



# Waganakising Odawak

Little Traverse Bay Bands of Odawa Indians

## Office of the Tribal Chairman

7500 Odawa Circle, Harbor Springs, Michigan 49740

Phone 231-242-1401

### EMERGENCY FUEL AND UTILITY ASSISTANCE REGULATIONS REG-WOS 2013-008 07252022-001-C

- I. Introduction:** The purpose of this regulation is to lay out the guidelines for the LTBB Department of Kikaajik to provide temporary emergency assistance to LTBB Tribal Elders for fuel and utility services where requested emergency services cannot be addressed by any other government service or program. Hereinafter the Emergency Fuel and Utility Assistance Program will be referred to as the “EFUA” Program.
- II. Definitions.**
- A. **LTBB Tribal Elder:** refers to a Tribal Citizen of the Little Traverse Bay Bands of Odawa Indians who is 55 years or older.
  - B. **EFUA:** means the LTBB Department of Kikaajik Emergency Fuel and Utility Assistance Program.
  - C. **Household Income:** Includes all income received by occupants (residents) residing in the household. Verifiable documentation may include check stubs, federal income tax returns and W-2 forms.
- III. Management.** This program will be managed by the LTBB Department of Kiikaajik.
- IV. Funding.** This regulation is in effect for funding the EFUA Program. Funding is allocated from the Tribal General Fund for up to one thousand dollars (\$1000.00).
- A. According to the Supplemental Funding Statute, should the Department of Kikaajik reach the end of their funding for EFUA, the Department has the ability to request additional funding from the Tribal Council.
- V. Program Assistance Availability.** The EFUA Program may be accessed one (1) time per twelve (12) month period. The LTBB Tribal Elder must receive a referral or denial from any other applicable governmental services/programs before being eligible for emergency relief. The EFUA Program shall be used to address fuel source and/or utility shut-off notices.

## VI. Eligibility Criteria.

- A. In order to receive the Elder's Emergency Fuel and Utility Assistance, the following criteria must be met:
1. Applicant must be a LTBB Tribal Elder.
  2. Applicant must meet the income eligibility requirements which are established by The Native American Housing Assistance and Self Determination Act of 1996 (NAHASDA).
  3. Applicant shall provide appropriate utility documentation such as a fuel source or utility shut-off notice.
  4. Applicant's propane tank must reflect a level of 25% or less.
  5. Applicant must complete an EFUA Program application with the Little Traverse Bay Bands Department of Kikaajik. May use denial form and referral form from Little Traverse Bay Bands Human Services Program (i.e. LIEAP and CSBG).
  6. Applicant must attach all relevant denial forms.

## VII. Processing Requests.

- A. **Application:** A completed EFUA Program application must be on file in the LTBB Department of Kikaajik Office. The application may be obtained by calling the LTBB Department of Kikaajik Office to request an application or the application can be completed in the LTBB Department of Kikaajik Office located at the LTBB Government Building, 7500 Odawa Circle, Harbor Springs, MI 49740. In addition, an updated version of the program's application will be posted on the LTTB website by the Department of Kikaajik by January 1<sup>st</sup> of each calendar year.
1. The application will require:
    - a. Name, contact information, enrollment number, and statement of need.
    - b. Household income information i.e.; Social Security statement, retirement payment information, other verifiable income (i.e. rental income, part-time employment, cottage crafts, and reportable gambling winnings). Applicant's household income must meet the income eligibility requirements which are established by NAHASDA.

- c. A signature by the LTBB Tribal Elder with attached verification that all other remedies have been exhausted or other proof that the eligibility requirements are met.

B. Method of payment:

1. Once the Tribal member has applied for the EFUA Program and he/she has been determined to meet the eligibility requirements and provided all required documentation, the request for payment will be submitted to the Tribal Accounting Office for direct payment to the approved vendor (i.e. the gas or electric company) within the **next forty-eight (48) hours**.
2. For emergency situations the fuel source or utility provided may need to be contacted directly to re-establish service. The EFUA Program will notify the provider and provide proof of payment when necessary.

**VIII. Services.** The EFUA Program is available to all Tribal Elder's as long as all eligibility and verifications have been met and are approved by the LTBB Department of Kikaajik Director.

- a. In the case that the applying Elder has a family relation to the Department of Kikaajik Director, the director will be ineligible to help determine if the Elder should be granted assistance. In the case that this event occurs, the decision on whether or not assistance should be provided would go to the Tribal Administrator for consideration.
- b. Services will not cover the payment for deposits. Deposits will be the responsibility of the applying Elder due to the fact that deposits are refundable.

**IX. Determination.** The LTBB Department of Kikaajik Director will make the determination or decision for administering this regulation. All disputes with the determination may be taken to the Tribal Administrator for review or for a re-determination. Any questions related to this regulation may be directed to the LTBB Department of Kikaajik.

**CERTIFICATION**

As Chairperson, I certify that I approve of these Emergency Fuel and Utility Assistance Program Regulations.

Date: 07.25.22

Regina Gasco Bentley  
Regina Gasco-Bentley, Tribal Chairperson

Received by the Tribal Council Office on: 08.25.2022 by: Judith Rokee

As the Legislative Leader and Tribal Council Secretary, we certify the Emergency Fuel and Utility Assistance Program Regulations were approved by the Tribal Council of the Little Traverse Bay Bands of Odawa Indians at a regular meeting of the Tribal Council held on September 15, 2022 at which a quorum was present, by a vote of 7 in favor, 0 opposed, 0 abstentions, and 1 absent.

Date: 09/16/2022

Emily Proctor  
Emily Proctor, Legislative Leader

Date: 09/16/2022

Marcella R. Reyes  
Marcella Reyes, Secretary

