

# **KALISPEL TRIBE HOUSING OFFICE RENTAL ASSISTANCE GRANT PROGRAM**

## **1. PURPOSE**

It is the Kalispel Tribe Housing Office's (KTHO) goal to assist low income families who need to rent a privately-owned unit; are not currently renting a privately-owned unit, but cannot provide the initial deposits. This assistance will be a grant available once every five years, which will provide the first and last month's rent and the damage deposit. KTHO is not a party to any rental or lease agreement. KTHO will not be responsible for any actions of the renter, or obligations (unpaid rent, damages, utilities, etc.) that may be incurred by the renter.

## **2. MAXIMUM GRANT ALLOWABLE**

- A. The Rental Assistance Grant is available once every five years unless a student. This does not prohibit an applicant who has not received the grant, IF, they have a familial relationship with an individual who received the grant prior to the relationship.
- B. The maximum grant allowable is \$2,500.00.
- C. Students may apply for assistance annually.
- D. The grant amount will be the minimum pre-payment required by the landlord consisting of the first and last month's rent and the damage deposit, if needed, as determined by the information provided on the KTHO Landlord Rental Assistance Statement OR by a copy of the lease agreement.
- E. The number of grants to be made under this program will be on a first-come, first-serve basis and limited to the availability of funds.

## **3. ELIGIBILITY REQUIREMENTS**

- A. Applicant must be an enrolled member of the Kalispel Tribe of Indians.
- B. The designated service area for this program includes the Kalispel Indian Reservation and all states within the United States (including Hawaii and Alaska).
- C. Applicants must be at least 18 years of age.
- D. Applicants who are not enrolled Kalispel Tribal members but who have minors who are enrolled Kalispel Tribal members in the household are eligible.
- E. Low-income families must fall at or below 80% of the National Median Income guidelines as established by the Department of Housing and Urban Development as defined by NAHASDA 24 CFR 1000.110.
- F. Non-low-income families within 80% but not exceed 100% of the National Median Income guidelines as established by the Department of Housing and Urban Development as defined by NAHASDA 24 CFR 1000.110 will be assisted but not to exceed 10% of the amount planned for the program year without HUD approval to ensure the affordability of assisted housing.
- G. To be eligible, the applicant may not own, hold or possess an undivided interest in another residential property that could serve as the primary residence; or own, hold or possess an undivided interest in any rental income property.

The applicant must be accepted by a landlord who has a rental unit available. A completed KTHO Landlord Rental Assistance Statement, or a copy of the lease or rental contract with the same information, must be submitted as validation.

- H. The applicant must have sufficient income to meet the monthly rental amount charged under their contract.
- I. An applicant cannot already be in a rental unit. An applicant cannot request this grant in order to pay back-rent or deposits owing. This grant is for Tribal members who need financial assistance to enter a rental unit.
- J. An applicant cannot have any outstanding housing related debts owed to KTHO.
- K. If multiple tenants are listed by the landlord, and are not in a familial status, only a pro-rata share will be paid based on the percentage of Tribal members renting the unit.
- L. The rental assistance may not be for a federally-assisted housing unit.
- M. Housing standards as established in KTHO Admissions and Occupancy Policy will apply on the housing unit being leased by applicant.
- N. Applicants must complete and sign KTHO's Rental Assistance Grant Application.
- O. Rental Assistance is open to applicants who are relocating for the purpose of attending college. Applicants cannot already be in a unit while attending school and utilize the program to move to another rental unit in the same area. College applicants are eligible each year they need assistance, if they have moved out of the unit over the summer months to return home and the applicant is receiving monthly rental assistance from another Kalispel Tribe program.

#### **4. SELECTION OF GRANTEES**

Grants will be awarded on a first-come, first-served basis with preference given to low-income families and those who have not been previously served by the program. Applications will be processed according to the date all of the required information is received and the applicant is determined to be eligible. Incomplete applications will not be considered for assistance. The Housing Manager may refer applicants to the Kalispel Tribe Business Council (Housing Board) for it to consider whether to grant an exception at its discretion based on applicant need. Examples include, but are not limited to, emergency housing needs due to catastrophic circumstances or fire (KTHO will not waive the income eligibility requirements). KTHO will follow the Kalispel Tribal Housing Policy Part 18, Standards of Conduct (Code of Ethics) section.

#### **5. GRANT APPLICATION**

The application must include the following:

##### **A. INCOME VERIFICATION**

All sources of income must be reported by all members of the household who are 18 years of age or older.

*Examples* of acceptable documentation for income verification are: pay stubs, income tax statements, copies of checks, bank statements where payments are received through direct deposit, and statements from tribal, federal, state and local agencies.

Applicants who are attending college must provide a copy of their verification of any student assistance that will be received or confirmation from Kalispel Tribe Education employee that the applicant is participating in the Kalispel Tribe Education Program.

B. CONSENT AND AUTHORIZATION STATEMENT

The consent and authorization statement must be signed by all household members over the age of 18. This form authorizes verification of information to assist with eligibility determination.

C. SOCIAL SECURITY NUMBERS FOR HOUSEHOLD MEMBERS

Social Security Numbers for all members of the household must be provided. Copies of the cards may be requested if further verification is needed.

D. SIGNED LANDLORD RENTAL AGREEMENT STATEMENT OR COPY OF LEASE/CONTRACT

6. ABUSE OF PROGRAM

**Misuse of this program or the misuse of these grant funds by the applicant or the landlord will result in ineligibility to use the program in the future. KTHO may seek repayment of the grant assistance through voluntary assignment of per capita payments, and prosecution to the greatest extent of the law.**