



Ketchikan
INDIAN COMMUNITY

615 Stedman St. | Ketchikan, AK | 99901 907-228-9555
Email Address: Covidrelief@kictribe.org

For Staff Only Staff Initials _____
Complete: _____ Yes _____ No
Date Stamp Below:

Emergency Treasury Rental Assistance

To Apply: All applications must be submitted **IN PERSON** at 615 Stedman St & accepted by **April 15, 2021** to be eligible.

Information:

The Treasury Coronavirus Relief fund application is designed to provide Emergency Rental Assistance to enrolled tribal members who live on Revillagigedo, Pennock and Gravina Islands, that have experienced financial hardships due to the COVID-19 pandemic. **These funds are available first come, first serve until all funds are expended.**

Income limit - below Median average income \$69,000 of per household of 4, under \$43,000 priority

Rent Up to \$1,000 per month, per household for two months paid and mailed to Landlord

Documentation needed for Rent: *If you need help completing application let us know.*

- Completed and Signed Application (by 4-15-21)
- Proof of KIC Enrollment of all Tribal Members
- State Picture ID, KIC Enrollment ID, Passport (only 1)
- Proof of income or No Income Statement (either/or)
- Guardianship/Court Order for Custody (of children)
- Proof of Residency – utility bill w/residence address; Current printed rental agreement (must have start & end date or proof of residency within last 6 months, rental amount per month.
- W-9 completed by Landlord (we can provide form)

Tribal Member Name: _____ Enrollment# _____

Maiden Name or Other Names used: _____

Street Address: _____ (include apt #) Ketchikan, AK 99901

Mailing Address: _____ Ketchikan, AK 99901

Email: _____ Cell/Home Phone: _____

**If phone number not current or working we may not be able to reach you to verify information* Best Contact: Home Cell Email (Circle 1)

Landlord Name _____ Mailing Address: _____

Household Members Name	Relationship	DOB	Tribal Enrollment Number
	Self		

I (or my household members) have incurred expenditures & provide documentation due to the public health and housing emergency due to the COVID-19 pandemic since March 1, 2020 and it has affected my income by: **(Circle any below you/your household have experienced apply)**

- Reduced employment/Unemployment
- Past Due Utility Bill
- Past Due Rent/Eviction
- Homelessness/Housing Instability

Requested Rental assistance for Months: April May June 1 check for 2 months goes to Landlord(up to \$1,000 a month)

Check 2 months above

APPLICATIONS MAY ONLY BE SUBMITTED IN PERSON

READ BEFORE SIGNING:

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- I am enrolled in KIC Member
 - Or I am a parent/guardian to an enrolled KIC member who lives *full-time* in my household and agree to provide court documents to verify custody (if needed).
- I reside on Revillagigedo, Pennock & Gravina islands, (does not include residents of Saxman, or anywhere outside of Ketchikan, Alaska).
- My household income is not greater than \$69,000 Preference given to households making \$43,000 or less.
- I agree that if I receive a multi-month fund I am obligated to notify the tribe of any income changes during the awarded fund months.
- I understand that funds will be paid directly to the landlord and not the applicant.
- I certify I meet the Tribal member COVID-19 requirements and to the best of my knowledge that the information and documentation contained in this application is accurate and true. I understand that if the information cannot be verified, this may impact my ability to receive an award. I also understand that additional information may be requested to verify what has been submitted.
- I give my consent and authorization for any federal, state or local agency (including current Landlord) to release to the KIC Emergency Treasury Rental Assistance Relief Program any information needed to complete and verify my application for assistance. I agree to allow a home inspection of my apartment.
- I have not received other COVID funding for these expenses whether it is the State of Alaska, City, Borough or any other tribal programs for the requested rental assistance month(s).
- I understand that my application is subject to verification, and that falsification of information shall be grounds for immediate termination from the program and will subject me to Federal prosecution under 18 U.S.C. §1001, which carries a fine of not more than \$10,000 or federal imprisonment for not more than 5 years, or both. I (we) also understand that if I (we) receive services as a result of falsified information, I (we) will have to repay the Tribe for those services.

Applicant Signature

Date

Supervising Staff Member Signature

Date

INFORMATION:

- **This Emergency Rental Assistance Program is for RENTAL ASSISTANCE ONLY, AND WILL ONLY BE MAILED TO YOUR LANDLORD.**
- **We will not accept a mailed or faxed application.** You must turn in your application with all required documentation, in person, Mon. – Fri. 9 am-2pm, to staff at the Covid Office at KIC 615 Stedman Street 1st floor lobby. **Please wear your mask & socially distance.**
- If you need help, or you are an individual with a disability, we will help with your application and documents.
- If your application is not complete with all required documents *we will not accept your application.* Once it is accepted, we will date stamp it to track when we receive your application.
- Once you have been approved for rent, you will receive a notice of your approval with the rental amount within 5 days of approval. If you have been denied you will receive a denial letter within 7 business days with an explanation of why you were not approved.
- Your rental payment will be mailed to your Landlord within 10 days of approval.
- If we do not answer, please leave a message and we will return your call within 3 days.
- If you want to appeal the decision on your application, you may file a complaint which is available at the *KIC Website – www.kictribe.org.* and you will receive a response within 7 business days. You may turn in your complaint at the KIC 615 Stedman Street Covid Office – 1st Floor lobby.

Return this completed application to KIC Covid Office @ 615 Stedman St. Lobby, Monday-Friday, 9 am to 2 pm. Please call 907-228-9555 if you have questions, or you are an individual with disabilities or need help completing this application. If the Community is at level 3 Risk or higher, an appointment is needed to enter the building.