



Madrona Studios Condo A

10 N. Weidler
Portland, OR 97227
Phone: (503) 525-8483

Tenant Selection Plan

1. **Project Description:** Madrona Studios Condo A (“Property”) is a 135 unit housing project managed by Central City Concern (“CCC”). The Property consists of 135 studio units. Twenty-Five units receive Project Based Voucher (“PBV”) Section 8 rent assistance (“PBV units”). The PBV units at the property are specifically made available to disabled households that:
 - a. 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.
2. **Project Eligibility Requirements**
 - a. **Occupancy Standard:** The Property permits two persons per studio. Households exceeding this standard are ineligible for tenancy at the Property. Home Forward’s subsidy standard for the PBV Program governs the minimum household size per bedroom.
 - b. **Permanent Supportive Housing:** Certain units (including some or all of the PBV units) are specifically made available as Permanent Supportive Housing (“PSH Units”) as defined by the Portland Housing Bureau and/or Oregon Housing and Community Services. PSH units are reserved for occupancy by households that, at the time of move-in, are:
 - i. “Homeless,” which is defined as
 1. Living on the street;
 2. Living in a shelter/mission;
 3. Living in transitional/temporary housing; or
 4. Released from inpatient treatment or hospital with no housing.
 - ii. Unable to maintain stable housing without Supportive Services; and
 - iii. Members of a specific target population as defined in the Partnered Service Provider Agreement.
 - c. **Home Forward Eligibility:** Must meet Home Forward Criteria for general admission for PBV/Section 8 Assistance. More information about these requirements is available at: <http://www.homeforward.org/residents/section-8-handbook/policy-document>.
 - d. **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.
 - e. **Social Security Documentation:** Applicants must provide documentation of Social Security Numbers (“SSN”) for all household members. 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.
 - f. **Sole Residence; Single Subsidy Allowed:** The Property must be the household’s sole residence. No household member may benefit from more than one subsidy.
 - g. **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.

- h. **Violence Against Women Act (VAWA) Extenuating Circumstances Transfer:** Any resident of a PBV unit within CCC's portfolio who is a victim of domestic violence, dating violence, sexual assault, or stalking is able to request an emergency transfer from the residents' current unit to another unit or within another community within CCC's portfolio. The ability to transfer is available regardless of sex, gender identity, or sexual orientation. 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.
3. **Income Eligibility Requirements**
- HUD establishes and publishes income limits annually based on family size for each county (Median Family Income ("MFI")). The income limits are available at: http://www.oregon.gov/OHCS/APMD/HPM/docs/2012/Multnomah_2012IncomeLimits.pdf.
 - All of the Property units are reserved for households with income at or below 50% MFI.
 - PSH units are reserved for households with income at or below 40% MFI.
 - Income eligibility for any of the PBV units will be the lower of the PSH restriction, if applicable, or 50% MFI for non-PSH units. Eligibility for PBV subsidy is determined by Home Forward.
 - The household may not be composed of 100% full-time students.
4. **Application and Waitlist Procedure**
- Waitlist Application:** Any person may place his/her name on the waitlist by completing a pre-application. Incomplete or ineligible pre-applications will be rejected. Applicants are placed on the waitlist in the order the pre-application is received as noted by the date and time stamp placed on the pre-application at the time of receipt by CCC Housing.
 - 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:
 - Complete identifying information (Last, First, MI, DOB, SSN);
 - Complete mailing address information including ZIP code;
 - Number of people expected to reside in the unit; and
 - Applicant must sign and date the pre-application to acknowledge he/she is aware of the Property eligibility requirements.
5. **Preferences:** Management will grant a waitlist preference for persons referred for PSH 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:
- Income below 30% MFI → 1 point
 - PSH referral from a partner agency → 2 points
 - Multiple referrals do not increase points awarded; any number of referrals from various agencies will never equal more than 2 points
 - Income below 30% MFI + referral from a partner agency → 3 points
 - Official documentation from a licensed medical care provider that applicant is expected to live no longer than one year → 20 points.
 - Extenuating Circumstances Transfer: This preference is available to residents who qualify for a VAWA transfer (see 2.j. above) → 10 points
- 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.
 - Waitlist Closure:** When the waitlist time reaches nine months from the date of pre-application to reaching the top of the waitlist, Housing Administration may choose to temporarily close the waitlist until the wait time is no more than six months. Proper notice will be given of intent to close the waitlist and of the estimated date on which the waitlist will re-open.

- d. **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.
- e. **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.
- f. **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.
- g. **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.
- h. **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.

6. Application

- a. **Complete Application:** When an applicant is at the top of the waitlist and is offered a vacant unit, applicant must complete a rental application. Applicant household must meet all project eligibility requirements at the time of application for the vacant unit. Incomplete applications will be refused.
 - 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 PBV Assistance, applicant must pay the appropriate security deposit, execute a rental agreement with Management, and may then assume occupancy.
7. **Project Screening Criteria:** All applicants 18 years and older will be screened for suitability prior to residency. Screening criteria will be applied consistently to all applicants.
- a. **Criminal History:** CCC performs background screening using a third party organization. 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 his/her 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 his/her life.
- vi. Any household member is required to register for life 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.

8. 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 Standards);
 - 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.
- 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 his/her 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.

9. 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.

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 Madrona Partner Agency list for further information.