

<p>Title: Kenaitze Tribally-funded Sanding, Snowplowing and Roof Snow Removal for Kenaitze Tribal Elders and/or Disabled Tribal Members Policy with Corresponding Procedure</p>	<p>Effective Date: 03/15/2023</p>
<p>Policy Classification: Tribal Wide</p>	<p>Function: Tribal Programs</p>

PURPOSE: To establish a policy and procedure for Tribally-funded sanding, snowplowing and/or roof snow removal for Kenaitze Tribal Elders and/or Disabled Tribal Members.

APPLIES TO: Kenaitze Tribal Elders and/or Disabled Tribal Members whose permanent residence is within the Kenaitze service area and who do not qualify for Native American Housing Assistance and Self Determination Act (NAHASDA) Sanding and Snowplow Funding and/or roof snow removal assistance.

DEFINITIONS: **Department of Housing and Urban Development (HUD) Income Limits Documentation System:** Refers to the system which provides complete documentation of the FY Income Limits (ILs) established for the Kenai Peninsula Borough.

Kenaitze Tribal Elder: Refers to Kenaitze Tribal Members who are 55 years of age or older.

Kenaitze Disabled Tribal Member: Refers to Kenaitze Tribal Members who can provide verification of disability.

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

NAHASDA: Refers to the Native American Housing Assistance and Self Determination Act.

Waiver of Liability: Refers to the signed document acknowledging that neither the Kenaitze Indian Tribe nor the contractor are liable for damage to items left in the driveway or other service areas where snow will be piled.

POLICY STATEMENT: The Kenaitze Indian Tribe shall provide Kenaitze Tribally-funded sanding, snowplowing and roof snow removal services to include snow removal of entryways, walkways and ramps to Kenaitze Tribal Elders who are 55 years of age or older and/or Disabled Tribal Members whose primary residence is within the Kenaitze Service Area and who do not qualify for NAHASDA Sanding and Snowplow Funding and/or roof snow removal assistance.

- PROCEDURE:**
- A. Tribal Member Services shall assist in completing the Kenaitze Tribally-funded Sanding, Snowplowing and/or roof snow removal for Kenaitze Tribal Elders and/or Disabled Tribal Members Application which includes the following information:
 - 1. Verify the applicant's name, Kenaitze Tribal Member Enrollment number, date of birth, mailing address, physical address of permanent residence and telephone number.
 - a. Verify that the Member's income is over the threshold limit according to the Department of Housing and Urban Development Income Limits Documentation System.
 - b. Request a copy of documentation regarding the Member's disability status when applicable.
 - 2. Verify that other funding sources have been exhausted or that the Member is ineligible 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 Member once qualification for Tribally-funded sanding, snowplowing and/or roof snow removal services to include snow removal of entryways, walkways and ramps has been determined and shall:
 - 1. Obtain a signed copy of the Waiver of Liability.
 - 2. If denied services, provide written notification to the Member regarding the reason for denial.
 - C. Tribal Member Services shall make arrangements to provide sanding and snowplowing services and/or roof snow removal to include snow removal of entryways, walkways and ramps with a qualified licensed and insured contractor and/or Tribal staff when necessary in the area of the approved Member's primary residence and shall:
 - 1. Comply with requirements of the vendor packet including, but not limited to, proof of licensure and insurance, a signed Professional Service Agreement (PSA) and applicable IRS forms.
 - 2. Provide the contractor with the Member's name, telephone number and primary residence address.
 - 3. Notify the Member and the contractor of the date services are scheduled to begin.
 - D. The contractor shall provide sanding, snowplowing and/or roof snow removal services to include snow removal of entryways, walkways and ramps after contacting the Member when the following occurs:
 - 1. In the event when three (3) or more inches of snow have accumulated.
 - 2. In the event when icy conditions exist.

3. In the event a roof with snow accumulation is unsafe and could potentially cause damage or injury.
- E. The Member shall:
 1. Designate where the snow is to be piled when appropriate.
 2. Notify Tribal Programs Director immediately when an issue arises with the contractor's services in order that services may be addressed.
 - F. The Tribal Programs Department shall enter the approved Member's request into ReqLogic.
 - G. The Tribal Programs Director shall:
 1. Authorize payment to the vendor into ReqLogic.
 2. Prepare a sanding and snowplowing quarterly report for Tribal Council.

REFERENCES: Department of Housing and Urban Development Income Limits Documentation System
 NAHASDA Sanding and Snowplowing Policy with Corresponding Procedure
 Kenaitze Tribally-funded Sanding and Snowplowing for Kenaitze Tribal Elders and/or Disabled Tribal Members Application
 Waiver of Liability form
 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 22, 2020
 Revision Date: February 2, 2022
 Revision Date: March 15, 2023