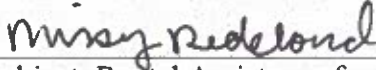
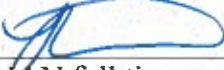




Ho-Chunk Housing & Community Development Agency
Where Compassion Meets Action!

Title: Post-Secondary Rental Assistance Program	Effective Date: 01.01.26	Review Date:
	Revision Dates: 09.24.15, 03.22.17, 08.23.18, 12.30.25	
	Revision Number: 4	
Board Signature: 	Executive Director Signature: 	
Subject: Rental Assistance for low-income AIAN full time student.		Page 1 of 3

PURPOSE:

Ho-Chunk Housing & Community Development Agency, herein referred to as HHCDA, offers rental assistance to eligible members enrolled in a federally recognized. The program assists low- and moderate-income AIAN households with their rent

SECTION 1: APPLICANTS ELIGIBILITY REQUIREMENTS.

1. Head of household must be 18 years of age or older.
2. The applicant's annual income must not exceed the limits set by HUD.
 - a. In determining eligibility, HHCDA will use the appropriate definition that is most advantageous for the family. The definitions are as follows:
 - (1) Annual Income as defined for HUD's Section 8 programs
 - (2) Annual Income as reported under the Census long form
 - (3) Adjusted Gross Income as defined for purposes of reporting to IRS -form 1040.
3. Must provide a copy of the prior year's Income Tax document.
4. The applicant must reside in the following areas but not limited to: La Crosse, Eau Claire, Madison, Green Bay, Milwaukee in Wisconsin, and Twin Cities, Minnesota, and Chicago Illinois.
5. The applicant must be an enrolled member of a federally recognized tribe.
 - a. Preference will be given to Ho-Chunk enrolled Tribal members.
6. The applicant must be enrolled full time in a post-secondary-education institution.
 - a. Section 5, for a definition of such institutions.

SECTION 2: APPLICATION PROCESS.

The applicant must submit the following information:

1. Post-Secondary Education Rental Assistance Application



- a. Must be completely filled out and provide supporting documents
 - i. Income verification and Identification
 1. Must provide a copy of income documents and Social Security card.
 - ii. Tribal membership document
 1. Tribal ID or a Certificate of Indian Blood (CIB) from a federally recognized Tribe.
 - iii. Must provide a document for enrolled in a post-secondary institution.
 - iv. Rental Agreement or Rental Lease.
 1. Must provide a copy of the rental agreement or rental lease.
 - a. Name, address, and phone number landlord.
 - i. Landlord must complete and sign a W9 form to HHCDA
1. A written decision will be provided to the applicant within ten (10) working days for approval or denial.

SECTION 3: SELECTION CRITERIA.

1. The policy of the Post-Secondary Education Rental Assistance Program to make selections as outlined below:
 - a. Preference Criteria:
 - i. Ho-Chunk enrolled members
 1. 18 & older Tribal member
 - ii. Native American Tribal enrolled members.
 - b. Preference for undergraduate students.

SECTION 4: TERMS AND CONDITIONS.

1. The Post-Secondary Education Rental Assistance amount shall be a maximum \$500 month for rent for maximum of \$4,000/up to 4 years and is on a case by case basis.
2. The grant is for rental assistance. Funds are granted as long as the funds are available.
3. The grant is to assist low-income AIAN with assistance for rental housing expenses.
 - a. HHCDA tenants are not eligible for this program.
4. Upon acceptance, the program recipient shall provide HHCDA with a copy rental agreement
5. The grant funds will be sent directly to the landlord.
6. The applicant must reapply for this program each year.
 - a. Fiscal year for HHCDA is January 1 through December 31.
7. The grant cannot pay for security deposits.
8. The applicant must notify HHCDA for any changes within 7 days for residency or student status.
9. If the grant recipient drops out of school or drops below a full-time credit load (as defined by their institution), the recipient will be terminated from the program.
 - a. The rental assistance will not be eligible the beginning the month after dropping out or reducing their credit load.



10. The recipient will be required to submit a copy of their institution's transcript, once it has been issued
11. If the student does not make *qualitative* progress (maintaining a 2.0 GPA or the GPA specified in their school's financial-aid criteria), the recipient will be terminated from the program.
12. If the recipient falsifies any part of their application or documents, the grant must be repaid back to HHCDA for the approved amount.
 - a. The recipient will not be eligible to participate in any of the HHCDA housing programs for 3 years.
 - i. The grant will be administered by the Ho-Chunk Housing and Community Development Agency until the grant is repaid in full.

SECTION 5: DEFINITION OF TERMS.

1. Landlord: Person(s), not being a relative to applicant(s), with whom applicant(s) has an occupancy agreement or lease for rental of said property.
2. Household: One or more persons who have a stable family type relationship (including members who are temporarily absent) and whose income and resources are available for use in meeting the living expenses of the group.
3. Post-secondary education institution: Includes accredited universities, colleges, technical schools, and trade schools.
 1. The HCN Department of Education will verify accreditation.
 2. Following is a partial list of institutions within the area to be served:
 - UW-Madison.
 - UW-Baraboo.
 - UW-La Crosse.
 - UW-Eau Claire.
 - Viterbo University.
 - Western Technical College.
 - Chippewa Valley Technical College.
 - Madison Area Technical College.
 - Edgewood College.
 - North Central Technical College.