

Meridian Gardens

11280 SE Division St.
Portland OR 97266
Phone: (503) 525-8483

Tenant Selection Plan – Section 8

1. **Project Description:** Meridian Gardens (“Property”) is an 85-unit Section 42 Alcohol and Drug Free Community (“ADFC”) managed by Central City Concern (“CCC” or “Management”). The Property consists of 60 Single Room Occupancy (“SRO”) units and 25 studio units. Sixty-five (65) units are Permanent Supportive Housing (“PSH”) and receive Project Based Voucher (“PBV”) Section 8 rent assistance (“PBV units”). Fifty-five (55) SROs and 10 Studios are PBV units. This Tenant Selection Plan only addresses the 65 PBV Section 8 PSH SRO and Studio units. Clients referred by Preference Partner Agencies and eligible for PSH ADFC housing will receive preference on the waiting list.
2. **Project Eligibility Requirements**
 - a. **Sole Residence:** The unit must be the household’s only place of residence.
 - b. **Disabling Condition:** The Preference Partner Agency (defined in 4.d.ii below) or similar entity working with the client/applicant must confirm that the head of household self-identifies as having a disabling condition. A disabling condition can be a physical, psychological or cognitive disability. The disability does not need to be diagnosed or documented by a third party.
 - c. **Need for Supportive Services:** The Preference Partner Agency or similar entity working with the client/applicant must confirm that the head of household demonstrates a need for tightly linked supportive services to retain stable housing.
 - d. **Homelessness:** The Preference Partner Agency or similar entity working with the client/applicant must confirm that the household is experiencing **OR** is at imminent risk of experiencing long-term literal homelessness.
 - e. **Occupancy Standard:** The Property permits a maximum one person per SRO and two persons per Studio. Households exceeding this standard are ineligible for tenancy at the Property. Home Forward’s subsidy standard for the Project Based Voucher (“PBV”) Program governs the minimum household size per bedroom.
 - a. **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 thirty (30) 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
 - b. **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/landlord-handbook/>.
 - c. **Citizenship:** The Section 8 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.

- d. **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 written statement to the CCC Housing Office that no documentation was immediately available.
- e. **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 (Area Median Income (“AMI”)). The income limits (use Actual Table) are available at [OHCS Income and Rent Limits Dashboard](#)

All 65 of the PBV units are reserved for households with incomes at or below 30% of AMI, adjusted by household size;

- b. **The household may not be composed of 100% full-time students.** A household (one or more people) 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 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 Waiting List Procedure**

- a. **Outreach and Public Notice:** Management publishes legal notice of the waiting list opening in a paper of general circulation no less than 10 business days prior to the date of waiting list opening. Management communicates waiting list openings to partner organizations and programs, local government referral partners, and other organizations that may provide referrals. Waiting list 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. **Waiting List Application:** Any person may place his/her name on the waiting list by completing a pre-application. Incomplete or ineligible pre-applications will be rejected. For the first day the waiting list is open, applicant placement will be based on a lottery system. Each applicant will be assigned a time and date stamp based on their application’s random drawing in a lottery. Pre-applications submitted to the CCC Housing Office in-person are placed in the order received as noted by the date and time stamp placed on the pre-application. Pre-applications submitted by email to the CCC Housing Office are placed on the waiting list based on the email received date.
- c. **Minimum Information Required:** Waiting list applicants must provide the following information for a pre-application to be considered complete and their names placed on any waiting list:
 - i. Complete identifying information (Last, First, MI, DOB, SSN).
 - ii. Complete mailing address information including ZIP code. Applicants currently without a physical address capable of receiving mail may use a service provider or similar address if otherwise allowed.
 - 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:** Management will grant a waiting list preference for persons who meet the following criteria:
 - i. **Extenuating Circumstance Transfer:** Any current resident of a PBV unit or RAD PBV within CCC's portfolio who needs to move due to safety and/or habitability issues may request an Extenuating Circumstance Transfer. CCC will honor the request to an immediate transfer for project-based residents who are certified as eligible. The request must also be approved by Home Forward. The resident household will be placed at the top of the waiting list 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 waiting list is closed. Qualifying residents will be given preference of **(10) preference points** on the waiting list. Please note that residents granted an Extenuating Circumstance Transfer preference and waiting list placement must meet all eligibility and screening criteria at the property they are transferring to prior to move-in.
 - ii. **Referral from Preference Partner Agency-** Management will grant a waiting list preference for eligible clients referred by partner agencies found on the **Preference Partner Agency List** (available upon request). Management will grant a maximum of **(5) preference points** on the waiting list, regardless of the number of referrals received for any one client. Partner Agencies will sign a Memorandum of Understanding ("MOU") with CCC outlining the roles and responsibilities of the partner relationship. Preference will only be granted when CCC has specifically requested a referral from the Partner Agency to fill a vacant unit. Preference partners that provide more referrals than requested will result in all referred applicants getting placed on waiting list without the preference covered in this section.
 - 1. In order to manage referrals submitted by Preference Partner Agencies, CCC may designate a specific # units any one organization fill through preference referrals. The specific # will be outlined in an organization's MOU and is subject to change based on guidance established in that document.
 - 2. Nothing in the above section precludes Preference Partner Agencies directing eligible clients to submit a pre-application for Meridian Gardens while the waiting list is open (i.e., not receiving preference through 4.d.ii above).
 - a. Preference Partner Agencies may not later "convert" an applicant currently on the waitlist without preference to a preference referral. Instead, they must submit a new pre-application and preference verification documentation for that applicant when requested.
 - iii. **Casualty Loss:** Applicants who are displaced by a sudden casualty loss in a Project Based Section 8 unit within CCC's portfolio, including major fire or flood, may be given preference on the waiting list. In the event that such loss occurs, applicants who are displaced from their current residence and subsequently become homeless may qualify for **(2) preference points** on the waiting list.
 - 1. **Note:** Casualty loss transfers into Meridian Gardens must meet all eligibility requirements at time of move-in.
 - iv. **Households with income below 30%AMI-** will be given preference of (1) point on the waiting list.

- e. **Waiting list organization:** Management organizes the waiting list by preference, then by date and time of application. Applicants with a waiting list preference are sorted by date and time before all other applicants. Non-preference applicants are ordered by date and time after all preference applicants.
 - i. If a Preference Partner does not provide a referral within 10-business days of CCC notification of a vacancy in one or more PSH/PBV units, CCC will contact clients on the waiting list in order of preference, date and time.

- ii. In instances where a non-preference applicant fills a unit designated for a Preference Partner Agency referral, this may result in the loss of a designated unit for that agency. In these instances, CCC will re-designate the next available Section 8/PSH unit for that program to restore the original unit commitment. In no cases will this result in the designation of a fair market SRO or studio unit as a Section 8/PSH unit.
 - **Lease-up exception:** During initial property lease-up up through the point every PSH/PBV unit has been leased with 1st eligible applicant (currently estimated between August 2024 and January 2024), CCC will implement a 20-business day period in lieu of 10-business day period listed in 4.e.i above.
 - **For example:** If no preference referral is provided to CCC within 20 business days of request, CCC will work through non-preference referral “walk-in” applicants.
- f. **Waiting list Closure:** When the waiting list time reaches six months from the date of pre-application to reaching the top of the waiting list, Housing Administration may choose to temporarily close the waiting list until the wait time is no more than six months. Proper notice will be given of intent to close the waiting list and of the estimated date on which the waiting list will re-open.
- g. **Notification:** When units become available, or in anticipation of unit vacancy, Management will notify the next waiting list applicant(s) by mail (including any case management or preference referral contact information, if provided) according to the order established in (4.e) above. Management will follow-up by email and phone when information is provided. Applicants must respond in person, or by phone or email, 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 waiting list. 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. Waiting list notifications and any other correspondence will be mailed to the address currently on file for each applicant.
- i. **Updates:** The waiting list will be updated every six months and letters asking applicants to confirm their interest in the waiting list 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 waiting list. Failure to do so will result in removal from the waiting list.
- j. **Refusal of Available Unit:** Applicant may refuse the first unit available of which he/she is qualified (i.e., completes intake and is determined eligible) and will remain in his/her current waiting list position. Management will offer unit to the next applicant on the waiting list. Applicant refusal of the second available unit will result in removal of applicant from the waiting list.
- k. **Removal from the waiting list:**
 - i. Applicants will be removed from the waiting list 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;
 - a. If a Preference Partner Agency, case worker, or someone with a similar professional relationship to the applicant responds to the Housing Office within allotted period, staff will schedule an intake appointment. Management (CCC) will alert Preference Partner Agency contact and applicant if the intake appointment results in applicant no-show. Applicants or Preference Partner Agency’s will then have one chance (per pre-application) to contact the rental office during the 24-hour period after notification was made to reschedule an intake appointment.
 - 4. Or, for any other reasons mentioned throughout this document.

- ii. An applicant will be notified by mail that he/she has been removed from the waiting list and of the reason for removal. A removed applicant who wishes to be reinstated on the waiting list 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 an applicant is at the top of the waiting list 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:** No security deposit is required for PSH units at the Meridian Gardens. If applicant is approved for Section 8 Assistance, applicant must execute a rental agreement with Management, and may then assume occupancy.

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.
- b. **Criminal History:** CCC will request a criminal screening report on all applicants to the Meridian Gardens 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.

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, Assault, Hate Crimes	5 years
	Felony (violent- negligent or reckless)	Criminally negligent homicide	3 years
	Misdemeanor (violent-intentional)	Assault	2 years
Crimes against property	Felony	Arson (including convictions based on intent)	Denial
Crimes against society	Felony (Controlled Substance)	Manufacture, Distribution, or Possession of controlled substance <u>with intent to distribute</u> (not including marijuana).	2 years
	N/A	Manufacture methamphetamine any housing	Denial

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).

- c. **Home Forward Screening:** In addition to the above CCC screening, Applicants are required to pass Home Forward's screening in order to qualify for a PBV 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 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 as a lifetime 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.
- d. **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 Meridian Gardens. Negative rental or program history includes:
 - i. Violent, threatening or aggressive verbal/physical behavior towards Management or other landlord/residents;
 - ii. Evictions in the last 2 years related to behavior, property destruction, but not to include non-payment. Eviction actions that were dismissed or resulted in a judgement for the Applicant will not be considered.
 - iii. Destruction of property;
 - iv. Behavioral non-compliance with Rental Agreement

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.d. 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 (e.g. through incident reports) menacing, stalking, and/or threatening behavior with CCC staff at any point in process of submitting pre-application through lease signing.
- b. **Individual 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 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 CCC Housing
at:

**523 NW Everett Street
Portland, OR 97209
(503) 525-8483
TTY/TDD: Dial 711**