



PIT RIVER TRIBE SOCIAL SERVICES DEPARTMENT

**TRIBAL HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM
(TRIBAL HHAP)
POLICY MANUAL**

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I. **General Provisions**

a. **Applicability**

This policy applies to the Pit River Tribe Social Services Department who serves as “Grantee” of the California Interagency Council on Homelessness (Cal ICH) in regards to the Tribal Homeless Housing Assistance and Prevention Program. These funds are pursuant to Chapter 6 (commencing with Section 50216) of Part 1 of Division 31 of the Health and Safety Code. (Amended by Stats. 2021, Ch.111, Sec. 4. (AB 140) Effective July 19,2021.) The Program provides up to \$20 million in flexible grant funding to Federally Recognized Tribes located in California for purposes of preventing and ending homelessness in their communities. The Program is administered by the California Interagency Council on Homelessness (“Cal ICH”) in the Business, Consumer Services and Housing Agency (“Agency”).

b. **Purpose**

The general purpose of the program is to provide flexible funding to California Federally Recognized Tribes to meet the unique needs of each community in their goals to prevent and end homelessness in culturally appropriate, meaningful ways.

The purpose of this policy are as follows:

- a. To provide fair and unbiased treatment to all members who apply to the Tribal HHAP Program.
- b. To provide procedures for determining:
 1. Household Eligibility
 2. Prioritization of households; and
 3. Means for maintaining records of said determinations
 4. To provide oversight in ensuring that Grantee compliance with the requirements set forth by Cal ICH.

c. **Scope of Work**

The Scope of Work for these funds shall include uses that are consistent with Health and Safety Code (HSC) section 50220.7 (e), and any other applicable laws.

The funds will be expended on culturally appropriate programs to prevent and end homelessness among eligible populations that fall into one or more of the following categories:

- a. Rapid Re-housing, including subsidies and incentives to landlords, such as security deposits and holding fees.

- b. Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves.
- c. Street outreach to assist persons experiencing homelessness to access permanent housing and services.
- d. Services coordination, which may include access to workforce, education, and training programs, or other services needed to promote housing stability in supportive housing.
- e. Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system, particularly for vulnerable populations including families and homeless youth.
- f. Delivery of permanent housing and innovative housing solutions, such as hotel and motel conversions.
- g. Prevention and shelter diversion to permanent housing, including rental subsidies.
- h. Interim sheltering, limited to newly developed clinically enhanced congregate shelters, new or existing non-congregate shelters, and operations of existing navigation centers and shelters based on demonstrated need.
- i. Improvements to existing emergency shelters to lower barriers and increase privacy.

d. Administration

Administration of the Pit River Tribe Social Service Department Tribal HHAP shall be through the Social Service Coordinator with direct program oversight by the Tribal Administrator.

- a. No more than 7% of the funds for Tribal HHAP may be used for Administration.

II. Tribal HHAP Program Guidance

a. Eligibility

All funding under Tribal HHAP is open to all enrolled tribal members regardless of where they reside. This funding is also available to non-tribal members who are the legal guardians of enrolled tribal children, proof of legal custody will be required if not already documented with our enrollment department.

- I. These funds are not income based but there may be instances where proof of income will be required.
- II. Applicants' eligibility is determined on whether they fall into one or more of the following categories:

(42 U.S. Code § 11302 - General definition of homeless individual)

- a. Literally Homeless
 - i. On the street, living in a place not meant for human habitation

- ii. Living in a shelter or transitional housing
 - iii. Recently released from an institution and was homeless prior to
- b. Imminent Risk
 - i. Will lose residence in 14 days of seeking assistance
 - ii. No subsequent residence identified
 - iii. Lacks resources and supports to obtain housing
- c. Unaccompanied youth under 24 or families with members under 24 and homeless under other statuses
 - i. No lease or occupancy 60 days prior to seeking assistance
 - ii. Two or more moves in 60 days
 - iii. Will continue to be homeless due to needs and barriers
- d. Fleeing Domestic Violence
 - i. Fleeing or attempting to flee
 - ii. Has no other resources
 - iii. Lacks resources and supports to obtain housing

b. Eligible Assistance

Emergency Shelter

Purpose: to provide temporary shelter for the homeless in general or for specific populations, i.e., victims of crime.

*This is a temporary assistance of a maximum of 5 days (cost of shelter will vary depending on where the reservations are made. GSA guidelines will be followed)

*Eligible members will be able to apply for this assistance once a year pursuant to funding.

Rapid Re-Housing

Purpose: To provide financial assistance to prevent families and individuals from being evicted, losing their homes, and becoming homeless.

*Help with paying deposit (amount will vary)

*Pay first and last months rent (this amount may vary depending on the landlord agreement). This will not be counted toward the 12 months of eligibility.

*Landlord Incentives (\$500 max)

*Basic necessities voucher (\$500 max)

*Will assist members with rent for a maximum of 12 months. Month 1-3 will be paid in full. Month 4-6 will be cut to 75%. Month 7-9 will be cut to 50%. Month 10-12 will be cut to 25%.

Example: Rent = \$800

Month 1-3 = \$2,400 (full payment)

Month 4-6 = \$1,800 (75% of rent paid by Tribal HHAP)

Month 7-9 = \$1,200 (50% of rent paid by Tribal HHAP)

Month 10-12 = \$600 (25% of rent paid by Tribal HHAP)

Homeless Prevention

Purpose: to help families stabilize their housing. Getting families out of crisis mode, in some cases relocating to affordable housing, and to maintain permanent housing through self-sufficiency skills and housing stability plans.

In order to qualify for this assistance members must have one or more of the following categories:

- *Household has 3-day notice to pay or vacate
- *Household has an eviction notice
- *Someone in the home has had a decrease in income and the family is no longer able to pay rental amount
- *Increase in rent making the unit unaffordable
- *Increase in expenses making it difficult to pay rent

*Will assist members with rent for a maximum of 12 months. Month 1-3 will be paid in full. Month 4-6 will be cut to 75%. Month 7-9 will be cut to 50%. Month 10-12 will be cut to 25%.

Example: Rent = \$800

Month 1-3 = \$2,400 (full payment)

Month 4-6 = \$1,800 (75% of rent paid by Tribal HHAP)

Month 7-9 = \$1,200 (50% of rent paid by Tribal HHAP)

Month 10-12 = \$600 (25% of rent paid by Tribal HHAP)

Tenant Based Rental Assistance

Purpose: to assist families that are unable to keep up with rent and help them find an affordable place to live where they can maintain stability.

To be eligible for rental assistance the household must have verifiable income and maintain sufficient income to meet their future household needs.

This assistance is to help members stabilize their situation.

Case management will be done to help members identify their “price range”, obtain independent living skills, and how to set and reach goals.

*Will assist members with rent for a maximum of 12 months. Month 1-3 will be paid in full. Month 4-6 will be cut to 75%. Month 7-9 will be cut to 50%. Month 10-12 will be cut to 25%.

Example: Rent = \$800

Month 1-3 = \$2,400 (full payment)

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Month 7-9 = \$1,200 (50% of rent paid by Tribal HHAP)

Month 10-12 = \$600 (25% of rent paid by Tribal HHAP)

Emergency Utilities

Purpose: to offer emergency assistance for energy bills for members who do not qualify for LIHEAP. This is for members that do not have other resources to make energy related payments.

*\$300 max per household, twice a year.

Food Vouchers

Purpose: to prevent tribal families from experiencing hunger.

*Assistance with purchasing food will be limited to \$100 per person with a maximum of \$500 per household once per year.

Voucher amount is subject to change without notice contingent on funding.

Gas Voucher

Purpose: to help members get to important appointments. Proof of appointment will be requested in order to receive this assistance.

*\$100 per adult or unaccompanied homeless youth under 24

*Vouchers can be applied for twice a year

Voucher amount is subject to change without notice contingent on funding.

Emergency Kits

One emergency kit will be given to eligible members.

c. Term of Service

- a. The Pit River Tribe Social Service Department may only provide financial assistance to eligible members for a period not to exceed 12-months.
 - 1. Terms of assistance shall be determined on a case-by-case evaluation.
 - 2. The Social Service Department may provide additional assistance contingent on a council motion.

d. Application Requirements

- a. Procedure for completing the application are as follows:
 - 1. Obtain application (applicants may pick up applications at our main street office, download/print applications online, or request one to be emailed or faxed).
 - 2. Complete all required sections within the application. Applications missing signatures or information will be considered incomplete.

e. Authority of Approvals

- a. Once an applicant is determined eligible for Tribal HHAP assistance, the application will be reviewed by an intake worker
- b. Once confirming application is filled out to its entirety and no further documentation is needed, intake workers will submit the applications to the Social Service Coordinator for final approval
- c. The Social Services Coordinator will then deliver a copy of the application to the fiscal department for payment processing.

f. Data Retained

- a. In order to ensure that the Pit River Tribe Social Service Department is able to fulfill its reporting requirements to Cal ICH, the Social Service Department will retain all records for a minimum of 5 years after the termination of the agreement made with Cal ICH.

- g. **Note:** All members are eligible to apply for all assistance line items listed should they fall under each guideline. Members who apply for rapid re-housing, homeless prevention, tenant based rental assistance, or emergency shelter are also eligible to apply for emergency utility assistance, food voucher, gas voucher, and emergency kits.

HOWEVER, members who apply for tenant based rental assistance or homeless prevention cannot apply for rapid re-housing and vice versa.

HOWEVER; if a member applies for emergency shelter assistance, they are eligible to apply for Rapid Re-Housing, as our goal is to try to get them into stable housing.

C*E*R*T*I*F*I*C*A*T*I*O*N

This is to certify that the Tribal HHAP Program Policy of the Pit River Tribe Social Service Department was approved at a duly called meeting of the Pit River Tribal Council on _____, at which a quorum was present, and was adopted by a vote of _____ Yes, _____ No, _____ Abstain.

Agnes Gonzalez, Tribal Chairperson