

Checklist

Current funding years Application

Tribal Enrollment Card

Social Security Card

Income Verification

NO Past Due Debt Owed to PBPNA or PBPB

Warranty Deed of Land Lease

Homeowners Insurance Declaration

Current 2016 application.

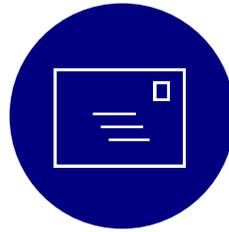
Copies of your Tribal Enrollment Card and Social Security Card.

Income Verification; All household income information for any person 18 years of age or older, earned or unearned.

Warranty Deed and or Land Lease; Proof of ownership of the residence .

Homeowners Insurance Declaration

Lead Based Paint Inspection Report, if applicable



Prairie Band Potawatomi Office of National

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Title:

National Programs Specialist

Address

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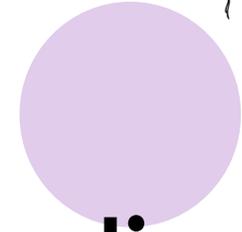
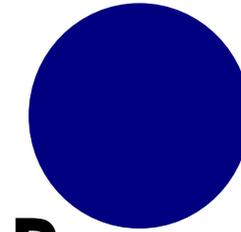
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Renovation and Repair Program

This program is for homeowners for health, safety, social and other reasons necessitating housing repairs and renovations to their primary residence.

Prairie Band Potawatomi
Office of National Programs



Program Description

This program provides up to \$5,000.00 for eligible tribal member homeowners for health, safety, social and other reasons necessitating housing repairs and renovations to their primary residence. Households and the structure may only receive one award per three-year (3) period. The Renovation Repair awards are based on a first come, first served basis, approval is received only when all program information is received and awards distributed until funds are depleted for this program.

Eligible Activities

- Roof
- Windows & Doors Replacement
- Structural & Foundation Damage
- Heating & Cooling
- Plumbing & Electrical
- Carpet/Hardwood Flooring
- Garage Addition & Replacement
- Deck Replacement
- Fencing
- Kitchen, Bathroom, Bedroom, or Laundry Room -Repair/Upgrade or Addition

AND MORE!

Any questions or concerns, Please contact our office so that we may assist you.

Responsibilities

- 1 Finish Checklist
- 2 Lead-Base Paint Inspection?
- 3 1 Bid or 3 Bids?
- 4 Contractor(s) Commercial Liability Insurance Declaration
- 5 Contractor has completed a W9 form.

1: Refer to Checklist on page 3; Submit all information along with application or your application will not be considered.

2: All applicants whose homes were built prior to 1978 will be required to have a Lead-Based Paint Inspection on their home in accordance with HUD. Within this program, if you had a prior Lead Based Paint Inspection, you must submit the Report along with your application.

3: Any one (1) bid/project which totals over \$5,000 will require three (3) bids per Tribal Policy. You will be notified when to obtain & submit a bid. **Never** start a project without prior approval. You will be responsible for the cost. Any dollar amount that exceeds your award amount will be your responsibility.

4: Renovations & Repairs must be completed by an Insured Contractor(s) and/or sub-contractor(s). If positive Lead findings were found in the area to be renovated, your contractor(s) and or sub-contractor(s) must have Lead Safety Certification. Both documents must be provided PRIOR to approval.

5. W9 Form: As required by the Internal Revenue Service (IRS) a Taxpayer Identification Number must be on file.

Q & A's

Q: Do I have to get my whole house tested for a Lead Based Paint test?

A: Yes. If your home was built before 1978, you need to have a whole house Lead Based Paint Inspection.

Q: I had a Lead Based Paint Inspection performed on my home when I purchased it, can I send that Inspection in?

A: Yes. If you have had a Lead Based Paint Inspection completed for your house in previous years, it may be acceptable. A Home Inspection does not qualify.

Q: Can the Program buy paint or other materials for me to do the work myself?

A: No. This program no longer purchases materials for Homeowners to complete their own work. From the biggest to the smallest of jobs, you will need a Contractor(s).

Q: How do I get a material list?

A: Your local Home Improvement Center. Speak to a customer service and explain to them what you need. From there it is a matter of shopping for what you specifically need. I recommend meeting your contractor at the Home Improvement Center. You will be able to get exactly what he/she needs to complete the project AND you will be able to see what is going to be purchase for your job.

Q: How long will it take for my Contractor to receive payment?

A: If the final invoice and the Completion Form are submitted together then the general timeline for a check is 2-3 weeks from the time it is processed.

Q: Where will the check be sent to?

A: All payments will be mailed to your selected contractor. All checks for materials will be sent to your selected Home Improvement Center. This check will indicate your project, material, and/or customer numbers.

Q: How long do I have to complete my renovation/repair?

A: Exactly one (1) year from your approval date.