



# **Gun Lake Tribe College Housing Policies & Procedures**

**Effective Date: March 15, 2007**

## General Purpose

The College Housing Program provides rental assistance to qualified students pursuing higher education or enrolled in a trade school. These opportunities will preserve the Match E Be Nash She Wish culture and promote safety and self-sufficiency in the families that we service.

This policy is designed to serve as:

- 1) A guide for the Housing Department to use in determining eligibility, student admission, selection criteria and occupancy standards for College Housing Assistance.
- 2) A document, which provides for consistent, equitable and uniform treatment of clients.
- 3) A basis for decision-making by Housing Department staff and/or committee members.
- 4) A training manual for newly-hired or appointed Housing Department staff and/or committee members.

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Eligibility for College Housing Assistance

The purpose of this section is to determine required eligibility standards within the Housing Department's College Housing Program.

For purposes of this program, family includes, but is not limited to, a family without children, an elderly family, a near-elderly family, a disabled family, a single person or an unmarried couple living together as a family.

- 1) In order to be eligible for College Housing Assistance, students must;
  - a) Be an enrolled Tribal member of the Gun Lake Tribe.
  - b) Attend an accredited college/trade school.
  - c) Reside within the continental United States.
  - d) Qualify as a low income family, defined as a family whose income does not exceed 80% of the median income, as published annually by HUD.
  - e) Be a full time college student or attend a trade school that classifies the training as full time. Full time is defined as twelve (12) credit hours for a college student or the equivalent of full time at a trade school. Full time will be based on the schools requirements if the student is pursuing a master's degree or if they are attending summer classes as a college undergraduate.
  - f) Identify the number of families within the household.
  - g) Maintain a cumulative 2.0 grade point average for the semester. A student's College Housing Assistance will be revoked until eligibility standards have been met if the student fails to maintain a 2.0 grade point average for a set semester.

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- h) Live in a space that requires rental payment. For example; dormitory, apartment, town house, etc. Rental assistance will not be offered for assistance with mortgage payments.
- i) Have a completed and accurate application on file in the Housing Department office including all requested information for each family member living within the household. The student is responsible for making corrections or updating the application as necessary. A completed application will include;
  - i) College Housing application.
  - ii) The most current check stub(s) for all family members within household.
  - iii) The most current tax returns/W2's for all family members within the household.
  - iv) Social Security cards for all family members within the household.
  - v) All other applicable forms of income for all family members within the household, which may include but is not limited to, child support, unemployment, social security or pension benefits.
  - vi) Voluntary Release of Information form.
  - vii) Inspection Agreement Contract.
  - viii) Rental agreement/lease.
  - ix) The student's last report card and a current schedule.
  - x) The curriculum set out by the school with the projected course schedule.

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- j) The rental space must be up to code as determined by an inspector designated by the Housing Department. If the student plans to reside in the dormitory an inspection will not be required.

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Receipt and Processing of Application

The purpose of this section is to outline the basic steps to be followed in the application process and in obtaining and verifying information for the purpose of determining eligibility.

- 1) Application process
  - a) Applications shall be received at the Housing Department office located at **1743 142<sup>nd</sup> Ave. – Suite 6** or mailed to **P.O. Box 218, Dorr, MI 49323**. Completed applications will also be accepted via fax or email. All applications are to be fully completed and signed using indelible ink. Immediately upon receipt, the application will be dated and initialed by the Housing Department.
  - b) Income verifications (See 24 CFR 1000.128)

In order to determine that data upon which determination of eligibility, selection, preference, and rents to be charged are accurate; such data must be verified. The preferred method of verification shall be written verification by a third party. In the event that third party verification cannot be obtained, the Housing Department may allow the student to submit relevant information provided that the submission contains a notarized statement, certification, or affidavit signed by the student stating the information submitted is true and accurate.

Complete, accurate and verified records for each family member, consisting of, but not limited to, the following are to be provided by the student/participant and maintained by the Housing Department.

- i) Letters or other statements from employers and pertinent sources giving authoritative information on all amounts of income.

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- ii) Copies of documents in the student's possession which substantiate his/her statements or a brief summary of the pertinent contents of such documents signed and dated by the staff who viewed them.
  - iii) Certified statements or summary data from bank accounts for self-employed persons and from persons whose earnings are irregular, such as salesmen, taxi drivers etc., setting forth gross receipts, itemized expenses and net income.
  - iv) Memoranda of verification data obtained by interviews, telephone, or other means, with source, date reviewed and the person receiving the information clearly indicated.
- c) Application file

The Housing Department shall maintain a file for each family completing an application. All information supplied by the student, verification of information and all relevant correspondence with the student, shall be contained in the file. All applications will be kept confidential and available only to the Housing Department and committee members. Files will be placed in one (1) of three (3) categories.

- i) Eligible

This file contains applications that have met initial eligibility requirements and has been approved for College Housing Assistance. Students who are deemed eligible will be notified in writing and begin program procedures.

- ii) Ineligible

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This file contains applications that have not met initial eligibility requirements and have been determined to be ineligible for College Housing Assistance. Students who are deemed ineligible for assistance will be notified in writing and given the reason for denial of services.

iii) **Incomplete/Pending**

This file contains applications, which have not been sufficiently completed or verified for a determination of eligibility to be made. Students submitting an incomplete application will be notified in writing and given the opportunity to submit the missing information.

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Program Procedures

The purpose of this section is to outline the basic steps that will be followed when applying for or receiving College Housing Assistance.

- 1) An inspection of the rental space is scheduled and performed.
- 2) The student is notified with the status of the inspection. If the rental space fails to meet local code, assistance will not be offered. The student will be responsible for working with their landlord to resolve any inspection issues.
- 3) When the inspection is approved, a payment schedule is set up.
- 4) The student submits the most current report card, class schedule and financial paperwork for consideration in the upcoming semester.

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Criteria for Dispensing Benefits/Available Benefits

This purpose of this section is to outline what benefits are available and how they will be dispersed.

- 1) The student is eligible to receive **up to \$300.00** per month for rental assistance.
- 2) A student's rent amount will be determined by the number of families residing in the household. If the student's monthly rent is less than **\$300.00**, the lesser amount will be paid.
- 3) The Housing Department will offer assistance up to ten (10) days prior to the start of the semester or when the application process is complete, whichever comes later. Exceptions will be made when the release date of report cards conflict with the set deadline. The Housing Department will not be responsible for rent payments if the student moves in any sooner than ten (10) days prior to the start of the semester. The Housing Department will pro-rate the rent to establish the rent for the first month if necessary. The Housing Department will pay for up to ten (10) days following the completion of the semester.
- 4) The Housing Department will not be responsible for security deposits.
- 5) If advanced rental payments have been made, reimbursement will be paid to the student when supporting documentation is presented.
- 6) All payments will be mailed directly to the landlord.

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Terms and Conditions

This purpose of this section is to explain specific terms and conditions that apply to students applying for College Housing Assistance.

- 1) The Housing Department reserves the right to revoke further assistance if there is a violation of the policies or the student fails to comply with the contract for College Housing Assistance.
- 2) The Housing Department will pay for one (1) inspection per calendar year. All additional inspections will be billed to the student at the cost of the service and any additional charges that may apply.
- 3) The award of College Housing Assistance through the Housing Department does not create a legal relationship with the student's landlord guaranteeing payment of the rent. The rental contract and fulfillment of its terms will remain between the student and the landlord.
- 4) Failure to provide all requested information, including failure to report new roommates, will result in suspension from all Gun Lake Tribe Housing programs for a minimum of two (2) years and shall subject the student to prosecution or such other legal action as deemed appropriate.

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Grant Priorities

The purpose of this section is to determine the order in which funding will be awarded and the responsibilities of the Housing Department and the students within the College Housing Program.

Grant funding will be awarded in the order the applications were received. The Housing Committee reserves the right to assess the needs of all students and expedite the waiting period in extreme cases as necessary.

1) Funding

The level of funding for all programs is subject to availability of Tribal resources and budget approval, and no entitlement nor representations of entitlements of any type or nature are made hereunder.

2) Monitoring and Reporting

The Housing Department is responsible for compliance with this policy. Students are responsible for providing accurate information as requested by the Housing Department in a timely and complete manner.