

Northern Circle Indian Housing Authority  
Rental Assistance Program  
Policy Guidelines

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In order to establish a Rental Assistance Program that is managed in a consistent manner for all participants the following Guidelines are established and apply to all Tribal Rental Assistance Programs managed by Northern Circle.

1. Northern Circle will not rent motel or hotel rooms with program funds for program participants without Tribal Approval. Because motel and hotel room rates far exceed the fair market rent for a studio (apartment) these daily/weekly rentals are not allowed under the Rental Assistance Certificate issued to each participant. This includes efficiency apartments, extended stay hotels, converted motel rooms that rent on a daily or weekly basis. Tenant initial\_\_\_\_\_
2. All participants are required to notify Northern Circle when they plan to vacate a rental unit that is under a Housing Assistance Payment Contract. Northern Circle requires that participants provide a 30-day written notice when planning to vacate. Failure to notify Northern Circle upon vacating will result in a six month suspension from the program. Tenant initial\_\_\_\_\_
3. Rental Assistance Program participants are required to make all reasonable attempts to receive the security deposit back from the landlord/property manager upon vacating rental property. All participants must provide Northern Circle with a final accounting of the security deposit for their participant file. This will determine whether or not the recipient is eligible for additional move in costs funds. Tenant initial\_\_\_\_\_
4. Rental Assistance Program participants must report changes in tenancy including the addition of family members to their lease agreement. This is a requirement of the Housing Assistance Payment Contract and includes all family/household members. Tenant initial\_\_\_\_\_
5. Rental Assistance Program participants will be notified of the duration of their participation in the Rental Assistance Program upon signing their RA Certificate. Participants will be notified within 3-months of their final payment that the Rental Assistance is scheduled to expire. Tenant initial\_\_\_\_\_
6. The drug-free housing requirements apply to all Rental Assistance Participants. Participants that violate NCIHA Drug Policies including the Marijuana Cultivation Policy will no longer be eligible for the Rental Assistance Program. Tenant initial\_\_\_\_\_
7. Northern Circle cannot make loans with rental assistance funds. Funds are paid on behalf of participants based on eligibility, verified income and established

policies. Participants may not re-pay Northern Circle to increase their monthly subsidy and Northern Circle may not pay out lump sum payments (other than move-in costs) and recapture the funds by paying a decreased monthly subsidy. Monthly subsidy payments may only be paid in the amount specified in the Housing Assistance payment (HAP) contract. Tenant initial \_\_\_\_\_

8. No payment(s) will be released to any property owner/manager without all the required documents returned to Northern Circle including but not limited to:

- Request for Lease Approval
- Housing Inspection Form
- W-9 Tax Payer ID Form

Tenant initial \_\_\_\_\_

9. All units will be inspected prior to move-in whenever possible. Units that have been occupied by a RA recipient prior to being on the RA program will be inspected prior to the first subsidy payment being issued. In the event staff is unable to perform the required inspection according to the provision the inspection will be performed by the Housing Inspector on the next available date no more than 2-weeks after occupancy and/or receipt of initial subsidy payment.

Tenant initial \_\_\_\_\_

10. NCIHA requires a minimum of 7 days to process initial payments of security deposit, 1<sup>st</sup> months rent & other move-in costs. Exceptions to this provision will be evaluated on a case-by-case basis. Tenant initial \_\_\_\_\_

**11. Rental Assistance Participants are not allowed to rent rooms from family members. The only exception can be for full time college students according to the Tribal specific Rental Assistance Policy and will approved on a case-by-case basis.**

**12. Rental Assistance Participants will be required to recertify annually; Recertification of Family composition and Income is based on the Participant's anniversary date of when their 1<sup>st</sup> subsidy payment was issued.**

- a) **Increases in total tenant payment are to be made effective the first day of the second month following that in which the change occurred.**
- b) **Decreases in total tenant payment are not to be made effective the first day of the month following that in which the change was reported.**

**13. If during the annual re-cert process and or during a interim redetermination of family composition/income a household is deemed one of the following:**

- a) **Ineligible based on the total household income reported exceeding the adopted income limits of NCIHA**

- b) Ineligible due to failure to maintain a minimum income requirement as established by the Tribal specific Rental Assistance Policy**

**NCIHA will notify the Participant in writing of their ineligibility and they will be removed from the rental assistance program in 90 days.**

**During the 90 day time period NCIHA will make subsidy payments based on the most recent verified income.**

**In either circumstance should an increase/decrease be reported within the 90 day period, NCIHA will re-evaluate to re-determine program eligibility. If no new information is reported NCIHA will remove the Participant from the Rental Assistance Program.**

**14. Evictions: Rental Assistance Recipients that are evicted from the contracted rental unit during their participation in the NCIHA Rental Assistance Program will be deemed ineligible for the program for a period of 24 months. Evictions will be defined as judgment from a court of law to restore possession of premises to owner. Tenants that leave prior to issuance of judgment will not be penalized except for those tenants as follows:**

- a) Tenants that cause excessive damages to a rental home as documented by the NCIHA Management Staff.**
- b) Tenants that vacate the rental home without notifying NCIHA.**

**15. Relocating**

**Recipients will be authorized to utilize NCIHA RA Funds to relocate once in a 24 month period. The recipient must pay any other additional relocation costs themselves and the NCIHA staff will transfer the RA payments to the new landlord the first day of the following month.**

**Recipients may re-use the balance of a security deposit refund but only after the refund has been returned to NCIHA.**

**Mgt. Dept. Signature \_\_\_\_\_  
Date \_\_\_\_\_**

**Tenant Signature \_\_\_\_\_  
Date \_\_\_\_\_**