

FOR OFFICIAL USE

Date Submitted: _____
Time Submitted: _____
Received by: _____
Application #: _____

LITTLE RIVER BAND OF OTTAWA INDIANS
COVID-19 EMERGENCY RENTAL ASSISTANCE PROGRAM
APPLICATION

Applicant Information

Applicant Name: _____ Date: _____
Date of Birth: _____ Tribal Enrollment No.: _____ SSN: _____
Mailing Address: _____ City: _____ State: _____
Zip: _____ Phone: _____
Physical Address: _____ City: _____ State: _____
Zip: _____ Email: _____

General Information

1. Are you or is a member of your household a member of an Indian tribe? Yes No
 - a. If yes, attach proof of membership of an Indian Tribe for each household member
2. Do you rent the home in which you are living? Yes No

Household Member Information:

Name	Date of Birth	Last 4 digits of SSN	Tribal Enrollment No.	Annual or Monthly Income	Income Source

Income Verification

Below, provide information on either the total annual gross income of your household for calendar year 2020 or your total household monthly gross income.

1. **Annual gross income** of household: \$ _____
 - a. Applicant must attach and submit a wage statement, interest statement, unemployment compensation statement, or a copy of Form 1040 as filed with the IRS for the household for 2020.
2. **Monthly gross income** of household: \$ _____
 - a. Applicant must submit sufficient confirmation of the household's monthly income at the time of application for at least the two months prior to the submission of this application.

Financial hardship

1. Do you or any individual in your household qualify for unemployment benefits? Yes No
 - a. If yes, attached supporting documentation demonstrating each individual's qualification for unemployment benefits.
2. Have one or more individuals in your household experienced any of the following financial hardship due, directly or indirectly, to the COVID-19 pandemic? (check all that apply)
 - A reduction in household Income
 - Loss of Employment/Temporary Layoff/or Furlough
 - Reduction in hours/pay.
 - Unable to work or experiencing financial hardship due to no child care/school.
 - Underlying medical condition requiring staying home to prevent exposure.
 - Loss of self-employment/business income
 - Age 55 or older and enduring increased costs because of the COVID-19 pandemic.
 - Disabled and enduring increased costs because of the COVID-19 pandemic
 - Incurred significant costs (hospital bills, medication costs, etc)
 - Other financial hardship; list: _____
 - a. If you checked any of the boxes above, attach supporting documentation for each hardship. (e.g. copies of most recent paycheck stubs or other sources of income showing decrease in income; email/text/letter showing notification of unemployment/reduction in hours, bills showing significant costs incurred, etc.)

Housing Instability

1. Does one or more individuals in your household face a risk of experiencing homelessness or housing instability, which may include (check all that apply):
 - A past due utility or rent notice or eviction notice
 - Unsafe or unhealthy living conditions
 - Any other evidence of such risk
 - a. If you checked any of the boxes above, attached supporting documentation demonstrating each type of housing instability (e.g. past due utility or rent notice or eviction notice, or documentation of any other evidence of risk.)
 - b. If you checked any of the boxes above, please describe the details of your housing instability:

Additional Requirements

1. Applicants must sign a release of information form allowing the Little River Band of Ottawa Housing Department to verify any and all information required to participate in the COVID-19 Emergency Rental Assistance Program.
2. For each additional month that applicants seek Financial Assistance under the ERA Program, they must submit information and documentation for the rent and utility costs for that month and prospective months for which they seek assistance.

Applicant Acknowledgements

I understand that I am required to update my application whenever any determining factor of eligibility changes. This includes employment/annual income, contact information, no longer qualifying for unemployment benefits, no longer experiencing a reduction in household income or other financial hardship, no longer facing a risk of homelessness or housing instability, or having a household income that is above 80 percent of the Area Median Income for the household.

By my signature below, I hereby certify that all of the foregoing information and attached documentation is true and correct. I understand that providing any false statements, false information, any misleading statements or information, or if I fail to notify Little River Band of Ottawa Indians of changes to my household's eligibility, will be grounds for denial of the application or, if assistance has already been granted, recapture of any funds granted, and may be grounds civil or criminal prosecution if Little River Band of Ottawa Indians determines it is appropriate to do so.

 APPLICANT SIGNATURE

 DATE

If a landlord or owner of a residential dwelling submits this application on behalf of the Applicant:
 I, _____, the Applicant's landlord/residential dwelling owner, understand that I am required to provide this application to the Applicant after completing and submitting it.

 LANDLORD SIGNATURE

 DATE

Application Received by Little River Band of Ottawa Indians:

 STAFF MEMBER SIGNATURE

 DATE

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Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason: _____
Denial Communicated: _____	Staff Signature: _____

COVID-19 Emergency Rental Assistance Program Application Checklist

Please review your application to make sure that contains the following information:

For all Applicants:

- Copy of Driver's License or Tribal Enrollment Card
- Proof of membership of an Indian Tribe for each household member (*if applicable*)
- Release of Information form for all members of the household 18 or older
- Income Verification for each member 18 or older
 - Annual gross income (a wage statement, interest statement, unemployment compensation statement, or a copy of Form 1040 as filed with the IRS for the household for 2020)
or
 - Monthly gross income received in the last 60 days (2 months)

Submit the following documentation if applicable:

- Documentation of each household member's qualification for unemployment benefits
- Letter / Email / Text from employer showing your lay off, furlough status, or decrease in hours
- Other documents showing a reduction in household Income
- Documents showing loss of self-employment/business income
- Bills / Receipts showing significant costs (hospital bills, medication costs, etc.)
- Documents showing other financial hardship
- Copy of lease or rental agreement showing required rental payments or deposits
- Copy of utility bill(s)
- Copy of a past due utility or rent notice or eviction notice
- Documents showing unsafe or unhealthy living conditions
- Any other evidence of risk of housing instability



Little River Band of Ottawa Indians
Housing Department
Mailing Address: 2608 Government Center Drive
Physical Address: 2953 Shaw Be Quo ung
Manistee, Michigan 49660
(231) 723-8288

Release of Information Waiver

Failure to sign and return this form in its original condition could jeopardize your application for program eligibility.

PERSONAL INFORMATION

NAME: Last: _____ Middle: _____

First: _____ Maiden: _____

SOCIAL SECURITY

NUMBER: _____ BIRTH DATE: _____

DRIVERS LICENSE

NUMBER: _____ STATE ISSUED: _____

CURRENT ADDRESS: _____

CITY, STATE, ZIP CODE: _____

OTHER STATES LIVED IN & COUNTY: _____ YEAR: _____
(If more room is needed please write on the back)

PHONE INCLUDING AREA CODE: _____

I hereby authorize confidential information to be released between the agencies listed in this agreement as needed to verify information related to the Little River Band of Ottawa Indians housing programs/initiatives.

POTENTIAL AGENCIES RELEASING INFORMATION TO EACH OTHER

Little River Band of Ottawa Indians
Housing Department
2608 Government Center Drive
Manistee, MI 49660

Current and Previous Landlords
Support and Alimony Providers
Child Care Providers
Post Offices
Retirement Systems

Current Employers
Previous Employers
Social Security Administration
Tribal Social Services Programs
Tribal Enrollment Department
Tribal Members Assistant Program
Family Independence Agency
Utility Companies
Law Enforcement Agencies
Banks/Lending Institutions

I further authorize confidential information to be released to the Head of Household Tenant insofar as it is necessary to explain a determination and/or to the Housing Commission in the course of an appeal hearing related to this application.

Signature: _____ Date: _____