



BIA Application Documentation Checklist

All of the following information must be submitted for your application to be reviewed:

- BIA Housing Assistance application – Fully completed. Initial all pages and sign page 4 (attached)
- Pay Stubs for all applicants (most recent two paystubs)
- Copy of most recent W-2s and 1099s
- Copy of most recent Tax Returns – sign page 2
- Unearned income statements, most current – i.e., Social Security, VA, unemployment, SNAP, TANF, APA, Child Support, Retirement Income, and others
- Copy of Tribal Enrollment Card # or Certificate of Indian Blood Card
- BIA down payment assistance program will require a lender's preapproval letter

We may need to collect additional information or documentation from you based upon information contained in the documentation you bring in from this checklist.

RurAL CAP providing a BIA Housing Assistance application does not guarantee approval or eligibility through BIA for a grant award.

If you have any questions, please feel free to contact:

Rural Community Action Program, Inc. (NMLS #396638):

Bob Marquez, Rural Housing Planning Manager

Phone: (907) 227-4848

Fax: (907) 278-2309

Email: bmarquez@ruralcap.org

Raymond Petersen, Development Coordinator

Phone: (907) 744-8409

Fax: (907) 278-2309

Email: rpetersen@ruralcap.org



What is the BIA Home Improvement Assistance Program (HIP)?

The BIA Housing Improvement Program is a housing grant program for American Indian and Alaska Native (AI/AN) individuals and families who have no immediate resource for standard housing and is administered by the Bureau of Indian Affairs (BIA) and federally recognized Indian Tribes.

What can Grant funds be used for?

- **Category (D)** — Provides down payment assistance for individuals to use with Tribal housing programs and/or other participating lenders (up to 30% or \$75,000 max).

Who is eligible?

To be eligible for BIA HIP assistance, you must meet the following requirements:

- Be a Tribal citizen of a federally recognized American Indian/Alaska Native nation and be able to provide Certificate of Indian Blood
- Have an income that does not exceed 80% of the U.S. Housing and Urban Development (HUD) Income Limits
- Reside in Anchorage, Alaska

How do I apply?

Complete the attached application and provide supporting income documents — see attached checklist and instructions. Email all documents to Raymond Petersen at rpetersen@ruralcap.org.

You only need to fill out the highlighted sections in the attached application for this program.

Can someone help me with my application?

Yes, Cook Inlet Tribal Council (CITC) has a Navigation Team located at 3600 San Jeronimo Drive (across from Costco on Debarr) on the 1st floor. Stop by Monday to Friday 8 a.m. to 4 p.m. or you can speak with a CITC Navigation team member by calling (907) 793-3303.

Who can answer my questions?

Rural Alaska Community Action Program, Inc. (NMLS 396638):

- Bob Marquez, Rural Housing Planning Manager
Email: bmarquez@ruralcap.org
Phone: (907) 227-4848
Fax: (907) 278-2309
- Raymond Petersen, Development Coordinator
Email: rpetersen@ruralcap.org
Phone: (907) 744-8409
Fax: (907) 278-2309

HOUSEHOLD INCOME LIMITS	
Household Size	Income Limit
1	\$67,816
2	\$77,504
3	\$87,192
4	\$96,880
5	\$104,630
6	\$112,381
7	\$120,131
8	\$127,882

C. INCOME INFORMATION

14. **Earned Income:** Start with applicant, then list all permanent family members, including all who are listed under Parts A and B and have earned income. Provide signed copy of SF-1040 (income tax return), W-2 forms, wage stubs, etc. for verification.

Name	Annual Earned Income	Source of Income

Total annual earned income: \$ _____

15. **Unearned Income:** Start with applicant, then list all permanent family members, including all who are listed under Parts A and B and have unearned income such as social security, retirement, disability and unemployment benefits, child support and alimony, royalties, per capita payments, interest, etc. Provide check stubs, statements, individual Indian Money (IIM) ledgers, etc. for verification.

Name	Annual Unearned Income	Source of Income

Total annual unearned income: \$ _____

16. **TOTAL COMBINED ANNUAL HOUSEHOLD INCOME** (earned + unearned): \$ _____

D. HOUSING INFORMATION

17.	Location of the house to be repaired, renovated or constructed. (Give address and detailed directions to this house). **DRAW MAP ON BACK OF THIS PAGE**
18.	Provide a brief description of the problems you are experiencing with your house or the type of housing assistance for which you are applying.
19.	If repair assistance is needed, do you own _____ or rent _____ this house? If renting, is the owner Indian? <u> </u> No <u> </u> Yes If yes, provide name of owner(s):
20.	Are you living in Overcrowded Conditions? <u> </u> No <u> </u> Yes
21.	Is the condition of the home in a dilapidated state? <u> </u> No <u> </u> Yes

Date of this application: _____

HOUSING INFORMATION, continued.

22.	Is electricity available? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide name of electric company: _____.				
23.	Type of Sewer system:	<input type="checkbox"/> City Sewer	<input type="checkbox"/> Septic Tank	<input type="checkbox"/> Chemical Toilet	<input type="checkbox"/> Outhouse
	Water Source: <input type="checkbox"/> City Water <input type="checkbox"/> Private Well <input type="checkbox"/> Community Water Tank <input type="checkbox"/> Other (Please describe): _____				
24.	No. of Bedrooms _____.				
25.	House Size: _____ (Square Feet)	{ LENGTH _____ ft/in}	{ WIDTH _____ ft/in}		
26.	Bathroom facilities in existing house:	Facility	Yes	No	
		Flush toilet			
		Bathtub			
		Sink/lavatory			

E. LAND INFORMATION

27.	Do you own the land on which you wish to renovate or build this home? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	If no, can you provide proof that you can obtain land? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Provide the name of the owner(s): _____			
28.	What is the current status of the land?	<input type="checkbox"/> Fee	<input type="checkbox"/> Tribal Fee	<input type="checkbox"/> Native/Restricted
		<input type="checkbox"/> Individual trust land	<input type="checkbox"/> Tribal trust land	<input type="checkbox"/> Public Domain
		<input type="checkbox"/> Individually restricted	<input type="checkbox"/> Tribally restricted	<input type="checkbox"/> Other:
29.	If you do not own the land, do you have: <input type="checkbox"/> Leasehold interest? <input type="checkbox"/> Use permit? <input type="checkbox"/> Indefinite assignment or joint ownership? If so, please explain: _____			

F. GENERAL INFORMATION

		Yes	No
30.	Have you or anyone in your household ever received Housing Improvement Program assistance? If yes, give amount received \$ _____; the year it was received: 19__ __; and the location of the house: _____		
31.	Do you own any other house not occupied by your family? If yes, state where the house is located: _____ and who occupies it: _____.		
32.	Do you live in a house built with Housing and Urban Development (HUD) funds?		
33.	Is the HUD project still under operation of an Indian Housing Authority?		
34.	Are you seeking Down Payment Assistance? If yes, have you applied with USDA Rural Development or other lending institution? Please provide a copy of the credit letter.		
35.	If you are requesting assistance for a new housing unit, have you applied for assistance from:		
	• Indian Housing Authority? If yes, provide date of application: _____		
	• Tribal Credit Program? If yes, provide date of application: _____		
	• Other? From who: _____ If yes, provide date of application: _____		
36.	Does anyone in your family, who is a permanent resident listed under Parts A and B of this application, have a severe health problem, handicap or permanent disability? If yes, provide name of family member _____ and brief description of condition. (Your servicing housing office will advise you if you must provide a statement of condition from one source, which may include a physician's certification, Social Security or Veterans Affairs determination, or similar determination).		

Date of this application: _____

G. APPLICANT CERTIFICATION

(Read this certification carefully before you sign and date your application. Sign in ink).

I certify that all the answers given are true, complete and correct to the best of my knowledge and belief, and they are made in good faith. This certification is made with the knowledge that the information will be used to determine eligibility to receive financial assistance, and that false or misleading statements may constitute a violation of 18 U.S.C. 1001.

This application contains material covered by the Privacy Act. No record will be communicated to anyone or any agency unless requested in writing, by the applicant, or unless an officer or employee of the housing program or other Federal agency requires it in the performance of their duties.

Applicant's Signature: _____

Date: _____

Spouse's Signature (if appropriate) _____

Date: _____

PRIVACY ACT STATEMENT

25 CFR 265 and 25 U.S.C. 13 authorize the collection of this information. This information is covered by the system of record notice "Indian Housing Improvement Program, Interior, BIA-10." The primary use of this information is to determine eligibility for assistance under the Housing Improvement Program. The records contained therein may only be disclosed in accordance with the routine uses and may not otherwise be disclosed by any means of communication to any person, or to another agency, except pursuant to a written request by, or with prior written consent of the individual to whom the record pertains. If the BIA uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes. Executive Order 9397 authorizes the collection of your Social Security number. Furnishing the information is voluntary but failure to do so may result in disapproval of your application.

PAPERWORK REDUCTION ACT STATEMENT

This information is being collected to select eligible families or individuals to participate in the Housing Improvement Program. Response to this request is required to obtain a benefit in accordance with 25 CFR 256. You are not required to respond to this collection of information unless it displays a currently valid OMB control number. This information will be used to determine the eligibility and the ranking of the applicant. Public reporting burden for this form is estimated to average 1 hour per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of this form to Information Collection Clearance Officer – Indian Affairs, 1849 C Street, NW, MS-4141, Washington, DC 20240.

Date of this application: _____