



### **CTUIR Housing Department Application Overview**

Applicants must submit complete applications with all required documentation. Eligibility for programs and admissions to units operated by the Housing Department (HD) shall be fair and impartial at all times. Federal law prohibits discrimination based on race, color, creed, religion, national origin, sex, age, and/or disability. Preference for selection may be given first to Native American applicants meeting the requirements of programs like NAHASDA.

#### **Definitions**

- ✚ “Housing Programs” means all programs, premises owned, leased, or managed by CTUIR Housing Department.
- ✚ “NAHASDA” means the Native American Housing Assistance and Self Determination Act of 1996. This program provides the annual housing block grants to fund low-income housing.
- ✚ “LIHTC” means the Low-Income Housing Tax Credit program. This federal program gives State and local agencies authority to issue tax credits for the acquisition, rehabilitation, or new construction of rental housing targeted to lower-income households.
- ✚ “Low Rent units” shall refer to the NAHASDA or LIHTC units.
- ✚ “Index Housing” are Lower Rent, Huckleberry Street units.
- ✚ “CTUIR Rentals” are not NAHASDA or LIHTC units: Lucky 7, Timine Way Apartments, and Scattered Sites (*units located on or off the reservation*).
- ✚ “Area Median Income” (AMI) means the midpoint of a region’s income distribution – half of families in a region earn more than the median and half earn less than the median. AMI is a measure of residents’ median income in a broad area and is calculated annually by HUD, the U. S. Department of Housing and Urban Development. NAHASDA Units use 80% of AMI, which is considered low income.

#### **Eligibility Requirements for Low Rent and Tax Credit Programs**

- ✚ Head of Household (HOH) is a member of a federally recognized Indian Tribe *or* is non-enrolled but a parent of a minor CTUIR enrolled child (child must be in the household). (NAHASDA units)
- ✚ Income is less than 80% of the area median income (AMI) for NAHASDA program units.
- ✚ Income is 50% to 80% of the AMI for Huckleberry/Index housing units.
- ✚ Income is less than 60% of the AMI for LIHTC program units and 50% of the AMI for LIHTC HOME program units.
- ✚ All household members 18 and over must complete and be determined eligible based on Criminal Background Check.
- ✚ All household members 18 and over complete and be determined eligible based on Urinalysis drug screening (*submitted at potential unit offer*).

#### **Eligibility Requirements for CTUIR Rental units**

- ✚ Scattered Sites & Lucky 7: Proof of income equals twice the annual rent total.
- ✚ Timine Way Apartments: Proof of income equals one and a half times the annual rent total.



**Low Rent and Tax Credit Applicants must meet Income Limits. CTUIR Rentals are not subject to Income Limits**

**Current Income Limits:**

Index Housing – Huckleberry units 50% to 80% AMI							
1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$33,675	\$38,500	\$43,300	\$48,100	\$51,950	\$55,800	\$59,650	\$63,500
Low Rent NAHASDA units 80% AMI							
1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$53,850	\$61,550	\$69,250	\$77,000	\$83,100	\$89,250	\$95,450	\$101,600
LIHTC units 60% AMI							
1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$35,040	\$40,080	\$45,060	\$50,040	\$54,060	\$58,080	\$62,100	\$66,060
LIHTC-HOME units 50% AMI							
1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$27,200	\$31,050	\$34,950	\$38,800	\$41,950	\$45,050	\$48,150	\$51,250

**Occupancy Standards.** Units shall be assigned on the waiting list in accordance with the following schedule. Factors to be considered include age and gender of children, potential changes in family composition, availability of unit sizes, etc.

Number of Bedrooms	Number of People
1	1 – 2
2	1 – 4
3	2 – 6
4	3 – 8

**Application Checklist.** (for all members of the household\*)

Complete, legible application, signed/dated by all 18 and older applicants ( <i>separate applications for unmarried adults</i> )
Applicants initial all areas where indicated on the application
Proof of income from the most recent 30 days. (paystubs, social security benefit letter, child support payment schedule, unemployment benefit letter, military benefit/VA award letter, etc.)
Valid identification (if applicable)
Social Security Card*
Birth Certificate*
Tribal ID or certificate of enrollment* (if applicable)
All applicants 18 and over have signed/dated Criminal Background form
All applicants 18 and over have signed/dated the Applicant Certification and Authorization

**Return complete application and all documentation to either of the following:**

Address	Email	FAX
<b>Housing Department 51 Umatilla Loop Pendleton, Oregon 97801</b>	<b>housing@ctuir.org</b>	<b>541-276-7255</b>



**Application Process.** *As in accordance with the CTUIR Housing Department Admissions & Occupancy Policies, as approved by BOT Resolution No. 23-096 (November 13, 2023).*

**To be placed on any CTUIR Housing Waiting List, Applicants must submit a complete, legible.** *Refer to the Application Checklist before submitting.* All complete applications, with required documentation, will be time and date stamped when received by HD staff. All information provided in the application will be reviewed and documented before considered complete.

**Assistance.** HD staff are available to assist applicants with the application process upon request.

**Fees.** Unless stated on the program application, there are no fees for applications.

**Communication with Applicants.** All HD staff communications with the applicant during the application process will adhere to the following requirements:

1. All official notices will be in writing and signed by the designated staff with a copy to the appropriate staff and the Housing Director.
2. All verbal communications will be documented in the Applicant file and the client database, indicating date, time, content, and disposition.
3. All written communications or major inquiries from an Applicant are to receive a written response within five (5) working days from the date of receipt.

**Background Checks:** Criminal background checks will be done for all low-income applicants that are 18 years of age or older when determining eligibility. Background checks for applicant and tenant screening will include a criminal record search and conviction report from a state, federal, and/or tribal agencies. The HD is committed to maintaining safe and secure housing for its residents and community members, and running criminal records background checks and establishing related eligibility criteria is an important tool toward that end. Once renting a unit, all tenants 18 years old or older will be required to pass an annual background check.

**Criteria:** HD establishes the following criteria for determining what criminal background elements would be grounds for disqualifying an applicant for HD. The criteria are based on the severity of the offense and the time that has elapsed since the conviction. Also set out below are the factors that HD is to balance when considering a request to waive the criteria in a particular instance and at HD's sole discretion.

**Required Information:** The criminal background records check will involve obtaining information from all databases available to the HD. Applicants must supply the social security number and all identity verification information for all persons to be residing in the household.

**Specific Disqualifying Offenses – No Time Limit or Waiver:** Any applicant or tenant household that contains a member who ever was convicted, was found guilty or entered a plea of guilty or no contest, regardless of the adjudication, for any of the following offenses at any point in time shall be deemed ineligible for the CTUIR Tribal Housing Unit program:

1. Any Sexual Offense
2. Any crimes against children
3. Any felony involving violence
4. Abuse, exploitation, or neglect of a vulnerable adult (disabled or elderly)
5. Any related offense of Manufacturing or Distribution of drugs.

**No Felonies within 5 Years:** Any applicant or tenant household that contains a member who ever was convicted, was found guilty or entered a plea of guilty or no contest, regardless of the adjudication, for any felony offense within the last five (5) years from date of conviction shall be deemed ineligible. *(See Waiver of Disqualifying Factors)*



**Waiver of Disqualifying Factors** For certain limited circumstances, the Housing Director may in his/her discretion waive a disqualifying factor if the household can demonstrate to the satisfaction of the Director that the member of the household with the disqualifying criminal background is sufficiently rehabilitated as to no longer pose a threat to the community. This may include participation in and completion of CTUIR programing. See *Admissions & Occupancy Policies*, Section 4.05(A)(3) for drug-related ineligibility.

**Notice of Denial:** If a determination is made that the Applicant does not qualify, the Applicant shall be notified in writing on the basis of denial. The Housing Director’s decision is final and not subject to any further appeal.

**Applicant(s) Initials**

**Waiting List Administration**

The waiting list is the tool used to establish the order in which unit offers are made to *apparently* qualified applicants. *Generally, waiting list management will be guided by HUD Handbook 4350.3 Rev. 1 as it now exists or hereafter may be amended.*

Placement on a waiting list does not guarantee selection or an offer. Copies of the most current waiting lists will be posted in a publicly accessible area of the HD’s offices. The HD will conceal names of applicants who request to be kept confidential.

**Waiting List Organization.** The HD will maintain waiting lists based on program requirements. The Waiting List organizes Applicants by preference points and by date and time the completed application was received.

**Preferences.** (\* means non-cumulative)

<b>Preference:</b>	<b>Points:</b>
Enrolled CTUIR Member (HOH)*	100
Non-CTUIR Member (HOH) with minor CTUIR-enrolled Children*	75
CTUIR descendant (HOH) (only applies to LIHTC & CTUIR Rentals) *	50
Other Tribal Member (HOH)*	25
Elder	20
Employment with CTUIR or Entity of CTUIR (HOH) (Wildhorse, Cayuse Holdings, Yellowhawk, Arrowhead/Mission Market, Nixyáawii School, etc.	10
Waiting List Length (6 Months with No Refusals)	5

**Placement on Waiting List.** If determined eligible, the HD will place you on the applicable waiting list(s). The HD will notify you in writing of eligibility. If determined ineligible, you will be notified in writing of the basis of the determination and your right to appeal against the decision in accordance with the HD’s Grievance Policy.

**Updating the Waiting List.** The Waiting Lists will be updated as applicants are placed, removed, and when they notify the HD of significant changes to their application.

To remain on the low-income waiting lists applicants must submit a new application to the HD every six months. HD staff will notify applicants of this requirement during the application process and when applicants are initially placed on the waiting list.



**Removal from the Waiting List.** The HD may remove an applicant from the waiting list for:

1. Failure to notify the HD of any changes to income, household composition, contact information, and/or information that may impact eligibility or preference status.
2. Failure to submit a new application as required.
3. Rejecting two offers made by HD to the applicant (a “rejection” means rejecting the HD’s unit offer or failing to accept a unit offer within seven days of HD notification).
4. Failing a background check and/or drug screening while on the waiting list

Applicants removed from the waiting list will be notified in writing and their application files will be retained in accordance with CTUIR retention policies.

**Selection from Waiting List.** When an appropriate unit becomes available, applicants on the waiting list will be notified of pre-selection, be given a unit offer, and asked to provide documentation for final verification. HD Staff will start with the applicant that is listed #1, on the appropriate waiting list, then proceed down the list until an applicant is offered a unit. The applicants will be notified by a phone call first, but if HD staff are not able to contact or leave a message with or for the applicant, then a letter will be mailed out to the last known address on file. When pre-selecting participants, HD will take the following factors into consideration:

1. *Specific program requirements, preferences, and priorities.*
2. *Income targeting.*
3. *Program set-asides.*
4. *Applicant screening criteria and exclusions.*
5. *Occupancy requirements.*
6. *Residency preferences.*
7. *Previously assisted.*
8. *Credit.*
9. *Outstanding debt with the HD.*

**NOTICE:** No new pets will be allowed in HD units beginning **January 1, 2024**. Assistance animals will still be approved as reasonable accommodations.

**Assistance animals are not pets.** There are two types of assistance animals:

1. **Service animals.** These are dogs that are individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed must be directly related to the individual’s disability.
2. **Support animals.** These are animals that do work, perform tasks, provide assistance, and/or provide therapeutic emotional support for individuals with disabilities.

Tenants and applicants with a disability may request to keep an assistance animal as a reasonable accommodation. Tenants will submit written requests which will include documentation from a physician, psychiatrist, other health professional, or social worker. The HD will review requests and consider whether the request complies with policy and relevant guidance. Like other reasonable accommodations, the HD is inclined to approve the request unless it would impose an undue financial or administrative burden or fundamentally alter the nature of the program/service.

**Applicant(s) Initials**

## CTUIR HOUSING APPLICATION

51 Umatilla Loop  
Pendleton, Oregon 97801  
541-429-7920  
[housing@ctuir.org](mailto:housing@ctuir.org)

*This application does not guarantee eligibility for housing assistance, it only determines initial eligibility for CTUIR Housing Department's Waiting Lists. ALL 18 and over adults must complete a separate application, unless married by law.*

<b>HEAD OF HOUSEHOLD (HOH)</b>										
Name						Date				
Mailing Address				City, State			Zip code			
Physical Address				City, State			Zip code			
Main Phone #			Email address							
Message Phone #			Name & relationship to you							
Do you need an interpreter?		Yes	No	Spanish/other?		Are you a part-time /full-time student?			Yes	No
Does anyone in the household serve in/or have served in the military?		Yes	No	Are you a disabled person as defined in Section 223 of the Social Security Act?				Yes	No	
Does anyone in the household have an Assistance Animal/Service Animal?								Yes	No	
<b>HOUSEHOLD COMPOSITION – List all household members</b>										
Name	Relationship to HOH	Soc. Sec. #	DOB	Tribe	Enroll #	Gender				
	<i>Head of Household</i>									

Are any household members temporarily absent? <i>Such as deployed military, college, incarcerated</i>	Yes	No	Who?	
If yes, explain				
Will any household members live in the rental less than full time? <i>Such as 50/50 child custody, seasonal workers</i>	Yes	No	Who?	
If yes, explain				
Do you currently rent or lease a house/apartment?	Yes	No	Landlord Phone #	
Landlord Name				
Address				

## HOUSEHOLD ASSETS

*\*Include all Trusts or 401K only if the accounts are accessible to the household prior to termination of employment, retirement or death. A 401K loan is not considered being able to access the account. If you are unsure, list the account and it will be verified if it needs to be included or not.*

### List Assets for ALL household members

Asset Type	Bank/Credit Union Where is the Asset	Current Amount	Applicant name
Checking Account			
Savings Account			
Tribal IIM Account land/minerals			
Any other Assets			

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Savings Account			
Tribal IIM Account land/minerals			
Any other Assets			

**HOUSEHOLD INCOME**

List monthly GROSS income for ALL household members

Household Member	Employment/ Self Employment or Retirement Pension	Social Security/ SSI	Child Support/ Alimony	Tribal Per Cap/ Dividend	Military/ VA	Other Income Not Listed

Check each program you are applying for	
Income Based Programs*	Tax Credit Programs**
Income Based- Huckleberry Loop*	Scattered Sites; Timíne Way North Apts.; Lucky 7***

\*Income Based programs require Head of Household be an enrolled member of a federally recognized tribe.

\*\*Tax Credit programs do not require tribal enrolled Head of Household. These are not zero income.

\*\*\*Not program housing, not income based/Low Rent

Has anyone on your application received housing services from CTUIR Housing Department, other tribal housing, or other public housing authority in the past? Yes No

If yes, where? \_\_\_\_\_

Was the apartment/house left in good condition? Yes No

Were there any outstanding debts? Yes No

Does anyone on your application have any relatives working for CTUIR Housing Department? Yes No

If yes, who? \_\_\_\_\_ Relationship \_\_\_\_\_



**APPLICANT CERTIFICATION AND AUTHORIZATION**

**PLEASE READ BEFORE SIGNING APPLICATION PACKET.**

**IN ORDER TO RECEIVE SERVICES, YOU MUST QUALIFY BY MEETING ALL ELIGIBILITY REQUIREMENTS AND PROGRAM FUNDING MUST BE AVAILABLE.**

**Warning: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements of misrepresentation to any Department or Agency of the U.S. to any matter within its jurisdiction.**

**APPLICANT CERTIFICATION**

I/We certify that the answers/information given on this application in reference to household composition, income, net family assets, allowances and deductions is accurate and complete to the best of my/our knowledge and belief. I/We understand that false statements or information are punishable under Federal Law. I/we also understand that false statements or information are grounds for termination of housing assistance and termination of tenancy. No record will be communicated to anyone or any agency unless requested in writing, either by the applicant, or an officer, or an employee of the housing program or other Federal agency requiring it in the performance of their duties. This application will not be valid unless completely filled out. INCOMPLETE APPLICATIONS WILL BE RETURNED.

I hereby authorize and instruct the CTUIR Housing Department to obtain and review my credit report. My signature below also authorizes the release of account information to and from other financial institutions I have supplied to CTUIR Housing Program in connection with such evaluation. I understand the processing of this application will require providing my information to the CTUIR Housing Department. I understand acceptance of assistance is contingent on all occupants meeting the selection criteria and the applicable program requirements and policies as they now exist or as they may hereafter be revised or added by the CTUIR Housing Department. I hereby authorize the CTUIR Housing Department to request any information needed from my Lender/Broker.

I hereby authorize my Lender/Broker to provide any and all information requested by the CTUIR Housing Department, including but not limited to a copy of my credit report, copies of income verifications, employment verifications, credit references, (including landlord references), copies of W2 forms, tax returns, appraisals, and any other documentation used in processing my mortgage loan. The information obtained from the Lender/Broker is only to be used in the determination of eligibility for the CTUIR Housing Department programs.

**Consent:**

I consent to allow the CTUIR Housing Department to request and obtain income information from the sources listed on this form for the purpose of verifying my eligibility and level of benefits under CTUIR Housing Department programs. I understand that income information obtained under this consent form cannot be used to deny, reduce or terminate assistance without the Tribal Housing Program first independently verifying what the amount was, whether I actually had access to the funds and when the funds were received. In addition, I must be given an opportunity to contest those determinations.

**All members of the household, age 18 and over, sign and date.**

Head of Household Signature		Date	
Household Member		Date	
Household Member		Date	
Household Member		Date	

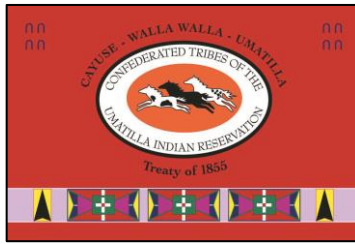
**PRIVACY ACT NOTICE: THIS INFORMATION IS TO BE USED BY THE AGENCY COLLECTING IT OR ITS ASSIGNEES IN DETERMINING WHETHER YOU QUALIFY AS A PROSPECTIVE PARTICIPANT OR BORROWER UNDER THE AGENCY'S PROGRAM(S). IT WILL NOT BE DISCLOSED OUTSIDE THIS AGENCY EXCEPT AS REQUIRED AND PERMITTED BY LAW.**

**CTUIR Housing Department**  
51 Umatilla Loop  
Pendleton, OR 97801

Office Use Only
Received Date: _____ Time: _____
Initials: _____ Title: _____

**Confederated Tribes *of the*  
Umatilla Indian Reservation**

Housing Department



51 Umatilla Loop  
Pendleton, OR 97801

Phone 541-429-7920 Fax: 541-276-7255  
www.ctuir.org email: housing@ctuir.org

**Consent for Criminal Background Check**

The CTUIR Housing Department is required to conduct background investigations on all applicants over the age of 13 that are applying to reside within our Low Rent and Tax Credit units, per URHA Admission & Occupancy Policy, Section 10 B. This consent is permissible to NAHASDA CFR24, Section 1000.152.

Applicant(s) are required to complete the following to authorize the background check in order to qualify for housing with the CTUIR Housing Department.

I authorize the CTUIR Housing Department to investigate all information in my records and request any agency holding such information to share information as part of my application process.

Applicant/Tenant information

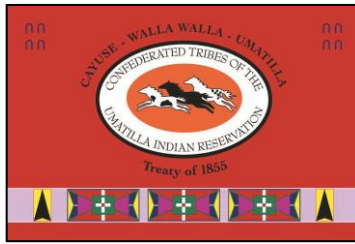
Name:	
Date of Birth:	
Driver's License Number:	State of Issuance:
Social Security Number:	
Signature:	Date:
Parent/Guardian signature:	

Office use ONLY

Department: CTUIR Housing Department	Phone: 541-429-7920
Official requesting:	Date:

**Confederated Tribes *of the*  
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Housing Department



51 Umatilla Loop  
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