



BIG SANDY RANCHERIA PROPERTY MANAGEMENT DEPARTMENT-HOUSING ASSISTANCE INFORMATION AND APPLICATION FOR HOUSING ASSISTANCE

The mission of the Big Sandy Rancheria Property Management Department-Housing Assistance Program is to eliminate unhealthy, unsafe, and unsanitary living conditions for low to moderate income Tribal Members located in the Tribe's service area of Fresno, Madera, and Kings Counties. The goal of the Tribe is to eliminate substandard living conditions for its Tribal members and assist in providing a safe and suitable living environment.

Big Sandy Rancheria currently utilizes funding from the federal government and Sub-Housing program to provide as many services as possible to meet the goal as established. While the federal funds the Tribe receives decrease, the demands and guidelines on how funds are used are increasing. The cost of housing has increased dramatically as has the BSR Property Management Department's- Housing Assistance Program overhead to support the program. Funds from the federal government have always had compliance and regulations that must be followed, and the Big Sandy Rancheria Tribe must meet and will continue to meet these obligations.

One of the most important rules that Big Sandy Rancheria must follow is maintaining site control of all projects that are supported with federal funding. Site control must be held by Big Sandy Rancheria in order to expend funds on any project supported by federal funding. This compliance regulation must be supported by written documentation of land and/or property ownership and lien/lease agreements that give the Big Sandy Rancheria tribe the site control required by the federal government. Site control timelines are based on the amount of funds expended per each project Big Sandy Rancheria invests the funds into and are supported by signed agreements by all parties involved. Ownership of all aspects of the "investment" must be on file and will be audited per federal specifications. The necessity to maintain accurate and binding documents is a must. The documents that have to be in Big Sandy Rancheria's possession, prior to any federal funds being expended are:

- 1) Tribal or Tribal member verification
- 2) Deed indicating the owner of the land and/or dwelling
- 3) Proof that the owner on the deed is the one receiving benefits and is a Big Sandy Tribal member or the Tribe itself
- 4) A "Useful Life Agreement" that binds the owner and/or recipient of the funds/services to the Big Sandy Rancheria Tribe for a period of time regulated by the amount of federal funds to be invested into the property.
- 5) Signed site-control document based on funds requested. (HOME REHABILITATION / REPAIR ASSISTANCE)
- 6) The tenant agrees to allow the landlord (tribe) or property management to conduct mandatory inspections of the rental/housing unit with proper notice as required by law.

These six items above represent the basic documents and terms required to establish site control

Big Sandy Rancheria holds within the Tribe's inventory properties that have been acquired via federal funding and the rules and regulations that require site control pertain to these properties also. These properties are the rental homes that Big Sandy Rancheria offers to its members when they are available. These rental homes are tied to the past and present federal funding agreements, with the tenant income requirements updated each year based on the federal median incomes (FMI) that exist.

NOTE: Please submit all 8 pages of this document and initial each page indicating you have thoroughly read and understand each page. Please submit this application to the BSR receptionist to be time stamped. All application will need to be updated annually (January 2nd) of each new year.



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The following table indicates the 2024 federal median incomes (FMI) qualifying income amount limits:

Family Size	1	2	3	4	5	6	7	8
Total Income	\$54,768	\$62,592	\$70,416	\$78,240	\$84,499	\$90,758	\$97,018	\$103,277

To calculate the adjusted income limit for families with more than eight members, add 8 percent of the four- person base to the eight-person income limit for each additional person. For example, the nine- person limit equals \$72,100 ($68,000 + [51,500 \times 0.08]$). All income limits are rounded to the nearest \$50 to reduce administrative burden.

Applicant must:

- be a Big Sandy Rancheria member in good standing, be the Head of his/her household and at least 18 years of age.
- meet the income requirements established by the FMI federal guidelines of the year assistance in housing is to be received.
- complete and sign application with all the supporting documentation requested.
- Submit application to the Big Sandy Rancheria Property Management Department.

Processing of applications is done in accordance with the federal guidelines that apply to the agency and funding guidelines agreed to by Big Sandy Rancheria in order to receive said funding.

Supporting documentation to be submitted with rental, rental assistance or home rehabilitation / repair assistance applications are:

- Most recent Income Tax statement of applicant and those family members 18 years of age and older who will reside in dwelling. (*ALL*)
- Copies of Social Security Cards of applicant and those family members 18 years of age and older who will reside in dwelling. (*ALL*)
- Proof of Tribal Enrollment. (*ALL*)
- Proof of Lease of Property for Rental Assistance. (*RENTAL ASSISTANCE*)
- Proof of Ownership (DEED) of the dwelling and/or land. (*HOME REHABILITATION / REPAIR ASSISTANCE*)
- Signed site-control document based on funds requested. (*HOME REHABILITATION / REPAIR ASSISTANCE*)

Applicant's files are categorized in two groups. These two groups are:

- 1) Active Files: Applications that are in the process of review for award and those on a waiting list.
- 2) Inactive files: Applications that have been denied and / or incomplete due to failure to provide complete, proper documentation.



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BIG SANDY RANCHERIA APPLICATION FOR HOUSING ASSISTANCE

Please select one of the assistance categories below you are applying for:

Housing Rehabilitation / Repair	
Emergency Housing Assistance	
Rental Assistance	
Transitional/Temporary Housing Assistance	
Down Payment Assistance	
Rental of Big Sandy Rancheria Home	

Please complete the following information on the applicant by printing the information where requested

Name: _____
First Middle Last

Big Sandy Enrollment #: _____ SSN: _____ Date of Birth: ____/____/____

Address Where Currently Living:

Street City State Zip

Mailing Address:

Street City State Zip

Contact Telephone: _____

Email Address: _____



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Please complete the following information on those who will be household members of the applicant

Household Member #1

Name: _____
First Middle Last

Big Sandy Enrollment #: _____ SSN: _____ Date of Birth: ____/____/____

If not a Big Sandy Tribal Member are you a member of a Tribe? Yes____ No____

If the answer is Yes for the above what Tribe? _____ Enrollment #: _____

Household Member #2

Name: _____
First Middle Last

Big Sandy Enrollment #: _____ SSN: _____ Date of Birth: ____/____/____

If not a Big Sandy Tribal Member are you a member of a Tribe? Yes____ No____

If the answer is Yes for the above what Tribe? _____ Enrollment #: _____

Household Member #3

Name: _____
First Middle Last

Big Sandy Enrollment #: _____ SSN: _____ Date of Birth: ____/____/____

If not a Big Sandy Tribal Member are you a member of a Tribe? Yes____ No____

If the answer is Yes for the above what Tribe? _____ Enrollment #: _____

Household Member #4

Name: _____
First Middle Last

Big Sandy Enrollment #: _____ SSN: _____ Date of Birth: ____/____/____

If not a Big Sandy Tribal Member are you a member of a Tribe? Yes____ No____

If the answer is Yes for the above what Tribe? _____ Enrollment #: _____



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Household Member #5

Name: _____
First Middle Last

Big Sandy Enrollment #: _____ SSN: _____ Date of Birth: ____/____/____

If not a Big Sandy Tribal Member are you a member of a Tribe? Yes____ No____

If the answer is Yes for the above what Tribe? _____ Enrollment #: _____

Household Member #6

Name: _____
First Middle Last

Big Sandy Enrollment #: _____ SSN: _____ Date of Birth: ____/____/____

If not a Big Sandy Tribal Member are you a member of a Tribe? Yes____ No____

If the answer is Yes for the above what Tribe? _____ Enrollment #: _____

Household Member #7

Name: _____
First Middle Last

Big Sandy Enrollment #: _____ SSN: _____ Date of Birth: ____/____/____

If not a Big Sandy Tribal Member are you a member of a Tribe? Yes____ No____

If the answer is Yes for the above what Tribe? _____ Enrollment #: _____

Household Member #8

Name: _____
First Middle Last

Big Sandy Enrollment #: _____ SSN: _____ Date of Birth: ____/____/____

If not a Big Sandy Tribal Member are you a member of a Tribe? Yes____ No____

If the answer is Yes for the above what Tribe? _____ Enrollment #: _____



BIG SANDY RANCHERIA PROPERTY MANAGEMENT DEPARTMENT INFORMATION AND APPLICATION FOR HOUSING ASSISTANCE

1. Please answer the following questions to assist in preferences under the Big Sandy Rancheria Housing Guidelines.

Does your present home present a substandard living condition? Yes___ No___

Substandard housing means the existence of any one of the following conditions: indoor plumbing that does not work, lack of a usable flush toilet or bathing facility for the exclusive use of your family, lack of adequate and/or safe electrical service, lack of adequate source of heat, or lack of adequate kitchen facilities. If you answered YES, please explain the conditions that exist:

2. Are you currently involuntarily displaced? Yes___ No___

Involuntary displacement is a loss of housing due to circumstances beyond your control, or that you have been involuntarily displaced and are not living in standard, permanent replacement housing, or that within six months from the date of certification or verification you will be displaced. If you answered YES, please explain:

3. Is anyone who is on the list of household members disabled? Yes___ No___

4. Is anyone who is on the list of household members receiving services currently from any of the Big Sandy Rancheria programs?

If you answered YES please list those who are and what services they receive: Yes___ No___

5. Is anyone who is on the list of household members a member of a Tribe other than Big Sandy Rancheria?

If you answered YES please list those who are and what Tribe they are a member of: Yes___ No___



BIG SANDY RANCHERIA PROPERTY MANAGEMENT DEPARTMENT INFORMATION AND APPLICATION FOR
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HOUSEHOLD INCOME REPORT

*The income data provided in this section may determine your eligibility for housing. All information is kept confidential. List name, address, and phone number from ALL income sources (AFDC, SSI, Unemployment, etc.) for **each household member 18 years of age and above and applicant**. Please indicate which household member received the income that you are reporting, and provide proper documentation of all income, i.e. income tax returns, check stubs, etc.*

Household Member Receiving Income	Source of Income	Address	Phone No.	Amount



BIG SANDY RANCHERIA PROPERTY MANAGEMENT DEPARTMENT INFORMATION AND APPLICATION FOR HOUSING ASSISTANCE

Statement of Understanding and Accountability

I, _____, understand that I am required to cooperate in supplying all information needed to determine my eligibility, level of benefits, and verify my circumstances involving my needs for a home and/or assistance for living. Cooperation includes attending scheduled meetings and completing, signing and providing all requested and needed documents. I understand that I am responsible for all information provided in this application and that to the best of my knowledge all information provided is true and correct.

I certify that all the information provided to BSR on household composition, income, family assets and items for allowances and deductions, is accurate and complete to the best of my knowledge and belief. I understand that false statements or information are grounds for termination of housing assistance or tenancy.

I understand that knowingly supplying false, incomplete, or inaccurate information is punishable under Federal or State Criminal Law. I understand that knowingly supplying false, incomplete, or inaccurate information is grounds for denial or termination of housing assistance and/or termination of tenancy.

I understand that the Big Sandy Rancheria Housing Department will use Big Sandy Rancheria Housing Department staff or licensed contractors to complete work. I will be notified when staff or contractors will be on property.

In the case of renting a property from the Big Sandy Rancheria Tribe, I understand that the computation for the monthly cost of rent will be calculated as follows:

Total Annual income of all household members 18 years of age and over multiplied by .10

I understand that in the case of a rental, an agreement will be provided to me that must be approved and signed prior to moving into any Big Sandy Rancheria Property.

Warning: Title 18, Section 1001 of the United States Code states that a person is guilty of a felony for knowingly and willfully making false or fraudulent statements to any department or agency of the United States or the US Department of Housing and Urban Development.

I attest that all of the information contained in this application for housing assistance is true and correct. I hereby agree to allow the Big Sandy Rancheria Housing Department and Big Sandy Rancheria Tribe to verify all information that I have submitted.

SIGNED: _____

DATE: _____

PRINT NAME: _____



BIG SANDY RANCHERIA PROPERTY MANAGEMENT DEPARTMENT HOUSING AGREEMENT ADDENDUM

Mandatory Inspections and Repair Responsibilities

1. Mandatory Inspections:

The tenant agrees to allow the landlord (tribe) or property management to conduct mandatory inspections of the rental/housing unit with proper notice as required by law. These inspections are intended to ensure the property is maintained in good condition and to address any necessary repairs or maintenance.

2. Repairs and Maintenance Responsibilities:

The tenant is responsible for maintaining the structural integrity of the rental/housing unit and ensuring that all essential systems (e.g., plumbing, heating, electrical) are in good working order. The tenant is responsible for promptly reporting any necessary repairs and for the upkeep of the unit, excluding routine maintenance (e.g., replacing light bulbs, unclogging drains).

3. Prohibition of Damage or Unauthorized Sale:

The tenant agrees not to sell, damage, or remove any appliances, fixtures, or repairs provided by the landlord (tribe). In the event that such actions occur, the tenant will be held financially responsible for replacement or repair costs. Furthermore, the tenant will be ineligible to receive housing assistance or additional repairs for a period of [60 months] following such violations, unless otherwise determined by the Property Management Department.

By signing below, the tenant acknowledges and agrees to the terms outlined in this addendum.

Tenant Signature: _____ **Date:** _____

Representative Signature: _____ **Date:** _____