



NOTTAWASEPPI HURON BAND OF POTAWATOMI
Housing Department
Assistance Programming & Services
Pine Creek Reservation—2221 1 ½ Mile Rd., Fulton, MI 49052
(269) 729-5151 Fax: (269) 729-5920

The NHBP Housing Department can assist households experiencing temporary financial and/or housing-related crises via HUD Emergency Assistance Program, *Rental, Deposit, and Mortgage Assistance Sections*.

All applicants shall adhere to the following guidelines:

1. Eligibility Criteria

- Applicant must be 18 years of age or older.
- A current completed/signed HUD Emergency Assistance Program policy statement and application must be submitted with required supporting materials (see attached checklist).
- Rental agreement/lease must be in an NHBP Tribal Member's name (*or non-member spouse*); if the rental agreement/lease is not in an NHBP Tribal Member's name, it must be supported by proof of residency.
- Mortgage must be in an NHBP Tribal Member's name (*or non-member spouse*); if the mortgage is not in an NHBP Tribal member's name, it must be supported by proof of residency.
- Proof of gross income for all adult contributing household members must be provided for the month prior to the date of application (For ex., paystubs, Social Security earnings statement, bank deposit statement, etc.).
- Applicant/household will be considered eligible for HUD Emergency Assistance Program application if household experiences immediate housing-related or financial crisis only (For ex., rental arrearage/imminent eviction, mortgage default, unemployment, etc.). Written verification of housing-related crisis will be required (For ex., letter from landlord/manager detailing lease status, Demand for Possession/Eviction Notice, mortgage past-due or pre-foreclosure correspondence, etc.)
- Written verification of request for housing-related assistance from an outside-agency/alternate resource will be required (For ex., Department of Human Services, Salvation Army, Community Action Agencies, etc.). *In the case of approval from additional agencies which provide less than 100% of requested assistance, NHBP-administered HUD Emergency Assistance Programs will provide only the remaining portion, not to exceed \$500.*
- Applicant/household must meet current published HUD income guidelines, as follows:

Adjusted income limit for family size and 80 percent of median income—

1	\$35,950
2	\$41,050
3	\$46,200
4	\$51,350
5	\$55,450
6	\$59,600
7	\$63,700

2. Priorities

- The NHBP Housing Department will affix priority consideration to enrolled NHBP Tribal Members; non-member parents/legal guardians may receive consideration if minor children living with them are enrolled NHBP Tribal Members.

3. Limitations

- An applicant/household is limited to receipt of HUD Emergency Assistance Program funds *once per Program Year and only three times per specific applicant's lifetime* (Max. benefit=\$500 per year for Rent, Deposit or Mortgage Sections; \$300 per year for Utility Section).
- An applicant/household must be able to provide proof of income sufficient to pay future monthly rental or mortgage payments that will not exceed 50% of total monthly household income.
- Rental deposits are eligible for funding, *though deposit funds must be returned to the NHBP Finance Department upon expiration/termination of lease.*

4. Appeals

- An applicant may appeal a denial of service or unsatisfactory award via NHBP Tribal Council.
- Said appeal must be made in writing within seven days of delivery of the NHBP Housing Department assistance determination.
- NHBP Tribal Council will render a final decision within ten days of receiving written protest/appeal.

I have reviewed the NHBP Housing Department HUD Emergency Assistance Program, *Rental, Deposit & Mortgage Assistance Sections* policy and understand I am required to adhere to the above guidelines and criteria and that my present application will be processed accordingly.

Applicant signature

Date