



Title: Urban Rent Subsidy Program	Effective Date: 01.01.2026	Review Date: 12.30.25
		Revision Dates: 12.09.22, 12.30.25
	Attachment:	Revision Number: 2
Board Signature: <i>Missy Redcloud</i>	Executive Director Signature: <i>[Signature]</i>	
Subject: Rental Assistance for low-income AIAN		Page 1 of 4

PURPOSE:

Ho-Chunk Housing & Community Development Agency, herein referred to as HHCDA, provides rental assistance to eligible households in select urban areas. The program assists low and moderate income AIAN households with the rental subsidy.

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 low- and moderate – income 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 under IRS form 1040.
3. The applicant must reside in or be looking to reside in, a rental unit (not room) in the selected urban area as listed: Twin Cities, MN, Chicago, IL, & Wisconsin – Milwaukee, Madison, Eau Claire, Wausau, and Green Bay.
4. The applicant must be an enrolled member of a federally recognized tribe.
 - a. Preference will be given to Ho-Chunk enrolled Tribal members.
5. The applicant cannot receive or be receiving HHCDA's Rental Assistance, HHCDA's Post-Secondary Rental Assistance, or HUD Section 8 assistance.



SECTION 2: APPLICATION PROCESS

1. Urban Rent Subsidy Program Application
 - a. Must be completely filled with supporting documents.
 - i. Income verification and Identification
 1. Must provide a copy of income documents and
 2. Head of household's identification.
 - ii. Tribal membership documents
 1. Head of household's Tribal ID or a Certificate of Indian Blood (CIB) from a federally recognized Tribe.

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 Urban Rent Subsidy Program to make selections as outlined below:
 - a. Preference Criteria:
 - i. Ho-Chunk enrolled members
 2. Elder & Handicapped Tribal member
 3. 18 & older Tribal member
 - b. Native American Tribal enrolled members.

SECTION 4. TERMS AND CONDITIONS.

Approved applications.

1. The applicant has 30 days to find housing in the urban area listed in Section 1, Applicants Eligibility Requirements and submit all required documents.
 - a. The rental unit must meet federal housing-quality standards
 - b. The rent level must be comparison with comparable rental units in the area.
 - c. HHCDA must inspect and approved the unit's housing quality and the rent amount for the unit
 - d. The Head of Household and the landlord sign a *Lease/Agreement* for one year.
 - i. When the applicant has an existing lease, an amendment covering or extending the remaining term may be used in place of a new lease.
 1. The subsidy is portable; that is, as long as they are still eligible for the program, recipients may continue to receive the subsidy at a different eligible unit.



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

- ii. Recipient shall provide HHCDA with a copy of a fully executed Lease / Rental Agreement and keep HHCDA advised of any changes in residence within one week of any change.
- e. The landlord and HHCDA sign a *Housing Assistance Payments* contract that meets the same 12 month term of the lease.
 - i. If the landlord fails to meet the owner's obligations under the lease, HHCDA has the right to terminate assistance payments.
 1. Landlord must complete and sign a W9 form to HHCDA
2. Assistance will be provided for rental of a unit that is the household's primary residence. (Applicant will need to certify to this.)
3. The rent subsidy amount shall be a maximum of \$1,200/household/month, not to exceed the full rent amount. Funds are granted as long as the funds are available.
 - a. The subsidy cannot pay for security deposits.
4. The amount of assistance is calculated by subtracting 30% of adjusted household income from the rent, which may not exceed Fair Market Rent (FMR).
5. HHCDA will provide a minimum of \$600/month or the full rent amount if less than \$600 to income eligible applicants whose rent calculations would otherwise provide less or no benefit monies.
6. The subsidy is not in the form of a voucher; it will be distributed directly by HHCDA to the landlord in the form of a monthly check.
7. The recipient is expected to comply with the lease and program requirements, pay their share of rent on time, maintain the unit in good condition, and promptly notify HHCDA of any change in income or family composition.
8. The recipient may receive the rental subsidy for 24 continuous months provided they remain eligible and recertify at 12 months.
9. HHCDA must re-examine the family's income and composition at least annually and must inspect each unit at least annually to ensure it meets minimum federal housing-quality standards.
10. If the recipient falsified any part of their application, the recipient must repay the amount of the subsidy provided by HHCDA.
 - a. The recipient will not be eligible to participate in any housing programs administered by HHCDA until the subsidy is repaid in full.

SECTION 5: DEFINITIONS OF TERMS.

1. Landlord: a person(s) with who applicant(s) has a rental Agreement or Lease for rental of a property.



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

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. Urban Rent Subsidy Policy (URSP): Direct rental-assistance payment to landlord, in amount up to the Fair Market Rent, minus 30% of household adjusted income. Subsidy maximum is \$1,200/household/month.
4. Urban area: an area with at least 50,000 residents