



Calhoun County Senior Services

Minimum Service Standard

SERVICE NAME: MINOR HOME REPAIR

DEFINITION: Minor home repair provides permanent improvements to a Calhoun County senior's home to prevent or remedy a safety hazard or a sub-standard condition. The program offers permanent restoration and/or renovation to extend the life of the home and may involve structural changes, but does not involve making aesthetic improvements to a home, temporary repairs, chore, or home maintenance that must be repeated.

UNIT OF SERVICE: One unit of service equals one household receiving minor home repair services. Reimbursement is based on a line-item budget and purchase of service.

INCOME REQUIREMENT: Yes. Recipients must be at or below 200% of the poverty level as published in the most recent Federal Register.

DESIRED OUTCOME: Seniors will remain independent in their own home and will not need to leave their home because of minor home repair issues (plumbing, electrical, safety equipment, etc).

MINIMUM SERVICE STANDARD:

A. Recipient Eligibility Criteria – In addition to the recipient eligibility criteria contained in the “ALL SERVICES” standard, each service provider shall have written eligibility criteria which will include at a minimum:

1. Recipients must own and occupy the home being repaired. Minor home repair services may not be provided on rental property.
2. Each service provider, prior to initiating service, shall determine whether a potential recipient is eligible to receive services through a program supported by other funding sources, particularly programs funded through state or federal grant funds. If it appears that the potential recipient can be served through other resources, an appropriate referral should be made.
3. Eligible participant's residence shall only be assisted twice in a lifetime by the Minor Home Repair program starting January 1, 2019. If a health and safety item needs emergency repair, additional repairs may be authorized based on the recommendation of the service provider and the approval of the Senior Services Manager.
4. Higher priority for service will be given to participants who have not been served by the Minor Home Repair program previously.

B. Service Delivery

1. Allowable minor home repair tasks may include:
 - a. Roof repair/replacement
 - b. Siding repair/replacement
 - c. Door and window repair/replacement
 - d. Foundation repair/replacement
 - e. Floor repair/replacement
 - f. Interior wall repair



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- g. Plumbing and drain repair/replacement
 - h. Insulating/weatherization (including water heater wrap, low-flow shower head, socket sealers, draft stoppers and door sweeps)
 - i. Stair and exterior step repair/replacement
 - j. Heating system repair/replacement
 - k. Ensuring safe and adequate water supply
 - l. Electrical wiring repair/replacement
 - m. Obtaining building permits
 - n. Painting to prevent deterioration in conjunction with repairs
2. Each service provider shall develop working relationships with weatherization, chore, and housing assistance service providers, as available, in Calhoun County.
 3. Providers shall utilize a checklist of steps/timelines used for applying, approving, and scheduling services. A copy of the checklist shall be given to the recipient so they become a collaborating partner in understanding and complying with the steps.
 4. Approved applications may be entered onto a wait list for service scheduling in case of demand exceeding resources. Responding to urgent safety hazards may reprioritize the order of this wait list.
 5. Funds awarded for minor home repair service may be used for labor costs and to purchase materials used to complete the minor home repair tasks to prevent or remedy a sub-standard condition or safety hazard.
 6. Senior Millage Home Repair has a unit cap of \$3,500 for households. Exceptions may be granted upon written request to and with written approval by Senior Services Manager.
 7. Funds may be used to pay contractors, salaries and other normal costs associated with administering the program.
 8. The service provider shall check each home to be repaired for compliance with local building codes.
 9. No repairs may be made to a condemned structure.
 10. Each service provider shall establish and utilize written criteria for prioritizing homes to be repaired which address the condition of the home, recipient need, and appropriateness of the requested repairs.

C. Verification of Work

1. Each service provider shall utilize a job completion procedure which includes:
 - a. Verification that work is complete and correct
 - b. Verification by a local building inspector(s) that the work satisfies building codes
 - c. Acknowledgment by the recipient that the work is acceptable, within ten (10) days of completion
2. Each service provider shall maintain a record of homes repaired including dates, tasks performed, materials used, and costs.
3. The service provider shall utilize a written agreement with the owner (purchaser) of each home to be repaired which includes at a minimum:
 - a. A statement that the home is occupied and is the permanent residence of the recipient.



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- b. A statement that in the event that the home is sold within two years of completion of work by the service provider, the recipient will reimburse the service provider the full cost of repairs made to the home.
- c. Specifications of the repairs to be made by the service provider are to be provided.