

**KASHIA BAND OF POMO INDIANS
OF THE STEWARTS POINT RANCHERIA**

**Temporary Emergency Housing Assistance
Policies and Procedures**

PURPOSE AND SCOPE

The Kashia Band of Pomo Indians of the Stewarts Point Rancheria (Tribe) has established a Temporary Emergency Housing Assistance Program to assist Tribal Members in time of dire circumstances to secure or maintain housing.

The purpose of this program is to assist Tribal Members and their families on a first come first served basis in an emergency situation or those that are homeless due to unforeseen circumstances. It is not intended to assist individuals living in overcrowded living situations.

The Tribe will provide Tribal Members living either on or off the Reservation with assistance to obtain secure, safe, decent and adequate lodging/housing within the service areas of Lake, Mendocino, Sonoma, and Napa Counties.

FUNDING AVAILABILITY AND GOALS

The Tribe has designated approximately \$20,000 in funds from its Indian Housing Block Grant to establish a Temporary Emergency Housing Assistance Program. The Tribe will seek to replenish the Program on an annual basis, subject to available funding.

The Program will fund awards of up to \$2,000.00 to eligible Tribal Member Households.

The amount of funding awarded to a particular Tribal Member household will be based on the type of emergency the Tribal Member is experiencing and what, if any, damages the Tribal Member has incurred in connection with the emergency.

The Tribal Housing Department has determined the Temporary Emergency Housing Assistance Program will meet the following goals:

- To provide short term or possibly longer term stability for a Tribal Member household and his or her family in need by addressing circumstances one at a time.
- To stabilize the Tribal Member and his or her family by utilizing available resources such as Rental Assistance to assist the family, if available.
- To meet the needs of a greater number of Tribal Member household and their families by maximizing the resources available under NAHASDA.
- To financially assist needy Tribal Member household and their families to find homes that are adequate for family size and composition

Consistent with these goals, the Temporary Emergency Housing Assistance Program shall provide the following types of assistance:

FUNDING CATEGORIES

1. Emergency/Homeless Shelter: Assist enrolled Tribal Member household and their families with emergency/homeless shelter in a hotel or motel. Not to exceed \$1,000.00.
2. Move-In Assistance: Assist Tribal Member household and their families with deposit, first and/or last month's rent. Not to exceed \$2,000.00.
3. Rental/Mortgage Assistance: Assistance Tribal member household and their families to pay past/current month's rent or mortgage. Not to exceed \$2,000.00.

EMERGENCY DEFINED

Following are examples of emergency circumstances that may qualify for Temporary Emergency Housing Assistance:

- Homelessness due to fire, flood or other Act of God
- Severe medical emergency
- Sudden loss of employment or other unexpected circumstance beyond your control leading to financial emergency

In all cases, documentation regarding the emergency circumstance will be required, and must be submitted with an application for assistance. Adequate documentation may include such things as a report from the fire department, landlord/owner, mortgage holder, health department, government building inspector, employer, or physician, as applicable; restraining order or other court documents.

ELIGIBILITY REQUIREMENTS

To be eligible for the Temporary Emergency Housing Assistance Program every applicant must meet the following eligibility requirements:

1. The applicant must be an enrolled adult Tribal Member or the parent/legal guardian of a minor enrolled Tribal Member of the Kashia Band of Pomo Indians of the Stewarts Point Rancheria. The Housing Committee and Tribal Council may determine on a case-by-case basis to waive this requirement for good cause, provided an award to the applicant in such a case will not prevent another eligible Tribal Member from receiving needed Temporary Emergency Housing Assistance.
2. The applicant must be living or seeking residence within Lake, Mendocino, Sonoma or Napa County.

3. The applicant must be in good standing with the Tribe (in other words, not be in violation of any law of the Tribe or owe any debt to the Tribe).
4. The applicant must confirm that he or she has not been evicted from another dwelling for “Just Cause” either by the Tribe or by any other owner/landlord of a private housing unit.
5. The applicant must confirm that he or she has not received a “Notice to pay or quit” within the last year.
6. The applicant must confirm that he or she has not applied for and received an award of Temporary Emergency Housing Assistance on any other occasion, unless the Housing Committee determines on a case-by-case basis to waive this requirement for good cause and an award to the applicant will not prevent another eligible Tribal Member from receiving needed Temporary Emergency Housing Assistance.
7. The applicant must be able to produce verifiable documentation in the case of eviction or foreclosure that it is the result of a genuine financial emergency arising from sudden loss of employment, injury, illness or other significant circumstances that is presented.
8. The applicant must be able to demonstrate that he or she or a member of his or her family has a minimum level of income adequate to cover, on an ongoing basis, the costs of the housing for which assistance is sought.
9. The applicant must be able to demonstrate qualification for low income housing assistance under NAHASDA (See attachment).
10. The applicant must be able to demonstrate there are no other resources available to address the emergency circumstance.
11. As a general rule, Temporary Emergency Housing Assistance will not be available to an applicant whose landlord is an Immediate Family Member (parent, child, sibling, grandparent/grandchild, aunt/uncle/niece nephew, first cousin).

MINIMUM INCOME REQUIREMENTS

Applicants seeking Temporary Emergency Housing Assistance must maintain a minimum level of income to qualify for assistance (at least one of the household members must be employed, or receiving a cash grant for public assistance, such as through TANF, SSI, UIB, Veterans, etc.), and must be able to demonstrate the ability to pay for the costs of housing on an ongoing basis once the emergency circumstance has been addressed. Applicants will be required to sign a Release of Information for verification purposes.

METHOD OF PAYMENT/REIMBURSEMENT OF RENTAL DEPOSITS

Any award of Temporary Emergency Housing Assistance shall be paid directly to the property owner, landlord or manager, and not to the successful applicant. Under no circumstances shall the Tribe assume any responsibility for costs associated with any damage done to the premises or any other expenses incurred for any reason beyond the amount of the Temporary Emergency Housing Assistance granted, or enter into any agreement with a property owner, landlord or manager that would make the Tribe liable for any damages or to serve as a guarantor for any financial or other obligation on behalf of a Tribal Member or his or her family.

To the extent any amount of an award is held as a rental deposit, the applicant shall be obligated to ensure that amount is returned to the Tribe when the premises are vacated or the deposit is otherwise available to be returned. The purpose for this provision is to ensure that such funds can then be made available to another needy Tribal Member. If the amount of the deposit returned to the Tribe is less than the amount provided to cover the required deposit ~ and the withholding is the result of negligence or a willful act by the Tribal Member or any member of his or her household ~ the Tribal Member shall remain obligated to reimburse the Tribe for any balance due, and the Tribe may withhold Indian Gaming Revenue Sharing Trust Funds otherwise due to the Tribal Member in order to ensure the Temporary Emergency Housing Assistance Fund is reimbursed the full amount of the deposit.

The landlord must complete a W-9 form before any payments can be made.

APPLICATION PROCESS

In order to be considered for an award of Temporary Emergency Housing Assistance, an applicant must submit all of the following to the Housing Department:

1. A complete signed and dated application form.
2. Current proof of Tribal Membership/Tribal Certification
3. Proof of income for all members in the household (18 & over)
4. Signed and dated Release of Information form.
5. Current Valid Identification Card or Driver License
6. Documentation evidencing the emergency circumstances for which the funds are sought.
7. Any other documentation or information requested by the Housing Department.

Applications will be reviewed and verified by Housing Department staff as they are received. Any applicant that submits an incomplete application will be notified immediately of the status of his or her application and the documentation or information that is needed to complete the application. Once an application is determined to be complete, it will be forwarded to the Housing Committee for evaluation and a decision whether to grant or deny the funding sought. If Housing Committee approves the request, it will be forwarded to the Tribal Council for evaluation and decision whether to grant or deny the funding. Each applicant will be notified immediately as to the Housing Committee and Tribal Council's decision.

Each approved applicant will be required to attend educational workshops and/or Budget/Credit counseling classes as determined by the Housing Department.

The Tribe may withhold Indian Gaming Revenue Sharing Trust Funds if fraud is determined to have been committed by the Tribal Member in order to receive the Temporary Emergency Housing Assistance funds.

If you have any questions or need assistance filling out an application please contact:
Norma Garcia at (707) 591-0580 ext. 114