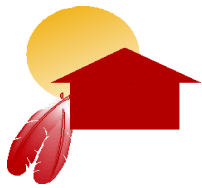


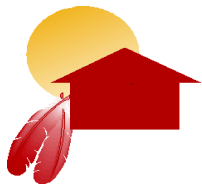
2022

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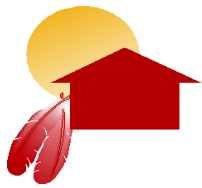
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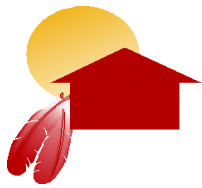
RECIPIENT NAME:	<u>Regulatory/ Statutory Citation</u>	<u>Other Tools</u>	<u>W/P Pg.</u>	<u>Remarks</u>
I. Purpose				-
The purpose of the occupancy review is to ensure the recipient complies with the requirements of Sections 203 and 207 of NAHASDA and its own policies and procedures.	NAHASDA, Sections 203 & 207 24 CFR 1000.104 thru 110			Read & Noted
II. Pre-Visit Preparation				-
<p>A. If available, review the following documents as they pertain to occupancy:</p> <ol style="list-style-type: none"> 1. Most recent IHP, approved IHP amendments, IHP amendments in process 2. Recipient's policies and procedures (see section III for review instructions) 3. Previous monitoring findings and corrective actions status for findings 4. Previous self-monitoring report(s) 5. Previous 2 CFR Part 200 and OIG audit findings, work papers, and management plan status for findings 6. Previous and current enforcement actions 7. Valid complaints 8. Relevant correspondence 	<p>NAHASDA, Section 203(d)</p> <p>24 CFR 1000.526</p>			<p>Read & Noted</p> <p>NOTE for HP and Rapid Rehousing: Clients at or under 30% of income level will be enrolled in the Skagit County programs; whereas those over 30% will be enrolled in the HUD programs. For 2022, the program is trying to negotiate up to 50% to be applicable with Skagit County program.</p>



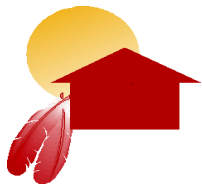
RECIPIENT NAME:	<u>Regulatory/ Statutory Citation</u>	<u>Other Tools</u>	<u>W/P Pg.</u>	<u>Remarks</u>
III. On-Site Review				-
A. All Programs (including homeownership, rental, tenant-based rental assistance, down payment assistance, emergency assistance, etc.)				Read & Noted
1. Identify sampling of multiple program occupancy records.				10 client files at random via random number draw
2. Review the sampling methods in the General Instructions for Monitoring Plans.	24 CFR 1000.503			Read & Noted
3. Review the identified files for adequacy, accuracy, and completeness.				All files are adequate, accurate and complete upon review.
a. <u>Low-income families</u> . Using the attached Tenant Files Review Form or the Occupancy Review Form, determine if the participating families were low income at the time they entered into the program. NOTE: It is up to the reviewer to select the most appropriate form for reviewing occupant files. The Tenant Files Review Form is good when the tribe/TDHE's files are program-based and the Occupancy Review Form is good for occupant-based filing systems.	NAHASDA, Sec. 205(a)(1)(A) – (D)	Tenant Files Review Form <i>See Attached: Occupancy Review Forms</i>		Yes, all 10 were verified as low-income in their file and adequate support provided. NOTE: We are utilizing the Occupancy Review Form.



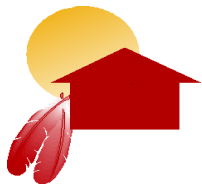
RECIPIENT NAME:	<u>Regulatory/ Statutory Citation</u>	<u>Other Tools</u>	<u>W/P Pg.</u>	<u>Remarks</u>
(1) Do the files have supporting documentation verifying income?				A: Yes for all 10 reviewed
(2) Do the files have supporting documentation verifying income prior to providing emergency housing assistance?				A: N/A None of the files are an emergency client in 2022
(3) Does the tribe/TDHE's Admissions and Occupancy Policy state that families can continue to participate in the program if they subsequently become non low-income?				Yes, that possibility is addressed within our policy, but it does not apply to any of the chosen files in 2022.
b. <u>Non low-income families.</u> If participating families are not low-income, do the files contain documentation that verify:	24 CFR 1000.110	PIH 2014-02		N/A in 2022
(1) The tribe/TDHE has determined there is a need for housing for those families that cannot be reasonably met without the assistance?				N/A in 2022



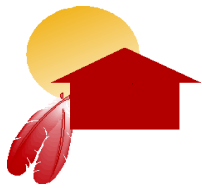
RECIPIENT NAME:	<u>Regulatory/ Statutory Citation</u>	<u>Other Tools</u>	<u>W/P Pg.</u>	<u>Remarks</u>
(i) Has the tribe/TDHE used less than 10% of its annual grant amount to assist families with incomes within 80-100% of median?				N/A in 2022
(ii) If the tribe/TDHE used more than 10% of its annual grant amount for families with incomes within 80 – 100% of median, did it obtain prior HUD approval?				N/A in 2022
(iii) If the tribe/TDHE assisted families whose income is over 100% median, did it obtain prior HUD approval?				N/A in 2022
c. <u>Other eligible families.</u> Do the files contain documentation that verify:	24 CFR 1000.110	PIH 2014-02		N/A – no other eligible families were served by the program in 2022
(1) The tribe/TDHE has determined and documented clearly that the presence of the family on the reservation or Indian area:	NAHASDA, Sec. 201(b)(3)			N/A in 2022



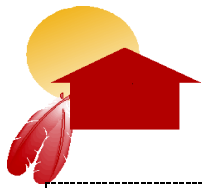
RECIPIENT NAME:	<u>Regulatory/ Statutory Citation</u>	<u>Other Tools</u>	<u>W/P Pg.</u>	<u>Remarks</u>
(i) Is essential to the well-being of Indian families, and				N/A in 2022
(ii) The need for housing cannot be reasonably be met without IHBG assistance?				N/A in 2022
(iii) Does the tribe/TDHE have a definition for “essential” families in its Admissions and Occupancy Policy?				N/A in 2022
(2) If the participant is a law enforcement officer:	NAHASDA, Sec. 201(b)(4)			N/A in 2022
(i) Is the participant employed full time as a law enforcement officer?				N/A in 2022
(ii) As a full-time enforcement officer, is he/she sworn to uphold the law and make arrests?				N/A in 2022



RECIPIENT NAME:	<u>Regulatory/ Statutory Citation</u>	<u>Other Tools</u>	<u>W/P Pg.</u>	<u>Remarks</u>
(iii)Has the tribe/TDHE determined that the law enforcement officer's presence may deter crime?				N/A in 2022
4. Review participant selection practices.	NAHASDA, Section 207(b)			Read & Noted
a. Review recent selections to ensure they are in accordance with selection procedures.				All 10 reviewed and they are all in accordance with program procedures and policies Minutes reviewed, and except for approving of updates in policy for the program, the Tribal Council is not engaged in selection of clients.
b. Review minutes from the Board of Commissioners' meetings to ensure compliance with selection policies and procedures.				Minutes reviewed, and except for approving of updates in policy for the program, the Tribal Council is not engaged in selection of clients.
c. Determine if Native American status is verified.	NAHASDA, Section 201(b) 24 CFR 1000.104			Yes, on all 10
d. Review the requirements regarding conflicts of interest to determine if the recipient:				Read & Noted
(1) has included conflict of interest provisions in its policy(s),	2 CFR 200.308(c)(1) 24 CFR 1000.30	See Attached		Yes, Conflict of Interest Policy for HUD Funding §13.300



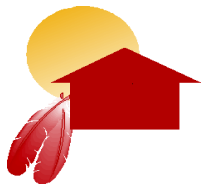
RECIPIENT NAME:	<u>Regulatory/ Statutory Citation</u>	<u>Other Tools</u>	<u>W/P Pg.</u>	<u>Remarks</u>
(2) is notifying HUD:				<p>Notification requirements are covered in the policy and are also now part of the Client Intake Checklist.</p> <p>We identified 4 current clients whose intake occurred from 2013-2016 that failed to recognize that Tribal Council presented both a real and apparent conflict even if they procedurally did not engage in admission for the program, and or, failed to properly document compliance with HUD ONAP notification and Public Posting as required. As a result, the program audited all current client files to identify all current clients that did not have sufficient documentation regarding conflict of interests. There were 4 files identified that the program re-did the notification and public posting for to ensure sufficient documentation was in the client file now.</p> <p>We also decided in 2021 to make the declaration of a conflict part of the annual recertification process as well, since conflicts could arise after intake due to marriage or deaths.</p>
(a) if a person who participates in the decision-making process or who gains inside information with regards to NAHASDA is provided housing-related services	24 CFR 1000.30(b)			None in 2022



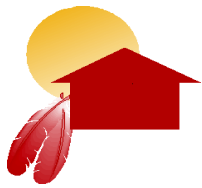
Office of Native American Programs

Admissions and Occupancy
Monitoring Plan
RECIPIENT

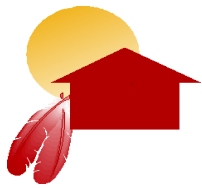
(b) of the nature of the assistance to be provided and the basis for selection of the person, and	24 CFR 1000.30(c)			None in 2022
(c) is making public disclosure.	24 CFR 1000.30(c)			None in 2022
B. Homeownership and Rental Programs	NAHASDA, Section 203(a)			-
1. Using the tenant file sample and the Tenant Files Review Form or the Occupancy Review Form, review homebuyer and rent payments to determine if the practices comply with the tribe/TDHE's policies, NAHASDA, and regulations for computing payments and establishing rents.	24 CFR 1000.124 24 CFR 1000.126 24 CFR 1000.130 24 CFR 1000.132	Tenant Files Review Form Occupancy Review Form		Read & Noted



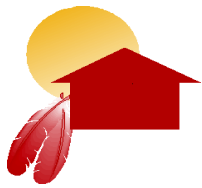
RECIPIENT NAME:	<u>Regulatory/ Statutory Citation</u>	<u>Other Tools</u>	<u>W/P Pg.</u>	<u>Remarks</u>
NOTE: It is up to the reviewer to select the most appropriate form for reviewing occupant files. The Tenant Files Review Form is good when the tribe/TDHE's files are program-based and the Occupancy Review Form is good for occupant-based filing systems.				
2. Review income eligibility verifications, using the Tenant Files Review Form or Occupancy Review Form to determine:				Read & Noted, reviewed 10 client files as attached for rental TBRA clients – no homebuyers in 2021
a. If the tenant or homebuyer is income eligible at the time they entered into the program.	24 CFR 1000.128(a) 24 CFR 1000.146			Yes, all 10 reviewed and found eligible
b. Are re-certifications are performed, if required.	24 CFR 1000.128(b)			Yes, recertification was in place as needed
c. That third-party verification is obtained.				Yes, all tested used tax return, paystubs, SSI Confirmations, and bank statements as applicable
d. That practices are consistent with the recipient's policies.				Yes, consistent with both policies and procedures
3. Review lease and homeownership agreements to determine if they comply with the IHBG regulations.	NAHASDA, Section 207(a) and (b)			Read & Noted – we review the TBRA client leases and act as an advocacy with Landlord if needed during negotiations. We do terminate rental relationships with landlords who practice violations of these standards.



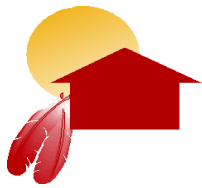
RECIPIENT NAME:	<u>Regulatory/ Statutory Citation</u>	<u>Other Tools</u>	<u>W/P Pg.</u>	<u>Remarks</u>
a. Do they contain unreasonable terms and conditions?	NAHASDA, Section 207(a)(1)			N/A: 3 rd party leases in place
b. Do they require the recipient to maintain housing in compliance with applicable housing codes and quality standards?	NAHASDA, Section 207(a)(2)			N/A: 3 rd party leases in place
c. Do they require the recipient to give the period of time established by tribal or local law for written notice of termination of the lease?	NAHASDA, Section 207(a)(3)			N/A: 3 rd party leases in place
d. Do they state that a resident has the opportunity to examine any relevant documents, records, or regulations directly related to their eviction or termination prior to any hearing or trial?	NAHASDA, Section 207(a)(4)			N/A: 3 rd party leases in place
e. Do they note that the recipient may not terminate the tenancy, during the term of the lease, except for serious or repeated violations of the terms or conditions of the lease, violation of Federal, State, tribal, or local law, or for other good cause?	NAHASDA, Section 207(a)(5)			N/A: 3 rd party leases in place



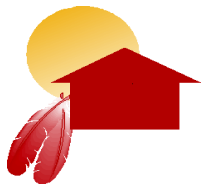
RECIPIENT NAME:	<u>Regulatory/ Statutory Citation</u>	<u>Other Tools</u>	<u>W/P Pg.</u>	<u>Remarks</u>
f. Do they provide for the recipient to terminate the tenancy of a resident for any activity the resident, a member of the household, or any guest or other person under the control of the resident may be engaged in that:	NAHASDA, Section 207(a)(6)			N/A: 3 rd party leases in place
(1) threatens the health or safety of, or right to peaceful enjoyment of the premises by, other residents or the recipient's employees;	NAHASDA, Section 207(a)(6)(A)			N/A: 3 rd party leases in place
(2) threatens the health or safety of, or right to peaceful enjoyment of the premises by, persons residing in the immediate vicinity of the premises; or	NAHASDA, Section 207(a)(6)(B)			N/A: 3 rd party leases in place
(3) includes criminal activity (including drug-related criminal activity) on or off the premises?	NAHASDA, Section 207(a)(6)(C)			N/A: 3 rd party leases in place
C. Tenant Accounts Receivable (TARs)				-
1. Identify the current dollar amount and percentage of total TARs.				N/A in 2022 – No housing stock being rented by Samish



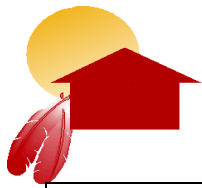
RECIPIENT NAME:	<u>Regulatory/ Statutory Citation</u>	<u>Other Tools</u>	<u>W/P Pg.</u>	<u>Remarks</u>										
<p>NOTE. The TARs percentage equals the total TARs divided by the total tenant revenue due, including rent and other charges.</p> <p>NOTE: High TARs is not a violation of the statute or regulations; therefore, a finding cannot be made in this monitoring area. Instead, high TARs would be a concern.</p>				N/A in 2022 – No housing stock being rented by Samish										
<p>2. Using the rating scale below, is the recipient's TARs percentage poor or very poor? If yes, this is a concern.</p> <table border="1" data-bbox="111 855 701 1045"> <thead> <tr> <th>TARs Percentage</th> <th>TARs Rating Scale</th> </tr> </thead> <tbody> <tr> <td>0% - 9%</td> <td>Very good</td> </tr> <tr> <td>10% -24%</td> <td>Fair</td> </tr> <tr> <td>25% - 49%</td> <td>Poor</td> </tr> <tr> <td>50% and higher</td> <td>Very poor</td> </tr> </tbody> </table>	TARs Percentage	TARs Rating Scale	0% - 9%	Very good	10% -24%	Fair	25% - 49%	Poor	50% and higher	Very poor				N/A in 2022 – No housing stock being rented by Samish
TARs Percentage	TARs Rating Scale													
0% - 9%	Very good													
10% -24%	Fair													
25% - 49%	Poor													
50% and higher	Very poor													
3. Is the recipient abiding by its Occupancy Policy when it comes to:				N/A in 2022 – No housing stock being rented by Samish										
a. Rent collection?				N/A in 2022 – No housing stock being rented by Samish										
b. Repayment plans?				N/A in 2022 – No housing stock being rented by Samish										
c. Eviction for non-payment of rent?				N/A in 2022 – No housing stock being rented by Samish										



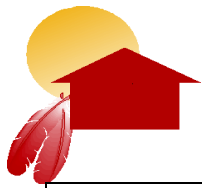
RECIPIENT NAME:	<u>Regulatory/ Statutory Citation</u>	<u>Other Tools</u>	<u>W/P Pg.</u>	<u>Remarks</u>
4. Does the recipient initiate counseling when a tenant begins to lag in rental payments?				N/A in 2022 – No housing stock being rented by Samish
D. Down Payment Assistance				-
1. If the recipient has a down payment assistance program. If so:	24 CFR 207(b)			N/A in 2022
a. Does the recipient have policies that address the requirements for this type of assistance?				Our down payment policy is in the housing policy §13.204, but the program was inactive and not included in the IHP for 2022
b. Does the recipient have an application process and select recipients from a waiting list?				N/A in 2022
2. Select a sample of recipients and determine whether the recipients are eligible (low-income, Native American family). (Review the sampling methods in the General Instructions.)	24 CFR 1000.104			N/A in 2022



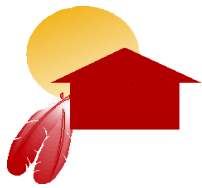
RECIPIENT NAME:	<u>Regulatory/ Statutory Citation</u>	<u>Other Tools</u>	<u>W/P Pg.</u>	<u>Remarks</u>
a. Did the recipient determine whether the home being purchased was within TDC limits?	24 CFR 1000.158(c)			N/A in 2022
b. Is there documentation to demonstrate that there are no lead-based paint issues?		PIH Notice 98-54 (HA)		N/A in 2022
c. Is there a binding agreement to ensure that the home remains affordable for a period of time? (A lien on property is also appropriate.)	24 CFR 1000.142 24 CFR 1000.144			N/A in 2022
IV. Summary				-
<p>A. Summarize the results of the review in a work paper.</p> <p>B. Discuss significant issues with Supervisor.</p> <p>C. Develop findings, including questioned costs and corrective actions, as appropriate.</p> <p>D. Develop concerns because they could lead to a violation</p> <p>E. Develop report language, including any findings and concerns.</p> <p>F. If there are any major issues identified in this review and the recipient has approval to invest, determine if a withdrawal of investment authority should be recommended.</p>				<p>Area of Non-Compliance found and corrective actions have been completed:</p> <p>Corrective Actions:</p> <p><u>Update of Policy needed for compliance:</u> We find ASAP that section 13.302(b)(2) needs to be updated from “Tribal Administration building” to allow for the virtual public posting taking place now for public disclosures and access. This is needed to ensure we comply with our policy even during the WFH declaration now in place due to C19 since we are not updating a book nor have it available for public review at Tribal Admin, but instead have it available for review on Samish’s public</p>



			<p>website in the Housing Department's section. This corrective action should occur by the end of the first quarter of 2022 due to TC resolution and policy edit being needed.</p> <p><u>Additional Procedure needed to ensure Conflict of Interest regulations are met:</u></p> <p>One client that was reviewed during the monitoring was admitted in 2016 and was found to have failed to recognize the apparent, if not real, conflict that existed with relation to a Tribal Council member. That conflict was not present in 2021 as that TC member had stepped down in 2020, and since the conflict no longer exists, we will not work to declare that possible conflict at this time as a correction; however, this did alert us that the tribal enrollment verification form needs to be done annually moving forward.</p> <p>The program will have all current client's enrollment verification sheet will now have it done annually as part of the recertification process. This will ensure that if their enrollment status changes or if they form a new relationship presenting a conflict in that year (such as marriage or divorce) that we can catch the new conflict timely to complete the public notice and notification to ONAP at that time.</p> <p>In 2020, we also found one client with a declared conflict in their file that did not have evidence of submission to ONAP or public posting through our review. As a result, all current client files were reviewed to identify any client that needed sufficient documentation. That process identified 3 clients whose intake</p>
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				<p>occurred between 2013-2016 that did not have sufficient documentation in their file, so the program completed public posting and ONAP notification again for those 3 clients at this time to ensure sufficient documentation is in place and program is in compliance.</p> <p>Moving forward, the public posting and ONAP notification steps have been added into the Client In-Take Checklist form to ensure they are completed and properly documented within the client file.</p> <p>Improvements:</p> <p>We had discussion about starting to have case manager present at the exit inspections with the landlord as an advocate for the client. In late 2022, hired Performance and Quality Improvement Specialist to assist with file compliance.</p>
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Office of Native American Programs

Admissions and Occupancy
Monitoring Plan
RECIPIENT

Reviewer Name:	Lisabeth Nielssen interviewed Sharon Paskewitz and Justin Krupa
Review Date(s):	12/06/2022

Lisabeth Nielssen: *LiA Nielssen*

Sharon Paskewitz: *Sharon Paskewitz*

Justin Krupa: *JK*

Reviewed and Approved by Carey Thurston, CFO:

Lisabeth Nielssen

From: Lisabeth Nielssen
Sent: Friday, October 21, 2022 3:15 PM
To: Justin Krupa
Cc: Sharon Paskewitz
Subject: File Numbers

Hey Justin,

The numbers my kids drew out of a hat are as follows:

- 2
- 11
- 20
- 30
- 88
- 90
- 106
- 114
- 120
- 125

Thank you and have a great weekend,



Lisabeth Nielssen | Compliance Officer - Samish Indian Nation
2918 Commercial Avenue | Anacortes, WA 98221
Office: 360-293-6404 | Direct: 360-726-2569 | E-mail: LNielssen@samishtribe.nsn.us

Selection Methodology:

Client individual identifier numbers were assigned a Selection Number between 1 and 46.

The 46 Selection Numbers were written on equally formed slips of paper and placed into a bucket. The bucket was mixed before neutral party began drawing numbers (bucket was mixed between draws). Compliance Officer recorded numbers drawn and emailed list to Lead Housing Support Specialist.

List was provided in advance as suggested by ONAP Self-Monitoring Trainer, Christine Dennis.

Basis for checklist template was provided by same ONAP trainer.

Rental Code Number	Selection Process number
1	1
2	2
6	3
11	4
19	5
20	6
26	7
30	8
31	9
39	10
58	11
65	12
74	13
86	14
88	15
89	16
90	17
96	18
106	19
107	20
108	21
111	22
114	23
115	24
116	25
117	26
118	27
119	28
120	29
121	30
123	31
124	32
125	33
2022 Exits	
57	34
91	35
110	36
100	37
54	38
98	39
109	40
99	41
104	42
68	43
122	44
80	45
4	46

Lisabeth Nielssen

From: Lisabeth Nielssen
Sent: Friday, December 16, 2022 6:45 AM
To: Justin Krupa
Cc: Sharon Paskewitz
Subject: Admission & Occupancy File Correction

Hello Justin,

During the self-monitoring for Admissions and Occupancy, we discovered a correction needed within one file. The client did not sign the lead-based paint disclosure. Thank you for working towards this correction and please let me know when this has been completed.

Thanks again,



Lisabeth Nielssen | Compliance Officer - Samish Indian Nation
2918 Commercial Avenue | Anacortes, WA 98221
Office: 360-293-6404 | Direct: 360-726-2569 | E-mail: L.Nielssen@samishtribe.nsn.us

****Determined, ultimately that signature was not needed, as clients home was built after 1978****

2022 Housing File Audit																			
Name	Current Unit/ Address	Move in or Initial Inspection	Current HUD Inspection	Lead based paint paperwork completed?	Year built	Current Lease on File	Tribal Enrollment Verification	HH size	Waitlist	Application	was there a conflict of interest completed	DOB	2022 Recert Completed?	Entering into the program Income	Income Limit at time of program entrance	Current Rent amount Samish Pays	Full Rental amount at Program Entrance	Did they exceed 30% income/ rent threshold at program entry?	Notes
J.L. Owens #11	3303 Racine unit 1-217 Bellingham, WA, 98226	5/11/2022	N/A	Yes	2001	Yes	Yes, Samish	1	No	Yes 7/27/2016	Yes; Conflict ONAP confirmed received Client disclosure originally missed (corrected and sent 08/2022)	10/25/1940	Yes 08/2022	\$ 12,840.00	\$39,150 Whatcom 2016	\$ 1,167.53	\$ 699.00	NO; 20%	Originally when applied DID have a conflict at time of entry. Error found that no client disclosure was sent at time. Corrected action sent 08/2022
I.Graham #20	1110 27th Court Apt. 4A Anacortes, WA. 98221	11/8/2013	8/1/2022	Yes	1984	Yes	Yes,Samish	1	No	Yes 01/15/2013	Yes; Conflict ONAP confirmed received Client Disclosure sent	8/19/1982	Yes 04/2022	\$ 8,520.00	\$38,000 Skagit 2013	\$ 599.23	\$ 565.00	NO; 20%	
C.Blackinton #30	17309 40th Ave NE #117 Arlington WA 98223	8/25/2021	7/12/2022	Yes	2020	Yes	Yes, Samish	1	No	Yes 2/17/2016	Yes; Conflict ONAP confirmed received Client Disclosure sent	4/27/1948	Yes 04/2022	\$ 10,912.80	\$40,500 Pierce 2016	\$ 1,237.33	\$ 850.00	NO; 20%	
P.Hansen #88	1224 Corwall Ave #814 Bellingham, WA 98225	1/23/2020	12/6/2021	Yes	1929	Yes	Yes, Samish	1	No	Yes 12/20/2019	Yes; Conflict ONAP confirmed received Client Disclosure sent	9/3/1981	Yes 08/2022	\$ 35,360.00	\$44,350 Whatcom 2019	\$ 1,018.53	\$ 1,500.00	NO; 15%	Letters sent to hud 9/14/22 & 12/1/22, exceeding 120% FMR Rent reasonableness comp12/20/21 Lead based paint was initially not completed, however correct in 2019.
S.Barrett #90	1019 22nd Street #4, Anacortes WA., 98221	1/27/2020	11/29/2021	Yes; In lease (page 8)	1977	Yes	Yes, Samish	1	No	Yes 1/9/2022	Yes; Conflict ONAP confirmed received Client Disclosure sent	2/29/1960	Yes 08/2022	\$ 38,979.00	\$42,600 Skagit 2019	\$ 1,008.33	\$ 950.00	NO; 15%	Leadbased paint addendum in lease (page 8)
L.Hudson #106 (prog discharge folder)	3210 Orleans St. #108 Bellingham, WA. 98226	8/26/2020	7/12/2022	Yes; Client DID NOT SIGN, but not needed due to age of building.	1996	Most recent lease before exit is on file (2020)	Yes, Oglata Souix Tribal Member ID on file, Tribal verification paperwork from Pine Ridge not sent	1	No	Yes 7/17/2020	Yes; No Conflict	11/4/1937	Final Recert Before exit 4/2022	\$ 18,763.20	\$43,900 Skagit 2020	\$ 402.50	\$ 909.00	NO; 30%	Due to non Samish, client successfully exited at end of 2 years.
M.Howard #114	4625 Cordata PKWY, Bellingham, WA., 98226	12/7/2020	11/8/2021	Yes	1997	Yes	Yes, Samish	1	No	Yes 11/04/2020	Yes; No Conflicts	9/7/1946	Yes 8/2022	\$ 22,435.00	\$47,800 whatcom 2020	\$ 998.75	\$ 1,029.00	NO; 10%	Rent reasonableness on file
B.King #120	7368 Birch Bay Drive #8 Blaine, WA. 98230	3/14/2022	N/A	Yes; In lease (page 5)	1959	Yes	Yes, Samish	2	Yes - See ranking form Verified were next in line on waitlist	Yes 4/11/2022	Yes; No Conflicts	9/24/1973	Client enrolled in 2022, recert not due	\$ 19,055.00	\$58,050 Whatcom 2022	\$ 1,041.21	\$ 850.00	NO; 10%	
K.Martinez #125	1919 Harrison St. Unit A Mount Vernon, WA. 98273	7/12/2022 - FAILED 7/18/2022 - PASS	N/A	Yes; Landlord pamphlet sent and initialed Addend. for kids under 6 signed	1960	Yes; already in unit when enrolled in TBRA	Yes, Tlingit & Haida Paperwork on file	6	Yes - See ranking form Verified were next in line on waitlist	Yes 5/25/2022	Yes; No Conflicts	1/4/1990	Client enrolled in 2022, recert not due	\$ 44,696.36	\$79,900 Skagit 2022	\$ 927.60	\$ 1,850.00	NO; 30%	Rent reasonableness on file; reinspection failure due to damaged outlet and portions exposed, 4 holes in wall near window. Corrective action to fix outlet and wall completed and second inspection passed 7/18/2022.
L. Clark #2	6594 Enterprise Rd. Ferndale WA, 98248	2/13/2009	12/5/2022	Yes	1929	Yes month to month (most recent 2020)	Yes, Samish	1	No	Yes 10/05/2015	Yes; No Conflicts	11/12/1943	Yes 05/2022	\$ 11,748.00	\$39,150 Whatcom 2016	\$ 715.15	\$ 900.00	NO; 20%	

Reviewed by: Lisabeth Nielssen interviewed Justin Krupa and Sharon Paskewitz (12/06/2022)

Lisabeth Nielssen:

Justin Krupa:

Sharon Paskewitz:



SAMISH INDIAN NATION HOUSING DEPARTMENT
Admissions & Occupancy Check List

Admissions & Occupancy Intake Checklist	Notes / Date Completed
Intake Documents	
<input type="checkbox"/> Part 1 HHS Participant Eligibility Screening	
<input type="checkbox"/> Verification of Tribal Enrollment (HOH)	
<input type="checkbox"/> Verification of Eligibility and Income	
<input type="checkbox"/> Proof of Income (Last 3 Months, All Adults in Household)	
<input type="checkbox"/> Bank Statements (Last 3 Months, All Adults in Household)	
<input type="checkbox"/> Statement of No Bank Account (If Applicable)	
<input type="checkbox"/> Release of Information (All Adults 18+)	
<input type="checkbox"/> Confidentiality of Client Records	
<input type="checkbox"/> Orca Background Check (Mini for RRH Only as Needed)	
<input type="checkbox"/> Client Self Declaration of Eligibility (If Needed)	
<input type="checkbox"/> Third Party Verification (If Applicable)	
<input type="checkbox"/> Emergency Contact Form	
<input type="checkbox"/> ID's for Adults (Tribal or State Issued)	
<input type="checkbox"/> Social Security # Verification (All Household Members)	
<input type="checkbox"/> Birth Certificates (Anyone Under 18 Years Old)	
<input type="checkbox"/> Progress Notes	
<input type="checkbox"/> HMIS Consent Form (Skagit & Whatcom for RRH & HP)	
TBRA Tenant Based Rental Assistance)	
<input type="checkbox"/> Ranking Form	
<input type="checkbox"/> Tribal Housing History Form	
<input type="checkbox"/> TBRA Supplemental Application	
<input type="checkbox"/> Apparently, Eligibility Letter	
<input type="checkbox"/> HUD/Client Public Disclosure – Post to Website (MUST print a PDF image of the posting for file)	
<input type="checkbox"/> HUD/Client Public Disclose–Send Copies to HUD (MUST print a PDF of submission email for file)	
<input type="checkbox"/> Current Tax Return	
<input type="checkbox"/> Income Tax Filing Exempt (If Applicable)	
<input type="checkbox"/> Right to Appeal	
Application Complete Next Steps for Team Lead	
<input type="checkbox"/> Income Eligibility Form	
<input type="checkbox"/> Welcome Letter	
<input type="checkbox"/> Assign Case Manager	