CENTRAL CITY CONCERN
HOMES HEALTH JOBS

The Richard L. Harris Building (8 NW 8th)

8 NW 8th Avenue
Portland, OR
97209
Phone: (503) 525-8483

Tenant Selection Plan – Section 8

1. **Project Description:** The Richard L. Harris Building ("Property") is a 180 unit Section 42 housing project managed by Central City Concern ("CCC"). The Property consists of 120 Single Room Occupancy ("SRO") units and 60 studio units. Forty seven studio units received the Section 8 Project-Based Voucher ("PBV") subsidy. 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 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.
    b. **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.
    c. **Receiving Supportive Services:** Property units are specifically made available to applicants 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.
    d. **Home Forward Eligibility**: Must meet Home Forward Criteria for general admission for PBV/Section 8 Assistance. More information about these requirements is available at: https://www.homeforward.org/landlord-handbook/
    e. **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.
    f. **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.
    g. **Sole Residence; Single Subsidy Allowed:** The Property must be the household's sole residence. No household member may benefit from more than one subsidy.

h. **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 also available at: OHCS Income and Rent Limits Dashboard

   b. One hundred percent of the **SRO** units are reserved for households with incomes at or below 30% of MFI; 100% of the **studio** units are reserved for households with incomes at or below 50% of MFI.

   c. **The household may not be composed of 100% full-time students.** 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 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. Incomplete or ineligible pre-applications will be rejected. For the first day the waitlist is open, applicant placement will be based on a lottery system. CCC may close the waitlist once a set number of applications is received, as established in the initial public notice. Each applicant will be assigned a time and date stamp based on their application's random drawing in a lottery. Should the waitlist remain open after the one-day period ends, 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 pre-application 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 he/she is aware of the Building Criteria.

   d. **Preferences:** Management will grant a waitlist preference for persons with income below 30% MFI. The preference scale is as follows:

      Extenuating Circumstance Transfer: Any current resident of a PBV or RAD PBV unit within CCC's portfolio who needs to move due to safety and/or habitability issues. 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. Qualifying residents will be given preference of **(20) preference points** on the waitlist.

i. Official documentation from a licensed medical care provider that applicant is expected to live no longer than one year will be given **(10) preference points** on the waitlist.

ii. Applicants who are displaced by a sudden casualty loss or as part of a relocation effort within CCC's portfolio, including major fire, flood, or building rehabilitation, may be given preference on the waitlist upon approval from Home Forward. In the event that such loss occurs, applicants who are displaced from their current residence and subsequently become homeless will be given **5 preference points** on the waitlist.

iii. Income below 30% MFI will be given **(1) preference point** on the waitlist.

e. **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.

f. **Waitlist Closure:** When the waitlist time reaches six months from the date of pre-application to reaching the top of the waitlist, CCC Housing 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.

g. **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.

h. **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.

i. **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.

j. **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.

k. **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.

5. <u>Application</u>

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 RAD/Section 8 Assistance, applicant must pay the appropriate security deposit, execute a rental agreement with Management, and may then assume occupancy. There is currently no Security Deposit requested at the Richard L. Harris Building.

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 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 Biltmore Hotel 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 6b. 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, Hate Crimes	10 years
		Assault (I, II, III and Felony IV)	3 years
	Felony (violent- negligent or reckless)	Criminally negligent homicide, Manslaughter	7 years
Crimes against property	Felony	Arson	Denial
Crimes against society	Felony (Controlled Substance)	Manufacture of controlled substance (not including marijuana).	3 years
	Felony (Controlled Substance)	Delivery, or Possession with intent to deliver controlled substance	2 years
	Felony (Controlled Substance)	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 their 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 their life.

   vi. Any household member is required to register 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.

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 Biltmore Hotel. 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. 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 or another landlord in excess of $500.

      1. Amounts exceeding $500 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. <u>Procedure for Denying Ineligible Applicants:</u>

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. Applicants do not meet the Project Eligibility Requirements

iv. Applicants do not meet screening criteria;
v. Applicants do not declare citizenship or non-citizenship status; or
vi. Applicants are unable to provide valid Social Security Number.
vii. Applicants engage 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. **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. 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 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/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