






NWIC Kwina Village Family Housing Policies and Procedures Handbook

Mission Statement

It is the mission of NWIC Kwina Village Family Housing to build a sustainable community through the promotion of healthy living, leadership development, and embracing traditional ways of its residents and the community. Programming will enhance and strengthen individual access to culturally relevant education and personal growth.

	Kwina Village Family Housing Policies and Procedures	POL-321
Prepared By:	Ashley Toby, Housing Director	Date Prepared: 11/16/2017
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321.1 POLICY STATEMENT

It is the policy of the Board of Trustees that the Northwest Indian College Kwina Village Family Housing is operated in a manner that is legal, fair and equitable to potential and current tenants and is consistent with the College's policies, rules and regulations.

321.2 PURPOSE

The purpose of this policy and accompanying Kwina Village Family Housing Handbook is to describe policies and guidelines pertaining to eligibility and rules of occupancy in the Kwina Village.

321.3 SCOPE

This policy applies to individuals who are applying for NWIC Kwina Village Family Housing, as well as current tenants of NWIC Kwina Village Housing units. The policy also outlines the rules pertaining to terminating a lease and vacating a Kwina Village apartment, as well as safety and security rules.

321.4 BACKGROUND

Rules and regulations are necessary for the smooth operation of the Kwina Village Family Housing units. Every tenant has the right to an environment in which he/she can study, socialize, and live comfortably. Tenants are responsible for demonstrating care for themselves, for the care and consideration of others, and for respecting others and NWIC property.

321.5 RESPONSIBILITY

The responsibility for the administration of the Kwina Village Family Housing Handbook has been assigned to the Housing Director in the Center for Student Success, with general oversight by the Dean of Student Life.

321.6 DEFINITIONS

The definitions pertaining to this policy are contained in the accompanying Handbook.

321.7 RELATED INFORMATION

NWIC Student Handbook

321.8 REVIEW DATE

This policy will be reviewed every year.

Welcome to the NWIC Kwina Village Family Housing!

NWIC's residential community is an alcohol and drug free environment where non-violent practices and communications are expected of residents, guests, and staff.

All policies are current at the time of printing, but new policies may be implemented throughout the year. Residents can find any additions or addenda to this handbook on the NWIC website. Kwina apartment Policies and Procedures do not fall under the Washington State Landlord/Tenant Laws.

The NWIC Kwina Village Family Housing at the Kwina Estates located within walking distance from main campus. There are 1-, 2-, and 3-bedroom apartments available. These units are not furnished. Residents of these units can purchase a quarterly meal plan but it is not required.

Applying for NWIC Kwina Village Family Housing

Eligibility

Applicants must meet all of the following eligibility requirements and definitions to be eligible for NWIC and LNHA programs.

1) Family Compositions

a) Definition of Family

To qualify as a family, an applicant/Head of Household (HOH) and other individuals listed on the application (associated applicants) as intending to reside in the same unit as the applicant/HOH must be:

- i) Related by blood or marriage, and have evidenced a stable family relationship; or
- ii) A single person who lives alone and intends to live alone and does not qualify as an elderly family, displaced person, or remaining member of a tenant family; or
- iii) A single person who is elderly or near-elderly, displaced, or the remaining member of a tenant family; or
- iv) Two or Three single people who are not related by blood, marriage, or operation of law.

2) Head of Household

- a) One application may have three individuals as "Head of Household." Additionally, spouses who are living in an LNHA/NWIC unit and who are also both enrolled members of the Lummi Nation will be considered dual "Heads of Household." "Head of Household" must be enrolled in 12 or more credits.
- b) If the Head of Household does not take classes at NWIC but another member of the household does, the resident taking classes needs to be added as the new head of household. It is the resident's responsibility to let the Director of Residence Life know and to fill out a new lease.

3) Income Limitations

- a) Maximum Income

- i) The applicant must qualify as a low-income family, defined as a family whose income does not exceed 80% of the median income for Whatcom County or the United States, whichever is greater. Income limits are just adjusted for family size and updated on an annual basis.
- b) Estimating Income
 - i) An applicant's annual income will be determined by estimating the anticipated total income from all sources to be received by all members of a household over the 12 months following the income verification.
- c) Exception to the Maximum Income Limits
 - i) LNHA may use 10% of its funds to serve individuals whose income is between 80% and 100% of the median income for Whatcom County or the United States, whichever is greater, and who demonstrate to LNHA and NWIC that their housing needs cannot be met through other means.
- d) Income Verification
 - i) All households shall have their income verified before beginning involvement with a program at least once a year while participating in a program and whenever household income changes. Written verification shall be the preferred method; however, other relevant data may also be considered at the discretion of LNHA. Complete and accurate verification records, consisting of, but not limited to the following shall be requested and maintained by LNHA and NWIC:
 - ii) Letters or other statements from employers and other pertinent sources giving information concerning all amounts of income;
 - iii) Copies of documents in an applicant's possession which substantiate his or her statements or a brief summary of the pertinent contents of such documents signed and dated by the staff who viewed them;
 - iv) Certified statements or summary data from bank accounts, from self-employed persons, and from persons whose earnings are irregular, such as fisherman, taxi drivers, etc. setting forth gross receipts, itemized expenses and net income; and
 - v) Memoranda of verification data obtained by interviews. The memoranda must contain the date the data was reviewed and the initials of the reviewing LNHA staff member.
- e) Time at Which Income Eligibility is Determined

Income Eligibility shall be determined at the time of the application, during the determination of suitability, and at each annual or interim certification. Should annual or interim certification reveal that a student exceeds the initial income eligibility criteria, it shall not affect his or her, except that the tenant's income shall be reexamined.

Additional Criteria for Eligibility

- 1) Enrolled Full-Time Student at NWIC
 - a) The applicant must provide a copy of his or her class schedule. The applicant must be enrolled full-time in a certificate, Associate, or Bachelor Degree program. Post-baccalaureate students are not eligible to reside in the KVA. Recent NWIC graduates from a bachelor's program will be

given a 6-month grace period to find alternative housing options but must still maintain other eligibility criteria.

- 2) Social Security Card Requirements
 - a) The applicant must furnish LNHA and NWIC with a copy of the social security card for each person, 18 years of age or older, listed as household members on the application.
- 3) U.S. Citizenship or "Eligible Immigration Status"
 - a) LNHA and NWIC shall only provide assistance to U.S. citizens and non-citizens who have eligible immigration status. Proof of U.S. citizenship or eligible immigration status shall be considered part of the documentation that must accompany an application.
- 4) Proof of Tribal Enrollment or Proof of Descendancy
 - a) Where participation requires tribal enrollment or proof of descendancy, applicants must provide NWIC with written documentation.
 - b) Should a tenant in an NWIC Family Housing unit fail to meet the program's tribal membership criteria at any time during his or her occupancy, the tenant shall be terminated.
- 5) Proof of Custody of Dependents
 - a) During the screening process, if the custody of dependents be questionable, proof of custody must be provided to ensure applicant is providing care more than 50% of the time for the dependent.
- 6) Outstanding Debts
 - a) If the applicant has a debt with LNHA or NWIC, he or she will not be considered eligible. The applicant must also have their NWIC student account below \$500.
- 7) Satisfactory Academic Progress requirement
 - a) During the academic year, tenants must remain in good standing with NWIC as defined in the financial aid portion of the current NWIC catalog. Students falling below the satisfactory academic progress requirement will be given one quarter of warning. A second quarter of non-satisfactory progress will result in eviction. Students may appeal an unsatisfactory standing determination one time only with the Director of Residence Life, but must meet the requirement each quarter after that.
- 8) Eligibility requirements will be reviewed quarterly.

Determining Eligibility

This section outlines the steps to be followed in the application process and in obtaining and verifying information for the purpose of determining eligibility.

- 1) Applicant Responsibilities
 - a) The applicant/HOH is responsible for ensuring the application is fully and accurately completed. Failure to provide information, or provision of false information on an initial application or certification will be grounds for denial of services.
- 2) Submission of Applications
 - a) Applications will only be accepted in person by appointment with the NWIC Housing Director, by email housing@nwic.edu, or by mail 2522 Kwina Road Bellingham WA, 98226.
- 3) Incomplete Applications

- a) If an application is incomplete in any fashion, it will be returned to the applicant along with a checklist indicating the items that need attention. Resubmission of an application deemed incomplete will require an additional submission appointment unless otherwise determined by the Housing Director.
- 4) Completed Applications
 - a) If the Housing Director determines that an application is complete, she will date-stamp and initial the application and submit to LNHA.
- 5) Eligibility Determination of Completed Applications
 - a) NWIC will examine the application more closely for income and other necessary eligibility criteria. LNHA will determine whether the applicant is eligible or ineligible and place the application into a file.
- 6) Eligible
 - a) The category contains applications meeting the initial eligibility requirements (excluding income requirements). An applicant/HOH determined to be eligible shall be promptly notified.
- 7) Ineligible
 - a) This category contains those applications not meeting initial eligibility requirements. Upon a determination of ineligibility, a notice shall be sent to the applicant/HOH stating the reason(s) for the determination of ineligibility.
- 8) Waiting List Administration
 - a) NWIC staff shall maintain a waiting list. The list shall be comprised of applicants who have been determined eligible. Eligible applicants will be placed on the waiting list by order of priority and date received.
- 9) Updating Applications
 - a) Applicants who have been determined eligible, but who are not yet selected for a unit are responsible for updating their application on a quarterly basis. Failure to update an application at least once every quarter within 7 days after the quarter starts will result in the application being removed from the waiting list.
 - b) Review of Applications not selected for a unit
 - i) To ensure applications are updated/certified in a timely fashion, NWIC shall review all applications deemed eligible, but not selected for a unit on a regular basis. From this review, the Housing Director shall make note of all applications requiring certification within 60 days.
- 10) Updating Members of the Household
 - a) If the number of individuals in an applicant household composition changes, either prior to or during residing in the KVA, the applicant or tenant must update his or her application within 14 days of the change.
- 11) Suspending Taking of Applications
 - a) LNHA and NWIC shall have the right to suspend placements from the waiting list.
- 12) Order of Selection
 - a) Generally, NWIC shall select eligible applicants based on the below listed point system in the chronological order their applications were received by NWIC. Additionally, NWIC will only select an applicant from the waiting list if his or her household size conforms with the size of the

unit available. For example, if a three-bedroom unit becomes available, a two-person household with more points will be bypassed in favor of a four person with fewer points.

NWIC Point System

Points	Category
8	Enrolled Full-time Student with Child(s)
7	Enrolled Full-time Student Elder and/or Veteran
6	Enrolled Full-time Student JR or SR Year without Children
5	Enrolled Full-time Student FR or SO Year without Children

13) Disability

- a) Students who require disability accommodations will work with the NWIC Housing Director and LNHA Director who shall assess the individual's particular circumstances.
- b) If an individual requires a specially equipped unit to accommodate his or her disability, the award of a unit to that individual shall be contingent on the availability of such an equipped unit.
- c) If a non-disabled individual resides in a unit specially equipped for disabled individuals, the non-disabled individual may be required to transfer if the unit is needed to accommodate a disabled individual.

14) Responsibilities of Selected Applicants

Prior to occupancy, selected applicants must:

- i) Either accept or reject the offer in writing within 10 days of receipt. Failure to respond to the offer within 10 days of reception shall be regarded as rejection of the offer;
- ii) Participate in move-in class directed by LNHA;
- iii) Execute additional required documentation required
- iv) Promptly after an applicant/HOH and associated applicants have completed the screening process and been determined suitable for admission, the applicant/HOH will be notified of his or her selection.

Unit Size

In order to prevent overcrowding and wasted space, units shall be assigned in accordance with the following schedule. LNHA may make exceptions in exceptional circumstances. Factors to be considered include, but are not limited to, age and gender of children, potential changes of family composition, and availability of units.

Number of Bedrooms	Number of Persons
1 BR	1-2
2 BR	2-4
3 BR	3-6

1) Overcrowding

- a) A household's ratio of occupants to bedrooms may not exceed two to one. If this ratio does exceed two to one, NWIC and LNHA shall initiate either a termination or a transfer.

- 2) Children of Different Genders
 - a) Children of different genders may not reside in the same bedroom.

Miscellaneous

- 1) Receipt of Policies and Procedures
 - a) Prior to receipt of NWIC Family Housing, selected applicants shall receive a copy of all LNHA and NWIC Policies and Procedures. LNHA and NWIC shall also provide a training session regarding these policies. Participation in this training session shall be mandatory to begin living in the NWIC Family Housing. Upon receipt of the LNHA and NWIC Policies and Procedures, the selected applicant shall sign a written verification of receipt.

Rules for Occupancy

Signing a Lease

Prior to occupancy of a unit, every tenant shall sign a lease. The lease agreement shall supplement these Policies and Procedures in describing the right and responsibilities of the parties.

Rules of Occupancy

Students and college personnel share the responsibility of contributing to a safe and supportive learning environment. NWIC is committed to keeping the Kwina Village Family Housing drug and alcohol free. NWIC is committed to eradicating violence, intimidation, bullying and harassment on or off campus. Lummi Law and Order will be called for any drug, alcohol or illegal drug use/possession in the Kwina Village Family Housing constitutes evidence of violating these policies. This includes but is not limited to posting information or photos/videos on Facebook or other social networking sites or in the Kwina Village Family Housing area, or disclosing information to any NWIC employee. NWIC reserves the right to evict for violations, depending upon the severity. Continued violations of any kind may result in eviction at the discretion of the Director of Residence Life. Violation of any of the following rules made by NWIC tenants, household members, or guests may be grounds for termination from participation in NWIC. NWIC may terminate one, some, or all tenants in a household depending on the circumstances surrounding the termination.

- 1) Alcohol
 - a) Alcohol is strictly prohibited within the NWIC Kwina Village Family Housing and the Lummi Campus. Any student caught using or in possession of alcohol in the Kwina Village Family Housing or its premises will be evicted immediately. NWIC RLC staff and LNHA staff reserve the right to enter the unit without student permission if they suspect alcohol use/possession.
 - b) It is unlawful for anyone under the age of 21 to acquire, have in his/her possession or consume any alcoholic beverage. NWIC RLC staff will call Lummi Law and Order when a minor is found intoxicated or in possession in the housing facility or premises. This includes but is not limited to "minor in possession or consumption" as well as "residual amounts of alcohol in an unmarked container". It is unlawful for anyone to purchase, provide or sell alcohol to minors. Providing or selling alcohol in the Kwina Village Family Housing will be cause for immediate eviction.
 - c) If a resident of legal drinking age has returned to their unit intoxicated, he/she cannot cause a disturbance to any residents. This will result in a disciplinary action, including possible eviction.
 - d) Residents are responsible for any guest they bring to their unit. If a guest is in violation of alcohol policies, Lummi Law and Order will be called, the guest will be removed, and the

resident will be required to meet with the Director of Residence Life. Depending on the severity of the disturbance/violation, NWIC and LNHA reserve the right to evict immediately.

- e) Guests found in violation of the alcohol policy will not be allowed to return as a guest to the Kwina Village Family Housing units. Guests found in violation of the policy will not be allowed to become a resident at any of the NWIC housing facilities.
- f) Residents, who are in violation of the alcohol policy in the Kwina Village Family Housing will forfeit their damage deposit and may be fined additional charges for cleaning, damages, etc.

2) Illegal Drugs

- a) Illegal drugs are strictly prohibited within the NWIC Kwina Village Family Housing and on the Lummi campus. Although recreational marijuana use is legal in the state of Washington, it is still a federal crime and will be treated as such in the units. Marijuana is considered an illegal drug for the purposes of this policy. Any student caught using or in possession of illegal drugs in the Kwina Village Family Housing or NWIC campus will be evicted immediately without the option for re-admittance. NWIC RLC and LNHA staff reserve the right to enter the units without permission if they suspect illegal drug use/possession and Lummi Law and Order will be called immediately.
- b) It is unlawful for anyone to use, purchase, provide or sell illegal drugs. Using, purchasing, providing, or selling illegal drugs in the Kwina Village Family Housing units will be cause for immediate eviction and Lummi Law and Order will be called immediately.
- c) Residents are responsible for any guest that they bring to the Kwina Village Family Housing. If a guest is in violation of the illegal drug policies, Lummi Law and Order will be called, the guest will be removed, and the resident will be required to meet with the Director of Residence Life. Depending on the severity of the disturbance/violation, NWIC reserves the right to evict immediately.
- d) If illegal drugs are found in an NWIC unit, or a tenant tests positive for drugs in a test administered or recognized by NWIC and LNHA, the tenancy of all household members may be terminated.
- e) Residents who are evicted from the Kwina Village Family Housing for violating any illegal drug policy will not be allowed to return to the Kwina Village Family Housing units as a guest of other residents. Lummi Law and Order will be called immediately if the evictee is found on the premises.
- f) NWIC and LNHA reserve the right to bring a drug dog to the Kwina Village Family Housing units for inspection upon the determination of the LNHA Director.
- g) The RLC and LNHA Director may request additional drug tests if they suspect the abuse of any illegal substances. Students will be responsible for any additional testing costs.
- h) Residents who are in violation of the illegal drug policy in the Kwina Village Family Housing units will also forfeit their damage deposit and may be fined additional charges for cleaning, damages, etc.

3) Violence (physical violence, verbal assault, harassment, intimidation)

- a) Any physical assaults in the Kwina Village Family Housing will not be tolerated. Staff will call Lummi Law and Order if a physical altercation occurs. This will result in a disciplinary action, including possible eviction for all parties involved regardless of who initiates the physical altercation.
- b) Any verbal assaults/harassment/intimidation in the Kwina Village Family Housing will not be tolerated.
- c) Cyber bullying, cyber stalking or any other media-based violence is also considered a violation of these policies and will not be tolerated.

- d) Residents are responsible for any guest that they bring to their unit. If a guest is in violation of violence policies, Lummi Law and Order will be called, the guest will be removed, and the resident will be required to meet with the Director of Residence Life. Depending on the severity of the disturbance/violation, NWIC reserves the right to evict immediately.
 - e) Guests found in violation of the violence policy will not be allowed to return as a guest to the Kwina Village Family Housing units. Guests found in violation of the policy will not be allowed to become a resident at any NWIC housing facilities.
 - f) If a guest who was previously found in violation of the policy is seen at your unit:
 - i) First Offense – Warning letter.
 - ii) Second Offense – Eviction from the Kwina Village Family Housing unit without the option of re-admittance.
 - g) Residents who are evicted from the Kwina Village Family Housing for violating any violence policy will not be allowed to return to the Kwina Village Family Housing as a guest of other residents. Lummi Law and Order will be called immediately if the evictee is found on the premises.
 - h) Residents who are in violation of the violence policy in the Kwina Village Family Housing units will also forfeit their damage deposit and may be fined additional charges for cleaning, damages, etc.
- 4) Sexual Misconduct
- a) NWIC is committed to providing a living environment in which one can live, sleep and study free from sexual harassment, sexual exploitation and sexual assault. Individuals who engage in these types of behaviors will be evicted from the Kwina Village Family Housing immediately and may be subject to criminal charges.
 - b) Limitations of Confidentiality
 - i) If a person has been assaulted, harassed, exploited or victimized in any way, NWIC encourages the intolerable incident to be reported to any staff member that a student may feel safe with. Lummi Law and Order will be called and a report will be made by the staff member. If the offended party would like to remain anonymous, no further action will be taken. However, other information told in the course of the report, including incident locations, identities of perpetrators or witnesses, and other relevant facts may be divulged in the report.
 - c) Options for Victims of Crime
 - i) There is a 72-hour time requirement for a PERK (Physical Evidence Recovery Kit) or rape kit. If a survivor would like someone to accompany them they can either, ask that the staff person they have reported to or call Lummi Victims of Crime Advocates @ 360-384-2285. Anything with evidence on it (ex. clothing, etc.) must be collected in a clean PAPER bag.
 - ii) Reporting can be done through any faculty or staff member
 - iii) Reporting can be done through Lummi Victims of Crime Advocates @ 360-384-2285, any counselor, friend, family member or clergy. Campus officials should still be notified in order to ensure that all other students are warned and protected.
 - iv) Reporting can be done through an attorney or through a prosecuting attorney's office if you want to file charges and pursue prosecution. Campus officials should still be notified in order to ensure that all other students are warned and protected.
 - v) Reporting can be done through the Police Department by calling 911. Campus officials should still be notified in order to ensure that all other students are warned and protected.
 - d) Limited Immunity for Victims of Crime and/or Good Samaritans

- i) NWIC does not condone underage drinking or violation of other college/housing policies, but it does consider reporting sexual misconduct to be of paramount importance, and will therefore extend limited immunity to victims of an assault and/or good Samaritans in order to foster reporting and cessation of sexual misconduct on campus.
 - e) Any consensual (and legally able to consent) sexual acts in the Kwina Village Family Housing that interfere with other resident's rights will be cause for disciplinary action.
 - i) First Offense - Meet with the Director of Residence Life and follow through with all requests in order to maintain resident status. NWIC reserves the right to evict immediately depending on the severity of the offense.
 - ii) Second Offense - Eviction from the Kwina Village Family Housing without the option for re-admittance. Sexual Misconduct will not be tolerated in the Kwina Village Family Housing.
- 5) Voyeurism
- a) Voyeurism is defined as spying on people engaged in intimate behaviors, such as undressing, sexual activity, or other activity usually considered to be of a private nature. Individuals who engage in voyeuristic behaviors will be evicted from the Kwina Village Family Housing immediately and may be subject to criminal charges.
- 6) Prohibition of Subleasing
- a) Tenants shall not take in boarders, sublease, or assign the unit.
- 7) Damage to the Unit
- a) Tenants, household members, and guests shall not damage, deface, vandalize, or destroy, and part of the unit. All tenants shall be responsible for the actions of all their fellow household members as well as the actions of guests. If a unit requires more than \$1,000 of non-routine maintenance as a result of damage to the unit, NWIC may terminate the tenant from his or her unit. Additionally, repeated damages to the home that are the responsibility of the tenant may result in termination. Tenant is responsible for any damages.
- 8) Addition of New Household Members
- a) If an individual resides in a household more than 14 consecutive days, or 21 days in a 28-day period, an interim certification must be completed by the HOH.
 - b) After initial occupation, individuals may only be added to the household with written approval from NWIC.
 - c) Regardless of when an individual is formally added to the household composition, he or she shall comply with all requirements of applicants and shall be treated as an applicant until he or she is deemed eligible and suitable.
- 9) Violation of Right to Quiet Enjoyment and Other Legally Prohibited Acts
- a) Tenants, household members, and guests who engage in unlawful or other activities which interfere with their neighbors' right to quiet enjoyment of their premises may be terminated. These activities include, but are not limited to, repeated visits by law enforcement, lack of supervision of children, violation of curfew laws, and loud parties.
 - b) Noise
 - i) Residents are expected to exercise good judgment and consideration in maintaining a learning environment. Quiet hours are Sunday-Thursday 10pm-8am; Friday-Saturday 12am-8am. Noise that disturbs other residents shall not be allowed. Any requests to reduce noise

levels must be honored. Contact Director of Residence Life or LNHA staff or security as needed if noise issues continue.

10) Pets

- a) Pets are not allowed in NWIC Family Housing.

Sanctions

1) Depending on the severity of the violation residents may be evicted immediately from the Kwina Family Housing. Violations will be delivered in writing and kept in the student's permanent file. If a resident commits a crime, Lummi Law and Order will be called. Continued violations of any kind may result in eviction at the discretion of the Director of Residence Life.

2) Fines

Fines may be sanctioned for certain violations or damages. Fines incurred due to violation sanctions or will be listed on the violation notification. If an estimate is required for damage charges, the Director of Residence Life will notify the resident of charge amounts when available. Fines will be billed directly to the resident's student account. Some sanctions will also result in the forfeiture of damage deposit. Any unpaid balance on a student account will result in the student being unable to register for classes and may result in eviction from the Kwina Village Family Housing.

3) Appeal Process

- a) All appeals concerning Kwina Village Family Housing sanctions must be in writing and submitted to the Director of Residence Life. Residents may NOT submit an appeal unless they believe any of the following has occurred:
 - i) An incorrect decision was made,
 - ii) The sanction is unfair or disproportional, or
 - iii) There was insufficient information upon which the decision was based
- b) Residents wishing to appeal a Kwina Village Family Housing sanction must provide in writing within 5 days of the violation notice:
 - i) A copy of the written violation/sanction from the Kwina Village Family Housing,
 - ii) Why the resident is submitting an appeal,
 - iii) Any needed documentation,
 - iv) Completed FERPA waiver if the resident wishes for NWIC staff to discuss the case with a third party, and
 - v) What the resident wishes the outcome of the appeal to be.
- c) Residents will be notified of the result of their appeal in writing within 45 days. Determinations of the Vice President of Instruction and Student Services are final. Students who are sanctioned an eviction are not permitted to stay in the Kwina Village Family Housing while awaiting the determination of their appeal.

Home Inspections

The following sections address different types of inspections to be conducted by LNHA and NWIC. These inspections may include the use of drug detecting animals. Interference with the performance of an inspection by LNHA and NWIC, or the refusal of a tenant to allow LNHA and NWIC to perform any inspection may result in termination of tenancy. Northwest Indian College will do quarterly inspections.

1) Initial Inspections

- a) Tenant

- i) Prior to the tenant assuming occupancy, a move-in inspection shall be conducted with a LNHA Program inspector, NWIC Housing Director and the tenant. The tenant shall be permitted to have a representative of his or her choice present at the initial inspection.
 - (1) Documentation of Conditions
 - ii) At the conclusion of the initial inspection, the tenant shall sign an initial inspection report detailing any deficiencies in the unit. LNHA shall correct the deficiencies within a reasonable amount of time.
- 2) Regular Inspections
 - a) Notice & Entry
 - i) LNHA and NWIC shall provide tenants/HOHs with written notice of intent to inspect at least seven days prior to an inspection. The notice shall state that the inspection is required for continued occupancy. Designated LNHA and NWIC employees may enter the tenant's premises without the tenant present.
 - b) Inspection Procedure
 - i) LNHA and NWIC shall conduct a thorough inspection of the interior, exterior, and adjacent grounds of the unit. After the inspection, the inspector shall complete and sign a report detailing the findings. Upon completion, a copy of the signed inspection shall be given to the present adult household member.
 - c) Deficiencies
 - i) If an inspection reveals deficiencies in the condition of the unit for which the tenant is responsible, the tenant/HOH shall be given 20 days from the date of the inspection report to correct the deficiencies.
 - ii) Additional Time for Repairs

If LNHA and NWIC determine that the deficiencies cannot be reasonably corrected within 20 days, LNHA and NWIC may grant an additional reasonable period in which to complete the inspection, and require only that the repairs be begun within 20 days.
 - iii) Correcting Deficiencies
 - (1) Cleaning Deficiencies
 - (a) The tenant shall correct any deficiencies in the cleanliness of the unit. LNHA and NWIC inspectors will give a copy of the inspection report to a LNHA advocate. A LNHA advocate will conduct follow-up visits with the tenant. A new contract agreement will be executed between the tenant and LNHA. The conditions of the agreement will include requirements for maintaining cleanliness of the home. Failure to abide by the agreement may result in termination.
 - (2) Structural Deficiencies
 - (a) Any deficiencies that require structural work on the unit and are the responsibility of the tenant/HOH shall be performed by LNHA and charged to the tenant.
 - d) Drug testing of units will be done quarterly.
- 3) Follow-up Inspections
 - a) After the time granted to the tenant/HOH to correct the deficiencies has lapsed, LNHA and NWIC shall conduct a follow-up inspection to determine if the deficiencies have been corrected. The tenant/HOH shall be provided notice at least three days prior to the follow-up inspection, and be given the opportunity to be present when the inspection takes place.
 - i) Failure to Correct Deficiencies by the Follow-Up Inspection
 - (1) If the follow-up inspection shows that the tenant/HOH has failed to correct the deficiencies, LNHA and NWIC shall give the tenant an additional seven days in which to complete the corrections. During this period, LNHA and NWIC may also require some or

all household members to attend compliance counseling. After these additional seven days, LNHA and NWIC shall conduct a second follow-up inspection.

- ii) Failure to Correct Deficiencies by the Second Follow-Up Inspection
 - (1) If the second follow-up inspection shows that the tenant/HOH has failed to correct the deficiencies, LNHA and NWIC shall terminate the tenant from his or her unit.
- 4) Interim Inspections
 - a) LNHA and NWIC may require interim inspections in addition to those detailed above. Interim inspections shall be conducted in accordance with the procedures set out above for regular inspections. LNHA and NWIC may also require interim inspections as a condition of initial occupancy if the tenant's/HOH's tenant history shows a poor record of maintenance.
- 5) Unscheduled Compliance Inspections
 - a) LNHA and NWIC may conduct otherwise unscheduled inspections to ensure compliance with LNHA and NWIC policies and procedures. These "compliance" inspections shall take place with a minimum of 24 hours' notice. Tenants need not be present for LNHA and NWIC to conduct these inspections. However, should a household member be home and refuse to allow the inspection, his or her tenancy may be terminated.
- 6) Emergency Inspections and Repairs
 - a) Emergency Inspections
 - i) If LNHA and NWIC reasonably suspects that the condition of a unit poses a threat to the health and/or safety of the household members or the surrounding community, LNHA and NWIC may conduct an emergency inspection of the premises without prior notice to the household, and without the household members' presence. If the Emergency Inspection shows that the tenant/HOH has created a serious threat to the health and/or safety of the household or surrounding community due to neglect, LNHA and NWIC may terminate the tenant from his or her unit.
- 7) Move-out Inspection
 - a) Within 14 days of a tenant's/HOH's relinquishment of a unit, LNHA and NWIC shall conduct a move-out inspection to determine if there is any damage to the unit for which the tenant is responsible. LNHA and NWIC shall conduct a thorough inspection of interior, exterior, and adjacent grounds of the unit. After the inspection, the inspector shall provide the former resident an inspection report detailing his or her findings.

Payments and Collections

- 1) Amount
 - a) Quarterly Payments
 - i) The quarterly payments in the NWIC Kwina Family Housing units shall be as follows:
 - 1 Bedroom: \$1,350.00 per quarter
 - 2 Bedroom: \$1,500.00 per quarter
 - 3 Bedroom: \$1,650.00 per quarter
- 2) Payments
 - a) Place of Payment
 - i) Payments shall be made at the Cashier's Office/Accounting at 2522 Kwina Road. Checks must be made payable to Northwest Indian College.
 - b) Form of Payment
 - i) Payment may be made by cash, check, credit/debit card or money order.

- c) Payroll Deduction
 - i) Tenants who are employed by Northwest Indian College have the option of all regular payments owed to NWIC automatically deducted from their paychecks.

Leaving the Kwina Village Family Apartments

Transfer

- 1) Mandatory Transfer
 - a) NWIC may require tenants to transfer units when the size of the unit which they occupy is not compatible with the number of household occupants.
- 2) Voluntary Transfer
 - a) Tenants may request to transfer to a smaller or larger unit based on changes in size of household. Requests for transfer must be submitted to NWIC in writing and shall detail the increase or decrease in household size. These requests will be categorized by the number of bedrooms appropriate for the increased or decreased household size and placed on corresponding waiting lists prioritized by the date the transfer request was received.
 - b) Requirements for Voluntary Transfer
 - i) For the twelve months preceding the transfer approval, tenants must show the following:
 - (1) their accounts with NWIC are current; (2) they have passed all inspections with no need for major repairs; (3) they have had no major complaints from neighbors and no police responses to their units; and (4) they have occupied their unit for the last twelve months.
 - ii) Priority
 - (1) When rental units become available, NWIC shall select the first from the transfer waiting lists and secondarily from the new waiting lists.

Termination of Lease

- 1) Termination by Tenant
 - a) A tenant may terminate his or her lease by providing NWIC with a 30 days' written notice.
- 2) Termination by NWIC
 - a) NWIC may terminate a tenant's lease for non-compliance with either the lease or these Policies and Procedures by providing notice at least 14 days prior to the termination date.

Eviction

When a resident is evicted from Family Housing, he/she will be given an eviction letter. Depending on the violation, the amount of time the resident has to vacate the unit will vary but will not exceed 14 days.

Security Deposit

All tenants in the NWIC Family Housing shall be required to pay a \$200 deposit. Within 14 days of a tenant's relinquishment of a unit, LNHA shall conduct a move-out inspection and determine if there is any damage to the unit for which the tenant is responsible.

- 1) Retention of Security Deposit
 - a) If there is any damage to the unit for which the tenant is responsible, NWIC shall retain an amount of the tenant's security deposit necessary to defray the estimated cost of repairs. NWIC shall also retain funds from the security deposit necessary to cover the debts owed by the

tenant to NWIC. If monies are withheld from the tenant's security deposit, NWIC shall make reasonable attempts to notify the tenant of the reason(s) the monies were withheld.

- 2) Return of Unused Security Deposit
 - a) Any security deposit not retained to cover the estimated costs of repairs or other debts to NWIC shall be returned to the tenant within 30 days of the final move-out inspection.
- 3) Actual Costs Less than Original Estimate
 - a) If the actual costs of repairs are less than the original estimate, NWIC shall return the unused portion of the retained security deposit to the tenant within ten days of the completion of the repairs.
- 4) Actual Costs Exceeding the Original Estimate
 - a) If the actual costs of repairs exceed the original estimate, NWIC will charge the exceeding costs the tenant's student account; the tenant shall be required to reimburse NWIC for the actual costs exceeding the withheld money.

Move-out Inspection

- 1) Within 14 days of a tenant's/HOH's relinquishment of a unit, LNHA and NWIC shall conduct a move-out inspection to determine if there is any damage to the unit for which the tenant is responsible. LNHA and NWIC shall conduct a thorough inspection of interior, exterior, and adjacent grounds of the unit. After the inspection, the inspector shall provide the former resident an inspection report detailing his or her findings.

Safety and Security

NWIC is committed to ensuring the safety and security of all students and staff. Students, faculty, and staff are expected to obey not only the laws of the tribe and the state but also the rules and regulations of Northwest Indian College. Members of the NWIC community must take personal responsibility for their conduct and safety thereby enhancing the quality of life for all on campus. Cooperation and involvement of students, faculty and staff is essential to campus safety, as is the ability to respond appropriately to emergency situations. NWIC affirms the notion that a well-informed campus community helps create a safety-conscious public. Any concerns regarding safety or security in the KVA should be directed to both NWIC Security office and the Residence Life Director.

Security Policies

To ensure the safety of residents and their belongings, residents should keep their unit doors locked. NWIC holds no responsibility for any items that are lost or stolen from the Kwina Village Family Housing units. Any residents with a no contact or restraining order must give a copy of the order to the Director for Residence Life and to the Center for Student Success in order for NWIC to assist in avoiding a breach of the order.

Emergency Procedures

Whenever possible the college will coordinate with tribal, federal, state, disaster, and relief agencies, etc. to allocate facilities, equipment, and personnel to assist with a crisis either on or off campus involving college students, personnel or visitors. All residents are subject to the NWIC Campus Safety and Security Manual. Included in the manual is a description of the procedure for completing an

Incident Report form if needed. Residents will follow the directions of any college employee in an emergency situation. Failure to comply may result in eviction from Kwina Village Family Housing. The NWIC Residence Life Center (Building 19) is considered a Disaster Assembly Area.

1) In Case of Emergency

a) If there is an emergency, accident or injury; dial 911 immediately and give the dispatcher the following information:

- Your Name
- Location: 2581 Kwina Road Apt #.
- Type of emergency
- Any other important information

Contact RLC staff on duty immediately after calling 911.

Lummi Law & Order – (360)312-2274

Bellingham Police Dept. – (360)778-8800

Fire Department – (360)758-2607

Peace Health St. Joseph Hospital – (360)734-5400

2) Natural Disasters

Due to the possibility of isolation, especially in the case of flood, NWIC strongly encourages residents to be prepared for a natural disaster. Residents are encouraged to assemble an Emergency Supply Kit that will last at least 3 days containing:

- Water
- Non-perishable food
- Hygiene supplies
- Any personal medications

3) Fire Safety

- a) All faculty, staff and students are required to evacuate a building during a fire alarm. If a fire alarm sounds, doors to rooms should be shut and students should proceed to the closest exit. If smoke hampers means of egress, students should seek an alternative route.
- b) If other people who may be unfamiliar with the alarm are observed in the building, they should be advised of the fire alarm and advised to evacuate. Students should not force such persons to leave or become confrontational.
- c) Students should proceed to a pre-designated assembly area, away from the building.
- d) Students should not stand in front of or near the entrances to the buildings, so as not to obstruct firefighters' access to the building.
- e) Students may not reenter the affected building until the fire alarm has been silenced and Lummi Law & Order &/or the Marietta Fire Department have indicated that it is safe to reoccupy.

4) Missing Student Notification

A resident is "determined to be missing" when a missing person report investigation concludes that the student has been absent from the College for a period of 24 hours or longer without any known reason. The Director of Residence Life in conjunction with the Dean of Student Life, or designee, will make the official determination of whether a student is deemed missing. The Director or RLC staff should be notified of any planned absences from both NWIC and the RLC for any period of time longer than 24hrs.

a) Procedure for Determination of Missing Student

- i) Any concerned person who has information that a resident may be a missing student must notify the Director of Residence Life as soon as possible so that an official determination

may be made about whether or not the student is missing. The Director will follow the procedures for notifying the local law enforcement authorities. The Director of Residence Life will assist external authorities with these investigations as requested.

- ii) The RLC staff will gather all essential information about the resident from the reporting person and from the resident's acquaintances.
 - iii) The Director of Residence Life and other appropriate campus staff will be notified to aid in the search for the student.
 - iv) If the above actions are unsuccessful in determining the location of the student within the last 24 hours, or it is apparent immediately that the student is a missing person (e.g. witnessed abduction) the student will be determined a missing student.
- b) Procedure for Official Notification for Missing Students
- i) Once a student is determined to be missing:
 - (1) The Director of Residence Life or designee will notify the confidential emergency contact; and
 - (2) The Director of Residence Life or designee will notify the appropriate local law enforcement agencies for assistance.
 - (3) In addition, the administration of the College reserves the right to notify the parents of a student of any age if he/she has been determined to be missing, regardless of whether the parent is listed as an emergency contact. The FERPA health and safety exception fully permits this.
- 5) Procedure for Designation of Confidential Emergency Contact Information
- a) All residents have the opportunity to identify an individual or individuals to be contacted by the Director of Residence Life at such time that the resident is determined to be missing in accordance with the procedures set forth above.
 - i) Residents can register their designated contact person on their RLC application or they may submit a contact in writing to RLC staff.
 - ii) A designation will remain in effect in the resident file until changed or revoked by the student.
 - iii) This information is maintained confidentially and will be available only to RLC staff and local law enforcement if needed.
 - iv) The administration of the College reserves the right to notify the parents of a student of any age if he/she has been determined to be missing, regardless of whether the parent is listed as an emergency contact.
 - v) For non-emancipated residents under the age of 18, the College is required to notify the emergency contact as well as the custodial parent or guardian no more than 24 hours after the resident is determined to be missing.