

## YOUR RESPONSIBILITIES



Inform chosen contractor you are receiving grant monies from the PBPN to assist with the payment of the project.

You have 12 months from approval to complete all projects.

**Important Program Note:** If any amendments to the original bid need to be made, be sure to submit an Amended bid to the Program Specialist for approval before the work is started. Any renovation or repair without prior approval, payment will be your responsibility.

\*ALL “selected” bids must have a copy of your contractor’s, Declaration of Commercial Liability Insurance AND a W-9 form. The certificate holder MUST be in the Tribal Member’s name. ALL requested information must be returned to National Programs.

**This information is required for each bid submitted to this program, each time you apply.**

All program information is located under the Housing Department tab on the Nation’s website. There, you will also find downloadable documents that are need for you to navigate in our programs. Also available under the National Programs tab, are Q & A’s for questions that have been asked and answered!

## Prairie Band Potawatomi Nation National Programs

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## Renovation/Repair

### PROCESS AND WHAT TO EXPECT

### Prairie Band Potawatomi Office Nation National Programs



Phone: 785.966.2756

## Process:

**STEP 1:** Once you are approved for the Renovation and Repair Program, you will first need to sign and return your Award Agreement Form.

This document must be received **ORIGINAL**.

E-mailed or Faxed copies will not be accepted.

**STEP 2:** You may proceed with obtaining bids.

## Bids and Down Payment:

*\*Any one (1) bid/project that totals \$5,000, requires 3 bids.*

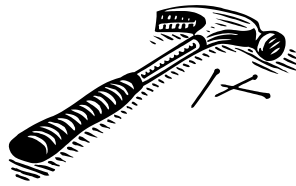
*\*Any one (1) bid/project that totals \$4,999 or less, requires 1 bid.*

\*ALL down payments **MUST** be requested on the bid. A down payment of, up to 50% or, up to \$2,500 can be forwarded.

\*ALL “final payments” must have a Completion Form AND a final Invoice to process payment.

\*ALL checks from the Nation, take 2-3 weeks to process for payment. This program is not able to process final payments immediately after the job is completed.

\*ALL checks will be mailed to the address your contractor listed on the W-9 form. NO option is available to pick up checks from the Nation.



**STEP 3:** Once a contractor has been selected, we will notify you by letter that your contractor has been approved and work may begin.

**Do not start work until you have received notification, you will be at risk of not having this project covered under your award/grant.**



**STEP 4:** When the job has been completed you must submit a final invoice and the Completion Form. This document **MUST** be signed by both, your contractor, and the Homeowner(s).

## Final step:

A Completion Letter will be mailed to you when your last project is processed for payment. This letter will indicate the date to re-apply.

This information, including program documents, are available on the Nation’s website!

## Things to be aware of when contracting for work on your home:

Renovation and repair of your home will take time. Get an estimated time of completion from your contractor(s).

Contractors are busy during the season; therefore, delays will occur. Sometimes work will be accomplished in phases and not completed immediately.

Project delays may result due to availability of sub-contractors, special order materials, etc. Contractors frequently come upon unexpected surprises when remodeling homes. These surprises need to be addressed and may cause delay and even an increase in your bid. Remember, ANY change to the original bid, needs to have prior approval **BEFORE** you start. The project may not be covered in this program and you will be responsible for the out-of-pocket expense.

Expect disruption of your daily life. Renovation creates noise, and a mess.

A general Contractor will manage all aspects of your project from start to finish. This may include hiring and supervising sub-contractors, getting building permits, etc.

Be sure to seek out competitive bids for contracting the renovation and/or repair work for your home.

Do your homework! Be sure the contractors you hire are certified in their specialty AND certified to work in your state.

This is your responsibility as a homeowner, and as a recipient of this grant.

CHECK IT OUT!!!