



# CATHOLIC HOUSING SERVICES

OF WESTERN WASHINGTON

## Traugott Terrace

### Pre-Application Packet

Thank you for inquiring about the Traugott Terrace alcohol and drug free housing program which is available to individual men and women whose primary need is support for recovery from alcohol and 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](http://www.ccsww.org). Submit pre-application by mail (2317 3<sup>rd</sup> Ave., Seattle, WA 98121) or confidential fax (206.267.3027)**

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#### Traugott Terrace Facts:

- A program of alcohol and drug free housing to support recovery.
- Substance use case management
- 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 (men and women) – some furnishings – studio and one-bedroom apartments

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#### Application Process

- In order to be placed on the waiting list, you must complete a pre-application form and submit via mail or fax (see instructions above). **Once on the waiting list, please call 206.267.3023, Ext. 3 to update contact information.**
- Do not submit 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 with the reason for rejection and the appeal process.

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#### Traugott Terrace Has the following Expectations of All Residents

- Live alcohol and drug free lifestyle on and off the premises while living at Traugott Terrace
- Commit to help ensure controlled access to clean and sober guests only
- Maintain active involvement in a verifiable recover/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 provide during screening process.***

## **Eligibility**

### Personal Requirements

- Individuals, 18yrs 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 and Drug Free Requirements

- Transitional – minimum of 90 days 3<sup>rd</sup> party verifiable clean and sober living prior to screening
- Permanent – minimum of 120 days 3<sup>rd</sup> party verifiable clean and sober living prior to screening
- Medical marijuana is not recognized by the Federal Government is therefore not permitted
- Demonstrate engagement in a verifiable program of recovery/relapse prevention
- Must agree to remain clean and 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 not been convicted and is listed on the sex offender registry
- Applicant must have no conviction for methamphetamine production or manufacture

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## **Reasons for Denial (include but are not limited to)**

- Gross annual income exceeds amount allowed by HUD requirements
- Primary service needs are not drug and alcohol recovery supportive housing
- Do not meet the minimum number of days clean and sober
- Unable to 3<sup>rd</sup> 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 provide (such as Case Manager, SUP, MHP with SU credentials) AA, NA, CA cannot be the only source of recovery support
- Housing/rental history includes, but is not limited to physical evictions, property damage, violence illegal activity, outstanding debt to another landlord (2-5 yrs. negotiable; 5+ yrs. waived) or housing authority, demonstrated inability to positively engage in the community
- Denial by Seattle Housing Authority (SHA)
- Discrepancies or misrepresentations in information provided in the application process
- Full-time student (part-time status must be verified)
- Urinalysis results positive for drugs/alcohol

**Traugott Terrace Housing Program Pre-Application**

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

\_\_\_\_\_  
 First Name                      Middle Name                      Last Name                      Date

\_\_\_\_\_  
 Date of Birth                      Social Security #                      Best Phone # to Call

\_\_\_\_\_  
 Alternate Phone                      Email Address

\_\_\_\_\_  
 Current Mailing Address                      City                      State                      Zip

\_\_\_\_\_  
 Monthly Income                      Hourly Wage                      Hrs Per Week                      Source of Income                      Student Status

Are you aware that Traugott Terrace is a **program** of alcohol & drug free housing?  Yes  No  
 Are you active in a recovery/relapse preventions program?  Yes  No

If so, where? \_\_\_\_\_ Amount of clean & sober time \_\_\_\_\_

**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

Have you ever rented subsidized housing before?  Yes  No If yes, where? \_\_\_\_\_  
 Under what name? \_\_\_\_\_  
 Do you owe money to a landlord or housing authority?  Yes  No

**Required: Two current recovery support professionals (i.e. counselor, caseworker, etc.) that we can contact?**

Name	Agency	Title	Phone

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/Updates _____		