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**Emergency Transitional Shelter Policy**

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**SECTION I. PURPOSE**

1. This Emergency Transitional Shelter (“ETS”) Policy (“Policy”) shall govern the Burns Paiute Housing Departments(“BPHD”) Emergency Transitional Shelter (“ETS”) Facilities and the expenditure and management of the By and For Initiative, Native American Tribes of Oregon (“Program Funds”) received from the State of Oregon Housing and Community Services (“OHCS”).
2. Homelessness and housing instability pose an immediate and imminent threat to the health, safety, and well-being of Tribal families and individuals. The purpose of the ETS Facilities is to assist Burns Paiute Tribal members, located within Harney County, Oregon, that are homeless, at risk of homelessness, or currently experiencing housing instability a safe, private, and secure environment while searching for permanent housing. Through an array of on and off-site supportive services and community engagement, residents are empowered to build stability and self-sufficiency, while bridging from homelessness, risk of homelessness, or housing instability to permanent housing.
3. Notwithstanding any provision set forth in any other BPHD Policy, receipt of assistance from the ETS Facilities established under this Policy shall not make the Recipient or Recipient family eligible or ineligible for assistance under any other BPHD policy or program.
4. Nothing in this Policy shall be construed to invalidate any otherwise legitimate grounds for eviction.
5. Assistance to be provided from the ETS Facilities is subject to availability of funds from the Homelessness Prevention Assistance (HPA) Program. No applicant or household determined to be eligible is entitled to or has a property right to receive assistance from the ETS Facilities. When funding for the HPA Program is fully expended, the ETS facilities may be suspended or terminated. BPHD may terminate these facilities at any time.
6. This Policy is based on, and the ETS Facilities will be carried out, in reliance upon guidance from the State of Oregon Housing and Community Services agency. This Policy and the administration of the ETS facilities will be subject to change if and when additional guidance is provided.
7. Each ETS Facility will be owned by BPHD. The ETS Facilities will be operated by BPHD staff. The BPHD staff will be responsible for the day-to-day operations. The BPHD staff will help lead and direct Recipient to required programs and services that will assist in building stability and self-sufficiency for each Recipient.

**SECTION II. DEFINITIONS**

**General:** The following definitions shall apply to this ETS Policy

1. “**Applicant**” means any person or family who applies for assistance pursuant to these Policies and Procedures.
2. “**BPHD**” mean the Burns Paiute Housing Department
3. “**Eligible Household**” means a household that meets the eligibility requirements provided for in Section IV.
4. **“Facility”** means a place, amenity, or piece of equipment provided for a particular purpose.
5. “**Recipient”** means an individual that receives assistance from a ETS Facility.
6. **“Emergency Transitional Shelter”** means any facility that is primarily intended to provide temporary shelter or lodging without requiring occupants to sign a lease or occupancy agreements, or to pay any rent, fees, or charges.
7. “**Financial Assistance**” means payments provided through the HPA Program Funds to acquire permanent housing or Housing Stability Services.
8. “**Housing** **Stability** **Services**” means case management and other services offered that is intended to help Eligible Households become stably housed and remain stably housed (e.g., eviction prevention and eviction diversion programs; mediation between landlords and tenants; housing counseling; fair housing counseling; housing navigators that help households access or find housing; case management related to housing stability; legal services or attorney’s fees related to eviction proceedings; and specialized services for individuals with disabilities or seniors that supports their ability to access or maintain housing).
9. “**Landlord**” means any individual person, family, or entity who owns or manages a dwelling unit.
10. “**OHCS**” means the State of Oregon Housing and Community Services agency.
11. “**Tribal** **Member**” means an enrolled member of the Burns Paiute Indian Tribe.
12. “**Tribe**” means the Burns Paiute Indian Tribe.
13. **“ETS”** means Emergency Transitional Shelter.
14. **“HPA**” mean Homelessness Prevention Assistance

**SECTION III. PROGRAM OVERVIEW**

1. BPHD shall only use the HPA Program Funds to provide access to ETS Facilities and Housing Stability Services to Eligible Households in accordance with the terms of this Policy.
   1. **Application.** To participate in the ETS Facilities, an Applicant must first submit a complete, written Application to BPHD. This Application must include all information required by BPHD, as described below in Section V.
   2. **Participation**. Prior to Applicant’s approval for participation the ETS Facilities, Applicant must ensure they are eligible for participation and submit an application, requested forms, and supporting documentation providing information on how Applicant is currently homeless, at risk of homelessness, or how they are experiencing housing instability.
   3. **Open Application Period**. To ensure each applicant and household in need has the opportunity to be included in the decision process of receiving assistance from one of the ETS Facilities, there will be an open application period of thirty (30) calendar days.
2. **Term.** Applicant is eligible to receive assistance from the ETS Facilities for a maximum of twelve (12) months, with the exception that the Recipient has not acquired permanent housing.
3. **Disqualification.** There are numerous reasons a Recipient may be temporarily, or permanently, disqualified from receiving assistance from all the ETS Facilities. With the exception of Recipient gaining back their eligibility by completing requirements, if temporarily disqualified, an individual must wait six (6) months before eligible to reapply to receive assistance from any of the ETS Facilities.
   1. Failure to create a Housing Plan.
      1. Within thirty (30) calendar days post Recipients move in to an ETS Facility, Recipient will be required to complete and submit a Housing Plan to BPHD for Recipient to maintain eligibility to receive assistance from any ETS Facility. Requirements for what must be included in the Recipient’s housing plan can be found under “Program Participation” on page thirteen (13) of the ETS Policy.
      2. If thirty (30) calendar days, post Recipients move in to an ETS Facility, a Housing Plan has not been created and submitted to BPHD, a BPHD staff member will remind the Recipient of this requirement.
         1. The reminder will occur at the time of the Recipients first monthly walk through of the ETS Facility. Recipient will be expected to have the Housing Plan completed and submitted to BPHD by the time of the second monthly walk through.
         2. BPHD will require Recipient to sign an acknowledgment form, acknowledging that they were given a reminder and what the consequences will be if they fail to complete the Housing Plan by the time of their next monthly walk through of the ETS Facility.
            1. If the Recipient refuses to sign the acknowledgment form, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be temporarily disqualified from receiving assistance from all ETS Facilities. The Recipient will have thirty (30) calendar days to acquire alternative housing.
         3. If Recipient signs the waiver but the Housing Plan is still incomplete by the time of the second monthly walk through of the ETS Facility, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be temporarily disqualified from receiving assistance from all ETS Facilities. Recipient will have thirty (30) calendar days to acquire alternative housing.
   2. Failure to complete enrollment with an accredited wraparound care facility, located within our service area, of Harney County.
      1. Within thirty (30) calendar days post Recipients move in to an ETS Facility, all individuals inhabiting the ETS Facility eighteen (18) years of age and older, will be required to complete enrollment and obtain a personalized supportive care plan with an accredited wrap around care facility, located within our service area of Harney County, and provide verification to BPHD for Recipient to maintain eligibility to receive assistance from any ETS Facility.
      2. If thirty (30) calendar days post Recipients move in to an ETS Facility any required individual has not provided verification, Recipient will be given a reminder.
         1. The reminder will occur at the time of the first monthly walk through of the ETS Facility. Enrollment and Verification must be submitted by the time of their next monthly walk through of the ETS Facility for Recipient to maintain eligibility.
         2. BPHD will require the Recipient to sign an acknowledgment form, acknowledging they were given a reminder and what the consequences will be if any required individual fails to provide verification of enrollment by the time of their next monthly walk through of the ETS Facility.
            1. If the Recipient refuses to sign the acknowledgment form, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be temporarily disqualified from receiving assistance from all ETS Facilities. Recipient will have thirty (30) calendar days to acquire alternative housing.
         3. If Recipient signs the acknowledgement form but proof of enrollment of all required individuals has still not been submitted by the time of the second monthly walk through of the ETS Facility, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be temporarily disqualified from receiving assistance from all ETS Facilities. The Recipient will have thirty (30) calendar days to acquire alternative housing.
   3. Failure to follow through with the personalized supportive care plan.
      1. Each individual inhabiting the ETS Facility eighteen (18) years of age and older will be required to follow through with their personalized supportive care plan, provided from the individuals chosen wraparound care facility located within our service area of Harney County, for Recipient maintain eligibility to receive assistance from any ETS Facility.
      2. To be in compliance with following through with the personalized supportive care plan, individual must have at least an eighty percent (80%) positive attendance rate of suggested care, treatment, or programs. Individual must obtain a signature after any service has been provided as they work to complete their personalized supportive care plan.
         1. BPHD will verify follow through of each individuals personalized supportive care plan by looking at each required individual’s sign off book, provided by BPHD, at every monthly walk through.
      3. If after enrolling any required individual does not follow through with their personalized supportive care plan, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be temporarily disqualified from receiving assistance from all ETS Facilities. Recipient will have thirty (30) calendar days to acquire alternative housing.
         1. If in this thirty (30) calendar day time period Recipient is seeking alternative housing, all required individuals resume their personalized supportive care plan to have an eighty percent (80%) positive attendance rate, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will no longer be temporarily disqualified from receiving assistance from all ETS Facilities.
            1. Recipient will be required to sign an acknowledgement form, acknowledging the consequences if any required individual falls below an eighty percent (80%) positive attendance rate for a second time.

If Recipient refuses to sign the acknowledgement form, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be temporarily disqualified from receiving assistance from all ETS Facilities. Recipient will have thirty (30) calendar days to acquire alternative housing.

* + - 1. If after signing the acknowledgement form, any required individual falls below an eighty percent (80%) positive attendance rate for a second time, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be temporarily disqualified from receiving assistance from all ETS Facilities. Recipient will have thirty (30) calendar days to acquire alternative housing.
  1. Failure to enroll in a supported employment program.
     1. Within thirty (30) calendar days post Recipients move in to an ETS Facility, any individual inhabiting the ETS Facility eighteen (18) years of age and older that is unemployed, and not enrolled in some form of education, will be required to enroll in a supported employment program, located within our service area of Harney County, and provide verification of enrollment to BPHD for Recipient to maintain eligibility to receive assistance from any ETS Facility.
     2. If thirty (30) calendar days post Recipients move in to an ETS Facility any required individual has failed to provided verification of enrollment, the Recipient will be given a reminder.
        1. The reminder to the Recipient will occur at the first monthly walk through of the ETS Facility. Verification of enrollment for all required individuals must be submitted by the time of the next monthly walk through of the ETS Facility.
        2. Recipient will be required to sign an acknowledgement form, acknowledging they have been given a reminder and what the consequences will be if any required individual fails to provide verification of enrollment by the next monthly walk through of the ETS Facility.
           1. If Recipient refuses to sign the acknowledgement form, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be temporarily disqualified from receiving assistance from all the ETS Facilities. Recipient will have thirty (30) calendar days to acquire alternative housing.
        3. If the acknowledgment form is signed but verification of enrollment for all required individuals has not been submitted by the time of the next monthly walk through of the ETS Facility, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be temporarily disqualified from all ETS Facilities. Recipient will have thirty (30) calendar days to acquire alternative housing.
  2. Failure to follow through with the supportive employment program.
     1. Any individual inhabiting the ETS Facility eighteen (18) years of age and older that is unemployed, and not enrolled in some form of education, is required to follow through with the supportive employment program for Recipient to maintain eligibility to receive assistance from any ETS Facility.
     2. To be in compliance with following through with the supportive employment program, individual must have at least an eighty percent (80%) positive attendance rate. Individual must obtain a signature after any service has been provided as they work through the supportive employment program.
        1. BPHD will verify follow through of the supportive employment program by looking at each required individual’s sign off book, provided by BPHD, at every monthly walk through of the ETS Facility.
     3. If after enrolling in the supportive employment program any required individual fails to follow through with the supportive employment program, the Recipient, and anyone inhabiting the ETS Facility 18 years of age and older, will immediately be temporarily disqualified from receiving assistance from all ETS Facilities. Recipient will have 30 calendar days to acquire alternative housing.
        1. If in this thirty (30) calendar day time period the Recipient is seeking alternative housing, each required individual regains an eighty percent (80%) positive attendance rate the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will no longer be temporarily disqualified from receiving assistance from the ETS Facilities.
           1. Recipient will be required to sign an acknowledgement form, acknowledging the consequences if any required individual fails to maintain an eighty percent (80%) positive attendance rate for a second time.

If Recipients refuses to sign the acknowledgement form, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be temporarily disqualified from receiving assistance from all ETS Facilities. Recipient will have thirty (30) calendar days to acquire alternative housing.

* + - 1. If Recipient signs the acknowledgement form but any required individual falls below an eighty percent (80%) positive attendance rate for a second time, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be temporarily disqualified from receiving assistance from all ETS Facilities. Recipient will have thirty (30) calendar days to acquire alternative housing.
  1. Failing to submit monthly verification of employment to BPHD.
     1. All individuals inhabiting the ETS Facility eighteen (18) years of age and older that wish to be exempt from being required to enroll and follow through with Symmetry Care’s Supported Employment Program must provide monthly verification of employment by providing a current paystub to BPHD at the occurrence of every monthly walk through of the ETS Facility.
     2. Monthly employment verification must be current, within the last thirty (30) calendar days, at the time of the monthly walk through of the ETS Facility.
     3. Failure to provide verification for any required individual will result in the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, being immediately temporarily disqualified from receiving assistance from all ETS Facilities. Recipient will have thirty (30) calendar days to acquire alternative housing.
        1. If during this thirty (30) calendar day time period the Recipient is seeking alternative housing, verification of employment is provided for all required individuals, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will no longer be temporarily disqualified from receiving assistance from all ETS Facilities.
           1. The Recipient will be required to sign an acknowledgement form, acknowledging the consequences of any required individual failing to provide verification of income occurs for a second time.

If Recipients refuses to sign the acknowledgement form, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be temporarily disqualified from receiving assistance from all ETS Facilities. Recipient will have thirty (30) calendar days to acquire alternative housing.

* + - 1. If the Recipient signs the acknowledgement form but any required individual fails to provide monthly verification for a second time, the Recipient, and all individuals inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be temporarily disqualified from receiving assistance from all ETS Facilities. Recipient will have thirty (30) calendar days to acquire alternative housing.
  1. Failure to compete financial literacy class.
     1. Within sixty (60) calendar days post Recipient’s move in to an ETS Facility, any individual inhabiting an ETS Facility eighteen (18) years of age and older will be required to complete the financial literacy class provided by BPHD.
     2. If sixty (60) calendar days post Recipients move in to an ETS Facility, the class has not been completed by all required individuals, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be temporarily disqualified from receiving assistance from all ETS Facilities. The Recipient will have thirty (30) calendar days to acquire alternative housing.
        1. If in this thirty (30) calendar day time period the Recipient is seeking alternative housing, all required individuals complete the class, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will no longer be temporarily disqualified from receiving assistance from the ETS Facilities.
  2. Failure to work with a credit repair counselor.
     1. Sixty (60) calendar days post Recipients move in to an ETS Facility, anyone eighteen (18) years of age and older inhabiting the ETS Facility who has a “fair” credit score of six hundred sixty nine (669) or below, will be required to start working with a credit repair counselor, provided by BPHD, for Recipient to maintain eligibility to receive assistance from any ETS Facility.
     2. The credit repair counselor will provide a monthly verification report to BPHD of all individuals they worked with throughout the month.
  3. Failure to comply with the ETS Code of Conduct.
     1. Failure to comply with the Code of Conduct will have a three-tier system laid out below:
        1. First offense will result a warning/reminder;
        2. The second offense will result in the BPHD staff conducting a meeting with the Recipient to discuss what changes can be made to stay in compliance with the Code of Conduct; and
        3. The third offense will result in permanent disqualification for the Recipient, and any individual eighteen (18) years of age and older inhabiting the ETS Facility, to receive assistance from all ETS Facilities.
  4. Failure to comply with the monthly walk through of the ETS Facility.
     1. Every Recipient of an ETS Facility will be required to comply with monthly walk throughs of the ETS Facility. BPHD will provide Recipient with twenty-four (24) hours’ notice prior to the walk through.
     2. If unable to complete the monthly walk through, a BPHD staff member will attempt again twenty-four (24) hours from the first attempt. If the second attempt is failed, a BPHD staff member will attempt a third time, twenty-four (24) hours from the second attempt. If the third at attempt is also a failure, the Recipient and anyone inhabiting the ETS Facility eighteen (18) years of age and older will immediately be temporarily disqualified from receiving assistance from all ETS Facilities. Recipient will have thirty (30) calendar days to acquire alternative housing.
        1. If within this thirty (30) calendar day period the Recipient is seeking alternative housing the Recipient initiates, coordinates, and cooperates with a walk through, the temporary disqualification for the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will be reevaluated with the possibility of two outcomes:
           1. The Facility and the grounds have been maintained and respected. In this case the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will no longer be temporarily disqualified from receiving assistance from the ETS Facilities.

The Recipient will be required to sign an acknowledgment form, acknowledging the consequences of the Recipient not cooperating with a monthly walk through for a second time.

If the Recipient refuses to sign the acknowledgement form, the Recipient, and any individual inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be permanently disqualified from receiving assistance from all ETS Facilities. Recipient will have thirty (30) calendar days to acquire alternative housing.

If the Recipient signs the acknowledgement form but fails to cooperate with the monthly walk through for a second time, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be permanently disqualified from receiving assistance from all ETS Facilities. Recipient will have thirty (30) calendar days to acquire alternative housing.

* + - * 1. The Facility, grounds, or furnishings have been disrespected and damaged. In this case, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be permanently disqualified from receiving assistance from all ETS Facilities. The recipient will have thirty (30) calendar days to acquire alternative housing.
  1. Failure to respect the ETS Facilities- this looks like causing physical harm to the Facility, grounds of the facility, or furnishings of the facility, in such a way as to impair its value, usefulness, or normal function. Failure to respect the ETS Facilities and its grounds or furnishings, causing intentional or careless damage, will not be tolerated.
     1. If at any point during a monthly walk through, intentional, or careless damage to the ETS Facility, its grounds, or its furnishings is discovered, the Recipient will have fourteen (14) calendar days to repair the damage(s) or replace any damaged furnishings.
        1. If recipient fails to complete repairs or provide replacements, fourteen (14) calendar days from the date of the monthly inspection, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be permanently disqualified from receiving assistance from all ETS Facilities. Recipient will have thirty (30) calendar days to acquire alternative housing.
        2. If recipient completes the repairs or provides replacements within fourteen (14) calendar days, recipient will be required to sign an acknowledgment form, acknowledging the consequences if disrespect to the ETS Facility is discovered for a second time.
           1. If the Recipient refuses to sign the acknowledgement form, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be permanently disqualified from receiving assistance from all ETS Facilities. The Recipient will have thirty (30) calendar days to acquire alternative housing.
        3. If after signing the acknowledgement form, intentional or careless damage is discovered for a second time, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be permanently disqualified from receiving assistance from all ETS Facilities.
  2. Reasonable wear and tear is discovered- this looks like damage to the ETS Facility or grounds resulting from ordinary use and exposure over time.
     1. It at any point during a monthly walk through minor damages from reasonable wear and tear are discovered, a BPHD’s staff member will ask the Recipient to coordinate with the BPHD’s maintenance team to have the damage(s) repaired by the next monthly walk through.
        1. If the Recipient fails to have the repairs completed by the next monthly walk through, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be temporarily disqualified from receiving assistance from all ETS Facilities. Recipient will have thirty (30) calendar days to acquire alternative housing.
           1. If repairs are completed during the thirty (30) calendar day time period the Recipient is seeking alternative housing, the Recipient, and any anyone inhabiting the ETS Facility eighteen (18) years of age and older, will no longer be temporarily disqualified from receiving assistance from the ETS Facility.
           2. The Recipient will be required to sign an acknowledgement form, acknowledging the consequences if the Recipient fails to have minor damages repaired for a second time.

If the Recipient refuses to sign the acknowledgement form, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be temporarily disqualified from receiving assistance from all ETS Facilities. Recipient will have thirty (30) calendar days to acquire alternative housing.

* + - 1. If after Recipient signs the acknowledgement form the Recipient fails to have minor damages repaired for a second time, the Recipient, and anyone inhabiting the ETS Facility eighteen (18) years of age and older, will immediately be temporarily disqualified from receiving assistance from all ETS Facilities. Recipient will have thirty (30) calendar days to acquire alternative housing.

1. **Financial Assistance**
   1. **BPHD as the Landlord.** As BPHD will have ownership of the ETS Facilities, there will be no financial obligation from the Recipient while receiving assistance from one the ETS Facilities.
2. **Distribution of Financial Assistance**
   1. For all Financial Assistance, regarding the acquisition of permanent housing or Housing Stability Services, payments will be made directly to the Landlord of the prospective housing, utility company or Housing Stability Services on behalf of the Applicant.
      1. BPHD must make reasonable efforts to obtain the cooperation of prospective Landlords and utility providers to accept payments from the HPA Program to acquire permanent housing for the Applicant. Outreach will be considered complete if:
         1. A request for participation is sent in writing, by certified mail, to the prospective Landlord or utility provider, and the addressee does not respond to the request within seven (7) business days after mailing;
         2. If BPHD has made at least three attempts by phone, text, or email over a five (5) calendar-day period to request the prospective Landlord or utility provider’s participation; or
         3. The prospective landlord or utility provider confirms in writing that they do not wish to participate.
         4. For any of these methods, the final outreach attempt to the prospective Landlord or utility provider must be documented. The cost of the mailing is an eligible administrative cost.
      2. **Exception.** If, after BPHD’s outreach to the prospective Landlord, utility provider or Housing Stability Services, if any said entity does not agree to accept such payment from BPHD, BPHD may make such payments directly to the Applicant for the purpose of making payments to the prospective Landlord or utility provider.
         1. When this scenario occurs Applicants will be required to sign a waiver confirming that the funds given from HPA Program will go directly to specified entity.
   2. For any payments made by BPHD to a Landlord, utility provider or Housing Stability Services provider on behalf of an Applicant, BPHD shall provide documentation of such payments.
3. **Prospective** **Obligations**. BPHD may provide Recipients with an official document specifying the amount of Financial Assistance under the HPA Program that BPHD will pay the Landlord on behalf of the Recipient (such as for a rental/security deposit or rent) if the Landlord and Eligible Household enters into a qualifying lease of at least six (6) months, but preferably twelve (12) months.
4. **Rental Deposits.** The amount of a Rental Deposit should not exceed one month’s rent, except in cases where a higher amount is reasonable and customary in the local housing market, which shall be determined at the discretion of BPHD.
   1. To mitigate risks associated with the misuse of HPA Program funds for Rental Deposits, and to establish more security and stability for the Recipient, BPHD hereby establishes a minimum rental period of six (6) months, but preferably twelve (12) months, before a Recipient is entitled to receive assistance for rental deposits with HPA Funds.
   2. If a Recipient receives assistance with a rental deposit, at the end of the lease, the deposit shall be returned to the BPHD.
   3. The treatment of Rental Deposits is generally subject to applicable law and the rental agreement.
5. **Treatment of Assistance.** Assistance provided to a Recipient from the HPA Program Funds will not be regarded as Income and will not be regarded as a resource for purposes of determining the eligibility of the Recipient or any member of the Eligible Household for benefits or assistance, or the amount or extent of benefits or assistance, under any other BPHD program.

**SECTION IV. ELIGIBILITY**

1. **Eligibility Requirements.** To be eligible to apply for one of the ETS facilities, at the time the Applicant applies, the Applicant must meet the following eligibility requirements:
   1. The Applicant is a Burns Paiute Tribal Member located within Harney County, Oregon.
   2. The Burns Paiute Tribal Member Applicant is homeless- Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
      1. Living in a primary nighttime residence that is a public or private place not designed for human habilitation (including, but not limited to, a car, park, abandoned building, bus or train station, airport or camping ground);
      2. Living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional shelter, and hotels or motels paid for by charitable organizations or by federal, state or local government programs); OR
      3. Exiting an institution where the individual or family has resided for ninety (90) days or less AND who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
   3. The Burns Paiute Tribal Member Applicant is at imminent risk of homelessness- applicant will imminently lost their primary nighttime residence provided that:
      1. The primary nighttime residence will be lost within twenty-one (21) days of the date of application.
      2. No subsequent residence has been identified; AND
      3. The applicant lacks the resources or support networks (e.g., family, friends, faith-based or other social networks) needed to obtain other permanent housing.
   4. The Burns Paiute Tribal Member Applicant is considered homeless under other federal statutes listed below;
      1. Has not had a lease, ownership interest, or occupancy agreement in permanent housing sixty (60) days prior to completing interim housing application;
      2. Has experienced persistent instability as measured by two moves or more during the preceding sixty (60) days; AND
      3. Can be expected to continue in such status for an extended period of time due to special needs or barriers.
   5. The Burns Paiute Tribal Member Applicant is fleeing/attempting to flee domestic violence including but not limited to;
      1. Fleeing or attempting to flee domestic violence;
      2. Has no other safe residence; AND
      3. Lacks the resources or support networks to obtain other permanent housing.
   6. The Burns Paiute Tribal Member Applicant is unstably housed:
      1. Is at risk of losing their housing, and does not otherwise qualify as homeless under the above listed one through four (1-4) categories, provided that:
         1. Applicant has been notified to vacate current residence or otherwise demonstrate high risk of losing current housing; AND
         2. Applicant has been notified to vacate current residence or otherwise demonstrate high risk of losing current housing; AND
      2. That one (1) or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability, which may include:
         1. A past due utility or rent notice or eviction notice;
         2. Unsafe or unhealthy living conditions, including overcrowding, lack of adequate heat, plumbing, or sewer, threat or occurrence of domestic violence, criminal activity including drug-related criminal activity, as evidenced by a written attestation from the Applicant, documentary or photographic evidence, court or police records; or
         3. Any other evidence of such risk, as determined by BPHD, which evidence may include a written attestation from the Applicant, documentary or photographic evidence, court or police records.
2. **Other Eligibility Requirements.** To be eligible to receive assistance from one of the ETS Facilities, applicant will be required to sign the “ETS Requirements Acknowledgment Form” and the “ETS Code of Conduct”. Both forms must be signed and submitted with Applicant’s Application prior to being eligible to receive assistance from any ETS Facility. Please see “Program Participation” for further information regarding requirements.

**SECTION V. APPLICATION PROCESS**

1. **Participation Applications**. To participate in the ETS Facilities, an Applicant must first submit a complete, written Application and forms provided by BPHD. All information required to be on the forms must be completed. If incomplete a BPHD staff member will contact applicant to assist in completion. If Applicant refuses to submit any portion of the application requirements, they will not be eligible to receive assistance from any of the ETS Facilities. Applications for the ETS Facilities must be submitted to BPHD by mailing or dropping off the Applications to the following address:

**Burns Paiute Housing Department**

**100 Pasigo St Burns OR 97720**

**Attn: BPHD IHA Program**

**Or submitting such applications by email to** [**Rebecca.parrish@burnspaiute-nsn.gov**](mailto:Rebecca.parrish@burnspaiute-nsn.gov)

**The application must include the following information:**

1. **Applicant and Household information:**
   1. Full name and date of birth of the applicant and of all members of Applicant’s household;
   2. Applicants contact information;
   3. Applicants address;
   4. Tribal Identification number or certificate of Indian blood;
   5. Social Security number;
   6. Race, ethnicity and gender;
   7. Veteran status;
   8. Disabling conditions; and
   9. Domestic violence victim/survivor
   10. Employment verification- a paystub dating back no further than thirty (30) calendar days from the date of Applicants submittance of application.
2. **Housing** **Instability**. Information and supporting documentation demonstrating that one (1) or more individuals within the household is homeless, at risk of experiencing homelessness or experiencing housing instability.
3. **Release of Information.** A release of information allowing BPHD to obtain and share data necessary for Applicant to participate in receiving assistance from the ETS Facilities and HPA Program Funds.
4. **Acknowledgment Form.** An acknowledgement of recipients understanding of the requirements to maintain eligibility to receive assistance from an ETS Facility.
5. **Code of Conduct.** An outline of the rights and expectations the recipient will have if accepted in to an ETS Facility.
6. BPHD will require Applicant to furnish no more documentation than is reasonably necessary to complete the Application and that may pose a barrier to assistance form the ETS Facilities or HPA Program Funds.
7. **Notification of Change of Eligibility**. Applicants are required to notify BPHD in writing immediately whenever any determining factor of eligibility changes. This includes:
   1. Applicant is no longer homeless, unstably housed, facing a risk of homelessness.
8. **Falsification and Investigation**
   1. If it is discovered that an Applicant has falsified his or her application, or otherwise abused the ETS Facilities, or if a Recipient fails to notify BPHD of changes to the household’s eligibility, the household will be subject to penalties. Penalties will include disqualification for continued assistance from any of the ETS Facilities.
   2. BHDP shall retain the right to conduct a follow-up investigation into any self-attestations submitted or regarding any other documentation, at its own discretion, if it determines that the reliability or accuracy of the information provided is in doubt.
9. **Application Review**
   1. The BPHD staff member receiving the Application shall sign and date the Application when it is received at the BPHD offices.
   2. **Preferences and Priorities**. Applications will be reviewed and processed as they are received. Taking into consideration where an applicant stands with the Eligibility Requirements, following is the order of preferences.
      * 1. First (1st) priority will be given to Burns Paiute Tribal Member Applicants that have at least one minor child that resides in the household.
        2. Second (2nd) will be given to Burns Paiute Tribal Member Applicants who are current victims of domestic violence trying to flee the situation.
        3. Third (3rd) priority will be given to Burns Paiute Tribal Member Applicants that have at least one family member (regardless of whether that member is the head of household) who is elderly (at least fifty-five (55) years of age) and/or disabled.
        4. Fourth (4th) priority will be given to Burns Paiute Tribal Member Applicants that have at least one family member (regardless of whether that member is the head of household) who is a Veteran and was discharged or released from active duty under honorable conditions.
        5. Fifth (5th) priority will be given to all other Burns Paiute Tribal Member Eligible Applicants.
   3. **Approval of Application**. BPHD will notify Applicants, using their preferred method of contact, within fourteen (14) business days of the closing date of the open application period. BPHD’s will then disclose their decision of whether the Applicant has been approved or denied for assistance from one of the ETS Facilities.
   4. **Denial of Application.** If upon initial review, BPHD determines that the Applicant is not eligible or the request is outside of this Policy, or there are no longer any HPA Program Funds available, BPHD will notify the Applicant, using Applicant’s preferred method of contact, of this determination, the applicable policies which support the determination, and the process of appeal (if allowed).
      * 1. **Process of Appeal**. Any Applicant who is dissatisfied with a decision of BPHD concerning eligibility or assistance can appeal that decision under the regular BPHD appeal procedures for denial of services.
        2. **No Appeal.** If the reason for the denial of the Application is that there are no longer any HPA Program Funds remaining or there are no ETS Facility units available for assistance, such denial is not subject to appeal.
   5. **Notice of Preference.** BPHD will publicly post a description of BPHD’s prioritization methods at its administrative office.

**SECTION VI. PROGRAM PARTICIPATION**

1. **Submission of Documentation**
   1. Prior to an Applicant’s approval for assistance from one of the ETS Facilities, they must submit information and documentation about how they are currently homeless, at risk of becoming homeless or experiencing housing instability.
      1. Applicants must submit the above information and documentation at the time of submission of application.
   2. Prior to an Applicant’s approval for assistance from one of the ETS Facilities, they must submit a signed copy of the ETS’s Code of Conduct. Anyone eighteen (18) years of age or older that will potentially be inhabiting an ETS Facility must sign the Code of Conduct.
      1. Applicants must submit the above document at the time of submission of application.
   3. Prior to an Applicant’s approval for assistance from one of the ETS Facilities, they must submit a signed copy of the ETS Requirements Acknowledgment Form. Anyone eighteen (18) years of age or older that will potentially be inhabiting an ETS Facility must sign the ETS Requirements Acknowledgment Form.
      1. Applicants must submit the above document at the time of submission of application.
   4. Prior to an Applicant’s approval for assistance from one of the ETS Facilities, they must submit a signed Release of Information. Anyone eighteen (18) years of age or older that will potentially be inhabiting an ETS Facility must sign the Release of Information.
      1. Applicants must submit the above document at the time of submission of application.
   5. When recipient of one of the ETS Facilities finds permanent housing that requires financial assistance from the HPA Funds to acquire the rental, Applicant must provide the following information.
      1. A copy of the lease agreement
      2. If not already in the lease agreement Applicant must provide documentation stating what is monetarily required to move in.
   6. **Utility costs**. If an applicant is needing assistance with utility costs upon moving into permanent housing, applicant must provide the name and current address of utility providers to whom payment must be made.
2. **Eligibility Requirements.** There are various requirements to maintain Recipient Eligibility that are either required by solely the applicant, or in many cases required also by those inhabiting the ETS Facility eighteen (18) years of age and older. All verification for required individuals must be submitted to BPHD by mailing or dropping off the Applications to the following address:

**Burns Paiute Housing Department**

**100 Pasigo St Burns OR 97720**

**Attn: BPHD ETS Facility**

**Or submitting such applications by email to** [**Rebecca.parrish@burnspaiute-nsn.gov**](mailto:Rebecca.parrish@burnspaiute-nsn.gov)

**The application must include the following information:**

* 1. **Creating a Housing Plan.** Applicants who are Recipients of one of the ETS Facilities will be required to work with BPHD’s Staff or Housing Stability Services to create a Housing Plan and submit the Housing Plan to BPHD within thirty (30) calendar days post Recipients move in to an ETS Facility. The Housing Plan must include the following.
     1. Identify:
        1. Assessment of Recipient’s housing needs.
        2. Barriers to housing and steps to mitigate or resolve them;
        3. Recipient’s strengths and steps needed to build on those strengths; and
        4. Available resources and a path to obtain those resources.
     2. Document all steps Recipient and BPHD will take to move toward permanent housing
     3. Create both short- and longer-term goals and timelines
  2. **Enrolling with an accredited wraparound care facility.** Each individual inhabiting any ETS Facility eighteen (18) years of age and older will be required to complete enrollment and obtain a personalized supportive care plan with an accredited wraparound care facility, located within our service area of Harney County, and provide verification to BPHD. Verification of all required individuals must be submitted within thirty (30) calendar days post Recipients move in to an ETS Facility.
  3. **Following through with personalized supportive care plan.** Each individual inhabiting any ETS Facility eighteen (18) years of age and older will be required to follow through with their personalized supportive care plan given to each individual through the enrollment process with the accredited wraparound care facility, located within our service area.
     1. To remain in compliance with following through with the personalized supportive care plan, each required individual must maintain an eighty percent (80%) positive attendance rate.
     2. Attendance will be verified using each required individual’s attendance notebook, provided by BPHD, that is required to be signed off by a qualified provider at each encounter.
        1. Verification will occur at every monthly walk through of the ETS Facility.
  4. **Enrolling with a supported employment program.** Each individual inhabiting any ETS Facility eighteen (18) years of age and older that is unemployed, and not enrolled in some form of education, will be required to enroll in a supported employment program, located within our service area of Harney County, and provide verification to BPHD. Verification of all required individuals must be submitted within thirty (30) calendar days post Recipients move in to an ETS Facility.
  5. **Following through with the supported employment program.** Each individual that is required to enroll in a supportive employment program that is located within our service area of Harney County will be required to follow through with the program.
     1. To remain in compliance with following through with the supportive employment program, each required individual must maintain an eighty percent (80%) positive attendance rate.
     2. Attendance will be verified using each individuals attendance notebook, provided by BPHD, that is required to be signed off by a qualified provider at each encounter.
        1. Verification will occur at every monthly walk through of the ETS Facility.
  6. **Submitting monthly verification of employment to BPHD.** All individuals inhabiting an ETS Facility eighteen (18) years of age and older that wish to be exempt from the requirement of enrolling in a supported employment program must provide monthly verification of employment, in the form of a current paystub.
     1. The paystub must be current, within the last thirty (30) calendar days, of the date of verification.
     2. Verification will occur at every monthly walk through of the ETS Facility.
  7. **Completing the financial literacy class.** Each individual inhabiting an ETS Facility eighteen (18) years of age and older will be required to complete the financial literacy class, provided by BPHD, within sixty (60) days post Recipients move in to an ETS Facility.
  8. **Working with a credit repair counselor.** Each individual eighteen (18) years of age and older inhabiting the ETS Facility who has a “fair” credit score of six hundred sixty nine 669 or below, will be required to start working with a credit repair counselor, provided by BPHD, sixty (60) calendar days post Recipients move in to an ETS Facility.
     1. The credit repair counselor will provide a monthly verification report of participants.
  9. **Complying with the ETS Code of Conduct.** Each household of an ETS Facility will be required to comply with the ETS Code of Conduct.
  10. **Complying with the monthly walk through of the ETS Facility.** Every Recipient of an ETS Facility will be required to comply with monthly walk throughs of the ETS Facility. BPHD will provide twenty-four (24) hours’ notice to the Recipient prior to the walk through.
  11. **Respect of the ETS Facilities.** This looks like causing physical harm to the Facility, grounds of the facility, or furnishings of the facility, in such a way as to impair its value, usefulness, or normal function. Failure to respect the ETS Facilities, its grounds, or its furnishings, causing intentional or careless damage, will not be tolerated.
  12. **Coordinating Repairs.** Reasonable wear and tear, which is damage to the ETS Facility or grounds resulting from ordinary use and exposure over time, is expected. When reasonable wear and tear is discovered, Recipient will be required to coordinate with BPHD’s maintenance crew to have any damage(s) repaired.

**SECTION VII. PROGRAM MANAGEMENT**

1. **Maintenance of and Access to Records**
   1. BPHD must create and maintain a set of files for the Recipients of any of the ETS Facilities, separate from all other BPHD programs. Any Recipient who also participates in another BPHD program must have a separate file maintained specifically for the ETS Facilities.
   2. BPHD may copy relevant documents from a Recipient’s existing file under a separate BPHD program so that the Recipient does not need submit the same documentation twice, provided that the copied documentation for the ETS Facilities is kept separately with all other ETS Facility files.
   3. BPHD shall maintain records and financial documents sufficient to support compliance regarding the eligible uses of funds granted by OHCS.
   4. The State of Oregon, or its authorized representatives, shall have the right of access to the records (electronic and otherwise) of BPHD to conduct audits or other investigations.
   5. BPHD shall maintain records for a period of six (6) years after all funds have been expended or returned to OHCS.
2. **Reporting Requirements**
   1. BPHD must maintain and submit Recipient data as required by OHCS. BPHD is required to enter client and service data into the Service Point Homeless Management Information System (“HMIS”) and is responsible for acquiring and documenting informed written consent from program participants and protecting program participant’s confidentiality. BPHD shall review the information entered or submitted through OHCS online reporting systems for any errors and completeness.
   2. **Privacy Requirements** BPHD shall establish data privacy and security requirements for the information required for the use of the ETS Facilities. The data privacy and security requirements must—
      1. Include appropriate measures to ensure that the privacy of the individuals and households is protected.
      2. Provide that the information, including any personally identifiable information, is collected and used only for the purpose of submitting reports in compliance with this Policy; and
      3. Provide confidentiality protections for data collected about any individuals who are survivors of intimate partner violence, sexual assault, or stalking.
   3. **Compliance with Applicable Laws and Regulations.** BPHD will comply with all applicable laws and regulations in carrying out housing activities funded by the OHCS grant designed to prevent and reduce homelessness.
   4. **Fraud Prevention.** BPHD and BPHD staff will apply reasonable fraud-prevention procedures in distributing Financial Assistance under the Program. In doing so, BPHD will investigate and address potential instances of fraud or the misuse of funds that it becomes aware of.

**SECTION VIII. USE AND MANAGEMENT OF FUNDS**

1. **Use of Funds.** BPHD understands and agrees that HPA Program Funds may only be used for the purposes set forth in the OHCS Grant agreement, as amended. HPA Program Funds will be used to pay for the ETS Facilities and services set out in this Policy to the maximum extent permitted by law. BPHD will require all HPA fund Recipients to attest to the same.
2. **Financial Management of HPA Program Funds.** HPA Program Funds shall be accounted for separately from all other BPHD funds.
3. **Administrative Costs**
   1. BPHD may not use more than fifteen percent (15%) of the amount of the HPA Program Funds that BPHD receives for administrative costs attributable to providing Financial Assistance and Housing Stability Services, as defined above, to eligible Applicants.
   2. HPA Program Funds may not be used for any administrative costs other than to the extent allowed under OHCS guidelines.
4. **Cost Sharing.** Cost sharing or matching funds are not required to be provided by BPHD.