

**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

Thank you for your interest in tribal housing. Upon receipt, your application will be time/date stamped. This will be the date/time that you are placed on the waiting list **if** found eligible. Incomplete applications will be and/or those with information missing will be returned to the applicant and not placed on the waiting list. **We will notify you, in writing, of our decision.**

- ❖ Per policy, we fill vacancies using the waiting list process.
- ❖ Should you have a change of address or phone number, be sure to update our office with the new information. If we are unable to contact you, we will have no choice but to offer the unit to the next person.
- ❖ You will be asked to update to show your continued interest in occupancy every six months. Should you not be interested in staying on our waiting list, please contact our office and your information will be noted on the waiting list. Should we not hear from you, we will send you a letter to the last known address, and ask you to inform us of your continued interest or be taken off the waiting list.

Listed below are the income limits for the year 2021 for the 140 Income Based Housing homes. These income limits change every year. Please be aware that the Income Based Housing homes are held for Tribal Members only.

Index Housing, United States Income Limits YR 2021 50% limit (Need to be 50-80% Income Limits)

<u>1 person</u>	<u>2 person</u>	<u>3 person</u>	<u>4 person</u>	<u>5 person</u>	<u>6 person</u>	<u>7 person</u>	<u>8 person</u>
27,965.	31,960.	35,955.	39,950.	43,146.	46,342.	49,538.	52,734.

Income Based, United States Income Limits YR 2021 80% limit

<u>1 person</u>	<u>2 person</u>	<u>3 person</u>	<u>4 person</u>	<u>5 person</u>	<u>6 person</u>	<u>7 person</u>	<u>8 person</u>
44,744	51,136	57,528	63,920	69,034	74,147	79,261	84,374

Listed below are the income limits for the year 2021 for the 58 Tax Credit homes and duplexes. These income limits change every year.

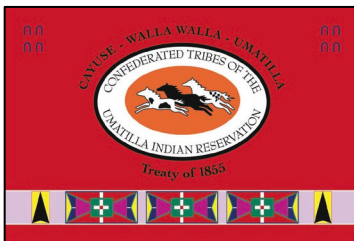
Tax Credit Income Limits YR 2021 (60%) (40 Duplexes and/or single family homes – one, two, three and four bedroom homes)

<u>1 person</u>	<u>2 person</u>	<u>3 person</u>	<u>4 person</u>	<u>5 person</u>	<u>6 person</u>	<u>7 person</u>	<u>8 person</u>
28,980	33,120	37,260	41,400	44,760	48,060	51,360	54,660

Tax Credit HOME Income Limits YR 2021 (50%) (18 Duplexes and/or single family two bedrooms)

<u>1 person</u>	<u>2 person</u>	<u>3 person</u>	<u>4 person</u>	<u>5 person</u>	<u>6 person</u>	<u>7 person</u>	<u>8 person</u>
22,900.	26,150.	29,400.	32,650.	35,300.	37,900.	40,500.	43,100

Once selected from the waiting list you will be required to fill out additional paperwork and sign a release for a Criminal Background check and submit to a urine analysis. At that time, we will check your background, verify income and assets for all household members.

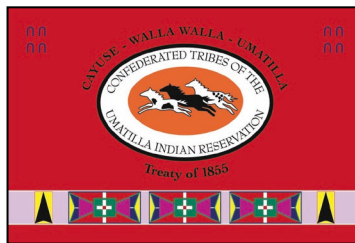


CTUIR Enrollment Office may have some of the documents that you need to submit with this application. You can visit Enrollment at NGC or by calling (541) 429-7035

APPLICATION CHECKLIST

- _____ Household Composition/Declaration (one per household) Signature is required for all household members (18 years or older).
- _____ Rental Application fully completed and signed by all household members (18 years and older).
- _____ Head of Household Initialed Rental Criteria for Residency (please review pages 1-5 prior to signing)
- _____ Proof of income for past 30 days (YTD check stubs, SS award letters, unemployment print out, etc.) for all household members.
- _____ Birth Certificates and Social Security Cards for all household members.
- _____ State Identification Card or State Driver's License for all household members (18 years and older)
- _____ Tribal Enrollment or CDIB for all household members.
- _____ General Authorization for Release of Information.

- At offering of a rental unit, additional requirements: (Program Rentals ONLY)**
- _____ Mandatory Drug Testing is required for all household members (18 years and older).
- _____ Criminal Background Check on all household members (18 years and older).



Rental Criteria for Residency



Applicants are encouraged to submit applications as soon as possible because of the extensive requirements for qualifying. They also must be informed that if they need assistance in completing the application, staff are available to assist them. Federal law prohibits discrimination based on race, color, creed, religion, national origin, sex, age or handicap, although preference for selection may be limited to Native American Applicants meeting the requirements of NAHASDA.

I. PREFERENCES

1. Income Based Housing requires the applicant to be enrolled in the Umatilla Tribe.
 - i. ALL UMATILLA FAMILY means the head or heads of household and at least one child is enrolled members of the Umatilla Tribe. Umatilla couples are also included in the definition of all Umatilla family.
 - ii. A family admitted based on a qualifying Tribal member must retain the qualifying Tribal member as part of the household in order to ensure continued occupancy
 - iii. Household Income must fall between very low and moderate in order to initially qualify for Income Based Housing.
2. LIHTC/HOME Housing does not require tribal membership for admittance.

II. OCCUPANCY

1. Occupancy is based on the number of bedrooms in a unit.
(Bedroom is defined as a space used primarily for sleeping with at least one window and one closet for clothing)
2. Two persons are allowed per bedroom plus one for the entire unit. For example a two bedroom unit may have up to five persons (2 x 2 +1= 5)
3. Exceptions are made for children under the age of two. Children under the age of two are allowed as a third occupant of a bedroom when the child resides with the parent or other adult maintaining legal custody.

BEDROOM SIZE	MINIMUM OCCUPANTS	MAXIMUM OCCUPANTS
1 Bedroom	1	3
2 Bedroom	2	5
3 Bedroom	3	7
4 Bedroom	4	9

III. APPLICATION PROCESS

Steps to becoming a resident:

- I. Select the rental unit size i.e. one, two, three bedroom etc... – based on the number of household occupants.
- II. Complete the Application Packet as follows:
 - a. Household Composition/Declaration (one page) one per household
 - b. Oregon Rental Application (two pages) - Each applicant over the age of 18 must fill out an application. Please fill out all fields, if there is no information place “N/A” on the line item.
 - c. General Authorization (one page) – one per household. All persons over the age of eighteen must sign this sheet.

NOTE: APPLICATIONS THAT ARE NOT COMPLETE WILL RETURNED TO THE APPLICANT FOR ALL INFORMATION. APPLICATIONS WILL NOT BE ADDED TO THE WAITING LIST UNTIL ALL INFORMATION IS COMPLETED.

2. On receipt of the completed Application Packet, the person receiving will date and time stamp the application.
3. Placement and priority on the waiting list is based on the following:
 - i. Date and time received
 - ii. Tribal Preference
 - iii. Income Level (Very Low, Low, Moderate, etc.)
4. Once an apartment is available, an applicant will be chosen and must complete the following to be eligible for housing:

IV. GENERAL CRITERIA STATEMENT

- I. Identification will be required to include:
 - i. Picture Identification for each household member
 - ii. Birth Certification for each household member
 - iii. Tribal Identification Cards for each household member
 - iv. Social Security Cards for each household member
2. Once an apartment is available, the applicant may need to re-complete the application. Applications cannot be older than sixty days from the date of anticipated occupancy. A complete and accurate application is required. Incomplete applications will be returned to the applicant.
3. Each applicant (over the age of 18) is required to qualify individually.
4. Applicants must be able to enter into a legally binding agreement.
5. Inaccurate or falsified information will be grounds for denial.
6. All household members over the age of thirteen (13) are required to pass a criminal background check.

V. CRIMINAL CRITERIA

Background Check Policy: Criminal background checks will be done for all applicants for CTUIR-HOUSING DEPARTMENT. Once occupying the home, all tenants 13 years of age or older residing in the home will be required to pass a background check at each annual re-certification period.

1. The following criteria shall be used as a guide in disqualifying an individual for placement on the CTUIR- HOUSING DEPARTMENT Waiting List, initial qualification or to remain in the household, at the time of re-certification.
 - a) Anyone who ever was convicted, has been found guilty or entered a plea of guilty or nolo contendere (*no contest*), regardless of the adjudication for any of the following disqualifying offenses:
 - b) Any crimes against children
 - c) Any felony involving violence
 - d) Any sexual offense
 - e) Any drug related offense

2. In addition, the following offenses will disqualify an applicant if they have been convicted, have been found guilty or entered a plea of guilty or nolo contendere (*no contest*), regardless of the adjudication for any of the following disqualifying offenses within the past five (5) years:
 - a. Any felony
 - b. More than one offense for driving while impaired
 - c. In addition, the following offenses will disqualify an Applicant if they have been convicted, have been found guilty or entered a plea of guilty or nolo contendere (*no contest*), regardless of the adjudication for any of the following disqualifying offenses within the past five (5) years.
 - d. Any misdemeanor offense.

3. **Required Information:** The background check will be obtained from the company or source as determined by the CTUIR- HOUSING DEPARTMENT Staff Designee and/or Housing Director, which will include the following:
 - a. Social security number and identity verification;
 - b. Criminal search (10 years) national and county
 - c. Employment verification
 - d. Violent Sexual Offender and Predator Registry Search
 - e. Office of Inspector General (OIG) List of Excluded Individuals/Entities
 - f. General Services Administration (GSA) List of Parties Excluded from Federal Programs
 - g. US Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)

4. **Assessing Information:** In assessing a record of criminal convictions, the decision will be made by assessing the nature and severity of the offense as well as a variety of surrounding facts and circumstances including, but not limited to:
 - a. the age of the individual at the time of the offense;
 - b) the number of offenses for which the individual was convicted;
 - c) the time which has elapsed since the last offense;
 - d) whether the circumstances arose out of an employment situation;

5. **Rehabilitation Factors:** Whether the applicant has been sufficiently rehabilitated to warrant public trust, the CTUIR- HOUSING DEPARTMENT Staff Designee shall consider the following factors in considering whether an applicant has been presumed to be rehabilitated:
 - a. Completion of probation;
 - b. Completion of parole supervision;
 - c. In the case of a felony, not subject to parole supervision, if more than five (5) years have elapsed after final discharge or release from any term of imprisonment without any subsequent conviction; or

6. In the case of a misdemeanor related to finances and more than five (5) years have elapsed after final discharge or release from any term of imprisonment without any subsequent conviction.

7. If any one of the following factors exist, this may outweigh the presumption of rehabilitation
 - a. A lack of compliance with terms of punishment (i.e., failure to pay fines or make restitution, violation of the terms of probation or parole);
 - b. Unwillingness to undergo, or lack of cooperation in, medical or psychiatric treatment/counseling;
 - c. Falsification of an application with the CTUIR- HOUSING DEPARTMENT; and
 - d. Failure to furnish to the CTUIR- HOUSING DEPARTMENT additional information or failure to appear for a conference with the CTUIR- HOUSING DEPARTMENT in relation to the Applicant's application.

8. **Inapplicable Records:** The following criminal history records shall not be considered in connection with an application for CTUIR- HOUSING DEPARTMENT housing assistance:
 - a. Juvenile adjudications;
 - b. Records of arrest not followed by a conviction;
 - c. Convictions overturned by a higher court; and
 - d. Convictions that have been the subject of a pardon or if expunged.

Notice of Denial: If a determination is made that the Applicant does not qualify, the Applicant shall be notified in writing of the basis of denial and the right to appeal the decision in accordance with the Grievance Section of this Policy. Pending charges or outstanding warrants for any of the above will cause the application to be suspended until the charges are resolved. No unit will be held awaiting the result of pending charges.

VI. INCOME CRITERIA

1. Monthly income must be at least two (1.5) times the stated monthly rent.
2. Third party verification of all sources of income will be required.
3. Self-employed applicants will be required to show proof of income through tax returns.
4. You will be denied if your source of income cannot be verified.

VII. DISABLED ACCESSIBILITY

We allow existing premises to be modified for the disabled accessibility at the full expense of the resident, if the resident agrees to restore the premises to the pre-modified condition per Fair Housing Guidelines. We require:

1. Written proposals detailing the extent of the work to be done.
2. Written assurance that a licensed and bonded contractor will be used to perform the services in a professional manner.
3. Written approval from the landlord prior to improvements beginning.
4. All appropriate cities, county or state building permits and required licenses are made available to the landlord prior to the work beginning.

VIII. DENIAL POLICY

If you feel that your application has been denied and you qualified under the aforementioned criteria you should do the following;

1. Write an appeal letter sent to:

**CTUIR- Housing Department
Resident Services Compliance Manager
51 Umatilla Loop
Pendleton, OR 97801**

2. Include the reasons that you believe your application should be re-evaluated.

You will receive a response to your request within seven (7) business days.

_____ (Tenant Initials)

_____ (Date)

CTUIR HOUSING APPLICATION PACKET

Name of Head of Household

Date

Mailing Address

Physical Address (If Different From Mailing)

City

State

Zip Code

Work Phone

Cell/Home Phone

Emergency Contact

Emergency Contact Phone

Emergency Contact Address (City)

State

Zip Code

Do you Request an Interpreter for communication purposes (Yes/No)

Are you or any of the Household members Veterans? (Yes/No)

If Yes Who?

Branch

Are you or any of your household members Disabled by HUD Regulations? (Yes/No)

Do you or any of your household members have a pet? (Yes/No)

Household Composition

Household Composition	Relationship	Sex	Date of Birth	Tribal Member (Tribe)	Soc Sec Number
1	Self				
2					
3					
4					
5					
6					
7					
8					
9					

Are there any household members temporarily absent? (Yes/No)

If yes where are they residing?

If Yes When will they return?

Will any of the household member live in the unit less than full-Time? (Yes/No)

If Yes who

Please Explain

Do you anticipate any household member moving in/out during the next 12 months? (Yes/No)

If Yes Who

Please Explain

If Yes Who

Please Explain

Do you or any household member rent a home or apartment? (Yes/No)

If Yes name of landlord or property management company

Phone Number

Household Asset Information

Yes	No	Does any household member have money held in any of the following	Current Balance
<input type="checkbox"/>	<input type="checkbox"/>	Checking Account	
<input type="checkbox"/>	<input type="checkbox"/>	Savings Account	
<input type="checkbox"/>	<input type="checkbox"/>	Stocks	
<input type="checkbox"/>	<input type="checkbox"/>	Capital Investments	
<input type="checkbox"/>	<input type="checkbox"/>	Bonds	
<input type="checkbox"/>	<input type="checkbox"/>	Trusts*	
<input type="checkbox"/>	<input type="checkbox"/>	Securities	
<input type="checkbox"/>	<input type="checkbox"/>	Whole Life Insurance (Do not include Term Life)	
<input type="checkbox"/>	<input type="checkbox"/>	401K*	
<input type="checkbox"/>	<input type="checkbox"/>	IRA/KEOGH Accounts	
<input type="checkbox"/>	<input type="checkbox"/>	Certificates of Deposit	
<input type="checkbox"/>	<input type="checkbox"/>	Pension/Retirement/Annuity Accounts	
<input type="checkbox"/>	<input type="checkbox"/>	Money Market Funds	
<input type="checkbox"/>	<input type="checkbox"/>	Treasury Bills	
<input type="checkbox"/>	<input type="checkbox"/>	Lump Sum Payments (ie.. Inheritance, insurance settlement, lottery winnings, Capital Gains)	
<input type="checkbox"/>	<input type="checkbox"/>	Other:	

*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 isn't 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

Yes	No		Value
<input type="checkbox"/>	<input type="checkbox"/>	Do you or any household member own Real Estate (If Yes, List the Address below)?	
<input type="checkbox"/>	<input type="checkbox"/>	Do you or any household member hold a contract?	
<input type="checkbox"/>	<input type="checkbox"/>	Do you or any household member have any of the following: coin collection, antique cars, gems/Jewelry, stamps or any other items?	
<input type="checkbox"/>	<input type="checkbox"/>	Are any these accounts held jointly with someone other than a household member	

Who

Asset

Total Household Income

Household Member # From HH Comp	Employer	Gross Weekly Wages	Public Assistance	Child Support Received	Social Security Benefits	Unemployment Benefits	Other Income

Types of Programs Available within The Housing Department (Waiting Lists)

Please Check the Type of Program Wanted

Income Based Housing		Index Housing (New Development)	
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Tax Credit Housing		Lucky 7/Scattered Sites	
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Previous Participation

Have you or any member of your household ever received housing services from CTUIR/URHA, Another Tribe/TDHE, Public Housing Authority? (Yes/No)

If Yes Where

State the condition of house and any unpaid Debts

Do you or any member of your household have any relatives working for this Tribal Housing Department?

If Yes the Name of Employee

Relationship?

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.

Head of Household	_____	Date:_____
Household Member 18 Years or Older	_____	Date_____
Household Member 18 Years or Older	_____	Date_____
Household Member 18 Years or Older	_____	Date_____
Household Member 18 Years or Older	_____	Date_____
Household Member 18 Years or Older	_____	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.