

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Housing Authority of the City of Salem</u> PHA Code: <u>OR011</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>10/2011</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>307</u> Number of HCV units: <u>2877</u>				
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. (See 2009 5-Year Plan)				
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: See Attachment A - PHA Plan Updates Since Last Approved PHA Plan (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. Plans are available at the main SHA office at 360 Church St SE, Salem OR 97301, Northgate Village Office- 3557 Hawthorne Ave NE, Salem OR & Glen Creek Village Office- 1320 Orchard Hts Rd NW, Salem OR.				
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> See Attachment B- Demolition, Disposition, Conversion, Homeownership & Project Basing				
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.				
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFP financing. See attached				
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. See attached				
8.3	Capital Fund Financing Program (CFPP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. N/A				

Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type*	Wait List Families	Affordability	Supply	Quality	Accessibility	Size	Location
Income < 30% of AMI	3317	5*	5	5	N/A	5	5
Income >30% but <=50% of AMI	576	5	5	4	N/A	N/A	4
Income >50% but <80% of AMI	92	4	4	3	N/A	N/A	4
Elderly	306	5	3	3	5	N/A	5
Families with Disabilities	741	5	5	4	5	N/A	5
Large Families (over 6)	17	4	5	4	5	4	5
Race/Ethnicity (Non-white or Hispanic)	1406	1	1	1	1	1	1
Total Families on Waiting list**	3988						

* Needs depicted on a scale of 1-5, 5 representing highest need, and 1 for lowest need.

**There were 3988 families on the waiting list on Jan. 27, 2011. The categories above do not add up to the total because only "special needs" families are listed separately. So some families are not listed in any of the subcategories, yet some families are listed in more than one row (e.g. large families with disabilities).

9.1 Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.

10.0 Additional Information. Describe the following, as well as any additional information HUD has requested.

(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.
See **Attachment C- Progress in Meeting Goals and Objectives**

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"
See **Attachment D- Significant Amendment and Substantial Deviation/Modifications**

11.0 Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.

(a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)

(b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)

(c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)

(d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)

(e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)

(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.

(g) Challenged Elements

(h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)

(i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: **(1)** A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **(2)** A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that **approved and/or pending** demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: **1)** A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

PHA Plan Updates Since the Last Approved Plan

All PHA Plan elements, Section 8 Administrative Plan, Public Housing Admissions and Continued Occupancy Policy (ACOP) & supporting documents are available to the public at the main office, 360 Church St SE.

1. Eligibility, Selection and Admissions Policies, including Deconcentration and Waiting List Procedures.

A. Changes to Both Section 8 Administrative Plan and Public Housing Admissions and Continued Occupancy Policy (ACOP)

Implementation of Income and Rent Determination final rule of 1-27-09- The 2010 PHA Plan described several changes to both Housing Choice Voucher (HCV) and Public Housing (PH) policies and procedures in response to the Refinement of Income and Rent Determination final rule of 2009. A few more minor adjustments are being made in 2011 as a result of clarifications and updates from HUD.

Criminal Screening- Salem Housing Authority (SHA) revised the criminal screening criteria to read as follows:

Violation Chart

Drug-related or Criminal Activity – Subject to Denial/Termination Violation ¹	Waiting Period (beginning with the most recent incident date ²)
Family Obligation Violations not found on this chart	3 years
Arson I	10 years
Arson II	7 years
Assault II	7 years
Assault III	5 years
Assault IV/Domestic Violence (single minor offense)	Eligible
Assault IV/Domestic Violence (serious or multiple offenses)	3 years
Assault IV (domestic violence while a program participant in Public Housing, Housing Choice Voucher Program or Moderate Rehabilitation Program)	5 years
Assault of a Public Safety Officer	5 years
Attempted Homicide	10 years
Burglary I or II	3 years
Criminal Mischief I or II (serious or multiple offenses)	3 years
Criminal Mistreatment (<u>child neglect related to drug related criminal activity or where a child is physically abused</u>)	3 years
Criminally Negligent Homicide (Class C Felony)	7 years
Drug sale or distribution	7 years
Drug manufacturing - all drugs except for methamphetamine	10 years
Drug manufacturing - methamphetamine (conviction)	Ineligible for life
Drug use/possession (<u>may be waived with treatment certificate</u>) of marijuana including holders of Oregon Medical Marijuana card	3 years
Drug use/possession (<u>may be waived with treatment certification</u>), for any drug other than the use/possession of marijuana	5 years
<u>Child Endangerment (as it relates to drug related criminal activity or abuse)</u>	3 years
Felon in possession of a firearm	10 years

¹ Under the VASH program SHA is required to review only if a family member is a registered sex offender, other issues may not be used to determine eligibility or continued eligibility.

² Under the chronically homeless program that SHA has entered into with Northwest Human Services, SHA will review issues on a case-by-case basis to determine eligibility for non-violent violations and non-distribution of drug violations.

<u>Forgery of SHA Documents or Checks</u>	<u>10 years</u>
Forgery	3 years
Harassment/menacing (review the aspects of the case)	
Class A	3 years
Class B <u>(multiple cases 2 or more in a 12-month period)</u>	1 year
Identity Theft (convictions)	5 7 years
Kidnapping I	10 years
Kidnapping II (custodial interference)	5 years
Maintaining; endangering the welfare of a minor	3 years
Manufacturing Methamphetamine – Conviction	Ineligible for life
Manslaughter - 1st degree (Class A felony)	15 years
Manslaughter - 2nd degree (Class B felony)	10 years
Murder/aggravated murder	Ineligible for life
Pattern of Alcohol abuse <u>(two or more DUIs or arrest due to alcohol use in a twelve month period)</u>	3 years
Requirement to Register as a sex offender	Ineligible for life
Robbery	7 years
<u>Armed Robbery (use of a gun or knife in the commission of the crime)</u>	<u>15 years</u>
Sex Crimes that do not require registration as a sex offender	5 10 years
Stalking	3 years
<u>Strangulation</u>	<u>7 years</u>
Theft III or Theft II (Basic rule “take” (Wrongfully obtain control OR exert unauthorized control over) Multiple convictions of Theft III in a 12 month period prior to receiving a GNL	1 year
Theft I (Basic rule + value over \$1,500)	3 years
Theft of services (assistance received due to misrepresentation of income or deductions) from any social service agency	3 years
Theft of services ³ (assistance received due to misrepresentation of income or deductions) from SHA any other Federally assisted housing program <u>or federal or state social service agency.</u> Under \$4,999 \$5,000 - \$7,499 \$7,500 - \$9,999 \$10,000 +	3 years 5 years 7 years 10 years
Threatening or violent behavior against an employee of a housing authority	Ineligible for life
Unlawful use of a weapon	3 5 years
Use of non-assigned social security number to obtain federal, State, or local housing assistance	5 years

Violence Against Women Act (VAWA) Implementation- Both the Section 8 Admin. Plan and the Public Housing ACOP are being reorganized so that all policies regarding violence against women are in one chapter, rather than scattered throughout the policies. Actual VAWA procedures changed just slightly to be in line with new guidance on the HUD regulation. An addendum was added to the Public Housing lease allowing the lease to be “bifurcated” so that family members who violate the lease can be evicted and other family members remain.

Destruction of Social Security Cards- Both the Admin. Plan and the ACOP are being edited to reflect the requirement of PIH notice 2010-3 that: *“Once the individual’s verification status is classified as **verified**, the PHA should remove and destroy (the Social Security Card), by no later than the next reexam”*. The ACOP now states:

“Once an individual’s verification status is classified as verified, SHA will remove and destroy, by no later than the next reexam of family income or composition, the copy of the documentation used to

³ Family would need to show that any restitution has been paid in full prior to receiving housing assistance.

verify the individuals social security number. The paper copy will be destroyed by shredding. Electric documentation will be destroyed by erasing or permanently deleting the file per SHA's electronic documentation destruction instructions."

B. Changes to Section 8 Administrative Plan

HCV "Hard to House" Local Preference- SHA intends to enter into an agreement with NW Human Services to enable them to refer chronically homeless individuals or families to SHA and receive a local preference for Housing Choice Vouchers.

Insufficient Funding [24 CFR 982.454]- SHA has added the following language to its Administrative Plan clarifying the process for terminating Housing Assistance Payments contracts if necessary due to a lack of federal funding:

SHA may terminate Housing Assistance Payments (HAP) contracts if SHA determines, in accordance with HUD requirements, that funding under the consolidated ACC is insufficient to support continued assistance for families in the program.

SHA Policy

SHA will determine whether there is sufficient funding to pay for currently assisted families according to the policies in Part VIII of Chapter 16. If SHA determines there is a shortage of funding and prior to terminating any HAP contracts, SHA will determine if any other actions can be taken to reduce program costs. If after implementing reasonable cost cutting measures there is not sufficient funding available to provide continued assistance for current participants, SHA will terminate HAP contracts as a last resort. SHA will protect families that are designated as elderly or disabled (under the social security rule) and will not take action to terminate these HAP contracts unless all other types of contracts for non-elderly and non-disabled contracts have been terminated first.

If due to a lack of funding SHA has to take action to terminate HAP contracts SHA will terminate those contracts where SHA is paying the highest HAP cost for any program participant regardless of when the program participant began to receive housing assistance, this action will allow the greatest number of families to remain on the program and continue to receive assistance.⁴

If due to a lack of funding SHA has to take action to terminate HAP contracts and SHA is taking action to terminate the last contracts where the cost to subsidize the program participant is exactly the same; SHA will terminate the HAP contract of the family who has been on the Housing Choice Voucher program for the longest period of time.

Any program participant who has been terminated from the Housing Choice Voucher program due to lack of funding will be placed on the Housing Choice Voucher waiting list based on their original date of application; if more than one individual applied on the same date, the application will be placed on the waiting list based on the head of households last name beginning with the letter "A".

Prior to terminating any HAP contract, SHA will inform the local HUD field office. SHA will terminate the minimum number needed in order to reduce HAP costs to a level within SHA's annual budget authority.

SHA Policy

When SHA determines that it has insufficient funds to continue to provide assistance to families under the HCV program it will take the following actions.

- SHA may implement the minimum rent up to \$50.00

⁴ The termination of HAP contracts will be based on the program that is affected, thus those programs such as the VASH program that have separate funding streams would not be affected if their funding stream is not affected.

- SHA may discontinue local preference programs such as the homeless program.

If SHA determines that it must terminate HAP contracts due to insufficient funding, SHA will do so in accordance with the following criteria and instructions:

- SHA will notify the affected families and landlord with at least a 60-day notice that SHA has insufficient funding due to HUD cutbacks and that SHA is taking action to terminate the HAP contract due to the lack of federal funding.
- SHA will place the family back on the HCV waiting list according to their original date and time of application.
- SHA will give priority to house eligible families in its public housing program as continually assisted families.”

HCV Local Mobility- Portability provisions in the Administrative Plan are being revised to allow for local portability, or “mobility”. By mutual agreement between the three Housing Authorities, clients will be able to lease a unit on the HCV program anywhere within Marion or Polk counties utilizing a voucher from SHA, Marion Co. HA or West Valley HA. The HA that issues the voucher will administer the voucher, but the annual HQS inspection will be done by the HA in who’s jurisdiction the household is located.

C. Changes to Public Housing Admissions and Continued Occupancy Policy (ACOP)

Changes to Public Housing incentive transfer policy-

The SHA incentive transfer policy allows successful apartment renters in the Public Housing program to move into a rental house. The revised incentive transfer eligibility policy reads as follows:

SHA Staff may also recommend current residents for an incentive transfer-when the following conditions are met:

- Residency in a SHA development for a minimum of 12 months.
- Tenant to provide 12 months history of all utilities they are responsible for, indicating no shut off periods.
- No more than two 72 hour Notices in the last 12 month period.
- All balances with SHA paid off in full at the time of application to transfer list.
- No history of disturbances that resulted in lease violations add: in the last 12 months or violence against staff or neighbors as indicated by notices of lease violation in residents file
- Good Housekeeping Record.
- Tenant to demonstrate stable source of income for the last 6 months and household income is adequate to maintain additional costs associated with scattered site unit.

2. Financial Resources- See 2011 PHA Plan Supporting Documents- Public Housing, Housing Choice Voucher and Capital Fund Program (CFP) budgets.

3. Rent Determination Policies

Implementation of Income and Rent Determination final rule of 1-27-09

The last PHA Plan described several changes to HCV and PH policies and procedures in response to the Rent Determination final rule. Minor adjustments continue to be made in 2011 as a result of clarifications and updates through HUD PIH Notices.

4. Operations and Management (Mgt Structure, Maintenance)

(See Public Housing Maintenance Plan in 2011 Supporting Documents)

SHA is considering restructuring of Public Housing Management and Maintenance staff in 2011. A specific plan has not yet been determined.

5. Grievance Procedures- See Section 8 Admin Plan and Public Housing ACOP – No change anticipated in 2011.

6. Designated Housing for the Elderly/Disabled- See Designated Housing Plan acceptance letter in 2011 Supporting documents – No change in 2011.

7. Community Service and Self-Sufficiency- See Public Housing ACOP & Family Self Sufficiency (FSS) Action Plan in 2011 Supporting documents –

There were no changes to community service policies or the FSS Action Plan in 2011.

8. Safety and Crime Prevention- See 2011 Supporting documents – As mentioned in Section 1 “Eligibility” above, SHA is evaluating its criteria for determining eligibility and terminating clients for criminal behavior in both the HCV and PH programs.

9. Pet Policy- See Public Housing ACOP - No changes in 2011

10. Civil Rights- See Affirmative Fair Housing Marketing Plan in 2011 Supporting documents.

11. Fiscal Year Audit- See 2011 Supporting documents

12. Asset Management- See 2011 Supporting documents – No change in 2011

13. Violence Against Women Act (VAWA)- The Section 8 Administrative Plan and Public Housing ACOP are being reorganized this year so that all VAWA-related policies will be in one chapter rather than scattered throughout the various chapters.

Demolition Disposition, Conversion, Homeownership and Project Basing

Demolition/Disposition

In 2008 SHA demolished Orchard Village, a 30-unit Public Housing project at 3112-3120 Broadway Ave. NE. The site will be held for future development by SHA or a third party. The Housing Authority plans to redevelop the site with new affordable housing units, perhaps mixed with other uses.

As part of the Public Housing asset management process, SHA routinely evaluates opportunities to improve the feasibility of program operations. This analysis includes strategic capital improvements and disposition of Public Housing properties. In 2011/12 SHA will consider Public Housing property demolition/disposition in light of financial performance and SHA's strategic goals.

The City of Salem has initiated an eminent domain action to widen Hawthorne Avenue in NE Salem. A Demolition/Disposition application is currently pending HUD approval, which would confer a ten foot strip of land, fronting Northgate Village, to the City to facilitate the transfer.

Voluntary Conversion of Public Housing

SHA is not required to convert any Public Housing units to Section 8. However, SHA may consider doing conversion assessments and cost analyses in 2011/12 to determine if voluntary conversion would be advantageous for some PH units.

Homeownership

In 2009 HUD changed the funding mechanism for Housing Choice Voucher Family Self-Sufficiency from a grant program to a formula. As part of that change, HUD eliminated funding for Homeownership Coordinators. Consequently SHA eliminated its Homeownership Coordinator position, and no longer provides Homeownership Vouchers, effective February 1, 2010. However, SHA will continue to monitor and administer the program for those families who are current homeownership voucher participants as per HUD regulations.

Both Public Housing and HCV FSS Programs will continue to assist FSS participants to work towards and achieve homeownership as an optional self-sufficiency goal.

Project Based Vouchers

HUD regulations (24 CFR 983.6) allow up to twenty percent of a PHA's voucher budget authority to be used for project based vouchers. SHA's Administrative Plan states that "SHA may authorize up to a total of 200 vouchers being used in no more than 3 properties". SHA may at some time in the future implement project based vouchers consistent with SHA's goals to deconcentrate poverty and expand housing opportunities.

Progress in Meeting Goals and Objectives

Note: The following goals were established in the 2009 Five-Year Plan. Progress in meeting these goals is evaluated each year, as noted below. The goals will be updated in the next Five-Year Plan in 2014.

PHA Goal: Expand the supply of assisted housing

- In 2010 SHA applied for and received 25 Veterans Veterans Affairs Supported Housing (VASH) vouchers.
- Applications have also been submitted, and are still outstanding, for 100 Family Unification Program (FUP) vouchers and 15 Project-based VASH vouchers.
- Application may be made for additional vouchers when they are made available by HUD, if the vouchers would help to meet the unmet housing need in Salem.

PHA Goal: Improve the quality of assisted housing

- SHA maintains “High Performer” status in Public Housing Assessment System (PHAS) and HCV Section Eight Management Assessment Program (SEMAP) assessments.
- In 2008 SHA demolished 30 units of substandard Public Housing.
- Each year SHA utilizes Capital Fund Program (CFP) funds to modernize Public Housing units to maintain the long term viability of those units.
- 5% of SHA’s Public Housing stock has been made handicap accessible.

PHA Goal: Increase assisted housing choices

- SHA has implemented Asset Management Plan (AMP)-based waiting lists for Public Housing.
- SHA added veteran’s VASH vouchers in 2010.
- SHA operates other affordable housing in addition to the PH and HCV programs.

PHA Goal: Provide an improved living environment

- 5% of PH units are accessible.
- SHA has been successful in maintaining a deconcentration of poverty and income mixing at PH sites.
- Robert Lindsey Tower (RLT) maintains an elderly-only designation.
- All SHA-owned and managed properties have been designated as non-smoking buildings.
- Work closely with residents to improve the sense of community at multi-family sites.

PHA Goal: Promote self-sufficiency and asset development of assisted households

- Grant-funded Family Self Sufficiency (FSS) Coordinators are successfully helping both Voucher and Public Housing families to achieve self sufficiency.
- SHA also administers Valley Individual Development Accounts (VIDAs) to help Public Housing and Voucher clients save and build assets.

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

- SHA offers equal housing and services without regard to race, color, religion national origin, sex, familial status, and disability.
- 5% of Public Housing is accessible to persons with disabilities.

PHA Goal: Preservation of affordable housing:

- SHA will investigate options for the replacement of the 30 Public Housing units that were demolished at Orchard Village in 2008.

Significant Amendment and Substantial Deviation/Modification

Substantial Deviation from the 5-Year Plan (Mission, Goals and Objectives)

- *Changes to the organization of the waiting list.*
- *Changes to policy on Voluntary Conversion of Public Housing.*

Significant Amendment or Modification to the Annual Plan (Policies)

- *Any change in the Plan with regard to demolition or disposition, elderly or disabled designation, homeownership programs or conversion activities.*
- *Addition of non-emergency items not included in the Annual Statement or CFP 5-Year Action Plan.*