

RESPONSE TO COVID-19, ASSISTANCE POLICY

Title: Response to Covid-19 Virus First Month Rent & Security Deposit Program FY 2022	Effective Date:	Review Date:
	Attachment:	Revision Number: 1
Board Signature:	Executive Director Signature:	
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PURPOSE:

In response to the Covid-19 Virus of 2020 and the declared state of Emergency, the Ho-Chunk Housing & Community Development Agency (“Agency”) will offer First Month Rent and Security Deposit Assistance to eligible households. This one-time assistance is in response to those families economically impacted by the COVID 19 pandemic. Funding for these assistance programs are federally funded by the U.S. Department of Housing and Urban Development, Office of Native American Programs (ONAP). Accordingly HUD ONAP eligibility guidelines must be followed pursuant to statutory guidelines.

SECTION 1: APPLICANTS ELIGIBILITY REQUIREMENTS

1. These Programs are funded by the United States Department of Housing and Urban Development and compliance with applicable federal requirements must be adhered to.
2. Head of household must be 18 years of age or older.
3. The applicant’s current household income must be documented. All household income must be reported and documented (all household members 18yrs old and above) for these programs, not only the applicant’s income alone.
4. The applicant’s annual income must not exceed the low income limits set by HUD. To qualify for this program the household income shall be equal to or under the low-income category. All household income must be reported (all adult household members) for eligibility with this program, not only the applicant’s income alone.

Size of Household	1 persons	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons
Max. Income	\$55,950	\$63,950	\$71,950	\$79,900	\$86,300	\$92,700	\$99,100

5. The Ho-Chunk Housing and Community Development Agency service area covers all districts of the Ho-Chunk Nation.
6. The applicant must be an enrolled member of a federally recognized tribe.
7. Preference will be given to Ho-Chunk enrolled Tribal members.

SECTION 2: APPLICATION PROCESS

The applicant must submit the following information:

1. Program Assistance Application must be filled out completely and returned to Ho-Chunk Housing and Community Development Agency prior to determination made regarding application denial or approval. **Incomplete applications will not be processed until all required information is provided.**
2. Income verification. (current income) - wage, unemployment, SS/SSI, child support, per cap or 1040 Income Tax Form
3. Copy of Tribal Identification or CDIB
4. **First Month Rent/Security Deposit Assistance** When applying for rent assistance, the applicant must provide a copy of the new rental agreement or lease, along with the address, phone number including the email address of applicant's Landlord.
5. **Total funds allocated for these programs are limited. Funds will be granted on a first come first-serve basis for eligible applicants. Preferences are granted to enrolled Ho-Chunk Nation tribal members. Only Enrolled Ho-Chunks are eligible to apply outside HHCDA formula counties.**
6. Tribal members who have used this program in previous program years, FY 2020 or FY 2021 will be eligible for this program in FY 2022;**
 - a Rental Assistance-maximum amount per household applicant-\$2,000 in FY 2022.
7. A written decision will be mailed to the applicant within **10 days of approval.**

SECTION 3: SELECTION CRITERIA

In selecting applicants, it shall be the policy of these Assistance Programs to make selections as outlined below:

1. Ranking Preference: For rent and mortgage assistance - Ho-Chunk enrolled tribal members, Elite Elders, Elders, Veterans, Handicapped individuals, Families, Single applicants.
2. Local Preference: Ho-Chunk Enrolled and then other Native American Tribal Enrolled Members.

SECTION 4: TERMS AND CONDITIONS

1. **Provide First Month Rent & Security Deposit Assistance to Low-Income Renters-** assistance of up to 2,000 to income eligible Ho-Chunk families. Total of funding not to exceed \$2,000 per household. **HHCDA subsidized tenants are not eligible to receive rental assistance through this program.**
2. The grant monies will be released to Landlords and/or utility company (for those requiring utility deposit). Landlord must submit to HHCDA a completed W9, tax payer ID form, before HHCDA can submit a rent payment. Payments will not be made to any individuals.
3. Applicant households that have applied for this grant in previous fiscal years with HHCDA are eligible to apply in FY 2022.
4. Only one application can be submitted per household, per each eligible program area.

SECTION 5: DEFINITION OF TERMS

1. Landlord: Person(s), not being a relative to applicant(s) and not applicants roommate, with whom applicant(s) has an Occupancy Agreement or Lease for rental of said property.
2. Elderly: Person(s) who are at least sixty (60) years of age or older.
3. Elite Elder: Specifically Ho-Chunk Elders seventy (70) years of age and older.
4. FY 2022, is the fiscal year 2022 of HHCDA. This is the calendar year starting January 1st, 2022 through December 31st, 2022.

5. Handicapped: Person(s) having a physical or mental impairment that (a) is expected to be of long-continued and indefinite duration, (b) substantially impedes his or her ability to live independently, and (c) is of such a nature that such ability could be improved by more suitable housing conditions.
6. Household: A group of two or more persons who have a stable family type relationship (including members who are temporarily absent) and whose income and resources are available for use in meeting the living expenses of the group.
7. Formula Counties of HHADA formula counties. Jackson, Juneau, Eau Claire, Adams, Wood, Sauk, Shawano, Monroe, La Crosse, Clark, Dane, Columbia, Vernon, Trempealeau, Crawford .