

MODOC LASSEN INDIAN HOUSING AUTHORITY

POLICIES GOVERNING ADMISSION & CONTINUED OCCUPANCY

RENTAL PROGRAM

This policy sets forth the procedures to be used by the Modoc Lassen Indian Housing Authority (“the Authority”) in the administration of the Rental Housing Program to ensure full compliance with the aforementioned statutes and regulations and Tribal laws as applicable. This Policy of the Modoc Lassen Indian Housing Authority reflects the requirements of the Indian Civil Rights Act of 1968, the Native American Housing Assistance and Self-Determination Act of 1996 and the Code of Regulations 24 CFR 1000.

ELIGIBILITY FOR ADMISSION:

To be considered for admission into the rental program as a Tenant, an applicant must submit a signed and completed Application for Admissions and any other required forms, and meet all of the following conditions:

1. The applicant is a Tribal member of one of the following two Tribes:
 - a) Grindstone Indian Rancheria
 - b) Quartz Valley Indian Reservation
2. The applicant qualifies as a Family.
3. The applicant qualifies as a low income Family.
4. The applicant must conform to the occupancy standards set forth in this policy.
5. The applicant whose conduct would not prove detrimental to the program, community or residents.
6. The applicant is able and willing to meet all the obligations as a Tenant in the Tenant Lease Agreement and in the Authority’s program policies.
7. The applicant’s assigned rental housing unit will be the Primary Place of Residence.

ELIGIBILITY FOR CONTINUED OCCUPANCY:

Occupants are eligible for continued occupancy in the rental program operated by the Authority that:

1. Tenants who qualify as a Family, or who are the remaining member(s) of a tenant family;
2. Tenants who conform to the occupancy standards set forth in this policy;
3. Tenants who conform with all the Authority's program policies;
4. Tenants whose conduct does not prove detrimental to the community and/or its residents.
5. The Tenant's assigned rental housing is the Primary Place of Residence.

TENANT SELECTION CRITERIA

Tenant Selection:

The member Tribes of the Authority have elected to select individual Tenant Selection Criteria:

- a. Grindstone Indian Rancheria see Exhibit A.
- b. Quartz Valley Indian Reservation see Exhibit B.

If the applicant is willing to accept the unit offered but is unable to move at the time of the offer and provides clear evidence of their inability to move, the applicant shall retain their place on the eligible waiting list and be offered the next succeeding vacancy of appropriate size.

If an applicant presents to the satisfaction of the Authority clear evidence that acceptance of a given offer of a suitable vacancy will result in undue hardship or handicap, such as inaccessibility to source of employment, children's day care, and the applicant shall retain their place on the eligible waiting list and be offered the next succeeding vacancy of appropriate size.

Transfer of Tenants:

Transfer of a family from one rental housing unit to another operated by this Authority, when a family is eligible for continued occupancy in the unit to which they are being transferred shall not be subject to the preferences or other selection criteria contained in this section.

OCCUPANCY STANDARDS

The member Tribes of the Authority have elected to select their own Occupancy Standards:

- a. Quartz Valley Indian Reservation see Exhibit B.

b. Grindstone Indian Rancheria as follows:

To avoid overcrowding and prevent waste of space, dwellings are to be assigned in accordance with the occupancy standards set forth below. When it is found that the size of the dwelling is no longer suitable for the family, in accordance with these standards the family will be required to move to a dwelling of appropriate size when available. These minimum and maximum standards may be waived when necessary to make temporary use of available vacant units or to house families in urgent need.

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
3	1	6
4	6	8
5	8	10

Occupancy with respect to Persons of Opposite Sex:

Dwellings are to be assigned so that it will not be necessary for persons of opposite sex, other than husband and wife, to occupy the same bedroom, except that if necessary at the time of admission, two children of opposite sex under four years of age may occupy the same bedroom. At admission, one child under 1 year of age may be permitted to occupy the parent's bedroom, and if necessary for continued occupancy, one child under two years of age may be permitted to occupy the parent's bedroom.

Every family member regardless of age is to be counted as a person. An unborn fetus will not be counted as a person.

DETERMINATION OF ELIGIBILITY

This policy sets forth the basic steps, which are to be taken in obtaining and verifying information from the applicant and household for the purpose of:

1. Determining whether they meet the conditions of eligibility for admission set forth in this policy;
2. Applying the tenant selection criteria contained in this policy;
3. Determining the rent (required monthly payment) to be charged.;
4. Determining the size of the dwelling required in accordance with the occupancy standards in this policy.

Establishing a Waiting List:

1. To assure compliance with the tenant selection criteria contained in this policy, applications are to be accepted from all families apparently eligible seeking admission to rental housing program. This rule is to hold, regardless of the number of eligible application on hand, unless the number and type of applications received are such as to indicate future applicants would be unlikely to be offered units within two years. In this event formal applications taking will be temporarily suspended, except for families qualifying as Displaced. During this period of suspension, a record of inquiries from non-displaced families shall be maintained showing the date of inquiry, name, address and phone number, these families shall be notified prior to resuming the acceptance of applications from all apparently eligible families.
 - a. The Waiting List of active applications shall be kept current by each applicant to inform the Authority at least once every 180 days of continued interest. Notations on dates of contacts of applicant's continued interest are to be made a part of the application record.

Procedure Governing Receipt of Applications:

1. The application constitutes the basic record of each family applying for admission. Each applicant, therefore, will be required to supply information as called for on the Application for Admission form and sign the application, attesting to the accuracy of the data provided. Each application shall reflect the date and time received. The application and all other materials relating to the family's eligibility are to be maintained in an active file for each applicant not classified as ineligible or withdrawn.
2. If, during the application interview it appears that the applicant is definitely not eligible, the applicant is to be informed and the application classified as ineligible. In such instances, sufficient information is to be entered on the application form to establish ineligibility.
 - a. All entries are to be made in ink. Corrections or changes are to be made by lining through the original entry and entering the correct data. Such changes are to be dated and initialed by the person recording the change and the reason and authority for such changes noted in the record.

Verification and Documentation of Application Data:

To assure the data upon which determination of eligibility, preference status, rent to be paid and size of dwelling required, are based on full, true and complete information submitted by each applicant, the data is to be verified by the Authority.

1. Complete and accurate verification records consisting of, but not limited to, the following are to be maintained:
 - (a) Letters or other statements from employers and other pertinent sources giving authoritative information concerning all amounts of income;

(b) Copies of documents in the applicant's possession which substantiate their statements, or a brief summary of the pertinent contents of such documents signed and dated by the staff member who viewed them;

(c) Certified statements, or summary data from books of account, from self-employed persons, and from persons whose earnings are irregular, such as salesmen, taxi drivers, etc., setting forth gross receipts, itemized expenses and net income;

(d) Memoranda of verification data obtained by personal interview, telephone, or other means, with source, date reviewed, and the person receiving the information clearly indicated;

(e) A record of the physical inspection of the applicant's housing accommodation or other documentary evidence that the dwelling is substandard, and the applicant is actually living in such dwelling residence, if substandard housing is a condition of eligibility for admission.

Proof that an applicant is, if claimed:

1. Actually without housing.
2. Paying a disproportionate amount of income for rent; or to be displaced or has been displaced under the displaced family section of this policy.
3. In order to determine the effect an applicant's conduct would likely be detrimental to the community and its residents documentation is to include letters and reports of interview or telephone conversations with reliable sources (including the applicant during a home visit), such as current and previous landlords, employer, social worker, parole officer, court records, drug treatment centers, clinics, physicians and police department. These reports shall include the date, source of information, name and title of person contacted and a resume of the information received. The information shall include, but not be limited to the following:

(a) Time, nature and extent of the applicant's habits and practice regard to past performance in meeting financial obligation, especially rent; disturbance of neighbors; destruction of property; living or housekeeping habits; history of criminal activity involving crime of physical violence to persons or property; and other acts which would adversely affect the health, safety or welfare of other residents.

(b) Factors which indicate a probability of favorable future conduct or financial prospects, such as evidence of rehabilitation, evidence of willingness to participate in appropriate counseling service programs.

Summary of Verification Data:

1. Verification data are to be reviewed and evaluated as received for completeness, accuracy, and conclusiveness. Where the information received is not completely adequate in all respects, follow-ups or new efforts to obtain such information are to be made and carried through to conclusion. If during the verification process it becomes evident that for one or more reasons an applicant is ineligible, the verification process is to be discontinued and the applicant notified of his ineligibility and the reasons therefore.
2. As verification of all necessary items for each application is to be prepared in the space provided on the right side of the Application for Admission form. The summary is to cover the following determinations and the basis for such:
 - ◆ Eligibility of the applicant as a family;
 - ◆ Eligibility of the family with respect to income limits for admission;
 - ◆ Eligibility of the family with respect to conduct;
 - ◆ Size of unit to which the family should be assigned;
 - ◆ Rent, required monthly payment;
 - ◆ Preference status, if any, of the family.

Notification to Applicants:

Each applicant shall be notified as promptly as possible in regards to their eligibility status. If determined to be ineligible for admission, the applicant is to be informed in writing of the determination and the reasons for the determination shall be included in the written notification or discussed in a private conference depending upon the circumstances. For each such case, a record shall be maintained including a notation of the circumstances involved, final action taken and the dates.

Each applicant determined to be eligible for admission shall be informed of the approximate date of occupancy insofar as such date can be reasonably determined.

In the event it becomes necessary to defer eligibility determinations, the applicants shall be informed of this fact and the reasons therefore, until a final determination is made.

Re-examination Prior to Admission:

If there is a delay of any consequence between the determination of a family's eligibility and the time it can be admitted to a unit, the family will be questioned before admission in regard to any change in status. If changes are reported they will be verified to determine their effect on eligibility, preference rating, rent, and unit size required.

DWELLING LEASE

A. Tenant Lease Agreement is to be entered into between the Authority and the qualifying tribal member. The Tenant Lease Agreement is to be kept current at all times as it reflects the conditions governing occupancy.

Execution of Tenant Lease Agreement:

1. The qualifying tribal member of each family accepted as a tenant is required to execute a Tenant Lease Agreement in duplicate prior to actual admission. The copy is to be given to the lessee and the original is to be filed in the permanent record folder established for the family.
2. If, through any cause, the qualifying tribal member of the Tenant Lease Agreement ceases to be a member of the tenant family, the Tenant Lease Agreement shall terminate and a new Tenant Lease Agreement executed and signed by a responsible remaining member of the family provided the family is eligible for continued occupancy.
3. If a tenant family transfers to a different rental housing unit operated by the Authority, the existing Tenant Lease Agreement shall terminate and a new Tenant Lease Agreement executed by a qualifying tribal member of the family for the dwelling into which the family is to move.
4. If, at any time during the life of the Tenant Lease Agreement, any other change in the tenant's status results in the need to change or amend any provisions of the Tenant Lease Agreement, or if the Authority desires to waive any provisions with respect to the tenant, (1) the existing Tenant Lease Agreement shall terminate and a new Tenant Lease Agreement is to be executed or (2) an appropriate amendment is to be prepared and made a part of the existing Tenant Lease Agreement.
5. All copies of lease revisions are to be dated and signed by the tenant and the authorized Authority Executive Director.

Termination of Tenant Lease Agreement:

Termination of a tenant's Tenant Lease Agreement is to be in accordance with the provisions contained in the Tenant Lease Agreement and the Authorities governing policies.

RE-EXAMINATION OF FAMILY INCOME

Annual Re-examination of Eligibility and Adjustment of Rent:

To assure that tenancy in the housing units is restricted to families meeting the eligibility requirements for continued occupancy, are charged appropriate rents, the eligibility status and the family income of each tenant is to be periodically re-examined and re-determined as follows:

After the tenant's eligibility status and family income have been determined, such action as may be necessary is to be taken.

Interim Re-examination of Family Income and Adjustment of Rent:

If at time a family is clearly of low income, but it is not possible to make an estimate of family income for the next twelve month period with any degree of accuracy because:

1. A tenant is unemployed and there are no anticipation prospects of employment; or
2. The conditions of employment and/or receipt of income are so unstable as to invalidate usual and normal standards for determination, an interim re-examination shall be scheduled for a specified time (either 90, 120 or 180 days) depending upon the staff member's estimate of time required for the family circumstances to stabilize.

If at the time of such interim re-examination, it is still not possible to make a reasonable estimate of family income, interim re-examinations shall continue to be scheduled and conducted until such time as a reasonable estimate of family income can be made for the next twelve months.

Families whose past employment has been sporadic or who are on public assistance, then work, then are unemployed should not be given interim re-examinations, if such an income pattern is expected to continue, as a reasonable twelve months estimate of their income may be based upon past income and present rate of income.

When it is not possible to estimate family income with any reasonable degree of accuracy for the next twelve months, and a reexamination is scheduled, the family's rate of income, based on the income expected to be received by the family from the date of the current determination to the date of the interim re-examination, is to be projected for a twelve month period for rent purposes even though it is known that income in such amount or from such sources will not continue for that period. Interim re-examinations must be clearly set for a definite time and controls established to assure compliance.

Any tenant who reports a change in family circumstances (such as a decrease in income) shall be given in interim income re-determination of the tenant's family income an appropriate adjustment shall be effected in the event the rent is decreased in accordance with this provision, the tenant must report all changes in family circumstances which would result in an increased Rent (such as an increase in income) which occur prior to the next regular re-examination and the Rent will be appropriately adjusted.

Failure to report the occurrence of the changes set forth in of the above will require a retroactive rent charge when necessary.

- a. Increases in rent are to be made with a Thirty (30) Day Notice and are effective the first of the month following that in which the change occurred (retroactively if necessary).
- b. Decreases in rent are to be made effective the first of the month following that in which the change was reported; however, no downward rent adjustment are to be processed until all the facts have been verified.

If the re-examination discloses that the tenant, at the time of admission or at any previous re-examination, made misrepresentations which have resulted in the paying of a lower rent the tenant should have paid, the tenant is to be required to pay the difference between the rent paid, and what should have been paid. If it is found at the time of reexamination or at any other time that the tenant has failed to report changes in family circumstances, as they occurred and such changes would have required the tenant pay a higher rent, the increased rent is to be made retroactive on which the change of circumstances occurred.

Receipt of Application for Continued Occupancy:

A responsible member of each tenant family is to be required, at the time of the re-examination, to submit information for completion of Application for Continued Occupancy form and to sign the form. All entries are to be made in ink. Corrections and changes are to be made by lining through the original entry and entering the correct data. Such changes are to be dated and initialed by the person recording the changed data, and the reasons and authority for such changes are to be noted in the record.

Verification and Documentation of Re-examination Data:

To assure that the data upon which the determinations of eligibility for continued occupancy, rent to be paid, and size of dwelling required are to be based are full, true and complete, the information submitted by each tenant is to be verified. Complete and accurate verification records as specified in this policy are to be maintained in the tenant's folder.

Summary of Verified Data:

Verification data are to be reviewed and evaluated as they are received for completeness, adequacy, and conclusiveness. Where the information received is not completely adequate in all respects, follow-ups or new efforts to obtain such information are to be made and carried through to conclusion.

The summary is to cover the following determinations and the bases for such determinations for continued occupancy:

1. Eligibility of the tenant as a family or as a surviving family member;
2. Eligibility of the family with respect to conduct;
3. Size of dwelling required;
4. Required Monthly Payment; and
5. Other i.e. insurances and prepaid utilities.

DEFINITION OF TERMS

Annual Income: The term annual income means income from all sources of each member of the household, as determined in accordance with criteria prescribed by the HUD Secretary and as reported under the Census long-form for the most recent available decennial Census. This definition includes but is not limited to:

1. Wages, salaries, tips, commissions, etc.;
2. Self employment income
3. Farm self-employment income
4. Interest, dividends, net rental income, or income from estates or trusts;
5. Social Security, railroad retirement, and all other retirements
6. Supplemental Security Income, aid to families with dependent children, or other public assistance or public or Tribal welfare programs
7. Retirement, survivor or disability pensions
8. Child support
9. Any other sources of income received regularly, including Veterans payments, unemployment compensation, and alimony; or adjusted gross income as defined for purposes of reporting under Internal Revenue Service (IRS Form 1040 series) for individual Federal annual income tax purposes.

Excluded Income: Income that is regular verifiable income that is not considered as part of the annual income of a Tribal Member family for this policy includes:

1. Earned income of minors. The amount of any earned income of any member of the family who is less than 18 years of age.
2. Earned income of full-time students 18 years to 21 years old.
3. Any amounts not actually received by the family.
4. Any amounts that would be eligible for exclusion under section 1613(a)(7) of the Social Security Act.
5. Temporary, Non-Recurring or Sporadic Income, including casual, sporadic and regular gifts, and amounts which are specifically received for, or are a reimbursement or the cost of illness or medical care.

Adjusted Family Income: means total family income less deductions and exemptions specified below and anticipated during the twelve month period for which total family income is estimated.

1. A deduction of \$480.00 for each dependent who is a member of the family household other than the family head or spouse who is under 18 years of age or is a full-time student under 21 years of age.

2. A deduction of \$400.00 for and Elderly Family, disabled person or handicapped person.
3. A deduction for medical expenses in excess of three (3) percent of Annual Income for any elderly families.
4. A deduction for child care expenses constituting any amounts anticipated to be paid by the Family for the care of children under 13 years of age during the period for which the Annual Income is computed, but only where such care is necessary to enable a family member to be gainfully employed or to further his or her education. The amount deducted shall reflect reasonable charges for child care and in the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment.
5. An exemption for earned income of minors is for the amount of any earned income of any family member who is less than 18 years of age.
6. A deduction for excessive travel expenses, not to exceed \$25 per family per week, for employment or education related travel.

Detrimental to the Community means that the applicant or any member of the applicant's household has committed or been convicted of any of the following within 10 years prior to the date of the application for housing assistance:

1. Any felony or any misdemeanor involving theft, violence, sexual misconduct or threats of violence;
2. The unlawful possession, sale, manufacture or use of any controlled substance;
3. The provision of alcohol to any minor;
4. The pointing of a gun, whether loaded or unloaded, at any person in a threatening manner;
5. Willfully damaging any structure, improvement to real property or personal property;
6. Repeatedly engaging in loud and disruptive behavior outside and in the vicinity of any occupied dwelling, after being asked to stop, or otherwise disturbing the quiet enjoyment of neighbors;
7. Physically assaulting any person with or without a weapon;
8. Threatening with or without a weapon to physically assault any person;

9. Any sex offense;
10. Repeatedly engaging in drunk and disorderly conduct;
11. Repeatedly failing to comply with the provisions of any residential lease, including the payment of rent; and
12. Engaging in any unlawful activity in the applicant's residence.
13. Complete compliance with the “*General Rules and Regulations*”.
14. Standards for determining detrimental to the community or whether to take enforcement action based on a violation:
 - a. The Authority may take enforcement action based on an alleged violation if:
 - (i) it receives or obtains admissible evidence that a violation has occurred; and
 - (ii) based on all the evidence available to Authority, it appears more probable than not that a violation has occurred; a violation is established by “a preponderance of the evidence.”
 - b. “Admissible evidence” means evidence that would be admissible in a lawsuit to evict a tenant filed in court under the rules of evidence for that court. For example, in an unlawful detainer action in Siskiyou or Glen County Superior Court, the evidence would have to be admissible under the California Evidence Code. In most cases, admissible evidence will consist of eye witness testimony, an admission from the alleged violator, or graphic evidence such as a photograph or video recording.
 - c. In deciding whether the violation is established by a preponderance of the evidence, the Authority shall evaluate the evidence in light of all the known facts and circumstances, such as the content of the witness statements, witness credibility or bias, the plausibility of the witness account, and the quality and plausibility of contrary evidence.
 - d. Definitions:
 - (i) **Sex offense** means any of the crimes requiring registration under Section 290 of the California Penal Code, as it now reads or may be amended in the future. These crimes include **kidnapping** (Section 207); **assault with intent to commit rape, sodomy, oral copulation, rape with a foreign object, lewd or lascivious acts with a child under age 14** (Section 220), **rape** (Section 261), **rape of a spouse** (Section 262), **rape with a foreign object** (Section 264.1), **inducing another to engage in sexual intercourse, penetration with a foreign object, oral copulation, or sodomy by fraud** (Section 266c), **procurement of a child under 16 for lewd or lascivious acts** (Section 266j), **removing child from parent or legal guardian**

without consent for purposes of prostitution (Section 267), **incest** (Section 285), **sodomy of a minor or against the victim's will** (Section 286), **lewd or lascivious acts with a child under 14** (Section 288), **oral copulation with a minor or against the victim's will** (Section 288a), **continual sexual abuse of a child under age 14** (Section 288.5), **rape with a foreign object** (Section 289), **selling or distributing pornographic material depicting minors** (Section 311.2 (b)-(d)), **sexual exploitation of a child** (Section 311.3), **using a minor to simulate or participate in sex acts** (Section 311.4), **advertising obscene material depicting minors** (Section 311.10), **sexually molesting a minor** (Section 647.6 and former Section 647a), **loitering about public bathroom for purpose of engaging in or soliciting any lewd or lascivious act** (Section 647(d)), **indecent exposure** (Section 314, subsections 1 & 2), **committing any lewd or lascivious conduct in the course of contributing to the delinquency of a minor** (Section 272), **second or subsequent conviction for providing obscene material to a minor** (felony violation of Section 288.2), and any attempt to commit any of these offenses. Sex offense also means the nearest equivalent offense to the above-crimes under the laws of other states, the United States or tribal law, if convicted in the courts of another state, a federal or military court or a tribal court.

(ii) Conviction or convicted means a final judgment of guilty, whether by plea of guilty or nolo contendere, or after trial, in any California, other state, federal, military or Tribal court, and which is no longer subject to direct appeal.

Family: The term family means, but is not limited to a family with or without children, an elderly family, a disabled family and a single person.

Elderly Family means a family whose head or spouse or whose sole member is at least sixty-two years of age, or Disabled as defined in this policy or Handicapped as defined in this policy, and may include two or more elderly, Disabled or Handicapped persons living together.

Disabled or Handicapped: The Term “disabled or handicapped” means a person who:

1. Has a disability as defined in section 223 of the Social Security Act.
2. Is determined, pursuant to regulations issued by the Secretary of HUD, to have a physical, mental, or emotional impairment which:
 - a. is expected to be of long-continued and indefinite duration;
 - b. substantially impedes his or her ability to live independently; and

- c. is of such a nature that such ability could be improved by more suitable housing conditions; or
3. Has a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act.
4. The term “person with disabilities”; includes persons who have the disease of acquired immunodeficiency syndrome or any condition arising from the etiologic agent for acquired immunodeficiency syndrome.
5. Notwithstanding any other provision of law, no individual shall be considered a person with disabilities, for purposes of eligibility for housing assisted under this part, solely on the basis of any drug or alcohol dependence.
6. For purposes of this definition, the term “physical, mental or emotional impairment” includes but is not limited to:
 - a. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological, musculoskeletal, special sense organs, respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or
 - b. Any mental or psychological condition, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
 - c. The term “physical, mental, or not limited to”, such diseases and conditions as orthopedic, visual, speech, and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, human immunodeficiency virus infection, mental retardation, and emotional illness.

Displaced Family means a person or family displaced by governmental action, private action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

Families who, through no fault of their own 1: have no housing, or who are living in automobiles, motels, hotels, or rooming houses without cooking facilities, shall be considered as without housing, (Families who are overcrowded or doubled -up in living space with cooking facilities available shall not be considered as without housing, but living in sub-standard housing as defined in this policy).

Low-Income Family: The term "low-income family" means a family whose income does not exceed 80 percent of the median income for the area, as determined by the Secretary of Housing and Urban Development ("Secretary"), with adjustments for smaller and

larger families, except that the Secretary may, for purposes of this definition, establish income ceilings higher or lower than 80 percent of the median for the area on the basis of the findings of the Secretary or the agency that such variations are necessary because of prevailing levels of construction costs or unusually high or low family incomes.

Median Income: The term "median income" means, with respect to an area that is an Indian area, the greater of:

1. The median income for the counties, previous counties, or their equivalent in which the Indian area is located.
2. The median income for the United States.

Head of the Household means the family member who is held responsible and accountable for the family.

Minor means a person less than 18 years of age, except that a family head or spouse shall not be considered a minor. (An unborn child shall not count as a minor.)

Full-time Student means a person who is carrying a subject load which is considered full time for day students under the standards and practices of the educational institution attended.

Net Family Assets include the value of, or equity in, real property, savings, bonds, stocks, and other forms of capital investments. The value of personal property such as furniture and automobiles is to be disregarded in the net assets determination.

Primary Place of Residence defines a tenant and the members of the family composition, live in the leased premises on a full time basis and from which they are absent only temporarily and intermittently. The following includes conditions, but is not limited to the stated:

1. Employment(exception is military service, deployment or regular seasonal work near primary residence);
2. Tenants will attend local schools (exception is an institution of higher learning or trade school) near primary residence;
3. The primary residence will be the address used for delivery of important papers and documents (i.e. driver's license, bank records, voter registration, tribal enrollment records, etc.);
4. The period of absence from the primary residence shall be a period of not more than 13 consecutive days within any single month and or a total of fewer than 40 calendar days in a year.

Rent: "Rent" means the required monthly payment as determined by the member tribes and the Authorities Board of Commissioners from time to time and at no time shall the required monthly payment exceed (30%) of the families annual income, see Exhibit 3 and Exhibit 4.

Spouse means the husband or wife of the head of household.

Substandard Dwelling. A “Substandard Dwelling” is a dwelling which is unsafe, unsanitary or overcrowded due to the existence of one or more of the following Conditions:

1. Condition of Structure: The condition of the structure is such as to create serious safety or health hazard by reason of vermin infestation or structural deficiencies or of continuous dampness or exposure, brought about by neglect or dilapidation.
2. Water Supply: Lack of potable running water within the dwelling unit.
3. Sewage system: No connection between plumbing fixtures and adequate sewage disposal system.
4. Toilet Facilities: No flush toilet in the dwelling unit, or if present, unfit for use.
5. Bath Facilities: No bathtub or shower in the dwelling unit, or if present, unfit for use.
6. Kitchen Facilities: Lack of permanent, safe and reasonably efficient kitchen facilities within the dwelling unit, including sink with running water and provisions for a cooking stove
7. Lighting Facilities: Dwelling not wired or inadequately wired for electric lighting.
8. Heating Facilities: Heating facilities inadequate or unsafe.
9. Overcrowded: The number of persons occupying a dwelling unit exceeds the maximum occupancy standards, or when two or more families occupying dwelling unit designed for single family occupancy.

Tribal Member: The term tribal member is any person recognized as an enrolled member of the Grindstone Indian Rancheria or Quartz Valley Indian Reservation.

Veteran means a person (man or woman) who has served in the active military or naval service of the United States at any time and who shall have been discharged or released there-from under conditions other than dishonorable.

Utilities means water, electricity, gas, other heating, refrigeration, and cooking fuels, trash collection and sewerage services. Telecommunication is not included in utility.