



Cambridge Court
5224 N. Vancouver
Portland OR 97217
Phone: (503) 525-8483

Tenant Selection Plan – Project Based Section 8

- 1) **Project Description:** Cambridge Court (“Property”) is a 20-unit housing project managed by Central City Concern (“CCC”). The Property consists of 20 two-bedroom units.. The PBV units at the property are specifically made available to disabled households that receive supportive services because of disabilities that significantly interfere with their ability to obtain and maintain themselves in housing, and without appropriate supportive services, cannot maintain themselves in housing. Preference is given to family households referred through Family ADFC Network (FAN) partner agencies.
- 2) **Project Eligibility Requirements**
 - a) **Occupancy Standard:** Home Forward’s subsidy standard for the Project Based Voucher (“PBV”) Program governs the maximum household size per bedroom.
 - i) One bedroom for head of household (and spouse/partner, if any)
 - ii) One bedroom for each two people after that, regardless of age or gender
 - iii) Exceptions may be made for disability or age (55+), any exceptions require Home Forward approval.
 - b) **Homeless Status:** Family must be homeless in order to be approved for housing (or at time of intake).
 - c) **Alcohol and Drug-Free Community (“ADFC”):** The Property is an ADFC established under ORS 90.243. At least one household member must:
 - i) Have a minimum of ninety (90) days of verifiable sobriety; and
 - ii) Have on-going and verifiable participation in a recognized program of recovery from chemical dependency or alcoholism.
 - (1) 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) **Child in Physical Custody-** Applicant must be able to document that will have at least one child in their physical custody 51% of the time upon securing housing.
 - e) **Receiving Supportive Services:** Property units are specifically made available to family households receiving supportive services related to maintaining an alcohol and drug-free lifestyle, achieving self-sufficiency, life skills development, and work/job skills development. **Applicants unable to provide verification of on-going engagement with one or more approved partner agencies providing such services will be denied.**
 - f) **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/resident-handbook/policy-document/>
 - g) **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.

- h) **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.
- i) **Sole Residence: Single Subsidy Allowed:** The Property must be the household’s sole residence. No household member may benefit from more than one subsidy.
- j) **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.

3) **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: [OHCS Income and Rent Limits Dashboard](#)
- b) One hundred percent of the units are reserved for households with incomes at or below 50% of MFI, adjusted by household size;
- c) **The household may not be composed of 100% full-time students.** A household may be exempt from the fulltime 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 Workforce Innovation and Opportunity ACT (WIOA) 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.

4) **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. Applications received on the first day the waitlist is open will be randomized for placement. CCC may close the waitlist once a set number of applications are received, as established in the initial public notice or after an announced time no less than 10 business days prior to closing. Each applicant will be assigned a time and date stamp based on their application’s random drawing in a randomization process. Should the waitlist remain open after the first day of opening, 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 preapplication 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 they are aware of the Building Criteria.

- d) **Preferences:** Management will grant a waitlist preference for persons referred by partner agencies providing eligible services and for persons with income below 30% MFI. Eligible services are related to alcohol and drug treatment, maintaining a clean and sober lifestyle, life skills development, and self-sufficiency. Applicants claiming a preference must provide a written referral as verification of participation from one or more of the approved partner agencies. The preference scale is as follows:
- i) **Extenuating Circumstances Transfer (20 points):** Current resident of a PBV or RAD PBV unit at Home Forward-owned properties who has been approved to transfer due to safety and/or habitability issues. Must be approved by both the current Property Management and Home Forward. Residents who qualify for this Extenuating Circumstance preference may apply at any time, even when the waitlist is closed. Residents granted an Extenuating Circumstance Transfer preference and waitlist placement must meet all eligibility and screening criteria at the property they are transferring to prior to move-in.
 - ii) **Referral from a FAN (Family ADFC Network) Partner Agency (5 points):** While a waitlist is open, households referred by a FAN partner agency (as established on the Partner Agency List) will be given (5) points on the waitlist.
 - (1) Multiple referrals do not increase points awarded; any number of referrals from various agencies will never equal more than 5 points
 - iii) **Households with annual income below 30% MFI (1 Point)** Households are required to demonstrate income at or below the 50% MFI maximum income limit but will be given preference of (1) point on the waitlist if household income is no greater than 30%MFI for Multnomah County.
- e) **Transfers: Internal Transfers:** There are limited situations where a PBV tenant could be approved to transfer internally to another PBV unit at the same property and don't go on the waitlist.
- i) **Internal Transfers:** The property will maintain an in-house transfer list for PBV units. When PBV units are available, in-house transfers will be completed before new applicants are selected from the waitlist. In-house transfer units will be offered in this order:
 - (1) Tenants who have been approved to transfer due to safety/habitability issues. Must be approved by both CCC and Home Forward.
 - (2) Tenants who have been approved to transfer through a Reasonable Accommodation. Must be approved by both CCC and Home Forward.
 - ii) **Violence Against Women Act (VAWA) Transfers:** Any resident of a PBV unit that is a victim of domestic violence, dating, violence, sexual assault, or stalking can request an emergency transfer to another PBV unit in this building, or to a PBV unit at a different CCC-owned PBV property. The ability to transfer is available regardless of sex, gender identity, or sexual orientation. The request must also be approved by Home Forward. The resident will receive waitlist preference at other CCC-owned PBV properties after the transfer is approved by both CCC and Home Forward.
- f) **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.
- g) **Waitlist Closure:** The waitlists closure will be announced in the announcement of a waitlist opening. A waitlist may close after a certain announced time or after a specified number of applications have been received.
- h) **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.
- i) **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.
- j) **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.

- k) **Refusal of Available Unit:** Applicant may refuse the first unit available of which they are 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.
- l) **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.
 - (4) For any other reasons mentioned throughout this document.
 - ii) An applicant will be notified by mail that they have 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.

5) **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. 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 Section 8 Assistance, execute a rental agreement with Management, and may then assume occupancy. Central City Concern does not currently require a Security Deposit at this property.
- 6) **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 should anticipate completing a UA at their intake appointment- leaving the intake appointment for any reason, refusing to complete the UA, or failing to provide the required sample within the allotted time period will result in denial. Applicants with positive results for illegal drugs or alcohol will be denied.
 - i) "Illegal drug use" includes the use of marijuana, including for medically prescribed purposes. Therefore, those individuals who test positive for medical marijuana at screening and present their Oregon Medical Marijuana card will be denied for illegal drug use.

Applicants are requested on the pre-application to initial a statement that they have read and understand the Tenant Selection Plan. In doing so, the applicant acknowledges the above passages regarding the UA requirement and definition of illegal drug use.

- b) **Criminal History:** CCC will request a 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. 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 7b. 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.

- c) 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).
 - iii) Any household member is required to register as a lifetime sex offender.
 - iv) Information provided by applicant is found to be false, misleading, or willfully incomplete.
 - v) 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.
 - vi) Any household member has previous negative rental or program participation history with CCC Housing. Such history is subject to review with CCC Housing.
 - vii) Any household member is required to register as a lifetime sex offender.
 - viii) Information provided by applicant is found to be false, misleading, or willfully incomplete.

Crime Type	Crime Categories	Example Crime*	Look-Back from Date of Conviction
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
Crimes against property	Felony (violent- negligent or reckless)	Criminally negligent homicide, Manslaughter	7 years
	Felony	Burglary	5 years
		Arson	Denial
Crimes against society	Felony (Controlled Substance)	Manufacture of controlled substance any housing (not including marijuana and methamphetamine).	5 years
		Delivery, or Possession with <u>intent to deliver</u> controlled substance	5 years
		Manufacture methamphetamine any housing	Denial

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

7) **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 engages in documented menacing, stalking, and/or threatening behavior with CCC staff at any point in process of submitting pre-application through lease signing.
- b) **Individualized 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:
 - i) The nature and severity of the incidents that would lead to denial;
 - ii) The number and type of incidents;
 - iii) The time that has elapsed since the date the incident occurred;
 - iv) The age of the individual at the time the incidents occurred
 - v) Evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct, and
 - vi) 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. 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) **Management retains** the following materials on file for at least three years:
 - i) application,
 - ii) initial rejection notice,
 - iii) any applicant replies,
 - iv) Management's final response.
 - v) 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 (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.

- c) **Violence Against Women Reauthorization Act of 2022:** CCC recognizes VAWA provisions and its protections. Central City Concern will consider all emergency transfer requests in accordance with 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