

**INTERIM EMERGENCY HOUSING ASSISTANCE PROGRAM  
STATEMENT OF POLICIES FISCAL YEAR 2009-2010**

**INFORMATION AND CONDITIONS**

1. If applicant(s) is given a formal application, they **must been seen** by a staff member. Appointments will be given based on date and time of application. Please be aware that it could take 2-3 weeks before you are seen. ***The Housing Authority Coordinator will call to determine date and time of appointment within 48 business hours of application being received. Applicant will have 30 days to complete application process.***
2. The Salem Housing Authority (SHA) is **required** to verify eligibility for emergency housing through third-party sources, before approving and/or issuing a check. This process takes approximately 5 – 7 business days. If your application is approved, check(s) will be mailed to the landlord on your behalf. ***Checks will not be given to client for hand delivery.***
3. Are you currently without shelter? If so, ask for a list of Salem area shelters.
4. Assistance is in the form of a grant and does not require repayment.

**VERIFICATION OF ELIGIBILITY**

In determining eligibility, the Authority will consider:

1. The reasonableness of the rent for the unit;
2. Other alternatives that may be more cost effective;
3. The extent to which the assistance will help the household stabilize; and
4. If the unit is within the Salem City limits.

When an eligible household is currently residing in safe, decent and sanitary housing, assistance will usually be given for that unit. Eligible households without safe, decent and sanitary housing will be authorized to search for a unit in which to utilize the assistance. Rental assistance will be limited to the following:

Bedroom Size	Maximum rent assistance
1	\$475
2	\$575
3	\$675
4	\$725

5. Applicant(s) must be able to provide copy of a 72 hour notice for non-payment of rent for the current month. **If more than one month's rent is owed application will be denied.**
6. Rental assistance may be approved for up to a maximum of 30 days rental assistance. Assistance must guarantee that you can stay in the unit for an additional 30 days.
7. Security Deposit assistance is limited to no more than \$350.00  
**(Refundable Security Deposit Only)**
8. Final determination for approving or denying applications will be at the sole discretion of the Housing Authority of the City of Salem.
9. If your application is denied, you will receive a letter which will state the reason(s) for denial. Applicant will be given the opportunity to request a supervisory review. A written request must be submitted to the attention of **Nicole Utz within eight (8) business days from the date of the denial letter.** **The request must include why a review is warranted based on program eligibility criteria.** A response to the request for a supervisory review will be provided within 10 business days from the date of the request. If a request for review is not received in the time frame stated, you will no longer have a right to a review of this decision.

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The Interim Emergency Housing Assistance Program may provide up to 30 days in rental assistance and/or provide Security Deposit assistance to those households determined and verified to be eligible for the program.

## KEY ELIGIBILITY GUIDELINES FOR THE INTERIM HOUSING ASSISTANCE PROGRAM

- Applicant(s) 18 years of age and older must provide picture identification.
- Applicant(s) must provide social security cards for all household members.
- Applicant(s) must be able to verify through third-party sources that all other resources have been exhausted.
- Applicant(s) must not have received Interim Emergency Housing Assistance in the previous 12 months.
- Applicant(s) must be able to verify through third-party sources that the inability to pay for rent and/or security deposit was due to an unexpected break in income beyond their control.
- Break in income or inability to pay rent and/or security deposit from a permanent source of ongoing income for a minimum of 6 months must have occurred in most recent 60 days.
- Applicant(s) gross annual income must be at or below 60% of the HUD published median income.
- Current monthly income should be greater than twice the monthly rent or be able to demonstrate ability to maintain rent by other means.
- Gross annual income will be calculated based on income received in the last 30 days multiplied by 12.
- Applicant(s) must currently reside within the Salem city limits; and can verify they have been a resident of the Salem city limits for a minimum time period of 90 days.
- Amount of assistance, if application is approved, is solely at the discretion of the Housing Authority.
- If you are currently living in a unit under one of the Housing Authority's programs where the amount of rent you pay is based on your income, you must be able to verify that you do not qualify for a rent adjustment in order to be considered for assistance under this program.

**Note: Failure to request a rent adjustment in a timely manner may result in denial of emergency assistance.** If you are not aware of this feature of the program you are currently being assisted in please call the following phone number based on the program:

**Housing Choice Voucher Program or Moderate Rehabilitation Program**  
Phone: 503-588-6448

**SHA Homes and Robert Lindsey Tower Property Management Office**  
Phone: 503-587-4807

**Glen Creek Property Management Office**  
Phone: 503-391-8945

If you currently live at Glen Creek Village or Brush College Village

**Northgate Property Management Office**  
Phone: 503-362-3339

If you currently live at Northgate, Livingston, Shelton or Meadowlark Village

**Parkway Property Management Office**  
Phone: 503-390-8008

If you currently live at Parkway Village Apartments

**Affordable Housing Property Management Office**  
Phone: 503-373-3805

If you currently live at Duplex, Triplex, Hawthorne House, Southfair Apartments, Southview Terrace Englewood East or Englewood West Apartments.

**THE HOUSING AUTHORITY OF THE CITY OF SALEM PROMOTES DRUG FREE HOUSING**



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## EXAMPLES OF SITUATIONS THAT MAY BE ELIGIBLE FOR INTERIM EMERGENCY HOUSING ASSISTANCE

- Funds were needed to pay for emergency car repairs so applicant could continue to go to work.

Required verification/documentation must be in the form of a receipt from a licensed mechanic and/or verification of the cost of parts. (Hand written notes from a friend stating they did repairs on your vehicle will not be sufficient to meet this requirement).

- Funds were needed to pay for unexpected medical bill(s) such as prescriptions.
- Unanticipated illness which resulted in lost wages.
- Unanticipated layoff from a long-term job (example: has worked at the same place continuously for a minimum of 6 months, and hours were cut without any notice, beyond clients control and not related to job performance).
- Unanticipated closure of a business where applicant was employed.
- Funds became limited and were needed to pay for essential items – such as electric; water/sewer; gas and/or garbage bill.

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## EXAMPLES OF SITUATIONS THAT ARE INELIGIBLE FOR INTERIM EMERGENCY HOUSING ASSISTANCE

- If applicant(s) is not able to provide picture identification and social security card(s).
- If applicant is currently receiving rental assistance from Salem Housing Authority or other subsidized housing and moving to another subsidized program (example: currently living in a Public Housing unit and plans to move due to receiving a Housing Choice Voucher).
- If normal/ongoing monthly income is not sufficient to pay current monthly rent, assistance in current unit will not be approved.
- Source of income has not been stable for more than six months. This includes the following type of employment or source of income: Seasonal/self-employment [example; landscaping, roofing, sales, commission work, temp work (either on your own or through a temp agency); contractor/sub-contractor type work; undocumented/under the table income and daycare]. Financial aid, unemployment benefits and worker compensation benefits, ECT.
- A foreseeable break in income due to pregnancy or maternity leave.
- Voluntarily quitting a job or a voluntary reduction in hours. Termination from employment for cause.
- Relocating within the Salem urban growth boundary with no plans for employment and/or no plan for lining up a place of residence.
- Choosing to use available money/resources to pay non-essential debts (example: cable bill, phone bill, credit card payment(s); court fine(s); purchasing non-work related clothing; car payments) versus paying for rent and/or essential utilities, such as water/sewer; electric; gas; and/or garbage bill(s)).
- Reductions in AFS (TANF/GA) assistance due to noncompliance.
- If funds were stolen/lost or destroyed.
- Where unforeseeable break in household income is due to incarceration.
- **SPECIAL NOTE:** Any applicant(s) determined by SHA to have provided false statements or fraudulent verification(s) will be denied assistance from the Interim Housing Assistance Program for 12 months from the date of the denial.