



# PINOLEVILLE POMO NATION

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## Housing Assistance Program Policies and Procedures

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## **Section A: Purpose and Administration**

The Pinoleville Pomo Nation Housing Department (PPNHD) has established a Housing Assistance Program to assist low-income eligible tribal citizens with short-term subsidies to defray rent and utility bills that families have received.

## **Section B: Goals and Funding Availability**

The PPNHD has designated funds in its Indian Housing Plan to provide eligible low-income tribal citizens with Housing Assistance up to \$1500.00, depending on the type of assistance provided.

The Housing Assistance Program has established the following goals to meet the needs of tribal citizens:

- To provide short term or possibly longer term stability for a family in need.
- To alleviate the financial burden on low-income tribal families.
- To assist tribal citizens from unsafe situations that may occur due to homelessness.
- To maximize the financial resources of NAHASDA in order to serve the greatest number of tribal citizens.
- To financially assist tribal citizens in becoming current with payments for utilities or rent that they may have fallen behind on.
- To assist with deposit or first month's rent, not to exceed \$1500.00. The applicant must provide income verification, which supports their ability to remain in the rental housing.

## **Section C: Minimum Income Requirements**

Applicants must maintain a minimum income to qualify for assistance (at least one of the household members must be employed, or receiving a cash grant for public assistance, i.e. TANF, SSI, UIB, Veterans, etc.

## **Section D: Program Categories**

Assistance with Utilities: Assist tribal citizens or parent/ legal guardian of tribal citizen with assistance with utilities not to exceed \$500.00. Eligible low-income applicants may utilize the program once per program year.

Assistance with Rent Payment: Assist tribal citizens or parent/ legal guardian of enrolled citizen with Emergency Assistance with a rental payment. Applicants may use this type of assistance once a year. Assistance cannot exceed \$1000.00.

Move-In Assistance: Assist tribal citizens or parent/ legal guardian of enrolled citizen with deposit, first/ last month's rent. Not to exceed \$1500.00. Applicants may use this type of assistance once every 18 months.

Please note that the process from initial application to a payment being made can take up to 7 business days. If the applicant has a shutoff notice/ 3 day notice to pay or quit, it is their responsibility to submit the required documentation in a timely manner, in order it avoid interruption of services.

## **Section E: Eligibility Requirements**

To be eligible for the Emergency Housing Assistance Program applicants must meet all of the eligibility requirements:

1. Enrolled adult member or parent/ legal guardian of a minor enrolled tribal citizen.
2. In good standing with all Pinoleville Pomo Nation entities (No outstanding debts).
3. Income not to exceed the applicable HUD median income limits of 80%. If the service area of the applicant has a median income limit that is lower than the current U.S. median income limit; the U.S. median income levels must be used.
4. Living within the Pinoleville Pomo Nation Housing Department service areas as stated on page 1.
5. Applicant has not used the programs allowed limit for Emergency Housing Assistance, as stated above under program categories.

### **Section F: Method of Payment**

Payment arrangements will be made directly to the utility provider, landlord, or manager.

### **Section G: Evictions**

If the applicant is evicted for “cause” after housing assistance has been provided, that applicant must repay the entire amount of assistance before being eligible for assistance again. This requirement is only applicable for assistance provided for move-in costs. Once the entire amount of assistance has been paid back, the applicant must be able to provide at least one rental reference from a landlord subsequent to their eviction from the unit that was provided assistance.

### **Section J: Applicant Must Provide**

1. A complete application signed and dated.
2. Certification of Tribal Citizenship.
3. Proof of income for all the members in the household (18 & over)
4. Signed and dated Release of Information form.
5. Copy of current valid identification card or driver license.
6. Past due bill or shut off notice.
7. Rental Agreement (for assistance with rent/ move-in costs)

Applications will be reviewed and evaluated as they are received. All income documents will be verified by the Pinoleville Pomo Nation Housing Department staff. Applicants with incomplete applications will be notified. Once this is established applicants will have 48 hours to respond, or their application will be denied.

## **CONFLICT OF INTEREST ADDENDUM TO THE HOUSING ASSISTANCE PROGRAM POLICY:**

### **Section K: Conflict of Interest for Admissions**

The purpose of the Conflict of Interest provisions are to assist managing those situations where Conflicts of Interest arise within the PPN housing programs governed by the NAHASDA statute and regulations, and to ensure fair and equitable treatment for all eligible participants of the PPN

programs (Reference NAHASDA Sections: 201(b), 203(d), 207(b) and 408; 24 CFR 85.36 (a) (3); 24 CFR 1000.30, 1000.32, 1000.34 and 1000.36; IHBG Program Guidance No. 2002-13).

1. Conflict of Interest Requirements:

- a. The conflict of interest provisions apply to anyone who participates in the decision-making process or who gains inside information with regards to NAHASDA assisted activities. Such persons include anyone with an interest in any contract, subcontract or agreement or proceeds there under, either for themselves or others with whom they have business or immediate family ties.
  - 1) Such individuals are, but are not necessarily limited to: housing staff, housing or Tribal Board Members, members of their immediate families, Council Members, members of their immediate families and such individual business associates.
- b. The requirements prohibit any such individuals from benefiting from their position personally, financially or benefit from such activities, except for NAHASDA funds to pay salaries, or other related administrative costs.

2. Conflict of Interest Determination:

- a. Determination of whether or not there is a potential conflict of interest will be determined during the application process.
- b. Applicants will be asked to disclose any personal, family or business relationships with the PPNHD.
- c. PPNHD shall maintain a list of all persons having immediate family or business ties to PPNHD decision makers.

3. Conflict of Interest Exclusion:

- a. The conflict of interest provision does not apply to instances where a person who might otherwise be included under the conflict provision is low-income and is selected for assistance in accordance with the PPNHD's written policies for eligibility, admissions, and occupancy for families for housing assistance with Indian Housing Block Grant (IHBG) funds, provided that there is no conflict of interest under applicable tribal or state law.
  - 1) However, if a PPNHD employee or his/her immediate family member is on the waiting list for housing assistance, that employee may not be involved in the application and selection process.
- b. In these cases, the PPNHD must publicly disclose when a possible conflict of interest exists and report the conflict to HUD per Section 5 below.

4. Conflict of Interest Exceptions – HUD Approval:

- a. HUD may make exceptions to the conflict of interest provisions that would breach Section 3(a), above, on a case-by-case basis when it determines that such an exception would further the primary objective of NAHASDA and the effective and efficient implementation of the PPNHD's program, activity, or project.

- b. A public disclosure of the conflict must be made and a determination that the exception would not violate tribal laws on conflict of interest (or any applicable state laws) must also be made.
  - c. PPNHD must maintain all such records pertaining to the exception for a period of at least three (3) years after an exception is made.
5. Public Disclosure Requirement:
- a. The PPNHD must make public disclosure of the nature of assistance to be provided and the specific basis for selection of the person.
  - b. PPNHD shall provide the Southwest Office of Native American Program (SWONAP) a copy of the disclosure before the assistance is provided to the person.
  - c. The public disclosure shall be posted in the entrance of the Housing Department Office in a place available for review to any interested person.

#### **APPEDIX A: PROGRAM DEFINITIONS (As Defined In This Policy)**

**Immediate family:** is defined as a parents, spouse, child, sister, brother, grandparents, uncle, aunt, first cousin, nephew, niece, and grandchildren of the employee, and/or “foster”, “half”, “in-law”, or “step” situations within these relationships.