

Puyallup Tribe Set Aside Housing Rental Assistance Program Policy

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1 GENERAL

Puyallup Tribe Set Aside Rental Assistance Housing Program (“PTSARAH”) provides Puyallup Tribal Members rental assistance payments in the amount of three hundred dollars (\$300) per month for thirty-six (36) months.

Upon approval on an annual basis by Tribal Council and if funds are available: Elders (55+), disabled people (45+) or veterans do not need to reapply. There is no time frame for Puyallup Tribal Members who fall under those categories.

The mission of the PTSARAH is to improve the quality of life by providing a better living environment for Puyallup Tribal members and their families.

2 PROGRAM DURATION

- 2.1 A participant may receive assistance from the program for a period of up to 36 months. The PTSARAH is based on available funding from the Puyallup Tribe, and may be terminated at the discretion of the Tribe without notice.
 - 2.2 An elder (55+), disabled person (45+) or veteran may be approved on an annual basis by the Puyallup Tribal Council and only if funds are available.
 - 2.3 Once a participant’s eligibility period ends, participant may apply for assistance during the next fiscal year, if funds are available.
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3 DEFINITIONS

- A. “Applicant” means a family that has applied to participate as a tenant in the PTSARAH.

- B. "Elderly" means a person who is at least sixty-two (55) years of age.
- C. "Homebuyer" means a person(s) who has executed a purchase and sale agreement and who has not yet achieved homeownership.
- D. "Puyallup Tribal Member" a person who is enrolled in the Puyallup Tribe of Indians and his/her enrollment can be verified by his/her tribal I.D. or by official documentation by the Puyallup Tribal Enrollment Department.
- E. "Indian" means any person recognized as being an Indian or Alaska Native by any Tribe, or by the government of the United States.
- F. "Indian Family" is a family residing in a single household consisting of one or more members who is an Indian.
- G. "Near Elderly" means a person who is at least fifty-five (55) years of age.
- H. "Person with Disabilities" means a person who fits into one or more of the following:
- Has a disability as defined in section 223 of the Social Security Act.
 - Is determined, pursuant to regulations issued by the Secretary, to have a physical, mental or emotional impairment which:
 - i. Is expected to be of long-combined and indefinite duration; and
 - ii. substantially impedes his or her ability to live independently, and is of such a nature that such ability could be improved by more suitable housing conditions; or
 - Has a developmental disability as defined in section 203 of the Developmental Disabilities Assistance and Bill of Rights Act.
- I. "Program Participant" is a tenant who is participating in the PTSARAH.
- J. "Tenant" means a participant who rents or leases a housing unit participating in the Rental Program who is renting a unit from the Set Aside Housing Program.
- K. "Unit" means any home, apartment, or other dwelling structure.
- L. "Veteran" is a person who served in a branch of the United States Armed Services.

4 ELIGIBLE RECIPIENTS

The PTSARAHF funds can be used to assist renters who are enrolled in the Puyallup Tribe of Indians. Applicants must reside in Pierce, King or Thurston Counties or reside within fifty (50) miles of the Puyallup Tribe Reservation boundaries.

CDR 956 3/24/22 Amend Set Aside Housing Mortgage Assistance and Rental Assistance Policies Section 4 by adding Elders Seventy (70) years of age and older may receive Set Aside Housing Assistance within Western Washington Region upon approved on-line application and as long as the applicant meets all requirements under the policies.

5 SELECTION/PRIORITY GROUPS

Applicants will be divided into priority groups as follows:

- A. Elderly Puyallup Tribal Members will receive the highest priority.
Priority Group A.
- B. Near Elderly Puyallup Tribal Members will have second priority.
Priority Group B.
- C. Veterans or Disabled Puyallup Tribal Members will have third priority.
Priority Group C.
- D. Puyallup Tribal Members that have never received assistance from the PTSARAHF will have fourth priority. **Priority Group D.**
- E. All other Puyallup Tribal Members. **Priority Group E.**

Available funds will be distributed to members of Priority Group A, then B, and then Priority Group C. If there are not enough funds to provide assistance for all applicants in Priority Group D, available funds will be distributed according to the date of on-line application.

If sufficient funds are available to fund Priority Groups A through D, but insufficient to fully fund Priority Group E, available funds will be distributed according to the date of on-line application.

6 RENTAL/ LEASE AGREEMENT

Applicants must provide a copy of their Rental/Lease Agreement at the time they submit their application.

7 APPLICATION

Applicants must apply on-line during open application with all required documents on the Puyallup Tribe Web Page, Set Aside Housing Rental Assistance and Mortgage Assistance by the deadline date announced in the Tribal Newspaper. Applications submitted by U.S. Mail, fax, email or by anyone other than the applicant will not be accepted, except on-line applications from an employee of the Puyallup Tribe Elders Care Service Program, another program of the tribe, or Elders with a guardian or power of attorney can apply for the Elder, and the Payee Program, in their official capacity when submitted on-line if the applicant is not able to apply on his/or her own.

CDR 956 3/24/22 Amend Set Aside Housing Mortgage and Rental Assistance Policies Section 4 by adding Elders Seventy (70) years of age and older may receive Set Aside Housing Assistance within Western Washington Region upon approved on-line application and as long as the applicant meets all requirements under the policies.

CDR 1214 3/11/15 Council approve for Elders Sixty-five (65) years of age and older in emergency housing situation and who lives in Pierce County, Thurston County, King County or Fifty (50) miles outside of the reservation boundaries to apply and be accepted into the Mortgage Assistance or Rental Assistance Program outside the regular application period. Adult

Tribal Members that have a disabled child are eligible for emergency housing situation.

Incomplete applicants will not be accepted or considered for funding, and when complete applications are received, PTSARAHHP staff will certify the application for eligibility. Required documents include:

- A. Tribal I.D. or a copy thereof.
 - B. A copy of the Rental/Lease Agreement in effect at the time of the application is submitted & contact information for the landlord.
 - C. Current documentation verifying Veterans or disabled status.
 - D. Copies of custody documents, where applicable.
 - E. Verification of child/children disabilities.
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8 RESIDENCE

- 8.1 The home must be the applicant's primary residence.
- 8.2 A participant is not allowed to rent just a room, except where the participant is a part of a program such as the Oxford House or assisted living organization.
- 8.3 A participant cannot receive assistance if a member of the household is already receiving services for the Puyallup Tribe Set Aside Housing Assistance Program.
- 8.4 A PTSARAHHP participant (**per CDR 3112-091218**) can rent from someone who is already receiving Mortgage Assistance from the Puyallup Tribe Set Aside Housing Assistance Program. For example, a homebuyer owns more than one home and is receiving mortgage assistance in the home he/she resides in and rents one of her/his other homes to a Tribal Member, the person renting his/her other home will be eligible to receive PTSARAHHP.
- 8.5 (**per CDR 2459-81214**) A participant in the Set Aside Rental Assistance Program may transfer their rental assistance voucher to the Set Aside

Mortgage Assistance Program, due to a death of a parent, spouse or an adult child. The participant must provide that he or she is the deceased heir. This must be done by a will or other legal document if needed to go through the probate process.

The participant meanwhile, should look at the inheritance of the property from a practical economic perspective. He or she needs to look very strongly at whether he/she can afford to maintain the mortgage and maintain the property.

The funds remaining in the Set Aside Rental Assistance Voucher will transfer to the Set Aside Mortgage Assistance Program. Mortgage Assistance in the amount of \$500 a month will be sent to the mortgage company each month on behalf of the participant until the funds have been exhausted in the voucher. Participants may apply for Set Aside Mortgage Assistance during the next funding year.

9 PARTICIPANT'S RESPONSIBILITIES

- 9.1 A participant must notify the PTSARAHHP staff if he/she is planning to move, receive a notice to vacate or an eviction notice within thirty (30) days prior to vacating his/her home.
- 9.2 A participant must notify the PTSARAHHP staff if he/she falls behind on his/her rental payment within 30 days from the date the rental payment is due. The PTSARAHHP can provide a referral to a social service program to help resolve the delinquency as well as provide budget counseling.
- 9.3 A participant who moves from his/her residence must find another home within sixty (60) days. A participant unable to find a home within that 60 day period may submit a request to enter into an agreement to put his/her voucher on hold for up to six (6) months. A participant who fails to request to put his/her voucher on hold for 6 months will be terminated from PTSARAHHP at the end of the 60 days.

10 TERMINATION

- 10.1 A participant will be terminated from the PTSARAHHP if participant moves without notifying the PTSARAHHP prior to vacating participant's residence. A participant is required to notify the PTSARAHHP in writing or in person as well as his/her landlord 30 days prior to vacating the premises. Where a participant fails to notify the PTSARAHHP that he/she has vacated his/her rental home and assistance is paid on the participant's behalf, participant shall be required to pay back the rental assistance payment that he/she was not eligible to receive.
- 10.2 A participant will be terminated from the PTSARAHHP if the unit is no longer the participant's primary residence.
- 10.3 A participant will be terminated from the PTSARAHHP if he/she falls behind on his/her rental payments 30 days from the date the rental payment is due and fails to notify the PTSARAHHP within 30 days.
- 10.4 A participant will be terminated from the PTSARAHHP if participant is incarcerated for more than 6 months. A participant must notify the PTSARAHHP within 30 days from the date participant became incarcerated and demonstrate how participant plans to remain in compliance with the PTSARAHHP Policies and keep participant's unit by submitting a written plan to the PTSARAHHP.
- 10.5 When a participant dies while receiving assistance from the PTSARAHHP, the participant's family members residing with participant will continue to receive housing assistance for a period of three (3) months after the participant's death or upon expiration of the 36 month period, whichever is earlier. The participant's family will be notified in writing of this policy.
- 10.6 A participant will be terminated from the PTSARAHHP if participant receives a notice of termination and the participant failed to respond in writing to the PTSARAHHP within ten (10) business days.
- 10.7 When a participant is terminated from the PTSARAHHP, he/she will not be eligible to participate in any of the Puyallup Tribe Set Aside Housing Programs for a period of 3 years from the termination date and additionally,

the obligation of participant to repay any debt owed to the PTSARAHHP shall remain in effect. Participants with a debt owed to the PTSARAHHP are encouraged to set up an agreement to repay funds owed, Puyallup tribal members are ineligible for assistance from any of the Puyallup Tribe Set Aside Housing Programs until the debt is paid in full, even if the 3 year period has lapsed.

11 PAYMENTS

Payments are made directly to the landlord.

12 MONITORING REQUIREMENTS

Monitoring of the PTSARAHHP is limited to verification that the home is the participant's primary residence for the term of the assistance as part of the rental assistance process.
