



Butte Hotel
610 NW Davis St.
Portland, OR 97209
Phone: (503) 525-8483

Tenant Selection Plan – RAD/Section 8

Project Description: The Butte Hotel (“Property”) is a 38 unit housing project managed by Central City Concern (“CCC”). The Property consists of 37 single room occupancy (SRO) units and one fair market studio unit. The 37 SRO units receive project-based rent subsidy through the Section 8 Rental Assistance Demonstration (“RAD”) program.

1. Project Eligibility Requirements

- a. **Occupancy Standard:** The Property permits one person per efficiency studio. Households which exceed the occupancy standard are ineligible for tenancy at the Property. Home Forward’s subsidy standard for the RAD Program governs the maximum household size per bedroom.
- b. **Home Forward Eligibility:** Must meet Home Forward Criteria for general admission for RAD/Section 8 Assistance. More information about these requirements is available at: <http://www.homeforward.org/residents/section-8-handbook/policy-document>.
- c. **Citizenship:** RAD project-based 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/Documents/rents-incomes/2020/LIHTC/Multnomah-County-2020-Rent-Income-Limits.pdf>
- b. One hundred percent of the units are reserved for households with incomes at or below 50% of 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 week 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 week 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 RAD 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 **(10) preference points** on the waitlist.
 - ii. **Life Expectancy-** Management will grant an applicant **(5) 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.
 - iii. **Casualty Loss:** Applicants who are displaced by a sudden casualty loss in a RAD 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 **(2) preference points** on the waitlist.
 - iv. **Referral from partner agency:** Management will grant a waitlist preference for persons referred by partner agencies* providing eligible services. Eligible services are related to self-sufficiency, housing stability, eviction prevention and other such issues. Applicants claiming a preference must provide a written referral as verification of participation from one or more of the approved partner agencies. Management will grant a maximum of **(1) preference point** on the waitlist regardless of the number of referrals received.

- 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 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 RAD Assistance.
- c. **Applicant Screening:** All adult household members are screened against the 5. Project 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 Butte Hotel.

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 drugs will be denied.
- b. **Criminal History:** CCC does not perform criminal background screening for this Property (applicants do need to pass Home Forward’s screening in order to qualify for a RAD 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.
 - ix. Any household member has previous negative rental or program participation history with CCC Housing. Such history is subject to review with CCC Housing.

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

- a. Applicants may be rejected 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 threatening, menacing, or violent behavior toward a CCC staff member while at any point during the application process.
- b. If Management does not place an applicant on the waitlist or immediately process the applicant for admission, Management must promptly notify the applicant in writing of the rejection and inform the applicant of:
 - i. The reason for the rejection; and
 - ii. That the applicant has 14 days to respond in writing or to request an informal review to discuss the rejection. In their response, the applicant should explain the reason(s) he/she believes the application should be approved, and attach relevant documentation supporting the request.

- c. Management will review the application file and make a determination with regard to the applicant's request. Applicant will be notified of the final decision within 5 days. Any review of the applicant's file, and any decision made with regard to the applicant's request, will be made by a member of Management staff not party to the original decision to reject the applicant.
- d. 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; and (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:** CCC will consider all reasonable accommodation requests to accommodate a disabled applicant. Please refer to the Reasonable Accommodation/Modification Request documents for further information.
- a. **Violence Against Women Reauthorization Act of 2013:** CCC recognizes VAWA provisions and its protections. CCC has adopted a policy from the Violence Against Women Reauthorization Act of 2013, 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

Hours: Monday through Friday 8:00am- 5:00pm

Closed holidays and weekends

*Please see the Partner Agency List for further information.