

# HOMELESS VOUCHERS

## KEY POINTS FOR AGENCIES ON THE NOMINATION PROCESS

Nominations must be received by SHA by the last working day of the month to be eligible for next month's drawing. Drawings will take place the first working day of the month; result letters will be mailed within 5 working days. The first drawing will take place November 1, 2011. The process may take 30-60 days before the client is invited to a briefing session to receive a voucher.

One nomination per family per month will be accepted. Please ask clients if they have been nominated by other agencies. Nominations must come from the agency, not the client. Nomination forms should be completed by the client and case manager together for full, accurate information. Nominations may be faxed to 503-588-6368, mailed to 360 Church St SE, Salem OR 97301, or dropped off by the nominating agency at the same location.

It is important that the client meets eligibility criteria. Once a name is drawn, if the client fails to meet the eligibility criteria SHA does not draw a replacement name.

By submitting a nomination you agree to provide assistance the client may require to successfully complete the process (e.g., appointment reminders, help obtaining verification, transportation, help with locating a rental unit).

Drawing results, eligibility packets, and appointment letters will be mailed to the nominating case manager. Once you have received correspondence from SHA, please be sure to contact your client. Nominations not drawn may be resubmitted the next month as long as the client still meets criteria.

Employees of SHA will not submit nominations. SHA draws the names, and it would be considered a conflict of interest to submit nominations. If you are not sure if the client meets the criteria, please contact Phil at 503-588-6463.

Salem Housing Authority will begin accepting nominations for the Homeless Voucher program beginning October 3, 2011. General eligibility criteria and nomination instructions are as follows.

1. Eligible clients must be nominated in writing by representatives of agencies or organizations that are participating members of the SHA-sponsored Emergency Housing Network.
2. Priority will be given to families with at least one household member who is under the age of 18 years, or to single persons who are pregnant, disabled, or 62 years of age or older.
3. Nominees must have verifiable income at less than 50% of median family income per current HUD-published income limits for initial admissions.
4. Nominees must meet the definition of *actually without housing* as defined in the SHA Administrative Plan - Special Purpose Homeless Vouchers (i.e., "Families who have recently maintained residency within the Salem Urban Growth Boundary who are actually without housing, or about to be without housing, through no fault of their own.>").
5. Nominees' last place of residence prior to homelessness must have been within the Salem Urban Growth

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Boundary for a minimum period of 6 months, unless the family is relocating here due to any of the following exceptions:

- \* Victim(s) of domestic violence
- \* Immigrant refugee(s) per INS verification
- \* Medical care/treatment needs
- \* Participation in a witness relocation program

*(Third-party verification will be required before final eligibility determination is made.)*

6. Nominees who have declined the offer of another form of housing assistance in the past 12 months will be determined ineligible.

7. Nominees who have voluntarily given up any form of housing assistance in the past 24 months will be determined ineligible.

8. Nominees who have been evicted or terminated for cause from a housing assistance program in the past 24 months will be determined ineligible.

9. Up to five (5) Homeless Vouchers will be issued per month. SHA has the discretion to limit the number of vouchers available to less than 60 in total during a 12-month period.

10. If at any time there are insufficient eligible nominees, vouchers will be issued to waiting list applicants. Nominees are encouraged, but not required, to be on any of the SHA's waiting lists for housing assistance.

11. The Housing Services Supervisor or his/her designated representative will review the nominations for program eligibility. Nominees determined to be ineligible for the Homeless Voucher Program will be encouraged to apply for other SHA programs, if eligible.

12. Decisions to approve or deny nominations are made solely at the discretion of the SHA.

13. Families who receive a Homeless Voucher must reside within the SHA jurisdiction for the first 12 months of assistance and will not be allowed, under any circumstances, to transfer their assistance (port-out) to another jurisdiction.

14. Following is the official Homeless Voucher Nomination Form. To receive a copy in Microsoft Word, e-mail [ddonaho@cityofsalem.net](mailto:ddonaho@cityofsalem.net).

