

Yurok Indian Housing Authority
Application Information and Instructions

Yurok Indian Housing Authority-Board of Commissioners

Rose Sylvia-East District-
Susie Long -Orick District
Lanee Borden -South District
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Walt Lara Jr.-Council Member Liaison

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Bonnie Green-Council Member Liaison Alternate

The Yurok Indian Housing Authority (YIHA), as established by Ordinance of the Yurok Tribal Council, is an entity that is authorized to engage in the development and operation of low income housing (low rent and homeownership homes) in Humboldt and Del Norte Counties. To be eligible for selection for assistance from the Yurok Indian Housing Authority you must submit a “completed” application, and be within the income guidelines of the YIHA as established by the Department of Housing and Urban Development (HUD) and approved by the Yurok Indian Housing Authority Board of Commissioners.

Completed Application:

An application will be considered complete only when **all** of the following information is received:

1. A completed Yurok Indian Housing Authority housing application. The applicant and the spouse/domestic partner must sign* the application.
2. A *Release of Information* form signed* by each household member age 18 and over.
3. Verification of **all** earned and unearned income of each household member age 18 and over. It is the responsibility of the applicant to provide this information.
4. Tribal verification of the applicant. (Please provide a copy of your tribal ID card or verification from your tribal organization)
5. Copies of Social Security Cards for everyone in household.

ADDITIONAL STUDENT RENTAL PROGRAM DOCUMENTATION NEEDED CHECKLIST

6. Verification of full-time enrollment in an accredited learning institution.
7. Verification of landlord and rental amounts (lease or rental agreement) or student room/board (documentation from school)
8. Verification of all student financial assistance for the school year that can be applied to housing. Amounts specified for tuition, books and food are not included. Student loans are exempt.
9. Copy of most current transcript (if applicable).

10. Federal Income Tax Return for the most recent tax year.

ADDITIONAL EMERGENCY ASSISTANCE DOCUMENTATION NEEDED CHECKLIST

11. Yurok Tribe Social Services Emergency Services Application.

12. Verification of Need (fire report, natural disaster report or verification of disability).

* ALL SIGNATURES MUST BE SIGNED IN INK

Incomplete Application:

An application will be considered incomplete and ineligible for services if any of the information requested above has not been received. YIHA staff will provide a written request for the information needed, and you will have 14 days from the date of the letter to respond.

Inactive Application:

If you do not respond to the previous written request for information within the timeframe allowed, you will receive an Inactive Application Notice. This notice will restate the information requested and not received. You will have 14 days to respond, at which if no reply is made your application will be considered Inactive and you will no longer receive any correspondence from the Yurok Indian Housing Authority and will be considered ineligible for services. Your application can be re-activated at any time that you provide the information requested.

Address Changes:

It is the applicant's responsibility to notify the Yurok Indian Housing Authority of any address change. Address changes must be in writing, and an Address Change Form can be obtained from the YIHA office in Klamath, CA. You may also request one be mailed to you.

Information Update:

Any time the information listed on your application changes, please contact the Housing Authority to report these changes. The Housing Authority will contact applicants on a periodic basis to update information, but it is important to change the information immediately since it may be pertinent to your qualification.

INSTRUCTIONS

Please answer all questions. Any questions not answered may cause your application to be incomplete.

Type of Housing Requested:

Please check the type of housing you are requesting. **Only one box may be checked.**

Part A-Applicant Information:

This section is information about you and your spouse or domestic partner. If a domestic partner is listed, it should be a person that you will be or have been in a long-standing relationship. The applicant must provide a copy of their tribal ID card or tribal verification from their tribal organization. A *Release of Information* form is required of all household members age 18 and over. Copies of Social Security Cards are required for each family member.

Part B-Family Information:

List all persons, excluding you and your spouse/domestic partner, who will be living in the household on a permanent basis. It is important that all information is listed for each household member. You may also list any family members who are in the armed services or who are students away at college. A *Release of Information* form is required of all household members age 18 and over. Copies of Social Security cards are required for each family member.

Part C-Income Information:

List all earned and unearned income of all household members age 18 and over. Verification of all income listed is required. Verification may be W-2 forms, wage stubs, tax returns, agency printouts, etc. It is the responsibility of the applicant to provide this information. The *Release of Information* is not used to obtain this information, but to verify the information received once an applicant is selected to receive services from the Housing Authority. If applicant 18 or older receives no income they must complete a verification of no income form.

Part D-Asset Information :

List the type and source of any family assets. Provide both the current cash value and the estimated annual income from the asset.

Part E-General Information:

Answer each question with a “yes” or “no” answer. If you answer, “yes” to any of the questions in Part E, explain why you answered yes.

Part F-Current Residence Information:

Please answer each portion of this section. The information requested in this section refers to your current living situation, and may help prioritize your application.

Part G-Repairs Needed:

This section is for Homeowners that are applying for Rehabilitation or Self-Help. This gives YIHA a better idea of what repairs are needed on the applicant’s home.

Part H-Land Information:

If any Household members have access to available land, answer all questions in this section.

Part I-Emergency Information:

Please give a brief explanation of your emergency situation if applicable.

Part J-Applicant Certification:

Please read this certification carefully before you sign and date your application. You and your spouse/domestic partner must sign the application. Please sign in ink.

Part K-All Programs Documentation Needed Checklist:

This section includes a checklist that informs the applicant of all the required documentation to have a completed application.

Part L-Additional Student Rental Program Documentation Needed Checklist:

This section includes a checklist that informs the **student rental assistance applicant** of all the **additional** required documentation to have a completed application.

Part M-Additional Emergency Assistance Documentation Needed Checklist:

This section includes a checklist that informs the **emergency assistance applicant** of all the **additional** required documentation to have a completed application.

Assistance:

The Yurok Indian Housing Authority staff is willing to provide assistance with completing the YIHA Housing Application. If you require assistance to complete your application, please call 1-800-281-4749 or us at (707) 482-1506. You may also visit us at 15540 Hwy. 101 N., Klamath, CA. Our office hours are Monday through Friday, 8:30 a.m. to 5:00 p.m.

You may also contact the Social Services department in the Crescent City office for assistance. You may visit them at 190 Nelson Lane, Crescent City, CA or call (707) 464-7601 or toll-free at 1-866-710-7877.

YUROK INDIAN HOUSING AUTHORITY PROGRAM OPERATIONS DEPARTMENT PROGRAMS OFFERED

Rehabilitation Programs

- **Elder Housing Rehabilitation**
Endeavor to assist members 62 years and older with grants to rehabilitate or replace those houses that need assistance.
- **Non-Elder Housing Rehabilitation:**
Assist tribal members with grants to rehabilitate or replace those housing units that need this assistance.
- **Elder Self-Help Housing Assistance:**
Purpose is to provide, in the form of a grant, for technical assistance and materials to eligible tribal members age 62 and over who want to perform renovation, rehabilitation, and/or new construction of their primary residence.

- Non-Elder Self-Help Housing Assistance:
Purpose is to provide, in the form of a loan, for technical assistance and materials to eligible Tribal members, age 61 and younger, that want to perform renovation, rehabilitation and/or new construction of their primary residence.

Rental Programs

- Low Rent:
This program provides rental units, with rent based on income, for the benefit and well being of our communities and residents.
- Student Rental Assistance:
Purpose is to allow tribal members the choices and opportunities that would not be available without housing assistance while attending school.

Emergency Assistance Program

- Emergency Assistance:
Provides assistance for medical emergencies, or when damage occurs to tribal members' homes due to a fire or natural disaster, and results in the displacement of the tribal member.

Home Ownership Programs

- Mutual Help Home Ownership:
Gives lower income tribal members the opportunity to achieve home ownership, in return the homebuyer shall make a contribution to the project, make monthly payments based on income, to provide maintenance, and to satisfy all other program requirements. Please refer to YIHA Addendum A: Income Limits and D, C & E's shown below.
- Down Payment Assistance:
The purpose of this program is to provide low-income tribal members expanded opportunities for home ownership by giving a 20% down payment plus closing costs up to \$5,000.00. After approval and completion of the Home Buyer Education Program, YIHA staff shall refer applicants to approved lenders. These lenders shall work directly with the applicant and YIHA to determine the purchase price range of a home for which the applicant qualifies. The applicant then shall be responsible for searching and selecting a home to purchase or build within the given price range. Please refer to YIHA Addendum A: Income Limits shown below.

YIHA Addendum A: Income Limits

The Low Income is based on the income limits for the United States FY2001

YIHA Addendum A: Income Limits

The Low Income is based on the income limits for the United States FY2001

	Program	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
50%	Very Low	\$19000	\$21,750	\$24,450	\$27,200	\$29,350	\$31,525	\$33,700	\$35,900
80%	Low Income	\$30,450	\$34,800	\$39,150	\$43,500	\$47,000	\$50,500	\$53,950	\$57,450
100%	Income Limit	\$38,050	\$43,500	\$48,950	\$54,400	\$58,750	\$63,100	\$67,450	\$71,800

November 2001 Total Construction Costs

State Tribal Area	<u>1 Bdrm</u>	<u>2 Bdrm</u>	<u>3 Bdrm</u>	<u>4 Bdrm</u>	<u>5 Bdrm</u>
CA Yurok Tribe	\$156,289	\$165,343	\$193,409	\$222,291	\$240,832

To obtain further information or applications for any of these programs, please contact the Yurok Indian Housing Authority at P.O. Box 98, Klamath, CA 95548, or by phone at 707-482-1506 – Toll-free at 1-800-281-4749, Fax-707-482-3117, and e-mail- yiha@northcoast.com

Visit our website at www.northerncalifornia.net/YIHA

Return your completed application to:

**Yurok Indian Housing Authority
PO Box 98
Klamath, CA 95548**