



**2010**

## **RENTAL ASSISTANCE**

### **GUIDELINES**

#### **PROGRAM DESCRIPTION**

This program provides up to \$2400 per household falling within the income limits to pay for eligible expenses related to rental assistance, not to exceed \$200 a month for subsidy. Households will have to reapply for rental assistance each year and are not guaranteed to receive this award the next year. These awards will be made in order of receipt until funds are depleted for this program.

Expenses may include:

- Rental security deposits
- Rent Subsidy

#### **ELIGIBILITY REQUIREMENTS**

1. The applicant must be an adult, enrolled PBPN tribal member. **Tribal enrollment and social security cards must be submitted with the application.**
2. The income limit for households applying for assistance is 80% of the area median income adjusted for household size. The U.S. Department of Housing and Urban Development user guidelines are used to determine the median income.
3. Applicant must not have any past due debts owed to the PBPNSHA or the PBPN.

#### **TERMS AND CONDITIONS**

The assistance will be paid directly to the service provider, rental agency, landlord, or other appropriate entity whenever possible. The tribal member must provide appropriate verification of these costs either through official written statement or billing statement.

Priority assignment for Rental assistance will be based on time and date application is received in the Housing Office. For the purposes of all NAHASDA Housing, preferences shall be as follows:

- Applicant where head of household or spouse is an enrolled Prairie Band Potawatomi Nation Tribal member.
- Applicant family whose head of household is an enrolled member of any federally recognized tribe.

- Applicant non-Indian family determined to be eligible to receive assistance.

## **PROGRAM REQUIREMENTS**

Rental assistance will be paid directly to the landlord. It is the tenant's responsibility to inform the Housing Office if they plan to move so payments can cease.

It is the tenant's responsibility to provide the Housing Office with a copy of their receipt for their portion of the rent before we will issue payment for the next month's rent.

The following items *must* be received with the application to be approved:

- Copy of Tribal Enrollment card
- Copy of Social Security card

For payments to be processed the following items *must* be provided to the Program Administrator within the allotted time frame:

- Statement from service provider, rental agency, landlord or other appropriate entity verifying amounts to be paid directly to provider on behalf of tribal member.
- Receipts verifying amounts paid out of pocket by tribal member.

### ***IMPORTANT PROGRAM NOTES:***

All payments will take approximately two to three weeks to be processed and received. Applicants should notify their landlord that they will not receive payment from this office for two to three weeks. If this is not acceptable, applicants will need to contact the Program Administrator to discuss their individual situation.