

Delaware Nation Housing

TRIBAL RENTAL ASSISTANCE PROGRAM POLICY

APPROVED by Tribal Resolution #2018-013

Effective Date: January 30th, 2018



TRIBAL RENTAL ASSISTANCE PROGRAM POLICY

SECTION I: GENERAL

- 1.1. The Nationwide TRIBAL Rental Assistance Program is funded by Tribal Funds. Rental Assistance will require all Housing Department Staff and anyone involved in the decision making for that program to adhere to this policy for that program. Assistance may be provided to low-income enrolled Delaware Nation members that fall within the current United States 80% Median Family Income Limits based on family size. The amount of assistance for the Tribal Rental Assistance Program is subject to change and the program may be suspended at any time due to availability of funding.

SECTION II: ELIGIBILITY REQUIREMENTS

- 2.1. The following are the eligibility requirements for the Rental Assistance Program:
 - 2.1.1. Assistance shall be given to enrolled Delaware Nation Members.
 - 2.1.2. Must reside within the United States.
 - 2.1.3. Must meet the 80% National Median Income Limit Guidelines. To verify this, each applicant will need to submit a copy of a social security card for each household member.
 - 2.1.4. Applicant must be approved for a rental unit prior to assistance. DNHD shall only issue checks to vendors (i.e. landlord, utility companies, etc.)
 - 2.1.5. Assistance is limited to once per fiscal year per household.
 - 2.1.6. Applicant must have a minimum annual income of \$15,600 (minimum wage).
 - 2.1.6.1. Exceptions may be made only if an applicant can provide proof of government or state assistance that has agreed to pay the applicant's required monthly rent fee for a minimum of one year.

SECTION III: INCLUDABLE COSTS

3.1. INCLUDED COST

Costs included in the Tribal Rental Assistance Program are limited to first time move in cost not to exceed \$1000.00 for enrolled Delaware Nation Tribal members (amount of assistance may change depending on availability of funding). The following are includable cost:

- 3.1.1 Security deposits required for move-in to residential rental property
- 3.1.2 First month's residential rental payment
- 3.1.3 Additional up-front residential rental payment required by property owner
- 3.1.4 Utility Deposits for initial utility services (i.e. electricity, gas, and water)

SECTION IV: COST NOT INCLUDED

4.1. COST NOT INCLUDED

Rental assistance shall not provide for:

- 4.1.1 Residential rental payments that are not required for move-in (i.e. on-going monthly payments)
- 4.1.2 Past due residential rental payments even if they are required for move-in
- 4.1.3 Past due utility payments even if required for move in
- 4.1.4 Telephone deposits
- 4.1.5 Cable, satellite, and/or internet deposits

SECTION V: RENTAL ASSISTANCE GRANT CEILING

- 5.1. Rental assistance grant ceilings shall be established at \$1,000.00 enrolled Delaware Nation Tribal members. Assistance shall be provided only once every year to eligible households. The grant ceiling is subject to change at the discretion of the Housing Director depending on availability of funding. If the amount is changed, the express consent of the Executive Committee shall be required.

SECTION VI: RENTAL ASSISTANCE PROGRAM PROCEDURES

6.1. APPLICATION SUBMISSION

Applications may be requested from the Delaware Nation Housing Department office. Complete applications may be received by email, fax, mail, or in person. It is the responsibility of the applicant to submit all required documentation. A list of the required documentation shall be provided in the application packet (i.e. income verification, tribal enrollment, etc.). An application shall not be processed until all required documentation is received in the Housing office.

6.1.1. The Housing Staff shall review the application to ensure all documentation is submitted and all required signatures are in place.

6.1.1.1 If an application is deemed incomplete, DNHD shall notify the applicant immediately by phone and/or letter. The application shall be considered pending for a period of two weeks. If the application is still incomplete after two weeks, the application shall be denied due to being incomplete and the applicant shall have to begin the application process again.

6.1.2. Once the application is determined to be complete, the Housing staff shall calculate income eligibility, verify tribal enrollment and verify approval of prospective unit in order to make a determination of eligibility. DNHD shall be required to make a determination of eligibility within two weeks of receiving a complete application.

6.1.3. If an applicant is determined ineligible, DNHD staff shall send a notice of ineligibility stating the reason(s) for the determination.

6.1.4. If an applicant is determined eligible, DNHD shall send a letter to the applicant and vendor(s) stating the applicant has been approved for assistance. The letter shall also state the amount of assistance to be disbursed to the vendor(s) and the date payment shall be made.

6.1.5. DNHD staff shall retain all copies of requisitions and vendor checks along with all applicant information in a file in the DNHD office (see Delaware Nation Record Retention Policy).

SECTION VII: WAITING LIST

7.1. In the event that funding is exhausted or unavailable, complete applications shall be placed on a waiting list. DNHD shall contact applicants on the waiting list when funding to provide assistance is available.

7.1.1 In the event more funding becomes available, applications shall be pulled from the waiting list in the order they are received.

SECTION VII: HISTORY

- **Revision:** June 11, 2024 approved with Resolution 2024-182