



**HUMAN RESOURCES**  
**COLORADO STATE UNIVERSITY**

# Rendezvous Trail Apartments Program

Summary of Eligibility

CSU Employee Housing Programs



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# PURPOSE

Colorado State University is committed to developing employee programs to increase employee access to safe and stable housing, inclusivity, well-being, and retaining and recruiting talented staff. This Program may require revision from time to time to address evolving housing needs of CSU employees and an evolving housing market.

# ELIGIBILITY

Households seeking to participate in the Program must satisfy and agree to all of the following requirements:

- Participants must be regular permanent half-time or greater FTE/benefit eligible employees at CSU that have a minimum 9-month recurring appointment. Graduate students, students, hourly and non-student hourly employees are not eligible. Confirmation from CSU Human Resources documenting employment status will be required.
- Participant monthly gross income must be 2 times the Maximum Allowable Rent for the Unit.
- Participant household gross income must be at or below the HUD designated AMI for the Unit they are applying for. Participants must submit documentation verifying income. Any questions regarding what constitutes documentation can be sent to the Employee Housing Programs Coordinator at [hr\\_employeehousingprograms@Mail.colostate.edu](mailto:hr_employeehousingprograms@Mail.colostate.edu).
- Participants must not own a home or any portion of a home of any kind.
- At least one household member must be a current CSU Eligible Employee. All other household members must be immediate family members, including a spouse, domestic partner or civil union partner or significant other, and their parents, grandparents, children, grandchildren, brothers, and sisters, or Eligible Employees. Caretaker situations may be considered on a case-by-case basis.

# ELIGIBILITY CONT.

- Eligible Employee must occupy and maintain the Unit as their primary residence.
- The Coordinator may ask for additional documentation as determined by the Coordinator to better understand each applicant's situation to assist in making the appropriate determination regarding eligibility for applicant Priority Criteria.
- Eligible Employee is prohibited from subletting the Unit.
- Program Applicants will be asked to submit to rental and background checks by and with Tetrad or their designee.
- It is the responsibility of the Participating Tenant to notify the Coordinator if their eligibility changes, even temporarily. This notice is to be provided to the Coordinator in writing before the Participating Tenant's change in employment status occurs. Examples of change in employment status can be changes to employment percentage/hours, position or classification, income.
- A change in employment that results in no longer being an Eligible Employee for the Program will result in the unit returning to market rate rent at the end of lease term. The Participant may choose to renew the lease at the market rate, if a comparable Unit is available to be added to the Program inventory or forfeit the unit.
- Lease terms will be for one (1) year unless otherwise approved by Tetrad or their designee and Eligible Persons must recertify annually three months prior to lease renewal. Upon recertification, should the Eligible Employee household income increase beyond the AMI of the designated unit the Eligible Employee may choose to renew at the next AMI rent level if one is available or choose not to renew the lease.
- Participation is subject to a maximum of three (3) one (1) -year terms renewed annually based on continued eligibility. After this time, or should the Eligible Employee no longer be eligible for the Program, they can remain in the unit at market rate rent, if a comparable Unit is available to be added to the Program inventory.

# APPLICATION PROCESS

Step 1	Program Applicants will submit a pre-application and all applicable documentation on the Employee Housing Programs website using their CSU eID and password.
Step 2	Program Applicant's employment will be verified by the Employee Housing Programs office.
Step 3	Once employment verification and eligibility is confirmed Program Applicants will be placed on the Waitlist according to Priority Criteria and will receive a Conditional Notice of Eligibility sent to the email used to create the Housing Portal account.
Step 4	Employee Housing Programs will be notified by Tetrad or their designee as Units become available. Waitlisted Program Applicants will be notified to complete a formal application through Tetrad or their designee when a unit matching their AMI and size becomes available. If documentation is not submitted within the allotted timeframe or the Program Applicant does not meet the Eligibility Requirements, the application will be denied. In the event a unit does not become available within six (6) months of an Employee being placed on the waitlist, reverification of eligibility will be required, once a unit becomes available.



# ANNUAL RECERTIFICATION PROCESS

Program renewal letters will be sent to residents 90 days before the end of the Term. Participating Tenants must submit to the Coordinator, a minimum of 60 days before lease renewal, an affidavit certifying Household Income and Household composition along with documentation verifying household income. Coordinator will re-verify employment status.

- If the Participating Tenant fails to provide recertification information the Participating Tenant must vacate the unit at the end of the Term and may not renew.
- If at the time of recertification, the Participating Tenant Household's income exceeds the maximum allowable limit or is otherwise no longer an Eligible Employee, the Participating Tenant Household can renew the lease at the market rent if a comparable Unit is available to be added to the Program inventory.

## RENTAL RATES

Maximum rental rates shall be established and shall be revised annually based on changes in AMI according to HUD and published CHFA Maximum Rent Limits for 60%, 80% and 100% AMI for Larimer County. Actual rental rates within those limits will be set by Tetrad or their designee along with required and optional fees.

## APPEALS

The initial review of pre-screening information shall be to determine if Employees meet eligibility criteria herein. Program Applicants who have questions about how their application was considered can contact the Coordinator to discuss their application and how it was reviewed. Applicants can contest a decision through CSU's Human Resources if filed within 5 business days from date of initial written determination regarding their application at MyHR@colostate.edu or 970-491-6947.

# DEFINITIONS

<p><b>Area Median Income (AMI)</b></p>	<p>The median income for the Fort Collins-Loveland Metropolitan Statistical Area, adjusted for household size, as determined by the U.S. Department of Housing and Urban Development (HUD) and updated annually.</p>
<p><b>Eligible Employee</b></p>	<p>An employee of CSU whose household income and employment status qualifies that person or household to participate in the Program and satisfies eligibility, as outlined herein, and notice has been received from Tetrad or their designee of application approval.</p>
<p><b>Conditional Notice of Eligibility</b></p>	<p>CSU Employee Housing Programs will conduct pre-screening to determine if requirements have been met to place the employee on the Waitlist, pending an available unit and fully meeting Tetrad or their designee's approval.</p>
<p><b>Household</b></p>	<p>All people living in one housing unit.</p>
<p><b>Household Income</b></p>	<p>Any and all sources of income from all adult wage earners, aged 18 and older, who occupy, or seek to occupy, a unit in the Program.</p>
<p><b>Lease</b></p>	<p>The written rental agreement or contract between the Property Management (Tetrad or their designee) and the Eligible Employee outlining the terms and conditions to rent a Unit.</p>
<p><b>Maximum Allowable Rents</b></p>	<p>Maximum rental prices shall be established and revised annually based on changes in AMI according to HUD and published CHFA Maximum Rent Limits for Larimer County. These maximum rents include all utilities, electricity, natural gas, water, sewage service and trash collection. Utilities do not include any phone service or cable.</p>
<p><b>Participating Tenant</b></p>	<p>A qualified Eligible Employee, who through notification, has been deemed eligible to participate in the Program and has entered into a Lease with Tetrad or their designee for rental of a Unit.</p>

# DEFINITIONS

<b>Priority Criteria</b>	To ensure housing is available to the CSU employees with the greatest need, priority will be given to applicants who meet certain Priority Criteria. First priority will be given to those at or below the designated AMI for the available unit (60%, 80% and 100%) and 100% full-time FTE. Second priority will be given to those at or below the next AMI level above the designated AMI for the available unit. Third priority will be given to any otherwise Eligible Employee as defined under definitions.
<b>Program</b>	The Below Market Rate Rental Program administered by CSU Employee Housing Programs.
<b>Program Applicants</b>	Any person or Household who submits a pre-screening application to rent a Unit but has not been formally approved by Tetrad or their designee.
<b>Property Management</b>	The Property Management company otherwise listed here as Tetrad or their designee.
<b>Term</b>	Initial term or any renewal or extension of the Lease currently in effect not including any wrongful holdover period.



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