

## **FREQUENTLY ASKED QUESTIONS**

### **What do I need in order to apply?**

You'll need basic demographic information. Your most recent 2020 tax return or your two most recent paystubs. And executed lease agreement. Evidence of housing insecurity. Information regarding income for household members and tribal enrollment information.

### **How do I know if I qualify for the program?**

In order to be eligible for the emergency rental assistance program Muscogee (Creek) Nation, citizens must illustrate that their income is 80% of the area median income in which they reside, that they have a housing insecurity and that their household has been impacted by the COVID-19 pandemic.

### **Do I have to submit my application online?**

Muscogee (Creek) Nation has made significant efforts to ensure that all applications are submitted electronically. However, if you are unable to submit an electronic application our processors in the call center can assist and take your information over the phone. Please call 918-459-2915 for assistance. Required documents may be submitted through the mail or in a drop box located in front of the executive office building on the tribal complex. If you choose to mail information to the emergency rental assistance program please address it to the emergency rental assistance program PO Box 580, Okmulgee, OK 74447.

### **How long will it take to process my application?**

Muscogee (Creek) Nation has committed to an electronic process in order to review and approve applications for payment assistance. However, completeness of the application will determine the length of time in which it takes to process an application. The ERAP requires cooperation from applicants to retrieve information necessary to verify eligibility for the program. From the time that an application is received and the applicant is contacted the application will take no longer than six weeks to process.

### **Do I have to include my citizenship card and the application?**

No the emergency rental assistance program will verify citizenship status prior to approval for payment.

### **Who receives the payment for unpaid rent?**

All payments for the emergency rental assistance program will be made to landlords or property management companies, as required by federal law. In cases where Muscogee (Creek) Nation is unable to make payment directly to the landlord, then payments may be made to the tenant.

### **Are Emergency Rental Assistance payments taxable income?**

Payments made under the emergency rental assistance program on behalf of tenants and payments made to tenants are not taxable income to the tenant. However, payments made to landlords and property management companies may be considered taxable. Muscogee (Creek) Nation's Finance Department will issue 1099s to landlords and property management companies as required by federal law.

**Does Social Security count as Income?**

Some Social Security Income may count. If you have filed your 2020 taxes, please submit those for income verification purposes. If you have not yet filed, please provide your social security statement and evidence of any other income with your application.