



**2010**

## **HOME RENOVATION AND REPAIR PROGRAM GUIDELINES**

### **PROGRAM DESCRIPTION**

This program provides grants or awards to eligible tribal member homeowners for health, safety, social, and other reasons necessitating housing repairs and renovations to their primary residence. These basic repairs are limited to: roofs, siding, replacement windows and doors, wood damage, heating and air conditioning, plumbing, electrical, foundations and weatherization; and renovations to the home in order to add bedrooms and other facilities to address over crowding and related issues, better utilization of space, and social issues that impact housing needs.

Households may only receive one grant per three-year period. Awards will be made in order of receipt until funds are depleted for the Renovation and Repair Program. Incomplete applications will not be processed until all required information/documentation is received by the Program Specialist.

### **ELIGIBILITY REQUIREMENTS**

1. The applicant must be an adult, enrolled Prairie Band Potawatomi Nation tribal member. **Tribal enrollment and social security cards must be submitted with the application.**
2. The applicant must be the owner of the property to be improved, or have a long-term land lease with ownership of the residence. **Documentation must be provided with the application.**
3. The property must be the applicant's primary residence.
4. Homes, which have a fair market value of less than the grant amount, are not eligible. **Documentation must be provided with this application.**
5. Homes must be wood frame construction. Modular, manufactured, or mobile homes of any age as defined herein are eligible. Travel trailers and recreational vehicles are not eligible.
6. The property must be located in the United States and legally zoned for residential use.
7. If you would like to have an inspection done the cost of this can be taken out of your grant/award monies.
8. The applicant must not have any past due unpaid debts owed to PBPNSHA or the PBPNS
9. The income limit for households applying for grants or awards is 80% of the area median

income adjusted for household size. The U.S Department of Housing and Urban Development user guidelines are used to determine the median income. The amount of the award is \$10,000 for those applicants who are income eligible.

10. Monies are also available for those individuals over the income limit. The amount of this award is \$5,000.

***Receipt of this assistance may have tax consequences.***

10. Once an applicant is approved and receives their award they will not be eligible to apply for assistance again for 3 years from the date of receipt of the previous award. These awards include:

- a Renovation or Repair Grant from the Nation
- a BIA HIP Grant (Category B or C, depending on the year received) of more than \$5,000;or
- a Down Payment Grant from the Nation

**TERMS AND CONDITIONS**

1. Applicants who meet the eligibility requirements may receive one Home Renovation and Repair Assistance grant per household.
2. Recipients of this assistance and homes renovated or repaired with this assistance are not eligible for future grants or awards under this program for at least a three-year period after receipt of the grant or award.
4. All renovation/repair assistance projects **must** be completed within 12 months from the date you are authorized to seek bids. You will be notified of this date.
5. Work must be done by a licensed and insured contractor and documentation must be provided prior to any work being completed.
6. Priority assignment for renovation/repair assistance will be based on time and date application is received in the Housing Office. For the purposes of all NAHASDA Housing, preferences shall be as follows:
  - Applicant where head of household or spouse is an enrolled Prairie Band Potawatomi Nation Tribal member.
  - Applicant family whose head of household is an enrolled member of any federally recognized tribe.
  - Applicant non-Indian family determined to be eligible to receive assistance.

The decision of the Housing Department on award of assistance may be appealed to tribal court only on the grounds of abuse of discretion. Such appeals must be filed within 90 days of the Housing Department's decision.