



SQUAXIN ISLAND TRIBE

RESOLUTION NO. 09- 88
OF THE
SQUAXIN ISLAND TRIBAL COUNCIL

WHEREAS, the Squaxin Island Tribal Council is the Governing Body of the Squaxin Island Tribe, its members, its lands, its enterprises and its agencies by authority of the Constitution and Bylaws of the Squaxin Island Tribe, as approved and adopted by the General Body and the Secretary of the Interior on July 8, 1965; **and**,

WHEREAS, under the Constitution and the Bylaws and inherent sovereignty of the Tribe, the Squaxin Island Tribal Council is charged with the duty of protecting the health, security, education and general welfare of the tribal members, and with protecting and managing the lands and treaty resources and rights of the Tribe; **and**,

WHEREAS, the Squaxin Island Tribal Council has been entrusted with the creation of ordinances and resolutions in order to fulfill their duty of protecting the health, security, education, and general welfare of tribal members, and of protecting and managing the lands and treaty resources of the Tribe; **and**,

WHEREAS, the Squaxin Island Tribal Council delegated to the Squaxin Island Tribal Housing Commission the authority to create policies governing the Tribal Housing Program and to adjudicate interpretation of these policies; **and**,

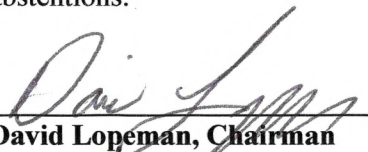
WHEREAS, the Squaxin Island Tribal Housing Commission has determined it necessary to make a revision to the Eligibility, Admission and Occupancy Policy; **and**,

WHEREAS, the Squaxin Island Tribal Housing Commission and approved Change Two to the Eligibility, Admission and Occupancy Policy on August 23, 2009 by resolution 09-03; **and**,

NOW THEREFORE BE IT RESOLVED, that the Squaxin Island Tribal Council does hereby approve the following Change Two to the Eligibility, Admission and Occupancy Policy.

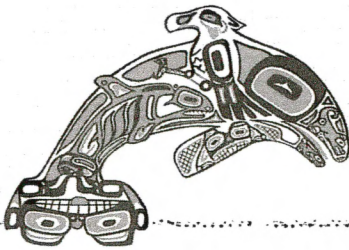
CERTIFICATION

The Squaxin Island Tribal Council does hereby certify that the foregoing Resolution was adopted at the regular meeting of the Squaxin Island Tribal Council, held on this 24 day of September, 2009, at which a quorum was present and was passed by a vote of 6 for, and 0 against with 0 abstentions.


David Lopeman, Chairman

Attested by: 
Pete Kruger Sr., Secretary


Arnold Cooper, Vice-Chairman



SQUAXIN ISLAND TRIBE

RESOLUTION NO. 09-03 OF THE SQUAXIN ISLAND TRIBAL HOUSING COMMISSION

WHEREAS, the Squaxin Island Tribal Housing a Commission is authorized under the Tribal Commissions and Committees Policy Ordinance and created by the Squaxin Island Tribal council under the Tribal Ordinance Establishing the Squaxin Island Housing Commission adopted by Resolution of the Tribal Council on October 8, 1998; and,

WHEREAS, under Squaxin Island Tribal Law, the Squaxin Island Tribal Housing a Commission is charged with the duty to serve as the advisory, decision-making, and policy authority for the Squaxin Island Tribal Housing Program; and,

WHEREAS, the Squaxin Island Tribal Housing Commission serves at the pleasure of the Squaxin Island Tribal Council with authority as delegated by the Tribal Council to create policies governing the Tribal Housing Program and to adjudicate interpretation of these policies; and,

WHEREAS, the Squaxin Island Tribal Housing Commission adopted the Eligibility, Admissions, and Occupancy Policy by Resolution 05-02, on April 1, 2005; **and**

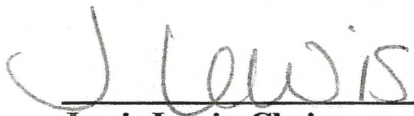
WHEREAS, the Squaxin Island Tribal Housing Commission has determined that it necessary to make changes to Eligibility, Admissions, and Occupancy Policy; **and**

WHEREAS, the Squaxin Island Tribal Housing Commission has reviewed Change Two of the Eligibility, Admissions, and Occupancy Policy; **and**

NOW THEREFORE BE IT RESOLVED, that the Squaxin Island Tribe Housing Commission does hereby approve Change Two to the Eligibility, Admissions, and Occupancy Policy.

CERTIFICATION

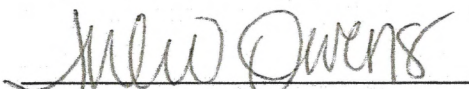
The Squaxin Island Tribal Housing Commission does hereby certify that the foregoing Resolution was adopted by phone poll of the Squaxin Island Tribal Housing Commission, on this 23rd day of September, 2009, at which a quorum was available and was passed by a vote of 7 for, and 0 against with 0 abstentions.



Jamie Lewis, Chairperson

Attested by: 

Mark West, Secretary-Treasurer



Julie Owens, Vice-Chairman

Change 2 Eligibility, Admission and Occupancy Policy

I. Introduction

A. General Purpose

The Squaxin Island Tribe shall provide adequate and affordable housing and housing services to low-income Indian families within the Indian area served by the Squaxin Island Tribe. The Housing Program shall remain sensitive to the cultural goals of the Tribe. Housing shall be provided in safe and healthy environments in compliance with the requirements, rules, and regulations of the Native American Housing Assistance and Self-Determination Act (NAHASDA) of 1996. The Squaxin Island Tribe shall provide these services in an impartial and efficient manner, recognizing that the Squaxin Island Tribe grants a preference to enrolled tribal members.

This policy is designed to serve as: (1) a guide for the Squaxin Island Tribe in determining eligibility, admission of applicants, selection criteria, and occupancy standards; (2) a document which provides for consistent, equitable, and uniform treatment of clients; and (3) a document providing the basis for decision-making by Squaxin Island Tribe staff.

B. Application of Policy

This policy is applicable to all Squaxin Island Tribe clientele, including but not limited to housing applicants, residents, renters, home buyers, and other housing program participants. This Policy shall not apply to: (1) those individuals occupying housing pursuant the Squaxin Island Elder's Rental Housing Policy; or (2) those individuals occupying housing pursuant to a Mutual Help and Occupancy Agreement. The terms of the Squaxin Island Elder's Rental Housing Policy and the Mutual Help and Occupancy Agreement shall control for those individuals occupying such housing.

C. Administration and Enforcement of the Policy

This policy shall be administered and enforced by the Squaxin Island Tribe Office of Housing (Office of Housing). The Office of Housing shall have the authority to execute any and all documents in order to administer and enforce this policy, including but not limited to Lease Agreements and Lease with Option to Purchase Agreements.

D. Interpretation of NAHASDA Regulations

The Office of Housing shall use the National Center for Housing Management's (NCHM) Occupancy Specialist Training Manual as its primary reference for interpreting NAHASDA regulations regarding all aspects of eligibility, rent

Change 2 Eligibility, Admission and Occupancy Policy
calculation, household composition and other issues as appropriate.

II. Eligibility for Housing

The purpose of this section is to determine who is eligible to participate in Squaxin Island Tribal housing programs.

Applicants must meet all of the following requirements to be eligible for the lease, lease with option to purchase, and/or other housing programs managed by the Office of Housing.

A. Family Composition

An applicant must qualify as a family, defined by the Squaxin Island Tribe as (1) two or more persons living together related by blood or marriage; or (2) two or more individuals living together in a committed, stable relationship; or (3) a single person. An Applicant shall not claim as a family member any individual named and qualified as a member of another family participating in any of the Tribal housing programs. An applicant must qualify as an Indian family, defined by the Squaxin Island Tribe as a family whose head of household or spouse is an enrolled member of the Squaxin Island Tribe.

Exception: If an applicant qualifies as a family but does not qualify as an Indian family, the Squaxin Island Tribe may determine the family to be eligible if the family demonstrates to the Squaxin Island Tribe's satisfaction that their presence in the community is essential to the well being of other Indian families and their need for housing cannot reasonably be met without participation in the Squaxin Island Tribe housing program. An example of such an exception would be for police officers, fire fighters or medical personnel.

B. Income Limitations and Requirements.

1. Maximum Income:

The applicant must qualify as a low income family, defined as a family whose income does not exceed 80% of the median income for the area or the United States, whichever is greater. Income limits are adjusted for family size and updated on an annual basis.

2. Income Sufficient to Comply with Program Requirements:

The applicant must demonstrate the ability to satisfy obligations such as

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By certified statement the applicant shall represent and warrant to the Office of Housing the information given regarding household income is true and accurate. The applicant agrees to sign releases or consent forms that will entitle the Office of Housing to verify and/or obtain income information from third-parties.

C. Additional Criteria for Eligibility

Prior to placement on the waiting list for rental or home ownership units or receipt of housing services, the applicant must meet the following additional eligibility criteria:

1. The applicant must not have been previously evicted for non-payment or non-compliance with any Squaxin Island Tribe, TDHE, IHA, Tribal or public housing authority (PHA) policy.
2. The applicant must not have previously participated in a HUD-assisted program and abandoned the dwelling unit or left the program with an outstanding balance that has not been satisfied.
3. The applicant must not have exhibited a record of past performance and behavior that includes destruction of property or other activities that endangered or were detrimental to other residents.
4. The applicant must disclose if he or she or any potential household occupant has ever been convicted of a felony criminal offense, including but not limited to offenses relating to drugs, assault, or the use of firearms. If such a criminal record is disclosed the application must be approved or disapproved by the Housing and Utilities Commission before the applicant can be placed on a waiting list or occupy a housing unit.
5. The applicant must be current on any and all financial obligations owed to the Squaxin Island Tribe before occupying a housing unit.
6. The applicant must provide to the Office of Housing the social security numbers for each member of the household, and/or other documentation demonstrating proof of U.S. citizenship.

No individual otherwise qualifying to participate in the rental or homeownership program shall be placed on the waiting list, or be allowed the continued occupation of a dwelling under a rental agreement of any kind, if he or she owns, or he or she becomes the sole owner of a dwelling/residence, whether such

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dwelling/residence is located either on or off the Reservation. If an individual currently participating in the rental or homeownership program becomes the sole owner of another dwelling/residence during their occupancy, they shall vacate the rental or homeownership unit within 45 days. The Housing Commission may approve a hardship extension for up to an additional 45 days, or waive the requirement based on the homes distance from the reservation or other extenuating circumstances.

Failure to meet or comply with any of the above criteria is grounds for the Office of Housing to find an applicant ineligible for participation in housing programs.

III. Applications and Determination of Eligibility

A. Application

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

1. Application process

Upon request, the Office of Housing shall provide application forms used to determine eligibility in a housing program. The applicant is responsible for providing all of the requested information and accurately completing the application. The applicant shall certify all information provided is accurate and true. The applicant shall sign release forms which will entitle the Office of Housing to obtain from third-parties verification of the information given in the application. The completed application may be delivered in person or mailed to: Squaxin Island Tribe Office of Housing, 10 S.E. Squaxin Lane, Shelton, WA 98584.

2. Updating Application

The applicant is responsible for making corrections and updating the application on an annual basis. Failure to update an application at least once during any 12 month-period is grounds for placing the application in an inactive file and removing the applicant from any waiting list.

3. Office of Housing File

The Office of Housing shall maintain a file for each family completing an application. Immediately upon receipt, an application shall be date/time stamped, and initialed by the Office of Housing. All information supplied by the applicant, verification of information, and all relevant correspondence with the applicant, shall be contained in the file. All files

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with the annual inspection. The Office of Housing shall notify the tenant of the need to re-certify and set a date/time for the re-certification. The Office of Housing shall provide the necessary forms for the tenant to complete and the tenant shall by certified statement represent and warrant all information given to the Office of Housing is true and accurate. Tenants, and all other income producing occupants of the residence, shall sign releases/consent forms entitling the Office of Housing to verify/obtain from third-parties any and all information requested, including but not limited to information concerning income.

C. Adjustments to Rent Payments

Within five days of the completed re-certification process, the Office of Housing shall advise the tenant in writing of any adjustment in the required monthly rent, said adjustment effective the first day of the month immediately following the month in which the written notice is given tenant.

D. ~~Changes in Income or Household Composition~~

Deleted: Voluntary Re-certification

~~At any any time when a the family income or family composition changes during occupancy, the tenant is to notify the Office of Housing within thirty (30) days of the change so that the rents may be recalculated, if necessary.~~

Deleted: The tenant may voluntarily request a re-certification of income if they feel that circumstances have occurred which would affect the monthly-required rent. The Office of Housing will process these requests on a first-come, first-served basis.¶

E. Failure to Provide Information

~~If a tenant in a Lease or a Lease with Option to Purchase Agreement fails to provide updated information in a timely manner, the Office of Housing shall increase the rent to the Federal Fair Market Rent of the area as published in the Federal Register. A tenant in a MHO agreement will be charged the max rent for the project the home is located within.~~

Deleted: maximum amount allowed under the provisions of NAHASDA.

F. Other Required Information

The tenant may be required to submit additional information at re-certification, if the Office of Housing deems it necessary to complete the family's records or to assist in determining income and rent. Information which may be required includes but is not limited to social security cards (numbers) for new family members/occupants, divorce decrees, and receipts for various expenses.

Deleted: F. . Option to Pay Maximum Rent¶
¶ A tenant may elect to pay the maximum rent in lieu of providing income verification information.

G. Special Re-certifications

If it is impossible to determine a family's actual income due to unstable conditions such as fluctuating or sporadic employment and income, the Office of