

ELDER EMERGENCY REPAIR PACKET

THIS PACKET IS INTENDED TO SIMPLIFY PAPERWORK BY INCLUDING EVERYTHING NEEDED FOR THE PROJECT

PLEASE COMPLETE PAPERWORK IN THE ORDER BELOW

Application

- Person requesting work fills out info page, including copies of ID and proof of tribal enrollment, and a description of the emergency (Page 2)

PERSON REQUESTING WORK - STOP HERE AND TURN IN APPLICATION TO NVU

FOR NVU STAFF ONLY:

Before Work Starts

- Perform assessment of requested work
- Estimate cost of labor and materials (Page 3)
- Get approval for project
- Take pre-work photos
- Client & staff member sign acceptance of scope of work (Page 4)

After Work Is Completed

- Take post-work photos
- Client & staff member sign acceptance of work completion (Page 5)
- Homeowner education if applicable (for example, boiler operation and maintenance)

CLIENT INFO

Name: _____

Current Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Tribal Affiliation: _____

Regional Corporation: _____

Program Description

This program is intended to quickly address true emergencies in Elders' homes. Examples of emergencies are below. The assistance limit for this program is \$5,000.

Homes in need of more assistance should apply to the Elders' Heat, Hot Water and Safety Program or the NVU Tribal Healthy Homes Program.

Qualifications:

- Elder over 65:** attach copy of ID
- Alaska Native or American Indian Tribal Enrollment:** attach proof of Tribal enrollment

Description of Emergency:

- No heat
- No hot water
- No running water
- Broken or missing exterior door
- Broken or missing window
- No refrigerator
- Broken toilet, broken or leaking sink
- Fall hazards
- Other (describe):

**PERSON REQUESTING WORK STOP HERE – NVU STAFF WILL COMPLETE THE REST
IF WORK PROCEEDS**

INDEPENDENT COST ESTIMATE – TO BE COMPLETED BY NVU STAFF MEMBER

Include: labor costs estimate; material specs, quantities and measurements; any other information needed for an accurate project cost estimate

CLIENT ACCEPTANCE OF SCOPE – sign before work begins

Initial

_____ I give permission for NVU representatives to enter my home to perform work

_____ I have been informed of and accept the scope of work

_____ All materials removed from the home will be disposed of

_____ Color variation in wood, roofing materials, etc. may occur

Description of Scope of Work

Client (sign)

Date

NVU Representative (sign)

Date

CLIENT ACCEPTANCE OF WORK – sign after work is completed

Initial

_____ The scope of work specified previously is complete

_____ All items removed from the home, any packaging materials, etc. have been disposed of

_____ I have been educated in the use and maintenance of any heating units, fans, etc. that were installed (if applicable)

Notes

Client (sign)

Date

NVU Representative (sign)

Date