



Student Rental Assistance Program
Policies and Procedures

For the

Round Valley Indian Housing Authority

Adopted by the
Board of Commissioners

Purpose and Administration:

The Round Valley Indian Housing Authority (RVIHA) has established a **Student Rental Assistance Program** that will serve the housing needs of its tribal members living on and off the reservation within the tribal service areas. Your permanent residency must be located within our approved service areas. (service area State of Ca)

The Round Valley Indian Tribes has designated the Round Valley Indian Housing Authority as the entity to administer this program in order to ensure that the services provided are responsive to the needs of the tribe and program participants.

The Round Valley Indian Housing Authority will act as a catalyst to secure resources and develop innovative programs for the provisions of safe, decent and sanitary housing, which will be available and affordable to low-income tribal members.

The Rental Assistance Programs were not created to be used simultaneously or in succession. The exception is the Move-In Assistance Program (Formerly the Emergency Rental Assistance Program), which can provide assistance one time to assist with move in costs for the student and other related expenses. As a student graduates or continues on to graduate school to further their degree, they may be eligible for an additional move in assistance cost toward their relocation. This will not affect any other rental assistance program. If the Student has endured a financial hardship during the time of residents and must vacate the unit. Assistance may be transferred to another unit, that is affordable to our low-income families.

Goals:

The **Student Rental Assistance Program** has been established with four (4) important goals to meet the housing needs of the tribal members:

- To assist in alleviating the financial burden of Tribal members attending College or Vocational Education and are renting a home in the private sectors such as: an apartment complex, privately owned homes, non relatives individuals, non HUD home, non HIP home, on site campus housing, etc., **utilities**.
- To assist the student enrolled in an approved program as long as your permanent residence is within our approved service area.
- To assist Tribal members with decent, safe, and sanitary housing
- To maximize the resources available under the NAHASDA program and meet the housing needs to Tribal members living on and off the reservation.

Funding Available:

The RVIHA has designated funding for the Student Rental Assistance Program in the Indian Housing Plan and anticipates allocating future funding for this program.

Applicants will be served on a first come first serve basis, as long as funds are available.

If applicant has been assisted by the Round Valley Indian Tribes within the past 5 years and dropped out of school, that applicant will be placed at the bottom of the waiting list for assistance until the total of five (5) years has past. Tribal members must be in good standing with all Tribal Entities to receive any assistance.

Services Available:

There is only one category under Student Rental Assistance Program.

Student Rental Assistance:

Will assist Tribal members who are attending College, Vocational Education, and post secondary school and credential courses anything else must be reviewed by staff. Those applicants that qualify for the program must be beginning college, or on-going students with a grade point average of 2.0 or above.

The Financial aid department of the facility you are attending will verify all grade point averages. It is your responsibility to obtain copies of your transcripts verifying grade point average and to provide a copy to the Rental Assistance Coordinator in a timely manner. applicants will need to submit verification of units, enrollments, classes.

- The amount of assistance available to students attending college is:
registered in a credential program or a post degree program. \$1,000 for 6 units,
\$2,000 for 12 units
- Can serve two or more student in the same household.

This payment is a one-time assistance per school year.

Eligibility Requirements:

1. An enrolled member of the Round Valley Indian Tribes,
2. Is in good standing with the Round Valley Indian Housing Authority (no outstanding debts)
3. Residents evicted for “Cause” from the RVIHA and/or their present housing are not eligible for the Student Rental Assistance Program for 2 years of eviction.
4. Residents who have been served a “Notice to pay or quit” within the past two years will not be eligible for service.
5. Student’s family does not exceed the applicable NAHASDA Guidance income limits of 80%-100%-all eligible enrolled students in the state of CA.
6. Applicants that are currently receiving assistance from any Federal or State funded programs for subsidized housing will not be considered for this program
7. Students that are attending any qualified program will have to stipulate a time frame for the length of their course of study.
8. If the applicant is a new student they must provide proof of registration from college they will be attending.
9. Applicants must have a 2.0 grade point average or above to be eligible for this program. verification of progress report for college classes and vocational school verification to be signed by instructors, enrollment verification.
10. Final decision will be made by the Rental Assistance Program Coordinator and Executive Director or Board of Commissioners.

Minimum Income Requirements:

Applicants who are applying for the Student Rental Assistance Program must maintain a minimum income or proof of another form of support to qualify for assistance. Proof of sufficient income to support rental payments will be required.

Applicants will be required to sign a Release of Information for verification purposes.

Method of Payments:

Payment arrangements will be made with the property owner, landlord and/or manager.

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Updated March 13,2024, updated July 9,2025

The Round Valley Indian Housing Authority has determined that no tribal member, who needs assistance, cannot be related to property owner, landlord and/or manager of the rental unit. Relations include but are not limited to: father, mother, brother, sister, aunt or uncle, son, daughter, grandmother and grandfather, etc. Rent will no be paid to any relative landlord or owners.

Process – Applicants must provide:

1. A complete application
2. Proof of Tribal Enrollment
3. Current proof of income for all household members
4. Sign the release of information form.
5. A statement of fact from your last place of residence. (property owner, landlord of manager)
6. Proof of registration or enrollment
7. Proof of grade point average (if applicant is already attending school)
8. Verification of Electric bill.

Verification of all data will be reviewed for completeness and evaluated as they are received. When applications are found to be incomplete, a 15-day period will be allowed to provide documentation in order to complete the application process. **Applicants are based on a first come first serve basis.**

If you have any questions or need assistance filling out the application, please contact:

**Beatrice Lincoln
Housing Program Specialist
Round Valley Indian Housing Authority
(707) 983-6188 Ext. 30
blincoln@rviha.org**

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**Round Valley Indian Housing Authority
Application Form**

All questions must be answered. The requested information is self-explanatory
This application is subject to the Privacy Act of 1974, Pub. L. 93-579

A. Application Information:

1. Name:

Last	First	MI	Maiden
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2. Current Mailing
Address: _____

City	State	Zip
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3. Residential Address: _____

City	State	Zip
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4. Telephone Number: () _____

5. Date of Birth: _____

6. Tribal Affiliation: _____

7. Roll Number: _____

8. Reservation/Rancheria: _____

9. Martial Status: _____ Married: _____ Single: _____ Widowed: _____
Other: _____

If you have checked "Other" please explain: _____

Information About Spouse

10. Name:

Last	First	MI	Maiden
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11. Date Of Birth: _____

12. Tribe: _____

13. Roll Number: _____

B. Family Information:

List all other persons living in household on a permanent basis. Start with the oldest and provide all information required.

Name	DOB	S.S. #	Relationship	Tribal Roll #
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If you need more space, use a blank sheet of paper

C. Income Information:

14. **Earned Income:** Start with applicant, then list all permanent family members, including all who are listed under parts A and B and have earned income. Provide SF-1040 (income tax return), w-2 forms, wage stubs, etc. for verification.

Name	Annual	Earned Income	Source of Income
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15. **Total Earned Income** _____

16. **Unearned Income:** Start with applicant, then list all permanent family members, including all who are listed under Parts A and B and have unearned income such as social security, retirement, disability, UBI, AFDC, veterans, child support, alimony, royalties, per capita, interest, etc. Provide check stubs, statements, Individual Indian Money (IIM) ledgers, etc., for verification.

Name	Annual	Earned Income	Source of Income

17. Total annual unearned income: _____

18. Total combined annual household income: _____

All applicants must provide proof that no similar assistance is available.

Round Valley Indian Housing Authority

Authorization for Release of Information

Consent:

I authorize and direct any federal, state or local agency, organization, business, or individual to release to the Round Valley Indian Housing Authority (RVIHA) any information of materials needed to complete and verify my application for participation and/or to maintain my continued assistance under the Low-Income Indian Housing Program, the Native American Housing Assistance and Self-Determination Act, and/or other housing assistance programs. I understand and agree that this authorization or the information obtained with its use may be given to and used by the Department of Housing and Urban Development (HUD) in administering and enforcing program rules and policies.

I also consent for HUD or RVIHA to release information from my file about my rental history to HUD, credit bureau, and collection agencies of future landlords. This includes records on my payment history, and any violations of my lease of RVIHA policies.

Information covered:

I understand that depending on program policies and requirements, previous or current information regarding me or my household may be needed. Verification and inquiries that may be requested include but are not limited to:

Identity of Martial Status
Employment, Income and Assets
Residences and Rental Activity
Medical or Child Care Allowances
Credit and Criminal Activity

I understand that this authorization cannot be used to obtain any information about me that is not pertinent to my eligibility for and continued participation in a housing assistance program.

Group of Individuals That May be Asked:

The groups of individuals that may be asked to release the above information (depending on program requirements) includes but are not limited to:

Previous landlords (including
Past and present Employers
public housing assistance) Welfare Agencies, Court and Post Offices
State Unemployed agencies
School and Colleges
Social Security administration
Law Enforcement Agencies
Medical and Child Care providers
Support and Alimony Providers
Veterans Administration
Retirement Systems
Bank and other financial institutions
Credit providers and credit bureaus
Utility companies

Computer Matching Notice and Consent:

I understand and agree that HUD of the RVIHA may conduct a computer-matching programs to verify the information supplied for my application or recertification. If a computer match is done, I understand that I have a right to notification of any adverse information found and a chance to disprove incorrect information. HUD or the RVIHA

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may in the course of its duties exchange such automated information with other federal, state or local agencies, including but not limited to: state employment security agencies, Department of Defense; Office of Personnel Management; U.S. Postal services; the Social Security agency, state welfare and food stamp agencies.

Conditions:

I agree that a photocopy of this authorization may be used for the purposes stated above.

The original of the authorization is on file with the RVIHA and will stay in effect for a one year and one month from the date signed. I understand I have a right to review my file and correct any information that I can prove is incorrect.

Signature:

Head of Household	Print Name	Date
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Spouse	Print Name	Date
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Adult Member	Print Name	Date
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Adult Member	Print Name	Date
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