



TO: CHAIR AND HOUSING AUTHORITY COMMISSIONERS
THRU:  LINDA NORRIS, CITY MANAGER PRO TEM
FROM:  JAN CALVIN, ACTING DIRECTOR
COMMUNITY SERVICES
SUBJECT: REVISION OF PUBLIC HOUSING ADMISSION AND CONTINUED OCCUPANCY
PLAN
RESOLUTION NO. 2049

ISSUE

Proposed are several mandatory and elective revisions to the Authority's Public Housing Admissions and Continued Occupancy Policy (ACOP).

RECOMMENDATION

The Board adopt Resolution No. 2049 authorizing the revised Public Housing ACOP effective May 1, 2008.

BACKGROUND

Salem Housing Authority (SHA) maintains an ACOP for the Public Housing program. This policy is based upon HUD program requirements and governs all aspects of client eligibility, waiting list management, income verification, program admission and requirements for continued Public Housing residency. Periodic revisions to the policy, whether statutory or elective, require consent of the Board of Commissioners.

FACTS AND FINDINGS

The following slate of Public Housing ACOP revisions are proposed for implementation effective May 1, 2008:

1. ELIGIBILITY (Mandatory)

Proposed is a clarification that SHA will deny admission to households that include "fugitive felons, parole violators or persons fleeing to avoid felony prosecution, custody or confinement." The current policy denies program admission for time periods ranging from 1 year to lifetime to household members that have engaged in drug-related or violent crimes.

2. VERIFICATION (Elective)

This provision will: (1) Increase the time allowed from the date of SHA's collection of applicant's verification data to effective date of housing assistance. The new maximum time provision is 120 days; the current time allowance is 90 days; (2) Add to and prioritize the list of acceptable forms of applicant verification for income, assets and expenses.

3. LEASING AND INSPECTIONS (Elective)

The proposed revision will change the amount of security deposits charged for Public Housing units as follows:

- One-bedroom units at \$150 (currently \$100)
- All other unit sizes at \$350 (currently \$300-400)

The proposed security deposits will apply only to households admitted to Public Housing on or after May 1, 2008 and will not be applied retroactively to current tenants. Households have the option of paying a security deposit in full at time of move-in or paying in 3 monthly installments. New tenants may also apply for Interim Housing funds to pay some or all of their security deposit.

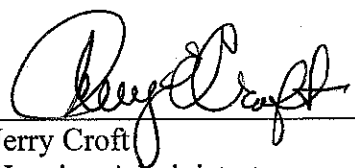
4. LEASE TERMINATIONS (Mandatory)

This is a statutory clarification that SHA will terminate assistance to existing Public Housing tenants that are found to include "fugitive felons, parole violators or person fleeing to avoid felony prosecution, custody or confinement." The proposed provision will be added to current language that allows termination of rental assistance for drug-related and violent crimes.

5. GRIEVANCES AND APPEALS (Elective)

Proposed is a clarification to an existing statutory policy pertaining to tenant grievances on non-payment of rent. The current policy provides that in order to qualify for a grievance hearing, a tenant must pay into escrow the amount of rent that the Housing Authority claims is due and payable. The proposed addition stipulates that the escrow deposit must be made not less than one hour prior to the grievance hearing. The provision provides a clear and lenient pre-requisite for activation of the grievance process.

It is proposed that the five revisions to the Public Housing Admission and Continued Occupancy Plan become effective May 1, 2008. The full text of the proposed plan may be viewed at the following link: <http://www.cityofsalem.net/departments/sha/>. The proposed plan is also available for review at the administrative office of the Housing Authority at 360 Church Street SE, Salem.


Jerry Croft
Housing Administrator

A hard copy of the Public Housing Admission and Continued Occupancy Plan can be viewed in City Council Chambers at 555 Liberty St. SE, the Housing Authority Administrative offices at 360 Church Street SE, Salem, or at the following link:
<http://www.cityofsalem.net/departments/sha/>.

RESOLUTION NO. 2049

RESOLUTION AUTHORIZING REVISION OF THE PUBLIC HOUSING
ADMISSION AND CONTINUED OCCUPANCY PLAN

WHEREAS, the Housing Authority of the City of Salem ("the Authority") has adopted the Public Housing Statement of Policies (now know as the Admission and Continued Occupancy Plan) as revised effective April 1, 2007; and,

WHEREAS, the Authority wishes to modify and add provisions to the Public Housing Admission and Continued Occupancy Plan regarding eligibility, verifications, leasing and inspections, lease terminations and grievances and appeals; and,

WHEREAS, draft revisions dated May 1, 2008 have been made to the pertinent chapters of the aforementioned Admission and Continued Occupancy Plan,

NOW, THEREFORE, BE IT RESOLVED BY THE
HOUSING AUTHORITY OF THE CITY OF SALEM, OREGON

Section 1. The attached Public Housing Admission and Continued Occupancy Plan dated May 1, 2008 is hereby adopted.

Section 2. This resolution supersedes any other previous resolution adopting a Public Housing Statement of Policies or Public Housing Admission and Continued Occupancy Plan.

Section 3. This resolution is effective upon adoption.

ADOPTED by the Housing Authority of the City of Salem, Oregon this 7th day of April 2008.

Executive Director

ATTEST:

Recording Secretary