



Puyallup Tribe of Indians



Puyallup Tribe Housing Set-Aside Program GRANT POLICIES AND PROCEDURES Down Payment Assistance Grants

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1 GENERAL

The Puyallup Tribe's Housing Set-Aside Program, a department of Tribal government, is responsible for administering the Down Payment Assistance Grant. This grant is funded by the Puyallup Tribe with the goal to improve the quality of life by providing a better living environment for Puyallup Tribal Members and their families. The Puyallup Tribal Council is the ultimate authority over the the Set-Aside Housing Assistance Programs.

Funds from **Down Payment Grants** can be used to assist qualified first-time homebuyers with down payment and closing costs. The Down Payment Assistance will be paid directly into escrow at closing. The home must remain the participant's primary place of residence for five (5) years.

2 DEFINITIONS

- A. "Affected Property" means an individual's primary residence.
- B. "Applicant" means a family or individual who has applied for one of the three Set-Aside Housing Grants.
- C. "Elderly" means a person who is at least fifty-five (55) years of age for the Down Payment Set-Aside Housing Program, sixty-five (65) years or older for the Foreclosure Prevention Program and seventy (65) years of age or older for the Home Improvement Program.
- D. First time homebuyer means a person who hasn't owned a home in three years and or meets the Federal Requirement for a first time homebuyer.
- E. "Escrow" means money or property put into the custody of a third party until specified conditions are met.
- F. "Grantee" means a family or person receiving a Set-Aside Housing Grant.
- G. "Homebuyer" means a person(s) who has executed a purchase and sale agreement and who has not yet achieved homeownership.
- H. "Homeowner" means a person who has achieved homeownership.
- I. "Puyallup Tribal Member" means a person who is enrolled in the Puyallup Tribe of Indians and his/her enrollment can be verified by his/her tribal I.D. or by official documentation by the Puyallup Tribal Enrollment Department.
- J. "Lender" means an organization that provides mortgage loans to potential homebuyers.

- K. "Primary Residence" means a home occupied by a Grantee for at least nine months out of the year
- L. "Program Participant" is a homebuyer/homeowner or renter receiving a Set-Aside Housing Grant.
- M. "Unit" means any home, apartment, or other dwelling structure.

3 ELIGIBLE RECIPIENTS

An applicant is eligible for a grant under the Set-Aside Housing Grant program only if:

- a. He or she is an enrolled member of the Puyallup Tribe;
- b. Seeks assistance concerning a home that is within the Program's Service Area;
- c. Has never received a grant from the Set Aside Down Payment Assistant Grant Program; Foreclosure Prevention, or Home Improvement Grant.
- d. For the purpose of a Down Payment Grant, is a first-time homebuyer or has had no ownership in a house in the last three years;
- e. Assistance is for one or more Tribal member(s) living in the same household or at the same address. **CDR 2541**
 - 1. Grant amount for this program will be the amount needed by the applicant, up to a maximum combined total of Ten-thousand dollars (\$10,000.00).
 - 2. Assistance is for one or more Tribal Member(s) living in the same household or at the same address.
 - 3. If there are multiple applicants, all applicants; names will need to be on the mortgage/deed and on the purchase and sale agreement.
 - 4. The maximum amount of assistance that can be received per Tribal Member under the Set Aside Down Payment Assistant Grant throughout their lifetime is Ten-thousand Dollars (\$10,000.00).

Funds from a **Down Payment Grant** can be used only toward the down payment and closing costs for purchase of a home.

CDR 1258 05/17/2022 Tribal Council approves the changes for the age for the Foreclosure Prevention and Home Improvement Grants to 65 years of age and to be able to utilize the program 10 years after use of the down payment assistance and approve use within the calendar year.

4 SERVICE AREA

Grants will be made only for homes within Pierce, King or Thurston Counties or within 50 miles of the Puyallup Indian Reservation. Applicants must meet all the other requirements in the Set Aside Housing Assistance Policies and Procedures.

5 ELIGIBLE PROPERTY

Any single-family property to be occupied as the principle residence of the owner located in Pierce, King or Thurston County or within 50 miles of the Puyallup Tribe of Indians Reservation boundaries. Any single-family property to be occupied as the principle residence of the owner as long as they meet all Set Aside Housing requirements.

6 DOWN PAYMENT GRANT REQUIREMENTS

- a. An applicant must submit a purchase and sale agreement or other similar document that includes the closing date from the escrow company.
- b. The escrow-holder must provide wiring instructions.
- c. The grantee must sign a W-9
- d. Grant funds will be paid only at closing and only to the escrow-holder.
- e. Before closing the grantee is required to sign a Down Payment Assistance Grant Agreement that has the following provisions:
 - i. The grantee must continuously occupy the property as his/her principle residence for a minimum of five years following the grant.
 - ii. The grantee shall not sell, transfer or convey any interest in the property to any party for five years.
 - iii. The grantee shall pay monthly mortgage payments on time and in full for five years.
 - iv. The grantee shall comply with all applicable policies of the Set-Aside Down Payment Program.
 - v. The grantee warrants and certifies that all representations made in the application are true and correct when made.

- vi. The grantee must certify that he/she understands that if he/she does not comply with the agreement, he/she will not be eligible for housing assistance with the Set-Aside Housing Program in the future until the matter is resolved.
- f. The appraised value and purchase price of the assisted property may not exceed the market rate for the area, verified by an appraisal of the property by a qualified certified appraiser approved by lender.
- g. Each home purchased with the aid of a Down Payment Assistance Grant must meet the minimum property standards as defined in the Pierce County Property Standards Regulations and as verified by an inspection performed by a qualified person. Newly constructed housing must also meet the Model Energy Code published by the Council of American Building Officials and the Uniform Building Code.
- h. Applicant must submit signed loan documents after closing.

7. APPLICATION PROCESS

Applicants must submit written application with all required documents online under the Puyallup Tribe's Website under the Set-Aside Housing Down Payment Assistance Program Section. Applications must be completed including all required documents and policies read before submitting your application online. You will not be able to submit incomplete applications and Set Aside will not be able to accept or approve for funding until the application is completed.

- a. Copy of their Tribal I.D. front and back.
- b. Pre-approved letter from a lender for the Down Payment Grant.
- c. Completed online application.

8. APPROVAL PROCESS

Upon receiving your completed application, the Down Payment Assistance Manager will contact you with instructions.

Your realtor, escrow agent, or finance agent will be required to provide purchase and sale agreement, W9 and Wiring Instructions.

9. **MONITORING OF THE DOWN PAYMENT ASSISTANCE NOTE
INTERNAL AGREEMENT**

The Down Payment Assistance Grant Note is an internal agreement between the Puyallup Tribe Set Aside Housing Assistance Program and grantee. This agreement will not be included with any of the closing documents.

Monitoring of the Puyallup Tribe Set Aside Housing Down Payment Assistance Grant Program is limited to verification that the home is the participant's primary residence for the term of five years. The grantee is required to notify Set Aside Housing Assistance Program if there are any changes in residing in your home for five year term.

The grantee will be required to payback any part of the \$10,000.00 Down Payment Grant if he/she fails to reside in the home for five year term.