

Henry Building
309 SW 4th Ave.
Portland OR 97204
Phone: (503) 525-8483

Building Criteria- Fair Market Units

1. **Project Description:** The Henry Building (“Property”) is a Section 42 housing project managed by Central City Concern (“CCC” or “Management”). The Property consists of 173 total units: 172 Single Room Occupancy (“SRO”) units and one efficiency Studio. Seventy-three SRO units and 1 Studio units are “Fair Market” units that are income and rent restricted but do not have rental subsidy attached to the units. The remaining 99 “Program” units are leased through direct referrals from the U.S. Department of Veteran’s Affairs and Multnomah County Department of Community Justice. The Building Criteria found in this document covers eligibility and screening criteria for Fair Market units only.

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 minimum occupant requirement to one person per bedroom, maximum occupancy limit to two persons per bedroom, plus one. Some exceptions may apply: inquire with CCC Housing. At The Henry Building, the occupancy standards are:
 - i. SRO: 1 person;
 - ii. Studio: 1-2 persons.
 - c. **Identification:** Management will accept any of the following as proof of identification:
 - i. Evidence of Social Security Number (SSN Card)
 - ii. Valid Permanent Resident Alien Registration Receipt Card;
 - iii. Immigrant Visa;
 - iv. Individual Tax Payer 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.
 - d. **Citizenship:** Fair market units 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.c.
 - e. **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 to 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/Documents/rents-incomes/2020/LIHTC/Multnomah-County-2020-Rent-Income-Limits.pdf>
- b. **Income Maximum:** One hundred percent of the Fair Market units are reserved for households with incomes between 30 and 80% of MFI, adjusted by household size. The following %MFI income and rent restrictions apply to the 73 Fair Market SRO and 1 Fair Market Studio unit at the Henry Building:

30%MFI SRO	10
50%MFI SRO	3
60%MFI SRO	60
80%MFI Studio	1
Total Units	74

4. Pre-Application and Waitlist Procedure

- a. **Waitlist Pre-Application:** Any person may place their name on the Henry Waitlist by completing a pre-application, available at CCC Housing (address below). Incomplete or ineligible pre-applications will be rejected. Each applicant will be assigned a time and date stamp at the point of a complete pre-application submittal.
- b. **Minimum Information Required:** Waitlist applicants must provide the following information for a pre-application to be considered complete and their names placed on the waitlist:
 - i. Complete identifying information (Last, First, MI, DOB, SSN if available);
 - 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 eligibility and screening criteria found in this Tenant Selection Plan.
- c. **Preferences:** Management does not assign preference categories or points for the Henry Building waitlist. However, an applicant household with at least one member who is Mobility Disabled may request to be considered for an Accessible Dwelling Unit (ADU) in their pre-application. Applicants who establish this need will then be considered for vacant ADUs prior to other applicants who have not requested the need for an ADU. If no applicant who is Mobility Disabled qualifies for the ADU unit, Management will proceed with contacting applicants on the waitlist sorted by date and time.
- d. **Waitlist organization:** Management organizes the waitlist by preference (if any), 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.
- e. **Waitlist Closure:** The waitlist may be closed by Management through public notification. Proper notice will be given of intent to close the waitlist and of the estimated date on which the waitlist will re-open.

- f. **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.
- g. **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. Management is not responsible for mail distribution errors, mail being intercepted by others sharing the applicant's mailbox, incorrect addresses reported by Applicant, etc. If a phone number or email address is provided on the pre-application, CCC may use this information to contact the applicant, but is not required to do so.
- h. **Updates:** The waitlist will be updated periodically (no less than 6 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.
- i. **Refusal of Available Unit:** Applicant may refuse the first unit available of which he/she is notified and will remain in his/her 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 from the waitlist. The applicant is welcome to reapply for the waitlist whenever it is open.
- j. **Removal from the waitlist:** Applicants will be removed from the waitlist for the following reasons:
 - i. At applicant's written request;
 - ii. Failure to respond to notification of vacant unit within 14 days;
 - iii. Return of any mail sent to the applicant; or
 - iv. For any other reasons mentioned throughout this document.

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 to complete a rental application. 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.
 - i. **Screening Fee and Process:** All household members 18 years or older must pay a \$10 screening fee 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 nonrefundable.
- b. **Application Rejection:** Applications will be refused outright when the Applicant:
 - i. Submits an application that is materially incomplete;
 - ii. Fails to include all necessary information, including but not limited to identification and income;
 - iii. Has intentionally withheld or misrepresented required information;
 - iv. 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:
 - i. Applicant statement specifically addressing the issue of concern;
 - ii. Letter from parole or probation officer.
 - iii. Letter from caseworker, mentor, therapist, counselor, etc.;
 - iv. Proof of participation in a substance treatment program;
 - v. Certification of trainings completed;
 - vi. Letter 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:** Fair Market Units at the Henry do not require Applicants 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. **Criminal History:** A single conviction for any of the following (subject to review of Supplemental Evidence, Individualized Assessment, or Appeal process, if applicable) shall be grounds for denial of the rental application at the Henry Building:
 - i. **Manufacture:** Manufacturing of a controlled substance, where the date of disposition has occurred in the last 3 years;
 - ii. **Assault:** Assault I and II, where the date of disposition has occurred in the last 4 years.
 - iii. **Murder:** Murder, Attempted Murder, or Criminally Negligent Homicide, where the date of disposition has occurred in the last 10 years.
 - iv. **Arson:** Convicted of or has pled guilty or no contest to any charge of arson at any time during his/her life.
 - v. **Threat to Health, Safety and Peaceful Enjoyment:** If any applicant has a charge that has not been dismissed at the time the 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.

- b. **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 the Henry. Negative rental or program history includes:
 - i. Violent, threatening or aggressive verbal/physical behavior towards Management or other residents;
 - ii. Evictions in the last 5 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.

- c. **Income Minimum:** Monthly income must be 1.25 times the monthly stated rent (*for example, if monthly rent is \$580, tenant must demonstrate monthly income of at least \$725*). Income will be calculated using the cumulative financial resources of all financially responsible applicants, including: earned and unearned wages; rent assistance (non-governmental); and monetary public benefits. Management may count verifiable friend/family assistance when accompanied by a notarized affidavit or other acceptable form of verification. Management may also consider checking/savings account balance in lieu of earnings when Applicant can demonstrate meeting income minimum for 6 months (*6 months x 1.25 x monthly rent*) in asset value. When a local, state or federal government rent voucher or housing subsidy is available to the Applicant, the rent amount will be reduced by the amount of the voucher or subsidy for the purposes of the calculation.

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.a. above);
 - iii. Applicant does not meet the Project Eligibility Requirements;
 - iv. Applicant does not meet Screening Criteria

- 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: 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.

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/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 2013:** CCC recognizes VAWA provisions and its protections. CCC has adopted a policy from the Violence Against Women Reauthorization Act of 20013, 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