



Chez Ami

8358 SE Causey Ave.
Happy Valley OR, 97086
Phone: (503) 525-8483

Building Criteria- Fair Market Studio Units

1. **Project Description:** Chez Ami ("Property") is an Alcohol and Drug Free Community (ADFC) owned and managed by Central City Concern ("CCC" or "Management"). The Property consists of 40 total units. **This Building Criteria only addresses 20 Studio Fair Market Units.** All 20 units are income and rent restricted per 3b below with tenants responsible for paying 30% of their income toward the unit rent.
2. **Project Eligibility Requirements**
 - a. **Sole Residence:** The unit must be the household's only place of residence.
 - b. **Occupancy Standard:** Occupancy standards are based on the number of bedrooms in the apartment. Management's occupancy policy sets the maximum occupancy limit to two persons per bedroom, plus one. Some exceptions may apply inquire with CCC Housing. At this property, the occupancy standards are:
 - i. Studio: 1-2 persons
 - c. **Alcohol and Drug-Free Community ("ADFC"):** The Property is an ADFC established under ORS 90.243. At least one household member must:
 1. Have a minimum of sixty (60) days of verifiable sobriety, AND:
 - a. If a **residential treatment applicant** has graduated from treatment or graduation is anticipated, OR
 - b. If **outpatient applicant**, is actively engaged in an on-going and verifiable participation in a recognized program of recovery from chemical dependency or alcoholism.
 - i. 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.
 - d. **Homeless Status:** Applicant must be homeless in order to be approved for housing (at time of application or at time of intake).
 - e. **Identification:** Management will accept any of the following as proof of identification to verify the name, date of birth and picture identification of the applicant:
 - i. Evidence of Social Security Number (SSN Card)
 - ii. Valid Permanent Resident Alien Registration Receipt Card.
 - iii. Immigrant Visa.
 - iv. Individual Taxpayer Identification Number (ITIN).
 - v. Non-immigrant Visa.
 - vi. Other government-issued identification regardless of expiration date.
 - vii. If valid government-issued photo identification is not available, Management will accept non-governmental identification or a combination of identification that would permit a reasonable verification of identity.
 - a. Management will defer to Screening Company for this option and accept only if they are able to positively identify Applicant.

- f. **Citizenship:** Units at this property do not have a US citizenship requirement. Management does not request any information regarding citizenship status. However, Applicants must provide valid identification as detailed above under 2.e.
- g. **Student Status- The household may not be composed of 100% full-time students.** A student is defined as an individual, who during each of any 5 calendar months during the calendar year, is a full-time student at an educational organization. The 5 months need not be consecutive. The determination of student status as full or part-time is defined by the educational institution the student is attending. 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. **Income Eligibility Requirements-** HUD calculates and publishes income limits annually based on family size for each county (Median Family Income ("MFI")). The current income limits are available at:

- a. <https://www.oregon.gov/ohcs/compliance-monitoring/pages/rent-income-limits.aspx> (use the "HERA Special" Table, not "Actual" table)
- b. **Income Maximum:** One hundred percent of the Fair Market units are reserved for households with incomes at or below 40% of MFI, adjusted by household size.

- 4. **Waitlist Procedure:** The waitlist for this property is managed by Clackamas County Coordinated Housing Access. Information about how to apply for a referral is available at: <https://www.clackamas.us/communitydevelopment/ccha>

5. Application

- a. **Complete Application:** When the Applicant is referred to this property they will be contacted to complete a rental application. Applicants must complete the CCC Housing application within 5 business days of being contacted. A completed application is required for all adult applicants (18 and over). The Applicant household must meet all project eligibility requirements at the time of application. When a vacant unit is available, the applicant will be offered the unit.
- b. **Application Rejection:** Applications will be refused outright when the Applicant:
 - vi. Submits an application that is materially incomplete.
 - vii. Fails to include all necessary information, including but not limited to identification and income.
 - viii. Has intentionally withheld or misrepresented required information.
 - ix. Has at least 3 verifiable violations of the Rental Agreement within one year, with the most recent violation occurring within 365 days of the application submission date.
- c. **Supplemental Evidence:** Applicants are encouraged to submit Supplemental Evidence to mitigate any potentially negative screening results. The Supplemental Evidence provided will vary depending on the specific screening concern, and may include:
 - x. Applicant statement specifically addressing the issue of concern.
 - xi. Letter from parole or probation officer.
 - xii. Letter from case worker, mentor, therapist, counselor, etc.
 - xiii. Proof of participation in a substance treatment program.
 - xiv. Certification of trainings completed.
 - xv. Letters from an employer, teacher, etc.

All information submitted will be considered as a part of the application review. If the Applicant does not submit Supplemental Evidence at the time of application but is subsequently denied due to not meeting the screening criteria, Management will conduct an Individualized Assessment with the applicant and Supplemental Evidence may be submitted at that time. See Individualized Assessment below.

- d. **Applicant Screening and Eligibility Determination:** All adult household members are screened against the Project Eligibility Criteria described in Section 2. Above and Project Screening Criteria described in Section 6. below. Within two weeks of evaluating the application, CCC will provide written communication of the determination. The determination will either: 1.) Acceptance; 2.) Conditional acceptance, or 3.) Denial. If the result is either Conditional Acceptance or Denial, the reason for the decision will be described. If a Denial and Supplemental Evidence was submitted at the point of application, an explanation for why the Supplemental Evidence did not adequately compensate for the factors that informed CCC's decision to reject the application will be provided.
- e. **Security Deposit:** Applicants for this property are not required to pay a Security Deposit.
- f. **Rent Payment and Lease Terms:** Upon acceptance, Applicant must agree to pay the rent and abide by the rental agreement required by the program they are participating in.

6. **Project Screening Criteria:** Upon receipt of the rental application, Management will submit Applicant information and identification to Pacific Screening, a third-party background screening company. Pacific Screening will conduct a search of public records to determine whether the applicant or any proposed resident or occupant has any conviction or evictions. Convictions include charges pending as of the date of the application; a conviction; a guilty plea; or no contest plea).

- a. **Screening Fee and Process:** All household members 18 years or older must pay a screening fee (National criminal search, Oregon Eviction Search, and rental reference search) to CCC at time of application to the Property. The fee charged to the applicant is the amount charged to management to obtain the background screening report and is non-refundable.
- b. **Criminal History:** CCC will request a 3rd party criminal screening report on all applicants to this property over 18 years of age. The background screening will be conducted by a 3rd party company, currently Pacific Screening.

Crime Type	Crime Categories	Example Crime*	Conviction Look-Back from Date of Application Submission
Crimes against persons (violent)	Felony (violent - intentional)	Lifetime registered sex offenders	Denial
		Homicide/Murder, Forcible Sex Offenses, Hate Crimes	10 years
		Assault (I, II, III and Felony IV)	5 years
	Felony (violent-negligent or reckless)	Criminally negligent homicide, Manslaughter	7 years
Crimes against property	Felony	Burglary	5 years
		Arson	Denial
Crimes against society	Felony (Controlled Substance)	Manufacture of controlled substances any housing (not including marijuana and methamphetamine).	5 years
	Felony (Controlled Substance)	Delivery, or Possession with <u>intent to deliver</u> controlled substance	5 years
	Felony (Controlled Substance)	Manufacture methamphetamine any housing	Denial

*Example only. Table is not intended to be conclusive of all possible conviction types found under crime category.

Applicants will be denied for:

- I. One or more **convictions** that fall within the lookback period are based on type of crime.
- II. One or more **open arrest warrants** or **open cases** for crimes that fall within the listed crime categories, regardless of lookback period.
 - a. Applicants are encouraged to resolve open arrest warrants prior to intake to avoid denials based on screening.

b. Open arrest warrants that fall outside of the stated crime categories are not considered. For example, an open arrest warrant for misdemeanor theft would not be considered a basis for denial, but an open arrest warrant for felony assault would be considered a basis for denial.

Applicants that face denial due to one or more **convictions or open cases** within the lookback period are entitled to an Individual Assessment conducted by CCC Management. CCC Housing will not conduct Individual Assessments for applicants whose denial is based in whole or in part on open arrest warrants for crimes that fall within the listed crime categories. Applicants with open warrants have the right to Appeal the denial only- to **correct, refute, or explain** the factual basis for the negative information.

c. **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 this property. Negative rental or program history includes:

- i. Documented violent, threatening or aggressive verbal/physical behavior towards Management or another landlord/resident.
- ii. Evictions in the last 2 years. Eviction actions that were dismissed or resulted in a judgment for the Applicant will not be considered.
- iii. Any defaults on rent.
- iv. Three or more material violations of a rental agreement within one year prior to the date of the application that resulted in notices.
- v. Any lease violation that resulted in a termination with cause.
- vi. Past due or unpaid balances owed to Management or another landlord (including for charges due to destruction of unit/property or other tenant charges) in excess of \$1,000.
 - 1) Amounts exceeding \$1000 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.

7. 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.b. above).
 - iii. Applicants do not meet the Project Eligibility Requirements.
 - iv. Applicants do not meet Screening Criteria
- b. **Individual Assessment-** Whenever negative information is revealed through 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 a review 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:

- v. Application
- vi. Initial rejection notice
- vii. Any applicant replies
- viii. Management's final response
- ix. Record of all interviews and verified information on which Management based the decision.

8. 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 (Clackamas County), or gender identity (Clackamas County).

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 Chez Ami Apartments at:

**8358 SE Causey Ave
Happy Valley, OR 97086
(503) 525-8483**

Hours: Monday through Friday 8:00am- 4:30pm
Closed holidays and weekends