

<p>Title: Kenaitze Tribally-funded Urgent Minor Repairs and/or Maintenance for Kenaitze Tribal Elders and/or Kenaitze Disabled Tribal Members Policy with Corresponding Procedure</p>	<p>Effective Date: Council Approved 12/29/2020</p>
<p>Policy Classification: Tribal Wide</p>	<p>Function: Tribal Programs</p>

PURPOSE: To establish guidelines for Tribally-funded urgent minor home repairs and/or maintenance for Kenaitze Tribal Elders and/or Kenaitze Disabled Tribal Members.

APPLIES TO: Kenaitze Tribal Elders and/or Kenaitze Disabled Tribal Members whose permanent residence is within the Kenaitze service area.

DEFINITIONS: **Disabled Tribal Member:** Refers to a Kenaitze Tribal Member who can provide verification of disability.

Facility Maintenance (FMX): Refers to a work request program utilized by the Tribe.

Kenaitze Service Area: Refers to the Western Kenai Peninsula between Point Possession and Kasilof including Cooper Landing, Kenai, Nikiski, Soldotna and Sterling where services are available.

Rolling 12-Month Period: Refers to a period of 12 consecutive months determined on a rolling basis with a new 12-month period beginning on the first day of each calendar month based on the month of the first approved request. Examples are provided below.

1. Assume a qualified Tribal Member's request for \$750.00 is approved on March 10, 2020, the same Tribal Member would not be eligible to submit a new request until March 10, 2021.
2. Assume a qualified Tribal Member's request for \$300 is approved on March 10, 2020 and the same Tribal Member's request for an additional \$450.00 is approved on June 10, 2020, the same Tribal Member would not be eligible to submit a new request until March 10, 2021.

Tribal Elder: Refers to a Kenaitze Tribal Member who is 55 years of age or older.

Tribal Member: Refers to a Kenaitze Tribal Elder and/or Kenaitze Disabled Tribal Member.

Urgent Minor Home Repairs and/or Maintenance: Refers to urgent minor home repairs and/or maintenance to the Tribal Member's primary residence not to exceed \$750.00 in parts and/or materials or \$1,000.00, which includes parts and/or materials, if a subcontractor is necessary, within a rolling 12-month period.

POLICY STATEMENT:

The Kenaitze Indian Tribe shall provide Kenaitze Tribally-funded urgent minor home repairs and/or maintenance services not to exceed \$750.00 in parts and/or materials or \$1,000.00, which includes parts and/or materials, if a subcontractor is necessary, in a 12-month rolling period to Tribal Elders who are 55 years of age or older and/or Disabled Tribal Members whose primary residence is within the Kenaitze Service Area.

PROCEDURE:

- A. Tribal Member Services shall assist in completing the Kenaitze Tribally-funded Urgent Minor Home Repairs and/or Maintenance for Kenaitze Tribal Elders and/or Kenaitze Disabled Tribal Members Application which includes the following information:
 1. Verify the Tribal Member's name, Kenaitze Tribal Member Enrollment number, date of birth, mailing address, physical address of permanent residence and telephone number.
 - a. Request a copy of documentation regarding the Tribal Member's disability status when applicable.
 2. Verify if other funding sources are available including, but not limited to:
 - a. Na'ini Family and Social Services funding.
 - b. TDHE funding through NAHASDA.
 - c. Any other funding sources when applicable.
- B. Tribal Member Services shall notify the Tribal Member once qualification for Tribally-funded urgent minor home repairs and/or maintenance services has been determined and shall:
 1. Enter the request into FMX and make arrangements with the Maintenance Manager to provide services for the approved Tribal Member's primary residence.
 2. If services are denied, provide written notification to the Tribal Member regarding the reason for denial.
- C. The Tribe's maintenance staff shall:
 1. Proceed to the Tribal Member's home to determine:
 - a. What parts and/or materials are needed; and/or
 - b. If the services require a subcontractor.
 2. Complete a detailed Scope of Work Form for the minor home repairs and/or maintenance services to be performed.
 3. Complete the services if able to be performed by the maintenance staff.
 - a. Make arrangements with a subcontractor when necessary.
 4. Notify Tribal Member Services that the services have been completed.
 5. Enter the approved Tribal Member's request into ReqLogic.

- D. The Tribal Programs Director shall:
1. Authorize payment in ReqLogic.
 2. Prepare a Kenaitze Tribally-funded Urgent Minor Repairs and/or Maintenance for Kenaitze Tribal Elders and/or Kenaitze Disabled Tribal Members Quarterly Report for Tribal Council.

REFERENCES: Kenaitze Tribally-funded Urgent Minor Repairs and/or Maintenance for Kenaitze Tribal Elders and/or Kenaitze Disabled Tribal Members Application
Procurement Policy with Corresponding Procedure
Cash Disbursements – Accounts Payable Policy

CONTACT: If assistance or additional information about the policy is required, contact the Tribal Programs Director.

RIGHT TO CHANGE: The Tribal Council, in its sole discretion, may amend or rescind this policy, in whole or in part, at any time without notice.

POLICY HISTORY: Origination Date: December 29, 2020
(Replacement of the January 17, 2018 Elders Emergency Fund In-house Process on December 29, 2020)