

HABEMATOLEL Pomo of Upper Lake

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POLICIES AND PROCEDURES

ADVANCED SUPPLEMENTAL Student Rental Assistance Program

Administrative Plan For the

Habematolel Indian Housing Service Department

Purpose and Administration:

The **Housing Services Department* has established a Student Rental Assistance Program that will serve the housing needs of its **student** tribal members living on and off the reservation and whose principle place of residence is within the service area USA. The *Housing Services Department* will administer this program in order to ensure that the services provided are responsive to the needs of the tribe's program participants.

The *Housing Services Department* has established the following goals to meet the needs of the student tribal members:

Advanced Student Rental Assistance Program Goals:

The Student Rental Assistance Program has been established with goals to meet the housing needs of each student tribal member:

1. To **utilize** the Supplemental funding provided by the Tribes Governing Body, via Tribal enterprises to meet the housing needs of our student tribal members. To **assist** in alleviating the financial housing burden of tribal members while attending **college, vocational or university schools** with monthly rental assistance.
2. To **provide** monthly rental assistance on an ongoing basis **only** while the student is in school. Qualified applicants must maintain a grade point average of 2.0 or above and **provide** proof each quarter.
3. **Assistance is for a total of four years, exceptions will be considered.**
4. To provide rental assistance to those Tribal Students who have utilized the Student Rental Assistance Program for the full four years and are no longer eligible to receive these services per the guidelines but wish to continue pursuing their education.

Funding Available:

The *Housing Services Department* will utilize monies from the Tribe for Student Rental housing assistance.

The amount of assistance available to qualified students while attending college, vocational or university schools is:

**Monthly Rental Assistance \$600.00 per month
Maximum* One time only Security Deposit - Up to
\$1,000.00****

*The assistance is available year round to full-time students while carrying 12 or more units. Rental Assistance is available on a yearly basis for qualified full-time students.

*The assistance is based on the monies available

** **Security Deposit is one time only.** The security deposit shall be returned to the tribe for future Student assistance.

Eligibility Requirements

1. Be an enrolled member and of good standing in the Habematolel Pomo of Upper Lake.
2. Applicants may attend any college of their choice as long as their principle place of residence remains within the service area of the tribe.
3. Students must always provide proof of registration when submitting their application and maintain a minimum grade point average of 2.0.
4. Applicants that are currently living at home are not eligible for this program.

Assistance Provided Will Be Based On The Following Rules:

1. There is only **one** category of assistance available under this program and that is the Student Rental Assistance **while attending** a college, vocational education or university.
2. Applicants must be in good standing with all tribal entities and the governing body.
3. Qualified applicants must be just continuing their education beyond the initial four years. All students must maintain a grade point average of 2.0 or higher.
4. Applicants will be served on a first-come first-serve basis.
5. The Housing Services Department will oversee this program and process all Student Rental Assistance applications, approved by the Housing Commissioners.
6. The Administration Office, of the school being attended, will be asked to verify all grade point averages.
7. All rental assistance will be paid directly to the landlord, manager or Administrator of the school being attended.
8. The Tribe reserves the right to recoup all funds including requirement of full reimbursement to the Tribe and/ or direct retainment of disbursement of member's RSTF should the recipient not comply with all the requirements including but not limited to the "Give Back" requirement. In addition Member may lose eligibility in this and other housing programs going forward.

The Housing Services Department will:

- * Provide assistance for all students who qualify.
- * Place additional applicants on a waiting list.
- * If an applicant drops out of school and reapplies at a later date, that applicant will be placed at the bottom of the waiting list.
- * Assistance will be for a total of four years, **exceptions will be considered**

NOTE: For the duration of being a recipient Students Will Be Required

To Give Back To The Tribe on an annual basis: Suggestions are as

follows:

Community Service

Video Document on how you personally benefited from this program.

Interview at General Membership Meeting Article for News Letter

Apprentice Program interview to encourage Tribal Youth

Assist with Tule boat Races or Tribal Olympics

Revised: June 2014

Method of Payment:

Payment arrangements will be made with the Landlord or Manager of a rental unit or Administrator of the school being attended.

The Housing Services Department has determined that no **applicant** is to be related to a Landlord and/or Manager of a rental unit.

Termination of Assistance:

All individual cases will be monitored on a month-to-month basis. Student Rental Assistance will be terminated if any one of the following occurs:

1. Rental Units - Students portion of the rent payment must be paid on time according to dates on their rental agreement.
2. Rental Units - Rent payment is ten (10) days late with rent payment three (3) months consecutively.
3. Student is evicted from residence for "just cause".
4. Student's grade point average falls below the 2.0 average.
5. Student does not maintain regular attendance. Illness for more than two weeks, a Dr's note is required to continue on the program.
6. Student must provide grades quarterly on college letterhead. Failure to do so will result in termination from the program.
7. Application/documentation contains false or untrue information.

Process - Applicant Must Provide:

1. A complete application
2. Proof of tribal enrollment
3. Documentation of income - (refer to earned and unearned income on application)
4. Authorization for Release of Information
5. Proof of school registration.
6. Proof of grade point average (if applicant is already attending a school).

Confirmation and verification of all data will be reviewed for completeness and evaluated as they are received. When applications are found to be incomplete, they will be returned to the applicant for completeness and deadline dates will still apply. **Completed applications are based on a first-come and first-serve basis.**

If you have any questions or need assistance filling out the application, please contact the ***Housing Services Department.***

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