

(Final Agenda)

HOUSING ADVISORY COMMITTEE

October 25, 2010

Salem Housing Authority – Robert Lindsey Tower
360 Church Street SE, Salem

Noon

1. ROLL CALL

2. APPROVAL OF MINUTES
 - 2.1 Approval of Minutes from the August 23 Housing Advisory Committee Meeting (e-mailed)

3. REPORTS
 - 3.1 Program Management Report (Verbal)
 - 3.2 Orchard Village-Sustainable Communities Initiative Update (Verbal)

4. ACTION ITEMS
 - 4.1 IGA between SHA and City of Salem
 - 4.2 Continuum of Care Grant Application
 - 4.3 Authorization to apply for Family Unification Vouchers
 - 4.4 Authorization to apply for project based VASH Vouchers
 - 4.5 PHAS Certification

5. OTHER ITEMS OF INTEREST
 - 5.1 Confirmation of Next Meeting Date
 - 5.2 HUDAC Appointments

**FOR HOUSING ADVISORY COMMITTEE MEETING OF: OCTOBER 25, 2010
AGENDA ITEM NO. 2.1**

MINUTES
of the
Salem Housing Authority
Housing Advisory Committee
Special Joint Budget Review Meeting
August 23, 2010 - 12:00 Noon

Attendance:

Members Present

Robert Barko
Chuck Fisher
Leah McMillan
Kristi Neznanski
Annisa Olsson-Jones
Maria Palacio

Members Absent

Betty Markey

SHA Staff

Larry Blair
Terry Frazier
Sandy Garabedian
Linda Gregg
Andy Wilch
Nicole Utz

Guests

Rick Scott, Urban
Development

MINUTES

Minutes were not presented for review at this meeting.

SHA FY 2010-11 Operating Budget

The annual operating budget was the primary topic on the agenda. Housing Advisory Committee members were asked to make recommendations for changes or adoption by the Housing Authority Board of Commissioners at the September 13, 2010 Commission meeting.

Andy Wilch, Salem Housing Authority (SHA) Administrator, presented an overview of the operating budget. Anticipated revenues for FY 2010-11 are \$24,050,076 and expenditures are \$24,050,076. Mr. Wilch explained the purpose of the programs funded by the budget and highlighted some specific challenges:

- The restrictions associated with use of the Central Office budget and the requirement that the budget must have a net positive cash flow at the end of budget year.
- Structural problems at Parkway Village Apartments and increasing cost to manage Southfair Apartments.
- Increases in Housing Assistance Payments (HAP) for the Voucher program participants which reduces the number of client households that can be served.

There was brief discussion about the nature of HAP payments and Voucher administrative fees.

Mr. Wilch noted that all levels of the agency have an obligation to monitor budget expenditures for their programs and are actively involved in the process.

Mr. Wilch explained that there are five major areas of the operating budget: 1) Central Office, 2) Public Housing, 3) Owned Housing, 4) Vouchers, and 5) Grants. The proposed operating budget does not include budgets for Managed Properties (Englewood East Apartments & Hawthorne House), or Partnership properties (Parkway Village and Southfair Apartments), which are separate budgets. The budget also does not include revenues from HOME grants to Southview Terrace and Englewood West

Mr. Wilch reviewed budget line items. He noted that the funds allocated by HUD are restricted for very specific purposes and there is little flexibility in how operations costs can be allocated. There was general discussion about how these budget issues impact agency operations and services to clients.

Motion was made to recommend adoption of the FY 2010-11 SHA budget by the Housing Authority Commission at the September 13, 2010 Commission meeting. Motion approved.

Other Business

SHA staff previously discussed with the Committee the need to renew annual Legal and HR-Payroll Services contracts with the City. At that time, proposed fees for FY 2010-11 had not been decided. The new fees are noted below. There was discussion about overhead costs related to both the legal and labor relations costs proved by the City to SHA.

Legal services fees for FY 2010-11 are \$118.73 per hour, a decrease of \$.93 per hour from FY 2009-10 due to reductions in personnel services fees. The maximum remains at \$5,000 annually. Staff requested that the Committee recommend the HA Commission adopt the FY 2010-11 Legal Services agreement between the City of Salem and SHA. Motion was made to recommend approval by the Commission. Motion approved.

HR (Labor Relations) services fees decreased \$5,545 due to HR staffing changes. Payroll services fees increased \$386 due to OTL changes. Staff requested that the Committee recommend the HA Commission adopt the FY 2010-11 HR-Payroll Services agreement between the City of Salem and SHA. Motion was made to recommend approval by the Commission. Motion approved.

The next meeting is planned for September 27 at Noon.

ADJOURNMENT

Meeting adjourned at 1:40 p.m.

**FOR HOUSING ADVISORY COMMITTEE MEETING OF: OCTOBER 25, 2010
AGENDA ITEM NO: 4.1**

TO: HOUSING ADVISORY COMMITTEE

**FROM: ANDY WILCH
HOUSING ADMINISTRATOR**

**SUBJECT: INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF
SALEM AND THE HOUSING AUTHORITY OF THE CITY OF
SALEM.**

ISSUE:

Shall the Committee recommend that the Commission authorize the City Manager to execute an Intergovernmental Agreement (IGA) between the City of Salem (City) and the Housing Authority of the City of Salem (SHA)?

RECOMMENDATION:

The Committee is requested to recommend that the Commission authorize the City Manager to execute the Intergovernmental Agreement (IGA).

BACKGROUND:

Since the creation of SHA in 1969 by and through the City, the two governmental entities have worked closely to provide quality housing and community development services to the public. In September 2004, the SHA and the City entered into an agreement for environmental services. In addition the City and SHA have entered into a series of annual contracts for legal services, payroll services and Human Resource services over the past several years.

The City reorganization in FY 2009-2010 aligned the SHA and the City Federal Fund Programs together in a new Housing and Social Services Division within the Urban Development Department. In January of 2010 City staff relocated to the SHA main office building. This co-location has provided opportunities to integrate functions and leverage staff capacities to more efficiently complete mission work.

FACTS AND FINDINGS:

The implementation of this IGA will enhance customer service delivery and reduce duplication of services. In addition this agreement allows certain work previously performed by contractors to be brought back-in house generating a reduction in cost. This IGA provides for a range of mutually beneficial services including but not limited to the following:

- Property Inspections
- Environmental Reviews

- Coordination of Social Service objectives
- Grant Writing/Resource Development
- Certify SHA plans consistency with the City's Consolidated Plan
- Appropriate reimbursement for direct and indirect cost of service provision.

FOR HOUSING ADVISORY COMMITTEE MEETING OF: OCTOBER 25, 2010

AGENDA ITEM NO. 4.2

TO: HOUSING ADVISORY COMMITTEE

**FROM: ANDY WILCH
HOUSING ADMINISTRATOR**

**SUBJECT: APPLICATION FOR FUNDING THROUGH CONTINUUM OF CARE
PERMANENT HOUSING BONUS**

ISSUE

Should the Housing Authority apply for federal funding available through the Continuum of Care Permanent Housing Bonus to finance housing for 10 hard-to-house individuals and their families?

RECOMMENDATION

The Committee is requested to recommend that the Commission authorize submission of an application for funding through the Continuum of Care Permanent Housing Bonus.

BACKGROUND

The Housing Authority of the City of Salem as the City's lead housing agency has committed to the priority to end homelessness by increasing the supply of adequate transitional and permanent housing, combined with services to help at-risk community members progress to stability and self-sufficiency.

A variety of challenges prevent the elimination of homelessness among certain populations of residents in Salem and Keizer. The Continuum of Care Permanent Housing Bonus aligns with the 2010 Action Plan to steer community housing to ensure that homeless persons recover and acquire necessary support services that ensure self-sufficiency.

The City of Salem staff has been meeting with key community leaders to implement a "housing first" model that would mirror the prevalent permanent supportive housing best practices approach. This includes leveraging housing choice vouchers, Housing Authority resources, and local and federal funds in a comprehensive way to provide maximum benefit to target populations.

The City has an opportunity to not only address the needs of the homeless population, but to help stop the cycle of homelessness by helping families and youth transition into self-sufficiency. To successfully achieve the goals of reducing the homeless population

within the City, financial assistance programs and partnerships among community stakeholders are needed in projects and programs that address the basic living needs of the homeless. Through the provision of self-sufficiency education, emergency and crisis services, employment and job placement, and affordable housing, the City has an opportunity to trim down the levels of homelessness in the area.

The Housing Authority has identified a funding opportunity through the Continuum of Care Permanent Housing Bonus which, if awarded, will provide housing choice vouchers to five chronically homeless persons and their families and an additional five vouchers to homeless veterans and their families. The Continuum of Care Permanent Housing Bonus Plan combines rental assistance from the Housing Authority and comprehensive health care and case management provided by Northwest Human Services and Veterans Affairs. This model intends to first stabilize the target population in housing and then direct social services to overcome barriers to stability and self-sufficiency. Northwest Human Services and Veterans Affairs will refer chronically homeless families and homeless veteran families to the Housing Authority, which will then administer the housing choice vouchers.

The Housing Authority administers a Family Self-Sufficiency Program, in which participants are supported in their transition from rental assistance to self-sufficiency through intensive case management, utilization of a broad network of community resources, and education on the necessary means to achieve individually-set goals. Using the “housing first” model, participants of the Continuum of Care Permanent Housing Bonus Plan will first stabilize under the care of Northwest Human Services and/or Veterans Affairs and then will receive an invitation to undergo the Family Self-Sufficiency Program. Successful completion of the Family Self-Sufficiency Program would emancipate the target population from homelessness and homelessness-risk toward enduring stability and self-sufficiency.

FACTS AND FINDINGS

The City has identified ending homelessness as the first and foremost priority in the Salem-Keizer Housing and Community Development Consolidated Plan.

The Five-Year Strategic Plan calls for 1)collaboration with community action to implement the Marion-Polk Ten Year Plan to End Homelessness, and 2)increasing the percentage of homeless individuals and households receiving support in permanent housing settings. The goals outlined in the Five-Year Strategic Plan include 1)creating new permanent housing beds for chronically homeless persons, 2)connecting Continuum of Care participants to mainstream housing and community development resources to help them progress toward self-sufficiency, 3)providing tenant education and life skills training to Continuum of Care participants to help them learn skills necessary to be successful in their housing arrangements, and 4)increasing the percentage of homeless persons moving from transitional housing into permanent housing.

The first three objectives of the Marion-Polk Ten Year Plan to End Homelessness are to 1)create new permanent housing beds for the chronically homeless, 2)increase the

percentage of homeless persons staying in permanent housing over six months, and 3)increase the percentage of homeless persons moving from transitional housing to permanent housing.

Evidence from the 2008 One Night Shelter Count, as well as inputs from community housing stakeholders, show that priority homeless needs of individuals in Salem and Keizer are not limited to housing alone. The Community Needs survey feedback from housing assistance agencies and organizations across the City indicates that a majority of homeless individuals and families require an array of services to emancipate from homelessness to self-sufficiency.

The Housing Authority request for authorization to prepare a funding application for the Continuum of Care Permanent Housing Bonus expressly targets the Housing and Community Development Consolidated Plan's first funding priority to end homelessness. As well, the Permanent Housing Bonus Plan aligns with Marion-Polk Ten Year Plan to End Homelessness objectives and the City's Five-Year Plan strategies. Finally, the Continuum of Care Permanent Housing Bonus Plan promotes self-sufficiency to measurably and permanently elevate families and youths out of homelessness and homelessness-risk.

FOR HOUSING ADVISORY COMMITTEE MEETING OF: OCTOBER 25, 2010

AGENDA ITEM NO. 4.3

TO: HOUSING ADVISORY COMMITTEE

**FROM: ANDY WILCH
HOUSING ADMINISTRATOR**

**SUBJECT: APPLICATION FOR FUNDING THROUGH THE FAMILY UNIFICATION
PROGRAM**

ISSUE

Should the Housing Authority apply for federal funding available through the Family Unification Program to finance housing for up to 100 families and youths?

RECOMMENDATION

The Committee is requested to recommend that the Commission authorize submission of an application for funding through the Family Unification Program.

BACKGROUND

The Housing Authority of the City of Salem, as the City's lead housing agency, has committed to the priority to end homelessness by increasing the supply of adequate transitional and permanent housing, combined with services to help at-risk community members progress to stability and self-sufficiency.

A variety of challenges prevent the elimination of homelessness among certain populations of residents in Salem and Keizer. The Family Unification Program aligns with the 2010 Action Plan to steer community housing to ensure that homeless persons recover and acquire necessary support services that ensure self-sufficiency.

The City of Salem staff has been meeting with key community leaders to implement a "housing first" model that would mirror the prevalent permanent supportive housing best practices approach. This includes leveraging housing choice vouchers, Housing Authority resources, and local and federal funds in a comprehensive way to provide maximum benefit to target populations.

The City has an opportunity to not only address the needs of the homeless population, but to help stop the cycle of homelessness by helping families and youth transitioning into self-sufficiency. To successfully achieve the goals of reducing the homeless population within the City, financial assistance programs and partnerships among community stakeholders are needed in projects and programs that address the basic

living needs of the homeless. Through the provision of self-sufficiency education, emergency and crisis services, employment and job placement, and affordable housing, the City has an opportunity to trim down the levels of homelessness in the area.

The Housing Authority has identified a funding opportunity through the Family Unification Program which, if awarded, will provide housing choice vouchers to up to 100 homeless or at-risk families and youths. The Family Unification Program combines rental assistance from the Housing Authority, wraparound services provided by Department of Human Services and other community resources, and the Housing Authority's Family Self-Sufficiency Program. This model intends to first stabilize the target population in housing and then direct social services to overcome barriers to stability and self-sufficiency. Department of Human Services will certify families' and youths' eligibility for the Family Unification Program; the Housing Authority will then administer housing choice vouchers for the eligible families and youths.

The Housing Authority administers a Family Self-Sufficiency Program, in which participants are supported in their transition from rental assistance to self-sufficiency through intensive case management, utilization of a broad network of community resources, and education on the necessary means to achieve individually-set goals. Using the "housing first" model, participants of the Family Unification Program will first stabilize under the direction of Department of Human Services and other community organizations providing wraparound services; stable participants will then receive an invitation to the Family Self-Sufficiency program. Successful completion of the Family Self-Sufficiency Program would emancipate the participants from homelessness and risk of homelessness toward enduring stability and self-sufficiency.

FACTS AND FINDINGS

The City has identified ending homelessness as the first and foremost priority in the Salem-Keizer Housing and Community Development Consolidated Plan.

The Five-Year Strategic Plan calls for 1)collaboration with Community Action to implement the Marion-Polk Ten Year Plan to End Homelessness and 2)increasing the percentage of homeless individuals and households receiving support in permanent housing settings. The goals outlined in the Five-Year Strategic Plan include 1)connecting Continuum of Care participants to mainstream housing and community development resources to help them progress toward self-sufficiency, 2)providing tenant education and life skills training to Continuum of Care participants to help them learn skills necessary to be successful in their housing arrangements, and 3)increasing the percentage of homeless persons moving from transitional housing into permanent housing.

The Marion-Polk Ten Year Plan to End Homelessness has identified objectives as 1)increasing the percentage of homeless persons staying in permanent housing over six months and 2)increasing the percentage of homeless persons moving from transitional housing to permanent housing.

Evidence from the 2008 One Night Shelter Count, as well as inputs from community housing stakeholders, show that priority homeless needs of individuals in Salem and Keizer are not limited to housing alone. The Community Needs survey feedback from housing assistance agencies and organizations across the City indicates that a majority of homeless individuals and families require an array of services to emancipate from homelessness to self-sufficiency.

The Housing Authority request for authorization to prepare a funding application for the Family Unification Program expressly targets the Housing and Community Development Consolidated Plan's first funding priority to end homelessness. As well, the Family Unification Program aligns with Marion-Polk Ten Year Plan to End Homelessness objectives and the City's Five-Year Plan strategies. Finally, the Family Unification Program promotes self-sufficiency to measurably and permanently elevate families and youths out of homelessness and homelessness-risk.

FOR HOUSING ADVISORY COMMITTEE MEETING OF: OCTOBER 25, 2010

AGENDA ITEM NO. 4.4

TO: HOUSING ADVISORY COMMITTEE

**FROM: ANDY WILCH
HOUSING ADMINISTRATOR**

**SUBJECT: APPLICATION FOR FUNDING THROUGH THE
HUD VETERANS AFFAIRS SUPPORTIVE HOUSING PROGRAM**

ISSUE

Should the Housing Authority apply for federal funding available through the Project-Based HUD-VASH Program to finance 15 vouchers for veteran families?

RECOMMENDATION

The Committee is requested to recommended that the Commission authorize submission of an application for funding through the Project-Based HUD-VASH Program.

BACKGROUND

The Housing Authority of the City of Salem, as the City's lead housing agency, has committed to the priority to end homelessness by increasing the supply of adequate transitional and permanent housing, combined with services to help at-risk community members progress to stability and self-sufficiency.

The Housing Authority has identified a funding opportunity through the HUD Veterans Affairs Supportive Housing (HUD-VASH) Program which, if successful, would provide permanent housing units to veterans and their families. The HUD-VASH program combines housing choice voucher rental assistance and comprehensive clinical services directed by Veterans Affairs (VA). This model intends to first stabilize homeless veterans in housing and then direct social services to address specific client needs. VA medical centers will refer homeless veterans to the Housing Authority, which will then administer the HUD-VASH vouchers.

Vouchers issued under the HUD-VASH program are governed by 24 CFR 982; however, HUD has agreed to waive some regulations for those veterans who participate in this program. For example, HUD will not limit services to those homeless veterans with chronic mental illness or chronic substance abuse disorders.

The Housing Authority administers a Family Self-Sufficiency Program, in which participants are supported in their transition from rental assistance to self-sufficiency

through intensive case management, utilization of a broad network of community resources, and education on the necessary means to achieve individually-set goals. Using the “housing first” model, participants of the HUD-VASH Program will first stabilize under the care of Veterans Affairs and then will receive an invitation to undergo the Family Self-Sufficiency Program. Successful completion of the Family Self-Sufficiency Program would emancipate the HUD-VASH participants from homelessness and homelessness-risk toward enduring stability and self-sufficiency.

FACTS AND FINDINGS

The City has identified ending homelessness as the first and foremost priority in the Salem-Keizer Housing and Community Development Consolidated Plan, and the City Council has set a high priority goal for staff to implement one or more approaches from the Marion-Polk Ten-Year Plan to End Homelessness.

The primary goal of the Marion-Polk Ten Year Plan to End Homelessness is to increase the supply of housing options for low-income and very low-income residents.

The Five-Year Strategic Plan calls for 1)collaboration with Community Action to implement the Marion-Polk Ten Year Plan to End Homelessness and 2)increasing the percentage of homeless individuals and households receiving support in permanent housing settings. The goals outlined in the Five-Year Strategic Plan include 1)connecting Continuum of Care participants to mainstream housing and community development resources to help them progress toward self-sufficiency, 2)providing tenant education and life skills training to Continuum of Care participants to help them learn skills necessary to be successful in their housing arrangements, and 3)increasing the percentage of homeless persons moving from transitional housing into permanent housing.

The Marion-Polk Ten Year Plan to End Homelessness has identified objectives as 1)increasing the percentage of homeless persons staying in permanent housing over six months and 2)increasing the percentage of homeless persons moving from transitional housing to permanent housing.

Evidence from the 2008 One Night Shelter Count, as well as inputs from community housing stakeholders, show that priority homeless needs of individuals in Salem and Keizer are not limited to housing alone. The Community Needs survey feedback from housing assistance agencies and organizations across the City indicates that a majority of homeless individuals and families require an array of services to emancipate from homelessness to self-sufficiency.

The Housing Authority request for authorization to prepare a funding application for the HUD-VASH Program expressly targets the Salem-Keizer Housing and Community Development Consolidated Plan’s first funding priority to end homelessness. As well, the HUD-VASH Program aligns with Marion-Polk Ten Year Plan to End Homelessness objectives and the City’s Five-Year Plan strategies. Finally, the HUD-VASH Program promotes self-sufficiency to measurably and permanently elevate families and youths out of homelessness and homelessness-risk.

FOR HOUSING ADVISORY COMMITTEE MEETING OF: OCTOBER 25, 2010

AGENDA ITEM NO. 4.5

TO: HOUSING ADVISORY COMMITTEE

FROM: HOUSING ADMINISTRATOR

SUBJECT: PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS) CERTIFICATION

ISSUE

The Housing Authority requires authorization to submit to HUD the Public Housing Assessment System (PHAS) certification for FY 2009-10.

RECOMMENDATION

The Committee recommend that that Commission authorize submission of the Authority's PHAS certification to HUD for fiscal year 2009-10.

BACKGROUND

The Authority owns and operates 307 units of HUD-funded Public Housing. HUD has utilized the Public Housing Assessment System (PHAS) since 1998 for annual agency evaluations. Historically, the Salem Housing Authority's overall PHAS score has exceeded 90% each year, maintaining "high performer" status in 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) Management operations measured and certified by the Authority.
- 4) Resident Satisfaction Survey

Housing authorities are required to submit PHAS and Section 8 Management Assessment Program (SEMAP) certifications electronically to HUD within 60 days of the end of each fiscal year. Salem Housing Authority's fiscal year ends September 30; hence the certifications are due to HUD before November 29 each year. PHAS Management certifications must be accompanied by a Commission-adopted resolution.

FACTS AND FINDINGS

ESTIMATED PHAS MANAGEMENT AND OPERATIONS SCORES FOR FY 2008-09

Management Indicator	SHA Points	Possible Points	Comments
1. Vacant Unit Turnaround Time	2.0	4.0	Average vacant unit turnaround time was 33 days for a "D" grade. Under 20 days is required for an "A" grade. (This is an improvement from last year's "E" grade with an average of 49 days.)
2. Capital Fund Program	7.0	7.0	Projects are completed on time, well monitored, and the work is well done.
3. Work Orders	4.0	4.0	100% of emergency work orders were done in 24 hrs; 99% is an A grade. All other work orders were done in an average of 14.5 days which is an "A" grade
4. Annual Unit Inspections	4.0	4.0	All units and systems were inspected as required.
5. Security	4.0	4.0	All applicants are screened and criminals were duly evicted.
6. Economic Self-Sufficiency	7.0	7.0	Economic opportunities are provided and 100% of Family Self Sufficiency goals were achieved.
TOTALS	28.0	30.0	The Authority expects to score 93% on the Management Operations portion of PHAS.

The Authority will certify to a score of 28.0 of a possible 30 points or 93 percent for the management operations portion of the PHAS evaluation in 2009-10.

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:

	<u>Score</u>	<u>Possible</u>
Physical Inspection	28	30
Financial Condition	unknown	30
Management Certification	28	30
Resident Survey	9	10
Total	65	100

It appears that SHA must score at least 25 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.