

SECTION 11: STUDENT RENT VOUCHER PROGRAM

- 1) **Scope:** In collaboration with the Karuk Tribe's Education Department, the Karuk Tribe Housing Authority Student Voucher Program will provide rental assistance for eligible low-income students continuing their education attending college or vocational school. Assistance will only be provided to Karuk Tribal members and Karuk Tribal Descendants who reside in the service area at the time of application (all of Siskiyou and all of Humboldt County), as determined on an annual basis. Student means full time student with minimum of twelve (12) or more semester/credit units at an educational institution accredited by an agency listed by the US Department of Education.
- 2) **Amount**
 - a. The eligible student will pay thirty percent (30%) of their household's adjusted monthly income for rent. KTHA will pay the balance of the rent owed. If more than one eligible student resides in the same house, only one voucher will be assigned to each eligible Karuk Tribal Member, and the assistance would be divided equally. Rent will be paid directly to the landlord on behalf of the eligible student(s).
 - b. Rental assistance will be available August through May each year, depending upon availability of funds, with an annual maximum of ten thousand dollars (\$10,000) per school year. Rental assistance payments will be made monthly, as long as the student is eligible.
 - c. Voucher assistance payments shall not exceed students monthly rent amount.
 - d. Voucher unit size (bedrooms) shall be appropriate for the household composition.
 - e. If the monthly rent for the student exceeds the awarded student rent amount, it will be the student's responsibility to pay any remaining balance due.
 - f. The final months' rental assistance payment may exceed the ten thousand dollar \$10,000 maximum if it will violate the 30% rental limit for the household's adjusted monthly income.
 - g. In the event that a monthly rent payment, other than the first month's rent, is paid late to the landlord incurring a late fee, and the cause for delay is no fault of the student, the Karuk Tribe Housing Authority shall pay the late fee from discretionary funds. The late fee paid and cause for delay shall be reported to the BOC by the Admissions/Loan Specialist in their following month's report.
- 3) **Eligibility**
 - a. Student must be an enrolled Karuk Tribal member OR a Karuk Tribal Descendants who reside in the service area at the time of application (all of Siskiyou and all of Humboldt County).
 - b. Students must reapply each year, to be considered for assistance.
 - c. Student applications are due in the KTHA office on or before July 31 each year.

- i. Complete applications will include, but will not be limited to, the following documents: Student Rent Voucher Program Application Form, HUD Release of Information form, KTHA Release of Information form, Proof of income, W-2 form from prior year, Zero income form (if applicable), Social Security Cards (for all household members), previous grades (returning students), and Statement of living situation (roommates, family setting, dormitory, etc.). The following documents must be submitted no later than September 30: Landlord Lease Agreement (with landlord contact information), W-9 (provided by landlord), transcripts (returning students), and class schedule (new students).
- d. Student will be required to provide monthly income information. (Examples include: all paystubs for the entire month, award letter, pay records, notice of action letter, social security statements, SSI, , etc.). Students who claim Zero Income are required to complete and submit the Certification of Zero Income form to KTHA on a monthly basis, no later than the 20th of each month.
- e. Student must carry a minimum of 12 credit units per semester at a college or university or be enrolled full time in a vocational school to qualify for voucher assistance.
- f. Student must maintain at least a 2.0 grade point average.
- g. Student must be low income in accordance with Federal income guidelines and the Native American Housing Assistance and Self-Determination Act (NAHASDA).
- h. Vouchers are issued monthly for a ten-month period (August – May) not to exceed the ten thousand dollar (\$10,000) maximum amount per school year. However, all students are required to submit transcripts with the spring class schedule and grades from their Fall semester by January 15th to remain eligible for assistance.

4) **Restrictions**

- a. Voucher assistance may not be used to pay rent to the Karuk Tribe Housing Authority.
- b. Voucher assistance may not be used to pay rent while living with parents or immediate family members.
- c. The Karuk Tribe Housing Authority will provide assistance only when funds are available, and shall not be obligated to continue when program funds are exhausted.
- d. Assistance shall be denied to any lease signer who has been evicted from a Karuk Tribe Housing Authority unit, or owes a debt to the Karuk Tribe or any of its entities.
- e. Students will be limited to a six (6) year maximum participation in the student voucher program. If necessary, a written request for an extension must be submitted and all extensions will be presented to the Board of Commissioners for approval.

5) **General**

- a. It is the student's responsibility to provide all required documentation and complete all required forms by the required timeframe given each semester. If a student becomes

inactive, that student will be required to submit and complete a new application to determine eligibility.

- b. Assistance will not be approved until all required forms have been completed and received.
 - c. Assistance is provided for rent only.
 - d. Providing false information will result in immediate termination of assistance and students will be required to payback assistance provided and will be ineligible to receive assistance for a period of one (1) year from the date of determination.
 - e. Eligible students may request an extension. If necessary, a written request for the extension must be submitted and all extensions will be presented to the Board of Commissioners for approval.
- 6) **Late Application:** Voucher assistance will be granted to all eligible students who have submitted complete applications by July 31. Students who do not meet the deadline, and are eligible for assistance, will be eligible for assistance beginning the first of the month following the date their application is deemed complete, based on availability of remaining funds, with BOC approval.