



## ELDERS ASSISTANCE HOME REPAIR PROGRAM (EAHRP) GUIDELINES

### A. Service Area:

1. To be eligible for assistance, Tribal Member applicant must reside in State of Michigan. Out of state requests shall be considered by the Program Director and the Tribal Council or its designated representative on a case by case basis.

### B. Frequency of Service:

1. Grant will be offered ONCE IN A LIFETIME if it meets the guidelines and funds are available with a maximum grant award of \$5,000.00.

### C. Qualifications:

1. Must be enrolled member of the Saginaw Chippewa Indian Tribe or be a legal representative applying on behalf of the Tribal Member.
2. Members name must be on the title of principle residence and living in home designated as principle residence.
3. Must complete EAHRP application. Street address must match Tribal Clerk's residence address record (no P.O. Box address).
4. Service must be provided at primary residence of Tribal Member as shown on Tribal Clerk's record.
5. Must be 55 years and older: No age requirement for long term disability; documented disabilities must be verified in writing by a physician.
6. Income guidelines will be waived.
7. Designated signatory must approve grant request.
8. Home repairs must be assessed by an insurance adjuster to determine whether or not they were a result of a condition covered by the homeowner's insurance. Insurance may cover the cost of repairs, this option must first be exhausted prior to the use of any tribal funds to repair the problem. Determination must be in writing.

### D. Documentation to be provided:

1. Proof of Tribal Membership or guardianship.
2. Proof of homeownership (Deed, Land Contract or Tax Bill)
3. Proof of homeowner insurance except for requests totaling \$1,000.00 or less. In these instances, insurance is not required.
4. Three bids for the proposed work to be done.
5. Written insurance determination.

### E. Type of Service Covered:

1. Repair or replacement of furnace.
2. Replacement of water heater.
3. Repair or construction of water well or connection to community water supply.
4. Repair or construction of septic system or connection to community sewage system.
5. Electrical repairs, if defects in the electrical system are responsible for the failure of the above eligible activities or constitute a safety or fire hazard.
6. Plumbing repairs for sanitary needs of the Tribal Member.
7. Construction to make home ADA accessible. (Ramps, widen doors, hallway expansions and bathing accessibility (Handrails, Grab Bars, Sink Height Adjustment, Tub and Shower Seats) are examples.)
8. Roof repairs.
9. ALL OTHER REQUESTS ARE INELIGIBLE UNLESS APPROVED BY SPECIAL ACTION BY TRIBAL COUNCIL.

**F. Emergency Repair:**

1. In the event that furnace repair is needed outside of normal business hours and during the time period of October 1 through May 1, the following protocol will need to be followed:
  - a. Leave a voice mail/message with the Planning Department describing the nature of the emergency, and
  - b. Provide all required program documentation within 72 hours of said call.
2. In the event that plumbing and electrical repair is needed outside of normal business hours, the following protocol will need to be followed:
  - a. Leave a voice mail/message with the Planning Department describing the nature of the emergency, and
  - b. Provide all required program documentation within 72 hours of said call.

**All applications will be subject to the regular program guidelines and applicants subsequently deemed ineligible shall be responsible for the entire cost of the repairs.**

**G. Payment Methods:**

1. The payment for EAHRP will be made out to and sent directly to the professional service provider on behalf of the Tribal Member.
  - a. Work to be completed by a licensed contractor.
  - b. An original invoice must be provided to the Planning Department with business name, address, phone number, business tax identification and a signature of the provider.
  - c. Invoice must be supported by an itemized listing with service date(s) and service address.
2. Payments will be made to vendors only-in no case will applicants directly receive payment for completed work.
3. Family or friends (regardless if licensed contractor) who contribute labor to the project will not be reimbursed for their time.
4. All requests for payments to vendors shall be preapproved and authorized by the program director. In no instance shall a vendor or homeowner be reimbursed for work completed before authorization was granted, except as provided in section F. 1 and 2.

Approved by Tribal Council Motion on: Amended November 19, 2007, Amended February 3, 2016,  
**Amended February 17, 2016**

Disclaimer: Subject to change by Tribal Council directive in writing.