Urban Rental Assistance Program
Urban Rental Assistance Program

Mission Statement

The Gila River Indian Community Department of Community Housing ("DCH") is committed to serving our people’s housing needs using all resources available and providing decent, safe and quality affordable housing to eligible families.

– We strive to enable our residents to live in an environment that is clean and well maintained. Our goal is to maximize our resources by adopting good, financially sound business practices.
– By effectively utilizing available government and community resources and partnering with other financial institutions, we will provide families with a wide range of housing choices.
– By increasing the opportunities for safe and decent housing in livable neighborhoods, we aim to instill cultural and traditional values and a desire for an enhanced quality of life for our people.
– We are committed to serving the Community in a manner that demonstrates professional courtesy, respect and caring.
Urban Rental Assistance Program

• Who are we?
  – The Urban Rental Assistance Program (URAP) is a seasonal program that assists Gila River Indian Community enrolled members who reside in Pinal and Maricopa Counties; and
  – Developed in accordance with the Indian Housing Plan (IHP) for rental assistance with Native American Housing Assistance and Self-Determination Act (NAHASDA) funds.

• Staff
  – Tracey Seymour
  – Penny Mix
  – Ernie Little
Urban Rental Assistance Program

• Purpose
  – To assist eligible low-income GRIC members who reside off Reservation who are in a contract unit or renting a house.

• Eligible Service Area
  – Those portions of Maricopa and Pinal Counties, Arizona, which are not part of the Gila River Indian Reservation.

• Income Eligibility
  – Applicants must be deemed low income and meet the income limits according to household size. DCH shall compare the Applicant’s annual gross income to the HUD published limits or the local county limits (whichever is higher)

• Eligibility Criteria
  – Must be at least 18 years old and be a “family” as defined in the policy.
  – **Must meet the 80% of the median gross family income requirement AND not be paying rents that exceed 30% of their monthly adjusted income.**
  – Must be current in their rent payments
  – Must be in an existing apartment/house lease and have a good tenant history
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• Eligibility Criteria (con’t.)
  – Providing false/misleading information, omitting or otherwise concealing relevant information is grounds for denial of assistance for two (2) years.
  – Applicants currently under Section 8 or any other tribal or federally funded program are ineligible. This includes room and board received for education purposes.
  – Renting a room from a family member, friend, etc. is not allowed.
  – The applicant’s name must appear on the lease agreement as the primary head of household.
  – Must have no convictions or adjudications in Community, State, Federal or other Tribal court for any crime that poses a threat to the health, safety or welfare of the Community.
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• **Points of Interest**
  – Approved applicants will receive monthly rental subsidy in the amount of $300 for a period of up to 12 months.
  – Applicants shall at no time, quit paying their monthly rent in the anticipation of approval of the payment of rental assistance through the program.
  – **DCH will not be held responsible for rental assistance payments until after the contract has been fully executed.** Once the contract has been fully executed, DCH will be responsible only for the amount approved under contract terms.
  – **DCH will not be held responsible for delinquent rent of any applicants.**
  – Applicants who move out of their unit will lose their rental assistance. **DCH will not** create a new contract.
  – The Landlord/Owner’s payment address on the contract must be the same as the address on the W-9 Form.
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• Opening/Closing Dates
  – July 16th – August 20th

• Pick up Application at:
  – DCH Main Office (Sacaton)
  – DCH Westend Office (Komatke)
  – www.mygilariver.com

• Application Drop-Off
  – Department of Community Housing – Main Office
    136 South Main Street
    Sacaton, AZ  85247
    Monday – Friday 8 a.m. – 5 p.m.
  – Native Connections
    4520 N. Central Avenue
    Phoenix, AZ 85012
    Friday, July 23rd 9 a.m. – 3 p.m.
    Saturday, July 31st 10 a.m. – 2 p.m.
    Wednesday, August 4th 9 a.m. – 3 p.m.
    Saturday, August 14th 10 a.m. – 2 p.m.
    Monday, August 16th 9 a.m. – 3 p.m.
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• Required Documents
  • Copy of applicant’s current rental lease agreement and an original W-9 Form completed by the landlord/owner.
  • Current CDIB (Certificate of Indian Blood) for head of household and Tribal ID/CDIB for other members in the household.
  • Arizona Driver License or State ID for all members 18 years and older
  • Social Security Cards for all members
  • Birth Certificates for all members under 18 years
  • Proof of Guardianship, Power of Attorney and/or Custody including temporary custody documents for children placed in the applicant’s home.
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• Required Documents (con’t.)
  • Income Verification – Employment Check Stubs (most recent), Public Assistance (AFDC, GA, etc.), SSI, Social Security, Retirement, Survivors Benefits, Per Capita payments, self-employment, Unemployment Compensation and/or Unemployment Form, Veterans Administration, service member income and/or employment verification forms, etc.

  Note: Food Stamps and Education Assistance are not considered income.

• Signed ‘Release of Authorization Form’ by all members 18 years and older

Previous approved applicants need not submit the abovementioned documents unless new family members have been added to the household.

For applicants continuing URAP, current lease, CDIB and income information (i.e. check stub) must be submitted with your application.
NAHASDA Regulations

• 24 CFR § 1000.126  May a recipient charge flat or income-adjusted rents?
  – Yes, providing the rental or homebuyer payment of the low-income family does not exceed 30 percent of the family's adjusted income.
NAHASDA Regulations

• § 1000.128 Is income verification required for assistance under NAHASDA?
  – (a) Yes, the recipient must verify that the family is income eligible based on anticipated annual income. The family is required to provide documentation to verify this determination. The recipient is required to maintain the documentation on which the determination of eligibility is based.
  – (b) The recipient may require a family to periodically verify its income in order to determine housing payments or continued occupancy consistent with locally adopted policies. When income verification is required, the family must provide documentation which verifies its income, and this documentation must be retained by the recipient.
24 CFR § 1000.150  How may Indian tribes and TDHEs receive criminal conviction information on adult applicants or tenants?

(a) As required by section 208 of NAHASDA, the National Crime Information Center, police departments, and other law enforcement agencies shall provide criminal conviction information to Indian tribes and TDHEs upon request. Information regarding juveniles shall only be released to the extent such release is authorized by the law of the applicable state, Indian tribe or locality.
NAHASDA Regulations

• 24 CFR § 1000.152  How is the recipient to use criminal conviction information?
  – The recipient shall use the criminal conviction information described in §1000.150 only for applicant screening, lease enforcement and eviction actions. The information may be disclosed only to any person who has a job related need for the information and who is an authorized officer, employee, or representative of the recipient or the owner of housing assisted under NAHASDA.
24 CFR § 1000.154  How is the recipient to keep criminal conviction information confidential?

- (a) The recipient will keep all the criminal conviction record information it receives from the official law enforcement agencies listed in §1000.150 in files separate from all other housing records.
- (b) These criminal conviction records will be kept under lock and key and be under the custody and control of the recipient's housing executive director/lead official and/or his designee for such records.
- (c) These criminal conviction records may only be accessed with the written permission of the Indian tribe's or TDHE's housing executive director/lead official and/or his designee and are only to be used for the purposes stated in Section 208 of NAHASDA and these regulations.
Frequently Asked Questions

• I am moving to another apartment/house, am I still eligible for URAP?
  – All applicants must be in a current lease as of June 30th; however, URAP may consider cases where the landlord/owner has foreclosed on the property.
Frequently Asked Questions

• When will I receive my first subsidy payment?
  – URAP will notify the applicant and landlord/owner in writing via US Mail. The applicant is responsible for payment of the entire rent for every month until the month specified in the written notice of commencement of rental assistance.
Frequently Asked Questions

- How long will it take for my application to process?
  - URAP staff will review and determine eligibility within 30-days after the closing date; however, circumstances may arise (i.e. background check) causing the review process to take longer.
Frequently Asked Questions

• What is meant by ‘must not be paying rents that exceed 30% of their monthly adjusted income’?

  Jane Doe is 33 years old and has 4 children under age 18. Jane is currently employed, her annual income is $34,916.80 and her monthly rent is $850.00.

  Annual Income $34,916.80
  Deductions $ 1,920.00 ($480 x 4 = $1,920)
  Adjusted Income $32,996.80

  $32,996.80 / 12 months x 30% = $824.92 (30%)

  $850.00 (Rent)
  $300.00 Subsidy
  $550.00 Rents

  The rents do not exceed the 30% amount. In this case, Jane is eligible.
Frequently Asked Questions

John Doe has 3 children. His annual income is $17,432.00 and his monthly rent is $725.00.

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<tr>
<td>Annual Income</td>
<td>$17,432.00</td>
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<tr>
<td>Deductions</td>
<td>$1,440.00 ($480 x 3 = $1,440)</td>
</tr>
<tr>
<td>Adjusted Income</td>
<td>$15,992.00</td>
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$15,992.00 / 12 months x 30% = $**399.80** (30%)

$725.00 (Rent)  
300.00 Subsidy  
$425.00 Rents

The rents exceed the 30% amount. In this case, John is ineligible.
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• Reasons for Denial
  – Over Income
  – Rents exceed 30% of monthly adjusted income
  – Background check
  – Breach of Contract
  – DCH outstanding balance
  – Prior evictions

In the event an applicant is denied, he or she may appeal the decision being made to their application within five (5) business days of receipt of the decision.
Urban Rental Assistance Program

• Appeals
  – Appeals shall be between individual applicants and DCH. Appeals **do not** apply in the following situations:
    • Disputes between Applicants in which the Department is not involved;
    • Changes in DCH policies and procedures;
    • Immediate termination between the Applicant and landlord/owner; or
    • The previous termination of Urban Rental Assistance.
Urban Rental Assistance Program

Questions?

(520) 562-3904