

Blackburn Center
Building Criteria

The Blackburn Center Apartments (“Property”) is a 124-unit affordable housing project owned and managed by Central City Concern (“CCC”). The Property consists of 124 units that will serve the most vulnerable populations with a primary focus on those recovering from substance use disorders (SUD). There are 90 SROs and 34 studios. The Studios will be targeted for persons in SUD recovery with at least ninety (90) days of verifiable sobriety. 80 of the SROs will be targeted for persons new to SUD recovery, and 10 of the SROs will have no SUD recovery requirement.

For the initial lease-up of the property, CCC will be reaching out to community partners for referrals. Additionally applicants may sign up for the applicable list at the CCC Housing Office. For the SRO units, interested applicants can sign up on the SRO interested party list. For the studio units, interested applicants can sign up on the studio interested parties list. Any applicable preferences will provide applicants meeting those criteria with additional points. After the initial lease-up (when all units have been occupied by qualified residents), CCC will market the units as detailed in this Building Criteria.

Once the applicant is selected they must complete a CCC Housing Application and meet with the Resident Services Coordinator for the Property. Further, applicants must meet all criteria by the time they move into the Property. The criteria to live at the Property are:

34 Studios

1. **ADFC Community**. The Studios are operated as an Alcohol and Drug Free Community (“ADFC”) pursuant to ORS Chapter 90. The requirements for this ADFC are:
 - Applicants must have at least ninety (90) days of verifiable sobriety at move-in; and
 - Be able to verify their on-going participation in a program of recovery from chemical dependency or alcoholism. Such programs include, but are not limited to, 12-step recovery programs, faith-based recovery programs, and methadone or suboxone treatment programs accompanied by appropriate case-management or counseling.
2. **Studio interested parties list**: This Property will operate an interested parties list for the studio units. Anyone can place their name on the studio interested parties list by signing up on the list.
 - Priority Referrals: Applicants with a referral from a partner agency or program will be given priority access to available studio units. A completed referral form by a partner agency or program will be required. The referral partner list is available upon request.
 - Priority referrals will be sorted by date received and preference points.
 - If at such time there are no applicants with a priority referral, CCC management may contact referral agencies to provide a referral. If no referral is provided within ten days of the request, then CCC management will pull an applicant from the interested party list.
 - Applicants are placed on the interested parties list in the order they signed up on the list.

80 ADFC SROs

1. **ADFC Community**. The SUD Recovery SROs are operated as an Alcohol and Drug Free Community (“ADFC”) pursuant to ORS Chapter 90. The requirements for this ADFC are:

- Applicant must identify as a person who is in recovery from alcohol or drug addiction. There is no sobriety time requirement for these units.
 - Applicant must be able to verify their participation in a program of recovery from chemical dependency or alcoholism. Such programs include but are not limited to 12-step recovery programs, faith-based recovery programs, and methadone or suboxone treatment programs accompanied by appropriate case-management or counseling.
2. SRO Interested Party List: The property will operate an interested party list for the SRO units. Any person can place their name on the interested party list by signing up on the list.
- Priority Referrals: Applicants with a referral from a partner agency or program will be given priority access to available SRO units. A completed referral form by a partner agency or program will be required. The referral partner list is available upon request.
 - Priority referrals will be sorted by date received and preference points.
 - If at such time there are no applicants with a priority referral, CCC management may contact referral agencies to provide a referral. If no referral is provided within ten days of the request, then CCC management will pull an applicant from the interested party list.
 - Applicants are placed on the interested parties list in the order they signed up on the list.

10 Non-ADFC SROs

NON-ADFC SRO Interested Party List: The property will operate an interested party list for the NON-ADFC SRO units. Any person can place their name on the interested party list by signing up on the list.

- Priority Referrals: Applicants with a referral from a partner agency or program will be given priority access to available Non-ADFC SRO units. A completed referral form by a partner agency or program will be required. The referral partner list is available upon request.
- Priority referrals will be sorted by date received and preference points.
- If at such time there are no applicants with a priority referral, CCC management may contact referral agencies to provide a referral. If no referral is provided within ten days of the request, then CCC management will pull an applicant from the interested party list.
- Applicants are placed on the interested parties list in the order they signed up on the list.

Requirements for all units at the Property:

1. Occupancy Standards: occupancy is based on the number of bedrooms in the apartment. One resident can occupy an SRO. A maximum of two individuals can occupy a studio.
2. Application: Once applicant household is contacted by CCC housing staff, applicant(s) must complete the CCC Housing application within three (3) business days of being contacted. A completed application is required for all adult applicants (18 and over). The screening fee (if applicable) must be paid to process the application at this time.
3. Identification:

- For eligibility screening purposes, individuals will be asked for their Social Security Number (SSN) or equivalent identification (i.e. a Work Visa, Alien Registration Receipt Card, Temporary Resident Card, IRS Individual Taxpayer Identification Number (ITIN), or Employment Authorization Card.)
 - Applicants must provide valid government-issued photo identification at the time of move-in. Exceptions may be made on a case by case basis.
4. **Sole Residence:** the Property must be the individual’s only residence.
5. **Income Eligibility:** units are reserved for households eligible at 30-60% of the average Metropolitan Family Income (“MFI”) for Multnomah County as established by HUD. Monthly gross household income must be a minimum of 1:1 times the monthly rent or have verifiable rental subsidy. Please see the attached sheet for the current year’s income limits.
- All income and assets must be verified by management staff to determine income eligibility for the project. All verification forms, including income, employment, and asset verifications must be completed by qualified third parties before your application can be approved.
6. **Student Status:** no household at the Property may be composed entirely of full time students. Some exceptions apply. Please inquire with CCC Housing.
7. **Background Screening:** all applicants over 18 years of age must pay a screening fee of \$20 (studios) to CCC at time of the full application to the Property. Management uses a third party company for criminal background screening. Individuals may be denied residency at the Property for the following:
- Convictions for arson, manufacture of a controlled substance, a person to person crime, or a sex offense.
 - Previous negative rental or program participation in Central City Concern owned or managed housing, or with any other property management company or Owner. Evictions more than five years old will not be considered.
 - Providing false, misleading, or willfully incomplete information.
 - A pending charge that has not been dismissed at the time of application is submitted or conviction for any crime, if the conduct for which the applicant was convicted or charged is of a nature that would adversely affect the property of the landlord or a tenant or that would adversely affect the health, safety or right to peaceful enjoyment of the premises of residents, the landlord or the landlord’s agent.
8. **Security Deposit and Rental Agreement:** If applicant is approved, applicant must pay the security deposit of \$300, execute a rental agreement with Management, and may then assume occupancy.

Fair Housing and Equal Opportunity Housing Statements

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).

Reasonable Accommodation: CCC will consider all reasonable accommodation requests to accommodate a disabled applicant. Please refer to the Reasonable Accommodation/Modification Request documents for further information.

Rejection Policy

You have the right to dispute the accuracy of the information provided to the landlord by a screening service. If your application is denied due to information received during the screening process you may contact the screening company in writing to obtain a copy of your screening results.

If your application has been denied and you feel that you qualify as a resident under the criteria outlined above, you may request an individualized assessment review. To request a review, you must contact CCC Housing in person or at the number listed below within 2 business days of notification of the denial.

Criminal Conviction and Pending Charge Review Process

CCC will engage in an individualized assessment of the applicant's, or other proposed occupant's criminal convictions or pending charge if:

- Applicant has submitted supporting documentation prior to the public records search: or
- Applicant is denied based on failure to satisfy aforementioned criminal criteria and has submitted a written request along with supporting documentation.

Supporting documentation MUST include:

- A statement from the applicant; as well as one of the following:
 - Letter from parole or probation officer; or
 - Letter from caseworker, therapist, counselor, or other appropriate reference; or
 - Certifications of various treatment/rehab program

CCC will:

- Consider relevant individualized evidence of mitigating factors, which may include: the facts or circumstances surrounding the criminal conduct; the age of the convicted or charged person at the time of the conduct; time since the criminal conduct; time since release from incarceration or completion of parole; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; evidence of rehabilitation efforts; and satisfactory completion of Rent Well or similar tenant training program. CCC may request additional information and may consider whether there have been multiple criminal convictions as part of this process.
- Notify applicant of the results of CCC's review within a reasonable time after receipt of all required information.
- Hold the unit for which the application was received for a reasonable time under all the circumstances to complete the review unless prior to receipt of applicant's written request (if made after denial) the unit was committed to another applicant.

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

**523 NW Everett Street
Portland, OR 97209
(503) 525-8483**

Hours: Monday through Friday 8:00am- 5:00pm
Closed holidays and weekends