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Huu-ay-aht First Nations Rental Assistance Program

Enacted: July 9, 2026
Pursuant to: EC260709-08

Program Overview

The Rental Assistance Program (RAP) is designed to provide eligible low-income Huu-ay-aht First Nations (HFN) Citizens with financial assistance to help with a monthly rent payment and one-time rental deposit. The program provides financial assistance to help eligible applicants stay secure in a home.

Reporting Criteria

All information will be reviewed on an annual basis. All data collected will be used to enhance the rental assistance program to meet the needs of HFN citizens.

Key Objectives

- **Funding Assistance:** Provide a one-time payment per year of up to **$2,500** for rental assistance, and up to **$1,250** per year, toward an initial damage deposit. Both funds can be combined for a total of **$3,750 per year.**
- **Per year:** being determined on the date of approval. Example April 1, 2026, to April 1, 2027, before next eligibility to re-apply.
- **Opening Doors:** Support HFN Citizens who are working to find a home or stay housed.

A) Eligibility Criteria

Applicants must:

- Be a registered HFN Citizen
- Be 19 years or older
- **Not be** residing on Huu-ay-aht Treaty-Settlement lands.
- More than 30% of your household income goes towards household rent or pad rental for a manufactured home or trailer that you occupy
- Have resided in Canada for at least one year
- Have a before-tax household income of $75,000 or less

Additional potential requirements:

- You have at least one dependent child. A dependent child is unmarried, a stepchild, an adopted child, or a legal ward, mainly supported by you
- Dependent children are:
    - under 19 years of age, or
    - under 25 years of age and are full-time students at a secondary school, university or vocational institute. Education providers must be a recognized place of study that grants diplomas, certificates, or degrees, or
    - of any age, because of a mental or physical disability as defined by Canada Revenue Agency

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Note: Applicants who have received the HFN First Time Home Buyer funding will not qualify for this rental assistance program.

B) Program Process

1. Application

a. Submit a completed application with all required documentation
b. A copy of your rental agreement:
    i. standard residential tenancy agreements;
    ii. room-rental arrangements;
    iii. written agreements with family members;
    iv. other non-standard housing arrangements.
c. Income verification:
    i. Proof of income (T4 or paystub)

2. Review & Pre-Approval

a. Applications are assessed for completeness and eligibility
b. Approved applications are processed on a first-come, first serve basis

3. Final Approval

HFN will confirm funding of:

- Up to **$2,500**CAD (rent payment)
- Up to **$1,250**CAD (damage deposit costs)
- Rental assistance is limited to the actual rental cost incurred where rent is less than the maximum of the program. Example would include if rent is $1500 a month, the applicant will only receive the required amount needed for one month's rent.

4. Funding Disbursement

- Funds are sent directly to the landlord or property manager

C) Terms of Funding

- Financial assistance is provided:
    - Only if the applicant resides in a rental residence
    - The home is their primary residence

5. Restrictions

- Program funding is limited; applications close once annual funding is fully allocated
- Damage deposit funding is not retroactive (must apply for damage deposit

funding before renting a property)
- Funds are disbursed in trust to the homeowner
- Applications do not carry year-to-year
- Limited to one grant per household per fiscal year
- If a student is receiving the student allowance, they will not qualify for the rental assistance program.

6. Authority – Lands, Planning & Infrastructure

The Lands Planning Committee (LPC) is responsible for overseeing the implementation of this policy and ensuring that implementation of the policy is implemented. The LPC will:

- Approve this policy and any related procedures;
- Ensuing monitoring of the policies and procedures is occurring yearly to ensure that the safety and well-being of citizens are being met;
- Keep the policy up to date; and
- Identify any amendments that are required.

The Executive Director is responsible for ensuring the appropriate department is implementing, monitoring, and evaluating the policy.

The Infrastructure & Capital Department is responsible for the full implementation of the policy, including the monitoring and evaluation of the policy.

7. Exceptions/Appeals

Exceptions can be made in extreme circumstances where a person's health & safety or living conditions will be severely compromised without the maintenance work being completed.

For appeals, the final decision resides with the Executive Director in consultation with the Director of Infrastructure & Capital and the Housing Maintenance Manager.

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Huu-ay-aht First Nations
Rental Assistance Program
Application Form

APPLICANT INFORMATION

Full Legal Name _____
Date of Birth (YYYY/MM/DD) _____
HFN Citizenship Number _____
Phone Number _____
Email Address _____
Current Address _____

Length of Residence in BC _____

HOUSEHOLD INFORMATION

Number of Household Members _____
Names of Household Members _____

DEPENDENT INFORMATION (IF APPLICABLE)

Name	Age	Relationship	Status (Student/Disability)

HOUSEHOLD INCOME INFORMATION

(Please attach pay stubs or most recent T4s total)

Before-Tax Household Income (Annual): $_____

Percentage of Income Spent on Rent: _____ % (*Must exceed 30% to qualify*)

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RENTAL INFORMATION

Rental Address (If different from above): _____

Landlord/Homeowner Name: _____

Landlord Contact Information: _____

Monthly Rent Amount: $_____

Is this your primary residence? ☐ Yes ☐ No

Have you signed a rental agreement? ☐ Yes ☐No
(*Please attach a copy*)

FUNDING REQUEST

☐ Rent Assistance (Up to $2,500)
Amount Requested: $_____

☐ Rental Deposit Assistance (Up to $1,250)
Amount Requested: $_____

ELIGIBILITY CONFIRMATION

☐ I am a registered HFN Citizen of Canada
☐ I am 19 years old or older
☐ I am not residing on HFN Treaty settlement lands
☐ My household income is $75,000 or less (before tax)
☐ More than 30% of my household income is spent on rent
☐ I have at least one dependent child as defined by program criteria
☐ I have resided in Canada for at least one year
☐ I have not received HFN First Time Home Buyer funding

PROGRAM TERMS & CONDITIONS

- The rental unit that I reside in will remain my primary residence for the next 12 months
- Funding is limited and provided on a first-come, first-served basis
- Damage deposit funding is not retroactive and must be applied for before renting
- Funds will be disbursed directly to the landlord/homeowner
- Applications do not carry over to future fiscal years
- Only one grant per household is permitted per fiscal year

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DECLARATION & CONSENT

I, _____, declare that:

- The information provided in this application is true, accurate, and complete to the best of my knowledge.
- I meet the eligibility requirements of the Huu-ay-aht First Nations Rental Assistance Program, including any applicable household income, rental cost, dependent child, residency, and citizenship requirements.
- I confirm the rental unit for which assistance is being requested is, and will remain, my primary residence for the next 12 months.
- I understand funding is limited, subject to availability, and provided on a first-come, first-served basis.
- I agree damage deposit funding is not retroactive and must be approved prior to entering into a rental agreement.
- I agree that, if approved, funds will be paid directly to the landlord or homeowner.
- I understand applications do not carry over to future fiscal years and a new application must be submitted for each fiscal year.
- I understand that only one grant per household may be approved per fiscal year.
- I understand that providing false, misleading, or incomplete information may result in the denial of my application or the recovery of funds provided.
- I confirm that I have not received funding through the Huu-ay-aht First Nations First-Time Home Buyer Program.
- I understand that approval is subject to program eligibility requirements and available funding.
- I authorize Huu-ay-aht First Nations to verify any information provided in this application for the purpose of determining my eligibility for the program.

Applicant Signature:_____

Date(DD/MM/YYYY):_____

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APPLICATION CHECKLIST

Please ensure the following documents are included:

- ☐ Completed and signed the application form
- ☐ Copy of rental agreement
- ☐ Proof of household income (e.g., pay stubs, tax return)
- ☐ Documentation supporting dependent child(ren) status (if applicable)

SUBMISSION INFORMATION

Please submit your completed application and supporting documents to the:

Director, Infrastructure & Capital Projects kaal.h@huuayaht.org

Huu-ay-aht First Nations Port Alberni Government Office
4644 Adelaide St. Port Alberni, BC V9Y 6N4

FOR OFFICE USE ONLY

Application Received Date: _____

Application Complete: ☐ Yes ☐ No

Eligibility Verified: ☐ Yes ☐ No

Approval Status: ☐ Approved ☐ Denied ☐ Waitlisted

Funding Approved:

- Rent $ _____
- Deposit: $_____

Processed By: _____

Date Processed: _____

Notes: