

DELAWARE TRIBE OF INDIANS

HOMEOWNER ASSISTANCE FUND PROGRAM (HAF) INFORMATION

The Delaware Tribe of Indians' (DTI) U.S. Treasury Homeowner Assistance Fund (HAF) Program is designed to assist low-income and moderate-income Native American households/families with emergency homeowner and housing related assistance. Assistance may include monthly mortgage payments, mortgage arrearage, utility charges, utility arrearage, property costs such as insurance, taxes, and title issues but **DOES NOT** include homeowner displacement prevention measures (home rehab), rental assistance, household goods or luxury items as identified in the DTI's Policy. **Current residents of the Delaware Tribe of Indians' affordable housing are not eligible for this assistance unless they have a deed and/or mortgage.** The HAF program is available for DTI tribal members anywhere in the United States of America and for other qualifying Native American households in Craig, Rogers, Tulsa or Washington Counties in Oklahoma. Enrolled DTI members shall receive preference in the award of services.

This program provides assistance of up to a **maximum amount of \$8,000 total per applicant household**. Various types of assistance have restrictions and maximum funding limits but an applicant may receive more than one type of assistance but not in excess of the \$8,000 max cap. The HAF funding is provided through the U.S. Treasury and is only to be provided during the COVID-19 pandemic emergency on an urgent basis to eligible applicants. This assistance can only be provided to those families who have not yet received any prior or duplicative assistance from other sources. The HAF program is designed to provide eligible applicants with one-time assistance regardless of whether the maximum funding amount has been awarded. The DTT reserves the right to recapture or award a lesser amount in such cases.

This program has special eligibility requirements as follows. The household/applicant must be a homeowner and the funds shall only be used on the applicant's principal/primary residence. The DTI must determine that one (1) or more household members has experienced a financial hardship after January 21, 2020 as a result of the COVID-19 pandemic. The applicant must attest to the presence or occurrence of a financial hardship, such as reduction in income, incurred significant costs or increased costs, or experienced other financial hardship, directly or indirectly due to COVID-19. The applicant household must have an annual income at or below 150% of the area median income or 100% of the national median income, whichever is greater.

The DTI reserves the right to make-a-determination of an applicant's eligibility based upon the application and documentation provided. The DTI reserves the right to modify the actual amount or type of assistance awarded based upon the documentation submitted and/or obtained. The information included with these instructions is not all inclusive and the DTI shall make all awards in accordance with the adopted HAF Policy.

INSTRUCTIONS: Please read carefully and submit a completed application with all required documentation. **Incomplete applications will not be processed.** Due to the flexibility of the program, applicants must submit documentation specifically related to their request for assistance.

1. Verification of Tribal enrollment with a federally recognized tribe for Head of Household **OR** Spouse, Tribal Citizenship or enrollment card, Tribal ID **OR** official correspondence from the Tribal enrollment office **OR** Bureau of Indian Affairs are all acceptable forms of documentation.
2. Identification for everyone listed on the application. Choose one from this list: Driver's License **OR** State Identification Card **OR** Birth Certificate **OR** Tribal ID Cards **OR** CDIB. Name changes may be documented by birth certificates, marriage certificates, divorce decrees or State or Tribal IDs.
3. Copy of Social security card or numbers for everyone listed on the application.
4. Income verification for everyone 18 years of age or older. Third party verification is preferred on the form provided. Check stubs, payment statements, prior year tax returns may also be used, and a transaction report from BIA for last 12 months if you own trust/restricted property. If paper copies are not readily available, a self-certification form may be used, or verbal self-certification may be provided over the telephone or through email. All verbal forms of income verification must be followed up with a written attestation prior to award and payment.
5. Copy of warranty deed and mortgage statement showing payment and arrearage amounts (if applicable).
6. Documentation from a utility company, cooperative, vendor or municipality with the amount due. Copies of recent utility bills. The DTI shall pay an average or standard monthly amount based upon the applicant's submitted bill(s). The applicant must submit proof of utility services and information needed for processing payment to the utility service provider. This documentation may be provided over the phone with a receipt to follow upon payment. All verbal verification must be followed up with a written attestation.
7. If applicable, documentation of current insurance, insurance statement of premium due or quotes, property tax statement, and/or documentation of title resolution issue, which may include the need for corrective deeds, abstracting, title opinions and title insurance and/or estate probates.
8. Documentation of reduced household income, incurred significant costs, or other financial hardship caused directly or indirectly by COVID-19. If no documentation exists, the applicant must certify to one of these conditions being met in order to be determined eligible.

Delaware Tribe of Indians

Applicant Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ County: _____

Physical Address if different from mailing address: _____

Daytime Phone: _____ Alternate Phone and/or email: _____

1. Are you living in a DTI or other Indian/Tribal housing authority/entity home? ____ YES ____ NO If YES, List entity: _____

2. Are all household members U.S. citizens? ____ YES ____ NO If NO, please explain and provide U.S. Immigration Service Form (aka Green Card): _____

3. What types of assistance are you requesting? Check the applicable box(es) and provide name, address, & Phone # of landlord or company for which payment will be directed.

☐ Mortgage Payment – Please enter the monthly payment amount: _____

☐ Mortgage Arrearage – Please enter the total amount past due: _____

☐ Utility Charges – Please enter the current monthly charge: _____

☐ Utility Arrearage – Please enter the total amount past due: _____

☐ Property Taxes – Please enter the total amount due: _____

☐ Insurance Costs – Please enter the premium amount due: _____

☐ Title Resolution Costs – Please enter estimated amount (if known): _____

4. What is the “LEGAL DESCRIPTION” or “ADDRESS” to your home? You should be able to obtain the legal description from the deed and/or tax records. The DTI needs this info to determine the true ownership of the dwelling unit.

5. Household Composition, Complete the information below for each member who will be living with you. **Social Security numbers are required.**

#	NAME	RELATION	TRIBE	SEX	DOB	SSN
1						
2						
3						
4						
5						
6						
7						

6. Family Income Verification. List income in A, B, or C below for each person living in your home (18 years or over) or complete d if there is no income. Please enter N/A over those sections that do not apply.

a. Income from employment

	Employer Name	Address	Rate Per Hour	Amount Per Pay Period	Total Per Year
1.			\$	\$	\$
2.			\$	\$	\$
3.			\$	\$	\$
4.			\$	\$	\$

- b. Other Income: Other sources of income include alimony, relief, service allotments, assistance from relatives, payments for foster children, and any other regular source of income. Please do not list Stimulus payments or income that cannot be anticipated with certainty.

Source	Rate Per Month	Total Per Year
TANF	\$	\$
Social Security/SSI	\$	\$
Child Support	\$	\$
Unemployment	\$	\$
Pensions	\$	\$
Leases	\$	\$
Own Business	\$	\$
Other	\$	\$

- c. Assets such as a second home, cash, savings account, trust account, rental property, securities, stocks etc., and retirement, pensions, inheritances, personal investment property, guardian/power of attorney income and any other income:

Source	Value	Total Per Year
Pensions	\$	\$
Leases	\$	\$
Property	\$	\$
Stocks	\$	\$
Other	\$	\$

- d. For those household members (18 years and above) who do not have any source of income, please list them and have them sign below:

I hereby certify that I have no (zero) income as of the date identified below.

Name	Signature	Date

7. **Statement and Attestation of the Applicant:** Please read the following statements and mark any or all that are applicable. Eligibility requires the applicant to be able to attest to the following statements. These statements are a part of the eligibility requirements that have been set forth by the U.S. Department of the Treasury. **As the head of household and primary applicant, I attest that:**

A___ **YES**, I am a homeowner and the home listed on the application is my primary residence.

B___ **YES**, the household/applicant has one or more household members that have experienced a financial hardship after January 21, 2020 **Note: Examples may include but are not limited to a reduction in income, incurred significant costs, or experienced financial hardship caused directly or indirectly by the COVID-19 pandemic.**

C___ **NO**, applicant or household member has received any duplicative assistance covering the same costs/expenses identified in this application, from the DTI or any Tribe or entity.

8. **Signature and Consent to Release Information:** I understand that this application is not a contract and is not binding in any manner. I hereby authorize the DTI to obtain any-and-all information necessary for the purpose of verifying the statements made above. I also understand by signing below, I hereby certify that all information contained herein is accurate to the best of my knowledge and I understand that knowingly providing false information is grounds for denial and/or termination of assistance and punishable by fine and imprisonment.

Signature of Applicant/Head

Date

AUTHORIZATION FOR RELEASE OF INFORMATION

CONSENT: I authorize and direct any Federal, State, or local agency, organization, business, or individual to release to THE DELAWARE TRIBE OF INDIANS any information or materials needed to complete and verify my application for participation under DTI's U.S. Treasury funded HAF program. I understand and agree that this authorization or the information obtained with its use may be given to and used by the U.S. Department of the Treasury in administering and enforcing program rules and 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 inquiries that may be requested but are not limited to:

IDENTITY AND MARITAL STATUS EMPLOYMENT, INCOME, ASSETS RESIDENCES AND RENTAL ACTIVITY
PROPERTY OWNERSHIP 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 the HAF housing assistance program.

GROUPS OR INDIVIDUALS THAT MAY BE ASKED: The groups or individuals that may be asked to release the above information (depending on program requirements) include, but are not limited to:

PREVIOUS LANDLORDS PAST AND PRESENT EMPLOYERS VETERANS ADMINISTRATION
COURTS AND POST OFFICES WELFARE AGENCIES RETIREMENT SYSTEMS
TRIBAL OFFICES STATE UNEMPLOYMENT AGENCIES BANKS/FINANCIAL INSTITUTIONS
LAW ENFORCEMENT AGENCIES SOCIAL SECURITY ADMINISTRATION CREDIT PROVIDERS/CREDIT BUREAUS
SUPPORT AND ALIMONY PROVIDERS MEDICAL AND CHILD CARE PROVIDERS UTILITY COMPANIES

COMPUTER MATCHING NOTICE AND CONSENT: I understand and agree that DTI or the U.S. Treasury may conduct computer matching programs to verify the information supplied for my application. 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 that information. The DTI and U.S. Treasury 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; the U.S. Postal Service; the Social Security Agency; and State welfare and food stamp agencies.

CONDITIONS: I agree that a photocopy of this authorization may be used for the purposes stated above. This authorization will stay in affect for a year and one month from the date signed.

PRINTED NAME

SIGNATURE

DATE

HEAD OF HOUSEHOLD: _____
SPOUSE: _____
ADULT MEMBER: _____
ADULT MEMBER: _____
ADULT MEMBER: _____

WARNING: SECTION 1001 OF TITLE 18 OF THE U.S. CODE MAKES IT A CRIMINAL OFFENSE TO MAKE WILLFUL FALSE STATEMENTS OR MISPRESENTATIONS TO ANY DEPARTMENT OR AGENCY OF THE U.S. AS TO ANY MATTER WITHIN ITS JURISDICTION.