



2016 DOWN PAYMENT GUIDELINES

PROGRAM DESCRIPTION

This program provides up to \$10,000 for eligible, tribal members towards homeownership. This award is to be used as a down payment for the purchase of a single-family home in standard or better condition or toward the build of a new single-family home.

- Households may only receive one grant per three (3) year period. The Down Payment 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.

ELIGIBILITY REQUIREMENTS

- The Applicant must be an adult, enrolled PBPN tribal member.
- Applicant must not have any past due debts owed to PBPN or the PBPND.

APPLICATION REQUIREMENTS

- Copy of Applicant's Tribal Enrollment Card
- Copy of Applicant's Social Security Card
- Copy of current earned/unearned household income. Applies to any household member 18 and older.
- Verification of Per capita payments (may be obtained through the Per capita Office)

PROGRAM REQUIREMENTS

- The Applicant(s) must obtain own financing.
- The Applicant(s) household annual gross income must be adequate to support a mortgage payment, taxes, insurance, and maintenance.
- Applicant(s) will be required to participate in an approved homebuyer education program prior to commitment of the award or loan.
- Applicant(s) will be required to submit a copy of their Closing Statement upon final close of the home. **Failure to provide a Closing Statement will prevent the applicant from receiving any future assistance.**
- The home to be purchased must be used as the Applicant's primary residence.
- The home to be purchased must be located within the United States.
- The home to be purchased must be located on land zoned for residential purposes and must meet all tribal, state and local construction and placement specifications applicable for the area in which it will be located.
- The home to be purchased must be in standard or better condition and meet inspection requirements of the Applicant's lender.
- If the home to be purchased was built prior to 1978, it will require a Lead Based Paint Inspection. The Applicant/Homebuyer has the right to waive this inspection and must sign a Disclosure of Information and Acknowledgement of Lead Based Paint and/or Lead Based Paint Hazards and must submit a copy of the signed waiver to the Programs Specialist.
- All Lead Based Paint Inspections must be performed by a certified Lead Based Paint Inspector and verification of certification must be submitted. Home inspections do not qualify.
- Properties which are ineligible for this award include:
 - Vacant land on which no house is immediately planned to be constructed or utilities not established
 - Homes which are in less than standard condition
 - Rental or commercial property
 - Mobile homes or travel trailers
 - "Tiny Homes"
 - Rent to own or Lease Purchase
 - Homes that have already been purchased & closed

PRIORITY ASSIGNMENT

Priority assignment for the Down Payment Program will be based on the time and date application is received and processed in the order in which it is received. This program does not recognize Housing Emergencies of any kind NO EXCEPTIONS. For the purposes of all NAHASDA Housing, preferences shall be as follows:

- Applicant or Co-Applicant is an enrolled Prairie Band Potawatomi National Tribal member 18 years or older.
- 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.

PROGRAM TERMS AND CONDITIONS

- Applications will not be processed until all application requirements are received.
- The income limit for households applying for low-income assistance 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 household income. Households applying for assistance not within “low-income” guidelines will be considered “over-income” and will be subject to the same median income limit to verify household income and assistance amount.
- Applicants who meet the eligibility requirements may receive one Down Payment award per household and may not be combined with any other grant or award.
- Approved Applicants will not be eligible to apply for assistance again for three (3) years from the date of closing of their recently purchased home. Awards include:
 - Renovation & Repair Grant from PBPB
 - Down Payment Grant from PBPB
 - Rental Assistance Grant from PBPB (National Programs)
 - BIA HIP Grant (Category B or C, depending on the year received) of more than \$5,000.
- The Down Payment awards are based on a first come, first served basis.
- Official Sales Contracts and/or Purchase Agreements will only be accepted from Financers or Leasing Agents. Copies will not be accepted from the Applicant or Co-Applicant.
- The Tribal Member must be listed on ALL Sales Contracts for the purchase of the home.
- The recipient of this award is required to contribute \$1,000 of personal earnest money. Payment must be paid directly to the Lending/Mortgage/Title Company, or appropriate third party closing agent *prior* to the time of closing. Only a receipt of that payment from the Lending/Mortgage/Title Company, or appropriate third party closing agent, may be submitted to the Programs Specialist. Copies of your check sent in by the recipient are not acceptable.
- The award monies will be paid directly to the Lending/Mortgage/Title Company or appropriate third party closing agent. The recipient is required to notify the Programs Specialist within at least **two weeks prior** to the closing date and supply the information needed to submit payment for final processing. The award will then be issued in the form of a wire transfer once the recipient has met all of the program guidelines.
- Any new contractor, vendor, or recipient is required to provide a W9 form according to the Internal Revenue Code 6109. Failure to furnish this information, payments will not be released and are subject to up to a 30% backup withholding or penalty.
- Purchase commitments must be made within 90 days from the date of receipt of your application.
- This is a gift. No fees or other fees will be added for gift funds.
- The entire gift needs to be applied towards the down payment.
- Nothing will be filed in regards to your loan on behalf of the PBPB or PBPBHD
- If the recipient of this award sells the home within three (3) years from the completion date, the recipient will be required to reimburse the PBPB a prorated amount contingent upon the date the home is sold. The prorated amount will be determined by PBPB at their discretion.
- There are no Per Cap loans or loans within the Nation to apply to Down Payment.
- All rules and regulations of the Davis-Bacon Act of 1931 will be enforced and apply.
- All applicants may be subject to an Environmental Review in compliance with CFR § 58.
- The 2016 Down Payment Guidelines cease all previous Down Payment Guidelines.