

NCIHA'S Rental Assistance Program

HANDBOOK

“Helping Families meet off-reservation Housing Costs”



Some Frequently Asked Questions about the Rental Assistance Program

Who is eligible?

Northern Circle accepts applications for the Rental Assistance from enrolled tribal members from those tribes that currently have a Rental Assistance Program.

Northern Circle Members Tribes with a Rental Assistance Program are:

Redwood Valley

Hopland

Manchester/Pt. Arena



Sherwood Valley

Berry Creek

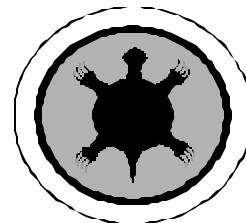
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Do I Qualify?

The Rental Assistance Program is Income Based. To qualify families must not exceed the Northern Circle Income Limits that are established by HUD and are adopted by Northern Circle's Board of Commissioners.

How do I Apply?

Applications are available at the NCIHA office and are accepted continuously throughout the year. Depending on the availability of funds there may be a waiting list for assistance.



Do I still pay rent?

Yes! Northern Circle will only pay a portion of the monthly rent based on household income. **Tenant Rents** (participant's share) are determined by multiplying total monthly household income by the established percentage. The percentage of income ranges from 25-30% of income. There are income deductions for dependents, elderly families and handicap families.

More Important Information on Northern Circle's Rental Assistance Program

**Will the Northern
Circle staff find
me a rental?**



No, all recipients are responsible for locating a rental suitable for their family. Northern Circle will assist with application fees payable to property management companies. Each Rental Assistance Policy contains Occupancy standards for family size. However, tribes recognize that Tribal Members must determine what meets their own family needs.

Also, Northern Circle cannot recommend rental agencies, landlords or provide rental listings. We can inform recipients of other agencies that are currently participating in the RA Program.

Rental Assistance Policy Highlights...



Service Area:

Each Tribe designates its own service area. Service area is established by Tribal Ordinance and is applied to all NAHASDA funded programs.

Minimum Subsidies:

All participating tribes have established a minimum subsidy. Most tribes have established a minimum of \$250 – other tribes have established a minimum subsidy of \$200 in order to maximum the funds available to tribal members.

Income Limits:

Income limits are established by the U.S. Department of Housing and Urban Development (HUD) and adopted by the NCIHA Board of Commissioners. The income limits change annually and are included with each Tribal RA Policy.

RA Program Length:

The Rental Assistance Program is funded with NAHASDA grant funds and is contingent upon continued NAHASDA funding. Each tribe establishes the length that recipients may receive funds under the RA Program. Currently the program length varies from 1 to 5 years.

Responsibilities of Rental Assistance Participants

All Rental Assistance Participants must...



Locate a decent, safe and suitable rental for their family.
The rental unit must meet this general criterion:

- ◆ no health and safety hazards
- ◆ must have a bathroom with a flush toilet
- ◆ must have a good electrical, plumbing, and heating system.
- ◆ must have a reliable source of potable water and have a separate room for children over the age of 5 years old that are not the same sex.

Be a good Community Member...

All participants must agree to abide by their lease agreement:

- ◆ Refrain from Destroying, Defacing, Damaging, or Removing any part of the home or housing community
- ◆ Refrain from Use and Sale of Drugs and other Illegal activities

Respect your neighbors rights to peaceful enjoyment of their home

- ◆ Use the home for family purposes only
- ◆ No Loud Music or “partying”



Repairs and Upkeep...

Report all needed repairs to your property manager/owner in a timely manner (including tenant caused damages)


Northern Circle's Obligations

Inform all applicants regarding their status for the
Rental Assistance Program



Meet with each rental assistance participant to ensure that each individual understands the program requirements...also so that participants can make an informed decision on being a participant in the rental assistance program.



 Provide a written statement to each participant that indicates the level of subsidy that the participants are eligible to receive prior to the payment of any move-in costs.



Make timely subsidy payments to the property owner/manager prior to the 1st day of each month.



Inspect each dwelling prior to occupancy to ensure that the home meeting minimum standards for safety and habitability.



Notify each tenant that they are required annually to “re-certify” household income and family composition and complete a re-certification packet that consists of all necessary forms.

Rental Assistance Program GOALS



Tribes have established 4 important goals to better housing needs of tribal members through the Rental Assistance Program:

Program Goals:

- ◆ To alleviate the financial burden on Tribal members renting homes in the private sector.
- ◆ To enable tribal members to rent homes in the private sector that better meet their family's needs in the following ways:
 - The home is adequate for family size and composition
 - The home is both decent and affordable
- ◆ To assist tribal members in renting decent, safe and standard rental housing.
- ◆ To meet the housing needs of a greater number of tribal members by maximizing the resources available under NAHASDA.