

**SAINT REGIS MOHAWK TRIBE
HOME IMPROVEMENT PROGRAM (HIP)
BI-ANNUAL CALL-OUT FOR APPLICATIONS**

The Saint Regis Mohawk Tribe's Home Improvement Program (HIP) is conducting its bi-annual call-out for home repair applications for the 2023/2024 years. Information from the applications, on home repair needs across the southern portion of the Akwesasne Mohawk Territory, will be used to develop the HIP's projected Materials/Supplies list for upcoming projects in 2023/2024.

Applications are due by February 28, 2023

Please see below for more details:

**Physical/Mailing Address: 71 Margaret Terrance Memorial Way
Akwesasne, New York 13655
Katsitsoronkwas Thompson: (518) 358-2272 ext. 2170
Sandra Benedict: (518) 358-2272 ext. 2217
Wilfred J. Bay: (518) 358-2272 ext. 2216
Office Hours: Monday thru Friday 7:00am – 4:00pm**

**Each Application shall be reviewed and scored to determine Eligibility. If Eligible, Applicant will be placed on the HIP Master Priority List, which categorizes projects based on Level of Urgency, Health Concerns, Seasonality of the Home Repair Project, Materials and/or Funding Availability.

DOCUMENTS REQUIRED AT THE TIME OF APPLICATION FOR THE HIP

- You will need to provide proof of Tribal Membership

**Copy of Saint Regis Mohawk Tribe I.D.
Or Proof of Eligibility to be Enrolled**

- You will need to provide a Listing of All Household Residents, including:

Name, Age, and Relationship

- You are required to provide Verification of Income for the Total Household by providing any of the following:

**Wages/Pay Stubs: Weekly – 4 current Check Stubs
Bi-Weekly – 2 current Check Stubs Monthly
Monthly – 1 current Check**

Award Letters for: Social Security, SSI, VA Pension, Retirement, Annuity, TANF, Alimony, Child Support, General/Public Assistance, Foster Care Payments, etc.

****Total Income Verification for the Household will need to fall within the HIP Income Guidelines, which are 80% of Median Family Income, based on total # within the Household.**

- You will need to provide a Verification of Primary Residence and Property Ownership:

Reside within the Southern Portion of the Akwesasne Mohawk Territory for a Minimum of Six (6) Months prior to Application.

Current Utility Bill with Physical Street Address such as:

Fuel Bill, Electric, etc.

Proof of Land Ownership in the Name of the Applicant

Copy of Land Deed (Verifiable through the SRMT Tribal Clerk's Office)

Ownership can be established through:

**MHOA – Mutual Housing Occupancy Agreement
Quitclaim Deed
Right to Use and Occupancy Deed
Letter from Tribal Clerk stating Deed is Pending
Other Deed Circumstances Reviewed on a Case by Case Basis**

- You will need to provide Verification of Identity: 2 Forms of Proof of Identity are required:

Copy of Tribal I.D. indicating SRM Tribal Membership, Driver's License, NYS Photo I.D., Birth Certificate, Validated Social Security Number

You Will Not Be Eligible to Receive HIP Assistance If:

1. You do not meet Income Eligibility Guidelines of the HIP.
2. You do not submit All Required Backup Support Documentation with your Application.
3. You do not reside within the boundaries of the Southern Portion of the Akwesasne Mohawk Territory, including Land Claims.



SAINT REGIS MOHAWK TRIBE Home Improvement Program

HIP PROGRAM APPLICATION

The Saint Regis Mohawk Tribe (SRMT) has developed the Home Improvement Program (HIP) to provide home repair assistance to Tribal Members residing on the Southern portion of the Mohawk Territory.

The primary purpose is to assist elderly, low-income families and disabled Tribal members with needed repairs and renovations to improve quality of life and address any safety issues. Emergency situations will also be considered for approval on a case-by-case basis.

For the Purpose of this document, an Emergency Home Repair can be described as, but not limited to the following:

- ☐ Flooding
- ☐ Electrical Problems (i.e. risk of fire, heating problems, etc.)
- ☐ Heating – Furnace/Boiler Problems
- ☐ Weatherization Issues
- ☐ Sudden Change in Health – Handicap Accessibility

To qualify for the Home Improvement Program, the applicant **must** meet the below criteria and **attach** the required documentation to the application:

Criteria for Assistance:

- Be a Tribal Member (Be an enrolled member of the Saint Regis Mohawk Tribe and/or be eligible to be enrolled providing proof – letter from Tribal Clerk);
- Income verification for all adults in household:

The following are the income guidelines to qualify for the Emergency Home Repair Assistance Program:

INCOME LEVELS	Household Size							
	1	2	3	4	5	6	7	8
Low (80% of Median Family Income)	\$36,050	\$41,200	\$46,350	\$51,450	\$55,600	\$59,700	\$63,800	\$67,950

Source: Franklin County, NY - U.S. Department of Housing and Urban Development

- Reside within the southern portion of the Akwesasne Mohawk Territory for a minimum of six (6) months.

- Proof of residence established by providing utility bills at minimum six months old. Recent bills within the past 45 days of application must also be provided
- Must own the home and provide proof of ownership in the form of a land deed verifiable through the Saint Regis Mohawk Tribal Clerk's Office. Ownership can be established through:
 - MHOA – Mutual Housing Occupancy Agreement;
 - Quitclaim Deed;
 - Right to Use and Occupancy Deed;
 - Letter from Tribal Clerk stating that a tribal land deed is pending; or
 - Other deed circumstances will be reviewed on a case by case basis.
- A letter of denial is required for all HUD homes since the HIP Program is the payer of last resort. The applicant must seek assistance from the AHA prior to applying for HIP assistance.
- An applicant must disclose all income and assets of each member of the household to determine the net income/assets of the household.
 - List all tangible assets (i.e. cars, boats, trucks, all-terrain vehicles, etc. whether licensed or insured in Canada or un-licensed).
 - The HIP Program is made available when there are no other sources for assistance – all attempts to sell excess assets to repair your home is required.
- All required documents must be in the applicant's name.
- Home Eligibility:
 - The home must be the primary residence of the applicant.
 - The land the home rests on, must be owned by the applicant.
 - The HIP Program is a home repair program and does not finish construction of incomplete homes or additions.
- If handicapped or have a health disability a doctor's certification is required

Additional Requirements:

- The HIP Program conducts annual reviews for the upcoming construction season and year, and, in most cases, due to the number of HIP applications received, there is a long waiting list of applicants.
 - If your application runs into the next year, you will be required to update your application to ensure the HIP Program has the most up-to-date information and documentation.
 - Failure to update your application in the new year, will result in your application to be considered incomplete.

- Failure to attach the required documentation may delay the application process. If the required documentation is not supplied with the application, your application will be deemed incomplete.
- The Home Repair Assistance Program reserves the right to request additional information regarding your application.
- Applicants will be notified by phone or in writing if they qualified.
- If for any reason, you have not received response to your application progress, please contact the HIP Program Office to inquire.

Inquiries about the Home Improvement Program should be made to Sandra Benedict, Home Improvement Program Manager, Saint Regis Mohawk Tribe, 71 Margaret Terrance Memorial Way, Akwesasne, New York 13655 or by calling – 518-358-2272, ext. 2170.

Submission Check List:

- ☐ **Copy of Tribal Membership ID Card** (Be an enrolled member of the Saint Regis Mohawk Tribe and/or be eligible to be enrolled providing proof – letter from Tribal Clerk);
- ☐ **Income verification for all adults in household;**
- ☐ **Provide proof of land ownership** (Mutual Housing Occupancy Agreement, Quitclaim Deed, Right to Use & Occupancy Deed – must be verifiable through the SRMT Tribal Clerk's Office);
- ☐ **If handicapped or have a health disability a doctor's certification is required;**
- ☐ **Proof of residence established by providing utility bills at minimum six months old. Recent bills within the past 45 days of application must also be provided;**
- ☐ **Proof that you have sought all other sources of funding (please call HIP Office if you have any questions); and**
- ☐ **List of all tangible assets per the Home Improvement Program Policy** (i.e. cars, boats, trucks, all-terrain vehicles, etc. whether licensed or insured in Canada or un-licensed).

Please complete the attached HIP Program Application form.

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SAINT REGIS MOHAWK TRIBE Home Improvement Program

HIP APPLICATION

1. Applicant Information:

Name: _____ Date: _____
Last First MI

Date of Birth: _____ Enrollment #: _____

Current Physical Address: _____
911 Street Address City State ZIP

Mailing Address (if applicable): _____
P.O. BOX City State ZIP

Telephone: _(____)_____ Cell Phone: _(____)_____

Work Phone: _(____)_____

Spouse Name: _____ Enrollment #: _____
Last First MI

Work Phone: _(____)_____ Date of Birth: _____

2. Family Information: Must list all household members.

No.	Name	Date of Birth	Relationship to Applicant	Tribal Enrollment Number
1				
2				
3				
4				
5				
6				
7				
8				

3. **Income Information:** List income of all adults residing in the household.

No.	Name	Annual Income	Source of Income
1			
2			
3			
4			
Total Household Income:			

4. **Household Totals:**

Total Household Income: _____ Total Household Size: _____ Total Dependents: _____

5. **List of assets of all members living in the home:** Per the HIP Policy, an asset is defined as a real, on territory, item of value that may be turned into cash (i.e. cars, boats, trucks, all-terrain vehicles, etc. whether licensed or insured in Canada or un-licensed).

No.	Declaration of Assets	Value	Owner (residing in home)
1			
2			
3			
4			
5			
6			
7			
Total Value of Assets:			

6. **Please describe home deficiency:**

- ☐ Fire Related
- ☐ Weatherization
- ☐ Mold
- ☐ Electrical
- ☐ Plumbing
- ☐ Roof (leaking or shingles)
- ☐ Water Damage
- ☐ Handicap Accessibility

7. **Please describe the emergency repair in detail:**

8. House Description:

Please give a brief description of your home:

☐ House ☐ Trailer (Single or Double Wide) ☐ HUD Home ☐ Modular Home

Age of Home: _____

Square Footage: _____

Number of Rooms: _____

Number of Bathrooms: _____

Number of Windows: _____

Type of Windows: ☐ Single Sheet
 ☐ Double Sheet

Basement Type: ☐ Slab ☐ Wood ☐ Cement ☐ Crawl Space ☐ Cement Blocks

Does the Dwelling require Handicap accessibility? ☐ Yes ☐ No

If so, please check the requirement below:

☐ Kitchen Area ☐ Ramps ☐ Doorways
☐ Hand Rails ☐ Toilets ☐ Bathrooms

9. Acknowledgement:

I, _____, understand that to be eligible for the Home Improvement Program, I am must complete the above application; submit all required documentation; and provide proof that I have exhausted all other forms of available funding prior to submitting this HIP Application (if proof is not provided, you may be asked to apply for additional funding, if applicable).

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 assistance, and that false or misleading statements may constitute disqualification of this application.

Applicant's Signature: _____ Date: _____

Spouse's Signature (If appropriate) _____ Date: _____