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1. Policy

- a. It is the policy of the Tulalip Tribes to ensure Tulalip Tribal Elders have a safe place to live by assisting eligible Elders with home remodel and/or replacement as funding allows.

2. Purpose

- a. The Tulalip Tribes Board of Directors ("BOD") 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, remodeling or complete replacement of an Elder-owned home once per lifetime.
- d. The remodel or replacement will be determined by the Tulalip Construction Department's comprehensive assessment.
- e. During the time the Tulalip Construction Department is replacing or remodeling the Tribal Elder's home, the Tulalip Tribes will assist the Elder with re-locating to a safe and secure place for the elder to live while the home is remodeled and/or replaced:
 - i. Elders must sign an Agreement to take responsibility for damages that require extensive repairs to temporary rental placements during the time of the replacement or remodel.
- f. The temporary home placement assistance will be coordinated with the Elder, Leasing, Construction, and Housing Departments.

3. Definitions

- a. BOD means the Tulalip Tribes Board of Directors.
- b. CEO means Chief Executive Office.
- c. EHAP means the Elder's Home Assistance Program.
- d. Elder means an enrolled Tulalip Tribal member age 62 and older



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- e. Primary Residence: dwelling the Elder has lived in for three consecutive years or longer
- f. Homeowner: Individual listed on the Deed for the home.
- g. TERO means the Tribal Employment Rights Ordinance.
- h. BIA means Bureau of Indian Affairs.
- i. Comprehensive Assessment means a full home assessment completed by a 3rd party contractor.

4. 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 applies 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 restricted fee property so long as the elder has a valid residential lease for the land: or
 - ii. The home and land are owned by the Tulalip Tribal Elder.
- b. The Tulalip Construction Department will conduct an initial walk-through assessment of the homes being considered under this policy:
 - i. The Assessment information shall be compiled into a report;
 - ii. A third-party will do a thorough assessment and inspection of the home with recommendations and a full report;
 - iii. Tulalip Construction will develop criteria which will determine if elder needs a remodel or replacement home;
 - iv. These criteria will be memorialized in a Standard Operating Procedure (SOP).
- c. The Tulalip Construction Department Assessment Report will be forwarded to the CEO Office who shall review and approve the request to be placed on the BOD agenda:
 - i. The Tulalip Construction Department will review the Assessment Report and apply the SOP to the Report;



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- ii. The BOD will review and vote on accepting the recommendation of the next eligible Elders provided by the Construction Team:
 - (1) The BOD's approval of an Elder's request will be formalized and approved by Resolution.
- d. The construction work will commence in accordance to all Tulalip Tribal Codes, Permitting and applicable policies (i.e. procurement policies, and TERO code).

5. Responsibilities

- a. The Elders Home Assistance Program ("EHAP") will report to the Tulalip Construction Department and the CEO Office of the Tulalip Tribes of Washington.
- b. The EHAP will be managed by the Tulalip Construction Department, beginning initially with the application process, specifically, the application will be forwarded/submitted to the Tulalip Construction Department.
- c. The Tulalip Elder home selection process shall follow the criteria set forth in the Tulalip Construction Department SOP, which includes a weighted scoring sheet, age, veteran status, disability status, and condition of house:
 - i. A recommendation will be made to the CEO Office based on the scoring of the application, with the final decision made by the BOD in a Resolution for the following calendar year.
- d. The Tulalip Tribes Construction Department and-the Elders Commission will be notified by BOD Staff once the selections are made, when a request is approved by the BOD the Resolution will be forwarded to the Department(s) for their records.
- e. The Tulalip Construction Department will then proceed to:
 - i. Prepare Bid Packages, including a description of the work going out to bid; and
 - ii. Post the Bid Package on Tulalip Tribes Request for Proposal Page:
 - (1) <https://www.tulaliptribes-nsn.gov/Visitors/RequestsForProposal>
 - iii. The Department shall follow the procurement process;



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- iv. The most responsive and responsible bid shall be selected in accordance with Tulalip Tribes Procurement Guidelines;
- v. The Selected Bidder and the Department shall abide by the TERO Code;
- vi. Bids will be confidential, sealed, and submitted to Construction Staff Customer Service Representative (hereinafter CSR) and opened with a TERO Staff present;
- vii. All bids are confidential and the information within these bids will not be shared.
- f. The Tulalip Construction Department will work closely with the selected applicant(s) to ensure thorough communication throughout the project.
- g. Once construction has begun there will be no changes to the construction plan initiated from the homeowner.
- h. Prior to commencement of the remodel and/or replacement, the Construction team will utilize a third- party mover to assist the elder to move to a safe location for the duration of the process:
 - i. The applicant's belongings will be safely stored in storage containers provided by the Tulalip Construction Department; and
 - ii. The elder must abide by the agreed upon deadlines in their plan:
 - (1) After notification of award selection, Elder has thirty calendar days to correspond with the Tulalip Construction Department regarding the steps in the project; and
 - (2) Failure to do so will result in the Elder being removed from the current year remodel and/or replacement list and added to the following year.

6. Program Eligibility

- a. To be eligible for the EHAP, the following basic criteria must be met:
 - i. Must be an enrolled Tulalip Tribal Member age 62 years or older (submit a copy of their tribal ID);
 - ii. Additional preference will be applied by needs based; scoring criteria will be followed;



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- iii. Home must be located within the boundaries of the Tulalip Indian Reservation;
- iv. Home must be the primary residence of the Tulalip Elder:
 - (1) Elder receiving a replacement must be currently living in the home as their primary residence for the past ten (10) consecutive years prior to application.
 - (2) Elder receiving a remodel must be currently living in the home as their primary residence for the past ten (10) consecutive years prior to application.
- v. Land must be in the following status:
 - (1) Trust (owned by Tribe or Tribal member),
 - (2) Restricted fee (only owned by Tulalip Tribes and leased to Tribal members),
 - (3) Fee Simple (owned by Tribal Member).
- vi. If the home or land is in fractionated status, the eligible Tribal Member must have a signed lease for thirty (30) years by all family members with interest and approved by the Bureau of Indian Affairs ("BIA") upon award;
- vii. Home with a mortgage must not be in pending or active foreclosure ;
- viii. If a home mortgaged, the house is only eligible for remodel, in accordance to the outcome of the comprehensive assessment;
- ix. A home receiving a remodel and/or replacement, has a one-year warranty:
 - (1) Warranty will be available in the signed documents.
- x. A home remodel and/or replacement shall only occur once per elders' lifetime:
 - (1) Two Tulalip Tribal Elders living in the same residence are not eligible for double benefits.
- b. The Tulalip Construction Department shall follow a "Needs Based" criteria, wherein, all applicants' homes will have a comprehensive assessment facilitated by the Tulalip Construction Department, the assessment will verify one of the following categories for the elder's home:



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- i. Safety of the home, verify if the home is up to code and ADA compliant;
- ii. A comprehensive and feasible list of repairs needed to make the home safe;
- iii. A determination if the home requires replacement with a plan to demolish the existing residence.

7. Application

- a. For each Elder applicant the following process shall occur for the selection of an application to complete a home remodel and/or replacement:
 - i. Submit a complete Application to the Tulalip Construction Department;
 - ii. The Tulalip Construction Department will schedule a comprehensive assessment to be conducted by a third party.
- b. If the Elder requires assistance in filling out the application the Tulalip Construction Department may be contacted for assistance;

8. Award

- a. The CEO's Office and the Construction Department Team will provide recommendations to the BOD.
- b. The CEO's Office, or their designee will notify the Tulalip Construction Director, Senior Program Manager, and the Elder's Commission when selections have been made for Elder home, remodel or replacement.
- c. Elders whose applications have been accepted will be approved via BOD Resolution.
- d. The Tulalip Construction Department shall then notify the selected Tulalip Elders:
 - i. Homes categorized as requiring remodel shall have a limit of up to \$125,000:
 - (1) Tulalip Construction Department shall prioritize health, safety, ADA prior to cosmetic repairs,
 - (2) If the amount of the remodel is deemed to be over and above this amount, then the home shall be required to be replaced, unless the homeowner will share in the cost to bring the home up to building code,



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- (3) The Tulalip Construction Department will be responsible to ensure that all homes being remodeled and/or replaced are assessed by Licensed Certified Inspectors throughout all phases of construction, with inspection reports to be part of the Tulalip Construction file and the Tulalip Elder Homeowner's file.
- ii. If a home is required to be replaced, a maximum of \$250,000.00 shall be appropriated from the EHAP G.L. account;
- iii. A \$15,000.00 allowance for pre-construction costs will be granted to each remodel/replacement project as needed. Funding may be used for items such as, but not limited to: comprehensive assessment, geo testing, land survey, power connections, pre/post cleanings.
 - (1) Funding does not combine with the budget for the remodel or replacement and should only be utilized as intended.
 - (2) If all funds are not expensed for their intended purpose they cannot be re-purposed.
- iv. The replacement home may not exceed two (2) bedrooms if it is a manufactured home or the Tulalip Elder may opt for a stick-built house, which may be up to two (2) bedrooms:
 - (1) The manufactured/pre-fab home price shall include concrete ribbons, delivery, set-up, electrical utilities, skirting, and porch with a ramp,
 - (2) The only exception to this policy will be CEO approval with demonstrated financial capacity to fully pay the difference before the project begins.
- v. Homes will be repaired, remodeled or replaced to meet all ADA accessibility standards.

9. Budget

- a. The funds for this program shall be deposited into a separate G.L. account titled Elders Home Assistance Program (EHAP).
- b. No funds shall be expended, removed, or transferred from this budget without approval of the Tulalip Construction Director and the Chief Executive Office, or their designee.
- c. The Elder receiving services shall sign and agree to the project budget plan at the start of the project.
- d. The EHAP budget and program shall be inclusive in The Tulalip Tribes Annual Audit.



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- e. The Chief Executive Office, coordinating with the Construction Superintendent and Budget Manager, shall review the funding aspect of the EHAP annually, giving respect to inflation that may create increased costs for the remodel and/or replacement of Tulalip Elder homes.

10. Elders Remodel Replacement List

- a. The list, as approved by the current Policy, will give preference to needs-based elders', however, the priority list is subject to change as additional Elders needs come forward.
- b. The Tulalip Construction Superintendent, Senior Center Manager, and Tulalip Tribes Elder Commission will be notified and given a copy of the prioritized list.
- c. The Tribal Member Elders names, DOB and Enrollment number will be included in the summary.

11. Award Limitations

- a. Depending on the budget, the homes per calendar year to be remodeled will vary.
- b. Four (4) homes per calendar year shall be replaced with a manufactured or stick built homes:
 - i. Additional awards may be granted if there is capacity within the program.
- c. Awards shall be given only once per elder's lifetime.

12. Award Default

- a. If the Tulalip Member Elder passes away, leaving a non-member spouse, and the home is on Tribal property (30-year lease), the non-member can continue to live in the home per the Non-Tulalip Spouse Lease Policy.
- b. If the Tribal Member Elder passes away while on the approved list, that place of residence will be removed from the list.
- c. Homes that are remodeled and/or replaced by the Tulalip Tribes per this Policy, cannot be rented, sold, gift deeded, transferred or mortgaged for five (5) years after the remodel or replacement is completed.



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- i. In the event that a Tribal member violates Section 12.c of this policy, the Tribes shall place a lien on the property in the amount equal to the cost of the remodel/replacement.

13. Related Documents

- a. The Tulalip Tribes Building Codes.
- b. The Tulalip Tribes Disability Policy.
- c. The Tulalip Tribes TERO Code.
- d. Tulalip Construction EHAP Scoring Form
- e. Tulalip Construction EHAP Rental Agreement
- f. Non-Tulalip Spouse Lease Policy