

RENTAL ASSISTANCE PROGRAM POLICIES AND PROCEDURES

SECTION 1. ELIGIBILITY REQUIREMENTS

1-1 Eligibility for Rental Assistance

To be eligible for the Rental Assistance Program applicants must meet all of the eligibility requirements. Eligible applicants are those people who meet the following guidelines:

1. Applicants must be an enrolled member of the Guidiville Reservation.
2. Applicants must be in good standing with Northern Circle Indian Housing Authority (NCIHA). No outstanding debts on file with NCIHA.
3. Applicant's evicted for "cause" from the Guidiville Rancheria are not eligible for rental assistance.
4. Applicants whose family income **does not exceed** the applicable income limits of Northern Circle Indian Housing Authority.
5. ***When the housing needs of all enrolled members have been met and/or no tribal members remain eligible for the Rental Assistance Program then parents of enrolled tribal members (minors) may be deemed eligible for the rental program.***

Pending funding availability, parents of enrolled tribal members (minors) may receive rental assistance if they meet all other eligibility requirements and all housing needs of tribal members have been met. Parents of enrolled tribal members may only receive this assistance while the enrolled member is a minor child.

1-2 Minimum Income Requirements

In order to serve as many eligible families as possible the Rental Assistance Program requires each applicant (family) to maintain a minimum income to qualify for assistance. To qualify for rental assistance each applicant family must meet the minimum income requirements.

To be eligible for Rental Assistance at least one household member must be employed or be receiving a cash grant for public assistance (TANF, SSI, UIB, etc).

1-3 Rental Assistance for Current Housing Assistance Recipients

Participants shall be selected for the Rental Assistance Program from those applicant families determined to be eligible under 1-1, and who are able and willing to meet all obligations under this program.

Applicants currently receiving assistance in other tribal housing programs are eligible to apply for **off-reservation rental assistance**. Their applications will be prioritized according to the selection criteria used to rate and rank all other applicants.

Section 2. PARTICIPANT SELECTION CRITERIA

2-1 Governing Conditions

NCIHA is subject to the Indian Civil Rights Act (Title II of the civil Rights Act of 1968, 25 U.S.C. 1301-03) which provides among other things, that no Indian tribe in exercising powers of self-government shall deny due process or the equal protection of its laws to any person within its jurisdiction.

2-2 Tribal Preferences in Selection of Participants

NCIHA shall give preference to applicants for the Rental Assistance Program who are otherwise eligible for assistance and who, at the time they are seeking housing assistance are:

Elderly (age 55 & up)	50 pts.
Single Parents/Single Applicants	15 pts.
A family living in overcrowded conditions	15 pts.
Displaced persons (through no fault of their own)	10 pts.
Students	10 pts.

A Waiting List shall be maintained for all applicants who do not receive assistance under the initial funding and will be prioritized by the tribal preferences.

SECTION 3. OCCUPANCY STANDARDS

3-1 In order to achieve the goal of alleviating “overcrowded conditions” the rental assistance program will utilize the following occupancy guidelines:

The Guidiville Tribal Council recognizes that families are able to determine what meets the needs of their own families such as; living space and bedroom size and will be making these determinations on a case by case basis.

<u>Bedroom Size</u>	<u>Number of Persons</u>
1	1
2	2-4
3	2-6
4	4-8
5	6-10

SECTION 4. RECEIPT OF APPLICATIONS AND DETERMINATION OF ELIGIBILITY

This section sets forth the basic steps, which are to be taken in obtaining and verifying information from applicant families for the purpose of

- 1) Determining whether they meet the conditions of eligibility for admissions set forth in Section 1;
- 2) Implementing the participant selection criteria contained in Section 2;
- 3) Determining the size of dwelling required in accordance with Section 3.

4-1 Procedure for Receipt of Applications.

1. The applicant constitutes the basic record of each family applying for rental assistance. Each applicant, therefore, will be required to supply information as called for on the Application for Rental Assistance and sign the application attesting to the accuracy of the data provided. Each application shall reflect the date received by NCIHA.
2. The application together with all other materials relating to the family’s eligibility is to be maintained in an active file for each applicant not classified as ineligible or withdrawn.

3. Applicants shall provide social security numbers for all family members who appear on the family composition.

4-2 Verification and Documentation of Application Data

1. To assure that the data upon which determination of eligibility, preference status and eligibility level is full, true and complete; the information submitted by each applicant is subject to third party verification.
2. Complete and accurate verification records consisting of, but not limited to the following, are to be maintained:
 - a) Letter or other statements from employers and other pertinent sources giving authoritative information concerning all amounts of income;
 - b) Copies of documents in the applicant's possession which substantiate statements, or a brief summary of the pertinent contents of such documents signed and dated by the staff member who viewed them;

SECTION 5: REQUIREMENTS FOR CONTINUED RENTAL ASSISTANCE

5-1 Examination and Reexamination of Family Income Determination of Initial Eligibility

For the purpose of determining the eligibility level, making adjustments to the amount paid on behalf of the participant, and determining continued eligibility the Participant is required to submit their Total Family Income upon application to the Rental Assistance Program.

Total Family Income includes income from all family members over the age of 18 from all sources. Sources include but are not limited to:

Employment Earnings	SSI	Unemployment Insurance
TANF Grant(s)	SDI	

5-2 Re-examination Procedures

Participants will be required to re-apply for the Rental Assistance Program annually; Recertification of Family Composition and Income are commenced in July and are made effective the first day of October each year.

Receipt of Application for Continued Rental Assistance

Each tenant family is to be required, at the time of the reexamination, to submit information for completion of Application for Continued Occupancy form and to sign all required forms.

Verification and Documentation of Reexamination Data

To assure that the data upon which the determination for continued rental assistance is true and complete the information that is submitted by each household member is to be verified. Complete and accurate verification records as specified in Section 4-2 are to be maintained in the tenant's folder.

Summary of Verified Data

Verification data are to be reviewed and evaluated as they are received for completeness, adequacy and conclusiveness. Where the information received is not completely adequate in all respects, follow-ups or new efforts to obtain such information are to be made and carried through to conclusion.

The summary is to cover the following determinations and the basis for such determinations:

- 1) Continued eligibility of the tenant family or as the residuum of a family;
- 2) Eligibility of the tenant family as a low income family;
- 3) Size of dwelling required; and
- 4) Total Tenant Payment obligations.

Within 30 days after the tenant has submitted all information required of him or her, and called for on the Application for Continued Rental Assistance form, he or she is to be informed concerning:

1. Continued Eligibility
2. Any changes in their rental obligations
3. Any instances of misrepresentation of family composition or income revealed through the reexamination and any corrective or punitive action which is to be taken.

Interim Redetermination of family Income and Adjustment of Tenant Payments

No tenant payment adjustments are to be offered between dates of annual reexamination (as set forth in this section) except as provided in subparagraphs a. and b. below.

- a. In addition to submitting such information as may be required at time of periodic reexaminations of eligibility and redetermination of Family Income, tenants are to be required to report changes in family composition through marriage, divorce, births or other continuing circumstances.

- b. Any tenant who reports a change in family circumstances (such as decrease in income) shall be given an interim income redetermination and if, upon verification, it is determined the existing total Tenant Payment exceeds 30% of the tenant's Family Income and appropriate adjustment shall be made. In the event the total tenant payment is decreased in accordance with this provision, the tenant must report all changes in family circumstances which would result in an increase Total Tenant Payment.
- c. Increases in Total Tenant Payment are to be made effective the first day of the second month following that in which the change occurred.
- d. Decreases in Total Tenant Payment are to be made effective the first day of the month following that in which the change was reported. All decreases in Total Tenant Payment are subject to the availability of funding for an increased subsidy payment.

SECTION 6: FAIR MARKET RENTS

In accordance with the NAHASDA Program, Northern Circle Indian Housing Authority is required to pay no more than **Fair Market Rents** that are periodically published in the Federal Register. These amounts are subject to change as the averages for counties change and are published.

SECTION 7: MINIMUM SUBSIDY

Each Participant that is approved for the Rental Assistance Program shall receive a minimum rental subsidy in the amount of **\$250** per month.

SECTION 8: TENANT PAYMENTS

Each participant shall be responsible for a portion of the contract rent (rental charge). This tenant payment will be determined according to total household income. The payment will be calculated at 30% of Adjusted Household Income and all participants will be informed of their portion of the rent at the time they are issued their Rental Certificate. Utilities will be the full responsibility of the tenant.

SECTION 9: AREA OF OPERATION

Designated by Tribal Ordinance.

SECTION 10: MOVE IN COSTS

The tribe has determined that all move-in costs will be covered by the Rental Assistance Program.