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1. Policy

- a. It is the policy of the Tulalip Tribes to assist eligible Tribal Member Elders with emergency home repairs.

2. Purpose

- a. The Tulalip Tribes believe that Tulalip Elders (age 62 and older), should live with security and dignity and should receive the respect that their years entitle them to receive.
- b. The Tulalip Tribes wants to help ensure that our elders live in a functional, safe and secure home.
- c. Therefore, the Tulalip Tribes will provide, to eligible elders, repairs of an Elder-owned home as determined by the Tulalip Construction Department's home assessment while remaining in compliance with the EHAP budget allowance.

3. Scope

- a. This Policy is established for all eligible Tulalip Tribal Elders, age sixty-two (62) and older, living in homes owned by the Tulalip Tribal Elder applicant, and located on the Tulalip Tribes Reservation. The Policy is applied to, but is not limited to, the following:
 - i. A home owned by an eligible Tulalip Tribal Elder and located on Tulalip Tribes trust, or individual tribal member trust land, or restricted fee property so long as the elder has a valid residential lease for the land;
 - (1) If the home is located in Zone A of Tulalip Bay, the Tribes will assess the condition of the shoreline property and determine if a repair is feasible. Homes located in this Zone A shall be assessed on a case-by-case basis.
 - ii. The home and land is owned by the Tulalip Tribal Elder.
- b. The Tulalip Construction Department will conduct an initial walk-through assessment of homes being considered under this policy for emergency repairs.



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- i. The Assessment information shall be compiled into a report.
- ii. The Elders Project Coordinator will complete a thorough assessment and inspection of home with recommendations to the Construction Director and a full report of all health and safety areas of the home;
- iii. Tulalip Construction will address health and safety repairs as priority.
- iv. Tulalip Construction will develop an action plan to address requested repairs.
 - (1) The Elder Project Coordinator will determine if the repairs will be completed by the construction team or if the repair requires Tulalip Construction department to issue a request for proposals from independent contractors to perform the work.
- c. The construction work will commence in accordance to all Tulalip Tribal codes, permitting and applicable policies (i.e. procurement policies, and TERO code).

4. Definitions

- a. Additional Preference: additional scoring criteria beyond basic structural or disrepair that can significantly impact the health and well-being of the occupant. This includes, but is not limited to, mold & mildew, water leaks and moisture retention in the home, indoor air quality issues, etc.
- b. Appliance: Home appliances are electrical, mechanical, or thermal devices designed for household use, the definition includes, but it not limited to refrigerators, washing machines, dryers, dishwashers, ovens, microwaves, etc.
- c. BIA: Bureau of Indian Affairs
- d. BOD: the Tulalip Tribes Board of Directors.
- e. CEO: the Chief Executive Office



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- f. Dilapidated: describes a general state of decay or disrepair, often used for buildings or structures that have suffered significant wear and tear.
- g. EHAP: Elder Home Assistance Program.
- h. Homeowner: Individual listed on the Deed for the home.
- i. Primary Residence: dwelling the Elder has lived in for five (5) consecutive years or longer
- j. Trust land lease: a lease for trust land that has been approved by the majority of interest holders in the land and approved by the BIA. The lease must be recorded on the Title Status Report for the trust land.
- k. Tulalip Elder: enrolled Tulalip Tribal Member age 62 and older.
- l. TERO: Tribal Employment Rights Ordinance
- m. Walk Through Assessment: a full home assessment completed by the Tulalip Construction Department.
- n. Work Order: internal intake form with Elder's requested repairs.

5. Responsibilities

- a. The Elders Home Assistance Program (EHAP) will report to the Tulalip Construction Department.
- b. The EHAP will be managed by the Tulalip Construction Department, beginning initially with the Work Order application process. Specifically, the Work-Order application along with all requested documents will be submitted to the Tulalip Construction Department.
- c. The Elder home repair process shall be reviewed on a needs-based criteria set forth in the attached SOP which includes a weighted scoring sheet, age, veteran, disability status, health and safety areas, and overall condition of the home.



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- d. The Tulalip Construction Department will add each Elder Work-Order application to a report, placing requests on a wait list for requested repairs to be completed.
 - i. Requests will be complete in order of work-order date unless prioritizes as a health and safety emergency.
- e. The Tulalip Construction Department will then proceed to:
 - i. Schedule with the elder for work to be completed either by the Elder Construction Team or an independent contractor selected through the request for proposal. The following steps will be taken in:
 - (1) Prepare Scope of Work for necessary repairs; and
 - (2) Compile Bid Package & post the bid package on the Tribes Request for Proposal Page; and
 - (3) The Department shall follow the Tulalip Tribes Procurement process; and
 - (4) The most responsive and responsible bid shall be selected in accordance with the Tulalip Tribes policies; and
 - (5) The selected Contractor and the Department shall abide by the TERO code; and
 - (6) Bids will be confidential, sealed, and submitted to the Construction Department and opened with a TERO Staff present; and
 - (7) All bids are confidential and the information within these bids will not be shared.
- f. The Construction Department will work closely with the selected Elder applicant(s) to ensure thorough communication throughout the process.
- g. Once the project has begun there will be no changes to the construction plan initiated from the Elder.



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6. Program Eligibility

- a. To be eligible for the EHAP (repairs), the following criteria must be met:
 - i. Must be an enrolled Tulalip Tribal Member age sixty-two (62) years or older.
 - ii. Additional preference will be applied by weighted scoring criteria as outlined in the SOP.
 - iii. The home must be located within the boundaries of the Tulalip Indian Reservation.
 - iv. The home must be the primary residence of the Tulalip Elder,
 - (1) Elder must be currently living in the home as their primary residence for the past five (5) consecutive years prior to application.
 - v. Land must be in the following status:
 - (1) Trust (owned by Tribe or Tribal Member and a valid lease must be recorded on the title status report)
 - (2) Restricted Fee (only owned by Tulalip Tribes and leased to Tribal members)
 - (3) Fee Simple (owned by Tribal Member)
 - vi. Repair requests may only be granted if the Elder has EHAP funding available within the allowed yearly budgets as described in Section 8 Budget.
- b. The Tulalip Construction Department shall follow a “Needs Based” criteria, wherein, all applicants will have an assessment by the Tulalip Construction Department. The assessment will verify one of the following categories for the Elder’s home:
 - i. Health and Safety; or
 - ii. ADA compliance; or
 - iii. Damaged or dilapidated of the home; or



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iv. Non-functioning in-home appliances.

c. Repairs may only be performed after an assessment is completed by the Tulalip Construction Project Coordinator.

7. Application

a. All Elder Emergency Home Repair Program applications must be submitted to the Tulalip Construction Department.

b. For each application intake the following process shall occur.

i. Elders Construction Team will work directly with the Elder to complete a work order application obtaining all required information.

ii. Elders Construction Team will verify the Elder's available budget to ensure there is funding available for the repair request.

iii. Elders will be required to submit necessary documentation

(1) Tribal ID (enrollment, age, address)

(2) Veteran Status Verification (if applicable)

(3) PUD/Utility Bill/Deed (proof of residency)

c. All Work Orders are assigned a number and placed in the queue for project completion.

8. Budget

a. Each eligible elder may be granted a budget of \$6,000.00 per year.

b. Elder's requesting larger repair projects may be granted approval to use up to three (3) years of the allocated yearly budget totaling \$18,000.00.

c. Each eligible elder-home may only be granted one repair budget (\$6,000.00) per year.



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i. Two Tulalip Tribal Elders living at the same residence shall not be granted two (2) repair budgets.

d. An Elder may only utilize EHAP funding at one primary residence.

9. Award Default

a. If the eligible Tulalip Tribal Elder passes away while in the Work Order Queue, leaving no eligible applicants at the residence, the home repair request will be removed.

10. Limitations

a. Repairs may only be performed on the current, existing structure of the home.

11. Emergencies

a. Any repair requests that create a health and/or safety issues or make the home temporarily unlivable for the Elder will be considered an Emergency repair.

b. All emergencies will be addressed in a timely manner to ensure safety of our Elders.

c. All emergency repairs will remain in compliance with the EHAP yearly budget allowances.

12. Related Documents

a. The Tulalip Tribes Building Codes

b. The Tulalip Tribes TERO Code

c. EHAP Work Order Request

d. EHAP Walk Through Assessment Score Sheet