair of a home, the payment shall be made directly to the vendor. In the event that allowable materials or services are paid for by the Tribal Member, a reimbursement of allowable costs shall be made upon presentation of valid Receipts which may require the Housing Director to verify.
8. Typically, individuals shall utilize this program once in a lifetime. In the event that a Tribal Member needs to utilize this program more than once, the Tribal Member must reapply for the program, but the application will be forwarded to the Executive Council for review and approval. The Executive Council shall make the final determination.
9. Any person found to have submitted a fraudulent application will forfeit their eligibility to participate in the program for one (1) year and may be subject to further Sanction.

#### **E. REQUEST PROCEDURE**

An Applicant shall submit the following to the Tribe's Housing Department:

1. A completed application;
2. Proof of Home Ownership via a grant deed or a notarized 25-Year Lease;

3. Proof of property insurance;
4. Proof of a qualifying event as defined above, which should include pictures, videos, and estimates from applicable contractors; and
5. Waiver of Liability if any of the work is being done by a Tribal employee

**F. PROCESSING TIME**

Once an Applicant has submitted his/her application, the Housing Director shall review the application for eligibility and evaluate the photos/video or complete a walk-through with the homeowner and/or contractor within ten (10) business days. If it is determined that the applicant has fulfilled the requirements of this program, all efforts will be made to advance the repairs as quickly as possible.

**G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 35. EMERGENCY RENTAL ASSISTANCE PROGRAM**

### **A. PURPOSE**

The Tribe expects its members to be continually striving for self-sufficiency. Unfortunately, housing costs continue to rise and the Emergency Rental Assistance Program is designed to assist Tribal Members who are homeless or who are at risk to be homeless because of barriers in locating and securing safe, sanitary, and decent affordable housing. The program is also designed to assist Tribal Members in removing themselves from potentially harmful situations that may occur due to homelessness.

### **B. ELIGIBILITY**

To be eligible to participate in the program, an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be in Good Standing with the Tribe;
3. Have a need to find and secure rental housing due to an emergency listed below:
  - Emergency move required due to job relocation, transfer, or a new job
  - Homeless due to fire
  - Homeless due to overcrowded conditions
  - Homeless due to flood
  - Homeless due to unsafe living conditions (home condemned)
  - Homeless due to renting a home that is being sold
  - Homeless due to domestic violence (contingent upon attending counseling services)
  - Medical necessity, due to severe/permanent illness or disability (The Tribe will take into consideration the extent and nature of the illness/disability based on the documentation provided to by the applicant's physician.)

Note: An emergency cannot be an eviction "for cause" from his/her current or recent rental housing.

4. Have sufficient income to continue paying rent and/or receive public assistance benefits such as pensions, veterans, social security, AFDC, SSI, etc. The amount of their monthly rent must be no more than 1/3 of their total monthly income;
5. Live within the Tribe's Service Area;

6. A once-in-a-lifetime emergency is one caused by fire, flood, domestic violence, and natural acts of mother nature. In any of these situations, the participant may be re-determined to be eligible for assistance under this program. The Housing Department will determine if the emergency falls within this definition. If it does, the applicant's situation will be brought to the Executive Council for final approval.

7. Submit a completed program application and required documentation.

## C. FUNDING

Eligible Tribal Members may receive up to the maximum funding amount towards the first month's rent and the maximum funding amount towards the deposit. The amount of the actual assistance will vary as the assistance will be based upon the requirements of the property owner, landlord, or manager of the rental unit. The maximum funding amounts are *listed on the current HPUL Tribal General Welfare Program Funding Schedule*.

Applicants will be served on a first-come, first-served basis. All funds will be paid directly to the property owner, landlord or manager of the rental unit. Applicants cannot be related directly or indirectly to the property owner, landlord, or manager of the rental unit.

Utilities are excluded and are the responsibility of the tenant/applicant.

Notes:

- The deposit shall be returned to the Tribe upon moving out of the residence along with an accounting from the property owner, landlord or manager as to the condition the home was left in upon applicant's move out and what any deduction from the deposit are. This information could determine if the applicant is eligible to use this program in the future. The Housing Director will keep a list of all deposits paid for tracking purposes to insure funds are returned to the Tribe.
- If Applicants emergency circumstances revolve around domestic violence, Applicant and children (if needed) must attend domestic violence counseling/classes/support groups. Failure to attend classes will result in requiring repayment of funds to the Tribe. If the other party in a domestic violence situation, as listed in the police report, moves in with Applicant within one (1) year after the police report was filed, Applicant will be required to repay the emergency rental assistance given to Applicant.

**If the Tribal member is currently repaying a debt to the Tribe, any financial disbursements from this program will be applied to the Tribal Members outstanding debt until it is paid in full.**

## **D. ADMINISTRATION**

The Housing Department, located within Tribal Administration, shall administer this program.

Any person found to have submitted a fraudulent application will forfeit their eligibility to participate in the program for one (1) year and may be subject to further Sanction.

## **E. REQUEST PROCEDURE**

Eligible individuals must submit a completed application, including the following supporting documentation to the Housing Department:

1. Current proof of income for Applicant and all other adult members of the Household.
2. A written statement explaining the circumstances surrounding Applicant's emergency.
3. Signed Authorization of Release of Information.
4. Contact information from last place of rental (i.e., property owner, landlord or manager).
5. Copy of signed lease or rental agreement.
6. Letter from licensed physician stating the nature of illness and/or disability (if applicable).
7. Copy of police report of alleged domestic violence incident, proof of attendance at domestic violence classes/support groups/counseling for victim and children (if applicable).

Once the Housing Director has received a completed application and supporting documentation, he/she shall review the application for completeness and verify all data therein. When applications are found to be incomplete, a forty-five (45) day period will be given for the applicant to provide documentation to complete the application process. If an applicant does not provide the needed documentation or information, the application will be deemed incomplete and will be returned to the applicant and not processed.

## **F. PROCESSING TIME**

Upon receipt of a completed application, the Housing Department will process the payment within ten (10) business days. All efforts will be made to process payments as quickly as possible. Individuals who have provided the Tribe with ACH banking information will have their payment/assistance automatically distributed to their account.

## **G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 36. HOMEBUYERS DOWN PAYMENT ASSISTANCE PROGRAM**

### **A. PURPOSE**

The purpose of the Tribe's Homebuyers Down Payment Assistance Program is to promote self-sufficiency among Tribal Members through home ownership and provide down payment assistance to Tribal Members who are able to qualify for conventional mortgages based on the individual borrower's credit history.

### **B. ELIGIBILITY**

To be eligible to participate in the program, an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be 18 years of age or older;
2. Be in Good Standing with the Tribe;
3. Qualify for a conventional interest rate mortgage loan based on the credit history of the individual borrower. In the event that the Tribal Member is purchasing a mobile home, trailer, or 5<sup>th</sup> wheel, they must qualify for a conventional loan to cover the purchase price of the item; or have the ability to purchase in full.
4. Never have received funding from this program before, unless he/she has repaid the Tribe any funding received previously;
5. Have homeowner's insurance, including federal flood insurance as necessary and proof of insurance must be submitted;
6. Purchase a property that will be utilized as their primary residence of the applicant for a minimum of five (5) years from the date of purchase or date of occupancy whichever is later or be subject to repayment of the down payment assistance in accordance with Section D below; and
7. Occupy the residence within one year of purchase and verify occupancy annually;
8. Submit a completed application with all required documentation.

### **C. FUNDING**

The Homebuyer Down Payment Assistance Program will provide down payment assistance up to a maximum funding amount per eligible applicant, as funding allows. The assistance shall be considered a conditional gift to the Tribal Member. Assistance shall be *funded at the amount*

*listed on the current HPUL Tribal General Welfare Program Funding Schedule.*

There are two categories of service available under this program. Each Tribal Member applicant will only be allowed to use one or the other category during his/her lifetime.

1. Homebuyers: A one-time only financial assistance to homebuyers who qualify for conventional mortgages but who have a lack of funds for down payment and closing costs. This type of assistance is capped per applicant *at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.*
2. Mobile Home, Trailer or 5<sup>th</sup> Wheel: A one-time only financial assistance to Tribal Members who wish to purchase a mobile home, trailer, or 5<sup>th</sup> wheel for the sole purpose of being their primary residence. This type of assistance is capped per applicant *at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.*

Awards under this program will be paid in one (1) lump sum to the title company handling the escrow and shall only be paid once in a lifetime. The Tribe encourages eligible Tribal Members to use both assistance from the Tribe and outside resources when eligible to obtain the best possible home pricing and mortgage interest rates. If two (2) or more eligible Tribal Members purchase a home together with equal ownership, both shall be eligible to receive assistance for the purchase of the same home as long as all meet the eligibility requirements.

**If the Tribal member is currently repaying a debt owed to the Tribe, any financial disbursements from this program will be applied to the Tribal Members outstanding debt until it is paid in full.**

#### **D. ADMINISTRATION**

The Tribe has designated the Housing Department to administer this program to ensure that the Services provided are responsive to the requirements of the Tribe and meets the needs of the program participants.

Upon receiving an application, the Housing Department will review all documents submitted for eligibility and completeness. Applicants/lenders will be notified if documents are missing and/or incomplete. If an Applicant is found ineligible for the program or if the Applicant does not qualify; the Applicant will be notified in writing.

Applicants will be awarded based on availability of funds, eligibility of Applicant and the first to submit all required documents. In the case of a tie, a drawing (lottery) will be performed.

Annually for the next five (5) years, the Housing Department shall contact each individual

serviced under this program, via letter, in order to verify that he/she is still living in the home purchase with funds from this program. The Housing Department will require the individual to submit proof of continued residency within 30 days of receipt of the letter. Failure to submit proof of occupancy within 30 days will immediately place the member not in Good Standing with the Tribe. Proof of residency may include copy of current mortgage statement, utility bills, property taxes, income tax returns, paystubs, driver's license, or a combination of these documents. If it is found that an individual has moved or is planning to, the Housing Department will work with the Tribal Administrator, Fiscal Department and the Executive Council to determine the appropriate repayment amount. By signing the program application, all Applicants authorize repayment, if needed, by automatic garnishment of any Tribal benefits accrued by the applicant until the down payment assistance is repaid in full.

Any person found to have submitted a fraudulent application will forfeit their eligibility to participate in the program for one (1) year and may be subject to further Sanction.

#### **E. REQUEST PROCEDURE**

Priority will be given on a first come first-served basis by following this process:

1. Applicant notifies the Housing Department about intent to purchase a home.
2. Applicant contacts a mortgage lender and requests to be pre-qualified for a loan.  
Mortgage lender will notify the Housing Department regarding:
  - i. Confirm that the Applicant is eligible for the loan
  - ii. Confirm the current interest rate is for a loan
  - iii. Confirm that the interest rate is based on a 30-33% of the Applicant's gross monthly income towards housing costs (principal, interest, taxes and insurance)
  - iv. Provide proof of FHA limits for their county
  - v. Provide proof of the Applicant's income
3. Applicant makes offer to purchase a home.
4. The Housing Department will issue a letter to Applicant and the mortgage lender specifying the amount of down payment assistance from the Tribe.
5. A copy of the "sales contract" and preliminary closing statement must be provided to the Housing Department immediately after escrow is open.
6. Upon proof of completion of all program requirements to be completed, the Housing Department will request a check for the down-payment assistance be issued to the escrow

company/title company. The Tribe shall provide the down-payment assistance directly to the escrow company/loan agent. The Tribe shall ensure a fully executed copy of the program application is provided to the Fiscal Office and filed in the Tribal Member's file within the Housing Department.

**F. PROCESSING TIME**

Upon receipt of a completed application and receipt of all required documentation, the Housing Department will process the payment within ten (10) business days. All efforts will be made to process payments as quickly as possible. It will be important that the Applicant keeps the Housing Department informed of the schedule close of escrow to insure that the funds are received timely.

**G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 37. HOUSING REHABILITATION PROGRAM**

### **A. PURPOSE**

The Tribe has established a Housing Rehabilitation Program to assist its members in rehabilitating their housing to ensure that their homes are brought to a standard housing condition.

### **B. ELIGIBILITY**

To be eligible for assistance under the Housing Rehabilitation Program, an Applicant must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be in Good Standing with the Tribe;
3. Own the property or have a valid 25-Year Lease for the residence;
4. Provide proof of insurance on the residence;
5. Applicant must submit a completed application, with all required documentation.

### **C. FUNDING**

The Tribe will provide assistance to rehabilitate an individual's home not to exceed *the funding amount listed on the current HPUL Tribal General Welfare Program Funding Schedule*. Note: The funding amount is a lifetime maximum. Individuals may apply once or multiple times for assistance under this program until the lifetime maximum has been reached. The Housing Department will open its funding at the beginning of each calendar year.

Requested repairs must bring the residence to a standard housing condition (see definition). When the repair of a dwelling is substantial that a family must vacate the premises to allow rehabilitation work to be done, *the funding amount listed on the current HPUL Tribal General Welfare Program Funding Schedule* may include payment of expenses related to temporary relocation of a family for a maximum of 12 months and payment of reasonable out-of-pocket expenses. Reasonable expenses shall include, but are not limited to moving costs, increases in monthly housing costs, and other reasonable expenses incurred by the relocation. Funding shall be paid to the vendor or expenses shall be reimbursed if receipts are submitted. No advanced direct payment shall be made to the Applicant.

**If the Tribal member is currently repaying a debt owed to the Tribe, any financial disbursements from this program will be applied to the Tribal Members outstanding debt until it is paid in full.**

#### **D. ADMINISTRATION**

This program shall be administered by the Housing Department. The Housing Department will review each application for completion and eligibility on a first come first served basis. Applicants requesting projects that are not funded will be placed on the waiting list until funding is available. The residence must be the Applicants primary, non-seasonal home.

If an Applicant is eligible, the Applicant shall submit before photos/video, or complete a walkthrough, if possible with the Housing Director. Once rehabilitation priorities have been identified and a scope of work has been developed, the Housing Department may assist the individual with project management, including assistance in obtaining a contractor. Applicants may also obtain their own bids and contractors under this program.

When a contractor is hired to perform part of or the entire scope of work, the payment shall be made directly to the vendor. If allowable materials or services are paid for by the Tribal Member, a reimbursement of allowable costs shall be made upon presentation of valid receipts.

It is a requirement of this program, that the Applicants must occupy the property for a minimum of five (5) years. Annually the Housing Department will contact each individual serviced under this program in order to verify that he/she is still living in the rehabilitated home. The Applicant must respond promptly and submit the requested documentation within thirty (30) days of receipt of the letter. Failure to respond by the deadline will immediately result in the member being placed not in Good Standing with the Tribe. Documents to satisfy proof of residency may include a copy of current mortgage statement, utility bills, property taxes, income tax returns, paystubs, driver's license, or a combination of these documents. If it is found that an individual has moved, the Housing Department will work with the Tribal Administrator, Fiscal Department and the Executive Council to determine the appropriate repayment amount. Any person found to have submitted a fraudulent application will forfeit their eligibility to participate in the program for one (1) year and may be subject to further Sanction.

#### **E. REQUEST PROCEDURE**

Applicants shall request assistance by submitting a completed application, including all required documentation to the Housing Department.

#### **F. PROCESSING TIME**

Upon receipt of a completed application, the Housing Department will process the payment within ten (1) business days. All efforts will be made to process payment as quickly as possible.

#### **G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 38. TRIBAL HOUSING PLACEMENT PROGRAM (“THPP”)**

### **A. PURPOSE**

The Tribal Housing Placement Program (“THPP”) is designed to provide Tribal Members with assistance in housing through a placement program in a property owned by the Tribe.

### **B. ELIGIBILITY**

To be eligible for participation in the THPP an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake OR a Non-Tribal Member caregiver, conservator or guardian of a minor living in the Household full-time who is an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be in Good Standing with the Tribe;
3. Be 18 years of age or older;
4. Not previously have not participated in this program and had his/her program contract terminated by the Tribe;
5. Have at least one (1) adult in the Household provide proof of employment or enrollment in an institution of higher education, at least part-time;
6. Submit a completed application form, including all supporting documentation;
7. Submit to a background check and provide all required documentation.
8. Complete an in-person Financial Training Class prior to signing contract (see Section 11 Personal Finance Management Training).

### **C. FUNDING**

This program assists members of the Tribe in placement in housing and does not provide direct funding for housing expenses. Program dwelling availability is limited, and placement will be considered on a first come, first served basis.

### **D. ADMINISTRATION**

The Housing Department staff shall have the responsibility in administering this program as outlined below:

1. Educate Tribal Members, Tribal families, and other departments about the program;

2. Accept and process applications, including background checks as described below;
3. Notify all program Applicants in writing of their eligibility following review of their application and completion of the background check process (Note: any Applicants deemed ineligible must be notified in writing of the specific reasons his/her application is deemed ineligible.)
4. Maintain a waitlist of completed applicants as described below;
5. Recommend program placement to the Executive Council as described below;
6. Refer disabled or handicapped person for additional Services;
7. Ensure the occupancy standards are met at admission and maintained during the Household's participation in the program as described below;
8. Complete inspections and facilitate repairs of the unit before occupancy and annually during the occupancy as described below;
9. Provide Household with the THPP Rules of Occupancy, Maintenance and Mitigation Fees ("ROMMF");
10. Determine the monthly maintenance and mitigation fees for each Household as described below;
11. Ensure timely payment of monthly maintenance and mitigation fees and auxiliary Costs;
12. Determine and collect program move-in fees as described below;
13. Prepare, administer and enforce the THPP ROMMF and Program Contract as described below;
14. Confirm a participant's participation (dates only) in the program to a third-party following submittal of a valid release of information;
15. Attempt to resolve written disputes informally, as possible; and
16. Participate in the grievance process, as described below.

The Executive Council will make the final determination regarding placement in a program dwelling in accordance with this policy. The Executive Council may delegate the duty to determine placement via a delegation of authority resolution. Once a determination is made, the Executive Council shall communicate the determination to the Housing Department who shall then provide notice to the Applicant.

### **Background Checks**

Each Adult in the Applicant's Household, including the head of Household, shall be screened for the following criteria:

1. Program Participant History: The Applicant shall have a history of meeting their financial responsibilities, taking proper care of the home, properly supervising Minor Household members, and refraining from criminal or illegal activities that affect the other residents. No Household members shall have engaged in or threatened to engage in abusive or violent behavior toward any Tribal staff.

2. Program Fees: No Household members shall have program fees due and outstanding to the Tribe for any of its programs.
3. Criminal History: The Applicant or any Household member must not have committed any fraud and/or drug or violent criminal activity in the past four (4) years from the date of the application, nor committed fraud, violent crimes or any drug charge while on the active waiting list. An exception may be made for those who are participating in or have successfully completed a program to address their criminal history, as shown through appropriate documentation.

The Tribe has the right to request any documentation to verify the criteria above. Failure to submit all requested documentation shall automatically deem the Applicant ineligible for participation in the program.

### **Program Placement Priorities**

The Housing Department will review completed applications and make recommendations for program placement to the Executive Council prioritized in the following manner:

1. *Tribal Elder Household* – a Household containing an enrolled member of the Habematolel Pomo of Upper Lake that is age sixty (60) years and older.
2. *Disabled Tribal Member* - a Household containing an enrolled member of the Habematolel Pomo of Upper Lake that is disabled as defined in Section 223 of the Social Security Act and is determined, pursuant to regulations issued by the Secretary of State, to have a physical, mental, or emotional impairment which:
  - a. Is expected to be of long continued and indefinite duration; or
  - b. Substantially impedes his/her ability to live independently; or
  - c. Is of such a nature that his/her ability to live independently can be improved by more suitable housing conditions; or
  - d. Has a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act.
3. *Homeless/Emergency Tribal Member* – a Household that is currently homeless or experiencing a housing emergency and contains at least one (1) Adult enrolled by the Habematolel Pomo of Upper Lake. Examples of a housing emergency may include, but are not limited to, domestic violence or a housing emergency rendering the home uninhabitable such as a fire in the home, etc.
4. *Tribal Members/Staff with dependents* - a Household containing 1) at least one (1) Adult enrolled by the Habematolel Pomo of Upper Lake who is also employed by the Tribe or

one of its entities and 2) at least one (1) dependent Minor that is enrolled by the Habematolel Pomo of Upper Lake.

5. *Tribal Members with dependents* – a Household containing 1) at least one (1) Adult enrolled by the Habematolel Pomo of Upper Lake and 2) at least one (1) Minor that is enrolled by the Habematolel Pomo of Upper Lake.
6. *Non-Tribal Caregiver's or Guardians of Minor Tribal Members* – a Household containing at least one (1) Minor who is an enrolled member of the Habematolel Pomo of Upper Lake and has a guardian or non-tribal caregiver (i.e., not a parent living in the Household).
7. *Tribal Members/Staff with no dependents* – a Household containing at least one (1) Adult enrolled by the Habematolel Pomo of Upper Lake who is also employed by the Tribe or one of its entities.
8. *Tribal Members with no dependents* – a Household containing at least one (1) Adult enrolled by the Habematolel Pomo of Upper Lake.

Note: If the qualifying Tribal Member leaves the Household, any Non-Tribal Members occupying the dwelling must vacate immediately.

#### **Creation and Maintenance of THPP Waitlist**

The Housing Department shall be responsible for maintaining a waitlist of completed applications. The THPP waitlist shall be prioritized based on the program placement priorities described above. Within each Household category, applications shall be placed on the waitlist by the date and time the completed application was received (aka first come first served).

#### **Occupancy Standards**

Upon selection for the program, the Housing Department shall include in the letter the maximum occupancy allowed for the dwelling available in accordance with the standards listed below. At the time of admission, only families within the minimum and maximum occupancy standards shall be allowed to occupy the dwelling. At any point during the occupancy, if the Household is over the maximum occupants for the dwelling's number of bedrooms, the family is considered overcrowded and will be required to move to a bigger unit if available or move out permanently and the agreement will terminate. If the Household is under the minimum occupants for the dwelling's number of bedrooms, the family is considered ineligible for the home and thus must move to a small unit if available or move out permanently and the agreement will terminate.

The occupancy standards are as follows:

<b>Bedrooms in Dwelling</b>	<b>Minimum Occupants</b>	<b>Maximum Occupants</b>
0-Bedroom/Studio	1	2
1-Bedroom	1	2adults & 1 child or 1 adult & 2 children
2-Bedroom	2	2 adults & 2 children or 1 adult & 3 children
3-Bedroom	3	8
4-Bedroom	4	10
5-Bedroom	5	12

### **Inspections/Repairs**

1. Initial Occupancy Inspection: A pre-move in inspection will be recorded on video and in writing by the Housing Department staff. A walk-through will be conducted with the program participant prior to occupancy and participant will sign written inspection as acknowledgement.
2. Annual Inspection: Annual inspections of THPP dwellings will be conducted by the Housing Department staff and documented in writing. The program participant will be notified twenty-four (24) hours prior to entering the program dwelling.
3. Repairs: Program participants are required to report any repairs needed within twenty-four (24) hours of discovery to the Housing Department. The ROMMF shall contain the appropriate contact information, including an after-hours number in the event of an emergency. Emergencies are repairs that must be addressed right away to avoid secondary or structural damage to the dwelling such as a broken pipe. The Tribe shall have maintenance staff, or a licensed contractor address the repairs. No occupant shall perform repairs and is responsible for all costs of repairs and replacements found to be beyond normal wear and tear of the dwelling. Note: Repairs shall not include the following: replacement of lightbulbs (whether attached or unattached to light fixtures), replacement of occupant supplied curtains, blinds, window coverings, air conditioner, appliances, furnishings, fixtures, or equipment.

### **Monthly Maintenance and Mitigation Fees**

The Household shall be responsible for program monthly maintenance and mitigation fees (“THPP Fees”) not to exceed 30% of the Household’s net earned income. THPP fees are calculated by adjusting down the base fee, which is fair market value rent for properties of similar size and location to the program dwelling, based on no more than thirty percent (30%) of the net income. The program applicant must disclose all assets and income, including the source and

submit documentation to verify this information. Income shall include, but not limited to Tribal financial benefits such as RSTF, SASSP, Veterans Benefits, Elder Benefits, and Job Incentive. Failure to provide required information may delay the verification process. If

Net earned income shall mean the remaining monthly income of all individuals in the Household after excluding the following:

1. Amount paid directly by the family for childcare for family members under age twelve (12) which is necessary for employment or education.
2. Excessive travel expenses for employment or education, not to exceed twenty-five dollars (\$25) per family per week. Excessive travel shall be considered more than thirty (30) miles between the family's home and place of work or education and will be allowed only if the person is using their own vehicle.
3. The amount by which three percent (3%) of the monthly net earned income of the family is exceeded by the aggregate of:
  - a. Medical expenses, in the case of elderly or disabled family; and
  - b. Reasonable attendant care and auxiliary apparatus expenses for each family member who is a person with disabilities, to the extent necessary to enable any member of the family (including a member who is a person with disabilities) to be employed.
4. The amount of Child support directly paid by the family for Children residing outside the Household as confirmed by third-party verification.

Program participants may petition the Executive Council to exclude any RSTF distributions from their income calculation, but the petition must include the justification for the exclusion. The decision of the Executive Council shall be final.

When the net earned income increases or decreases, the Tribe must be notified within ten (10) business days. Notification of the change, and submittal of associated documentation, shall prompt the Housing Department staff to revise the THPP Fees accordingly. Once the Fees are recalculated and approved by the Executive Council, the Tribe and the program participant must sign the new total monthly maintenance and mitigation worksheet. The increase or decrease shall take effect on the first day of the month following the signature on the total monthly maintenance and mitigation worksheet. Failure of the program participant to sign the revised worksheet shall result in termination of his/her participation in the program.

### **Auxiliary Costs**

The program participant shall be responsible for all utility and auxiliary costs, or portions thereof if applicable, that are necessary for maintaining the dwelling. Auxiliary costs may include, but are not limited to, garbage, internet, cable, etc.

Proof of service accounts opened in the head of the Household's name is required before the property may be occupied. For utilities owned, the Tribe will charge the program participant utility costs based on the number of occupants in the Household. If the Tribe pays for certain utilities such as propane/fuel, the Tribe will charge the program participant for those utilities.

Additional utility installation shall be following the Tribe's Installation Auxiliary Service Guidelines for Broadband, Cable, Dish, or similar Auxiliary Service Providers policy.

### **Move-In Fees/Deposits**

All program participants may be assessed move-in fees/deposits to assist the Tribe in preparing the dwelling for the participant. Program move-in fees will be due at the signing of the program contract and must be paid before occupancy occurs.

### **Program Contract**

All program participants must enter into a THPP Program Contract ("Program Contract"). The program contract will begin when the applicant has formally accepted the offer for placement in a dwelling. The term of the program contract is month-to-month. The program contract shall include all details relating to the dwelling, including the THPP Fees, utilities provided, etc.

The program contract shall also include the rules of occupancy, program related requirements and the responsibilities of the program Participants, including but not limited to the following:

1. Use the program dwelling as the Household's primary residence;
2. Move and occupy the dwelling within thirty (30) days from the date of placement offer;
3. Pay all utility and auxiliary costs associated with the dwelling;
4. Supply accurate information and documentation necessary for the administration of the THPP, including, but not limited to, interim and annual recertification, disclosures and verifications re social security numbers, Household income and composition;
5. Be responsible for the damage to the unit or premises beyond ordinary wear and tear, such as holes in walls or doors, damage caused by family members or guests, failure to report repairs, or provide maintenance of the dwelling;

6. Prohibit illegal drug use, growth/creation or distribution at the program dwelling;
7. Prohibit the growth or distribution of marijuana at the program dwelling;
8. Allow the Tribe to inspect the unit at reasonable times and after reasonable notice;
9. Be free of felony violations, repeated or serious violations of tribal, state or federal law or HPUL policies, including but not limited to, environmental or animal control violations;
10. Report any changes to income or background to the Tribe within ten (10) business days and provide associated supporting documentation;
11. Notify the Tribe at least thirty (30) calendar days before moving from a program dwelling;
12. Ensure occupancy of the dwelling, as listed in the program contract, does not change except for changes caused by birth of a Child, guardianship/conservatorship, or death. If occupancy does change, notify the Tribe promptly of all changes within ten (10) business days; and
13. Limit over-night visitors as follows:
  - a. Overnight stays on a limited basis are acceptable but shall be no more than seven (7) consecutive days.

The Tribe, at its sole discretion, has the right to require other conditions for participation in the program including, but not limited to substance abuse testing and safety plans, adherence to family welfare/wellness plans, agreement to participate in welfare checks, etc. Any additional conditions for participation in the program shall be listed in the program contract.

Failure to comply with the terms of the THPP program contract may result in disqualification from the THPP or termination of the program contract.

The program contract may be terminated by either the Tribe or the program participant by written notice. The Tribe shall provide notice by placing a copy of the termination notice on the door of the program dwelling. The program participant must give a minimum of thirty (30) days' notice. If the program participant would like to relocate to a different program dwelling that better suites the needs of his/her Household, he/she must reapply for the program. The Household may continue living in its current dwelling until the Applicant is offered another program dwelling. If the Household accepts the offer to live in another program dwelling, the contract for the current dwelling shall automatically terminate within thirty (30) days of the accepted offer.

The Tribe may terminate the program contract for the following reasons, including, but not limited to:

1. The program participant has violated any of the program requirements or rules, the program contract, failure to follow occupancy standards, or fails to provide requested documentation such as proof of income, etc.;
2. Failure to pay THPP Fees on or before the 10<sup>th</sup> of each month (See section F1 collection timeline);
3. Failure to communicate with the Tribe regarding the property dwelling;
4. A Household member has been arrested or convicted of criminal activity, including drug activity;
5. The program participant commits bribery, fraud or any other corrupt or criminal act in connection with a federal or Tribal program;
6. The program participant engages in abusive, threatening, or violent behavior towards any staff or contractors of the Tribe;
7. The program participant moves out of the dwelling without notice to the Tribe; and
8. The program participant moves out of the dwelling permanently with notice to the Tribe and no remaining eligible individuals live in the Household.

If the Tribe terminates the program contract, the program participant shall no longer be eligible for participation in the THPP. If the program participant and Tribe have a dispute beyond reconciliation, the program participant may request a mutual termination. The mutual termination must be signed by the program participant and the Tribe. This would allow the program participant to reapply for the THPP in the future.

At any point, if the qualifying Tribal Member leaves the Household, any Non-Tribal Members occupying the dwelling must vacate immediately as they are not eligible for the THPP, unless they are the parent or guardian of Tribal Member Children, and another eligible Adult applies within ten (10) business days for participation in the program.

### **Grievance Process**

All Members of the Tribe currently in Good Standing, shall be allowed to file a grievance with the Housing Committee regarding an administrative action or failure to act by the Tribe pursuant

to a program contract or this program policy which affect the rights, duties, or welfare of the individual submitting a grievance. Individuals submitting a grievance shall be called the complainant. Program participants and the Housing Department shall attempt to resolve any disputes informally. If informal dispute resolution does not resolve the matter, the program participant shall follow the following formal grievance process:

***Step 1: File Grievance with Housing Commission***

The program participant shall file the grievance with the HPUL Housing Committee within ten (10) business days of an action or failure to act by the Tribe. The grievance shall be in writing, signed by the complainant or his/her representative, on the THPP Grievance Form and must be delivered within ten (10) business days after the action or failure occurs. The THPP Grievance Form may be filed via email at [housing@hpultribe-nsn.gov](mailto:housing@hpultribe-nsn.gov) or to the Tribal Office by certified mail.

Complainants may choose to have the Housing Committee review without disclosure of the complainant's name. If the complainant chooses to have the Housing Committee review the grievance without disclosure of complainant's name, the complainant must file the THPP Grievance Form with the Tribe's Housing Department so that they can redact the name and any other personal identifying information. Once redacted, the Housing Department shall forward the THPP Grievance Form to the Housing Committee. In no circumstance shall the redaction process and submittal to the Housing Committee take more than seventy-two (72) hours from the time the THPP Grievance Form was filed and received.

Complainants with grievances based on the following shall skip to Step 4 and file his/her grievance directly with the Habematolel Tribal Court:

1. Any disqualification based upon activity that threatens the health or safety of, or right to peaceful enjoyment of the program dwelling community, other program participants, or Housing Department; or
2. Any disqualification based upon criminal activity, including drug-related activity, on or off the premises of the program dwelling.

***Step 2: Housing Committee Review and Hearing***

The HPUL Housing Committee shall review the grievance and schedule a hearing as soon as possible but at a minimum before its next scheduled meeting, as long as it provides seventy-two (72) hours' notice of the hearing to the complainant. As part of its review, the Housing Committee may request documents from the Housing Department or the complainant.

The complainant may have one (1) representative to assist him or her in the hearing. The cost, if

any, for any such representative's attendance, time, and/or work product shall be borne solely by the complainant. The representative may be an attorney or non-attorney familiar with the Tribe's Constitution, this policy and any associated procedures. However, if the representative is an attorney or has ever practiced law in any jurisdiction within the United States or any federally recognized Indian tribe, he/she must be presently licensed by the California State Bar and currently be in good standing. The complainant must identify its intended representative by name and mailing address at least twenty-four (24) hours before the hearing. In the event the complainant fails to properly and timely identify any representative, the Housing Committee reserves the right to delay the hearing pending review of any representatives' qualifications and credentials to confirm compliance with these standards. The Housing Committee, Tribe and its staff may also have legal counsel present at the hearing.

***Step 3: Housing Committee Issues Decision***

The HPUL Housing Committee must render a decision on the grievance on or before its next regularly scheduled monthly meeting. The decision shall be in writing and shall be sent to the complainant via email, if available, and certified mail to the last known address or address listed on the grievance.

***Step 4: Appeal to Tribal Court***

If the complainant is dissatisfied with the decision of the HPUL Housing Committee, the complainant has the right to appeal the decision to the Habematolel Pom of Upper Lake Tribal Court, or in the absence of an operating Tribal Court the HPUL Executive Council. The appeal must be filed within ten (10) business days from the date of the Housing Committee's decision in accordance with the Tribal Court's rules.

***Step 5: Tribal Court Issues Decision***

Due to the time sensitive nature of housing, the Tribal Court shall make a determination within twelve (12) business days from the date the appeal is filed with the Tribal Court. The decision of the Tribal Court shall be final and shall not be appealed to the Court of Appeals.

**E. REQUEST PROCEDURE**

Program dwelling availability is limited, and placement will be considered on a first come, first served basis in accordance with the placement prioritization outlined in Subsection D above. Applications are available at the Tribal Office or on the Tribe's Member portal. An application is considered complete when all required supporting documents have been submitted and the results of the background check have been received.

As program dwelling availability is limited, completed applications will be placed on an active waiting list until the dwellings become available. Once a dwelling becomes available, the selected Applicant will be notified in writing offering placement in a program dwelling. The offer

must be accepted within ten (10) business days from the date of the offer. If the applicant fails to respond in writing within ten (10) business days from the date of the offer, the Applicant will be removed from the active waiting list and the offer will go to the next Household on the active waiting list. If the Household declines, they will automatically be moved to the bottom of the active waiting list with a new date and time stamp.

If the Applicant accepts the placement, the Household will have thirty (30) days from the date of the placement offer to provide proof of employment or enrollment in an institution of higher education, sign the program contract, pay the move-in fees, and move into the dwelling. Applicants may request an extension of time to move in if the Household is facing an extenuating circumstance such as hospitalization of a member of the Household. Requests for any extension of time to move in must be submitted in writing to the Tribal office. The Housing Department may approve an extension of an additional thirty (30) days, with a sixty (60) day maximum. Extensions are not guaranteed, and the Applicant may have to be placed at the bottom of the waitlist with a new date and timestamp to accommodate the next Applicant on the waitlist.

## **F. PROCESSING TIME**

The Housing Department shall process all applications within ten (10) business days from receipt of a completed application, including receipt of background results. Once an application is complete, it will be placed on the waiting list until a program dwelling becomes available.

### Collection Timeline

1. 1<sup>st</sup> of the month – THPP fees are due;
2. 11<sup>th</sup> of the month – THPP fees are late and a \$50 late fee is applied. 1<sup>st</sup> notice of outstanding program fees is delivered via email and in-person.
3. 21<sup>st</sup> of the month – 2<sup>nd</sup> notice of outstanding program fees is delivered via email and in-person.
4. Three (3) days before the end of the month – final notice/3 day or quit is delivered via email and in-person.
5. Last day of the month – notice to vacate THPP is posted on the THPP dwelling; (14 days).

Program participants that have a temporary financial hardship may avoid being removed from the program by submitting a request for payment arrangements **IN WRITING**, as soon as they are unable to make their monthly payment on time. The Housing Department may modify payment terms (weekly payment of fees), but if the Applicant continues to submit THPP fees late, the option to have flexible payment terms may be terminated.

## **G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of this program as outlined in this section.

## **SECTION 39. LOW INCOME HOME ENERGY ASSISTANCE PROGRAM**

### **A. PURPOSE**

The Tribe collaborates with the Northern California Indian Development Council, Inc. (“NCIDC”) to provide energy assistance to Tribal Members who are low income, elderly, disabled, families with small child, families with large Households, those experiencing energy emergencies, or are otherwise considered priority populations.

### **B. ELIGIBILITY**

To be eligible for assistance under the Low-Income Home Energy Assistance Program (“LIHEAP”), an Applicant must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be in Good Standing with the Tribe;
3. Have a Household that meets one of the following:
  - a. Have a Household income that does not exceed 60% of the state median income as published by DHHS annually; or
  - b. Receives TANF; or
  - c. Receives Food Stamps under the Food Stamp Act of 1977; or
  - d. Receives payments under section 415, 521, 541, or 542 of title 38, United States Code, or under section 306 of the Veterans’ Survivors’ Pension Improvement Act of 1978; and
4. Submit a completed application, with all required documentation.

### **C. FUNDING**

The Tribe does not fund this program directly. The Tribe identifies Households eligible for the program and sets priorities for assistance. The Tribe shares the identified Households with NCIDC who provides financial assistance directly to vendors supplying energy to the identified Households. Note: Energy vendors may include, but are not limited to, PG&E, propane, and wood suppliers.

NCIDC has a three-tiered benefit matrix based on income level, as per Federal Regulations. Those with the lowest incomes get the greatest benefits limit – or vouchers. There is also a

provision for an additional benefit amount for priority populations.

**D. ADMINISTRATION**

This program shall be administered by the Housing Department. The Housing Director will identify eligible Households and work with the Tribal Administration and Executive Council to set assistance priorities, including priority populations in accordance with NCIDC's LIHEAP Program Policies and Procedures. The Housing Director shall assist Households in completing the required documentation. Once priorities and Households are identified, the Housing Director shall provide the information to NCIDC for direct payment to vendors providing energy assistance to the eligible Households.

**E. REQUEST PROCEDURE**

Applicants shall request assistance by submitting a completed application, including all required documentation, to the Housing Department.

**F. PROCESSING TIME**

The Housing Department shall process an application within ten (10) business days.

**G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 40. NAHASDA HOUSING REHABILITATION PROGRAM**

### **A. PURPOSE**

The Tribe has established a Housing Rehabilitation Program to assist its members in rehabilitating their housing to ensure that their homes are brought to a standard housing condition in compliance with Section 8 or 24 CFR 882.109 Quality Housing Standards.

### **B. ELIGIBILITY**

To be eligible for assistance under the Housing Rehabilitation Program, an applicant must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be in Good Standing with the Tribe;
3. Have a Household income must not exceed the income limits under the NAHASDA;
4. Own their residence or have a valid 25-Year Lease for the residence on trust property;
5. Reside must be within the Tribe's service area;
6. Provide proof of insurance on the residence;
7. Reside in the proposed residence for at least one year prior to requesting an application and the residence must be his/her permanent non-seasonal residence;
8. Request repairs to bring the residence to a standard housing condition (see definition);
9. Not have received funding under the Tribe's Housing Rehabilitation Program; and
10. Submit a completed application, with all required documentation.

### **C. FUNDING**

The Tribe will rehabilitate existing housing units based on results of the Applicant's eligibility criteria, needs assessment and within reasonable costs, not to exceed *the funding amount listed on the current HPUL Tribal General Welfare Program Funding Schedule*.

Additionally, when the repair of a dwelling is substantial that a family must vacate the premises to allow rehabilitation work to be done, the Tribe shall provide, as funds are available, financial assistance to those families forced to temporarily relocate in accordance with 24 CFR 571.602(2)(iii) which allows for the temporary relocation of a family for a maximum of 12

months and payment of reasonable out-of-pocket expenses to the Applicant and dependents only. Reasonable expenses shall include, but are not limited to - moving costs, increases in monthly housing costs, and any other additional expenses incurred by the relocation. Funding shall be paid to the vendor or expenses shall be reimbursed. No advanced direct payment shall be made to the Applicant. This funding shall be included in the maximum funding amount total.

Houses designated for eventual replacement will only receive repairs essential for the health and safety of the occupants. Such repairs should not cost more than *the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule*. Proposals to spend more than this on any such house will have to include a justification and explanation.

Houses that have received comprehensive rehabilitation assistance from any Tribal, state, or federal grant program within the past 10 years, will not be eligible for assistance with NAHASDA funds under this program.

All Applicants shall be subject to repayment of the award under this program if he/she moves out of the residence prior to 10 years after the rehabilitation work has been completed. Repayment shall be prorated based on the amount of time an individual lived in his/her residence after the rehabilitation work was completed.

#### **D. ADMINISTRATION**

This program shall be administered by the Housing Department. This program is consistent with the approved Indian Housing Plan (IHP) submitted under the NAHASDA.

The Housing Department will evaluate applicants based on the following criteria:

- Income (Applicants shall be low income. Low income is 80% of the United States median income limits for the given year.)
- Age
- Handicap
- Living conditions
- Size of family

Additionally, applicants will be awarded based on the following priorities: those in greatest need in relation to income, condition of dwelling and non-eligibility for obtaining housing assistance from other sources and applicants whose homes have not received substantial assistance under a previously approved IHBG rehabilitation program or the Bureau of Indian Affairs Housing Improvement Program within ten (10) years prior to the request for assistance (unless it can be demonstrated that the unit is substandard due to circumstances other than maintenance will be given priority consideration).

The Tribe will only service those within its service area.

Rehabilitation projects will be approved in the following order of priority:

1. Plumbing defects;
2. Electrical defects;
3. Structural defects in the following order: foundation, roof supports, ceilings, wall supports, roofs, walls or partitions, dry rot, mold, termite damage, and fumigation;
4. Heating system defects;
5. Entrance and exit defects;
6. Removal of unsafe site materials or barriers which restrict or impair accessibility for elderly or handicapped persons, handicap accessibility and modifications;
7. Installation of smoke detectors or other minor fire prevention equipment as necessary;
8. Weather protections in the following order: sealing, insulation, and painting; and
9. Overcrowding.

Applicants whose homes are to be rehabilitated to a standard condition are not to be slated to receive a new HUD house under any existing or available housing programs.

The Housing Director will review each application for completion and eligibility on a first come first served basis. The Tribe may also determine that only certain types of projects will be funded each year. Applicants requesting projects that are not funded will be placed on the waiting list until funding is available.

If an applicant is eligible, the Housing Director shall complete a walkthrough, if possible, in coordination with a qualified housing inspector, to assess the rehabilitation needs of the residence. Once rehabilitation priorities have been identified as outlined above and the housing inspector has developed a scope of work for each unit, the Housing Department will assist in obtaining any environmental assessments as needed and submitting projects for bid (including Indian preference). The Housing Department will enter into a third-party contractual relationship to complete any housing rehabilitation assistance under this program. All contracts will be approved by the Tribal Administrator.

All residences approved for rehabilitation under this program shall receive regular on-site inspections during repair by a qualified independent housing construction and rehabilitation inspector chosen by and contracted with the Housing Department. The inspection shall also provide quality control inspections when a contractor requests payment of work completed. After each inspection, the inspector will provide the Tribe with a written inspection report with payment recommendations.

If a dispute arises between the Households to be assisted and the contractors, the Tribal Administrator and Housing Department shall try to resolve the dispute to the satisfaction of the

Households. If the dispute cannot be resolved at this level, the dispute shall be taken before the Tribal Court for appropriate action.

**E. REQUEST PROCEDURE**

Applicants shall request assistance by submitting a completed application, including all required documentation, to the Housing Department.

The Housing Department will open its funding at the beginning of each calendar year. Applications will be processed on a first come first served basis.

**F. PROCESSING TIME**

The Housing Department shall process the review of an application within ten (10) business days. Additional funding and approval, including inspections, shall take additional time.

**G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 41. STUDENT HOUSING ASSISTANCE PROGRAM**

### **A. PURPOSE**

The Tribe has established a Student Housing Assistance Program to assist Tribal Member students with their housing needs while attending an accredited college, vocational school/program, or university, as funding is available. The program aims to provide monthly housing assistance while the student is enrolled in a program of higher education.

### **B. ELIGIBILITY**

To be eligible for funding under this program, an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be In Good Standing with the Tribe;
3. Be enrolled in an accredited college, vocation program or university with the minimum units described in Section C below;
4. Live within the Tribe's service area;
5. Have received funding under this Program for no more than four (4) years, or with Executive Council approval for exception;
6. Maintain a minimum cumulative grade point average of 2.0; and
7. Submit a completed application, including all required supporting documentation;
8. Provide proof regularly of enrollment status and grade point average.

### **C. FUNDING**

The amount of assistance available to qualified student Tribal Members under this program is as follows:

1. Monthly Housing Assistance Full-Time: (students must carry twelve (12) units or more to qualify) *funded at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.*

Note: for applicants enrolled in a vocational/trade program, if his/her program is over six (600) hours, he or she shall be eligible for monthly housing assistance full-time while enrolled in the program.

2. Monthly Housing Assistance Part-Time: (students must carry at least four (4) units, but less than twelve (12) to qualify) *funded at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.*

3. Security Deposit: Maximum one (1) time only security deposit *funded per student at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule*, for full-time students only. The security deposit shall be returned to the Tribe (in full) to receive future and/or alternate housing assistance from the Tribe. The Housing Department will create and update a spreadsheet to track deposits paid and insure these funds are returned to the Tribe. If the full amount of the security deposit is not returned to the Tribe, the Applicant will be responsible to repay the Tribe for the difference of what is not returned to the Tribe.

Note regarding summertime funding: Due to limited availability of classes/courses during the school's summer months (i.e., June, July, and August), the HPUL Student Housing Assistance Program (when applicable) will continue the program's funding to those Tribal Member full-time students that are continuously enrolled in the program even though they may not be carrying the required twelve (12) units. A student will be considered a full-time student during the summer, if they carry a minimum of four (4) units or work a part-time job (that averages at least fifteen (15) hours per week) to maintain this program's funding assistance. Summer funding will also be available to those students enrolled in working professional programs that continue during the summer if they continue to take courses.

Note regarding students participating in a correspondence program: The self-paced nature of a correspondence program can pose a challenge in determining whether a full-time or part-time student is eligible to participate in this program. To ensure Tribal Members utilizing this type of schooling can participate, the Tribe has set the following standards:

- Payment for online Tribal Member students will only be available on a reimbursement basis, after they have confirmed that their progress for the prior month met the minimum standards to be comparable to traditional programs and provide proof of housing payment for the previous month.
- Tribal Member students will need to provide the Tribe access to their online portal to ensure that progress can be verified to determine level of reimbursement.
- Semester start date will be considered by the date on the letter from the institution in which the Tribal Member students get their schedule of courses. Additional information directly from the institution may also be considered to determine the start date of the semester.

- Typically, traditional students have 12-16 weeks to complete an academic term. Correspondence students who can prove that they are on track to finish their coursework within 12 – 16 weeks will be considered full-time, providing they are carrying at least 12 units per semester. The Tribe has determined that if a student does not complete their coursework within the established 12-16 weeks, they will be considered part-time. Students who are attending online schools that do not fit these criteria shall be handled on a case-by-case basis to determine a comparable solution.

Note regarding students living with relatives: The Tribe's has determined that a full-time student living with and paying rent to a relative is eligible to receive funding from this program but at a reduced rate *funded at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule*. The parties involved (i.e., the Tribal citizen student/tenant and landlord/relative) must enter into a formal written rental agreement and the landlord/relative will be required to fill out and submit a W-9 form to the Tribe as required by IRS regulations.

Funding shall be for a total of four (4) years per person, exceptions will be considered by the Executive Council.

**If the Tribal member is currently repaying a debt owed to the Tribe, any financial disbursements from this program will be applied to the Tribal Members outstanding debt until it is paid in full.**

#### **D. ADMINISTRATION**

The Housing Department, within Tribal Administration, will administer this program and shall be responsible for reviewing all applications for completeness, verifying enrollment in school and verifying the Applicant's GPA. If funding is available, the department will process the application. If funding is not available, the department will hold the application and place the Applicants name on a waiting list. If an Applicant drops out of school and reapplies for funding under this program later, he/she shall be placed at the bottom of the waiting list as long as they have repaid the housing assistance they had previously received.

If applications are incomplete, they will be returned to the Applicant for completeness and deadline dates will still apply.

All student housing assistance will be paid directly to the landlord, property owner, manager, relative or administrator of the school being attended, unless only allowed via reimbursement. In the event a landlord will not accept housing payments from a third party (i.e., the Tribe), alternate payment arrangements will be considered by the Tribe on a case-by-case basis for the reimbursement of housing paid by the Tribal Member, provided that Receipts are submitted to

the department within a timely manner.

Student housing assistance payments can offset a student's mortgage on a reimbursement basis only. Students must submit proof of mortgage payments monthly. For purposes of this program, mortgage payments made for the student's primary residence will be eligible and the mortgage must be in either the Tribal Member student or their legal spouse's name, no exceptions.

The Housing Department shall coordinate and participate in joint tracking of eligibility and funds spent in relation to higher education with the Scholarship Committee and the Fiscal Department. The Housing Department shall notify the Scholarship Committee and the Fiscal Department if the Housing Department terminates assistance as described in Subsection G below.

Any person found to have submitted a fraudulent application will forfeit their eligibility to participate in the program for one (1) year and may be subject to further Sanction.

#### **E. REQUEST PROCEDURE**

An Applicant must submit a completed application and all required documentation as listed below:

1. Proof of attendance or registration, including documentation that shows the number of units enrolled, at an accredited college, vocational program or university (i.e., course schedule, proof of tuition payment, etc.);
2. Current transcript showing a cumulative GPA of 2.0 and above, if higher education coursework has been completed; and
3. Individuals only need to apply once for assistance under this program. If the individual is continually enrolled, funding will continue if the individual as long as the individual continues to meet the requirements. Individuals are required to provide proof of enrollment status and transcripts to verify GPA at the end of every grading period (i.e., quarter or semester), unless he/she is enrolled in a correspondence program as outlined above.

#### **F. PROCESSING TIME**

Applications shall be processed on a first-come, first-served basis. Upon receipt of an application, the Housing Department will review the application for completeness and verify all information, including enrollment in an accredited college, vocational program or university and GPA. If complete, the application will be process within ten (10) business days. Rent paid directly to the landlord, property manager, etc. shall be paid 7-10 calendar days before the first of each month.

## **G. TERMINATION OF ASSISTANCE**

All Applicants receiving services under this program will be monitored monthly by the department, including review of enrollment status and transcripts. Assistance under this program will be terminated if any of the following occur:

1. Rent Unpaid - Tribal Member student's portion of the rent/housing payment must be paid on time in accordance with the dates stated on their housing agreement/lease. If it is unpaid, that will result in termination of assistance.
2. Rent Late- Tribal Member student's portion of the rent/housing payment must be paid on time in accordance with the dates stated on their housing agreement/lease. If it is ten (10) days late for three (3) consecutive months, that will result in termination of assistance.
3. Eviction for "Just Cause"- Tribal Member student is evicted from residence/housing for "just cause." If this occurs, assistance will be terminated immediately.
4. GPA Below 2.0 or Fails to Maintain Required Credit Units - If a student is placed on academic suspension as outlined in the Tribe's Seven Generations Scholarship Program, assistance will be terminated immediately.
5. Fail to Maintain Regular School/Class Attendance - If a student is not regularly attending school/class for more than two (2) weeks, he/she must submit a note from a licensed physician/doctor's note within a timely manner to continue assistance with the program. Otherwise, assistance will terminate immediately.
6. Fail to Submit GPA to the Department - Students must provide grades/cumulative GPA to the Housing Department quarterly. Failure to do so shall result in termination of assistance.
7. Application Contains False/Untrue Information - If a student's application or supporting documentation contains false or untrue information, assistance under this program shall terminate immediately, and may be subject to repayment and possible Sanction.

## **H. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 42. STUDENT HOUSING ASSISTANCE PROGRAM – ADVANCED SUPPLEMENT**

### **A. PURPOSE**

The Tribe has established a Student Housing Assistance Program – Advanced Supplement to provide rental assistance to those Tribal Member students who have utilized the Student Housing Assistance Program for the full four years and are no longer eligible to receive those services but wish to continue pursuing their education. The program aims to provide monthly housing assistance while the student is enrolled in a program of higher education.

### **B. ELIGIBILITY**

To be eligible for funding under this program, an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be in Good Standing with the Tribe;
3. Be enrolled in a graduate school program, such as Masters, Professional or Doctorate Programs or advanced vocational program (beyond an initial four-year program), at an accredited college, vocational program or university with the minimum units described in Section C below;
4. Live within the Tribe's service area;
5. Have received funding under this program for no more than four (4) years;
6. Maintain a minimum cumulative GPA of 2.0 and maintain enrollment in the required number of units; and
7. Submit a completed application, including all required supporting documentation.

### **C. FUNDING**

The funding available to qualified student Tribal Members under this program is as follows:

1. Monthly Housing Assistance: (students must carry 12 units or more to qualify, a non-traditional online school as described below or participate fully in a working professional program) *funded at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.*
2. Security Deposit: Maximum one (1) time only security deposit per student, *funded at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule.* The

security deposit shall be returned to the Tribe (in full) to receive future and/or alternate housing assistance from the Tribe. Housing Department to track deposits paid to insure the Tribe receives the deposits back after the Tribal Member student moves out.

Note regarding students participating in a correspondence program: The self-paced nature of a correspondence program can pose a hurdle in determining whether a full-time or part-time student is eligible to participate in this program. To ensure Tribal Members utilizing this type of schooling can participate, the Tribe has set the following standards:

- Payment for Tribal Member students participating in correspondence courses will only be available on a reimbursement basis, after they have confirmed that their progress for the prior month met the minimum standards to be comparable to traditional programs and provide proof of housing payment for the previous month.
- Tribal Member students will need to provide the Tribe access to their online portal to ensure that progress can be verified to determine the level of reimbursement.
- Semester start date will be considered by the date on the letter from the institution in which the Tribal Member students get their schedule of courses. Additional information directly from the institution may also be considered to determine the start date of the semester.
- Typically, traditional students have 12-16 weeks to complete an academic term. Correspondence students who can prove that they are on track to finish their coursework within 12 – 16 weeks will be considered full-time, providing they are carrying at least 12 units per semester. The Tribe has determined that if a student does not complete their coursework within the established 12-16 weeks, they will be considered part-time. Students who are attending online schools that do not fit these criteria shall be handled on a case-by-case basis to determine a comparable solution.

Note regarding students living with relatives: The Tribe's Executive Council has determined that a full-time student living with and paying rent to a relative is eligible to receive funding from this program but at a reduced rate *funded at the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule*. The parties involved (i.e., the Tribal Member student/tenant and landlord/relative) must enter into a formal written rental agreement and the landlord/relative will be required to fill out and submit to the Tribe a W-9 form as required by IRS regulations. Funding shall be for a total of four years per person, exceptions will be considered. Funding shall be paid during the summer months, even if an individual is not currently enrolled in classes, if

they are enrolled for the Fall.

**If the Tribal member is currently repaying a debt owed to the Tribe, any financial disbursements from this program will be applied to the Tribal Members outstanding debt until it is paid in full.**

**D. ADMINISTRATION**

The Housing Department, within Tribal Administration, will administer this program. The department shall be responsible for reviewing all applications for completeness, verify enrollment in school and the Applicant's GPA. If funding is available, the department will process the application. If funding is not available, the department will hold the application and place the Tribal Member's name on a waiting list for funding. If an Applicant drops out of school and reapplies for funding under this program later, he or she shall be placed at the bottom of the waiting list and will be subject to repayment of funds disbursed under this program if they did not complete their coursework.

If applications are incomplete, they will be returned to the Tribal Member application for completeness and deadline dates will still apply.

All student housing assistance will be paid directly to the landlord, property owner, manager, or administrator of the school being attended. In the event a landlord will not accept housing payments from a third party (i.e., the Tribe), alternate payment arrangements will be considered by the Tribe on a case-by-case basis for the reimbursement of housing paid by the Applicant, provided that receipts are submitted to the department within a timely manner.

Student housing assistance payments approved to offset a student's mortgage will be on a reimbursement basis. Students must submit proof of mortgage payments monthly. For purposes of this program only, mortgage payments made for the student's primary residence will be eligible and the mortgage must be in either the Tribal Member student or their legal spouse's name, no exceptions.

The Housing Department shall coordinate and participate in joint tracking of eligibility and funds spent in relation to higher education with the Scholarship Committee and the Fiscal Department. The Housing Department shall notify the Scholarship Committee and the Fiscal Department if the Housing Department terminates assistance as described in Subsection G below.

Any person found to have submitted a fraudulent application will forfeit their eligibility to participate in the program for one (1) year and may be subject to further Sanction.

#### **E. REQUEST PROCEDURE**

An Applicant must submit a completed application and all required documentation as listed below:

1. Proof of attendance or registration at an accredited college, vocational program or university (i.e., course schedule, proof of tuition payment, etc.);
2. Current transcript evidencing a cumulative grade point average of 2.0 and above, if he or she has done any coursework to date;
3. Authorization for Release of Information.

Individuals must only apply once for assistance under this program. If the individual continues to be enrolled in his/her education program, funding shall continue without the need to reapply. Individuals are required to provide proof of enrollment status and transcripts to verify GPA at the completion of each quarter or semester, or as identified above for students in correspondence program. If funding is unavailable at the time an application is submitted, it shall be held by the department and the Tribal Member's name shall be placed on a waiting list maintained by the department.

#### **F. PROCESSING TIME**

Applications shall be processed on a first-come, first-served basis. Upon receipt of an application, the Housing Department will review the application for completeness and verify all information, including enrollment in an accredited college, vocational program or university and grade point average. If complete, it will process the application within five (5) business days. Rent paid directly to the landlord, property manager, etc. shall be paid 7-10 calendar days before the first of each month.

#### **G. TERMINATION OF ASSISTANCE**

All applicants receiving services under this program will be monitored on a month-to-month basis by the department. Assistance under this program will be terminated if any of the following occur:

1. Rent Unpaid – Tribal Member student's portion of the rent/housing payment must be paid on time in accordance with the dates on their housing agreement. If it is unpaid, that will result in termination of assistance.
2. Rent Late - Tribal Member student's portion of the rent/housing payment must be paid on time in accordance with the dates on their housing agreement. If it is consecutively ten (10) days late for three (3) consecutive months, that will result in termination of assistance.

3. Eviction for “Just Cause” - Tribal Member student is evicted from residence/housing for “just cause.” If this occurs, assistance will be terminated immediately.
4. GPA Below 2.0 or fails to maintain required credit units - If a student is placed on academic suspension as outlined in the Tribe’s Seven Generation’s Scholarship Program, assistance will be terminated immediately.
5. Fail to maintain regular school/class attendance - If a student is not regularly attending school/class for more than two (2) weeks, he or she must submit a note from a licensed physician/doctor’s note within a timely manner to continue assistance with the program. Otherwise, assistance will terminate immediately.
6. Fail to submit GPA to the department on semester/quarterly basis: Students must provide grades/cumulative grade point average to the Housing Department quarterly or at the end of each semester. Failure to do so shall result in termination of assistance.
7. Application contains false/untrue information: If a student’s application or supporting documentation contains false or untrue information, assistance under this program shall terminate immediately.

#### **H. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 43. ELDER'S AND DISABLED MEMBER MEAL PROGRAM**

### **A. PURPOSE**

The purpose of this Elder's Meal Program is to promote the general welfare of the Elders and Disabled Members within the Tribe by assisting with their need for healthy meals and/or meal preparation assistance.

### **B. ELIGIBILITY**

To be eligible for the Program, an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be in Good Standing with the Tribe;
3. Be 60 years of age or older or a Disabled Member;
4. Submit a completed application for meal assistance, including any required proof of eligibility.

### **C. BENEFIT**

Eligible individuals shall be allowed to receive one (1) lunch meal Monday through Friday.

Individuals shall be eligible to receive a lunch meal from a local restaurant or online meal delivery program to a maximum dollar amount per day *as listed on the HPUL Tribal General Welfare Program Funding Schedule*.

### **D. ADMINISTRATION**

The HHS Department shall administer this program. Upon receiving a request from an eligible individual, the HHS Department shall review the application for completion and eligibility.

If the Applicant is eligible, lives "local" and chooses to receive a meal delivery from the Tribe, the HHS Department shall place the individual on the list to receive delivery of lunch meals and coordinate with appropriate staff. Individuals shall indicate if meals may be left on the front porch if he/she is not home. If an individual provides no instructions for delivery if not home, or animals surrounding the residence make leaving the meal difficult, the meal will be brought back to the Tribal office and an individual must pick up the meal until 5pm the same day. Eligible individuals that work for the Tribe or one of its entities in Upper Lake, CA may also have his/her meal delivered to their worksite.

If the Applicant is eligible and lives "local" or "non-local," the HHS Department shall work with the applicant to set up a local or online meal delivery service to provide the individual a lunch

meal Monday through Friday each week. The Tribe shall pay for the local or online meal delivery service directly to the vendor or reimburse the applicant if Receipts are submitted within forty-five (45) days of the purchase. The Tribe will only pay for the maximum amount per day listed on the *HPUL Program Funding Schedule*. Any additional expense beyond the maximum amount per day must be paid by the Applicant.

Elder's may request to skip a delivery or stop receiving meals by written request only. Medical necessary dietary restrictions may be accommodated, as available, at the request of the individual.

**E. REQUEST PROCEDURE**

Individuals shall submit a completed application to the HHS Department and may be submitted at any time. Eligible individuals only need to apply once unless they have previously requested meal to delivery to stop. To start meal delivery service again, he/she must reapply.

**F. PROCESSING TIME**

Upon receipt of a completed application, the HHS Department shall process the application within ten (10) business days. Individuals who have provided the Tribe with ACH banking information will have their reimbursement, if any, automatically distributed to their account.

**G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 44. ELDER GROCERY PROGRAM**

### **A. PURPOSE**

The Tribe desires to assist its Tribal Elder Members with the increasing cost of healthy and nutritious food. The Tribe has developed the Elder Grocery Program to assist Elders with the cost of monthly grocery expenses.

### **B. ELIGIBILITY**

To be eligible for this program, an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be in Good Standing with the Tribe;
3. Be 60 years of age or older;

### **C. FUNDING**

The Tribe shall reimburse eligible individuals for items he/she has purchased up to a maximum dollar amount per Elder, per month *as listed on the current HPUL Programs Funding Schedule*.

### **D. ADMINISTRATION**

The HHS Department shall administer this program. Individuals must submit an Elder Intake Form. Any person found to have submitted a fraudulent application will forfeit their eligibility to participate in the program for one (1) year and may be subject to further Sanction.

### **E. REQUEST PROCEDURE**

Reimbursement requests may be made by submitting a Grocery List Form and attaching all original receipts (one receipt or many) that total no more than the maximum amount of \$200.00 each month. All original receipts must have the HPUL Elder's name handwritten on the receipt. Receipts must be submitted within 30 days of purchase and processing will occur once a month.

### **F. PROCESSING TIME**

Upon receipt of a completed application, the HHS Department shall process the submission within ten (10) business days. Individuals who have provided the Tribe with ACH banking information will have their reimbursement, if any, automatically distributed to their account.

### **G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 45. MEMBERSHIP TRIPS**

### **A. PURPOSE**

The purpose of Membership trips is to provide an opportunity for Tribal Member attend an event that is culturally centered, become involved with the greater Native American community and bond with their fellow Tribal Members.

### **B. ELIGIBILITY**

To qualify for a Membership Trip, an individual must:

1. Be an enrolled Member of the Habematolel Pomo of Upper Lake;
2. Be within the age category the trip is designed for (i.e., youth, elders or all, etc.);
3. Be physically able to travel; and
4. Be willing to sign the “Travel Code of Conduct” and travel waiver. Note: The travel waiver, among other things, that he/she is physically able to travel and that all additional expenses incurred on the trip or because of the trip are not the responsibility of the Tribe.

### **C. PLANNING**

All planning for membership trips will be completed by and/or coordinated with the HHS Department and Tribal Administration. Planning includes, but is not limited to, coordinating flights, hotels, activities, as well as making payments, and reconciling receipts for the trip, creating itineraries, and communicating with the attendees on all aspects of the trip.

### **D. CHOOSING A DESTINATION**

The HHS Department, in coordination with other Tribal staff, will obtain approval of any proposed Membership trips from the Executive Council prior to advertising or scheduling any trips. The Executive Council shall attempt to vary the type and location of trips to provide educational experiences and opportunities for a wide variety of Tribal Members to enjoy.

### **E. COSTS**

The Tribe will pay only the following costs for Tribal Members, if applicable, and as funding is available:

#### **1. Air Transportation**

Round trip flights may be paid for each Tribal Member from the airport closest to their residence. Attendees may elect to utilize a different form of transportation but may only be reimbursed up to the amount of the cost for a round trip plane ticket; and

## 2. Lodging

Attendees may elect to plan for different lodging but may only be reimbursed up to the amount of the lodging offered by the Tribe; and

### a. Event Fees

The Tribe may pay the cost of attendance to the designated event; and

### b. Per Diem

Per diem at the federal rate may be paid to each Tribal Member regardless of age. Per diem shall not be released any sooner than five (5) days prior to departure. Individuals who have provided the Tribe with ACH banking information will have their payment/assistance automatically distributed to their account.

### c. Alternative Arrangements

The Tribe offers standard arrangements. If the traveler wants something better or different, they need to make their own arrangements, pay for them, and may be reimbursed only up to the value of the standard arrangements made by the Tribe.

## 3. **CHAPERONES**

If the membership trip is designed for Tribal Youth, the HHS Department will select chaperones from available interested parents/guardians. The HHS Department will ensure that each membership trip designed for Tribal Youth will include a ratio of five children to one chaperone. Chaperones may be subject to a successful drug screen and background check prior to all travel. Chaperones shall be selected either on a first come first serve basis or randomly as determined by the HHS Department. Parents/guardians who are not selected as chaperones may still attend the event but must pay for their own travel expenses.

## 4. **CARETAKERS**

If the budget allows, elder attendees may request to bring one (1) guest with them to a membership trip, to serve as a caretaker (as defined by the Tribe) for them. Caretaker information must be submitted on the membership trip application. Once travel arrangements have been made, there shall be no changes to the designated caretaker.

## 5. **TIMELINE**

### a. Approval

At least one hundred and twenty (120) days prior to the date of departure for all trips involving air travel or hotel accommodations or thirty (30) days for all other trips, the HHS Department, or his/her designee, in coordination with appropriate Tribal staff, shall request approval of the membership trip from the Executive Council. The HHS Department shall provide a detailed itinerary and budget for the Executive Council's review at the time of the request.

b. Announcement

At least ninety (90) days prior to the date of departure a formal trip announcement must be made if the trip involves air travel or hotel accommodations, 60 days for all other trips:

- a. In the Tribal newsletter; or
- b. At the General Membership and Town Hall meetings; or
- c. By mail and email.

Although only one of the above methods is required, it is recommended to make the formal trip announcement in all the above methods as well as by distributing flyers, placing information on the Members-Only portion of the Tribe's website, or in any other form of communication which would assist the spread of information.

c. Reservations

For any trip involving air travel and/or hotel accommodation individuals who wish to attend must submit their completed paperwork to the HHS Department at least sixty (60) days prior to the trip. For member trips that do not require air or hotel arrangements, individuals must submit their completed paperwork no later than thirty (30) days prior to the trip. After these dates, the HHS Department and associated staff will start making reservations for the trip.

d. Itinerary

The HHS Department will prepare and distribute a travel itinerary to each traveler no less than fifteen (15) calendar days prior to departure involving air travel or hotel accommodations and five (5) calendar days prior to departure for all other trips.

**6. CANCELLATIONS**

If a traveler, chaperone, or caretaker cancels or does not attend the trip, they are responsible to pay back any funds that the Tribe has spent on their behalf that are non-refundable. The only exception in which repayment can be waived is a medical emergency. A repayment waiver for medical emergencies must be accompanied by a doctor's note specifically prohibiting travel.

**7. ADDITIONAL CHARGES**

The traveler is responsible to pay for any additional charges incurred during the trip including, but not limited to, room service fees, fees for damages to hotels, additional baggage fees, and any additional expenses that arise during the trip or because of the trip.

**8. MISCELLANEOUS**

A membership trip is not part of any traveler's employment except for the HHS Department or at the written approval of the Executive Council. The Tribe will not pay lost wages, nor will it pay its own employees to attend this type of trip unless approved by the Executive Council in advance. Additionally, employees must arrange to take leave to attend the trip. Employees

attending the trip as a chaperone will not be considered working during the trip and must arrange to be off work to go on the trip. Travelers must arrange to be off from work to go on the trip.

As membership trips are not part of any individual's employment, unless stated above, and is taken on the individual's personal time, no employment actions will be made by the Tribe after the trip based on an individual's behavior on the trip.

**9. NO SUBSTITUTIONS.**

Nothing may be funded in lieu of membership trips as specified in this section.

**10. MISCONDUCT**

Any traveler, caregiver or guest is subject to HPUL Civil Conduct Ordinance. If anyone is found by the Tribal Court to have engaged in misconduct while attending a membership trip shall be prohibited from attending any Tribal sponsored trips for a minimum of one (1) year. Travelers must acknowledge receipt of the Ordinance, understand it, and agree to comply with the HPUL Civil Conduct Ordinance, and shall be responsible for all costs associated with their misconduct.

## **SECTION 46. TRIBAL WELLNESS PROGRAM**

### **A. PURPOSE**

The Tribal Wellness Program is intended to assist Tribal Member's with their wellness goals, including their physical, mental, and emotional health. With the Tribe's annual allocation of funds received from Lake County Tribal Health Consortium and supplemental funding from the Tribe, the program is designed to enhance HPUL Tribal Member's ability to lead satisfying lives with healthier lifestyle habits, routines, and all-around well-being.

### **B. ELIGIBILITY**

To receive assistance an individual must:

1. Be an enrolled member of the Habematolel Pomo of Upper Lake;
2. Be in Good Standing with the Tribe;
3. Be 18 years of age or older;
4. Complete and submit an Individual Wellness Plan Agreement annually outlining the upcoming years wellness goals; and
5. Complete and submit a Wellness Request Form, including submittal of any Receipts for eligible expenses.

### **C. FUNDING**

*Funding will be allocated in the amount listed on the current HPUL Tribal General Welfare Program Funding Schedule and capped at a maximum per person per year. Official expenditure guidelines and limits will be set in the budgeting process each calendar year.*

Tribal Wellness Program funds are awarded as a reimbursement, up to the amount set per Tribal Member per year, for any expenses that support, enhance, or relate to an eligible individual's physical, mental, and emotional wellness, excluding prohibited items listed below. All items must be designed to enhance the individual's health/fitness objectives.

#### Examples of Reimbursable Items Under this Program:

1. Membership or fees for a gym, health club, or exercise studio;
2. Home Athletic Equipment: purchase of home exercise equipment, clothing and/or supplies for use in achieving personal fitness goals;
3. Mental Fitness/Wellbeing: purchase of items to assist in the improvement of mental or

emotional health, including but not limited to: physical therapy, acupuncture, massages or other medical providers not already covered by insurance, including co-pays; therapy equipment; wellness spas; travel; housekeeping services; equine therapy; relaxation products and activities such as aromatherapy, coloring books, puzzles, games, and supplies for hobbies; entry fees for events such as races, museums, gardens, etc.; nutrition supplements that are considered vitamins, minerals and protein (for Elder's only); journals; and self-help books and programs.

**Prohibited Items Under this Program:**

1. No illegal products, paraphernalia or activities;
2. No alcohol or tobacco products, including vaping products;
3. No marijuana or products containing CBD;
4. No items specifically prescribed by a doctor, including prescriptions;
5. No diet supplements, excluding protein for Elders;
6. No items related to sexual intercourse or pornography;
7. No electronic devices, such as telephones, televisions, kindles, tablets, or gaming devices; and
8. No transportation services, excluding for Elders or Disabled Members.

**D. ADMINISTRATION**

The HHS Department shall administer this program. Upon submittal of a completed Individual Wellness Plan Agreement, the HHS Administrator shall deem an individual eligible to receive reimbursements under this program.

Any request to have an expense paid that has been paid by anyone other than the Applicant will be considered a fraudulent application. Any person found to have submitted a fraudulent application will forfeit their eligibility to participate in the program for one (1) year and may be subject to further Sanction.

**E. REQUEST PROCEDURE**

To receive an award under this program, an individual must submit an Individual Wellness Plan Agreement annually and a Wellness Request Form with accompanying eligible receipts each time a request for funding is made. The HHS Department shall be responsible to verify all Wellness Request Forms and proof of expenses. Any receipt that cannot be validated will not be eligible/accepted.

Requests may be made every thirty (30) days until the maximum is received. A request may include one (1) receipt or many. All requests for the allocated yearly funding shall be submitted by the 15<sup>th</sup> of February the following year (i.e., all requests for the 2024 allocation shall be submitted by February 15<sup>th</sup>, 2025).

**F. PROCESSING TIME**

Upon receipt of a completed application, the HHS Department shall process the application within a maximum of ten (10) business days. Individuals who have provided the Tribe with ACH banking information will have their reimbursement, if any, automatically distributed to their account.

**G. NO SUBSTITUTIONS**

Nothing may be funded in lieu of the program as outlined in this section.

## **SECTION 47. ADDITIONAL SERVICES**

### **A. ADDITIONAL SERVICES**

When an individual determines that he/she needs services that are not provided for under this Manual or elsewhere in the Tribal government, he/she may request the assistance of the Wellness Board in acquiring the additional services.

### **B. WELLNESS BOARD (“WB”)**

#### **PURPOSE**

The Wellness Board (“WB”) will assist in evaluating the health and wellness of the individual and his/her family. Once requested, the WB shall help the individual identify and resolve detrimental behaviors or circumstances by designing a wellness plan to achieve overall health and wellness.

#### **1. WB Membership.**

- a. Composition of the WB. The WB shall be composed of one representative from each of the following organizations/job classifications:
  - i. Health and Human Services Department;
  - ii. Marriage Family Therapist;
  - iii. Executive Council (preferably with a background in medicine)
  - iv. Additional consultants, Elders or peers, the WB may invite, to assist with an individual’s wellness plan.
- b. Designation of WB Membership. Members of the WB shall be appointed by the Executive Council.
- c. Designation of WB Chairperson and Vice Chairperson. Once appointed, the members of the WB shall elect a chairperson from its membership to run all WB meetings. WB members shall also elect a Vice Chairperson.
- d. WB Clerk. The Member Services Coordinator shall serve as clerk to the WB. He/she may also participate in the WB’s decision-making or Wellness Plan development process. The Member Services Coordinator shall create and maintain the WB files.

#### **2. Process. The process is as follows:**

- a. Requesting Assistance. The WB process begins with an individual completing a Wellness Board Self-Referral form and submitting it to the Member Services Coordinator.

- b. Scheduling Meeting. The WB Chairperson, in coordination with the WB Clerk shall schedule a meeting between the individual and the WB. The WB Chairperson and/or WB Clerk shall notify the individual of this meeting through written notice by certified mail, email, or by personal service on the Tribal Member.
- c. Individual/Home Assessments and Reports. If it is recommended by the WB or is relevant to the requested services, the WB Chairperson shall schedule assessments of the individual and his/her home, whether on or off the reservation prior to the initial meeting. The individual will be required to sign a release of information at the time of the assessment in order to allow the WB access to the assessment results. Once each of these departments has completed an assessment of the individual and his/her home, it will write a confidential report of its findings that will be submitted to the WB prior to meeting with the individual and his/her guardian, if applicable.
- d. Meeting. The purpose of the meeting shall be to identify and resolve detrimental behaviors and/or circumstances, through an appropriate plan of action, which shall be agreed to and signed by all parties involved. This shall be accomplished through the WB's review of the individual's behavioral record, the assessment results, and discussion with the individual and necessary family.
- e. Wellness Plan. Once the WB and individual have agreed upon an appropriate Wellness Plan, it shall be documented in writing by the time of the second meeting and signed by the individual and an appropriate Tribal authority, (i.e., a member of the WB). Copies of the Wellness Plan shall be given to the WB, the WB Chairperson, and the individual. Included in the Wellness Plan shall be a schedule for consistent, timely review to evaluate and monitor the effectiveness of said plan.
- f. Additional Services. As part of the Wellness Plan, the WB may authorize the Member Services Coordinator to provide additional services to the individual. Money for additional services will be spent in accordance with the Wellness Board budget.
- g. Follow-up Meetings. Follow-up meetings between the individual and the WB shall be conducted in accordance with the schedule set forth in everyone's Wellness Plan. The WB has the authority to determine an individual's compliance with his/her Wellness Plan and to revise the Wellness Plan accordingly.
- h. Non-Compliance. If an individual fails to fully comply with his/her Wellness Plan, the WB may terminate any additional services. Individuals that are terminated for non-compliance shall be required to pay back the cost of any additional services provided by the WB.

## CERTIFICATION

The undersigned Officer of the Habematolel Pomo of Upper Lake (the "Tribe"), being the Chairperson of the Executive Council ("EC") of the Tribe, do hereby certify that the Executive Council is composed of seven (7) Council Members, of which 7 were present, constituting a quorum, and that this Tribal General Welfare Programs and Services Manual was adopted by way of Resolution and an affirmative vote of 6 YEAS, 0 NAY, and 1 ABSTENTION. We further certify that since its adoption this Manual has not been rescinded, amended, or modified in any way.

DATE SIGNED: February 2, 2024

ATTEST:

  
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SHERRY TREPPA,  
Executive Council (EC) Chairperson

