

# You may qualify for home repair assistance!

To be eligible you must:

- Be Alaska Native or American Indian
- Own your home
- Meet family income requirements

The Chilkat Indian Village is now accepting applications from Alaska Native and American Indian families enrolled with Chilkat Indian Village for grants to make repairs to their homes.

Applications are available at:  
Chilkat Indian Village  
907-767-5505 (telephone)  
907-767-5518 (fax)

COMPLETE APPLICATIONS

MUST BE RECEIVED BY  
MARCH 31, 2004

FOR THE  
CHILKAT INDIAN VILLAGE  
REPAIR PROGRAM

**Call today for your application!**

**Working together for you & your family**

CHILKAT INDIAN VILLAGE  
P.O. BOX 210  
KLUKWAN, ALASKA 99827

## NAHASDA REPAIR PROJECT INFORMATION SHEET

Welcome to the NAHASDA home repair project! Now that you have been approved for home repairs, here are some things you should know to help the job go smoother.

- All work will be under the supervision of the Chilkat Indian Village Housing Office. If you have any questions regarding the work to be done on your home, please contact the Chilkat Indian Village Housing Office at 767-5505.
- The Chilkat Indian Village has approved specific work items on your home. Due to the limited budget, no additional work has been authorized. Please contact the NAHASDA foreman if you have any questions on the authorized work.
- Due to the limited budget the Chilkat Indian Village has directed the NAHASDA foreman to complete the repair work in the most cost-effective way. All materials will be good quality standard contractor grade.
- If the Chilkat Indian Village can repair the approved work items for less cost than originally estimated, then the savings must go back to the Chilkat Indian Village for future projects.
- Homeowners are responsible for removing all personal items from the work area. If you fail to remove your personal items, Chilkat Indian Village will not be responsible for any damages that may occur to your personal items.
- Please do not take any complaints to the crewmembers, please talk to the NAHASDA foreman.

**The Chilkat Indian Village looks forward to a successful repair job on your home. If you have any questions please call the Chilkat Indian Village Housing Office, at 767-5505.**

# CHILKAT INDIAN VILLAGE HOUSING OFFICE

**ADDRESS: P. O. BOX 210, KLUKWAN, ALASKA 99827  
PHONE: 907-767-5505 FAX: 907-767-5518**

## NAHASDA HOUSING REPAIR/ASSISTANCE APPLICATION

This application is for the NAHASDA Repair/Assistance Program, which is operated by the Chilkat Indian Village. Each applicant must meet certain eligibility requirements.

1. Applicants income must be 80% or less of Median Family Income. Income taxes or third party verification will be used to verify.
2. Applicants must provide Certificate or Degree of Indian Blood or a copy of a Tribal Enrollment Card.

<b><u>IMPORTANT</u></b> Please utilize this checklist to insure that your application is completed correctly and that omission of these documents will not unnecessarily delay your file.		Applicant:  check and date column to certify document is enclosed		Check and dated by:  Housing Office when received.	
1	A signed copy of the Housing Assistance Application	Check	Date	Check	Date
2	A copy of or application for your certificate of Indian Blood, or a copy of your tribal enrollment card. (Mandatory)				
3	A copy of a warranty deed or a quit claim deed to your house or a copy of the title to your trailer (Mandatory)				
4	Copies of each household member's most recent income tax statement form 1040, including all PFD's, social security, retirement, disability, unemployment benefits, child support, alimony, per capita payments, and interest. (Mandatory)				
5	We may require photographs of the house, (Both interior and Exterior) as it stands today if requested by the Housing Office.				

**Chilkat Indian Village NAHASDA Housing Repair/Assistance Application**

- All questions in this application must be answered. Read Instructions before completing this form.
- This application is subject to the Privacy Act of 1974, Public Law 93-579.
- Read the Certification carefully before you sign and date your application. (Sign in Ink)

**A. APPLICATION INFORMATION:**

DATE: \_\_\_\_\_

1. Name: _____		
Last	First	Middle
2. Current Address: _____		
3. Date of Birth: _____		4. Soc. Sec. No. _____
5. Tribal and Enrollment No. _____		
6. Marital Status: _____ Married _____ Single _____ Widowed _____ Other		
If you check "other" Please explain Below:		
_____		
_____		
7. Spouse's Name: _____		
Last	First	Middle
8. Date of Birth: _____		9. Soc. Sec. No. _____
10. Tribal and Roll No. _____		

**B. FAMILY INFORMATION:**

List all persons living in household on a permanent basis starting with the eldest:

Name	Birth date	Relationship to applicant	Tribe name	Roll No.

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

**C. EARNED INCOME:**

Start with applicant then list all permanent family members 18 years old and above, who are listed under part B and have earned income. Provide your most recent income tax statement form 1040, wage stubs, etc. for income verification.

Name	Annual Income	Source
Total Annual Earned Income		

**3. Unearned Income:**

Start with applicant then list all permanent family members which are listed under Part B and have unearned income such as social security, retirement, disability and unemployment benefits, child support and alimony, royalties, PFD's, per capita payments, interest, etc. provide check stubs, statements, Individual Indian Money (IIM) ledgers for verification.

Name	Annual Income	Sources
Total Annual Unearned Income:		\$ _____
Total Combined Annual Household Income:		\$ _____

D. HOUSING INFORMATION:

1. Do you own the house to be repaired? YES \_\_\_\_\_ NO \_\_\_\_\_  
2. Location of the house to be repaired? (Give accurate directions to this house)

3. Provide brief description of housing repair for which you are applying. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE INFORMATION REQUESTED ON LINES 3, 4, 5, 6, & 7 IS ABOUT YOUR PRESENT LIVING CONDITIONS.

4. Number of Bedrooms: \_\_\_\_\_ House-Length \_\_\_\_\_ Width \_\_\_\_\_ Square feet \_\_\_\_\_  
5. Plumbing fixtures: Flush Toilet YES \_\_\_ NO \_\_\_ Kitchen Sink YES \_\_\_\_\_ NO \_\_\_\_\_  
6. Is electricity available? YES \_\_\_\_\_ NO \_\_\_\_\_ Name of Electric Company \_\_\_\_\_  
7. Sewer System: Village \_\_\_\_\_ Septic Tank \_\_\_\_\_ Chemical Toilet \_\_\_\_\_  
8. Water Source: Village \_\_\_\_\_ Private Well \_\_\_\_\_ Community Tank \_\_\_\_\_ Other \_\_\_\_\_

E. LAND INFORMATION:

1. Do you own the land on which you wish to renovate this home? YES \_\_\_\_\_ NO \_\_\_\_\_  
If no, provide name of owner/owners: \_\_\_\_\_

2. What status is the land now listed in?

Individual Trust \_\_\_\_\_ Tribal Trust \_\_\_\_\_ Individually Restricted (Allotment) \_\_\_\_\_

Tribal Restricted \_\_\_\_\_ Tribal Fee Simple \_\_\_\_\_ Fee Patented \_\_\_\_\_ Other \_\_\_\_\_

If other please describe: \_\_\_\_\_  
\_\_\_\_\_

3. If you do not own the land do you have: A Lease \_\_\_\_\_ Use Permit \_\_\_\_\_

Indefinite assignment of joint ownership \_\_\_\_\_ If other please explain: \_\_\_\_\_

**Mandatory Requirement: Include copies of warranty deed or Quit Claim, for trailers include copy of Title.**

F. GENERAL INFORMATION:

1. Do you own any other house that you do not live in? YES \_\_\_\_\_ NO \_\_\_\_\_  
if your answer is yes, explain where the house is located and why you do not use it.

A. Location: \_\_\_\_\_

B. Why not in use: \_\_\_\_\_

2. Is this a rental unit? YES \_\_\_\_\_ NO \_\_\_\_\_  
if a rental unit, you must provide verification for the following:

C. Letter from Landlord Authorizing repairs.

D. Income verification and certificate of Degree of Indian Blood for Landlord or Tribal Enrollment Card.

3. Does anyone in your family, who is permanent resident listed under parts A and B of this application, have a severe health problem, or handicap or permanent disability?

YES \_\_\_\_\_ NO \_\_\_\_\_ If yes please provide name and brief description of such with certified documentation.

G. APPLICANTS CERTIFICATION:

I certify that all of the answers given are true, and correct to the best of my knowledge and belief, and are made in good faith. Anyone who knowingly makes false or fraudulent statements in this application is subject to the penalties provided by law (U. S. Code Title 18 section 1001).

Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes any materially false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined not more than \$ 10,000.00 under this title or imprisoned not more than 5 years, or both.

Applicants Signature: \_\_\_\_\_ Date \_\_\_\_\_

Spouse Signature: \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE SEND COMPLETED APPLICATION TO:**

**CHILKAT INDIAN VILLAGE  
P. O. BOX 210  
KLUKWAN, ALASKA 99827**

**Chilkat Indian Village  
Home Repair Program Agreement**

The following beneficiary (s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Have met the income and eligibility requirements under the Native American Housing Assistance and Self- Determination Act of 1996 (NAHASDA) and will receive housing assistance estimated to be: \$ \_\_\_\_\_ Actual repairs and related costs will be determined when repair work has been completed. A total of all assistance from the Chilkat Indian Village, P.O. Box 210 Klukwan, Alaska 99827 thru the Home Repair Program will be reported to the beneficiary. The beneficiary agrees to the following terms:

The Property listed as: \_\_\_\_\_  
(Legal description/street address)

shall remain NAHASDA affordable housing <sup>1</sup> for a term of not less than five (5) years.

Each year the beneficiary's total assistance will be forgiven at a rate of 20 % per year, until fully forgiven at year five (5). If the property is transferred or sold within the five (5) years of the date of this assistance, they shall repay any assistance that has not been forgiven (see example below), unless the property is sold or transferred to another low-income family.

Total Assistance:	\$ _____
Year One (forgiveness)	( _____ x .20)
Year Two (forgiveness)	( _____ x .20)
	\$ _____ Remaining balance due

The beneficiary (s) agree to the terms stated herein:

Dated \_\_\_\_\_

\_\_\_\_\_  
(Individual)

\_\_\_\_\_  
(Individual)

# NAHASDA REPAIR PROGRAM

## EMERGENCY REPAIR POLICIES

**Just what is an Emergency Repair? The following information should help clients understand what qualifies as an emergency repair.**

Emergency repairs can be defined as: “Repairs requiring immediate corrective action due to a sudden occurrence or hazardous conditions that threaten the health and safety of the occupant.”

Emergency repairs are eligible for immediate assistance. Non-emergency repairs will be dealt with during the normal NAHASDA repair schedule. Applicants must, of course, be eligible for NAHASDA assistance to receive any repairs.

### **HERE ARE SOME EXAMPLES OF EMERGENCY REPAIRS:**

- **Furnace broke down, no heat in the home.** Repairing a broken furnace that is the sole heat source in the home can be an emergency repair. **Note:** A homeowner is responsible for routine maintenance and keeping clean fuel in the system. Failure to do so does not qualify as an emergency. Also if an old furnace can be economically repaired, replacing it with a new furnace is not necessarily an emergency.
- **Hot water heater burned out. No hot water in home.** **Note:** A failed water heater will be replaced with a new water heater of same type. Changing a hot water heater to a totally new type of system is not an emergency.
- **Plumbing pipes broke. Leaks in plumbing are causing damage.** Repair of a plumbing leak can be an emergency. **Note:** If a homeowner wants all plumbing replaced because it is old, this not an emergency.
- **Electrical system stops working, or causes an extreme hazard.** **Note:** If homeowner wants an old electrical system upgraded, this is not an emergency.
- **Imminent structural collapse.** If any structural portion of a house (such as foundation, floor, wall, roof, or front entry) is determined by Chilkat Indian Village to be ready to collapse, this can be considered an emergency.
- **Roof blows off, causing leaks.** Emergency repairs can be made to stop a roof leak, but replacement of an entire roof would not necessarily be an emergency. **Note:** If roof leaks have been on going for a long time and have already caused damage, repair of this pre-existing damage is not an emergency. It would be scheduled during routine NAHASDA repairs. Repairing water stained ceilings is not an emergency.

**THIS IS NOT NECESSARILY A COMPLETE LIST OF EMERGENCY REPAIRS. THE CHILKAT INDIAN VILLAGE HOUSING INSPECTOR OR HOUSING OFFICER CAN MAKE A FINAL DETERMINATION. CALL 907-767-5505.**

**Chilkat Indian Village  
NAHASDA Home Repair Program**

**RELEASE AND AGREEMENT NOT TO SUE**

I/we, \_\_\_\_\_ (“CIV”), under the NAHASDA Home Repair Program. The repairs will be made to my/our property known as \_\_\_\_\_ (street address) (“the Property”).

**Definition of CIV:** as used herein, “CIV” means not only Chilkat Indian Village but also it’s Village Council, employees and agents.

**Assumption of risk of loss:** On my/our own behalf and on behalf of all owners of any interest in the Property and my/our heirs and assigns, I/we acknowledge that I/we am/ are voluntary participating in the NAHASDA Home Repair Program and agree to assume any risk of loss associated with the repairs, unless the loss is the result of CIV gross negligence or recklessness.

**Release and Agreement not to Sue:** I/we hereby release, discharge and agree no to sue CIV for any injury to any person or damage or loss of value to any property real or personal, arising from or in connection with CIV’s home repair service to the Property, from whatever cause, except CIV’s gross negligence or recklessness.

**I/WE HAVE CAREFULLY READ THIS RELEASE AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I/WE AM/ARE AWARE THAT THIS IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT OF MY/OUR OWN FREE WILL.**

HOME OWNER (S):

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE