

### Restrictions on assisting Non Citizens

Effective June 19, 1995 individuals must be U.S. citizens or eligible immigrants to qualify for Salem Housing Authority assistance programs. Eligible immigrants must have their status verified by Immigration and Naturalization Services. (INS)

To determine and verify eligibility, the Housing Authority requires that each family member declare his/her immigration status. At least one family member must be able to declare U.S. Citizenship or eligible immigrant status to receive assistance. Housing assistance will be prorated based on specific program regulations if there are family members unable to declare eligible status. If no family member can declare eligible status, assistance will be denied.

- Non-citizen students are ineligible family members even though they are in the country lawfully. The student visa must be provided, but status verification and declaration are not required. Non-citizen students will be listed on the statement of ineligible family members.

Acceptable documents of eligible immigration status: (must be original)

- Resident Alien Card (I-551)
- Alien Registration Receipt Card (I-151)
- Arrival Departure Record (I-94)
- Temporary Resident Card (I-688)
- Employment Authorization Card (I-688B)
- Receipt issued by INS for replacement of any of the above documents that shows verification of entitlement.

All documents in connection with U.S. citizenship/eligible immigrant status will be kept on file for five years. A birth certificate is not acceptable verification of status.

### Community Service Requirement

HUD regulations require that each adult family member (age 18 and older) either: 1) contribute 8 hours per month of community service within SHA's jurisdiction; 2) participate in an economic self-sufficiency program; or 3) be exempt from this requirement due

to age (62 or older), disability, current employment, or receiving other subsidized assistance via federal or state-funded agency.

Ask for specific details about the community service requirement.

### PUBLIC HOUSING PROPERTY MANAGEMENT OFFICE LOCATIONS:

- **SHA Homes & Robert Lindsey Tower Apartments**  
370 Church St. SE, Suite 100, Salem OR 97301  
Phone: 503-588-6458  
Fax: 503-587-4800 Office hours: M-F 9 am-4:30 pm
- **East and West Side Property Management**  
Brush College, Glen Creek, Livingston, Meadowlark, Northgate, Shelton Village Apartments  
3557 Hawthorne Rd. NE, Salem OR 97301-7744  
Phone: 503-362-1034

#### Statement of Nondiscrimination

The Salem Housing Authority (SHA) does not discriminate against any person because of disability, race, color, religion, sex, marital status, familial status or national origin, sexual orientation, gender identity, source of income, and/or domestic partnership in accessing, applying for or receiving assistance, or in treatment or employment in any of its programs and activities. All public meetings are held in accessible locations. Appropriate aids (TDD, interpreters, readers, assistance filling out forms, etc.) will be provided upon request. Complaints regarding accessibility of the Authority's programs to individuals with disabilities should be submitted in writing to Terry Frazier, Salem Housing Authority, 360 Church St. SE, Salem OR 97301-3707. Questions or comments may be made by phone at 503-588-6368, e-mail to [housing@cityofsalem.net](mailto:housing@cityofsalem.net), or by visiting the Salem Housing Authority main office at 360 Church St. SE, Salem OR 97301-3707. Requests for aid may be directed to a Housing Specialist, Tenant Relations Coordinator or other employee. The Fair Housing Act prohibits discrimination in the sale, rental or financing of housing on the basis of race, color, religion, sex, disability, familial status, or national origin. Federal law also prohibits discrimination on the basis of age. Complaints of discrimination may be forwarded to the Administrator, Office of Fair Housing and Equal Opportunity, U.S. Department of HUD, Washington, D.C. 20410.



#### Drug & Violence-Free Housing

The Salem Housing Authority is committed to promoting drug and violence-free housing. All families are screened for drug-related and violent criminal activity.



# PUBLIC HOUSING PROGRAM

## FACT SHEET



## Salem Housing Authority

360 Church Street SE  
Salem OR 97301-3707

Phone: (503) 588-6368

FAX: (503) 588-6465

E-mail: [housing@cityofsalem.net](mailto:housing@cityofsalem.net)

Website: [www.cityofsalem.net/sha](http://www.cityofsalem.net/sha)

## PUBLIC HOUSING FACT SHEET

### What is Public Housing?

Public housing was established by the U.S. Dept. of Housing and Urban Development (HUD) to provide decent, affordable and safe rental housing for eligible low-income families, the elderly, and persons with disabilities. HUD provides Federal funding and technical assistance to Salem Housing Authority (SHA) and other local housing agencies to administer the program.

SHA owns and manages over 200 rental units located throughout the Salem-Keizer area. Most units are 3, 4 & 5 bedroom townhouses with a limited amount of 2 bedroom units.

SHA is responsible for all aspects of lease enforcement, setting fees and charges, and maintaining decent, safe, safety and sanitary living conditions.

### Who is eligible?

Public housing is limited to low-income families and individuals. Your eligibility is determined by: 1) annual gross income; 2) whether you qualify as elderly, a person with a disability, or as a family; and 3) U.S. citizenship or eligible immigration status. If you are eligible, SHA will check your references to make sure you and your family will be good tenants. SHA will deny admission to any applicant whose habits and practices may be expected to have a detrimental effect on other tenants or on the project's environment.

SHA uses income limits developed by HUD. Lower income limits are set at 80% and very low income limits at 50% of the median income. Income limits vary from area to area so you may be eligible at one housing agency but not at another. SHA can provide you with the income limits for the Salem-Keizer community.

### Are there any selection preferences?

SHA has discretion to establish preferences to meet current needs in the community. These preferences are specified in SHA's written operating policies. Giving preference to specific groups of families enables SHA to direct limited housing funds to families in the Salem-Keizer area with the greatest housing need. Since the demand for housing assistance often exceeds the limited resources available to HUD and local housing agencies, waiting periods are common. In fact, SHA may close its waiting list at any time when

there are more families on the list than can be assisted.

### How does the application process work?

The application must be written, and a Waiting List Request must be completed for all public housing properties for which you are interested in. (Be sure to check out the housing options and eligibility guidelines before completing a waiting list request.) SHA will assist you in completing your application if you wish. Note: Public housing programs are administered through SHA property management branch offices located throughout Salem. See office locations to inquire more about specific rentals and to turn in applications for those sites.

### When will I be notified of a housing opportunity?

Once your name is reached on the waiting list, SHA will notify you in writing and schedule the eligibility appointment. If it is determined that you are ineligible, SHA will notify you in writing with the reason why, and if you wish, you may be able to request an informal hearing.

### Will I need to produce any documentation?

Once you are notified of a vacancy, you will need to submit whatever documentation is needed (i.e., birth certificates, tax returns, landlord references, and any other information needed to verify the information given on your application. SHA will also rely on direct verification from your employer, etc. You will be asked to sign a form to authorize release of pertinent information to SHA.

### Will I have to sign a lease?

If you are offered a house or apartment and accept it, you will have to sign a lease with SHA. You may have to give SHA a security deposit. SHA will go over your new lease with you. This will give you a better understanding of your responsibilities as a tenant and SHA's responsibilities as a landlord.

### How is rent determined?

Your rent, referred to as the Total Tenant Payment (TTP) in this program, is based on your family's anticipated gross annual income less any deductions. HUD regulations allow SHA to exclude from annual income allowances for each dependent; elderly family member, or a person with disabilities; and some medical deductions for families headed by an elderly person or a person with disabilities. Based on your application, SHA will determine if any of the allowable deductions should be subtracted from your annual income. Annual income is the anticipated total income from all sources received from the family head and spouse, and each additional member of the family 18 years of age or older.

The formula used in determining the TTP is the highest of the following, rounded to the nearest dollar:

- (1) 30 percent of the monthly adjusted income (Monthly Adjusted Income is annual income less deductions allowed by the regulations);
- (2) 10 percent of monthly income;
- (3) welfare rent, if applicable; or
- (4) a \$25 minimum rent or higher amount (up to \$50) set by SHA.

### How long can I stay on Public Housing?

In general, you may stay in public housing as long as you comply with the lease. If, at reexamination your family's income is sufficient to obtain housing on the private market, SHA may determine whether your family is eligible to stay in public housing. You will not be required to move unless there is affordable housing available for you on the private market.

