

The Department of Community Housing Public Rental Housing Program



The Department of Community Housing (DCH) has revised the **GRIC** Admissions and Occupancy Policy (A&O) to better serve the Low-income Gila River Indian Community members. With the revised A&O policy in place, this allows the DCH to accept Low Rental Housing Applications on a daily basis; applications are available for distribution.

To qualify: (All information must be no more than 90 days old):

Completed applications are required to have the following documents upon submission to the Department. It is the applicant's responsibility for obtaining all supporting documentation and must be available at time of submission.

The required documents include the following:

- MUST be 18 years of age on the date of application when submitted.
- State Identification for all members 18 years of age and older
- Current CDIB (Certified Degree of Indian Blood) for <u>all</u> members of the Household
- Social Security Cards for <u>all</u> members
- Birth Certificates for <u>all</u> members under 18 years of age. (Exceptions for newborns; will accept crib card/bracelet or immunization record until birth certificate is received)
- Proof of Marriage License
- Any form of Legal Identification
- Proof of Guardianship, Power of Attorney and/or other legal documents establishing custody arrangements for children placed in the applicant's home
- Signed "Consent to Release" form by all members 18 years and older
- Income Verification (<u>All members of Household</u>) Current Check Stub(s) for Employment <u>Award Letter for</u>: SSI, SSA-Retirement, Survivors, Child Support,

Application may be turned in at the following DCH locations:

DCH Main Office – Sacaton, 136 South Main Street Sacaton, Arizona 8 am – 5 pm (M-F) DCH Westend Office – Komatke, 119 Tashquinth Drive Laveen, Arizona 9 am -3:30 pm (M-F)

Family Households are ELIGIBLE at the 80% of (HUD) Area Median Income Level (AMI):

			Income Lin	nits Are Subject	to Change			
FY - 2020	United States Median Family Income Limits under the NAHASDA Act of 1996							
HH Size	1	2	3	4	5	6	7	8
80%	\$43,960	\$50,240	\$56,520	\$62,800	\$67,824	\$72,848	\$77,872	\$82,896

For questions or for more information please contact , Housing Intake Specialist (520) 562-3904 E-mail:



GILA RIVER INDIAN COMMUNITY DEPARTMENT OF COMMUNITY HOUSING



Low Rent Housing: Check-Off List

Name:

Submission Date:

Time:

	Recvd	Pending	Description
1			Application
2			Applicant/Resident Certification
3			Consent to Release Form (All Household Members over 18-yrs)
4			ID's for all 18 yrs. & Over
5			Birth Certificate / Guardianship Letter (17yrs and under)
6			Social Security Cards (For All House Hold Members)
7			Current CDIB for all members of the Household
8			Proof of Marriage License
9			Proof of Guardianship, Power of Attorney
10			Pay-Stub (past 30-days)
11			Per Cap Form or Ledger
12			Verification of Income Form
13			Unemployment Form (If Applicable)
14			DES/TSS Verification (If Applicable)

Must be filled out by each adult listed on the application. (If more than one adult you will need to make copies)

Comments:

Office Use Only:

1	Work Sheet (Excel)
2	Per Capita Verification
3	Income Verification
4	DES Verification
5	Tribal Social Services Verification

Submit Date	Initial	Complete Date	Initial

Submit Date	Initial	Complete Date	Initial

6	Denied
7	Approved
8	Letter to Tenant

GILA RIVER INDIAN COMMUNITY

DEPARTMENT OF COMMUNITY HOUSING

APPLICATION FOR HOUSING ASSISTANCE LOW RENT

N/ M/	AME AILING ADDRESS:		DATE:		TIN	1E: I	BDRM SIZE:
		E: K:					
if Ye	es, When:	UD Assistant Home u Whe	re:				(es No
Reas	on for Leaving: <u>Family Composition</u> Persons who will r						
	Family Members	Relation	Birth Date	Age	Sex	S.S.N.	Enrollment No.
1		Н.О.Н.					
2							
3							
4							
5							
6							
7							
8							
9							

Anticipated Change in Family Composition:

Source of Family Income 2.

10

Family Member	Name of Business	Business Address	Estimated Yearly Income or Hourly Rate

Total Yearly Family Income......\$

	Without Housing? YES NO Explain:
•	Directions to Present Residence:
	Disabled/Handicapped/Veteran:
•	Disabled/Handicapped/ veterall.
٩.	Member Disabled:
3.	Member Handicapped:
С.	Member In Military Service:

I understand that this is not a contract and does not bind either party. The above information is full, true and complete to the best of my knowledge. I have no objections to inquires being made for the purpose of verifying the statements herein.

Name of Applicant(s):	Date:
· · · · · · · · · · · · · · · · · · ·	Date:
Interviewed by:	Date:
Title:	

Fo	r Office Use Only	
Veteran:	Tribal Member:	
Steady Income:	Overcrowded:	
Good Credit History:	Police Officer:	
Married Couple:		
Eligible: Ineligible:	Total Points:	



GRIC - DEPARTMENT OF COMMUNITY HOUSING P.O. Box 528, 136 South Main Street Sacaton, Arizona 85147-0528



Phone: (520) 562-3904 Fax (520) 562-3927

APPLICANT/RESIDENT CERTIFICATION

I/We certify that the information given to the D.O.C.H. on household composition, income, net family, assets, citizenship status, allowances and deductions or any other information submitted 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 of housing assistance and termination of tenancy.

SIGNATURE OF HEAD OF HOUSEHOLD

DATE

SIGNATURE OF SPOUSE

DATE

If you believe you have been discriminated against, you may call the Fair Housing and Equal Opportunity National Toll-Free Hot Line at 800-424-8590. (Within Washington, D.C. Metropolitan area, call 426-3500).

*After verification by this Housing Agency, the information will be submitted to the Department of Housing and Urban Development on Form HUD-50058 (Resident Data Summary), a computer-generated facsimile of the form or on a magnetic tape.



GRIC - DEPARTMENT OF COMMUNITY HOUSING

P.O. Box 528, 136 South Main Street Sacaton, Arizona 85147-0528



Law Enforcement Agencies

Utility Companies

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Medical and Child Care Providers

Support and Alimony Providers

Phone: (520) 562-3904 Fax (520) 562-3927

CONSENT: I authorize and direct any Federal, State, or local agency, organization, business, or individual to release to GRIC- DEPARTMENT OF COMMUNITY HOUSING any information or materials needed to complete and verify my application for participation, and/or to maintain my continued assistance under the Section 8, Rental Rehabilitation, Low-Income Public and Indian Housing, and/or other housing assistance programs. I understand and agree that this authorization or the information obtained with its use may be given to and used by the Department of Housing and Urban Development (HUD) in administering and enforcing program rules and policies.

INFORMATION COVERED: I understand that, depending on program policies and requirements, previous or current information regarding me or my household may be needed. Verifications and inquiries that may be requested include but are not limited to:

Identity & Marital Status; Employment, Income, and Assets; Residences and Rental Activity; Medical or Child Care Allowances and Credit and Criminal Activity

I understand that this authorization cannot be used to obtain any information about me that is **not** relevant to my eligibility for and continued participation in a housing assistance program.

GROUPS OR INDIVIDUALS THAT MAY BE ASKED: to release the above information (depending on program requirements) include, but are not limited to:

Previous Landlords

- Courts and Post Offices State Unemployment Agencies
- Past and Present Employers
- Veterans Administration
- Public Housing Agencies
- . Schools and Colleges
- Welfare Agencies **Retirement Systems**
- Social Security Administration .
 - Credit providers and Credit Bureaus

Banks and other Financial Institutions

CONDITIONS: I agree that a photocopy of this authorization may be used for the purposes stated above. This

authorization will stay in affect for a year and one month from the date signed.

PRIVACY ACT NOTICE

Authority: The GRIC Department of Community Housing (DCH) is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et. seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), and by the Fair Housing Act (42 U.S.C. 3601-19). The Housing and Community Development Act of 1987 (42 U.S.C. 3543) requires applicants and participants to submit the Social Security Number of each household member who is six years old or older.

Purpose: Your information is being collected by the GRIC Department of Community Housing (DCH) to determine your eligibility and to adequately determine the number of bedrooms needed based on your household composition and size.

Other Uses: To protect the Tribal Government's financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of the Department of Community Housing (DCH), except as permitted or required by law.

Penalty: Applicants must provide all of the information requested by the Department of Community Housing (DCH), including all Social Security Numbers for you and all household members (ages six years and older). Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL IN	FORMATION SUPPLIED IS ACCURATE AND COMPLETE ON	MY PREVIOUS RESIDENCY AND CURRENT			
HOUSEHOLD COMPOSITION.					
Signature – Head of Household	Printed Name	Date			
Signature – Co-Head	Printed Name	Date			
Signature – Other Adult	Printed Name	Date			
Signature – Other Adult	Printed Name	Date			
Signature – Other Adult	Printed Name	Date			



Arizona Department of Economic Security Unemployment Insurance Program P. O. Box 29225 #5895 Phoenix, AZ 85038-9225

Verification of Unemployment Income (please return completed form to address below)				
Name:	SSN:	DOB:		

The individual named above is an applicant/tenant for housing assistance that is subsidized through the U.S. Department of Housing and Urban Development. Federal regulations require that in order for the household to be eligible, we must verify the household's income, expenses and other information using third party written verifications. The information you provide will be used only for the purpose of determining the household's eligibility for the program and will be held in strict confidence. We are required to complete our verification process in a short time period and would appreciate your prompt response to this request for information.

I, the undersigned, do hereby authorize the release of the information requested to Gila River Department of Community Housing.

Applicant / Tenant Signature: (or see signed Authorization for the	Release of Ir	nformation)			
PLEASE PROVIDE THE FOLLOWING	INFORMATIC	N:			
Unemployment Income					
Unemployment Award Amount:	\$	Per:	Week / Month	(Circle one)	
Beginning Date of Payments:		Ending D	ate of Payments:		
Is client eligible for an extension of	benefits?	Yes	No		
Date applicant/tenant first received	benefits:				
A print out may be attached.					
Comments:					
Date: Title:				2 <u>-</u> 2	
Signature:			_		

Warning! Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

GILA	A RIVER INDIAN COMMUNITY Department of Community Housing HOUSING SERVICES – Verification of Employment	And A Company of Compa
CURRENT EMPLOYER:	NAME:	

ADDRESS:

EMPLOYERS NUMBER:

The individual named above is an applicant for housing assistance that is subsidized through the U.S. Department of Housing and Urban Development. The person identified above has informed us that he/she has within the past 12 months been employed by your firm. Federal regulations require that in order for the household to be eligible, we must verify the household's income, expenses and other information using third party written verifications. The information you provide will be used only for the purpose of determining the household's eligibility for the program and will be held in strict confidence. We are required to complete our verification process in a short time period and would appreciate your prompt response to this request for information.

	ation			Department	of Commun	ity Housing	9
plicant Signature	Date			Housing Service	25	Date	- 1
#			E BELOW T	HE LINE-			
EASE PROVIDE THE FOI	LOWING INFORM	AATION:					
Date Hired:		Occupation /]	Position:				
Current Pay Rate: \$	Per:	□Hour / □ D	ay / 🛛 Week	/ 🗆 Month	Effective D	ate:	
Overtime Pay Rate:	Per:	Hour / D D	ay / 🛛 Week	/ 🛛 Month			
	HE NUMBER OF				VELVE (12)	MONTHS:	
-Ave	rage Hours:-			-0v	ertime Hou	rs:-	
Per Day:	Per Week:		Per Day		Per W	eek:	
		-Yea	r to Date:-				
Reg Pay:	Overtime:		Tips:		_ Deposit T	`ips:	
Is Employee on one of the Please check the ones that are ap		ypes? Is the E	mployee eligit	ole for compens	ation? Yes [∃ No □	
Leave of Absence		\Box Yes \Box N		Short Term Disa		□ Yes	🗆 No
Family Medical L				Long Term Disa			□ No
And and a second se	d/or Sick Leave:		lo	Approved Dona	ted Leave:	□ Yes	🗆 No
If you answered yes, pleas Last Day Worked:			eceived:				
When is Employee anticipa							
When is Employee anticipa Comments:							
Comments:			Signati	ıre:			2 22





I, ______am currently <u>unemployed</u> at this time. I understand that if I become <u>employed</u> or <u>start receiving</u> <u>unemployment income</u>, I will contact Housing Services within (10) business days. I understand that failure to do so will result in removal of my application.

Applicant Signature

Date

Housing Services

Date

Office Hours, Monday-Friday, 8:00 a.m. – 5:00 p.m. Main Office PO BOX 528 * Sacaton, AZ 85247 * (520) 562-3904 * Fax (520) 562-3927 * Maintenance Warehouse & Construction Office * (520) 796-4550 * Fax (520) 796-4551 * West End Office *(520) 796-4555 * Fax (520) 796-4556 *



AUTHORIZATION TO RELEASE INFORMATION

I, Indian Community Service C showing that I have or have no			nation on my behalf
1/31/	4/30/	7/31/	10/31/
My Per Capita Office inform	nation is:		
Gila River ID#:			
Signature of Release:		anna ann an Stain an Stain ann an Stain an Stain ann an Sta Stain an Stain ann an Stain ann an Stain an Stain ann an St	
Contact Phone #: (To be used only	if more information is re	equired)	
District Service Center or He	ousing Use Only		
Received by:		Date:	
Completed by:		Date:	
Per Capita Office Use Only			
Received (stamp here):			
Verified as follows:			
Did Did not receive 1/3	1/ pay-out	Did Did not rece	eive 4/30/ pay-out
Did Did not receive 7/3	1/ pay-out	Did Did not rece	eive 10/31/ pay-out
PCO Verifier:	(Sign	a & Date)	





Department of Community Housing P.O Box 528 Sacaton AZ, 85147 Fax #: 520-562-3927

RE: Verification of Disability (please return completed form to above address)

Name:

_____SSN: ____ DOB: ____

Date:

The individual named above is an applicant/tenant for housing assistance that is subsidized through the U.S. Department of Housing and Urban Development. Federal regulations require that in order for the household to be eligible, we must verify the household's income, expenses and other information using third party written verifications. The information you provide will be used only for the purpose of determining the household's eligibility for the program and will be held in strict confidence. We are required to complete our verification process in a short time period and would appreciate your prompt response to this request for information.

I, the undersigned, do hereby authorize the release of the information requested to .

Applicant / Tenant Signature: ______ (or see signed Authorization for the Release of Information)

PLEASE VERIFY THE CLAIMED DISABILITY BY THE ABOVE NAMED APPLICANT/PARTICIPANT

For purposes of this verification, the definition of disabled is:

any Department or Agency of the United States as to any matter within its jurisdiction.

A person who-- (a) Has a disability as defined in section 223 of the Social Security Act (42 U.S.C. 423); or (b) Is determined to have a physical, mental or emotional impairment that is expected to be of longcontinued and indefinite duration, substantially impedes his or her ability to live independently, and is of a nature that such ability could be improved by more suitable housing conditions; or (c) Has a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(5)). The term "person with disabilities" does not exclude persons who have the disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome (HIV).

	Color News	
Evaluator/Diagno	ostician Name:	
Date:	Title:	Phone:
Signature:		

For Office use only: Initial Annual Interim Occupancy Specialist

GILA RIVER INDIAN COMMUNITY Department of Community Housing 136 South Main Street P O Box 528 Sacaton, AZ 85147	FAA-1442A FORFF (12-13 ARIZONA DEPARTMENT OF ECONOMIC SECURITY Family Assistance Administration (Administración de Asistencia para Familias) AUTHORITY TO RELEASE CASE INFORMATION /AUTORIDAD PARA DIVULGAR INFORMACIÓN DEL CASO		
	REQUESTOR'S NAME (Last, First, M.I.) / NOMBRE (apellido, n		
	PHONE NO. / TELEFONO (520)562-3904	FAX NO. / NUM. DE FAX (520)562-3927	

The person whose name and signature appear below has requested your cooperation in releasing the following information. Please complete and return this form within **3 business days** by fax or email.

La persona cuyo nombre y firma aparecen abajo ha solicitado su cooperación para divulgar la información que sigue. Por favor llene y devuelve por fax o por correo, este formulario dentro de los 3 días.

AUTHORIZATION TO RELEASE INFORMATION / AUTORIZACIÓN PARA DAR INFORMACIÓN

I hereby authorize and consent to the release of any and all information requested below concerning myself and my household's members to the requesting party above. The confidentiality of the information furnished will be preserved except where disclosure of this information is required by applicable law.

Por la presente, autorizo y consiento en que se divulga al Department of Economic Security (Departamento de Seguridad Económica de Arizona) toda y cualquier información que se solicita a continuación acerca de mí o de los miembros de mi hogar. Se mantendrá el carácter confidencial de la información provista, excepto cuando alguna ley pertinente requiera que se haga pública.

PARTICIPANT'S INFORMATION		PARTICIP	ANT'S INFORMATION	
NAME (Last, First, M.I.) / NOMBRE (appelido, nombre, S.I.) SOC.SEC.NO or DATE OF BIRTH (DOB) / NÚM.DE SEG. O FECHA DE NACIMIENTO		NAME (Last, First, M.I.) / NOMBRE (appelido, nombre, S.I.) SOC.SEC.NO or DATE OF BIRTH (DOB) / NÚM.DE SEG. O FECHA DE NACIMIENTO		
MAILING ADDRESS (No. Street,	City, State, Zip)	MAILING ADDRESS (No. Street,	City, State, Zip)	
AZTECS NO. / NUM.DE AZTEC	DATE OF REQUEST / FECHA DE SOLICITUD	AZTECS NO. / NUM.DE AZTECS	DATE OF REQUEST / FECHA DE SOLICITUD	
SIGNATURE / FIRMA		SIGNATURE / FIRMA		

		OT WRITE BELOW TH SCRIBE <i>DEBAJO DE</i>	
BENEFIT TYPE		MONTHLY AMOUNT	EXPIRATION / RENEWAL DATE
Cash Assistance (CA)	□ NA	\$	
BENEFIT TYPE		MONTHLY AMOUNT	EXPIRATION / RENEWAL DATE
Nutrition Assistance (NA)	NA	S	

ADDITIONAL COMMENTS

I certify that the information provided is con	rrect to the best of my knowledge.		-
NAME OF DES PERSON PROVIDING INFORMATION	SIGNATURE OF DES PERSON PROVIDING INFORMATION	DATE	-
TITLE	PHONE NO.		_



GILA RIVER INDIAN COMMUNITY Sacaton, Arizona 85147

Enrollment/Census Department Post Office Box 97 Phone: (520) 562-9790 Fax: (520) 562-8103

Authorization to Release Information Form

Requestor's Name:	GRID# or D	OB:		
Address: Phone:				
I give authorization to the Enrollment/Census Departmer	t to release requested doc	uments for:		
Self Minor Child GR	IC Member whom I have leg	al guardianship of		
NAME	Date of Birth	GRID#		
Please release the following:				
	ne & Fish Wildlife 🛛 Fi	amily Tree		
	terms and the second	ent by U.S. Mail)		
Delivery N	lethod			
Hold for Pick-Up				
	*Original will be mailed to re	equestor unless otherwise indicated		
	f Community Housing			
Name:				
Address: P.O Box 528 City, State, Zip: Sacaton Az, 85147		562-3927		
City, State, Zip: Sacaton AZ, 85147	Deadline Da	(If Applicable)		
Requestor's Signature:	Date:			
Notarization required if submitte	d by mail, fax, or a third pa	rty		
State of:)				
County of:				
Subscribed and sworn or affirmed and acknowledged before me		, 20		
(seal) MY	COMMISION EXPIRES:			
(sear)				
NOTARY PUBLIC Enrollment Depart	ment lice Only			
Received By:	Date			
Completed By/Notes:	Date			
		Revised:03/04/2019		