



2015 Crime Prevention and Safety Youth Activities Program Guidelines

The Crime Prevention and Safety Youth Activities Program is being enacted to allow Tribal and First Generation Indian Descent children an opportunity to participate in extracurricular activities of their choice. The type of activity attended is at the discretion of the parent and child. In order to participate in this program, the attached application must be completed by the parent and received by the Housing Department at least two (2) weeks prior to the start date of the activity.

Information to consider:

Applicant must be a Tribal Member or First Generation and must be living in a Tribal rental unit or have a parent participating in the Tribally-Assisted Home Ownership (TAHO) program.

The applicant must be between four (4) and seventeen (17) years of age.

The total allowable cost for this program will not exceed \$50.00 for each activity. If the total cost of the selected activity is more than the \$50.00 allowable cost, the parent **MUST** pay their portion and provide a receipt prior to the Housing Department making payment.

The Program will not purchase or reimburse for clothing or special equipment.

The Housing Department will be responsible for payment of the \$50.00 allowable cost only.

The parent is responsible for making all arrangements and completing all necessary paperwork for the child to participate in the selected activity.

Participants are required to abide by the Program's Policies and Procedures.

Initials: SMW
Date: 8-26-15

POARCH BAND OF CREEK INDIANS

CRIME PREVENTION AND SAFETY YOUTH ACTIVITIES PROGRAM POLICIES AND PROCEDURES

I. General Policy Statement

The Poarch Band of Creek Indians Housing Department (hereinafter "Housing Department") recognizes the need to establish Policies and Procedures for the Crime Prevention and Safety Youth Activities Program, which was established to benefit Tribal Members or First Generation Indian Descent children living in Tribal rental units or whose parent participates in the Tribally-Assisted Home Ownership program.

II. Purpose

This document describes the type of allowable activities and the steps that must be followed by Applicants to request financial assistance. Financial assistance provided will be in the form of a grant. Each request for services will be considered on a case-by-case basis.

III. General Information

Crime Prevention and Safety Youth funds are grant funds administered by the Housing Department in accordance with the Native American Housing Assistance and Self-Determination Act (NAHASDA) and in coordination with the Department of Housing and Urban Development (HUD). The Housing Department may also use Tribal (non-federal, non-program) funding to assist with Program activities.

IV. Definitions

- a. "Allowable Cost" shall mean the total amount set aside for each activity, up to \$50.00 per activity.
- b. "Applicant" shall mean the Tribal Member or first generation Indian Descent child who is applying for the services.
- c. "First Generation Indian Descent" or "FGID" shall mean the person having an Indian descent letter from the Poarch Band of Creek Indians.
- d. "Participant" shall mean the Applicant who was approved for the Crime Prevention and Safety Youth Activities Program.
- e. "Program" shall mean the Crime Prevention and Safety Youth Activities Program.

- f. "Tribal Member" shall mean an enrolled member of the Poarch Band of Creek Indians.
- g. "Tribe" shall mean the Poarch Band of Creek Indians.

V. Specific Policies

- a. Guidelines and policies promulgated by the USDA shall be followed in using NAHASDA funding, in addition to the Policies and Procedures outlined herein.
- b. Eligible Tribal Members or First Generation children must submit their Application for the Crime Prevention and Safety Youth Activities Program (which is attached hereto as "Exhibit A"). All applications received will be reviewed by the Housing Department staff prior to approval/disapproval by the Housing Director. The Housing Director shall have the final approval authority for any youth activity funded by federal funds.
- c. Applicants will be notified by letter from the Housing Department informing them of the status of their applications once all information provided on the application has been verified.
- d. Approval of the Crime Prevention and Safety Youth Activities Program applications are subject to the availability of funds.

VI. Eligibility Requirements

All Applicants must meet the following requirements:

- a. Must be a Tribal Member or FGID child;
- b. Must be between four (4) and seventeen (17) years of age;
- c. Must live in a Tribal rental or Home Ownership home; and
- d. Must meet income guidelines.

VII. Documentation Required

Applicants must submit an Application along with the following documentation to the Housing Department at least two (2) weeks prior to the start of the selected activity:

- a. A copy of Tribal I.D. card or an Indian descent letter;
- b. Proof of guardianship or custody papers; and
- c. Brochures or information concerning the activity and the cost.

Additional documentation may be requested to establish eligibility.

VIII. Allowable Uses

The type of youth activity is selected at the discretion of the parent or guardian.

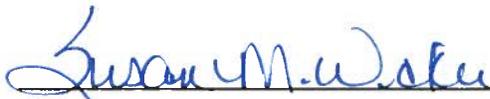
IX. Continuing Requirements

- a. All costs of the activity in excess of the \$50.00 allowed by the Program must be paid in advance by the parent, and a receipt is required before the Housing Department will make payment.
- b. The Program will not pay or reimburse for clothing or special equipment.
- c. The parent is responsible for making all arrangements and completing all necessary paperwork to enroll the child in the selected activity.

X. Implementation

The Housing Director and Staff are tasked with the requirement to implement the Crime Prevention and Safety Youth Activities Program by promoting the Program and developing any other necessary forms.

These policies and procedures are adopted by the Poarch Band of Creek Indians Housing Department on this 18 day of August, 2015. These Policies and Procedures will apply to any applications approved after the date of adoption. Any allegation of a violation of this Policy should be directed to the Tribal Grievance Board. Any other adverse decision, or any instance/decision in which the Housing Department Director has a conflict of interest, should be directed to the Tribal Member Services Division Director.



Susan M. Wicker, Housing Director
Poarch Band of Creek Indians

Aug. 18-2015

Date