

## MEMORANDUM

TO: Housing Authority Board of Commissioners  
FROM: Mary Rumbaugh and Shannon Callahan, Executive Director of the Housing Authority of Clackamas County  
RE: Opening of Project-Based Voucher Waitlist  
DATE: July 22, 2025

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**REQUEST:** Informational only, no action requested.

**BACKGROUND:** The Housing Authority of Clackamas County (HACC) will accept online applications for the project-based voucher waitlist from 8 a.m. on Monday, July 28, 2025 until 5 p.m. on Thursday, July 31, 2025.

HACC last opened a housing waitlist in 2020. Applying to the waitlist does not guarantee selection for the waitlist. HACC anticipates potentially more than 5,000 waitlist applications.

Project-based vouchers, a form of federal housing choice vouchers, provide rent assistance that is tied to a specific apartment. That means that qualifying/selected households will receive the voucher for the units they are selected to occupy – they cannot use the voucher at a separate location.

These vouchers are intended to serve low-income households. To qualify, the household's total income must not exceed 50% of area median income, based on family size. There are no other restrictions or requirements for households to apply.

This waitlist will provide prospective tenants for buildings where HACC manages the project-based voucher referral process, including every building listed below:

- Rosewood Station Apartments, 8810 SE Otty Road in Happy Valley (1-3 bedroom units). *Existing building; waitlist will be used to fill vacancies.*
- Town Center Courtyards, 11475 SE 85th Ave., Happy Valley (1-3 bedroom units, alcohol/drug free housing for families). *Existing building; waitlist will be used to fill vacancies.*
- Blossom & Community (formerly Hillside Park), 2889 SE Hillside Court, Milwaukie (0-3 bedroom units). *Lease up anticipated to begin November 2025.*
- Park Place (formerly Clackamas Heights), multiple units/buildings near Apperson Blvd. and Gain St. in Oregon City (1-4 bedroom units). *Lease up anticipated for late 2027.*

Once the application period closes, a random lottery will be held and approximately 500 names will be drawn to be placed on the waitlist. Staff's goal is to create a waitlist that will fill units for approximately two years, to ensure accurate information and a future opportunity for families to apply again.

Applicants will not be selected first come, first served – anyone who applies during the application period has an equal chance at being selected for the waitlist. Duplicate application information will be removed before the lottery process.

**RECOMMENDATION:** None, informational only.