


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

Low Rent/Income Based and Tax Credit Program 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 bedroom size in accordance with occupancy standards. 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. ID/BC & SS Documents are required for All Applicants/Tenants.

Application is complete, legible, signed/dated by all 18 and older applicants
Applicants initialed all areas where indicated on the application.
Proof of income from the most recent 30 days provided. (paystubs, social security benefit letter, child support payment schedule, unemployment benefit letter, military benefit letter/VA award letter, etc.)
Copies of ID/driver license (if applicable)
Copies of Social Security Cards
Copies of Birth certificates
Tribal ID or proof of enrollment (if applicable)
All applicants 18 and over have signed/dated Criminal Background authorization
All applicants 18 and over have signed/dated the Applicant Certification and Authorization



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 WAITING LIST, EACH ADULT, 18 AND OVER, MUST SUBMIT A COMPLETE AND LEGIBLE APPLICATION. Refer to the *Application Checklist* before submitting. All complete applications with the 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: Per policy, there are no fees for applications.

COMMUNICATION WITH APPLICANTS: All HD staff communication 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 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 applicants 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 they are 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 whoever 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 whoever 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 it to be kept confidential.

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)

Preference:	Points:
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 an 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.

ANIMALS: CTUIR Housing Department has a No Pets policy, which was enacted January 1, 2024. 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 any undue financial or administrative burden or fundamentally alter the nature of the program/service. *HD will comply with CTUIR Environmental Health and Safety Code regarding unlawful breeds/ "vicious" breed animals, regardless of the assistance/service status of the animal.*

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.

Applicant(s) Initials

I have read and understand the above regarding the Application Process, Background Checks, Waiting List Administration, and Animals.

Signature _____ Date _____



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.

APPLICANT									
Name							Date		
Mailing Address						City, State		Zip code	
Physical Address						City, State		Zip code	
Main Phone #				Email address					
Work Phone #				Other Contact Name & Phone # <i>Someone who can take a message for you.</i>					
Do you need an interpreter?		Yes No	If Yes, what language?			Are you a part-time or 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 a Service Animal?			Yes No	Dog	Cat	Other:			
Do you currently rent/lease a home?		Yes No	Landlord's Name & Phone #						
Do you own a home?		Yes No	If yes, where is the home located?						
Have you received assistance from CTUIR Housing/other tribal housing or public housing in the past?					Yes No		Where? When?		

Were there any outstanding debts?	Yes No	If yes, were debts settled?	Yes No
-----------------------------------	--------	-----------------------------	--------

Was the rental left in good condition?	Yes No	If no, please describe:	
--	--------	-------------------------	--

--

HOUSEHOLD COMPOSITION – (HOH means Head of Household)
List all household members, adults and children.

Name	Relationship to HOH	Soc. Sec. #	DOB	Name of Enrolled Tribe	Enrollment #	Gender
1	HOH/ Self					
2						
3						
4						
5						
6						
7						
8						

Are any household members temporarily absent? Such as deployed military, college student, or incarcerated.	Yes No	Name:
---	--------	-------

Please explain	
----------------	--

Will any household members live in the rental less than full time? Such as 50/50 child custody or seasonal workers.	Yes No	Name:
---	--------	-------

Please explain	
----------------	--

**Income Based programs require Head of Household be an enrolled member of a federally recognized tribe. Rent based on income.*

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

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

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***

HOUSEHOLD INCOME

List all income received per month, in dollar amount, for ALL household members that receive income.

Name of the person who receives the income	Employment, Self-Employment, Unemployment	Social Security/ SSI	Child Support/ Alimony	Tribal Per Cap/ Dividend	Military/ VA Or Retirement Pension	Other Income Not Listed
	\$	\$	\$	\$	\$	\$

HOUSEHOLD ASSETS

List Assets for ALL household members

Asset Type	Name of Bank or institution that you have the account.	Current Amount	Applicant name
Bank Checking Account <i>(this includes Direct Express cards)</i>		\$	
Bank Savings Account		\$	
Tribal IIM Account land/minerals		\$	
Any other Assets		\$	
Asset Type	Name of Bank or institution that you have the account.	Current Amount	Applicant name
Bank Checking Account <i>(this includes Direct Express cards)</i>		\$	
Bank Savings Account		\$	
Tribal IIM Account land/minerals		\$	
Any other Assets		\$	
List any Non Necessary Personal Property (NNPI) such as RV, boat, ATV, trailer/camper utility trailer, etc.			

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.

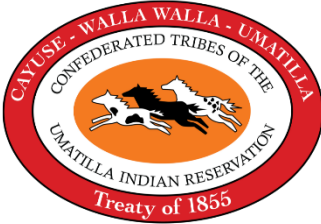
All members of the household, age 18 and over, sign and date.





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 & PERMITTED BY LAW.

CTUIR Housing Department; 51 Umatilla Loop; Pendleton, Oregon 97801

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



-  (541)429-7920
-  Housing@ctuir.org
-  ctuir.org
-  51 Umatilla Loop
Pendleton, Oregon 97801

Criminal Background Check Authorization/Consent to Release Information

Criminal background checks will be completed for all Housing Department applicants and tenants 18 years of age and older.

Background checks for applicant and tenant screening will include a criminal record search and conviction report from state, federal, and/or tribal agencies per the *CTUIR Housing Department Admissions & Occupancy Policies* as approved by BOT Resolution NO. 23-096 (November 13, 2023).

Applicants and tenants acknowledge and understand the purpose of the criminal background check is for determining eligibility for housing assistance based on the criteria outlined in the *CTUIR Housing Department Admissions & Occupancy Policies*.

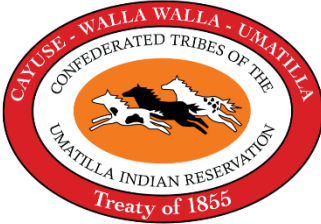
By signing, applicants and tenants authorize the CTUIR Housing Department to request and investigate information in the applicant's criminal history report and authorize any agency holding such information to disclose the applicant's criminal history report to the Housing Department.





Applicant/Tenant Information

Full Legal Name:	
Date of Birth:	
Driver's License/ID Number:	State of issuance:
Social Security Number:	
Signature:	Date:

Office Use ONLY

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



-  (541)429-7920
-  Housing@ctuir.org
-  ctuir.org
-  51 Umatilla Loop
Pendleton, Oregon 97801

Criminal Background Check Authorization/Consent to Release Information

Criminal background checks will be completed for all Housing Department applicants and tenants 18 years of age and older.

Background checks for applicant and tenant screening will include a criminal record search and conviction report from state, federal, and/or tribal agencies per the *CTUIR Housing Department Admissions & Occupancy Policies* as approved by BOT Resolution NO. 23-096 (November 13, 2023).

Applicants and tenants acknowledge and understand the purpose of the criminal background check is for determining eligibility for housing assistance based on the criteria outlined in the *CTUIR Housing Department Admissions & Occupancy Policies*.

By signing, applicants and tenants authorize the CTUIR Housing Department to request and investigate information in the applicant's criminal history report and authorize any agency holding such information to disclose the applicant's criminal history report to the Housing Department.

Applicant/Tenant Information

Full Legal Name:	
Date of Birth:	
Driver's License/ID Number:	State of issuance:
Social Security Number:	
Signature:	Date:

Office Use ONLY

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