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1. Policy

- a. It is the policy of the Tulalip Tribes to have rules for the Emergency Housing Program.

2. Purpose

- a. The intent of the Emergency Housing Program is to provide the Tulalip Tribes Housing Department (TTHD) with the authority and flexibility to pay hotel/motel rooms for a period of up to ninety (90) days in order to provide temporary, emergency housing to Tribal members who meet the definition of “Homeless” as set out below.
- b. The ability to provide such assistance would be subject to funding availability and may be discontinued at any time.
- c. Notwithstanding any provisions set forth in any other TTHD Policy, receipt of assistance under this Emergency Housing Program Policy shall not make the recipient or recipient family ineligible for assistance under any of the regular TTHD policies.

3. Scope

- a. This Emergency Housing Program Policy shall be effective from the date of approval by the Tulalip Tribes Board of Directors or any other effective date as may be indicated on the approving Resolution.
- b. This Emergency Housing Program Policy does not supersede any existing policies but is meant to supplement them.
- c. To the extent that this Policy conflicts with the TTHD Ordinance, the terms of the Ordinance shall govern over this Policy.
- d. The TTHD shall, at the time of the provision of any of the services set out under this Program, establish specific applicable requirements based on any restrictions or waivers tied to any specific emergency and the source of funding or other applicable authorities, and those emergency-specific requirements shall govern the implementation of services under this Program.



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4. Definitions

- a. The following definitions apply to the TTHD Emergency Housing Program described in this Policy.
- b. “TTHD” means the Tulalip Tribes Housing Department.
- c. “Homeless” means the same as the definition of “homeless” found at 24 CFR 578.3, as well as any of the following:
 - i. Being forced to live in a place not meant for human habitation; having no primary nighttime residence; fleeing or attempting to flee a fire, flood, or other natural disasters;
 - ii. having to reside in overcrowded or substandard housing due to the loss of a primary residence due to circumstances beyond the control of the applicant;
 - iii. needing transitional housing due to being released from incarceration;
 - iv. needing transitional housing due to having completed in-patient substance abuse treatment;
 - v. needing to quarantine or isolate from or due to COVID-19 or needing to shelter from Domestic Violence in the family.
- d. “Incomplete Application” means any applications that are turned in incomplete, such as missing information or missing required documents, will not be accepted and will be sent back with a notice to the Applicant either through email or standard mail.
- e. “Tribe” or “Tribal” means the Tulalip Tribes.

5. ELIGIBILITY

- a. The following eligibility requirements apply to this Program:
 - i. Applicant households must qualify as low-income under the definitions and calculations applicable for programs funded by the Indian Housing Block Grant (below 80% of area median income based on household size and county applicant is residing):
 - (1) The TTHD will apply the same standards and procedures for verifying income eligibility as it does for other programs funded with Indian Housing Block Grant funds.



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- ii. The Applicant household must meet this Policy’s definition of “Homeless.”
- iii. All family members over the age of eighteen (18) years of age will be required to take a mandatory Urinalysis:
 - (1) All Urinalysis tests shall be completed at the Central Drug and Alcohol Testing Program or at another reputable testing/medical center designated by TTHD upon completing their eligibility paperwork,
 - (2) Failure to report for a UA with notice given to CDAC without prior approval by Housing Management, will be deemed a dirty UA,
 - (3) All those tested will be required to sign a release of information form:
 - (a) Refusal to sign a release will be considered a dirty UA.

6. INELIGIBILITY

- a. The following ineligibility requirements apply to this Program:
 - i. If any household member has committed fraud or misrepresentation while utilizing any TTHD Program, they will not be eligible to use this Program;
 - ii. If any household member damages a hotel and/or motel room provided under this Program, the adult household members will not be able to utilize the program until all damages are paid in full;
 - iii. Any family who has been evicted from TTHD Housing due to illegal activities, destruction or lack of maintenance of dwelling, or physical violence perpetrated by the applicant or a member of the applicant’s household will not be eligible:
 - (1) However, upon proof of successful completion of an applicable treatment program or the passage of ten (10) years from a criminal conviction, TTHD may elect, at its sole discretion, to waive this automatic ineligibility provision.
 - iv. If the fraudulent act resulted in funds due and owing the TTHD, not otherwise referred to above, the applicant must, in addition to the satisfaction of this section, reimburse the TTHD in whole to be considered eligible for services.



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7. SERVICE AREA

- a. The area to be served by the services provided under this program is the reservation of the Tulalip Tribes, in addition to the designated areas outlined by the Currently Approved Indian Housing Plan.

8. RECEIPT OF APPLICATIONS AND DETERMINATION OF ELIGIBILITY

- a. Prior to approval of assistance under this Emergency Housing Program, an applicant must submit a complete application on the form provided by the TTHD, including the following information:
 - i. Names of all household members, date of birth, address, and, if applicable, income amounts and income sources for all household members:
 - (1) A written statement by the applicant justifying the assistance requested must be completed as supporting documentation.
 - ii. The applicant must provide copies of income statements showing gross income:
 - (1) For those who have lost documentation due to circumstances beyond their control, the TTHD will work with such applicants to verify information.
 - iii. Verification of membership of at least one member of the household in a federally recognized Indian tribe;
 - iv. Release of Information; and
 - v. Other information is required by the TTHD to document income and the need for the services being applied for.
- b. TTHD staff will review an application for completeness and calculate income eligibility before the application is considered complete.



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9. DETERMINATION OF INCOME

- a. In compliance with TTHD’s Admissions and Occupancy Policy, the definition of Annual Income for the Program will be consistent with HUD’s Section 8 Programs in 24 CFR, part 5 or adjusted gross income as defined for purposes of reporting under Internal Revenue Service (IRS) Form 1040 series for Individual Federal Annual Income Tax purposes, whichever TTHD determines is most favorable to the Applicant and/or family.

10. PROCEDURES OF ACCEPTANCE/DENIAL

- a. The duties and responsibilities of the Program staff and Housing Executive Director are outlined below:

- i. Staff’s duties and responsibilities include:

- (1) Provide assistance to potential recipients by helping with the application process and gathering necessary documentation,
- (2) Determining eligibility based on program guidelines, emergency-specific requirements, and applicant documentation, and maintaining communications relevant to eligibility determinations,
- (3) Tracking and preparing summaries of assistance as requested.

- b. Denial or Policy Review of Assistance:

- i. Staff’s duties and responsibilities include:

- (1) If upon initial review, staff determines the applicant is not eligible or the request is outside of this Policy, or the emergency specific requirements, staff will notify the applicant in writing of this determination and the applicable policies which support the determination and the process of appeal.



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11. EMERGENCY HOUSING

- a. The TTHD will contact hotels and motels in the area to determine availability for the purposes of paying for rooms to temporarily house eligible applicants.
- b. The Applicant must enter in and abide the terms of an agreement with TTHD in a form developed by TTHD.
- c. Hotel/motel rooms will be paid for on a first-come, first-served basis for eligible applicants:
 - i. The TTHD will maintain a waiting list for applicants if there are more applicants than rooms available;
 - ii. The TTHD will utilize the same waiting list procedure as set out in the TTHD Admissions and Occupancy Policy.
- d. Order of Selection/Priorities:
 - i. Once the pooled applicants matching the unit characteristics are determined the preferences stated below shall apply, in the following order of preference:
 - (1) Applicants whose Head of Household is an enrolled Tulalip Tribal Member and a Veteran at the time of application:
 - (a) Veteran Status may only be used once per lifetime to obtain a priority selection, and TTHD shall require proof of Veteran Status at the time of application, including but not limited to, a copy of the Veteran’s DD214 Form.
 - (2) Applicants whose Head of Household is an enrolled Tulalip Tribal Member, eighteen (18) years of age and older, who is Head of Household and/or who has a family member in bədaʔčəʔ;
 - (3) Other Applicants whose Head of Household is an enrolled Tulalip Tribal Member 18 years of age and older.
- e. An applicant for such housing will only be placed in the number of rooms that is correct for the number of members in the household:
 - i. One hotel room may only be used to house up to four persons. If the family is larger than four (4) people, they will need to be placed in a “family room.”



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- f. Eligible applicants selected for and placed in an Emergency Housing hotel/ motel room (hereinafter, "Participant(s)") will be required to sign a Participant Certification and Agreement provided by TTHD:
 - i. The form to be used is attached to this Policy as Appendix B.
- g. Participants will be responsible for any damages to the hotel/motel room provided under this Program during the applicant's time of residence in that room.
- h. Participants may not make any additional charges beyond the cost of the room:
 - i. Participants will provide a credit card or deposit to the hotel/motel to account for any incidentals or other costs accrued as a result of the Participant or Participant's household's actions;
 - ii. If a credit card or deposit is unavailable, then the Hotel will be told the Participant cannot make any charges to the room;
 - iii. Any services or goods beyond the cost of the room itself shall be the sole responsibility of the Participant.
- i. TTHD shall enter into an agreement with the hotel/motel and provide direct payment to the hotel/motel on behalf of the participant for up to ninety (90) days:
 - i. The form of agreement to be used is attached to this Policy as Appendix C.
- j. Participants placed in an Emergency Housing unit will be required to follow the same Rules of Occupancy applicable to Participants and Tenants of all TTHD Housing and will be subject to termination of their participation in the Program for failure to abide by such Rules of Occupancy.
- k. Participants will also comply with all rules and regulations of the hotel/motel.
- l. The TTHD will assist households in efforts to find more permanent housing, but such assistance may not be construed as a guarantee of securing such housing, which will be the sole responsibility of the participant:
 - i. TTHD is in the planning stages of developing modular homes that will be made available for temporary but longer periods of time (up to six months), with additional terms and conditions for participation;
 - ii. Those terms and conditions will include a requirement that the Participant pay rent for the modular home, that the term can be up to six (6) months, and a requirement to be involved in case



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management to bring specific services to the household to alleviate the conditions that lead to the homeless situation;

iii. TTHD will develop additional terms and conditions to implement such temporary housing in TTHD modular units.

12. ADDITIONAL REQUIREMENTS

- a. The Housing Staff will follow all HUD Regulations, NAHADA requirements, and Housing Policies to ensure there are no conflicts of interest.
- b. Program guideline compliance is essential if this policy is to be successful:
 - i. The TTHD Director or Designee directs and instructs program staff that any deviation from these Guidelines could result in penalties.
- c. Participant shall permit TTHD to inspect the Premises after proper notice has been served.

13. WELLNESS PROGRAM

- a. All Emergency Housing Program Participants will adhere to the Wellness Program Policy.

14. PROCESS OF APPEAL/GRIEVANCE

- a. Any applicant who is dissatisfied with a staff decision concerning the eligibility of assistance, the level of benefit approved, or the type of services available can appeal that decision to the TTHD Director or Designee.
- b. The process for appealing the decision to the TTHD Director or Designee is the same process as the one set out in the TTHD Grievance Policies and Procedures.
- c. However, notwithstanding any other provisions of the TTHD Grievance Policy and Procedures, the decision of the TTHD Director or Designee on appeal is final.

15. RELATED DOCUMENTS

- a. [HOUSING - Policy - Wellness Program Policy v.1 \(policytech.com\)](http://policytech.com)