

Traugott Terrace Pre-Application Packet

Thank you for inquiring about the Traugott Terrace alcohol and drug free housing program, available to individual men and women whose primary need is support for recovery from alcohol and/or drug addiction. The target population for Traugott Terrace is homeless and formerly homeless extremely low-income individuals in early recovery from drug and alcohol addiction who have committed to a lifestyle of abstinence from alcohol and other addictive substances.

Pre-Application packets are available at www.ccsww.org. Submit pre-application by mail, or fax. (206.267.3027)

Traugott Terrace Facts:

- A **program** of alcohol and drug free housing to support recovery
 - Substance use case management on-site
 - Supportive community with high degree of accountability to community and program
 - Program designed to provide extended continuity of support as individuals establish self-sufficiency in preparation for moving beyond a structured housing program into conventional housing
 - 12 Transitional SRO Units (homeless men only) – fully furnished - shared community kitchen
 - 38 Permanent Units – some furnishings - studio and one-bedroom apartments – men and women
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Application Process

- In order to be placed on the waiting list, you must complete & submit a pre-application (in person, mail, or fax – 206.267.3027). **Once on the waiting list, please call (206.267.3023, Ext. 3) to update contact information.**
 - Do not send social security cards, identification, or other attachments with the form.
 - Be sure to fill in all sections. We are unable to process incomplete applications.
 - **Call 206.267.3023, Ext. 3 monthly to report any changes in your contact information.**
 - Once your name reaches the top of the waiting list, you will be contacted to schedule an appointment for the next phase of the application process – **Notification is not a guarantee of acceptance.**
 - You will be contacted by phone with the decision. If your application is rejected, you will receive written notification.
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Traugott Terrace Has the Following Expectations of All Residents

- Live a alcohol and drug free lifestyle on and off the premises while living at Traugott Terrace
- Commit to help ensure controlled access to clean & sober guests only
- Maintain active involvement in a verifiable recovery/relapse prevention program
- Abide by the lease agreement, its addendums, and an individualized case management plan

Expectations include the above, but are not limited to them. Details provided during screening process.



Eligibility

Personal Requirements

- Individuals, 18 yrs or older
- Primary need must be support for recovery from alcohol and/or drug addiction
- Ability to live independently with reasonable accommodations
- Ability to live and actively participate in all aspects of the housing program and rental obligations
- Cannot be a full-time student (as defined by the institution where enrolled)

Income Requirements

- Applicant's income cannot exceed HUD requirements for one person (30% of median income for King County)

Alcohol & Drug Free Requirements

- Transitional – minimum of 90 days 3rd party verifiable clean & sober living prior to screening
- Permanent – minimum 120 days 3rd party verifiable clean & sober living prior to screening
- Medical marijuana is not recognized by the Federal Government and is not permitted.
- Demonstrate engagement in a verifiable program of recovery/relapse prevention
- Must agree to remain clean & sober while living at Traugott Terrace
- Ability to actively engage in and comply with an individualized case management agreement

Housing & Credit Background (by Moco, Inc.) Criminal Background (by SHA on Section 8 Units only)

- Applicant has been convicted and is listed on the sex offender registry
- Applicant must have no conviction for methamphetamine production or manufacture

Reasons for Denial (include, but are not limited to)

- Gross annual income exceeds amount allowed by HUD requirements
- Primary service needs are not drug & alcohol recovery supportive housing
- Do not meet the minimum number of days clean & sober
- Unable to 3rd party verify clean & sober time prior to screening
- Unable to demonstrate engagement in a verifiable program of recovery/relapse prevention through substance use programs or groups (such as licensed IOP programs, Harborview or Sound Mental Health Addiction Services) that can be verified by a service provider (such as Case Manager, SUP, MHP with SU credentials). AA, NA, CA cannot be the only source of support
- Housing/rental history that includes, but is not limited to physical evictions, property damage, violence, illegal activity, outstanding debt to another landlord (2-5 yrs old negotiable; 5+ yrs waived) or housing authority, demonstrated inability to positively engage in the community
- Unable to verify housing history
- Denial by Seattle Housing Authority (SHA)
- Discrepancies or misrepresentations in information provided in the application process
- Full-time student
- Urinalysis results positive for drugs/alcohol



Traugott Terrace Housing Program Pre-Application

CHECK ALL THAT APPLY: Transitional (homeless men only) Permanent (men & women)

 First Name Middle Name Last Name Date
 _____/cell: Yes No

 Date of Birth Social Security # Best Phone # to Call

 Alternate Phone Email Address

 Current Mailing Address City State Zip

 Monthly **Cash** Income Hourly Wage Hrs Per Wk Source of Income Yes No
 F/T Student

Are you aware that Traugott Terrace is a **program** of alcohol & drug free housing? Yes No

Are you active in a recovery/relapse prevention program? Yes No

If so, where? _____ Amount of time clean & sober _____

Housing History: Please list all places you've stayed for the past 12 months, starting with current residence (continue on back if necessary)

_____ Name of Bldg/Landlord	_____ Type of Facility	_____ From/To Dates	_____ Contact	_____ Phone
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Have you ever rented subsidized housing before? Yes No If yes, where? _____ Under what name? _____ Do you owe money to any landlord or housing authority? Yes No

Required: Two current recovery support professionals (i.e., counselor, caseworker, etc.) that we can contact (more may be required)

_____ NAME	_____ AGENCY	_____ TITLE	_____ PHONE
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Name of who referred you to Traugott Terrace? _____ Relationship: _____

CALL 206.267.3023, EXT. 3 TO UPDATE CONTACT INFORMATION

By signing below, I certify that the above information is true and correct to the best of my knowledge.

 Applicant Signature Date

Traugott Terrace Staff Use Only	Date Rec'd _____	Time _____
Status _____		

