



Ninilchik Tribal Health, Culture & Heritage Nonprofit

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All Rental Housing by Ninilchik Traditional Council facilities comply with Federal Fair Housing regulations, accepting age-qualified residents without regard to national origin or gender, race, color, religion, disability, or familial status. We do not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities



Applications for Tovarish Manor Building B, Senior Independent 6-Plex Apartments

NINILCHIK TRADITIONAL COUNCIL ("NTC") has developed 12 units of independent elderly rental housing through the combined assistance of the Ninilchik Senior Center, Alaska Housing Finance Corporation, the Denali Commission, HUD and NTC's Native American Housing Assistance and Self Determination Act ("NAHASDA") Indian Housing Block Grant.

1. Project Introduction

The Tovarish Manor is located at 66343 Aspen Ave., Ninilchik; this is located next to the Senior Center, off of Kingsley Rd. These two buildings include eight 2-bedroom units and four 1-bedroom units. Five of the 2-bedroom units are fully equipped for seniors in wheelchairs. 8-bedroom units have special sensory features for visual/hearing-impaired occupants. All units in building B, have roll in showers. All units are handicapped assessable, have their own washers, dryers, patios, and attached heated garages with inside storage rooms. Rents include: heat & hot water, trash removal and snow removal. This is a non-smoking senior housing complex. Pets are not allowed at this time unless it is a medical prescribed/assist pet. There is an assisted pet policy that applies for those that qualify.

To qualify as an elderly family, the head of household or spouse, or the family's sole member, must be 62 years of age or older. Tenants admitted to the project must occupy the unit as their primary residence, year round, and comply with NTC's occupancy policies and rules, which will address authorized absences, visitors, and other occupancy standards. Unemancipated minors under the age of 18 will not be admitted to elderly housing, and must comply with visitor policies. To ensure affordability, certain income thresholds apply for all applicants.

Selected applicants must sign the lease to their assigned unit within 15 days of receiving written notice of move-in eligibility, or apartment will go to the next applicant on waiting list.

IF YOU NEED ASSISTANCE OR ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS, PLEASE PROMPTLY CONTACT BOB CROSBY OR DENISE SMITH AT NTC TO DISCUSS YOUR NEEDS OR QUESTIONS.



Applications for Tovarish Manor are being accepted now. Any applications for other NTC programs do not qualify as applications for Tovarish Manor. To apply for admission, please complete and return the attached application to NTC.

- **Part I** of the application must be completed and submitted by all applicants.
- **Part II** of the application is for those that are applying for the HOME assisted units. To qualify for these units, your income must be below the 50% Median Income for the Kenai Peninsula Borough. Rents will be established at current HUD Low Market Rates & Utility Allowance for the Kenai Peninsula. Please ask the Housing Department for this application if you are interested and if an apartment is available at this time.

2. Manner of Selection.

NAHASDA Selection. 2 of the units in building A will be offered to eligible low-income Alaskan Native or American Indians under the HUD NAHASDA program. A NAHASDA applicant must complete Part I and Part II of the application, *and* establish that the tenant family is low-income, defined as receiving 80 percent or less of median income for the area & being either an Alaskan Native or American Indian by providing a CIB or BIA card. From the pool of qualified NAHASDA applications, NTC will select two elderly families 60 years of age or more that are eligible for NAHASDA assistance. NAHASDA applicants not selected for admission will be placed on the NAHASDA waiting list. Applicants not selected through the NAHASDA process may be included in selection from the general eligibility pool, as well. However, because low-income households generally are less able to pay Fair Market rent, financial eligibility will be reviewed as part of selection.

HUD HOME Selection. Three of the 12 units will be offered to eligible Low Income qualified families who qualify for low-income HUD, HOME assistance, in accordance with the HOME program from the U.S. Department of Housing and Urban Development. To qualify for the HOME assisted units one of the household must be age 62 years of age or older, be able to qualify as low income under federal guidelines established by HUD. HOME applicants must complete Part I and Part II of the application, *and* establish that the tenant family is low income, defined as receiving 50 percent or less of median income for the area. From the pool of qualified HOME applications, NTC will select three elderly families eligible for HOME assistance. HOME applicants not selected for admission will be placed on the HOME waiting list. Applicants not selected through the HOME process may be included in selection from the general eligibility pool, as well. However, because low-income households generally are less able to pay Fair Market rent, financial eligibility will be reviewed as part of selection.



General Selection. After HOME selections are made, the remaining selections will be made as follows: three selections will be made from qualified applicants who placed their name on the initial waiting list maintained by NTC with first come first get.

Priorities. Selected families will be matched to units of the appropriate size and special features. Bedroom size and special features will take priority over order of selection. For example, if only two bedroom units are left, a family with a single member usually will not be selected. If only one-bedroom units are left, a married couple with live-in aide will not be selected for that unit. In order to fill the units with special features, NTC has established a priority for persons with visual, hearing, or physical disabilities, which will apply with the four units that have special features, with those units being filled first from the list NTC has to choose from. Special feature units not filled from the current list will then be filled with those applicants on the list. Handicapped/disabled applicants remain eligible for units that lack special features, and NTC will not discriminate against such applicants on any basis prohibited by law.

Qualified applicants who are not selected for Tovarish Manor may request placement on the NTC waiting list for later consideration. Applicants remain responsible for updating the information contained in their application, including current contact information, in order to remain eligible for future consideration. Failure to keep the information current may result in being dropped from the waiting list or not being considered for a particular opening.

A “qualified” applicant is one whose application preliminarily indicates, prior to NTC verification, that they meet eligibility requirements, and who has fully completed the application. Partially completed applications will not be considered. All admissions are subject to verification and review of information provided, including income information. NTC’s receipt of an application, and its deeming the application complete or the applicant qualified, shall not vest any expectations or rights in an applicant nor shall it constitute admission to NTC’s program or housing.

3. Rent and Utility Requirements.

Monthly rent for Tovarish Manor units will include, at landlord’s cost, natural gas heat, hot water heating, and garbage pick-up. All other utilities, such as electricity, will be the tenant’s sole responsibility. The units are individually metered for electricity.

HOME Rent: For participants selected for the three HOME openings, rent will be established at not more than 30 percent of adjusted monthly household income. All household income must be fully verified and proved prior to a HOME admission and move-in. The program will adopt a minimum rent level for family size, to ensure that the applicant’s rent will cover NTC’s utilities expenses, and that the household’s income is sufficient to pay for tenant utilities.



Fair Market Rent: For all other participants, rent will be established by NTC using a fair market affordability assessment, for size of unit. Estimated rents at this time: 2-bedroom \$795.00, 1-bedroom \$653.00. The final amounts for “Fair Market” rent will be announced at least 15 days before the date anticipated for the first move-in. To ensure that the family is capable of paying Fair Market rent each month, NTC may request additional information such as (1) credit report; (2) additional credit references; (3) completion of the full income questionnaire (Part II of the application, if not previously completed); (4) verification of income sources, (5) explanation of monthly expenditures. NTC will not admit an applicant for a Fair Market Rent unit unless s/he clearly establishes the ability to pay rent and utilities without hardship.

ADDITIONAL INFORMATION: Attached is the current HUD statement of median income for this area. If your household income falls at the 50 percent or less of median income for your family size, you may qualify as “low income” under HUD guidelines, this would lower the rent amount you would pay each month. Please ask our office to see if there are any HUD HOME apartments available at this time and if there please ask us for the Part II of the rental application. If there are no HUD HOME apartments available, then when returning your application please ask to be placed on the HUD HOME waiting list. Live in Assistants /Nurses with proper credentials will not be counted in the household income certification.

Federal Income Limits For The Kenai Peninsula Alaska

Kenai Peninsula Borough Median Family Income \$76,100.00

Effective 01/18/2013

You must be at or Under the 50% Median Income to Qualify for HUD’s HOME Program As Low-Income.

1. Person Household: \$26,650
2. Person Household: \$30,450

