

CHECKLIST FOR HIP APPLICATIONS

Name: _____

Category: _____

Tribe: _____

FY: _____

HOUSING IMPROVEMENT PROGRAM (HIP) individual ELIGIBLE APPLICANTS ARE required to have the following documents on file with their application, per 25 CFR 256.13:

1. BIA form 6407, completed APPLICATION signed and dated by each applicant. _____

2. PRIVACY ACT STATEMENT form signed and dated by applicant. _____

3. Each applicant shall furnish (copy) documentation of the following:

a) Proof of Tribal Membership – examples of acceptable documentation; enrollment certificate, tribal membership card, and/or Certificate of Degree of Indian Blood (CDIB). _____

b) Proof of earned and unearned INCOME for all permanent members of the household – examples of documentation; current 1040 tax return, W-2's, Check Stubs, Social Security, retirement benefits, unemployment, general assistance, also any IIM account, royalty, lease and other recorded monies. _____

c) Provide proof of ownership of the residence and/or LAND. Fee patent provides executed Warranty Deed and tribally owned land a copy of executed tribal assignment. _____

d) Disability Claims, please provide a Doctor's statement or other documents verifying disability. _____

e) Proof of Veterans status, provide a copy of Veterans Card, Discharge papers, etc. _____

f) Denial Letter, please provide a denial letter from your Housing Authority, Bank Loan Institution or Credit Union showing you have been denied housing or loan. _____

g) HIP CERTIFICATION form signed and dated, attesting to the effect that the applicant has never received any HIP funds. _____

h) NEPA Clearance, please provide status of home site on C.E. or E.A. _____

Map showing HOME SITE location, provided by Servicing Office. _____

SCOPE OF WORK (SOW), DRAWING, COST ESTIMATE, provided by Servicing Office. _____

GRANT AGREEMENT form signed and dated by each applicant, before construction Proceedings begin and/or at the start of direct grant agreement. _____

Ensure the home is not in a FLOOD ZONE area. _____

Servicing Office is responsible for preparing and awarding project bids, progress inspections, Final inspection, photo documentation before and after construction, maintaining clients file, Punch list items, construction costs, any change orders and grant close out. _____

REVIEWED BY: _____

DATE: _____

BY: _____

DATE: _____

REASON: _____