



Application Guide: Project-Based Waitlist Lottery

Home Forward is accepting applications for a random lottery to select applicants for placement on five project-based waitlists.

Applications are open from Wednesday, September 9, 2026, at 9 a.m. through Monday, September 21, 2026, at 11:59 p.m.

The project-based waitlists are:

- Meadowlark Place
- Dahlke Manor
- Hollywood East
- Medallion Apartments
- Gresham Civic Apartments

Project-based rent assistance is tied to a specific Home Forward apartment community. To receive the assistance, you must live at that property.

You can apply for one or more of the five project-based waitlists.

APPLICATION DEADLINE: Monday, September 21, 2026, at 11:59 p.m.

It does not matter when you apply. Everyone has the same chance in the lottery, whether they apply on the first day or the last day. However, your application must be submitted by the deadline.

These programs help you afford rent, but there aren't enough resources for everyone. Not everyone who applies will be selected for placement on a waitlist. After the application period closes, the lottery will randomly select applicants for each waitlist.

For more information about the five properties, visit homeforward.org/waitlists.

If you need help during the application period, you can also call the Applicant Helpline at 503-415-8050.

The Helpline is open Monday–Friday, September 9–21, from 9 a.m. to 4 p.m. The Helpline is not available outside these hours or on weekends.

What You Need to Know

Before you apply, read this important information:

- ✓ The lottery is random. Everyone has the same chance, whether they apply on the first day or the last day.
- ✓ The first two days may be very busy. If you have trouble accessing the application, consider applying later during the application period. Applying later does not reduce your chances in the lottery.
- ✓ Applications are online. You can apply for more than one waitlist.
- ✓ The application is available in English, Spanish, Somali, Russian, and Vietnamese.
- ✓ You can create your RentCafe account before September 9. The link to register is <https://connect.homeforward.org/>
- ✓ If you already have a RentCafe account, use the email address you previously registered. RentCafe is now passwordless, so you will receive a verification link by email.
- ✓ See the Create an Account Guide for step-by-step instructions.
- ✓ Being placed on a waitlist does not mean you will receive assistance right away.
- ✓ You must still meet the program's eligibility requirements when you are selected from the waitlist.
- ✓ Wait times are different for each property and depend on how quickly units become available.

Home Forward will notify all applicants whether they were selected for placement on a waitlist. Notifications may be sent by mail, email, or phone.

Am I Eligible?

Anyone can apply. Applicants do not need to prove their eligibility when they apply. However, they must meet all program eligibility requirements when they

are selected from the waitlist for an available unit. Home Forward will screen applicants for eligibility at that time.

To be eligible for assistance, applicants must meet the following requirements when they are selected from the waitlist:

- ✓ Your household income must be below 50% of the Area Median Income (AMI). At Gresham Civic Apartments, some units have a 50% AMI income limit, while other units have a lower income limit of 30% of AMI.
- ✓ The head of the household must be at least 18 years old or an emancipated minor.
- ✓ At least one person in the household must be a U.S. citizen or have eligible immigration status.
- ✓ All household members age 18 and older must agree to a criminal background check

Senior/Disabled-designated properties

Medallion, Dahlke Manor and Hollywood East are Senior/Disabled properties.

At Senior/Disabled-designated properties, the applicant, co-head, or spouse must be 55 years of age or older at the time of application or have a verified disability. Disability status must be indicated in the application and will be verified during the eligibility screening process.

What are Occupancy Standards?

Home Forward uses guidelines to determine how many family members fit into a specific bedroom size. In general, 1 bedroom or studio is assigned to the head of household and their co-head or spouse. Then one bedroom is allocated for every two additional members.

RentCafe sorts households into appropriate bedroom sizes. If an applicant is selected to be put on a waitlisting, instructions on how to request a review of unit size for unique circumstances will be addressed in the notification letter.

2026 Income Limits: 50% of Area Median Income (AMI)

Household Size	Maximum Annual Income	Maximum Monthly Income
1	\$44,950	\$3,746
2	\$51,350	\$4,279
3	\$57,750	\$4,813
4	\$64,150	\$5,346
5	\$69,300	\$5,775
6	\$74,450	\$6,204
7	\$79,550	\$6,629
8	\$84,700	\$7,058

How the Lottery Works

Application: Apply for one or more project-based waitlists between September 9 and September 21.

Lottery: After the application period closes, Home Forward will randomly select applicants for placement on each waitlist.

Notification: Home Forward will notify all applicants whether they were selected for placement on a waitlist.

Wait: Wait times vary by property and depend on when units become available.

Selection from the Waitlist: When a unit becomes available, Home Forward will select applicants from the waitlist.

Eligibility: Home Forward screens selected applicants to make sure they meet all eligibility requirements at that time.

What You Need to Apply

- ✓ Before you apply, have the following information ready:
- ✓ Names of everyone in your household
- ✓ Birthdates of everyone in your household
- ✓ Income for everyone in your household
- ✓ Social Security number (SSN) or Individual Taxpayer Identification Number (ITIN) for each household member
- ✓ If a household member does not have an SSN or ITIN, enter 999-99-9999.
- ✓ A mailing address where you can receive important mail
- ✓ An email address
 - If you don't have an email address, you will need to create one before applying using the RentCafe portal
- ✓ A phone number where you can receive messages

If You Do Not Have a Mailing Address

- ✓ A family member or friend's address
- ✓ A mailing service
- ✓ A free P.O. Box (visit [this site](#))
- ✓ General Delivery
745 NW Hoyt St.
Portland, OR 97208-8098

Your name must match your photo ID. Mail is held for 30 days

Important Tips

- ✓ If you previously applied through the online portal but do not remember the email address associated with your account, call the Applicant Helpline for assistance.
- ✓ Call volume will be high during the first days of the application period.
- ✓ If RentCafe asks you to contact Home Forward for a registration code, call the Applicant Helpline at 503-415-8050 for assistance.
- ✓ Duplicate applications are not accepted. If you need to make a change to your application, log in to the online portal and update your existing application. Do not submit a second application. If you complete your application by phone, call the Applicant Helpline to request an update.

- ✓ Need help? Call the Applicant Helpline at 503-415-8050 (open weekdays 9 a.m.-4 p.m. from September 9-21).

Submitting Your Application

Beginning September 9, you can submit your application online through Home Forward's RentCafe application portal.

Visit homeforward.org/waitlists to access the application and find instructions for creating an account and completing your application.

You can create a RentCafe account before September 9 at connect.homeforward.org.

Need Help Applying?

Applicant Helpline: 503-415-8050

Hours: Monday–Friday, 9 a.m.–4 p.m.

Dates: September 9–21, 2026

If you have limited access to technology or need help completing your application, you can apply by phone with a Home Forward staff member. Translation services are available.

Self-Serve Resources:

Read answers to frequently asked questions and access tutorials and an Application Guide at homeforward.org/waitlists

In-Person Assistance:

Local libraries may offer free internet and computer access. Some libraries may also provide help using computers or creating an email address. Check with your local library for available services.

Do you require a paper application?

Paper applications are available upon request. Applicants who need a disability-related accommodation, language assistance, or other assistance can call the Applicant Helpline at 503-415-8050.

To request a paper application, email info@homeforward.org or call 503-415-8050 no later than Monday, September 14. Paper applications must be mailed back and postmarked by September 21, 2026, to be eligible. Mail your application to Home Forward, 1605 NE 45th Street, Portland, OR, 97213. Attention: Waitlist Opening.

Translations:

Paper applications will be available in English, Russian, Spanish, Somali and Vietnamese.