

HOUSING ADVISORY COMMITTEE

March 22, 2010 - Noon
Salem Housing Authority
360 Church Street SE, Salem

1. ROLL CALL

2. APPROVAL OF MINUTES
 - 2.1 Approval of Minutes from the February 24, 2010 Housing Advisory Committee Meeting

3. REPORTS
 - 3.1 Program Management Report - Verbal (Andy Wilch)
 - 3.2 Voucher Administrative Plan – Phil Dean
 - 3.3 Section 3 Plan – Terry Frazier
 - 3.4 Public Housing Agency Plan - Verbal (Terry Frazier, Larry Blair)
 - 3.5 Housing Advisory Committee Application Review - Verbal (All)

MINUTES
of the
Salem Housing Authority
Housing Advisory Committee
February 24, 2010 - 12:00 Noon

<u>Attendance</u>			
<u>Members Present</u>	<u>Members Absent</u>	<u>SHA Staff</u>	<u>Guests</u>
Robert Barko Chuck Fisher Betty Markey Craig Carlson Mark Cusick Maria Palacio	Annisa Olsson-Jones	Larry Blair Terry Frazier Linda Gregg	N/A

1. Call to Order

2. Minutes

The Minutes of the December 9, 2009 meeting were approved as read.

3. Reports

Program Management Report:

Andy Wilch, Housing Administrator explained the format changes to the Program Management Report (PMR). The PMR includes two new sections: "Community Connections" and "Business Profile – What the Public May Not Know." For example, recent Business Profile updates have provided detailed information about the high volume of audits conducted of SHA programs and services.

Mr. Wilch also noted that SHA has historically applied for CDBG funds to serve clients with emergency housing assistance. In the future, Mid Willamette Valley Community Action Agency (MWVCAA) will apply for CDBG funding for emergency assistance. MWVCAA's focus is short-term transition programs such as emergency housing. This approach is part of a community-wide effort to better integrate and utilize housing and social services resources so that services are targeted to appropriate client populations.

There was a discrepancy noted in the Section 8 Mod Rehab statistics included in the "Households Assisted" chart. The percentage should be 100 occupancy%, rather than 103% and will be corrected in the next Program Management Report.

Green Retrofit Program:

Andy Wilch provided background about the Green Retrofit Program.

The Salem Housing Authority helped charter Teton Non-Profit Housing Inc. in 1978 specifically to develop and own the HUD 202 senior housing project known as Englewood East. SHA has provided financial and property management services for the project. Teton Board has engaged SHA to assist with the long-term preservation of Englewood East Apartments.

In May of 2009 the Teton Board determined that it was interested in submitting an application to HUD requesting funds for the Englewood East Apartments through the Green Retrofit Program for Multi-family Housing (GRP), an ARRA program. SHA staff agreed to prepare and submit a funding application due in June 2009. In September 2009 HUD notified the Teton Board that Englewood East was chosen for funding.

The Green Retrofit Program is one of very few potential financing opportunities available to recapitalize the Englewood East Apartments. This program offers substantial rehabilitation and financial restructuring, as well as sustainability for this 30-year old property. This investment will ensure an additional 20 years of quality housing for the residents. SHA was asked to undertake the full scope of project management and staff is working up a scope of work and will look to establish a fee based contract for services with the Teton Board.

Robert Barko, resident noted that it would be appreciated if SHA could educate clients about the special handling and disposal required for some green products such as special low energy light bulbs. Andy Wilch commented that the Green Retrofit Program offers training and education to residents; it is important that all housing sites with sustainability features offer appropriate education and training to residents.

Chuck Fisher noted that it can be difficult to find places that recycle energy efficient light bulbs. Terry Frazier responded that Home Depot and Lowes now offer recycling of these items.

Housing and Urban Development Advisory Committee (HUDAC):

Chuck Fisher recommended that a sub-committee of HAC members be set up to recommend HAC members to serve on the HUDAC. New HAC members need to be selected to expand the field available from which to make a selection. Member applications will be reviewed by the committee and recommendations made to SHA. Linda Gregg will follow up with members to put a process in place.

Public Housing Assessment System Certification (PHAS):

Terry Frazier reported on Salem Housing Authority's request to submit to HUD the Public Housing Assessment System (PHAS) certification for FY 2008-09 and provided background about PHAS evaluations.

Salem Housing Authority's overall PHAS score has exceeded 90% each year, maintaining "high performer" status in its operation of the Public Housing program. PHAS measures four areas of performance:

- 1) Physical condition of housing, measured through inspections conducted by HUD.
- 2) Financial condition of the Housing Authority as determined through the annual audit.
- 3) Resident satisfaction as expressed in survey data sent by residents to HUD.
- 4) Management operations measured and certified by the Authority.

The Authority will certify to a score of 25.1 of a possible 30 points or 84 percent for the management operations portion of the PHAS evaluation in 2008-09.

As mentioned above, in addition to the PHAS management certification, the PHAS assessment also includes the score from a physical inspection of public housing sites, a resident survey and a financial assessment of the public housing program.

The onsite physical "REAC" inspection of public housing properties was completed on November 18, 2009. SHA scored 28 out of 30 on the physical site inspection.

The Resident survey was not conducted by HUD in 2008 or 2009. So the score from the most recent survey, which was conducted in 2007 will be used to calculate the overall 2009 PHAS score.

The financial evaluation is based on the Housing Authority's audited financials which have not yet been finalized and reviewed by HUD. So thus far SHA's PHAS presumed scores are as follows:

	Score	Possible
Physical Inspection	28	30
Financial Condition	unknown	30
Resident Survey	9	10
Management Certification	<u>25.1</u>	<u>30</u>
Total	62.1	100

It appears that SHA must score at least 27.9 points on the financial indicator in order to maintain its longstanding "High Performer" status. In the past, SHA has typically scored 29 or 30 points on the financial indicator.

The Housing Advisory Committee recommended that the Housing Authority Commission authorize submission of FY 2008-09 PHAS certification to HUD.

Other Business

Andy Wilch reported that SHA continues to explore new funding opportunities for its operations. He noted examples of potential opportunities like HUD's "Moving to Work"

program, which offer housing organizations more flexibility and the ability to meet broader business and community needs, as well as providing broader access for more clients.

Next meeting tentatively scheduled for March 24, 2010.

Meeting was adjourned at 1:20 pm.

FOR HOUSING ADVISORY COMMITTEE MEETING OF: MARCH 22, 2010

AGENDA ITEM NO. 3.2

TO: HOUSING ADVISORY COMMITTEE

FROM: ANDREW WILCH
HOUSING & SOCIAL SERVICES DIVISION ADMINISTRATOR

DATE: MARCH 22, 2010

SUBJECT: REVISION OF THE HOUSING CHOICE VOUCHER AND MODERATE
REHABILITATION ADMINISTRATIVE PLAN

ISSUE:

Should the Housing Advisory Committee recommend that the housing authority commission adopt the revised housing choice voucher & moderate rehabilitation administrative plan to be effective April 12, 2010.

RECOMMENDATION

Staff recommends the Housing Advisory Committee make a recommendation to the Housing Authority Commission to adopt the revised Housing Choice Voucher & Moderate Rehabilitation Administrative Plan to be effective April 12, 2010.

BACKGROUND

The Housing Authority of the City of Salem (SHA) maintains an Administrative Plan for the Housing Choice Voucher & Moderate Rehabilitation programs that governs the eligibility and continued participation of persons assisted under the Housing Choice Voucher and Moderate Rehabilitation programs. Periodically, SHA updates the plan to incorporate regulatory changes and improve program responsiveness to local needs. The summary of proposed changes indicates those that are regulatory and those that are locally initiated.

FACTS AND FINDINGS

The U. S. Department of Housing and Urban Development (HUD) requires the Housing Authority Board of Commissioners to consent to revisions of program administrative plans. The last revision to the Housing Choice Voucher and Moderate Rehabilitation plan was approved effective September 1, 2009.

The following summary of proposed revisions to the Administrative Plan is organized by chapter, page, and specific policy. The policies are categorized as: 1) regulatory changes mandated by local, state, or federal laws; or 2) SHA initiated changes, followed by the specific proposed policy changes with brief discussion comments where warranted.

Attachment: Housing Choice Voucher and Moderate Rehabilitation Administrative Plan

OVERVIEW OF THE PROGRAM AND PLAN

Page 1 – 2 (SHA initiated)

Change *Housing Administrator* to Housing & Social Services Division Manager.

ELIGIBILITY

Page 3 – 7

Joint Custody of Dependents: (SHA initiated)

Dependents that are subject to a joint custody arrangement will be considered a member of the family, if they live with the applicant or participant family 50 percent + one day during the year.¹

When more than one applicant or participant family claims the same dependent(s) as family members, the family with primary custody (50% + 1-day) at the time of the initial certification or reexamination will be considered the primary care provider. If there is a dispute about which family should claim the dependent(s), SHA will make the determination based on available documents such as court orders, school records, or other official documents from state or federal programs that indicate custody.

If a family can not provide documentation that they do not have primary custody of the minor as described above, SHA may allow the minor to be part of the household under the following conditions:

- Such minor(s) do not have a criminal history as established in SHA's policy found in chapter twelve. The family must certify by a notarized statement that such minors do not have a criminal history.
- minor(s) will **not** be counted as members of the family, thus the minor(s) will not receive any program benefits such as; the \$480 per minor deduction or a larger voucher. In addition the unit must meet the minimum subsidy standard size as not to over-crowd the unit.
- The family must submit to SHA written documentation from their landlord that the landlord will allow the minor(s) to stay in the household for extended periods of time.

Discussion: Clarification on SHA's policy on working with families where one parent has custodial custody of a minor and the non-custodial parent is a program participant.

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Guest: (SHA initiated)

¹ Custody agreements or court orders must designate that a participant has such custody or the other custodial parent must agree in writing in a notarized statement that the minor is with the program participant 50% + one day on an annual basis.

A guest may visit in the assisted unit no longer than 14 consecutive days and no more than a total of 21 cumulative calendar days during any 12-month period. A guest may not visit longer than allowed in the landlord tenant lease signed by the family allows.

Discussion: This policy change brings the voucher program more consistent with the public housing plan.

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Absences Due to Placement in Foster Care [24 CFR 5.403] (SHA initiated)

A child of a current participant who is temporarily away from home due to placement in foster care will continue to be considered a member of the family. This provision only pertains to the foster child's temporary absence (less than 180-days) from the home, and is not intended to artificially enlarge the voucher available for other family members. Children placed in temporary care such as foster care will be deleted from the household after being absent from the household for 180-days or effective at the families next annual certification, whichever is sooner with the following exception.

- Minors who are in foster care (wards of the state) and where the court orders that the minor(s) will be returned to the household with in another six month period will continue to be treated as family members and not be deleted from the household.²

Discussion: Under HUD regulations a family member who has been out of the household for more than 180-days normally would no longer be considered a part of the family however, in many instances a minor child who is a ward of the state or court may not be released to return home for a longer period of time. Under these circumstances and where there is a court order that stipulates that the minor will be returned with in a 6-month period SHA will not delete the minor from the household.

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Social Security Numbers: (HUD Mandated)

All applicants and members of the applicants household (except for those individuals who do not contend eligible immigration status under subpart E of 5.508) must submit the following information to Salem Housing Authority **prior to becoming eligible** for issuance of a housing choice voucher or to participate on the Moderate Rehabilitation Programs.³

- 1) The complete and accurate SSN assigned to the applicant and to each member of the applicant's household; and
- 2) The documentation necessary to verify the SSN of an individual who is required to disclose his or her SSN.

² The family must submit to SHA a copy of the court order showing that the subject minor(s) will be returned to the household with in the next six-months.

³ For those applicants to the Section 8 Moderate Rehabilitation Single Room Occupancy Program for Homeless Individuals under 24 CFR part 882, subpart H, the documentation required under this rule the applicant will be provided up to 90-days from the date of admission into the program to provide this information if they do not have the documentation available.

Acceptable documentation may be:

- A valid SSN card issued by the Social Security Administration
- An original document issued by a federal or state government agency, which contains the name of the individual, and the SSN of the individual, along with other identifying information of the individual; or such other evidence of the SSN as HUD may prescribe in administrative instructions.

Retaining place on waiting list: (SHA initiated)

If SHA determines that the applicant is otherwise eligible to participate in the Housing Choice Voucher or Moderate Rehabilitation programs, the applicant may retain its place on the waiting list for the program but cannot become a participant until it can provide the complete and accurate assigned SSN for each family member of the household and the documentation referred to in this regulation.

SHA Policy

For program applicants who fall under this provision, SHA will assign the applicant a point score of -2 so as to hold the applicant's place on the waiting list for a period of six months. Once the applicant is able to provide the SSN of each family member in the household, SHA will assign the applicant a point score of 5, which will place them in correct date and time order on the waiting list; thus when SHA sends out a new batch of GNL's the family would then be at the top of the waiting list. If after six months the family is unable to provide the required documentation the family will be removed from the waiting list and will need to reapply for housing assistance.

Discussion: HUD requires that SHA determine how they will handle those situations where a family is unable to provide the documentation required by the social security rule.

Current Participants: (HUD Mandated)

Each participant and member of the participant's household, except those individuals who are age 62 or older as of January 31, 2010 and whose initial determination of eligibility was begun before January 31, 2010; and those individuals who do not contend eligible immigration status under subpart E of 5.508 **must submit** the following information to Salem Housing Authority at their next scheduled annual recertification, move, or interim certification.

- 1) The complete and accurate SSN assigned to the applicant and to each member of the applicant's household; and
- 2) The documentation necessary to verify the SSN of an individual who is required to disclose his or her SSN.

Additions to Household: (HUD Mandated)

Subsequent Disclosure applies with the addition of all new household member(s).

Addition of new family member(s) age six years or older:

The participants who seek the addition of new household member who is at least six years of age shall be required to provide the complete and accurate SSN assigned to each new member at the time of the request, or at the time of processing the interim recertification of family composition that includes the new member(s).

No family member who is at least six years of age will be admitted to the household until the head-of-household is able to provide a complete and accurate SSN with the documentation as required by HUD regulations.

Addition of household member who is under the age of six:

The participant who seeks to include or add a household member who is under the age of six years old and that individual has no assigned SSN, the participant shall be required to provide the complete and accurate SSN assigned to each new child as prescribed in this chapter. If a SSN has not yet been assigned the participant must provide this information within 90 calendar days of the child being added to the household.

SHA Policy

SHA will not provide extensions to obtain the necessary information.

Participants in Single Room Occupancy (SRO) Moderate Rehabilitation Units:

Participants who receive their assistance through the SRO moderate rehabilitation program will be provided 90 calendar days from their next interim or annual reexamination to provide acceptable documentation as discussed in this chapter

SHA Policy

SHA will not provide extensions to obtain the necessary information.

Participants in Single Room Occupancy (SRO) Moderate Rehabilitation Units:

Participants who receive their assistance through the SRO moderate rehabilitation program will be provided 90 calendar days from their next interim or annual reexamination to provide acceptable documentation as discussed in this chapter; in addition SHA may provide the participant one 90-day extension as SHA's sole discretion, if SHA determines that the participant's failure to comply is due to circumstances that could not have reasonably been foreseen and were outside the control of the participant.

If after the initial 90-day period and any extension provided as per this regulation the family is unable to provide the required documentation, SHA will take action to terminate the assistance of a participant in accordance with the provisions governing the program involved.

SHA must deny assistance to an applicant family if they do not meet the SSN disclosure, documentation, verification, and certification requirements contained in 24 CFR 5.216.

SHA will **not** admit an otherwise-eligible family who was evicted from federally-assisted housing within the past 3 years or longer depending on the chart found in Chapter 12. SHA determines that any household member is currently engaged in the use of illegal drugs.

SHA Policy

Currently engaged is defined as any use or possession of illegal drugs during the previous Eighteen (18) months. Applicants who have used or possessed illegal drugs in the previous eighteen (18) months and who provide documentation that they have **successfully** completed a drug-rehabilitation program will be allowed to continue the eligibility process. Applicants who have used or possessed illegal drugs in the previous eighteen (18) months and who are currently in a drug-rehabilitation program will have their application deferred (family would be placed on the drug court point list) for a period of six-months so that they may continue their rehabilitation; after six-months the family will be removed from the waiting list and will need to reapply for assistance. If the applicant provides the appropriate documentation they would be placed back on the waiting list according to their original date and time of application.

Applicants who have used or possessed illegal drugs in the previous eighteen (18) months and who have not graduated from or are currently enrolled in a drug rehabilitation program will be removed from the waiting list and will reapply for assistance.

Discussion: HUD requires that SHA establishes rules concerning applicants who would not be eligible to receive housing assistance for drug related and other criminal activity. Extending the period of time from 12- to 18-months for drug possession is consistent with other policy issues as they relate to ineligible periods of time that the individual would not be permitted to receive housing assistance.

VERIFICATIONS:

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Use of HUD's Enterprise Income Verification (EIV) System: (HUD Mandated)

SHA must use HUD's EIV system in its entirety: (i) As a third party source to verify tenant employment and income information during mandatory reexaminations or recertifications of family composition and income, in accordance with § 5.236, and administrative guidance issued by HUD; And (ii) To reduce administrative and subsidy payment errors in accordance with HUD administrative guidance.

Use of EIV in its entirety means that EIV is required by SHA to verify the employment and income of existing tenants at the time of all mandatory reexaminations and recertifications. In addition, SHA must use other reports in EIV such as the Failed Verification Report, the Deceased Tenant Report, the Multiple Subsidy Report, etc.

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Social Security Numbers: (HUD Mandate & SHA initiated)

As per HUD regulation 24 CFR 982.551 (k) SHA will terminate the assistance of any individual who is using a non-assigned social security number to obtain work or to obtain other benefits in a manner that is not consistent with the “family obligations” of the Housing Choice Voucher or Moderate Rehabilitation programs.⁴

SHA Policy

SHA will accept only original copies of the following documents per HUD regulations (Chapter three).

- A valid SSN card issued by the Social Security Administration
- An original document issued by a federal or state agency, which contains the name of the individual, and the SSN of the individual, along with other identifying information of the individual such as picture identification.
- Those individuals age 62 or older as of January 31, 2010 whose initial determination of eligibility under the program involved was begun before January 31, 2010 are not required to submit a SSN.

Discussion: HUD requires SHA to determine the types of documentation that will be considered to meet HUD’s requirements. SHA’s proposed policy meets those requirements.

CHILD CARE EXPENSES:

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Unreimbursed Expense: (SHA initiated)

SHA will use the Department of Human Services allowance schedule to determine the maximum allowable deduction for child-care expenses.

Discussion: This policy codifies a current practice.

GENERAL LEASING POLICIES:

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Duplicative Assistance: (SHA initiated)

If a family comes to the top of the waiting list and SHA determines that the family already has a voucher with another PHA, the family will be required to port their existing voucher to Salem.

In these cases SHA will absorb the voucher.

⁴ Under the family obligations found in 24 CFR 982.551 (k) members of the family must not commit fraud, bribery, or any other corrupt or criminal act in connection with the program.

Discussion: This policy provides direction concerning families who are at the top of the waiting list and who currently have assistance with another housing authority. SHA may not deny assistance to a family simply because they already receive assistance however, SHA may require that the family port to SHA with their existing voucher.

MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY

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Housing Assistance Payments: (HUD Mandated)

Under HUD regulations Housing Assistance Payments stop at the end of the month in which the family lived in the unit. Thus, if the sole program participant is deceased SHA may only pay HAP assistance for the month in which the program participant died.

For Example, if the sole program participant passes away on June 29 th , the landlord would be entitled to HAP for the month of June; if July's HAP was paid the Landlord would be required to return the subsidy.

SHA is under no obligation under the terms of the Housing Assistance Payment Contract to provide rental subsidy beyond the end of the month in which the sole program participant passes away; the landlord would deduct any amount owed from the family's security deposit or from the family's estate.

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Sending Documentation to the Receiving PHA: (SHA initiated)

SHA will fax the 50058 and 52665 to the receiving housing authority and will mail all other materials including the 50058 and 52665 to the staff member identified by the receiving housing authority to ensure compliance with portability and EIV rules.

In addition to these documents, SHA will provide the following information, if available, to the receiving PHA:

- Social security numbers (SSN's)

- Documentation of SSN's for all family members age 6 and over

- Documentation of legal identity

- Documentation of citizenship or eligible immigration status

- Documentation of participation in the earned income disallowance (EID) benefit

- Documentation of participation in a family self-sufficiency (FSS) program

Discussion: HUD requires SHA to protect the identity of each family member of a household, therefore when a family request to use portability (move from our jurisdiction to another housing authority) Staff will follow the above policy to ensure that SHA meets HUD requirements.

REEXAMINATIONS:

Changes in family and household composition: (SHA initiated)

SHA will conduct interim reexaminations to account for changes in household composition when an adult is added to the household. If a minor is added to the household SHA will not automatically complete an interim reexamination unless the family request one to be completed or the Housing Specialist feels that there are special circumstances to do so.

However, in all cases when a minor is added to the household the family must comply with HUD regulations and supply that individual's social security information at the time of occupancy as stipulated in Chapter 3 of this administrative plan.

Discussion: Current approved policy, added the requirement of having the social security information per HUD mandate.

Family-Initiated Interim Reexaminations: (SHA initiated)

The effective date of any family composition change will be the 1st day of the 3rd month following the date that the family member **actually moved into the unit.**

For example, if a family member moves into a unit on March 15th and this is not reported to SHA until May 15th, the 1st day of the third month will be June 1st which is the first day of the 3rd month counting March as the report date.

Discussion: changed the effective date to the 1st of the 3rd month to provide staff reasonable time to complete the file and the family reasonable notice.

If during an interim reexamination (tenant request) the head of household reports to SHA that a family member who has worked or received assistance in the form of a benefit in the past twelve months now indicates that the family member does not anticipate working, receive child support or other eligible benefits during the coming twelve month period; will be required (to sign the "Anticipation of Income" (goldenrod) form and report to SHA in a prompt manner if the family begins to work, receive child support, or other eligible benefit. SHA will conduct an interim recertification in these instances.

If at the next scheduled review it is found that the family had not reported the required change as indicated above, the family will be required to reimburse SHA for any and all over-payments of HAP assistance. If the family refuses to enter into a payback agreement or defaults on a payback agreement SHA will take action to terminate the family's assistance per HUD regulations.

Discussion: This is to codify an SHA practice.

Optional Reporting (SHA initiated)

If a family reports a change that will take place in the near future, such as a change in employment status, SHA will request the family to supply such information as to verify the actual change. If the change is going to take place with-in the next sixty days, SHA will complete the interim reexamination make the effective date the 1st day of the month following the actual change.

If the change is going to take place more than sixty days from the date of notification to SHA, the family would need contact SHA with-in the sixty day notice requirement and meet all other requirements prior to the change becoming effective.

In all cases the family must supply notification in writing and supply the appropriate third party information to SHA before SHA will complete an interim reexamination.

If the anticipated change does not take affect as indicated by the family, the family must immediately notify SHA of the change or be subject to having to reimburse SHA for any over-payments of HAP paid on the family's behalf.

If a family reports a change that it was not required to report and that would result in an increase in the family share of the rent, SHA will note the information in the tenant file, but will not conduct an interim reexamination unless the family had completed a tenant request between their annual reexamination.

Discussion: This is to reiterate HUD regulation and SHA policy.

TERMINATION OF ASSISTANCE AND TENANCY

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Violation Chart: (SHA initiated)

Criminal Mischief I or II (serious or multiple offenses)	3 years
Theft III: three or more instances of theft with in a 12 month period prior to receiving a GNL or while a participant. Theft III (Basic rule “take” (Wrongfully obtain control OR exert unauthorized control over)	1 year
Theft II: five or more instances of theft or three instances of theft II with in a 24 month period prior to receiving a GNL or while a participant. Theft II (Basic rule + value over \$250.00 multiple convictions of theft in a 12 month period)	3 years
Theft I: seven or more instances of theft or two instances of theft I with	5 years

in a 24 month period prior to receiving a GNL or while a participant.	
Theft I (Basic rule + value over \$1,500)	

Discussion: HUD requires SHA to establish policies on issues as they relate to drug related and other criminal activity. The above changes or additions are put in place to clarify SHA's policy.

PROGRAM INTEGRITY

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EIV Documentation: (HUD mandated)

The data in the EIV system includes private and confidential information. Staff at Public Housing Agencies and PHA-hired private management agents may not view private information unless there is a signed Authorization for the Release of Information and Privacy Act Notice (Form HUD-9886) or equivalent consent form satisfying requirements under 24 CFR 5.230 in the household's file for the head of household and the spouse of the head of household, or co-head, regardless of age, and for each adult member in the household.

Each staff member of the housing authority who has access to and is authorized to review EIV data has been properly trained and agrees to not disclose EIV data except as allowed by law and the EIV agreements that they have signed.

SPECIAL HOUSING TYPES

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Home Ownership: (SHA initiated)

SHA will no longer make available the Voucher Homeownership program to new families effective February 1, 2010 as HUD has discontinued the funding to administer this program; however, SHA will continue to monitor and administer the program for those families who are current participants as per HUD regulations.

Discussion: HUD discontinued funding for this program and position.

Conclusion

SHA proposes the revised Housing Choice Voucher and Moderate Rehabilitation Plan become effective April 12, 2010.

FOR HOUSING ADVISORY COMMITTEE MEETING OF: MARCH 22, 2010

AGENDA ITEM NO. 3.3

TO: HOUSING ADVISORY COMMITTEE

FROM: ANDREW WILCH,
HOUSING & SOCIAL SERVICES DIVISION ADMINISTRATOR

DATE: MARCH 22, 2010

SUBJECT: SECTION 3 PLAN

ISSUE:

Should the Housing Advisory Committee recommend that the Housing Authority Commission authorize adoption of a Section 3 Plan, and establish specific numeric goals for awarding contracts to Section 3 business concerns.

RECOMMENDATION:

Staff recommends the Housing Advisory Committee make a recommendation to the Housing Authority Commission to adopt the Salem Housing Authority Section 3 Plan, and establish specific numeric goals for awarding contracts to Section 3 business concerns.

BACKGROUND:

The purpose of section 3 of the Housing and Urban Development Act of 1968 is to ensure that employment and other economic opportunities generated by HUD financial assistance shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

All full-time employment opportunities generated by HUD funded programs and all contracts utilizing HUD funds are "Section 3 covered" economic opportunities. The Housing Authority is required to ensure that these opportunities, to the greatest extent feasible, are directed to low income residents and businesses which provide opportunities for low income residents.

FACTS AND FINDINGS:

In 1976 the Housing Authority adopted a policy to give a hiring preference to low income persons (Resolution 320), and in 1994 the Authority adopted a goal that 30% of HUD funded full-time hires would be Section 3 low income persons. (Resolution 1424)

The Housing Authority has never adopted specific numeric goals regarding the award of Section 3 covered contracts.

HUD requires that Housing Authorities report annually describing their efforts and indicating their rate of success in hiring Section 3 low income persons, and awarding contracts to Section 3 businesses. Salem Housing Authority has had some success in both hiring and contracting with Section 3 eligible residents and businesses. However, a greater level of success will be achieved by formally adopting a Section 3 Plan and setting specific contracting goals in addition to the existing hiring goals.

Attachment: Section 3 Plan

SALEM HOUSING AUTHORITY SECTION 3 PLAN

The Housing Authority of the City of Salem will, to the greatest extent feasible, make economic opportunities, which are generated by HUD assistance, available to low income persons, particularly recipients of HUD housing assistance. The Authority's Section 3 efforts will include at a minimum the following actions:

Hiring:

1. Adopt by Board resolution the goal that at least 30% of new hires will be Section 3 residents. (Was done in 1976 by Reso. 320 and in 1994 by Reso. 1424)
2. Post job announcements in the lobby visible to all housing applicants.
3. Give preference to Section 3 applicants by interviewing all that meet minimum qualifications for the position.
4. Circulate SHA job announcements to public housing "turnkey" sites and encourage public housing residents to apply.
5. Encourage Section 8 residents to apply for Housing Authority jobs through the Section 8 Self Sufficiency Coordinators.
6. Assist participants to obtain training, interviewing skills, etc. to enhance their potential as job applicants through Public Housing and Section 8 Self-Sufficiency programs.

Contracts:

1. Adopt by Board resolution the goal that at least 10% of the dollar amount of all Section 3 covered contracts for building trades be awarded to Section 3 businesses, and at least 3% of the total dollar amount of other contracts be awarded to Section 3 businesses.
2. Include Section 3 clause in all Section 3 covered contracts, and subcontracts.
3. Require bidders to self-certify to their Section 3 status and agree in writing to give Section 3 preference in hiring for work under a Section 3 contract.
4. Require contractors to provide lists of available positions that can be advertised at public housing sites if hiring for Section 3 contract work.
5. Encourage contractors to hire Section 3 subcontractors.
6. Monitor contractors' Section 3 efforts and performance.
7. Advertise or solicit Section 3 contracts locally to encourage local Section 3 business participation.