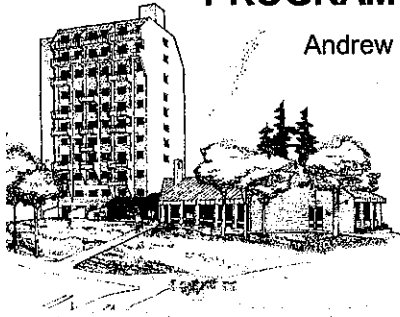


## HOUSING AUTHORITY OF THE CITY OF SALEM PROGRAM MANAGEMENT REPORT



Andrew Wilch, Housing Administrator

### Mission Statement

*"To see that all low-income people in the Salem-Keizer community have the opportunity to live in decent, affordable housing and to move up and out of poverty."*

## NEW COMMUNITY CONNECTIONS

### Section 8 Program Local Preferences Assist at Risk Families

The Salem Housing Authority (SHA) is working with community partners to provide local families who are experiencing homelessness, or who are victims of domestic violence, with the opportunity to receive housing assistance through the Section 8 Housing Program.

The Housing Authority Commission established local preferences authorizing staff to provide Section 8 Vouchers to a few families each month utilizing a process whereby partner agencies nominate needy households for transitional assistance to stable housing.

The SHA is working with local partners in the Emergency Housing Network to create a homelessness prevention program by offering transitional assistance for up to five homeless families per month. The SHA is also working with the Marion County District Attorney, the Polk County District Attorney, the Salem-Keizer Women's Crisis Center, and other advocacy organizations to provide safe and stable housing to serve three families affected by domestic violence per month.

## EMERGENCY HOUSING PROGRAMS

### Interim Housing Program

The 2009-10 funding program year began July 1, 2009. The budget for cash assistance is \$60,528 funded from the City of Salem's Community Development Block Grant (CDBG) program. To date, Salem Housing Authority (SHA) has served 25 families with

funds totaling \$10,785 or \$431 per household, compared to 13 households served with emergency cash assistance at this time last year.

The Interim Housing Program is designed to help families with a temporary lapse in income or unexpected increase in life-essential expenses to avoid becoming homeless. Funds are paid to the applicant's landlord for up to one month of rent or a security deposit.

### Security Deposit Program

The Security Deposit 2009-10 funding program year began July 1, 2009. The budget for cash assistance is \$30,600. To date, SHA has served 20 families with funds totaling \$8,248 or \$412 per household, compared to 18 households served with emergency cash assistance at this time last year.

The Security Deposit program provides one-time security deposit assistance for households newly certified to receive a Section 8 Housing Choice Voucher. Eligible households have income less than 50 percent of area median income and lack the means to pay a security deposit.

### Emergency Housing Programs

Program	Program Budget	Expended to Date	Program Balance	Families Served to Date	Average Assistance Per Family	Budget Period	Percent Budget Year	Percent Budget Spent
Interim	\$ 60,528	\$ 10,785	\$ 49,743	25	\$ 431	7/09-6/10	33%	18%
Security Deposit	\$ 30,600	\$ 8,248	\$ 22,352	20	\$ 412	7/09-6/10	33%	27%
<b>Total</b>	<b>\$ 91,128</b>	<b>\$ 19,033</b>	<b>\$ 72,095</b>	<b>45</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>

### Assisted Households

Program	Maximum Units	Bedroom Size						Occupied Units	Occupancy Percentage
		0	1	2	3	4	5+		
<b>Authority-Owned Or Managed</b>									
Public Housing (Senior & Family)	307	-	60	19	167	41	11	298	97%
Duplex-Triplex (Large Family)	11	-	-	1	6	3	-	10	91%
Englewood East (Senior/Disabled)	50	-	46	3	-	-	-	49	98%
<b>Sub-Total</b>	<b>368</b>	<b>-</b>	<b>106</b>	<b>23</b>	<b>173</b>	<b>44</b>	<b>11</b>	<b>357</b>	<b>97%</b>
<b>Tax Credit Partnerships</b>									
Englewood West (Senior)	54	-	49	-	-	-	-	49	91%
Southview Terrace (Senior)	60	-	60	-	-	-	-	60	100%
Southfair Apartments (Family)	40	-	10	22	5	-	-	37	93%
Parkway Village (Family)	124	-	-	71	42	-	-	113	91%
<b>Sub-Total</b>	<b>278</b>	<b>-</b>	<b>119</b>	<b>93</b>	<b>47</b>	<b>-</b>	<b>-</b>	<b>259</b>	<b>93%</b>
<b>Project Based Subsidy</b>									
Section 8 - Mod Rehab	33	23	4	4	2	-	-	33	100%
<b>Sub-Total</b>	<b>33</b>	<b>23</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>33</b>	<b>100%</b>
<b>Tenant Based Subsidy</b>									
Housing Choice Vouchers	2,764	14	790	1,090	690	134	68	2,786	101%
<b>Total</b>	<b>3,443</b>	<b>37</b>	<b>1,019</b>	<b>1,210</b>	<b>912</b>	<b>178</b>	<b>79</b>	<b>3,435</b>	<b>100%</b>

## Purchases Approved Administratively

Vendor	Project Description and Funding	Amount
Day Heating	Scattered Sites Energy Upgrade	\$187,965.00
3 Kings Environmental	Orchard Village Demolition	\$66,533.00
Parham Insurance	Earthquake Insurance for Southview Terrace & Englewood West	\$5,501.00
NW Elevator	Elevator Upgrades for Robert Lindsey Tower, Southview Terrace and Englewood West	\$342,750.00

## BUSINESS PROFILE

### What the public may not know...

The SHA has day to day asset and property management responsibilities to oversee a residential real estate portfolio consisting of 110 properties with 646 units of housing. This housing portfolio consists of two primary groups of properties: public housing properties and affordable housing properties. The distinction between these two groups of properties is generally delineated by the type and structure of the project financing. Public housing properties are financed solely by public resources from the Federal Department of Housing and Urban Development; affordable housing properties are financed by public resources from federal, state, and local governments as well as private sector investors.

The SHA's overall asset and property management mission focuses on providing the highest quality, healthy living environment for our residents and clients. Along with this hands-on client and property management activity comes extensive SHA obligations to ensure compliance, reporting, and accountability both to the funding partners as well as the general public. To meet these obligations, the SHA engages in a series of annual audits to review all agency housing properties and to monitor the overall financial condition of the SHA. Over the next few months we will highlight the types of audits and oversight reviews as the SHA moves through each year. Below is a list of all of the Affordable Housing Properties along with project specific audit requirements.

## Annual Audit Review Schedule

Project	Type of Funding/Audit	Auditor	Current or most recent Audit date	Next review	Comments
Southfair Apartments- 40 units	Section 8 Project Based	Oregon Housing & Community Serv (OHCS)	10/9/2009	10/2010	
	Risk Share/Tax Credit	Oregon Housing & Community Serv (OHCS)	10/9/2009	10/2010	
	Partner	Homestead Capital	6/2/2008	6/2010	
	Financial	Grove Mueller & Swank	1/19-22/2010	1/2011	
Englewood East - 50 units	202/8	Oregon Housing & Community Serv (OHCS)	11/10/2009	11/2010	
	Financial	Grove Mueller & Swank	10/19-23/2009		
Parkway Village -124 units	Partner	Key Bank	4/1/2009	4/2010	
	HOME	City of Salem Urban Development	2/28/2008	2/2010	Required every two years
	Tax Credit	Oregon Housing & Community Serv (OHCS)	6/28/2007	6/2010	Required every three years
	Financial	Grove Mueller & Swank	1/25-29/2010	1/2011	
<sup>1</sup> Englewood West - 54 units	Tax Credit	Oregon Housing & Community Serv (OHCS)	6/27/2007	6/2012	Required every five years during extended use period
	Tax Credit	Oregon Housing & Community Serv (OHCS)	6/27/2007	6/2012	Required every five years during extended use period
<sup>2</sup> Southview Terrace - 60 units	Tax Credit	Oregon Housing & Community Serv (OHCS)	6/27/2007	6/2012	Required every five years during extended use period
<sup>3</sup> Dup/Triplex units - 11 units	HOME	City of Salem Urban Development	2/27/2008	2/2010	Required every two years

<sup>1</sup> Financial audits will be performed at time of agency financial audit 12/14-18/2009

<sup>2</sup> Financial audits will be performed at time of agency financial audit 12/14-18/2009

<sup>3</sup> Financial audits will be performed at time of agency financial audit 12/14-18/2009