

The Starlight
355 NW 6th Ave.
Portland OR 97209
Phone: (503) 525-8483

Tenant Selection Plan – Section 8

1. **Project Description:** The Starlight (“Property”) is a 100 unit Section 42 housing project managed by Central City Concern (“CCC”). The Property consists of 72 Single Room Occupancy (“SRO”) units and 28 studios. Seventy SRO units are Permanent Supportive Housing (“PSH”) and receive Project Based Voucher (“PBV”) Section 8 rent assistance (“PBV units”). This Tenant Selection Plan only addresses the 70 PBV Section 8 Permanent Supportive Housing (PSH) SRO units. Clients eligible for permanent supportive housing and referred by Coordinated Access for PBV units will receive preference on the waiting list. CCC has designated 40 of the 70 SRO PBV units for clients referred through Coordinated Access who are seeking culturally specific services.
2. **Project Eligibility Requirements**
 - a. **Disabling Condition:** The Provider 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.
 - b. **Need for Supportive Services:** The Provider must confirm that the head of household demonstrates a need for tightly linked supportive services to retain stable housing.
 - c. **Homelessness:** The Provider must confirm that the household is experiencing **OR** is at imminent risk of experiencing long-term literal homelessness.
 - d. **Occupancy Standard:** The Property permits one person per SRO. 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.
 - e. **Home Forward Eligibility:** Must meet Home Forward Criteria for general admission for Section 8 Assistance. More information about these requirements is available at: <http://www.homeforward.org/residents/section-8-handbook/policy-document>.
 - f. **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.
 - g. **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.
 - h. **Sole Residence; Single Subsidy Allowed:** The Property must be the household’s sole residence. No household member may benefit from more than one subsidy.
 - i. **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:

<https://www.oregon.gov/ohcs/compliance-monitoring/pages/rent-income-limits.aspx>

One hundred percent 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 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.

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 waitlist opening. Management communicates waitlist openings to JOHS/Coordinated Access, partner organizations and programs, local government referral partners, and other organizations that may 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 his/her 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. 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 after the first day of waitlist opening are then placed 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. 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 waitlist preference for persons who meet the following criteria:
- i. **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 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 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 **(10) preference points** on the waitlist. Please note that 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. **Coordinated Access (CA) Referral-** Management will grant a waitlist preference for persons referred by CA. CA referrals will be granted a maximum of **(5) points** on the waitlist for this preference. While all referrals through CA will receive 5 points, CCC will in turn manage the waitlist to house referrals in units designated for clients in need of culturally specific services. PSH/PBV units at the Starlight are designated as follows:
 - 1. 20 PBV units designated for Imani/Flip the Script/Karibu as service provider(s), preference for CA referrals in need of culturally specific services.
 - 2. 20 PBV units designated for Native American Rehabilitation Association (NARA) as service provider, preference for CA referrals in need of culturally specific services.
 - 3. The remaining 30 PBV units are undesignated for a specific organization's services and accepts preference referrals through CA.
 - 4. The 30 non-PSH fair market (income and rent restricted, but not rent subsidized) units do not receive a CA Referral preference.
 - iii. **Households with income below 30%AMI-** will be given preference of (1) 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.
- i. If CA does not provide a referral within 10-business days of CCC notifying CA of a vacancy in the PSH/PBV units, CCC will contact clients in order who do not have a CA referral preference (generally, walk-in clients at CCC Housing Office).
 - ii. In instances where a non-CA referral fills a unit designated for NARA or Imani/FtS/Karibu, this may result in the loss of a designated unit for that program. In these instances, CCC will re-designate the next available "general" PSH unit for that program to restore the original unit commitment (currently 20 units for each program). In no cases will this result in a fair market studios being designated as a PSH unit.
 - o **Lease-up exception:** During initial property lease-up up through point every PSH/PBV unit has been leased with 1st eligible applicant (currently estimated between September 2022 and March 2023), CCC will implement a 20-business day period listed in lieu of 10-business day period listed in 4.e.i above. (Ex. If no CA referral is provided to CCC within 20 business days of request, CCC will work through non-CA referred "walk-in" applicants).
- f. **Waitlist Closure:** When the waitlist time reaches six 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.

- g. **Notification:** When units become available, or in anticipation of unit vacancy, Management will notify the next waitlist applicant(s) by mail (including JOHS/service provider on email if CA referral) according to the order established in (4.e) above. 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 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;
 - a. If JOHS or service provider responds to Housing Office within allotted period, staff will schedule appointment but will cancel if no show.
 - 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 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 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:** No security deposit is required for PSH units at the Starlight. 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. **Criminal History:** CCC will request a 3rd party criminal screening report on all applicants to the Starlight over 18 years of age. The background screening will be conducted by a 3rd party company, currently Pacific Screening. CCC covers the full fee for the criminal screening report and no cost is incurred by the applicant.

Crime Type	Crime Categories	Example Crime	Suggested 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	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).

Applicants that face denial due to a conviction within the lookback period are entitled to an Individual Assessment conducted by CCC Management and/or Home Forward.

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