



# 2016 RENOVATION & REPAIR GUIDELINES

## PROGRAM DESCRIPTION

This program provides up to \$5,000 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

Renovations to the home in order to address over-crowding and other related issues such as better utilization of space, and social issues that impact housing needs. Not meant to be an exclusive list, basic repairs include but are not limited to:

- roof/gutters/siding replacement
- windows/doors replacement
- structural/foundation damage
- heating/cooling/plumbing/electrical
- carpet/hardwood flooring
- garage addition/replacement
- outside drainage repair
- deck repair/replacement
- weatherization
- insulation
- fencing
- tree removal
- kitchen/bathroom/bedroom/laundry room repair /upgrade/addition
- storm shelters only on a permanent foundation

## INELIGIBLE ACTIVITIES

- appliances
- window air conditioners
- ceiling/box fans
- mini blinds
- bath mats
- cosmetic towel/toilet bars
- sprinkler systems
- shutters
- aesthetic landscaping
- construction/addition of new decks
- deck staining/washing
- equipment sheds/tool sheds
- swimming pool/spa repair/installation
- pest extermination

## ELIGIBILITY REQUIREMENTS

- Applicant must be an adult, enrolled PBPN tribal member.
- Applicant must not have any past due debts owed to PBPN or the PBPNHD.
- Applicant must provide a copy of a proof of homeownership, a Warranty Deed, Long Term Land Lease, or Title of the home to be renovated.

## APPLICATION REQUIREMENTS

In order to process your application you must submit the following information:

- State issued Driver's License or ID
- 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)
- Copy of current Homeowners Insurance Declaration
- Copy of Lead Based Paint Inspection Report (for applicants who are *reapplying*, if applicable.)
- Proof of Homeownership, Warranty Deed, Long-Term Land Lease, or Title

## **PROGRAM REQUIREMENTS**

- The property list for renovation or repair must be the applicant's primary residence.
- The applicant must be listed as an owner of the property to be renovated and/or repaired or must have a long-term land lease with ownership of the residence. Properties associated with a "Rent to Own" or "Lease Purchase" *contract* are deemed ineligible for this program.
- The property must be located in the United States and legally zoned for residential use.
- Homes must be designed of wood frame construction. Modular, manufactured, or mobile homes of any age as defined herein are eligible with a permanent foundation. Travel trailers, recreational vehicles, and "Tiny Homes" are **not** eligible for this program.
- All applicants whose homes were built prior to 1978 will be required to have a Lead-Based Paint Inspection on their entire property in accordance with HUD 24 CFR § 35 and EPA 40 CFR § 745.
- Entire property consists of a whole house inspection, including garage or any other structure that may be included for renovation or repair, must be completed. Partial inspections will not be accepted.
- 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.
- If a whole house Lead Based Paint Inspection has previously been completed, a copy of that report must be submitted with each new application.
- Renovations and 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 of work.
- Any one (1) bid/project which totals over \$5,000 will require 3 bids per Tribal policy.
- All renovation or repair bid(s) must contain your selected contractors Commercial Liability Insurance and Lead Safety Certification (where applicable) in order to receive approval.
- All renovation or repair bids must have prior approval before work is started. Approval will be sent to the applicant when approved.
- 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.
- Any work that does not have prior approval will not be covered in this program.
- Any dollar amount that goes over the award/grant amount is the applicant/homeowners responsibility.
- Applicant must abide by all local and state laws regarding contractor's permits, ordinances & zoning.
- 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.

## **PRIORITY ASSIGNMENT**

Priority assignment for Renovation Repair Program will be based on the time and date application is received and processed in the order in which it is received, complete. 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 Nation 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.
- All application requirements must be submitted with each new application.
- 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 Renovation and Repair Award per household and may not be combined with any other grant or award.
- Participation in only one (1) program per household at one (1) time.
- Approved applicants and/or Residences will not be eligible to re-apply for assistance for three (3) years from the date of approval of their previous award.
- Programs and awards include:
  - Down Payment Award from PBPN
  - Renovation & Repair Award from PBPN
  - Rental Assistance Award from PBPN (National Programs)
  - BIA HIP Grant (Category B or C, depending on the year received) of more than \$5,000.
- **Conflict of Interest:** During the period of this contract or any extensions to it, The Awardee shall disclose knowingly hiring a contractor who is an immediate family member or any professional personnel who are also in the employ of the Nation and who are providing services involving this contract or services similar in nature to the scope of this contract. It will be expected for the Awardee to obtain 3 complete bids for the scope of work related to the Conflict of Interest.
- Any project(s) started before approval will not be paid by this program.
- Under no circumstance will reimbursements for renovation be paid back to the applicant.
- Under no circumstance will refunds associated with this award be paid back to the applicant.
- Under no circumstance is the Awardee authorized to complete your own renovation.
- Under no circumstance will materials be purchased for applicant(s) to complete their renovation.
- Under no circumstance will materials be returned and a reimbursement received.
- There are no Per Cap loans or loans within the Nation to apply to Renovation.
- If the recipient of this award sells the home within 3 years from the completion date, the recipient will be required to reimburse the PBPN a prorated amount contingent upon the date the home is sold. The prorated amount will be determined by PBPN at their discretion.
- This is an income based program; information for this program is to identify the amount received from this program. Do not make false or misleading statements, misrepresent, conceal, or withhold facts regarding income, resources, or household size to receive benefits you are not entitled to receive. If you or any member of your household knowingly and willingly violates the renovation repair program, it is considered an intentional program violation (IPV). Household members determined to have committed an IPV will be ineligible to participate in this or any other programs with the Prairie Band Potawatomi Housing Department (PBPND) for the term of three (3) years from the date of the IPV. In the event an IPV has been committed and funds have been dispersed, those funds will be paid back to the PBPND in full and will be ineligible to participate in this or any other programs with PBPND for the term of three (3) years from the date funds are paid in full.
- **ALL PROJECTS MUST BE COMPLETED BY ANNIVERSARY DATE. NO EXCEPTIONS.**  
**YOU WILL BE RESPONSIBLE FOR ALL INVOICES PAST YOUR ANNIVERSARY DATE. YOUR AWARD LETTER WILL NOTIFY YOU OF THIS DATE.**
- The 2016 Renovation Repair Guidelines cease all previous Renovation Repair Guidelines.

The decision of the Housing Department on award 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 Departments decision.