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STUDENT RENTAL ASSISTANCE PROGRAM POLICY & PROCEDURES

Program Mission:

To support low-income Tribal member students attending college by assisting them with their housing rental costs by providing up to \$500 per month for a rental stipend while the student is actively attending a post-secondary educational program.

Eligibility Requirements:

1. The student must either be enrolled, or in the process of enrolling, in a post-secondary educational institution within the United States. Seventy-five percent (75%) of the annual number of stipends will be available to students attending schools in Oregon, Washington, or California. The remaining twenty-five percent (25%) will be available for students attending schools in the other 47 states. Service areas will be reviewed in the fall of each year, and based on the number of pending applications, may be reallocated to address unmet need.
2. The student's individual or family household income, as appropriate, must be at or below 80% of the median income for the GRTHA service area as determined annually by HUD.
3. The student must be registered and attending classes with at least a half-time class load (as defined by the secondary institution they are attending) to receive the rental stipend.
4. The student must maintain overall passing grades (2.0 GPA or higher) in their program.
5. The student cannot be receiving rental assistance through a HUD funded program.
6. Students living with their parents are not eligible to receive the rental assistance stipend.
7. The student must be an enrolled member of a federal or State recognized tribe. Enrolled members of the Confederated Tribes of the Grand Ronde will have a preference.

Process – Initial application and approval:

1. Students must complete a Student Rental Assistance Program application form requesting the rental assistance stipend.
2. Students may apply for rental assistance no more than six months prior to the quarter of planned enrollment.
3. At least one reference letter must be included with the application from an Educator, Counselor or Mentor, who will vouch for the student's character.
4. Confirmation of the eligibility for each applicant will take place, and status notifications sent to students. Applications received over the designated annual number of available stipends, will be placed on a waiting list and maintained in the order of the date the application was received.
5. If approved, the student will receive a letter of commitment from GRTHA along with a move in packet detailing the next steps required to receive the rental stipend.
6. Student will provide GRTHA a copy of the lease agreement for the rental unit, dormitory, sorority, or fraternity, and return all of the required items from the move-in packet, prior to the payment of the rental stipend.
7. Upon review of the move-in checklist, the required photos of the unit, and the lease agreement, the rental unit will be approved and GRTHA will pay the stipend directly to the student on a monthly basis.

Process – Continued Assistance:

1. The student will provide documentation of their grades for the current completed term, and a registration form or schedule as documentation in order to receive assistance for the following term.
 - a. If transcripts show a cumulative GPA of lower than 2.0, the rental assistance stipend will be suspended until the GPA of 2.0 or greater is resumed. Should the GPA return to 2.0 by the end of the semester/quarter, a reimbursement of the appropriate rental assistance stipend will be made for that educational period.
 - b. Should the GPA remain lower than 2.0 at the end of the term, the rental assistance stipend will be terminated.
 - c. Housing assistance stipends will not be available during summer breaks unless students are carrying at least a half-time class load.
2. The student must contact GRTHA at least once every three months to provide an update of their progress in their educational program.

Process – Continued Assistance (continued):

3. If the student is not attending college during the summer, the student must provide proof of enrollment for the fall term to the GRTHA to verify the student's registration and assure continued rental assistance stipend payments.

Moves:

1. If the student needs to move, he or she must notify GRTHA prior to moving and request a new move-in packet for the proposed rental unit for the continued assistance within 7 days of the move-in date for approval of the prospective new rental unit.
2. A student who moves without notifying GRTHA may lose their rental assistance stipend, and be required to pay back funds sent for the time they were not living in the approved rental unit.

Rental Assistance Stipends Shall Initially be a Flat Rate of:

| <u>College Course Load</u> | <u>Rental Stipend Amount</u> |
|-----------------------------------|-------------------------------------|
| Half-time attendance: | \$250 month |
| Full-time attendance: | \$500 month |

Rental Assistance Stipend Move-In Packet will contain the following items:

1. A one use camera for the student to take photographs of the proposed rental unit.
2. A move-in checklist form that the student will need to complete on the proposed rental unit.
3. Self addressed postage paid return envelopes to send update information to GRTHA.
4. A copy of the Student Rental Assistance Stipend Policy and Procedures, and a Copy of the Student Rental Assistance Contract
5. Student agrees GRTHA may release rental assistance information to the Confederated Tribes of the Grand Ronde Education Department for the coordination of student assistance programs.