

Little Traverse Bay Bands of Odawa Indians

Housing Department

Short Term Rental Assistance Policy

PURPOSE OF POLICY

The Short Term Rental Assistance Program is available to an individual or families who are new tenants and need assistance with First Month Rent and/or Rent Deposit. Short Term Rental Assistance is a **ONE TIME ONLY** grant available to an applicant eligible to receive housing services from LTBB through the Housing Program Activities funded as a result of the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA), Indian Housing Block Grant. The Program is not an emergency assistance rent program.

Program Requirements

To be eligible for assistance, an applicant must meet the following requirements:

1. Applicants must submit an application to the LTBB Housing Department.
2. A copy of the lease agreement must be submitted and contained in the applicant's file.
3. Applicants must meet NAHASDA Income guidelines.
4. Rental assistance is available on a one time only basis.
5. Rent must be affordable based on Income/Rent ratio. The rent assistance amount will be decided after the monthly rent has been determined not to exceed 30% of the low income applicants *Adjusted Income (NAHASDA, Section 4. Definitions)*.
6. Preference will be given to LTBB Tribal Citizens and other Indian families in accordance with Section 201(b) (4) of the NAHASDA Regulations.
7. The rent assistance amount will be paid only after receiving assurance from the tenant and landlord that that the Little Traverse Bay Bands will not be held liable for any rents due because of tenant failure to pay rent.
8. Participating landlords and tenants are required to enter in a lease agreement for a minimum of six months.
9. Participating landlords and tenants will be expected to comply with the appropriate Michigan and Tribal Law as it pertains to landlord/tenant rights and responsibilities.
10. The landlord and tenant must agree to remit to the LTBB Housing Department any and all portions of the Rent Deposit unused for claims against tenant.

Application Process

- It shall be the policy of the LTBB housing Department to provide Short Term Rental Assistance applications to each person requesting an application. A file shall be kept on each applicant to be used in part as the LTBB Housing Department housing assistance waiting list.
- The LTBB Housing Department personnel shall receive and review each housing assistance application for completeness and will perform required follow-up to verify certain information.
- Housing personnel will complete the Rental Assistant's checklist to ensure all files are complete. Staff along with the Housing Director must sign off on the checklist verifying that all required information is contained in the file. If the applicant has met all Rental Assistance Program Guidelines the Housing Director will approve the application and the application will be stamped approved.
- Upon signing off on the checklist the Housing Department will complete a check request to be forwarded to the LTBB Accounting Department for payment to be made to the landlord. Staff will be responsible for ensuring timely payment's as Accounting Department procedures allow.
- The Housing Department staff must report to the Housing Commission at the next Housing Commission meeting applications as Tribal policies permit and the dollar amounts paid to landlords for rental assistance on behalf of and applicant. This includes reporting denial of applicants and the reason for the denial.

NOTE: Rental assistance is for first month rent and deposit only. The Housing Staff is not authorized to make exception to the requirement.

Little Traverse Bay Bands of Odawa Indians Housing Department
SHORT TERM RENTAL
APPLICATION PROCESS & SCREENING PROCEDURES

APPLICATIONS:

Request for application packets - Requests may be made via telephone, walk-in, or mail. A complete application packet must contain Cover Letter, LTBB Housing Application, Service Area Map, Release of Information, NAHASDA Rental Grant Agreement and W-9.

- 1) All requests will be logged into the contact log sheet.
 - a) Name, Date, Type of Contact (i.e. telephone, walk in, mail), Reason for Request (i.e STR Application packet), and Action Taken (i.e. sent or gave out application)
- 2) Record all disbursements of application in appropriate Log
 - a) Mail Log – Name, Address, Date mailed and type of packet mailed.

Processing application – Upon receipt of completed application packet (i.e. Signed Application and Release of Information Form, NAHASDA Rental Grant Agreement-*signed by Landlord and Applicant, W-9-completed by Landlord*, Tribal ID and Income Verification-*all adult household members*) the Administrative Assistant shall:

MAIL

- 1) Stamp "Received" with date and initials. Log into appropriate log sheet.
- 2) Place all documents into folder labeled with applicant's name and assigned STR# (Example: STR2004-000). Number to be obtained from Journal Book.
- 3) Enter applicants name into the STR Journal next to the number assigned to her/him.
- 4) Verify that previous use of program funds has not occurred. This can be done by checking Tribal ID number or name.
- 5) Print out and complete Activity Log Sheet. This must contain applicant's Name, Enrollment No., Type of Service applying for, and Documents provided. Activity must state whether or not documentation is missing and whether or not services were previously used.
- 6) Forward completed folder to the Occupancy Specialist. In the absence of Occupancy Specialist, place folder in the In-Box located on door. To insure confidentiality, place label facing door as not to expose name of applicant.
- 7) Processing of application will begin in order of receipt. Exception: Emergency application.

WALK IN

Same as above, however if applicant is a walk in, and time permitting, offer the conference room as a place to complete application. Request and make copy of Tribal ID and Income Verification.

Determining Eligibility – The Occupancy Specialist shall review and verify that required documents are contained in file.

- 1) Note on Activity Log the date of Review. Also make note of any missing documentation or any other disqualifying information (i.e. outside service area).
- 2) Contact applicant via telephone or mail and request missing documentation if applicable. Make note to Activity Log.

- 3) Calculate all Household income. Insure that applicant falls within the Income Limits for the State of Michigan.
- 4) Calculate total household monthly income X .30, to determine whether or not the monthly rent listed on NAHASDA Rental Grant Agreement exceeds the 30% Income/Rent ratio.
 - a) When utilities are included, an additional \$60.00 utility allowance may be added to the 30% calculated figure to determine eligibility.
- 5) Once determination has been made regarding applicants eligibility status, a REQUEST FOR APPROVAL HOUSING ASSISTANCE APPLICATION FORM shall be completed. Form must contain the following information:
 - a) Application#: (i.e. STR 2004-000)
 - b) Category
 - c) Household income. Must use annual amount of household
 - d) Family Size
 - e) Date Evaluation made
 - f) Comments. Must state whether or not Applicant is program and income eligible. If so, must state Security Deposit Amount and First Month's Rental amount. **Maximum amount not to exceed \$1,500. Security Deposit amount cannot exceed monthly rental rate.**
 - g) Signature and date of person completing evaluation.
 - h) Signature and date of Housing Director or designee
 - i) Denial or Approval of the Housing Director or designee
 - j) Reason for denial – to be completed by Housing Director
 - k) If Applicant is eligible for assistance. The Check Request must be completed. Check must be payable to Landlord at his/her address listed on W-9 Form.
 - l) Enter Total amount requesting.
- 6) Make 2 copies of signed Request for Approval Form as well as W-9 and place one copy in applicant's file and forward 2nd copy of Request Form to Housing Director.
 - a) Emergency Assistance must contain Emergency Check Request Form.
 - b) As a courtesy, a call may be placed to Landlord informing him/her of tentative check release date. If applicable.
- 7) Journal action into Excel STR Monthly Rental Amounts
- 8) Forward to Accounting.
- 9) Upon receipt of check from Accounting, make copy and place in applicants file.
- 10) Print envelope with Landlord's name and address
- 11) Forward to Administrative Assistant to be logged and mailed.

Processing time varies and an incomplete application will delay or prevent processing. Incomplete applications will not be processed or eligibility determinations made. Notice will be mailed if applicant is missing required documentation, or verbal notice given if applicant is a walk-in.