

SPOKANE INDIAN HOUSING AUTHORITY

EMERGENCY HOUSING PROGRAM POLICY

Adopted: Aug. 25, 2016
Amended: June 5, 2019

EMERGENCY HOUSING PROGRAM POLICY FOR THE
Spokane Indian Housing Authority

A. PURPOSE OF PROGRAM

To provide general welfare assistance to victims who have been displaced from their primary permanent housing due to the Cayuse Mountain Fire, "HART FIRE".

B. DEFINITIONS

1. **Emergency:** The loss of your permanent primary residence due to the Cayuse Mountain Fire, "Hart Fire".
2. **Homeless:** Forced to live in a place not meant for human habitation. Having no primary nighttime residence. People who are fleeing or attempting to flee a natural disaster.

C. ELIGIBILITY

1. Victim households determined to be homeless. To be considered as a victim household, the head of household, the spouse or a minor child (ren) must reside on the Spokane Reservation.
2. For those receiving SIHA's federal funds, household gross income must be at or below 80 percent of the median income limit based on family size.
3. Emergency must be because of circumstances beyond the applicants' control (i.e. loss of home due to wild fire).

For those receiving SIHA's federal funds, applicants must show their income is adequate to support the rental/lease payment without exceeding 30% of annual income.

D. INELIGIBILITY

1. If any household member has committed fraud or misrepresentation while utilizing the SIHA's Emergency Housing Program they will not be eligible to utilize the emergency housing assistance program for 10 Years.
2. If any household member damages a unit assisted by the SIHA's Emergency Housing Program the adult household members will not be able to utilize the program until all damages are paid in full.
3. Any eviction due to illegal activities, destruction or lack of maintenance of dwelling, or physical violence perpetrated by the applicant, will not be eligible.

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4. If the fraudulent act resulted in funds due and owing the SIHA, not otherwise referred to above, the applicant must, in addition to satisfaction of this section, reimburse the SIHA in whole to be considered eligible for services.

E. USES

1. Emergency Assistance may be used for one of the following:
 - a. Rehousing a family, not to exceed \$1,500;
 - b. Deposit plus first and last month's rent not to exceed \$1,500.00;
 - c. Mortgage assistance not to exceed \$1,500.00. Required documents including a copy of the delinquent mortgage or foreclosure notice documenting the amount due must be submitted with application;
 - d. Rent not to exceed \$1,500 for Victims moving into a private home.
 - e. Trailer/mobile home park mortgage/rent and space rent will be considered as one payment not to exceed \$1,500.00.
 - f. Motel
2. In limited circumstances, SIHA may be able to provide victims with temporary emergency housing.

Proof of rent or mortgage is required for applications to be complete. Rent or mortgage must be reasonable amount and may not exceed 30% of adjusted income.

F. PROHIBITIONS

Renting from the following is prohibited:

- a. There are no prohibitions.

G. PROCEDURE

- a. The applicant must complete the Emergency Housing Program application as follows: names of all household members, date of birth, address, and if applicable, income amounts and income sources for all household members. A written statement by the applicant justifying the assistance requested must be completed and supporting documentation.
- b. If applicable, the applicant must provide copies of income statements showing gross income. For those who have lost documentation due to the disaster SIHA will work with victims to verify information.

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- c. The applicant must provide a copy of the original lease, rental agreement or mortgage payment statement or payment book. Late fees will be paid only if required by the aforementioned documents. Any fees assessed through court proceedings will NOT be covered. All applications must include a statement from the landlord/mortgage company verifying that receipt of assistance will prevent eviction/foreclosure.
- d. The SIHA staff will review an application for completeness and calculate income eligibility before the application is considered complete and any payment is authorized.
- e. SIHA will endeavor to process applications for assistance immediately.

H. HOUSING AUTHORITY GRIEVANCE/COMPLAINT PROCESS:

Applicants are directed to the SIHA Grievance Policy for grievances or complaints.

Amended by Board of Commissioners on June 5, 2019



Timothy Horan, Executive Director