



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 Substance Use Disorder (SUD). The target population for Traugott Terrace is homeless and formerly homeless, extremely low-income individuals in early recovery from SUD who have committed to a lifestyle of abstinence from alcohol and other addictive substances.

Pre-Application Packets are available at <https://ccsww.org/services/permanent-housing> under King County. Submit Pre-Applications by USPS mail (2317 3rd Ave., Seattle, WA 98121) or property email (TraugottTerrace@ccsww.org)

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, you can report any changes to your contact information at TraugottTerrace@ccsww.org.**
 - 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.
 - 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 or email 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 an alcohol and drug free lifestyle on and off the premises while living at Traugott Terrace
- Commit to help ensure controlled access only to residents and clean and sober guests
- 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 provided 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 3rd party verifiable clean and sober living prior to screening
- Permanent – minimum of 120 days 3rd party verifiable clean and sober living prior to screening
- Medical marijuana is not recognized by the Federal Government and 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
- Must be able to actively engage in and comply with an individualized case management agreement
- Traugott Terrace requires total abstinence. Therefore, applicants must agree to work with Traugott SUD Case Manager, medical, and mental health professionals toward removal of reliance on alcohol or opioid blockers

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

- Applicant has not been convicted and/or 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 and alcohol recovery supportive housing
- Do not meet the minimum number of days clean and sober at the time of lease signing
- 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, mental health providers with SUD credentials. AA, NA, CA cannot be the only source of recovery support at move-in)
- 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 prevention program? Yes No

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

Housing History: List ALL places you've stayed including homelessness for the past 12 months. Continue on back

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

EMAIL TraugottTerrace@ccsww.org TO UPDATE CONTACT INFORMATION

By signing below, I certify that the above information is true and correct.

 Applicant Signature

 Date

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