



MONACAN INDIAN NATION HOUSING DEPARTMENT
111 Highview Dr, Madison Heights, Va 24572

HOMELESS PREVENTION SERVICES

Policy Statement

The Monacan Indian Nation (MIN) recognizes the need to develop and establish a program to provide assistance and services to prevent MIN members and families from becoming homeless or are presently homeless. This program shall be entitled the MIN Homelessness Prevention Services Program (HPSP). The objective of the HPSP will be to provide a variety of assistance including , but not limited to, short-term rental assistance, security or utility deposits, utility payments, moving cost assistance, first month's rent, and mortgage payments to prevent foreclosure on an individually owned home. Assistance may also include providing housing relocation and stabilization services such as mediation, credit counseling, and case management.

Individuals and families who apply for assistance, funded by the MINHD, using Indian Housing Block Grant (IHBG) funds, will have to meet eligibility standards established by the MINHD, along with other agencies or financial institutions that may be partners in these programs.

1. General Information

- a. Homeless prevention activities for MIN members is an eligible activity and expense using Indian Housing Block Grant (IHBG) funds under the Native American Housing Assistance and Self-Determination Act (NAHASDA).
- b. The HPSP will be administered by the MIN's Housing Department (MINHD).
- c. The HPSP is available to low-income MIN members who have been determined eligible in accordance with the MIN housing assistance program Eligibility Policy and Procedures.
- d. The MIN Tribal Council shall determine as to whether this program will be included as a program activity in MIN's annual Indian Housing Plan. The amount of IHBG funds budgeted for this program shall be determined annually by the MIN Tribal Council and included in the Uses of IHBG Funds section of the Indian Housing Plan.
- e. Employees, agents, officers or elected or appointed officials of MIN are eligible for loans under this program. The MIN's Housing Department Manager must approve all such applications and then application is submitted to Tribal Administrator for final approval. Employees, agents, officers or elected or appointed officials must comply with 24CFR 1000.30, 1000.32, and 1000.34 regarding conflict of interest.

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2. Definitions

Homelessness is defined as:

- a. Individual or family who lacks a fixed, regular, and adequate nighttime residence, **meaning:**
 - (i) Has a primary nighttime residence that is a public or private place not meant for human habitation;
 - (ii) Is living in a publicly or privately-operated shelter.

For purposes of this policy, applicants for whom actual or threatened domestic violence, makes living in the current residence unsafe are considered homeless. Applicants who do not yet have a residence by choice, such as when they are relocating into the MIN determined service area, or choosing to move to a different residence, will only be considered homeless for purposes of this policy based on a decision by the MIN Housing Department Manager.

- b. "Nearly Homeless" means facing immediate eviction from a home or rental unit in the absence of assistance under the HPSP.

3. Implementation

The MINHD shall ensure that any procedures or forms developed to implement and administer the HPSP conform to this policy and all applicable federal regulations including, but not limited to, NAHASDA. The MINHD will periodically review this policy and recommend amendments as necessary to comply with applicable laws, or for other purposes. The MIN Housing Dept. Manager working in cooperation with the MIN Administrator will be responsible for developing an Application for Assistance form along with any other forms necessary for the efficient and effective administration of the HPSP.

4. General Requirements

- a. Applicants applying for homeless prevention assistance must at least the age of 18 and complete a HPSP application and have it signed by all occupants the age of 18 or older. Applicants will have a section to explain, in detail, their present living situation and the reason for needing the assistance. Families who are living in unsafe conditions for reasons of domestic violence, will be given special consideration.
- b. Applicants shall provide documentation with the application to determine eligibility in accordance with MIN's housing assistance Eligibility Policy and Procedures.
- c. Applicants shall agree to use housing as their principal residence and not to sublet the housing while it is assisted under this program.

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- d. Other required documentation:
 - 1. For homeless families, including families who are living in unsafe conditions for reasons of domestic violence, applicants shall provide a copy of the lease or rental agreement, motel invoice, or similar documentation verifying the cost and length of the proposed stay. If a family is in need of hotel accommodations while obtaining permanent housing, the applicant will be required to report to the MIN on a weekly basis, three (3) inquiries for housing, in order to extend hotel accommodations. If the applicant was referred by an agency, the documentation should also include a statement from the referring agency. An example of a referring agency may be MIN Social Services Program, Indian Health Services, State Child Protective Services, Red Cross, or Tribal Council.
 - 2. For Nearly Homeless, applicants shall provide a copy of an eviction notice or delinquent mortgage notice, documenting the amount due including any late fees along with a statement from the landlord or the financial institution verifying the payment will prevent the eviction. A copy of the lease or rental agreement (for rentals) or the mortgage statement or payment book (for homeowners).
 - 3. For assistance with delinquent utility payments, applicants shall provide a disconnect notice for utilities such as electricity and/or water/sewer.
- e. Landlord/Lenders who receive funds under this program shall provide a completed and signed IRS Form W-9 form to the MINDH prior to the payment of any assistance.

5. Prior Assistance

Families who have already received assistance under the HPSP are not eligible to be considered for the additional assistance until 24-months from the date of their last application approval.

6. Previous Debts

An applicant who has a previous debt owed to the MIN may be considered for assistance if the applicant enters into a Payback Agreement with the MIN. Applicants who already have a Payback Agreement with MIN must be in compliance with the Payback Agreement.

7. Disqualifying factors

MINHD will disqualify an applicant for this program if it is determined during the application or verification process that the applicant or any person in the household made a false or fraudulent statement or falsified any application

documents. Fraudulent activity may also subject the applicant to penalties provided by any applicable law.

8. Documentation

Disqualification may not be based on rumors and innuendo, but must be supported by documented evidence, such as by reports, letters, memoranda, and records of interviews with reliable sources (e.g., landlords, employers, etc.).

9. Criminal Background Checks

MINHD is not the landlord under this program and does not assume any responsibility to conduct a criminal background check to determine if an applicant will be an acceptable tenant for any entity other than MINHD.

10. Submitting an Application

Application forms for the Homeless Prevention Services Program are available at the MINHD office.

- a. Applications are approved on a first-come, first-served basis. There is no active waiting list for this program. This program is separate from other MINHD assistance programs, which may have waiting lists. Persons wishing to be considered for any other MINHD housing assistance programs need to complete a separate application.
- b. An applicant who takes possession of the requested housing (rental unit, motel room, etc.) before being approved for assistance will be denied. Taking possession includes accepting keys, signing an agreement, moving into a unit, or otherwise accepting occupancy of the requested housing.

11. Processing Applications

Once a HPSP application is received by MINHD, staff will review the application for completeness and determine eligibility. MINHD may verify any information provided on or with the application consistent with MINHD policies and reasonable expectations of privacy.

12. Notices

- a. MINHD will notify the applicant of the status of the application with (5) business days from the date it is received. At that time, applicants will be notified if any additional information is still needed. The applicant will have (14) days from the day of notification to provide the additional information and complete the application process or the application will be considered by the MINHD as null and void.
- b. After receiving all of the needed information and completing the application process, the MINHD will notify the applicant, both verbally and in writing, of the MINHD's decision as to whether the application is

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approved. The MINHD staff will advise the applicant of the next steps to be taken to obtain the assistance. If the application is denied, the MINHD will notify the applicant of the reason.

13. Amount of Assistance

The MINHD Manager shall have the authority to approve applications for financial assistance up to a cumulative amount of \$5,000 over a 24 consecutive month period per applicant, with final approval of the Tribal Administrator

14. Impermissible Uses

Assistance may not be used to pay rent to an immediate family member (i.e., father, mother, son, daughter, husband, wife, sibling, or grandparent) or to any person with whom the applicant resides.

15. No Direct Payments

No payments will be issued directly to the applicants. The MINHD will process check requests to the landlord, financial institution or business based on documentation provided by the applicant.

16. Applicants Must Inspect Lodging

MINHD may not be able to inspect each residence prior to move in. Applicants for assistance for rent are responsible for selecting lodging that meets their needs.

17. Disputes

The MINHD Grievance Policy and Procedures applies to any dispute brought by a person who applies for or participates in a MINHD program or services, with respect to an alleged violation by MINHD of a policy, contract, regulation, or law, that has resulted in loss or harm to the person with the dispute. A copy of the Grievance Policy and Procedures may be obtained from the MINHD.

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Enacted, on this day, 18 of June, 2021, in Amherst, Virginia.

Kenneth Branham 2021
Chief Kenneth Branham Date