

# HOUSING IMPROVEMENT PROGRAM

**NORTHERN CHEYENNE TRIBE**

P.O. BOX 128

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## *H.I.P. ASSISTANCE APPLICATION*

### **INSTRUCTIONS TO APPLICANT**

Before you submit your application (BIA Form 6407), please make sure all questions are answered, your application and Privacy Act Statement is signed and dated, and the following required document (s) are attached:

1. **Proof of home ownership**
2. **Homesite Lease or Title Status Report**
3. **Tribal Enrollment Verification**
4. **Proof Of Income** (of all household members) **which includes:**
  - a. Current Tax Returns and W-2's. If any household member (over 18 yrs old) did not file a tax return, a notarized statement explaining why they did not file.
  - b. Copy of current Wages, Social Security, S.S.I., G.A., V.A., TANF, Unemployment, etc.
5. **Individual Indian Money (I.I.M) Account Verification**-If you do not have an account, you must submit a statement to that effect from the B.I.A. Office of Special Trust.
6. **Application for Mortgage Loan**; Available to families buying a new home. Most have funding from a Financial Institution when applying for down payment assistance.

*Applications are not considered complete without the above listed documents.*

**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF INDIAN AFFAIRS**

**HOUSING ASSISTANCE APPLICATION**

**GENERAL INSTRUCTIONS**

This application is for the Housing Improvement Program (HIP) of the Bureau of Indian Affairs (BIA).

The HIP is a grant program that addresses the housing needs of those Indians who cannot qualify for housing assistance from any other source. It involves the repair and renovation of existing housing or the construction of a new unit. Individual Federally-recognized Indian tribe's participation is mandatory and their direct administration of the HIP is encouraged. The selection of eligible families or individuals for HIP services is done through a screening process by assigning points to specific ranking factors documented in the application.

Individuals wishing to apply for HIP assistance must complete this application and submit it to either their local BIA Agency office or designated Tribal HIP office, if operated under P.L. 93-638 contract or P.L. 103-413 Self-Governance compact.

**PRIVACY ACT NOTICE:** Pursuant to Section 3(e) (3) of the Privacy Act of 1975 (P.L. 93-579), individuals furnishing information on this application form are hereby advised:

1. The authority for solicitation of the information is 25 U. S. C. 13 and the Bureau of Indian Affairs HIP regulation at 25 CFR Part 256.
2. The information collected will be used to determine an applicant's eligibility and to set priority ranking for assistance under the HIP regulations.
3. The disclosure of this information is voluntary. Failure to provide the information required to support the verification process will result in the denial of the application. Incomplete applications will not be considered. The information provided in this application may be made available to authorized sources for verification purposes upon request.

**USE OF SOCIAL SECURITY NUMBER:** The disclosure of your Social Security Number is not required in the completion of this application.

**CERTIFICATION:** Certification is made with the knowledge that the information will be used to determine eligibility to receive housing assistance. Anyone who knowingly makes a false or fraudulent statement in this application is subject to the penalties provided by law (U.S. Code, Title 18, Section 1001).

If you need information regarding the conditions and terms under which housing assistance is provided to American Indians or Alaska Natives, you may obtain a copy of the HIP regulations (25 CFR Part 256) from your Tribe or nearest BIA Agency Office.

**(Instructions – Page 1 of 3)**

**INSTRUCTIONS RELATING TO SPECIFIC ITEMS IN THE APPLICATION**

PLEASE DETACH THESE INSTRUCTIONS BEFORE SUBMITTING YOUR HIP APPLICATION  
PLEASE SUBMIT YOUR COMPLETED APPLICATION TO YOUR TRIBAL SERVICING HOUSING OFFICE

**ITEM C - Income Information:** Enter the total annual household income of all family members, including all earned and unearned income as defined in 25 CFR Part 20, Subpart C – Direct Assistance. The sections that are applicable to this application are: 20.307, 20.308, 20.309 and 20.310.

The following detailed definition of income is from the Bureau of Indian Affairs' Financial Assistance and Social Services Program Regulations, 25 CFR Part 20 Subpart C - Direct Assistance shall be applied to HIP applications.

(A) Resources. In determining eligibility..., the Bureau shall consider all types of income and other liquid assets available for support and maintenance unless... *or specifically excluded by Federal statute.* All earned or unearned income will be counted as income in the month received and as a resource thereafter, except certain income from the sale of real personal property as provided in Section 20.309(d). Resources are considered available when they are converted to cash.

*Only adjustment or exclusion to income is in accordance with 25 U.S.C. 1408, Section 8, as amended, which provides that: "..., and up to \$2,000 per year of income received by individual Indians that is derived from interests (trust or restricted lands) shall not be considered income..." Income from Indian gaming is not considered part of this statutory exclusion.*

(1) "Earned income" is cash or any in-kind payment earned in the form of wages, salary, commissions, or profit from activities by an employee or self-employed individual.

Earned income includes:

- (a) Any one-time payment to an individual for activities which were sustained over a period of time (for examples, the sale of farm crops, livestock or professional artists producing act work);
- (b) With regard to self-employment, total profit from business enterprise (i.e., gross receipts less expenses incurred in producing the goods and services). Business expenses do not include depreciation, personal business and entertainment expenses, personal transportation, capital equipment purchases, or principal payments on loans for capital assets or durable goods.

(2) "Unearned income" includes, but is not limited to:

- (a) Income from interest; oil and gas and other mineral royalties; gaming income per capita distributions; rental property; cash contributions, such as child support and alimony, gaming winnings; retirement benefits;
- (b) Annuities, veteran's disability, unemployment benefits, federal and state tax refunds;
- (c) Per capita payments not excluded by federal statute;
- (d) Income from sale of trust land and real or personal property that is set aside for reinvestment in trust land or a primary residence, but has not been reinvested in trust land or a primary residence at the end of one year from the date the income was received;
- (e) In-kind contributions providing shelter at no cost to the individual or household, this must equal the amount for shelter included in the state standard, or 25 percent of the state standard, whichever is less; and

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- (f) Financial assistance provided by a state, tribal, county, local or other federal agency.

- (3) The Bureau shall prorate:
  - (a) Recurring income received by individuals over a 12-month period for less than a full year's employment (for example, income earned by teachers who are not employed for a full year);
  - (b) Income received by individuals employed on a contractual basis over the term of a contract; and
  - (c) Intermittent income received quarterly, semiannually or yearly over the period covered by the income.

**ITEM D - Housing Assistance:** Housing assistance in the form of repairs to bring a housing unit to a standard condition is for the applicant(s) who are living in their own home. The applicant must sign a written agreement that if he/she sells the house within five years following the date of completion of the repairs, the full amount of the assistance must be repaid to the BIA at the time of settlement. [25 CFR Part 256.9(d)]

The applicant needing construction of a new standard house must have ownership of the land on which the house is to be built. In the case of a leasehold interest, it must be for not less than 25 years. The applicant must sign a written agreement that if he/she sells the house within the first ten years from the date of ownership, the grant is voided and the full amount of the HIP grant will be repaid to the BIA at the time of settlement. [25 CFR Part 256.10]

**ITEM E - Land Information:** Check the appropriate box to indicate the status of the land. The following are brief descriptions of types of land identified in the application:

Individual Trust	Land or any interest therein held in trust status by the United States for the benefit of an individual.
Tribal Trust	Land or any interest therein held in trust status by the United States for the benefit of an Indian Tribe.
Individually Restricted	Land or any interest therein, title to which is held by the individual Indian subject to Federal restriction against alienation, encumbrance, or taxation.
Tribally Restricted	Land owned by an Indian tribe with the Federal restrictions of alienation and encumbrances.
Tribally Fee Simple	Land owned by an Indian tribe free of any restriction
Fee Patented	Individual owned land where a patent has been issued which conveys an absolute or fee simple estate. The owner is entitled to the entire property with unconditional power to dispose.

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**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF INDIAN AFFAIRS  
HOUSING ASSISTANCE APPLICATION**

- All questions in this application must be answered. The requested information is self-explanatory.
- This application is subject to the Privacy Act of 1974, Pub. L. 93-579

**A. APPLICANT INFORMATION** \_\_\_\_\_

1. Name: \_\_\_\_\_  
Last
First
MI
Maiden Name (if any)
2. Current Address: \_\_\_\_\_  
Street Address
P.O. Box # (if any)
- \_\_\_\_\_ City State Zip Code
3. Telephone Number: (\_\_\_\_) \_\_\_\_\_
4. Date of Birth: \_\_\_\_\_ 5. Social Security Number: \_\_\_\_\_
6. Tribe: \_\_\_\_\_ Roll Number: \_\_\_\_\_
- Reservation/Rancheria: \_\_\_\_\_
7. Marital Status:  Married  Singled  Widowed  Other  
 If you checked "Other", please explain. \_\_\_\_\_
8. Are you Homeless?  No  Yes 9. Are you or spouse a Veteran?  No  Yes

**Information About Spouse:** \_\_\_\_\_

10. Name: \_\_\_\_\_  
Last
First
MI
Maiden Name (if any)
11. Date of Birth: \_\_\_\_\_ 12. Social Security Number: \_\_\_\_\_
13. Tribe: \_\_\_\_\_ Roll Number: \_\_\_\_\_

**B. FAMILY INFORMATION** \_\_\_\_\_

List all other persons living in household on a permanent basis. Start with the oldest and provide Name, Date of Birth, Social Security Number, Relationship to Applicant, and Tribe/Roll Number .

Name	Date of Birth	Social Security #	Relationship to Applicant	Tribe/Roll Number

If you need more space, use a blank sheet of paper.

Date of this application: \_\_\_\_\_

**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). <b>**DRAW MAP ON BACK OF THIS PAGE**</b>
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? _____ No _____ Yes
	If yes, provide name of owner(s):
20.	Are you living in Overcrowded Conditions? _____ No _____ Yes
21.	Is the condition of the home in a dilapidated state? _____ No _____ 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	
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: \_\_\_\_\_