

Native Village of Eyak
110 Nicholoff Way
Cordova Alaska 99574
907 424 7738
907 424 7739 Fax



Mini-Grant Check List

- Completely fill out & sign the attached Mini-Grant Application, Agreement & Release of Information
- Provide Copy of Certificate of Degree of Indian Blood (CDIB)
- All Native Family members CDIB's are already on file with NVE
- Provide proof of income for all household members with copy of most recent 1040 Income Tax Return & W-2 forms for: 2018
- If Self-Employed provide schedule "C".
- If you no longer file income tax each year please provide us with: a copy of the letter from the IRS informing that you do not need to file any longer
- Copies of most recent paystub, monthly Retirement, Social Security, DSHS, Dividend statements, & any other income
- Provide a copy of your Home/Property Ownership deed or contract
- If your home is 50-yrs. or older please provide us with: 1) a copy of your property tax cards & 2) Plat map (lot/block#)
- "Before" Pictures taken of project area by Capital Projects Assistant
- Income Eligibility worksheet completed and attached
- Environmental Review Sheet Complete (Done by Capital Projects Assistant)

Household Size	1	2	3	4	5	6	7	8
Annual Income Limit	59,472	67,968	76,464	84,960	91,757	98,554	105,350	112,147



HOME IMPROVEMENT MINI-GRANT ASSISTANCE AGREEMENT

I/WE _____
Print Names

of _____
Print Full Physical Address

hereinafter referred to as "Participant" in consideration for being awarded housing assistance in the amount of \$_____ from the Native Village of Eyak Housing Program (NVEHP), a recipient of an Indian Housing Block Grant from the U.S. Department of Housing and Urban Development (HUD), hereby agree to the following conditions on which the housing assistance is made and received. Participant agrees that: prior written approval from NVEHP of grant eligibility, submitted proposed project & all project invoices/receipts must be obtained before any reimbursement for housing upgrade materials will be made.

Any Costs above the approved grant amount will be paid for by the participant. If your project exceeds \$1999.99 you must file and complete Davis Bacon forms and pay Davis Bacon Wages to your contractors.

Participant agrees that all materials purchased under this grant will be used in the completion of home improvement upgrades within 60-days of NVEHP approval.

In the event of the death of the Participant, prior to the end of the term of this Agreement, the conditions of this Agreement shall be binding on any or all persons who succeed the Participant's interest in the property, buildings, or Improvements for which this Agreement is made.

Participant understands that the assistance is made subject to all regulations, now or in the future, contained in Code 24 of Federal Regulations (CFR) Part 1000, Native American Housing Activities. Participant further understands that the actual amount of housing assistance received is determined by the actual amount of the mini-grant received, as documented above. The mini-grant assistance provided will be the amount necessary to complete the following scope of work:

Your Home Improvement/Weatherization Project Work Description (*please be specific*):

What year was your home built? _____ Lot #'s: _____ Block #'s _____

**NATIVE VILLAGE OF EYAK
LOW INCOME HOME IMPROVEMENT MINI-GRANT APPLICATION**



Name: _____
 First M/I Last Social Security # DOB: _____

Mailing Address: _____ Physical Address: _____
 P.O. Box # Street City State Zip Code

Home Phone #: _____ Work Phone #: _____ Message Phone #: _____

Marital Status: Single Married Divorced Widowed Veteran Yes No

Race/Ethnic Group: Alaskan Native American Indian Other

Tribal Enrollment Number _____ Native Village/Corp./Region: _____

Citizenship: U.S. Citizen Permanent Resident Alien Temp. Work Permit Other

List All Other Household Members

Name	Relation	Sex	Date of Birth	Birth Place	Social Security #

Employment Information: Provide information for each household member over the age of 18 yrs. If there is not enough space for the required information or if there is an expected change within the next 12-months, please provide an attachment & explanation.

	Adult # One		Adult # Two	
Employer's Name				
Position				
Mail Address				
City, State, Zip				
Phone Number				
Rate of Pay	\$	Hours Per week:	\$	Hours Per week:
Overtime?				
Estimated W-2				
Estimated W-2				
Estimated W-2				

Income For All Family Members From Other Sources:

Examples: Self-employment, Unemployment Comp., DSHS/Public Assistance, Social Security, Retirement, Veteran's Benefits, Child Support, Sr. Care Program, Permanent Fund Dividends, Native Village/Corporation Dividends, etc.

Family Member Name	Source of Income	How Often Income Received	\$ Amount Received

I/We hereby certify that the information provided is true & accurate to the best of my/our knowledge.

Applicant Signature _____

Applicant Signature _____

Date _____

110 Nicholoff Way
P.O. Box 1388
Cordova, Alaska 99574-1388
Ph (907) 424-7738 * Fax (907) 424-7739



10,000 years in our Traditional Homeland. Prince William Sound, the Copper River Delta, & the Gulf of Alaska

AUTHORIZATION FOR RELEASE OF INFORMATION

CONSENT: I/We authorize and direct any Federal, State, or Local agency, organization, business or individual to release to the: **NATIVE VILLAGE OF EYAK**, any information or materials needed to complete and verify my income & property ownership for participation in Federal Housing Home Improvement Grant Assistance Program. I/We understand and agree that this authorization for the information obtained with its use may be given to and used by the U.S. Department of Housing and Urban Development (HUD) & Bureau of Indian Affairs (BIA) in administering and enforcing program regulations/rules.

INFORMATION COVERED: I/WE understand that depending on program policies and requirements, previous and current information regarding me or my household may be needed. Verifications and inquiries that may be requested include but, are not limited to:

Housing Agencies	State Employment Agencies
Native Villages/Corporations	Social Security Administration
Past/Present Employers	Insurance Providers
Military/Veterans Administration	Bank/Other Financial Institutions
Retirement Systems	Child Support/Alimony
Health/Welfare Agencies	Medical

CONDITIONS: I/We agree that a photocopy of this Authorization may be used for the purposes stated above. This authorization will stay in effect as long as I am a participant in any Native Village of Eyak assisted housing program.

Print Name

Signature of Applicant

Date

Print Name

Signature of Applicant

Date

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Mini-Grant Frequently Asked Questions

HOUSEHOLD SIZE	1	2	3	4	5	6	7	8
Annual Income Limit	52,850	60,400	67,950	75,500	81,550	87,600	93,650	99,700

Q. What are the allowable uses of Mini-Grant funds?

A. Mini-Grant funds can be used for home rehabilitation projects including but not limited to: weatherization, heating/boiler repair, accessibility, plumbing, electrical, etc. To see if your project will qualify, contact the housing coordinator.

Q. What is the limit for Mini-Grants?

A. Mini-Grants are offered up to \$1,999.99. Any amount over this will be at the expense of the owner.

Q. What do I need to provide to qualify for a Mini-Grant?

A. To qualify you need the following:

- Certificate of Degree of Indian Blood (CDIB)
- Proof of income (households must qualify for **GROSS** income limits, see table)
- Copy of Home/Property Ownership deed or contract
- "Before" Pictures of project site
- Statutory Worksheet (completed by NVE housing coordinator) If
- your home is **50-yrs. or older** please provide us with:
 - 1) Copy of your property tax cards
 - 2) Plat map (lot/block#)

Q. Who does the work on Mini-Grants?

A. Mini-Grant recipients may do their own work or hire contractors. ****All contractors must provide proof of current workman's comp insurance prior to any work starting on the project**** Any other labor done on the Mini-Grant will be unpaid unless recipient notifies NVE's Capital Projects Assistant and provides a reasonable pay rate. In addition, if the person providing the labor does not have workman's comp insurance, NVE will deduct that cost from the total labor cost.

Q. How are Mini-Grants paid for?

A. There are two methods:

Method # 1: Reimbursement of Completed Projects to Home Owner

1. Grantee completes approved project with approved vendor & pays with their own funds
2. Completed project is inspected by NVE and approved
3. All project invoices/receipts are submitted to NVE for approval
4. Approved receipts are reimbursed to Grantee up to the grant amount of \$1999.99

Method # 2: Direct Payment for Materials to Vendor *Sales Tax Exempt*

1. Grantee submits invoices from approved vendor/project billed to NVE for payment, or
2. NVE billed directly by vendor for materials and/or labor for approved project up to \$1999.99
3. NVE will then pay the vendor directly up to \$1999.99 for materials and/or labor on the approved project.

Q. How long do I have to complete the Mini-Grant project?

A. Grant recipients have sixty (60) days to complete their work. Extenuating circumstances may require extensions that must be asked for in writing before the end of the sixty day period. The length of extension will depend on each individual circumstance.

Q. Can I change the scope of my Mini-Grant project?

A. Grant recipients may change the scope of their project with approval from the NVE Capital Projects Assistant prior to any changes being carried out. Changes to projects must be submitted in writing before any work is carried out. This includes: purchasing materials, hiring labor, beginning construction/demolition, etc