

Town Center Courtyards

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Happy Valley, OR 97086
Phone: (503) 525-8483

Tenant Selection Plan – Section 8

1. **Project Description:** Town Center Courtyard (“Property”) is a 60-unit Low Income Housing Tax Credit (LIHTC) project operated by Central City Concern (“CCC” or “Management”). The Property consists of 20 1-bedroom units, 32 2-bedroom units and 8 3-bedroom units. Twenty-one (21) of these units receive Project-Based Section 8 rent subsidy under the Project-Based Section 8 Voucher Program (PBV) administered by the Housing Authority of Clackamas County. Interested Applicants are pre-screened through Clackamas County Coordinated Housing Access (CHA) and will be submitted to CCC when initial eligibility requirements are met. Applicants must meet all eligibility criteria as required through CHA/HACC and CCC HACC before an offer to lease a unit will be made.

Applicants completing the Pre-Application form need not meet the building criteria at pre-application but must read and understand this Tenant Selection Plan document, and acknowledge that they have done so.

2. Project Eligibility Requirements

- a. **Occupancy Standard:** The occupancy standard for the PBV units is determined by the Housing Authority of Clackamas County (HACC). HACC will assign one bedroom for a single head of household or for married or unmarried persons living together in a spousal relationship, and one bedroom for each two persons thereafter, regardless of age or sex. Households which exceed the occupancy standard are ineligible for tenancy in a PBV unit.
- b. **FAN Program Eligibility: Applicant household must meet FAN program criteria:**
 - i. **Alcohol and Drug-Free Community (“ADFC”):** The Property is an ADFC established under ORS 90.243. At least one household member must:
 1. Have a minimum of sixty (60) days of verifiable sobriety; and
 - a. If a **residential treatment Applicant**, has graduated from treatment or graduation is anticipated, OR;
 - b. If **outpatient Applicant**, is actively engaged in an on-going and verifiable participation in a recognized program of recovery from chemical dependency or alcoholism.
 2. 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.
 - ii. **Child in Physical Custody-** Applicant must be able to document that will have at least one child in their physical custody 51% of the time upon securing housing.
- c. **Need for Supportive Services:** Property units are specifically made available to Applicants that demonstrate a need for supportive services necessary to maintain an alcohol and drug-free lifestyle, achieve self-sufficiency, life skills development, and work/job skills development.
- d. **Housing Authority of Clackamas County (HACC) Eligibility:** Must meet HACC Criteria for general admission for PBV/Section 8 Assistance. To find out more information, contact Clackamas County Coordinated Housing Access at 503-655-8575 Monday-Thursday from 8:00am to 6:00pm.

- e. **Citizenship:** PBV 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.
- f. **Social Security Documentation:** Applicants must provide documentation of Social Security Numbers (“SSN”) for all household members or equivalent identification (i.e. Work Visa, Alien Registration Receipt Card, Temporary Resident Card, IRS Individual Tax Payer Number (TIN), or Employment Authorization Card. 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 and Other Eligibility Requirements**

- a. HUD establishes and publishes income limits annually based on family size for each county (Median Family Income (“MFI”). The current income limits table is available at: <https://www.oregon.gov/ohcs/compliance-monitoring/Documents/rents-incomes/2024/Clackamas.pdf> The “Actual” limits table is applicable to the Town Center Courtyards property.
- a. **Income Maximum:** All 21 Project-based Section 8 units are reserved for households with incomes at or below 30% of MFI, adjusted by household size. The following %MFI income and rent restrictions apply to the 60 units at Town Center Courtyards are:

%MFI and Unit Type	# of Units	2024 Rents*
30%MFI PB Section 8 2BR	14	Tenant pays 30% of income
30%MFI PB Section 8 3BR	7	Tenant pays 30% of income
50%MFI Fair Market 1BR	13	\$751
60%MFI Fair Market 1BR	7	\$830
50%MFI Fair Market 2BR	11	\$895
60%MFI Fair Market 2BR	7	\$996
60%MFI Fair Market 3BR	1	\$1,307
Total	60	

- 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. **Referral and Application Procedure**

- a. **Referral Procedure:** PBV units at Town Center Crossing are occupied by referrals from Clackamas County Coordinated Housing Access (CHA) submitted directly to Central City Concern (“Management”). Any person with connections to Clackamas County who wishes to be considered may apply by completing the necessary intake documents with CHA. To self-refer to CHA, or to refer a client, please contact 503-655-857, Monday through Thursday, from 8:00am to 6:00pm. More information about CHA be found at:
<https://www.clackamas.us/communitydevelopment/cccha.html>
- b. **Minimum Information Required:** Applicants must provide the following information for a pre- application to be considered complete:
 - 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.
- c. **List organization:** Clackamas County CHA will submit pre-screened Applicant pre-application materials to Management. Management organizes the Section 8 PBV list by date and time of pre-application receipt by CCC.
- d. **CHA Referral Closure:** Management may periodically request that CHA close access to new referrals for PBV Section 8 units at Town Center Courtyards. This may occur when there are no current or anticipated vacancies on-site, the number of referrals far exceeds the supply of vacant units, or at it discretion to ensure the efficient management of referrals.
- e. **Notification:** When units become available, or in anticipation of unit vacancy, Management will notify the next Applicant referral(s) by phone (and/or email if available) according to the order established in (c) above. Applicants must respond in person or within 5 full business days of the date of contact. Failure to respond in a timely manner will result in the removal of the referrals name from consideration. If more than one referral is notified of a vacancy, referral will be considered for residency in the order in which they respond to the notification.
- f. **Applicant responsible for maintaining current information:** It is the Applicant’s responsibility to maintain current contact information (address, phone and email) on file with CHA and Management.
- g. **Refusal of Available Unit:** Upon completing intake, Applicant may refuse the first unit available of which he/she is offered and will remain in his/her current position. Management will offer unit to the next Applicant on the list. Applicant refusal of the second available unit will result in removal of Applicant.
- h. **Removal from the list:**
 - i. Applicants will be removed from consideration for the following reasons:
 - 1. At Applicant’s request;
 - 2. Failure to respond to notification of vacant unit within 5 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 or email that he/she has been removed from consideration, and of the reason for removal.

5. **Application**

- a. **Complete Application:** When an Applicant is at the top of Management’s 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 HACC Screening:** Household information will be forwarded to the HACC 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. **HACC Eligibility Review:** Applicant attends an eligibility review with the HACC caseworker.

- e. **Security Deposit and Rental Agreement:** If Applicant is approved for 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 Town Center Courtyards 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 Town Center Courtyards 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 HACC’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 HACC.

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 <u>intent to deliver</u> 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. **Housing Authority of Clackamas County Screening:** In addition to the above CCC screening, Applicants are required to pass HACC’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. Illegal drug use includes use of marijuana, including for medically prescribed purposes. Therefore, anyone who tests positive for medical marijuana and present their Oregon Medical Marijuana card will be denied for illegal drug use.
 - 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. 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;
 - 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).

- 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 HACC, or the Town Center Community Manager or the CCC Housing Office.
- c. **Violence Against Women Reauthorization Act of 2022:** CHA, HACC and CCC recognize the 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

Clackamas County Coordinated Housing Access at:

2051 Kaen Rd.

Oregon City, OR 97045

(503) 655-8575

Phone Hours: Everyday 8:00am- 8:00pm

Office hours M-R 7:00am-6:00pm