

# **SALISH AND KOOTENAI HOUSING AUTHORITY**

## **CSKT CARES Housing Program**

### **ADMISSIONS POLICY**

**SALISH AND KOOTENAI HOUSING AUTHORITY POLICIES** – The Salish and Kootenai Housing Authority, hereinafter referred to as the “Housing Authority”, has adopted a series of administrative and management policies. These policies are formally adopted by the Housing Authority and until revised or changed by formal action of the Housing Authority Board of Commissioners, the staff is required to follow them. Some of the provisions of these policies, but not all, reflect requirements of federal or tribal law. The Housing Authority may have also elected by formal resolution to establish alternative policies for programs that are operated without Native American Housing and Self-Determination Act (NAHASDA) Assistance.

**PROGRAM PURPOSE** – The CSKT CARES Housing Program serves Confederated Salish and Kootenai Tribal (CSKT) Members who lack sufficient affordable housing due to the COVID-19 pandemic. The program objective is to prepare the renter to purchase the home when the Coronavirus Aid, Relief, and Economic Security (CARES) Act regulations allow.

**POLICY PURPOSE** – To set forth the rules that will be used to administer the CSKT CARES Housing Program.

**FAIRNESS AND NON-DISCRIMINATION** – Eligibility and selection for programs operated by the Housing Authority shall always be fair in all respects. The Housing Authority is prohibited from making determinations based in whole or in part on political views or personal bias. Selections made by the staff may be reviewed by the Board of Commissioners for compliance with this policy and other Housing Authority requirements.

Pursuant to the NAHASDA law and regulations, the Housing Authority will comply with the following nondiscrimination requirements, as applicable:

1. The Age Discrimination Act of 1975 (42U.S.C. 6101-6107) and the U.S. Department of Housing and Urban Development (HUD)’s Implementing regulations in 24 CFR Part 146.
2. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and HUD’s Implementing regulations at 24 CFR Part 8.
3. The Indian Civil Rights Act (Title II of the Civil Rights Act of 1968; 25 U.S.C.1301-1303).

#### **Section 1: Application**

Applications may be either printed from the Housing Authority’s website (skha.org), picked up at the Housing Authority Front Desk, or (e)mailed upon request. A completed application includes, but is not limited to:

1. the date the application is completed
2. name and contact information for the applicant

3. family composition
4. proof of income
5. proof of hardship to maintain housing caused by COVID-19 as listed in Section 2.2

Incomplete applications cannot be processed. The Housing Authority will contact the applicant if further information is needed. The date used to determine program eligibility is the date the Housing Authority receives all required documents. It is the applicant's responsibility to provide the necessary information to Housing Authority staff in a quick and efficient manner.

## **Section 2: Eligibility Requirements**

To be eligible, the applicant must meet all the following requirements:

1. Enrolled member of the Confederated Salish and Kootenai Tribes (CSKT) or non-enrolled head of household with minors in the household who are enrolled CSKT members.
2. Demonstrated hardship to maintain housing due to COVID-19. Examples of hardship include:
  - a. Homeless or at risk of becoming homeless
    - i. If at risk, provide a written statement explaining the risk.
  - b. Overcrowded living conditions determined by Housing Authority standards or multi-generational family that could place family members at higher risk of exposure to COVID-19.
    - i. Submit a letter from the homeowner or head of household that states how many bedrooms are in the family's current home and a list of the current occupants and their ages.
  - c. Moving to the Flathead Reservation to work in the health care industry in response to the COVID-19 pandemic and cannot find housing.
  - d. Housing Authority tenants who qualify for homeownership. This will give a potential homeless family on the waiting list, who may be affected by COVID-19, the ability to move into a Low Rent unit.
  - e. Tribal members who cannot find affordable housing because of the influx of new residents on the Flathead Reservation during the COVID-19 pandemic.
3. Demonstrate that housing costs do not exceed 30% of income

**Verification of Eligibility** – Information provided on the application will be verified. This includes, but is not limited to:

1. Application data and supporting documents
2. Any other documentation the Housing Authority deems necessary

## **Section 3: Tenant Selection**

**All applicants must first meet eligibility requirements listed in Section 1. 5,** and will then be evaluated and prioritized by the Housing Authority Housing Resource staff based on the following point system:

- |  |           |
|--|-----------|
| 1. Homeless or at risk of being homeless   | 25 Points |
| 2. Over-Crowding (*low rent matrix)  | 20 Points |
| 3. Annual household income must include income of all persons to include earned income, royalties, and one-time income. Income as a percentage of Federal poverty guidelines:  |           |
| • 0-25%  | 0 points  |
| • 26-50%   | 5 points  |
| • 51-75%   | 10 points |
| • > 76%  | 15 points |
| 4. Household consisting of United States Veteran   | 5 points  |
| 5. Moving to the Flathead Reservation to work in the health care industry in response to the COVID-19 pandemic and cannot find housing.  | 5 Points  |
| 6. Housing Authority tenants who qualify for and desire homeownership. (When this tenant moves into a manufactured/modular home, it will give a homeless family on the waiting list who may be affected by COVID, the ability to move into the vacated Low Rent unit.) | 5 Points  |
| 7. Tribal members who cannot find affordable housing because of the influx of new residents on the Flathead Reservation during the COVID-19 pandemic.  | 5 Points  |

#### **Waiting List Preferences**

When demand for a particular program or for units is anticipated to exceed availability, eligible applicants shall be placed on a waiting list according to preference points. Selection for occupancy will be determined by the waiting list.

1. Enrolled members of the CSKT
2. Non-enrolled head of household with minors in the household who are enrolled CSKT members

#### **Section 4: Applicable Policies**

The following policies apply to all tenants of Housing Authority rentals:

1. Head of Household Change Policy
2. Pet Policy
3. Inoperable Vehicle Policy
4. Transfer Policy
5. Criminal & Drug-Related Activity Policy
6. Grievance Policy

Approved by the Salish & Kootenai Housing Authority Board of Commissioners on March 2, 2021.