



**The Biltmore**  
310 NW 6<sup>th</sup> Avenue  
Portland, OR 97209  
Phone: (503) 525-8483

## Tenant Selection Plan – Section 8

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**Project Description:** The Biltmore (“Property”) is a 76-unit housing project managed by Central City Concern (“CCC”). The Property consists of 76 single room occupancy (“SRO”) units. Seventy-Five (75) SROs are Section 8 Rental Assistance Demonstration (RAD) units. Three (3) of the 75 SRO RAD units are designated for preference referrals from the Native American Rehabilitation Association (NARA) Housing and Treatment Support Services (HATSS) program.

### **1. Project Eligibility Requirements**

- a. **Occupancy Standard:** The Property permits one person per SRO. Households which exceed the occupancy standard are ineligible for tenancy at the Property. Home Forward’s subsidy standard for the PBV Program governs the minimum household size per bedroom.
- b. **Home Forward Eligibility:** Must meet Home Forward Criteria for general admission for Section 8 Assistance. More information about these requirements is available at: <https://www.homeforward.org/landlord-handbook/>
- c. **Citizenship:** The PBV Program assistance is restricted to U.S. citizens or nationals and non-citizens who have eligible immigration status as determined by the United States Department of Housing and Urban Development (“HUD”). All family members, regardless of age, must declare their citizenship or immigration status. Non-citizen applicants will be required to submit evidence of eligible immigration status at the time of application.
- d. **Social Security Documentation:** Applicants must provide documentation of Social Security Numbers (“SSN”) for all household members, except for household members who are non-citizens. Documentation of the SSN must be provided no later than sixty (60) days after certifying in a signed writing to the CCC Housing Office that no documentation was immediately available.
- e. **Sole Residence; Single Subsidy Allowed:** The Property must be the household’s sole residence. No household member may benefit from more than one subsidy.
- f. **Rent Payment and Lease Terms:** Applicants must agree to pay the rent and abide by the rental agreement required by the program through which they will receive assistance.

### **2. Income Eligibility Requirements**

- a. HUD establishes and publishes income limits annually based on family size for each county (Median Family Income (“MFI”). The income limits are available at: <https://www.oregon.gov/ohcs/compliance-monitoring/pages/rent-income-limits.aspx>
- b. All units at the Property are reserved for households with income at or below 40% MFI.
- c. **The household may not be composed of 100% full-time students.** A household may be exempt from the full-time student rule by meeting any one of the following criteria:
  - i. Tenant is a student receiving assistance under Title IV of the Social Security Act (TANF).
  - ii. Tenant is a student previously under the care and placement responsibility of State Foster Care agency.
  - iii. Tenant is a student enrolled in a job training program receiving assistance under the Job Training Partnership Act, Workforce Investment Act or under similar Federal, State or local laws.
  - iv. Household is composed of a single parent and their children AND neither parent nor children are dependents of another individual.

- v. Household is married and files a joint tax return.

### 3. Application and Waitlist Procedure

- a. **Outreach and Public Notice:** Management publishes legal notice of the waitlist opening in a paper of general circulation no less than 10 business days prior to the date of opening. Management communicates waitlist openings to partner organizations and programs, local government referral partners, and other organizations that provide referrals. Waitlist openings are posted on exterior windows of the Housing Office (523 NW Everett St, Portland, OR 97204). Questions or requests for additional information can be directed to 503-525-8483.
- b. **Waitlist Application:** Any person may place their name on the waitlist by completing a pre-application. Incomplete or ineligible pre-applications will be rejected. For the first day the waitlist is open, applicant placement will be based on a lottery system. CCC may close the waitlist once a set number of applications is received, as established in the initial public notice. Each applicant will be assigned a time and date stamp based on their application's random drawing in a lottery. Should the waitlist remain open after the one-day period ends, pre-applications submitted to the CCC Housing Office are placed on the waitlist in the order received as noted by the date and time stamp placed on the pre-application.
- c. **Minimum Information Required:** Waitlist applicants must provide the following information for a pre-application to be considered complete and their names placed on any waitlist:
  - i. Complete identifying information (Last, First, MI, DOB, SSN);
  - ii. Complete mailing address information including ZIP code;
  - iii. Number of people expected to reside in the unit; and
  - iv. Applicant must sign and date the pre-application to acknowledge he/she is aware of the Building Criteria.
- d. **Preferences:**
  - i. **Extenuating Circumstance Transfer:** Any current resident of a PBV or RAD PBV unit within CCC's portfolio who needs to move due to safety and/or habitability issues. CCC will honor the request to an immediate transfer for project-based residents. The request must also be approved by Home Forward. The resident household will be placed at the top of the waitlist once the approval has been given by both CCC and Home Forward. Residents who qualify for this Extenuating Circumstance preference may apply at any time, even when the waitlist is closed. Qualifying residents will be given preference of **(20) preference points** on the waitlist.
  - ii. **NARA HATTS Referral-** Management will grant an applicant **(15) preference points** on the waiting list when referred by NARA for the HATSS program. **Only 3 units may be designated for HATSS referrals at any one time.** CCC must notify NARA in writing within 1 business day of a HATSS designated unit vacancy to request a HATSS referral. NARA then has 10 full business days from the point of notification to provide a referral pre-application in order for the client to receive preference for the unit. If a referral is not provided, CCC must move to the next applicant on the waiting list. If a referral is provided that is ultimately determined to be ineligible, CCC must notify NARA within 1 business day and may then accept one replacement referral if provided within 2 full business day. If designated HATSS units drop below 3 at any point in time, CCC may designate the next available unit as a NARA HATSS unit and request a preference referral according to the above criteria. NARA HATTS referrals may not receive any other preference points.
  - iii. **Life Expectancy-** Management will grant an applicant **(10) preference points** on the waitlist when official documentation from a licensed medical care provider states that the applicant is expected to live no longer than one year.
  - iv. **Casualty Loss:** Applicants who are displaced by a sudden casualty loss in a RAD PBV unit within CCC's portfolio, including major fire or flood, may be given preference on the waitlist. In the event that such loss occurs, applicants who are displaced from their current residence and subsequently become homeless may qualify for an extenuating circumstances preference of **(5) preference points** on the waitlist.
  - v. **Referral by a partner agency-** Management will grant an applicant **(2) preference point** when referred by a partner agency listed on the current Partner Agency List.

- e. **Waitlist organization:** Management organizes the waitlist by preference, then by date and time of application. Applicants with a waitlist preference are sorted by date and time before all other applicants. Non-preference applicants are ordered by date and time after all preference applicants.
- f. **Waitlist Closure:** Housing Administration may choose to temporarily close the waitlist until the wait time is no more than six months, or when the waitlist reaches a set number of applicants (e.g., 100 applications), or on a set closure date. Proper notice will be given of intent to close the waitlist and of the estimated date on which the waitlist will re-open.
- g. **Notification:** When units become available, or in anticipation of unit vacancy, Management will notify the next waitlist applicant(s) by mail according to the order established in (d) above. Applicants must respond in person or within 14 days of the date the notification letter was mailed. Failure to respond in a timely manner will result in the removal of the applicant's name from the waitlist. If more than one applicant is notified for a vacancy, applicants will be considered for residency in the order in which they respond to the notification.
- h. **Applicant responsible for maintaining current information:** It is the applicant's responsibility to maintain current contact information on file with Management. Waitlist notifications and any other correspondence will be mailed to the address currently on file for each applicant.
- i. **Updates:** The waitlist will be updated every six months and letters asking applicants to confirm their interest in the waitlist will be mailed to the addresses on file for each applicant. Applicants are required to check in at the CCC Housing Office within 14 days of the date the letter is mailed or by the date noted in the letter if they wish to remain on the waitlist. Failure to do so will result in removal from the waitlist.
- j. **Applicant Refusal:** Applicant may refuse the first unit available of which he/she is notified and will remain in their current waitlist position. Management will offer unit to the next applicant on the waitlist. Applicant refusal of the second available unit will result in removal of applicant. If an applicant who is interested in both sizes of units refuses the first available unit of either size, he/she must take the next available unit offered, regardless of its size, or will be removed from the waitlists for both one-bedroom and studio units.
- k. **Removal from the waitlist:**
  - i. Applicants will be removed from the waitlist for the following reasons:
    1. At applicant's request;
    2. Failure to respond to notification of vacant unit within 14 days;
    3. Return of any mail sent to the applicant; or
    4. For any other reasons mentioned throughout this document.
  - ii. An applicant will be notified by mail that he/she has been removed from the waitlist and of the reason for removal. A removed applicant who wishes to be reinstated on the waitlist must respond to the removal notice in person or in writing within 14 days of the date the notification was mailed.

#### **4. Application**

- a. **Complete Application:** When the applicant is at the top of the waitlist they will be contacted and will complete a rental application. Applicant household must meet all project eligibility requirements at the time of application. Incomplete applications will be refused. When a vacant unit is available, the applicant will be offered the unit.
- b. **Preliminary Home Forward Screening:** Household information will be forwarded to the Property Home Forward caseworker for preliminary screening prior to scheduling an eligibility review for PBV Assistance.
- c. **Applicant Screening:** All adult household members are screened against the screening criteria described below.
- d. **Home Forward Eligibility Review:** Applicant attends an eligibility review with the Property Home Forward caseworker.
- e. **Security Deposit and Rental Agreement:** If applicant is approved for RAD/Section 8 Assistance, applicant must pay the appropriate security deposit, execute a rental agreement with Management, and may then assume occupancy. There is currently no Security Deposit requested at The Biltmore.

**5. Project Screening Criteria:** All applicants 18 years and older will be screened for suitability prior to residency. Extenuating circumstances will be considered in the screening process.

- a. **Urinalysis (“UA”):** All applicants are required to provide a urine sample for analysis during the application process. Applicants with positive results for illegal substances or drugs will be denied.
- b. **Criminal History:** CCC will request a criminal screening report on all applicants to Biltmore Hotel over 18 years of age. The background screening will be conducted by a 3<sup>rd</sup> party company, currently Pacific Screening. Applicants to PBV units are not charged a fee for the criminal background screening. Applicants with one or more criminal convictions within the look-back period established below may have their rental application denied by CCC. However, CCC provides applicants the opportunity to submit Supplemental Evidence and request an Individual Assessment, as established in 6b. of this Tenant Selection Plan.

Please note that all applicants to Project-Based Voucher units are required to pass Home Forward’s screening requirements as well. Passing CCC’s criminal screening criteria or successfully overturning a denial through a CCC Individual Assessment does not waive the need for, or otherwise influence, the criminal screening review conducted by Home Forward.

Crime Type	Crime Categories	Example Crime	Look-Back from Date of Conviction
<b>Crimes against persons (violent)</b>	Felony (violent - intentional)	Lifetime registered sex offenders	Denial
		Homicide/Murder, Forcible Sex Offenses, Hate Crimes	10 years
		Assault (I, II, III and Felony IV)	3 years
	Felony (violent-negligent or reckless)	Criminally negligent homicide, Manslaughter	7 years
<b>Crimes against property</b>	Felony	Arson	Denial
<b>Crimes against society</b>	Felony (Controlled Substance)	Manufacture of controlled substance (not including marijuana).	3 years
	Felony (Controlled Substance)	Delivery, or Possession with <u>intent to deliver</u> controlled substance	2 years
	Felony (Controlled Substance)	Manufacture methamphetamine any housing	Denial

Applicants will be denied if:

- i. Any single conviction that falls within a conviction lookback period based on type of crime.
- ii. Any open arrest warrants, regardless of whether falls within listed crime category. (Applicants should resolve open arrest warrants prior to intake).

c. **Home Forward Screening:** In addition to the above CCC screening, Applicants are required to pass Home Forward’s screening in order to qualify for a PBV unit. Applicants are encouraged to self-admit criminal history on the primary application form, and applicants will be denied if they have been convicted of certain violent crimes, certain sex crimes, and arson. In addition, applicants will be denied if any of the following apply:

- i. Any household member has been evicted from federally-assisted housing for drug related criminal activity within the last three years. If that household member has successfully completed a supervised drug rehabilitation program or circumstances leading to the eviction no longer exist, Management may, but is not required to, admit the household.
- ii. Any household member is currently engaged in illegal drug use determined either by self-admission or UA results.

- iii. Management determines there is reasonable cause to believe a household member's illegal use, or pattern of illegal use, of drugs or abuse, or pattern of abuse, of alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. Screening standards are based on resultant behavior, not the condition of alcoholism.
  - iv. Any household member has been convicted of the manufacture of methamphetamine at any time during their life.
  - v. Any household member has been convicted of, or has pled guilty or no contest to, any charge of arson at any time during their life.
  - vi. Any household member is required to register as a sex offender.
  - vii. Information provided by applicant is found to be false, misleading, or willfully incomplete.
  - viii. There is any evidence of criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, the Management, or any employee who is involved in the housing operations.
- d. **Negative Rental History:** Previous documented negative rental or program participation history with CCC Housing or other property management company shall be grounds for denial of the rental application at Biltmore Hotel. Negative rental or program history includes:
- i. Violent, threatening or aggressive verbal/physical behavior towards Management or other landlord/residents;
  - ii. Evictions in the last 2 years. Eviction actions that were dismissed or resulted in a judgement for the Applicant will not be considered.
  - iii. Destruction of property;
  - iv. Non-compliance with Rental Agreement
  - v. Past due or unpaid balances owed to Management or another landlord in excess of \$500.
    - 1. Amounts exceeding \$500 will require applicant to demonstrate a documented and verified payment plan and continuous compliance with payment plan for at least 3 months. Amounts owed over \$5,000 will require the same documentation in addition to completion of Rent Well Tenant Education Course within last 12 months and is subject to Management assessment of supports in place and any additional supporting documentation.

**6. Procedure for Denying Ineligible Applicants:**

- a. **Applicant Denial:** Applicants may be denied if:
  - i. They are income-ineligible;
  - ii. Household characteristics are not appropriate to available units (see Occupancy Standard, 2.a. above);
  - iii. Applicant does not meet the Project Eligibility Requirements;
  - iv. Applicant does not meet screening criteria;
  - v. Applicant does not declare citizenship or non-citizenship status; or
  - vi. Applicant is unable to provide valid Social Security Number.
  - vii. Applicant engages in documented (e.g. through incident reports) menacing, stalking, and/or threatening behavior with CCC staff at any point in process of submitting pre-application through lease signing.

- b. **Individual Assessment-** Whenever negative information is revealed through the background screening that would lead to a denial, CCC will conduct an Individualized Assessment with the Applicant. CCC will consider the following factors when conducting an Individualized Assessment: 1.) The nature and severity of the incidents that would lead to a denial; 2.) The number and type of incidents; 3.) The time that has elapsed since the date the incidents occurred; 4.) the age of the individual at the time the incidents occurred and; 5. evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct, and; 6.) Any rehabilitation efforts. Applicants are encouraged to submit Supplemental Evidence as a part of this process, see 5.c. above. CCC will hold the unit for which the application was received for a reasonable time to complete the review. If the evidence does not satisfactorily address the negative information, CCC will provide a written "Notice of Denial" to the Applicant within 2 weeks providing an explanation of the denial and the reasons why evidence did not compensate for the factors that informed CCC's decision to reject the Applicant.
- c. **Dispute Screening Results:** Applicants have the right to dispute the accuracy of the information provided to Management by a third-party screening service. If your application is denied due to information received during the screening process you believe is **incorrect or inaccurate**, you may contact the screening company to obtain a copy of your screening results.

Pacific Screening, Inc. / PO Box 25582 / Portland, OR 97298  
Phone: 503-297-1941, 800-707-1941 / Fax: 503-297-1904, 800-427-0914

- d. **Appeal:** Management will offer applicants that do not meet the Screening Criteria the opportunity to appeal the decision within 30 days of denial of the application. During this period applicants can provide information to correct, refute or explain negative information that formed the basis of CCC's denial. CCC will conduct an Individualized Assessment with two staff members who were not party to the initial denial and either approve or deny the appeal. If the appeal is approved and the unit is no longer vacant, CCC will prequalify the applicant for other rental opportunities at CCC properties for 3 months following the date the appeal is approved. However, the Applicant must be eligible for the unit and may need to provide new income verification or other program related paperwork if it has expired. Management will also waive the Applicant's screening fee for 3 months if the Applicant self-certifies that no conditions have materially changed from those in CCC's approve application.
- e. **Records Retention:** Management retains the following materials on file for at least three years:
  - i. Application
  - ii. Initial rejection notice
  - iii. Any applicant reply
  - iv. Management's final response
  - v. Record of all interviews and verified information on which Management based the decision.

## **7. Fair Housing and Equal Opportunity Housing Statements**

- a. **Fair Housing:** CCC does not discriminate on the basis of race, color, national origin, religion, sex, family status, or disability, and recognizes the following protected classes under local statute: marital status, source of income (State of Oregon), age, sexual orientation (Multnomah County), or gender identity (City of Portland).
- b. **Reasonable Accommodation/Modification:** All persons with a disability have a right to request and be provided a reasonable accommodation or modification at any time, from application through termination/eviction. A reasonable accommodation is a change or exception to a rule, policy, practice or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling. A reasonable modification is a structural change made to the premises in order to afford an individual with a disability full enjoyment of the premises. Under Fair Housing laws, a person with a disability is someone with a physical or mental impairment that substantially limits one or more major life activities of the individual, or who has a record or is otherwise regarded as having such an impairment. To request a reasonable accommodation or modification, please contact the Community Manager or the CCC Housing Office.
- c. **Violence Against Women Reauthorization Act of 2022:** CCC recognizes VAWA provisions and its protections. CCC has adopted a policy from the Violence Against Women Reauthorization Act of 2022, for further information please refer to CCC's Model Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking. The Transfer Plan, as well as domestic violence certification and emergency transfer request forms may be requested from any housing/property's front desk.

Any person needing assistance completing the application process should contact CCC Housing at:

**523 NW Everett Street  
Portland, OR 97209  
(503) 525-8483  
TTY/TDD: Dial 711**