

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

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# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2008

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## PHA Plan Agency Identification

**PHA Name:** Housing Authority of the City of Salem **PHA Number:** OR011

**PHA Fiscal Year Beginning:** (mm/yyyy) 10/2008

### PHA Programs Administered:

**Public Housing and Section 8**   
  **Section 8 Only**   
  **Public Housing Only**  
 Number of public housing units:                  Number of S8 units:                  Number of public housing units:  
 Number of S8 units:

**PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

### Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

### Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2005 - 2009**  
[24 CFR Part 903.5]

**A. 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. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)  
"To see that all low-income people in the Salem/Keizer area have the opportunity to live in decent, affordable housing and to move up and out of poverty."

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:

- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:**
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:**
- Convert public housing to vouchers:
- Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

## HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

### Other PHA Goals and Objectives: (list below)

*Preservation of affordable housing serving Salem's lowest income and most vulnerable households is a priority. New HUD regulations have made it necessary for the Housing Authority to assess Public Housing stock for financial viability equal to housing stock on the private rental market. Public Housing units that are obsolete, unmarketable or not financially viable by private market standards will not receive rent subsidy needed to house very low-income households. A funding priority will be to preserve or convert Public Housing and assist in meeting asset management compliance goals required by the Department of Housing and Urban Development.*

*Strategies for preserving affordable housing are expected to include use of:*

- *Limited Project Basing of Vouchers to ensure the availability of rental units appropriate for occupancy by Housing Choice Voucher Clients.*
- *Mixed-finance development activities that blend public and private financing, ownership and property management.*
- *Demolition and reconstruction of Public Housing as well as disposition and acquisition or construction of replacement housing.*
- *Sale of scattered sites to revitalize multi-family sites.*

**Annual PHA Plan**  
**PHA Fiscal Year 2008**  
 [24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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**Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration -Attachment A- included at end of PHA Plan.doc
- FY 2008 Capital Fund Program Annual Statements (OR011a01-d01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members -Attachment B
- List of Resident Board Member -Attachment C
- Community Service Description of Implementation (In Plan text)
- Information on Pet Policy (In Plan text)
- Section 8 Homeownership Capacity Statement, if applicable -Attachment D
- Description of Homeownership Programs, if applicable (In Plan text)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2008 Capital Fund Program 5 Year Action Plan (OR011e01)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
✓	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
✓	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	the PHA's involvement.	
✓	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
✓	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
✓	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public Housing Deconcentration and Income Mixing Documentation: 1. <b>PHA board certifications of compliance</b> with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✓	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
✓	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
✓	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
n/a	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
✓	Approved or submitted <i>applications for demolition</i> and/or disposition of public housing	Annual Plan: Demolition and Disposition
✓	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
✓	<i>Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act</i>	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
✓	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
✓	<i>Any cooperative agreement between the PHA and the TANF agency</i>	Annual Plan: Community Service & Self-Sufficiency
✓	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
✓	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
✓	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

## A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	7854	5	5	5	N/A	5	5
Income >30% but <=50% of AMI	5822	5	5	4	N/A	N/A	4
Income >50% but <80% of AMI	1949	4	4	3	N/A	N/A	4
Elderly	3748	5	3	3	5	N/A	5
Families with Disabilities	4711	5	5	4	5	N/A	5
Race/Ethnicity	N/A	1	1	1	1	1	1
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing (4 PH Waiting lists consolidated)			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
As of March 2008	# of families	% of total families	Annual Turnover
Waiting list total	492		97
Extremely low income <=30% AMI	328	66%	
Very low income (>30% but <=50% AMI)	142	29%	
Low income (>50% but <80% AMI)	19	4%	
Families with children	458	93%	
Elderly families	11	2%	
Families with Disabilities	25	5%	
Hispanic	152	31%	
Black	17	3%	
Asian	3	1%	
American Indian	23	5%	
Pacific Islander	25	5%	

### Housing Needs of Families on the Waiting List

Characteristics by Bedroom Size (Public Housing Only)			
1BR	10	2%	
2 BR	333	68%	
3 BR	102	21%	
4 BR	41	8%	
5 BR	6	1%	
6+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

As of March 2008	# of families	% of total families	Annual Turnover
Waiting list total	2145		585
Extremely low income <=30% AMI	1752	82%	
Very low income (>30% but <=50% AMI)	335	16%	
Low income (>50% but <80% AMI)	49	2%	
Families with children	1663	78%	
Elderly families	176	8%	
Families with Disabilities	810	38%	
Hispanic	504	24%	
Black	98	5%	
Asian	23	1%	
American Indian	70	3%	
Pacific Islander	71	3%	

Characteristics by Bedroom Size (Public Housing Only)

N/A

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

### C. Strategy for Addressing 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**, and the Agency's reasons for choosing this strategy.

#### **(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

#### **Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources*
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction*
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required*
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration*
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program*
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies*
- Other (list below)

#### **Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing*
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available*
- Affirmatively market to local non-profit agencies that assist families with disabilities*
- Other: (list below)*  
*Include "unrelated single disabled individuals in definition of "family"*

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs*
- Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)  
*Conduct regular Fair Housing training for all employees.*

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints*
- Staffing constraints*
- Limited availability of sites for assisted housing*
- Extent to which particular housing needs are met by other organizations in the community*
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA*
- Influence of the housing market on PHA programs*
- Community priorities regarding housing assistance*
- Results of consultation with local or state government*
- Results of consultation with residents and the Resident Advisory Board*
- Results of consultation with advocacy groups*
- Other: (list below)

## **Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2008 grants)</b>		
a) Public Housing Operating Fund	918,183	
b) Public Housing Capital Fund	1,291,514	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	15,297,618	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	45,353	
h) <i>Community Development Block Grant</i>	200,000	PH Modernization
i) HOME		
Other Federal Grants (list below)		
<i>Security Deposits</i>	30,000	HCV Operations
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
	799,990	PH Operations
<b>4. Other income (list below)</b>		
PH Resident Coord. Subsidy	26,180	PH Operations
PH Resident Training Subsidy	7,495	PH Operations

<b>4. Non-federal sources</b> (list below)		
Interest	85,040	PH/HCV Operations
Audit Reimbursement	2,054	PH/HCV Operations
Port-in fees	2,000	HCV Operations
<b>Total resources</b>		
	18,705,427	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number) *10-30 Depends on the number of vacancies*
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe) *“Service area” based lists*

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office*
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? 4

2.  Yes  No: Are any or all of the PHA’s site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists? 4

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

**(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One*
- Two*
- Three or More

b.  Yes  No: *Is this policy consistent across all waiting list types?*

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

a. Income targeting:

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)  
*Incentive Transfers*

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)*
- Households that contribute to meeting income requirements (targeting )*
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

**SHA Policy**

**Units that are designated as accessible:**

*Will be first offered to current families residing in public housing who need the features of the accessible unit.*

*If there are no current residents residing in public housing, who need the accessibility features of the unit, SHA will next offer to those applicants in date and time order on the appropriate sized waiting list, that indicated a need for an accessible unit, however they will be asked to sign an addendum stating that if the unit is needed at a later date for a current Public Housing tenant, or applicant on the waiting list, who now needs the accessible features of the unit, they understand they will have to move to the next available non-accessible unit.*

**Units that are designated as non-accessible:**

*Units will be offered first to families currently residing in a public housing unit, who are required to transfer due to circumstances explained in Chapter 12.*

*Units will then be offered to applicants in date and time order of their waiting list request according to the bedroom size unit(s) that are vacant or anticipating to be vacant.*

**Income Targeting Requirement [24 CFR 960.202(b)]**

*HUD requires that extremely low-income (ELI) families make up at least 40% of the families admitted to public housing during SHA's fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met, SHA may skip non-ELI families on the waiting list in order to select an ELI family.*

*SHA will monitor on a monthly basis, progress in meeting the ELI requirement throughout the fiscal year. ELI families will be selected ahead of other eligible families on an as-needed basis to ensure that the income targeting requirement is met.*

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

X Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 1* *Households that contribute to meeting income goals (broad range of incomes)*
- 1* *Households that contribute to meeting income requirements (targeting)*
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 1* Other preference(s) (list below)

**SHA Policy**

**Units that are designated as accessible:**

*Will be first offered to current families residing in public housing who need the features of the accessible unit.*

*If there are no current residents residing in public housing, who need the accessibility features of the unit, SHA will next offer to those applicants in date and time order on the appropriate sized waiting list, that indicated a need for an accessible unit, however they will be asked to sign an addendum stating that if the unit is needed at a later date for a current Public Housing tenant, or applicant on the waiting list, who now needs the accessible features of the unit, they understand they will have to move to the next available non-accessible unit.*

**Units that are designated as non-accessible:**

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**Income Targeting Requirement [24 CFR 960.202(b)]**

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*SHA will monitor on a monthly basis, progress in meeting the ELI requirement throughout the fiscal year. ELI families will be selected ahead of other eligible families on an as-needed basis to ensure that the income targeting requirement is met.*

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers  
 *Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements*

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease  
 The PHA's Admissions and (Continued) Occupancy policy  
 PHA briefing seminars or written materials  
 Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal  
 Any time family composition changes  
 At family request for revision  
 Other (list)

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below: *Brush College Village*

- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below: *Brush College Village*
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation

- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)
- SHA Policy*  
*SHA will inform owners of their responsibility to screen prospective tenants, and will provide owners with the required known name and address information, at the time of the initial HQS inspection or before. The PHA will not provide any additional information to the owner, such as tenancy history, criminal history, etc.*

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)
- On-site Property Management offices

**(3) Search Time**

- a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

*SHA Policy*

*Depending on the current status of HUD funding and SHA's lease-up efforts, SHA will provide the applicant or moving family with an initial voucher term of up to 120 calendar days and not less than 60 calendar days.*

*SHA will approve additional extensions only in the following circumstances:*

- To facilitate the lease-up process ensuring that SHA is able to expend funding it receives from HUD*
- It is necessary as a reasonable accommodation for a person with disabilities.*

**(4) Admissions Preferences**

- a. Income targeting

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness (*Special Purpose Homeless Vouchers*)
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

*Waiting list preferences:*

*Other singles that are not elderly or disabled will be given a (lower) 3-point preference and will not receive housing assistance until all other family types have been assisted. (Families with children are given a 5 point preference.)*

*Drug Court or Home for Good Participants who are not classified as other singles will be given a 4-point preference until that have successfully completed their program at which time they will be given a 5-point preference.*

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

1 Homelessness

High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes

Other preference(s) (list below)

*Waiting list preferences:*

*2 Other singles that are not elderly or disabled will be given a (lower) 3-point preference and will not receive housing assistance until all other family types have been assisted. (Families with children are given a 5 point preference.)*

*3 Drug Court or Home for Good Participants who are not classified as other singles will be given a 4-point preference until that have successfully completed their program at which time they will be given a 5-point preference.*

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application  
 Drawing (lottery) or other random choice technique  
*(Homeless Vouchers)*

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD  
 The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers  
 *Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements*

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan  
 Briefing sessions and written materials  
 Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices  
 **Other (list below)**

- **Announcements are made at the Emergency Housing Network**
- **Congressional news releases are published**

## **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

#### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0  
 \$1-\$25  
 \$26-\$50

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

Yes for all developments

Yes but only for some developments

No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

## B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

*Zero-Bdrm = 95% of FMR*  
*One-Bdrm = FMR*  
*Two-Bdrm = FMR*  
*Three-Bdrm = 110% of FMR*  
*Four-Bdrm = 110% of FMR*  
*Five-Bdrm = 110% of FMR*  
*Six-Bdrm = 110% of FMR*  
*Mobile Home = 110% of FMR*

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

*Market rate gross rents are higher than FMRs for certain unit sizes and types*

**(2) Minimum Rent**

a. What amount best reflects the PHA’s minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

- *Executive Director (Housing Administrator)*
- *Section Supervisors:*
- *Accounting*
- *Property Management (Public Housing and other Property Management - Tenant services and Maintenance)*
- *Tenant Based Housing Services (Voucher and other tenant based programs)*
- *Capital Fund Project Manager*
- *Computers/Grants/Resident Initiatives*
- *Office Supervisor*
- *Regulatory Compliance Supervisor*

## B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	302	97
Section 8 Vouchers	2662	585
Section 8 Certificates	0	0
Section 8 Mod Rehab	55	20
Special Purpose Section 8 Certificates/Vouchers (Homeless Vouchers)	94	14
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)		
Section 202	48	8

## C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)

HUD Public Housing Guidebook  
 Nan McKay Master Book  
 Public Housing Admissions and Continued Occupancy Policies  
 SHA Maintenance Plan

- (2) Section 8 Management: (list below)

Nan McKay Master Book  
 SHA Administrative Plan

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### **A. Public Housing**

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

***PUBLIC HOUSING  
ADMISSIONS AND CONTINUED OCCUPANCY POLICY  
Chapter 14  
GRIEVANCES AND APPEALS***

#### ***INTRODUCTION***

*This chapter discusses grievances and appeals pertaining to SHA actions or failures to act that adversely affect public housing applicants or residents. The policies are discussed in the following three parts:*

*Part I: Informal Hearings for Public Housing Applicants. This part outlines the requirements and procedures for informal hearings for public housing applicants.*

*Part II: Informal Hearings with Regard to Noncitizens. This part discusses informal hearings regarding citizenship status and where they differ from the requirements for general applicant and tenant grievances.*

*Part III: Grievance Procedures for Public Housing Residents. This part outlines the requirements and procedures for handling grievances for public housing residents.*

#### ***PART I: INFORMAL HEARINGS FOR PUBLIC HOUSING APPLICANTS***

##### ***14-1.A. OVERVIEW***

*When SHA makes a decision that has a negative impact on an applicant family, the family is often entitled to appeal the decision. For applicants, the appeal takes the form of an informal hearing. HUD regulations do not provide a structure for or requirements regarding informal hearings for applicants (except with regard to citizenship status, to be covered in Part II). This part discusses SHA policies necessary to respond to applicant appeals through the informal hearing process.*

**14-I.B. INFORMAL HEARING PROCESS [24 CFR 960.208(a) and PH Occ GB, p. 58]**

*Informal hearings are provided for public housing applicants. An applicant is someone who has applied for admission to the public housing program, but is not yet a tenant in the program. Informal hearings are intended to provide a means for an applicant to dispute a determination of ineligibility for admission to a project [24 CFR 960.208(a)]. Applicants to public housing are not entitled to the same hearing process afforded tenants in SHA's grievance procedure [24 CFR 966.53(a) and PH Occ GB, p. 58].*

*Informal hearings provide the applicant a means to hear the details of the reasons for rejection, and an opportunity to present evidence to the contrary if available, and to claim mitigating circumstances if possible.*

**Use of Informal Hearing Process**

*While SHA must offer the opportunity of an informal hearing to applicants who have been determined as ineligible for admission, SHA could make the informal hearing process available to applicants who wish to dispute other SHA actions that adversely affect them.*

**SHA Policy**

***SHA will only offer informal hearings to applicants for the purpose of disputing denials of admission.***

**Notice of Denial [24 CFR 960.208(a)]**

*SHA must give an applicant prompt notice of a decision denying eligibility for admission. The notice must contain a brief statement of the reasons for SHA's decision, and must also state that the applicant may request an informal hearing to dispute the decision. The notice must describe how to obtain the informal hearing.*

*Prior to notification of denial based on information obtained from criminal or sex offender registration records, the family, in some cases, must be given the opportunity to dispute the information in those records which would be the basis of the denial. See Section 3-III.G for details concerning this requirement.*

***Scheduling an Informal Hearing***

***SHA Policy***

***A request for an informal hearing must be made in writing and delivered to SHA either in person or by first class mail, by the close of the business day, no later than 14 calendar days from the date of SHA's notification of denial of admission.***

***Except as provided in Section 3-III.F, SHA will schedule and send written notice of the informal hearing within 10 business days of the family's request.***

***Conducting an Informal Hearing [PH Occ GB, p. 58]***

***SHA Policy***

***The informal hearing will be conducted by a person other than the one who made the decision under review, or a subordinate of this person.***

***The applicant will be provided an opportunity to present written or oral objections to the decision of SHA.***

***The person conducting the informal hearing will make a recommendation to SHA, but SHA is responsible for making the final decision as to whether admission should be granted or denied.***

*Informal Hearing Decision [PH Occ GB, p. 58]*

*SHA Policy*

*SHA will notify the applicant of SHA's final decision, including a brief statement of the reasons for the final decision.*

*In rendering a decision, SHA will evaluate the following matters:*

- Whether or not the grounds for denial were stated factually in the notice*
- The validity of grounds for denial of admission. If the grounds for denial are not specified in the regulations or in SHA policy, then the decision to deny assistance will be overturned. See Chapter 3 for a detailed discussion of the grounds for applicant denial.*
- The validity of the evidence. SHA will evaluate whether the facts presented prove the grounds for denial of admission. If the facts prove that there are grounds for denial, and the denial is required by HUD, SHA will uphold the decision to deny admission.*
- If the facts prove the grounds for denial, and the denial is discretionary, SHA will consider the recommendation of the person conducting the informal hearing in making the final decision whether to deny admission.*

*SHA will notify the applicant of the final decision, including a statement explaining the reason(s) for the decision. The notice will be mailed, within 10 business days of the informal hearing, to the applicant and his or her representative, if any.*

*If the informal hearing decision overturns the denial, processing for admission will resume.*

*If the family fails to appear for their informal hearing, the denial of admission will stand and the family will be so notified.*

*Reasonable Accommodation for Persons with Disabilities [24 CFR 966.7]*

*Persons with disabilities may request reasonable accommodations to participate in the informal hearing process and SHA must consider such accommodations. SHA must also consider reasonable accommodation requests pertaining to the reasons for denial if related to the person's disability. See Chapter 2 for more detail pertaining to reasonable accommodation requests.*

## **PART II: INFORMAL HEARINGS WITH REGARD TO NONCITIZENS**

### **14-II.A. HEARING AND APPEAL PROVISIONS FOR NONCITIZENS [24 CFR 5.514]**

*Denial or termination of assistance based on immigration status is subject to special hearing and notice rules. These special hearings are referred to in the regulations as informal hearings, but the requirements for such hearings are different from the informal hearings used to deny applicants for reasons other than immigration status.*

*Assistance to a family may not be delayed, denied, or terminated on the basis of immigration status at any time prior to a decision under the United States Citizenship and Immigration Services (USCIS) appeal process. Assistance to a family may not be terminated or denied while the PHA hearing is pending, but assistance to an applicant may be delayed pending the completion of the informal hearing. A decision against a family member, issued in accordance with the USCIS appeal process or SHA informal hearing process, does not preclude the family from exercising the right, that may otherwise be available, to seek redress directly through judicial procedures.*

#### **Notice of Denial or Termination of Assistance [24 CFR 5.514(d)]**

*As discussed in Chapters 3 and 13, the notice of denial or termination of assistance for noncitizens must advise the family of any of the following that apply:*

- *That financial assistance will be denied or terminated, and provide a brief explanation of the reasons for the proposed denial or termination of assistance.*
- *The family may be eligible for proration of assistance.*
- *In the case of a tenant, the criteria and procedures for obtaining relief under the provisions for preservation of families [24 CFR 5.514 and 5.518].*
- *That the family has a right to request an appeal to the USCIS of the results of secondary verification of immigration status and to submit additional documentation or explanation in support of the appeal.*
- *That the family has a right to request an informal hearing with the PHA either upon completion of the USCIS appeal or in lieu of the USCIS appeal.*
- *For applicants, assistance may not be delayed until the conclusion of the USCIS appeal process, but assistance may be delayed during the period of the informal hearing process.*

***United States Citizenship and Immigration Services Appeal Process [24 CFR 5.514(e)]***

*When SHA receives notification that the USCIS secondary verification failed to confirm eligible immigration status, SHA must notify the family of the results of the USCIS verification. The family will have 30 days from the date of the notification to request an appeal of the USCIS results. The request for appeal must be made by the family in writing directly to the USCIS. The family must provide the PHA with a copy of the written request for appeal and proof of mailing.*

***SHA Policy***

***SHA will notify the family in writing of the results of the USCIS secondary verification within 10 business days of receiving the results.***

***The family must provide SHA with a copy of the written request for appeal and proof of mailing within 10 business days of sending the request to the USCIS.***

*The family must forward to the designated USCIS office any additional documentation or written explanation in support of the appeal. This material must include a copy of the USCIS document verification request (used to process the secondary request) or such other form specified by the USCIS, and a letter indicating that the family is requesting an appeal of the USCIS immigration status verification results.*

*The USCIS will notify the family, with a copy to SHA, of its decision. When the USCIS notifies SHA of the decision, SHA must notify the family of its right to request an informal hearing.*

***SHA Policy***

***SHA will send written notice to the family of its right to request an informal hearing within 10 business days of receiving notice of the USCIS decision regarding the family's immigration status.***

***Informal Hearing Procedures for Applicants [24 CFR 5.514(f)]***

*After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, an applicant family may request that SHA provide a hearing. The request for a hearing must be made either within 30 days of receipt of SHA notice of denial, or within 30 days of receipt of the USCIS appeal decision. The informal hearing procedures for applicant families are described below.*

***Informal Hearing Officer***

*SHA must provide an informal hearing before an impartial individual, other than a person who made or approved the decision under review, and other than a person who is a subordinate of the person who made or approved the decision.*

***Evidence***

*The family must be provided the opportunity to examine and copy at the family's expense, at a reasonable time in advance of the hearing, any documents in the possession of SHA pertaining to the family's eligibility status, or in the possession of the USCIS (as permitted by USCIS requirements), including any records and regulations that may be relevant to the hearing.*

***SHA Policy***

***The family will be allowed to copy any documents related to the hearing at a cost of \$.25 per page. The family must request discovery of SHA documents no later than 12:00 p.m. on the business day prior to the hearing.***

*The family must be provided the opportunity to present evidence and arguments in support of eligible status. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.*

*The family must also be provided the opportunity to refute evidence relied upon by SHA, and to confront and cross-examine all witnesses on whose testimony or information SHA relies.*

***Representation and Interpretive Services***

*The family is entitled to be represented by an attorney or other designee, at the family's expense, and to have such person make statements on the family's behalf.*

*The family is entitled to arrange for an interpreter to attend the hearing, at the expense of the family, or SHA, as may be agreed upon by the two parties. If the family does not arrange for their own interpreter, SHA is still obligated to provide oral translation services in accordance with its LEP Plan.*

***Recording of the Hearing***

*The family is entitled to have the hearing recorded by audiotape. SHA may, but is not required to provide a transcript of the hearing.*

***SHA Policy***

***SHA will not provide a transcript of an audio taped informal hearing.***

**Hearing Decision**

SHA must provide the family with a written notice of the final decision, based solely on the facts presented at the hearing, within 14 calendar days of the date of the informal hearing. The notice must state the basis for the decision.

**Retention of Documents [24 CFR 5.514(h)]**

SHA must retain for a minimum of 5 years the following documents that may have been submitted to SHA by the family, or provided to SHA as part of the USCIS appeal or SHA informal hearing process:

- The application for assistance
- The form completed by the family for income reexamination
- Photocopies of any original documents, including original USCIS documents
- The signed verification consent form
- The USCIS verification results
- The request for a USCIS appeal
- The final USCIS determination
- The request for an informal hearing
- The final informal hearing decision

**Informal Hearing Procedures for Residents [24 CFR 5.514(f)]**

After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, a resident family may request that SHA provide a hearing. The request for a hearing must be made either within 30 days of receipt of SHA's notice of termination, or within 30 days of receipt of the USCIS appeal decision.

The informal hearing procedures for resident families whose tenancy is being terminated based on immigration status is the same as for any grievance under the grievance procedures for resident families found in Part III below.

**PART III: GRIEVANCE PROCEDURES FOR PUBLIC HOUSING RESIDENTS**

**14-III.A. REQUIREMENTS [24 CFR 966.52]**

*SHA must have a grievance procedure in place through which residents of public housing are provided an opportunity to grieve any SHA action or failure to act involving the lease or SHA policies which adversely affect their rights, duties, welfare, or status.*

*SHA grievance procedure must be included in, or incorporated by reference in, the lease.*

**SHA Policy**

***SHA grievance procedure will be incorporated by reference in the tenant lease.***

*SHA must provide at least 30 days notice to tenants and resident organizations setting forth proposed changes in SHA's grievance procedure, and providing an opportunity to present written comments.*

*Comments submitted must be considered by SHA before adoption of any grievance procedure changes by SHA.*

**SHA Policy**

***Residents will have 30 calendar days from the date they are notified by SHA of any proposed changes in SHA's grievance procedure, to submit written comments to SHA.***

*SHA must furnish a copy of the grievance procedure to each tenant and to resident organizations.*

**14-III.B. DEFINITIONS [24 CFR 966.53; 24 CFR 966.51(a)(2)(i)]**

*There are several terms used by HUD with regard to public housing grievance procedures, which take on specific meanings different from their common usage. These terms are as follows:*

- ***Grievance*** – any dispute which a tenant may have with respect to SHA action or failure to act in accordance with the individual tenant's lease or PHA regulations which adversely affect the individual tenant's rights, duties, welfare or status
- ***Complainant*** – any tenant whose grievance is presented to SHA or at the project management office
- ***Due Process Determination*** – a determination by HUD that law of the jurisdiction requires that the tenant must be given the opportunity for a hearing in court which provides the basic elements of due process before eviction from the dwelling unit
- ***Elements of Due Process*** – an eviction action or a termination of tenancy in a state or local court in which the following procedural safeguards are required:
  - Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction
  - Right of the tenant to be represented by counsel
  - Opportunity for the tenant to refute the evidence presented by SHA including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the tenant may have
  - A decision on the merits
- ***Hearing Officer/Panel*** – a person/panel selected in accordance with HUD regulations to hear grievances and render a decision with respect thereto
- ***Tenant*** – the adult person (or persons) (other than a live-in aide)
  - Who resides in the unit, and who executed the lease with SHA as lessee of the dwelling unit, or, if no such person now resides in the unit,
  - Who resides in the unit, and who is the remaining head of household of the tenant family residing in the dwelling unit
- ***Resident Organization*** – includes a resident management corporation

**14-III.C. APPLICABILITY [24 CFR 966.51]**

*Potential grievances could address most aspects of SHA's operation. However, there are some situations for which the grievance procedure is not applicable.*

*The grievance procedure is applicable only to individual tenant issues relating to SHA. It is not applicable to disputes between tenants not involving SHA. Class grievances are not subject to the grievance procedure and the grievance procedure is not to be used as a forum for initiating or negotiating policy changes of SHA.*

*If HUD has issued a due process determination, SHA may exclude from its grievance procedure any grievance concerning a termination of tenancy or eviction that involves:*

- Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises of other residents or employees of SHA*
- Any violent or drug-related criminal activity on or off such premises*
- Any criminal activity that resulted in felony conviction of a household member*

*In states without due process determinations, SHA must grant opportunity for grievance hearings for all lease terminations, regardless of cause, but may use expedited grievance procedures, as described in Section 14-III.E. below, to deal with the first two of the above three categories of lease terminations.*

*If HUD has issued a due process determination, SHA may evict through the state/local judicial eviction procedures. In this case, SHA is not required to provide the opportunity for a hearing under SHA's grievance procedure as described above.*

**SHA Policy**

***SHA is not located in a due process state, therefore it must grant opportunity for grievance hearings for all lease terminations, regardless of cause.***

*See Chapter 13 for related policies on the content of termination notices.*

**14-III.D. INFORMAL SETTLEMENT OF GRIEVANCE [24 CFR 966.54]**

*HUD regulations state that any grievance must be personally presented, either orally or in writing, to SHA's office or to the office of the project in which the complainant resides so that the grievance may be discussed informally and settled without a hearing.*

**SHA Policy**

*SHA will accept requests for an informal settlement of a grievance either orally or in writing, to SHA's office within 10 business days of the grievable event. Within 10 business days of receipt of the request SHA will arrange a meeting with the tenant at a mutually agreeable time and confirm such meeting in writing to the tenant.*

*If a tenant fails to attend the scheduled meeting without prior notice, SHA will reschedule the appointment only if the tenant can show good cause for failing to appear, or if it is needed as a reasonable accommodation for a person with disabilities.*

*Good cause is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family.*

*HUD regulations require that a summary of such discussion will be prepared within a reasonable time and one copy will be given to the tenant and one retained in SHA's tenant file.*

*The summary must specify the names of the participants, dates of meeting, the nature of the proposed disposition of the complaint and the specific reasons therefore, and will specify the procedures by which a hearing may be obtained if the complainant is not satisfied.*

**SHA Policy**

*SHA will prepare a summary of the informal settlement within 5 business days; one copy to be given to the tenant and one copy to be retained in SHA's tenant file.*

**14-III.E. PROCEDURES TO OBTAIN A HEARING [24 CFR 966.55]**

***Requests for Hearing and Failure to Request [24 CFR 966.55(a), (c), and (d)]***

*All grievances must be presented in accordance with the informal procedures prescribed above as a condition prior to a grievance hearing. However, if the complainant can show good cause for failure to proceed with the informal settlement process to the hearing officer/panel, the hearing officer/panel may waive this provision [24 CFR 966.55(d)].*

*The complainant must submit the request in writing for a grievance hearing within a reasonable time after receipt of the summary of informal discussion [24 CFR 966.55(a)]. The request must specify the reasons for the grievance and the action or relief sought.*

**SHA Policy**

***The resident must submit a written request for a grievance hearing to SHA within 5 business days of the tenant's receipt of the summary of the informal settlement.***

*If the complainant does not request a hearing, SHA's disposition of the grievance under the informal settlement process will become final. However, failure to request a hearing does not constitute a waiver by the complainant of the right to contest SHA's action in disposing of the complaint in an appropriate judicial proceeding [24 CFR 966.55(c)].*

***Escrow Deposits [24 CFR 966.55(e)]***

*Before a hearing is scheduled in any grievance involving the amount of rent that SHA claims is due, the family must pay an escrow deposit to SHA. When a family is required to make an escrow deposit, the amount is the amount of rent SHA states is due and payable as of the first of the month preceding the month in which the family's act or failure to act took place. After the first deposit the family must deposit the same amount monthly until the family's complaint is resolved by decision of the hearing officer/panel.*

*SHA must waive the requirement for an escrow deposit where the family has requested a financial hardship exemption from minimum rent requirements or is grieving the effect of welfare benefits reduction in calculation of family income [24 CFR 5.630(b)(3)].*

*Unless SHA waives the requirement, the family's failure to make the escrow deposit will terminate the grievance procedure. A family's failure to pay the escrow deposit does not waive the family's right to contest SHA's disposition of the grievance in any appropriate judicial proceeding.*

**SHA Policy**

***SHA will not waive the escrow requirement for grievances involving rent amounts except where required to do so by regulation.***

***Scheduling of Hearings [24 CFR 966.55(f)]***

*If the complainant has complied with all requirements for requesting a hearing as described above, a hearing must be scheduled by the hearing officer/panel promptly for a time and place reasonably convenient to both the complainant and SHA. A written notification specifying the time, place and the procedures governing the hearing must be delivered to the complainant and the appropriate SHA official.*

***SHA Policy***

*Within 10 business days of receiving a written request for a hearing, SHA will schedule and send written notice of the hearing to the complainant, assigned hearings office and SHA staff.*

*SHA may wish to permit the tenant to request to reschedule a hearing for good cause.*

***SHA Policy***

*The tenant may request to reschedule a hearing for good cause, or if it is needed as a reasonable accommodation for a person with disabilities. Good cause is defined as an unavoidable conflict which seriously affects the health, safety, or welfare of the family.*

*Requests to reschedule a hearing must be made orally or in writing prior to the hearing date. At its discretion, SHA may request documentation of the “good cause” prior to rescheduling the hearing.*

***Expedited Grievance Procedure [24 CFR 966.55(g)]***

*SHA may establish an expedited grievance procedure for any grievance concerning a termination of tenancy or eviction that involves:*

- *Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees of SHA, or*
- *Any drug-related criminal activity on or near such premises*

*In such expedited grievances, the informal settlement of grievances as discussed in 14-III.D is not applicable.*

*SHA may adopt special procedures concerning expedited hearings, including provisions for expedited notice or scheduling, or provisions for expedited decision on the grievance.*

***SHA Policy***

*SHA will follow expedited grievance procedures for any grievance concerning a termination of tenancy or eviction that involves any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees of SHA, or any drug-related criminal activity on or near such premises.*

*Such procedures will provide for an expedited notice of hearing request, an expedited scheduling of the hearing, and for an expedited decision on the grievance. The tenant will have 3 business days to make their hearing request. SHA will have 3 business days to schedule the hearing, and 3 business days to render a decision. All other aspects of the expedited grievance process shall be the same as for other grievances.*

**14-III.F. SELECTION OF HEARING OFFICER/PANEL [24 CFR 966.55(b)]**

The grievance hearing must be conducted by an impartial person or persons appointed by SHA, other than the person who made or approved SHA's action under review, or a subordinate of such person.

**SHA Policy**

**SHA grievance hearings will be conducted by a single hearing officer and not a panel.**

**SHA Policy**

**SHA will appoint a person who has been selected in the manner required under the grievance procedure. Efforts will be made to assure that the person selected is not a friend, nor enemy, of the complainant and that they do not have a personal stake in the matter under dispute or will otherwise have an appearance of a lack of impartiality.**

**14-III.G. PROCEDURES GOVERNING THE HEARING [24 CFR 966.56]**

**Rights of Complainant [24 CFR 966.56(b)]**

The complainant will be afforded a fair hearing. This includes:

- The opportunity to examine before the grievance hearing any SHA documents, including records and regulations that are directly relevant to the hearing. The tenant must be allowed to copy any such document at the tenant's expense. If SHA does not make the document available for examination upon request by the complainant, SHA may not rely on such document at the grievance hearing.

**SHA Policy**

**The tenant will be allowed to copy any documents related to the hearing at a cost of \$.25 per page. The family must request discovery of SHA documents no later than 12:00 p.m. on the business day prior to the hearing.**

- The right to be represented by counsel or other person chosen as the tenant's representative and to have such person make statements on the tenant's behalf.

**SHA Policy**

**Hearings may be attended by the following applicable persons:**

- **A SHA representative(s) and any witnesses for SHA**
- **The tenant and any witnesses for the tenant**
- **The tenant's counsel or other representative**
- **Any other person approved by SHA as a reasonable accommodation for a person with a disability**
- The right to a private hearing unless the complainant requests a public hearing.
- The right to present evidence and arguments in support of the tenant's complaint, to controvert evidence relied on by SHA or project management, and to confront and cross-examine all witnesses upon whose testimony or information SHA or project management relies.
- A decision based solely and exclusively upon the facts presented at the hearing.

**Decision without Hearing [24 CFR 966.56(c)]**

The hearing officer/panel may render a decision without proceeding with the hearing if the hearing officer/panel determines that the issue has been previously decided in another proceeding.

**Failure to Appear [24 CFR 966.56(d)]**

If the complainant or SHA fails to appear at a scheduled hearing, the hearing officer/panel may make a determination to postpone the hearing for not to exceed five business days or may make a determination that the party has waived his/her right to a hearing. Both the complainant and the SHA must be notified of the determination by the hearing officer/panel, provided that a determination that the complainant has waived his/her right to a hearing will not constitute a waiver of any right the complainant may have to contest SHA's disposition of the grievance in an appropriate judicial proceeding.

*There may be times when a complainant does not appear due to unforeseen circumstances which are out of their control and are no fault of their own.*

**SHA Policy**

*If the tenant does not appear at the scheduled time of the hearing, the hearing officer will wait up to 15 minutes. If the tenant appears within 15 minutes of the scheduled time, the hearing will be held. If the tenant does not arrive within 15 minutes of the scheduled time, they will be considered to have failed to appear.*

*If the tenant fails to appear and was unable to reschedule the hearing in advance, the tenant must contact SHA within 24 hours of the scheduled hearing date, excluding weekends and holidays. The hearing officer will reschedule the hearing only if the tenant can show good cause for the failure to appear, or it is needed as a reasonable accommodation for a person with disabilities.*

*“Good cause” is defined as an unavoidable conflict which seriously affects the health, safety, or welfare of the family.*

**General Procedures [24 CFR 966.56(e), (f), and (g)]**

*At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter SHA must sustain the burden of justifying SHA action or failure to act against which the complaint is directed [24 CFR 966.56(e)].*

*The hearing must be conducted informally by the hearing officer/panel. SHA and the tenant must be given the opportunity to present oral or documentary evidence pertinent to the facts and issues raised by the complaint and question any witnesses. In general, all evidence is admissible and may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings [24 CFR 966.56(f)].*

**SHA Policy**

*Any evidence to be considered by the hearing officer must be presented at the time of the hearing. There are four categories of evidence.*

- *Oral evidence: the testimony of witnesses*
- *Documentary evidence: a writing which is relevant to the case, for example, a letter written to SHA. Writings include all forms of recorded communication or representation, including letters, emails, words, pictures, sounds, videotapes or symbols or combinations thereof.*
- *Demonstrative evidence: Evidence created specifically for the hearing and presented as an illustrative aid to assist the hearing officer, such as a model, a chart or other diagram.*
- *Real evidence: A tangible item relating directly to the case.*

*Hearsay Evidence is evidence of a statement that was made other than by a witness while testifying at the hearing and that is offered to prove the truth of the matter. Even though evidence, including hearsay, is generally admissible, hearsay evidence alone cannot be used as the sole basis for the hearing officer's decision.*

*If SHA fails to comply with the discovery requirements (providing the tenant with the opportunity to examine SHA documents prior to the grievance hearing), the hearing officer will refuse to admit such evidence.*

*Other than the failure of SHA to comply with discovery requirements, the hearing officer has the authority to overrule any objections to evidence.*

*The hearing officer/panel must require SHA, the complainant, counsel and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing officer/panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate [24 CFR 966.56(f)].*

*The complainant or SHA may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript [24 CFR 966.56(g)].*

***Accommodations of Persons with Disabilities [24 CFR 966.56(h)]***

*SHA must provide reasonable accommodation for persons with disabilities to participate in the hearing. Reasonable accommodation may include qualified sign language interpreters, readers, accessible locations, or attendants.*

*If the tenant is visually impaired, any notice to the tenant which is required in the grievance process must be in an accessible format.*

*See Chapter 2 for a thorough discussion of SHA's responsibilities pertaining to reasonable accommodation.*

***14-III.H. DECISION OF THE HEARING OFFICER/PANEL [24 CFR 966.57]***

*The hearing officer/panel must issue a written decision, stating the reasons for the decision, within a reasonable time after the hearing. Factual determinations relating to the individual circumstances of the family must be based on a preponderance of evidence presented at the hearing. A copy of the decision must be sent to the tenant and SHA. SHA must retain a copy of the decision in the tenant's folder. A copy of the decision, with all names and identifying references deleted, must also be maintained on file by SHA and made available for inspection by a prospective complainant, his/her representative, or the hearing officer/panel [24 CFR 966.57(a)].*

***SHA Policy***

***In rendering a decision, the hearing officer will consider the following matters:***

- ***SHA Notice to the Family: The hearing officer will determine if the reasons for SHA's decision are factually stated in the notice.***
- ***Discovery: The hearing officer will determine if the family was given the opportunity to examine any relevant documents in accordance with SHA policy.***
- ***SHA Evidence to Support SHA's Decision: The evidence consists of the facts presented. Evidence is not conclusion and it is not argument. The hearing officer will evaluate the facts to determine if they support SHA's conclusion.***
- ***Validity of Grounds for Termination of Tenancy (when applicable): The hearing officer will determine if the termination of tenancy is for one of the grounds specified in the HUD regulations and SHA policies. If the grounds for termination are not specified in the regulations or in compliance with SHA policies, then the decision of SHA will be overturned.***

*The hearing officer will issue a written decision to the family and SHA no later than 10 business days after the hearing. The report will contain the following information:*

***Hearing information:***

*Name of the complainant  
Date, time and place of the hearing  
Name of the hearing officer  
Name of SHA representative(s)  
Name of family representative (if any)  
Names of witnesses (if any)*

***Background:*** *A brief, impartial statement of the reason for the hearing and the date(s) on which the informal settlement was held, who held it, and a summary of the results of the informal settlement. Also includes the date the complainant requested the grievance hearing.*

***Summary of the Evidence:*** *The hearing officer will summarize the testimony of each witness and identify any documents that a witness produced in support of his/her testimony and that are admitted into evidence.*

**Findings of Fact:** *The hearing officer will include all findings of fact, based on a preponderance of the evidence. Preponderance of the evidence is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. Preponderance of the evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.*

**Conclusions:** *The hearing officer will render a conclusion derived from the facts that were found to be true by a preponderance of the evidence. The conclusion will result in a determination of whether these facts uphold SHA's decision.*

**Order:** *The hearing report will include a statement of whether SHA's decision is upheld or overturned. If it is overturned, the hearing officer will instruct SHA to change the decision in accordance with the hearing officer's determination. In the case of termination of tenancy, the hearing officer will instruct SHA to restore the family's status.*

**Procedures for Further Hearing**

**SHA Policy**

*The hearing officer may ask the family for additional information and/or might adjourn the hearing in order to reconvene at a later date, before reaching a decision. If the family misses an appointment or deadline ordered by the hearing officer, the action of SHA will take effect and another hearing will not be granted.*

**Final Decision [24 CFR 966.57(b)]**

The decision of the hearing officer/panel is binding on SHA which must take the action, or refrain from taking the action cited in the decision unless SHA's Board of Commissioners determines within a reasonable time, and notifies the complainant that:

- The grievance does not concern SHA action or failure to act in accordance with or involving the complainant's lease on SHA policies which adversely affect the complainant's rights, duties, welfare, or status; or
- The decision of the hearing officer/panel is contrary to Federal, state, or local law, HUD regulations or requirements of the annual contributions contract between HUD and SHA

**SHA Policy**

*When SHA considers the decision of the hearing officer to be invalid due to the reasons stated above, it will present the matter to SHA's Executive Director within 10 business days of the date of the hearing officer's decision. The Executive Director has 30 calendar days to consider the decision. If the Executive Director decides to reverse the hearing officer's decision, it must notify the complainant within 10 business days of this decision.*

A decision by the hearing officer/panel, or Board of Commissioners in favor of SHA or which denies the relief requested by the complainant in whole or in part must not constitute a waiver of any rights the complainant may have to a subsequent trial or judicial review in court [24 CFR 966.57(c)].

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
- PHA development management offices*
- Other (list below)

**B. Section 8 Tenant-Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

***Housing Choice Voucher & Moderate Rehabilitation Administrative Plan  
Chapter 16***

**PART III: INFORMAL REVIEWS AND HEARINGS  
OVERVIEW**

*When SHA makes a decision that has a negative impact on a family, the family is often entitled to appeal the decision. For applicants, the appeal takes the form of an informal review; for participants, or for applicants denied admission because of citizenship issues, the appeal takes the form of an informal hearing.*

*SHA is required to include in their administrative plans, informal review procedures for applicants, and informal hearing procedures for participants [24 CFR 982.54(d) (12) and (13)].*

## **INFORMAL REVIEWS**

*Informal reviews are provided for program applicants. An applicant is someone who has applied for admission to the program, but is not yet a participant in the program. Informal reviews are intended to provide a “minimum hearing requirement” [24 CFR 982.554], and need not be as elaborate as the informal hearing requirements. (Federal Register Volume 60, No. 127, p 36490).*

### **Decisions Subject to Informal Review**

*SHA must give an applicant the opportunity for an informal review of a decision denying assistance [24 CFR 982.554(a)]. Denial of assistance may include any or all of the following [24 CFR 982.552(a) (2)]:*

- *Denying listing on SHA waiting list*
- *Denying or withdrawing a voucher*
- *Refusing to enter into a HAP contract or approve a lease*
- *Refusing to process or provide assistance under portability procedures*
- *Denying an individual due to past criminal activity*

*Informal reviews are not required for the following reasons [24 CFR 982.554(c)]:*

- *Discretionary administrative determinations by SHA*
- *General policy issues or class grievances*
- *Refusal to extend or suspend a voucher*
- *A determination of the family unit size under SHA subsidy standards*
- *A SHA determination not to grant approval of the tenancy*
- *A SHA determination that the unit is not in compliance with the HQS*
- *A SHA determination that the unit is not in accordance with the HQS due to family size or composition*
- *For current participating families a SHA determination that it will not add other individuals to the family’s voucher.*

### **Notice to the Applicant [24 CFR 982.554(a)]**

*SHA must give an applicant prompt notice of a decision denying assistance. The notice must contain a brief statement of the reasons for SHA decision, and must also state that the applicant may request an informal review of the decision. The notice must describe how to obtain the informal review.*

### **Informal Review Procedures [24 CFR 982.554(b)]**

#### **SHA Policy**

*The informal review must be conducted by a person other than the one who made or approved the decision under review, or a subordinate of this person.*

*The applicant must be provided an opportunity to present written or oral objections to the decision of the SHA.*

*The person conducting the review will make a recommendation to SHA, but SHA is responsible for making the final decision as to whether assistance should be granted or denied.*

#### **SHA Policy**

*A request for an informal review must be received in writing by the close of the business day no later than 14 days from the date of SHA’s notification of denial of assistance.<sup>1</sup>*

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<sup>1</sup> Notification means the date that SHA mailed the denial letter to the family.

*The person conducting the review will make a recommendation to SHA, but SHA is responsible for making the final decision as to whether assistance should be granted or denied.*

***Informal Review Decision [24 CFR 982.554(b)]***

*SHA must notify the applicant of SHA's final decision, including a brief statement of the reasons for the final decision.*

***SHA Policy***

*In rendering a decision, the PHA will evaluate the following matters:*

- Whether or not the grounds for denial were stated factually in the Notice.*
- The validity of grounds for denial of assistance. If the grounds for denial are not specified in the regulations, then the decision to deny assistance will be overturned.*
- The validity of the evidence. The PHA will evaluate whether the facts presented prove the grounds for denial of assistance. If the facts prove that there are grounds for denial, and the denial is required by HUD, the PHA will uphold the decision to deny assistance.*
- If the facts prove the grounds for denial, and the denial is discretionary, the PHA will consider the recommendation of the person conducting the informal review in making the final decision whether to deny assistance.*

***SHA will schedule and send written notice by first class mail of the informal review decision within 10 business days after receiving all of the documentation needed to make a final determination on the requested informal review.***

***INFORMAL HEARINGS FOR PARTICIPANTS [24 CFR 982.555]***

*SHAs must offer an informal hearing for certain SHA determinations relating to the individual circumstances of a participant family. A participant is defined as a family that has been admitted to SHA's HCV program and is currently assisted in the program. The purpose of the informal hearing is to consider whether SHA's decisions related to the family's circumstances are in accordance with the law, HUD regulations and SHA policies.*

*SHA is not permitted to terminate a family's assistance until the time allowed for the family to request an informal hearing has elapsed, and any requested hearing has been completed.*

*Termination of assistance for a participant may include any or all of the following:*

- Refusing to enter into a HAP contract or approve a lease*
- Terminating housing assistance payments under an outstanding HAP contract*
- Refusing to process or provide assistance under portability procedures*

***Decisions Subject to Informal Hearing***

*Circumstances for which SHA must give a participant family an opportunity for an informal hearing are as follows:*

- A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment*
- A determination of the appropriate utility allowance (if any) for tenant-paid utilities from SHA's utility allowance schedule*
- A determination of the family unit size under SHA's subsidy standards*
- A determination that a voucher program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under SHA's subsidy standards, or SHA determination to deny the family's request for exception from the standards*
- A determination to terminate assistance for a participant family because of the family's actions or failure to act*

- *A determination to terminate assistance because the participant has been absent from the assisted unit for longer than the maximum period permitted under SHA's policy and HUD rules*
- *A determination to terminate a family's Family Self Sufficiency contract, withhold supportive services, or propose forfeiture of the family's escrow account [24 CFR 984.303(i)]*
- *A determination to deny admission based on an unfavorable history that may be the result of domestic violence, dating violence, or stalking.*

*Informal reviews are not required for the following reasons [24 CFR 982.554(c)]:*

- *Discretionary administrative determinations by SHA*
- *General policy issues or class grievances*
- *A determination of the family unit size under SHA's subsidy standards*
- *A SHA determination not to grant approval of the tenancy*
- *A SHA determination that the unit is not in compliance with the HQS*
- *A SHA determination that the unit is not in accordance with the HQS due to family size or composition*

### ***Informal Hearing Procedures***

#### ***Notice to the Family [24 CFR 982.555(c)]***

*When SHA makes a decision that is subject to informal hearing procedures, SHA must inform the family of its right to an informal hearing at the same time that it informs the family of the decision.*

*For decisions related to the family's annual or adjusted income, the determination of the appropriate utility allowance, and the determination of the family unit size, SHA must notify the family that they may ask for an explanation of the basis of the determination, and that if they do not agree with the decision, they may request an informal hearing on the decision.*

*For decisions related to the termination of the family's assistance, or the denial of a family's request for an exception to SHA's subsidy standards, the notice must contain a brief statement of the reasons for the decision, a statement that if the family does not agree with the decision, the family may request an informal hearing on the decision, and a statement of the deadline for the family to request an informal hearing.*

#### ***SHA Policy***

- *In cases where SHA makes a decision for which an informal hearing must be offered, the notice to the family will include all of the following:*
- *The proposed action or decision of SHA.*
- *A brief statement of the reasons for the decision including the regulatory of SHA policy reference.*
- *The date the proposed action will take place.*
- *A statement of the family's right to an explanation of the basis for SHA's decision.*
- *A statement that if the family does not agree with the decision the family may request an informal hearing of the decision.*
- *A deadline for the family to request the informal hearing.*

#### ***Scheduling an Informal Hearing [24 CFR 982.555(d)]***

*When an informal hearing is required, SHA must proceed with the hearing in a reasonably expeditious manner upon the request of the family.*

#### ***SHA Policy***

*A request for an informal review must be received in writing by the close of the business day no later than 14 days from the date of SHA's notification of denial of assistance.<sup>2</sup>*

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<sup>2</sup> Notification means the date that SHA mailed the denial letter to the family.

*SHA will schedule and send written notice of the informal hearing to the family within 10 business days of the family's request. SHA will include a copy of the "Informal Hearings Procedure" with this mailing.*

*The family may request to reschedule a hearing for good cause, or if it is needed as a reasonable accommodation for a person with disabilities. Good cause is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family.*

*Requests to reschedule a hearing must be made orally or in writing prior to the hearing date. At its discretion, SHA may request documentation of the "good cause" prior to rescheduling the hearing.*

*If the family does not appear at the scheduled time, and was unable to reschedule the hearing in advance due to the nature of the conflict, the family must contact SHA within 24 hours of the scheduled hearing date, excluding weekends and holidays. SHA may reschedule the hearing only if the family can show good cause for the failure to appear, or if it is needed as a reasonable accommodation for a person with disabilities.*

#### ***Pre-Hearing Right to Discovery [24 CFR 982.555(e)]***

*Participants and SHA are permitted pre-hearing discovery rights. The family must be given the opportunity to examine before the hearing any SHA documents that are directly relevant to the hearing. The family must be allowed to copy any such documents at their own expense.<sup>3</sup> If the SHA does not make the document available for examination on request of the family; SHA may not rely on the document at the hearing.*

#### ***SHA Policy***

*SHA does not have to disclose anonymous sources, only the information received by the anonymous source.*

*The family will be allowed to copy any documents related to the hearing at a cost of \$.25 per page. The family must request discovery of SHA documents no later five business days prior to the scheduled hearing date*

*SHA must be given an opportunity to examine at SHA offices before the hearing any family documents that are directly relevant to the hearing. Whenever a participant requests an informal hearing, SHA will automatically mail a letter to the participant requesting a copy of all documents that the participant intends to present or utilize at the hearing. The participant must make the documents available no later than two business days prior to the scheduled hearing date. Under no circumstances will the family have the right to remove the file from SHA's possession*

#### ***Participant's Right to Bring Counsel [24 CFR 982.555(e) (3)]***

*At its own expense, the family may be represented by a lawyer or other representative at the informal hearing.*

#### ***Informal Hearing Officer [24 CFR 982.555(e) (4)]***

*Informal hearings will be conducted by a person or persons approved by SHA, other than the person who made or approved the decision or a subordinate of the person who made or approved the decision.*

#### ***Attendance at the Informal Hearing***

##### ***SHA Policy***

*Hearings may be attended by the informal hearing officer and the following applicable persons:*

- A SHA representative(s) and any witnesses for SHA*
- The participant and any witnesses for the participant*

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<sup>3</sup> Per SHA policy the cost to make copies is .25 cent per page, information provided on both sides of a piece of paper would be considered 2 pages.

- *The participant's counsel or other representative*
- *Any other person approved by SHA as a reasonable accommodation for a person with a disability*

#### **Conduct at Hearings**

*The person who conducts the hearing may regulate the conduct of the hearing in accordance with SHA's hearing procedures [24 CFR 982.555(4) (ii)].*

#### **SHA Policy**

*The hearing officer is responsible to manage the order of business and to ensure that hearings are conducted in a professional and businesslike manner. Attendees are expected to comply with all hearing procedures established by the hearing officer and guidelines for conduct. Any person demonstrating disruptive, abusive or otherwise inappropriate behavior will be excused from the hearing at the discretion of the hearing officer.*

#### **Evidence [24 CFR 982.555(e) (5)]**

*SHA and the family must be given the opportunity to present evidence and question any witnesses. In general, all evidence is admissible at an informal hearing. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.*

#### **SHA Policy**

*Any evidence to be considered by the hearing officer must be presented at the time of the hearing. There are four categories of evidence.*

- *Oral evidence*
  - *The testimony of witnesses*
- *Documentary evidence:*
  - *A writing which is relevant to the case, for example, a letter written to SHA. Writings include all forms of recorded communication or representation, including letters, words, pictures, sounds, videotapes or symbols or combinations thereof.*
- *Demonstrative evidence:*
  - *Evidence created specifically for the hearing and presented as an illustrative aid to assist the hearing officer, such as a model, a chart or other diagram.*
- *Real evidence: A tangible item relating directly to the case.*
  - *Hearsay Evidence is evidence of a statement that was made other than by a witness while testifying at the hearing and that is offered to prove the truth of the matter. Even though evidence, including hearsay, is generally admissible, hearsay evidence alone cannot be used as the sole basis for the hearing officer's decision.*

*If either SHA or the family fail to comply with the discovery requirements described above, the hearing officer will refuse to admit such evidence.*

*Other than the failure of a party to comply with discovery, the hearing officer has the authority to overrule any objections to evidence.*

#### **SHA Policy**

*Other policies applicable to "Informal Hearings"*

- *Neither party has power to subpoena witnesses.*
- *Evidence will be limited to the issue(s) only.*
- *No taped recording of the hearing will be allowed by either party*
- *If the family elects to make a transcription of the hearing, a qualified reporter approved by SHA must transcribe it. A complete copy of the transcription must be provided to SHA at no cost, within 7 days of the hearing.*
- *Notes taken by the Hearing Officer will not become part of the tenant's file.*

*The hearing shall concern only the issues for which the family has received the opportunity for the informal hearing. Evidence presented at the hearing may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.*

*The Hearing Officer may ask the family for additional information and/or may adjourn the hearing in order to reconvene at a later date, before reaching a decision.*

*If the family misses an appointment or deadline ordered by the Informal Hearings Officer, the action to terminate the family shall take effect and another hearing will not be granted.*

*The Hearing Officer will determine whether the action, inaction or decision of SHA is legal in accordance with HUD regulations and this Administrative Plan based upon the evidence and testimony provided at the hearing. Factual determinations relating to the individual circumstances of the family will be based on a preponderance of the evidence presented at the hearing.*

***Hearing Officer's Decision [24 CFR 982.555(e) (6)]***

*The person who conducts the hearing must issue a written decision, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family must be based on a preponderance of evidence presented at the hearing.*

*A notice of the hearing findings shall be provided in writing to SHA and the family within 14 days and shall include:*

- *A clear summary of the decision and reasons for the decision;*
- *If the decision involves money owed, the amount owed and documentation of the calculation of monies owed; and*
- *The date the decision goes into effect.*

*SHA is not bound by the Informal Hearings Officer decisions when:*

- *It concern matters in which SHA is not required to provide an opportunity for a hearing*
- *If the decision is in conflict with or contradicts HUD regulations or requirements;*
- *If the decision is in conflict with or contradicts Federal, State or local laws; or*
- *When the decision exceeds the authority of the person conducting the hearing.*

***HEARING AND APPEAL PROVISIONS FOR NON-CITIZENS [24 CFR 5.514]***

*Denial or termination of assistance based on immigration status is subject to special hearing and notice rules. Applicants who are denied assistance due to immigration status are entitled to an informal hearing, not an informal review.*

*Assistance to a family may not be delayed, denied, or terminated on the basis of immigration status at any time prior to a decision under the United States Citizenship and Immigration Services (USCIS) appeal process. Assistance to a family may not be terminated or denied while SHA hearing is pending, but assistance to an applicant may be delayed pending the completion of the informal hearing.*

*A decision against a family member, issued in accordance with the USCIS appeal process or the SHA informal hearing process, does not preclude the family from exercising the right, that may otherwise be available, to seek redress directly through judicial procedures.*

***Notice of Denial or Termination of Assistance [24 CFR 5.514(d)]***

*As discussed in Chapters 3 and 11, the notice of denial or termination of assistance for Noncitizen must advise the family:*

- *That financial assistance will be denied or terminated, and provide a brief explanation of the reasons for the proposed denial or termination of assistance.*
- *The family may be eligible for proration of assistance.*

- *In the case of a participant, the criteria and procedures for obtaining relief under the provisions for preservation of families [24 CFR 5.514 and 5.518].*
- *That the family has a right to request an appeal to the USCIS of the results of secondary verification of immigration status and to submit additional documentation or explanation in support of the appeal.*
- *That the family has a right to request an informal hearing with SHA either upon completion of the USCIS appeal or in lieu of the USCIS appeal.*
- *For applicants, assistance may not be delayed until the conclusion of the USCIS appeal process, but assistance may be delayed during the period of the informal hearing process.*

***USCIS Appeal Process [24 CFR 5.514(e)]***

*When SHA receives notification that the USCIS secondary verification failed to confirm eligible immigration status, SHA must notify the family of the results of the USCIS verification. The family will have 30 days from the date of the notification to request an appeal of the USCIS results. The request for appeal must be made by the family in writing directly to the USCIS. The family must provide SHA with a copy of the written request for appeal and the proof of mailing.*

***SHA Policy***

***SHA will notify the family in writing of the results of the USCIS secondary verification within 10 business days of receiving the results.***

*The family must provide SHA with a copy of the written request for appeal and proof of mailing within 10 business days of sending the request to the USCIS.*

*The family must forward to the designated USCIS office any additional documentation or written explanation in support of the appeal. This material must include a copy of the USCIS document verification request (used to process the secondary request) or such other form specified by the USCIS, and a letter indicating that the family is requesting an appeal of the USCIS immigration status verification results.*

*The USCIS will notify the family, with a copy to SHA, of its decision. When the USCIS notifies SHA of the decision, SHA must notify the family of its right to request an informal hearing.*

***SHA Policy***

***SHA will send written notice to the family of its right to request an informal hearing within 10 business days of receiving notice of the USCIS decision regarding the family's immigration status.***

***Informal Hearing Procedures for Applicants [24 CFR 5.514(f)]***

*After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, the family may request that SHA provide a hearing. The request for a hearing must be made either within 30 days of receipt of SHA notice of denial, or within 30 days of receipt of the USCIS appeal decision.*

***The informal hearing procedures for applicant families are described below.***

***Informal Hearing Officer***

*SHA must provide an informal hearing before an impartial individual, other than a person who made or approved the decision under review, and other than a person who is a subordinate of the person who made or approved the decision. See Section 16-III.C. for a listing of positions that serve as informal hearing officers.*

***Evidence***

*The family must be provided the opportunity to examine and copy at the family's expense, at a reasonable time in advance of the hearing, any documents in the possession of SHA pertaining to the family's eligibility status, or in the possession of the USCIS (as permitted by USCIS requirements), including any records and regulations that may be relevant to the hearing.*

**SHA Policy**

*The family will be allowed to copy any documents related to the hearing at a cost of \$.25 per page. The family must request discovery of SHA documents no later than 12:00 p.m. on the business day prior to the hearing.*

*The family must be provided the opportunity to present evidence and arguments in support of eligible status. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.*

*The family must also be provided the opportunity to refute evidence relied upon by SHA, and to confront and cross-examine all witnesses on whose testimony or information SHA relies.*

**Representation and Interpretive Services**

*The family is entitled to be represented by an attorney or other designee, at the family's expense, and to have such person make statements on the family's behalf.*

*The family is entitled to arrange for an interpreter to attend the hearing, at the expense of the family, or SHA, as may be agreed upon by the two parties.*

**Hearing Decision**

*SHA must provide the family with a written final decision, based solely on the facts presented at the hearing, within 14 calendar days of the date of the informal hearing. The decision must state the basis for the decision.*

**Informal Hearing Procedures for Residents [24 CFR 5.514(f)]**

*After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, the family may request that SHA provide a hearing. The request for a hearing must be made either within 30 days of receipt of SHA notice of termination, or within 30 days of receipt of the USCIS appeal decision.*

*For the informal hearing procedures that apply to participant families whose assistance is being terminated based on immigration status, see procedures as defined in this chapter.*

**Retention of Documents [24 CFR 5.514(h)]**

*SHA must retain for a minimum of 5 years the following documents that may have been submitted to SHA by the family, or provided to SHA as part of the USCIS appeal or the*

*SHA informal hearing process:*

- *The application for assistance*
- *The form completed by the family for income reexamination*
- *Photocopies of any original documents, including original USCIS documents*
- *The signed verification consent form*
- *The USCIS verification results*
- *The request for a USCIS appeal*
- *The final USCIS determination*
- *The request for an informal hearing*

*The final informal hearing decision*

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

**OR011a01**

-or-

- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

#### **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

**OR011b01**

-or-

- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

- Yes  No: *d) Will the PHA be engaging in any mixed -finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:*

- Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

Orchard Village (OR 11-3)

*This 30-unit property has been vacated in preparation for eventual demolition of the structures. Environmental assessment and clearance is underway. When completed, the Authority intends to submit a Section 18 demolition/disposition application to HUD for the property. Priority for use of the land is eventual redevelopment of affordable rental housing. The Authority will apply for replacement vouchers.*

Scattered Sites (OR 11-8, 9, 15 and 15)

*The Housing Authority is evaluating the operating efficiency, physical condition and capital needs of all Public Housing properties with focus on the 87 scattered sites units. If continued operation of these units as Public Housing is not feasible, the Authority will submit Section 18 and/or Section 32 applications to HUD for authorization to dispose of some or all properties. The Authority will apply for replacement vouchers and handle relocation of affected residents. Proceeds of sale will be used to complete capital improvements to other affordable housing developments and to help fund future affordable housing development.*

**8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1.  Yes  No: *Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)*

2. Activity Description

Yes  No: *Has the PHA provided the activities description information in the optional Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)*

<b>Demolition/Disposition Activity Description</b>
<i>1a. Development name: Orchard Village</i>
<i>1b. Development (project) number: OR011-03</i>
<i>2. Activity type: Demolition <input checked="" type="checkbox"/></i> <i>Disposition <input checked="" type="checkbox"/></i>

<p>3. Application status (select one)</p> <p>Approved <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input checked="" type="checkbox"/></p>
<p>4. Date application approved, submitted, or planned for submission: <u>(08/01/08)</u></p>
<p>5. Number of units affected: 30</p>
<p>6. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity: 08/01/09</p> <p>b. Projected end date of activity: 12/31/09</p>

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>
<p>1a. Development name: Robert Lindsey Tower</p> <p>1b. Development (project) number: OR011-06</p>

<p>2. Designation type:</p> <p>Occupancy by only the elderly <input checked="" type="checkbox"/></p> <p>Occupancy by families with disabilities <input type="checkbox"/></p> <p>Occupancy by only elderly families and families with disabilities <input type="checkbox"/></p>
<p>3. Application status (select one)</p> <p>Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date this designation approved, submitted, or planned for submission: <u>(03/03/95)</u></p>
<p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input checked="" type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected: 62</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:

<p>2. What is the status of the required assessment?</p> <p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p> <p><input type="checkbox"/> Other (explain below)</p>
<p>3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)</p>
<p>4. Status of Conversion Plan (select the statement that best describes the current status)</p> <p><input type="checkbox"/> Conversion Plan in development</p> <p><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway</p>
<p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <p><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)</p> <p><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent</p> <p><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</p> <p><input type="checkbox"/> Other: (describe below)</p>

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy

and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants  
 26 - 50 participants  
 51 to 100 participants  
 more than 100 participants

b. PHA-established eligibility criteria

Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

**Administrative Plan, Chapter 15  
Section 8 Homeownership Option**

**Selection of Program Participants:**

**Current FSS Participants:**

Families who currently participate in either the Housing Choice Voucher or Public Housing Family Self-Sufficiency programs will be eligible for participation in the HCV homeownership program.

Selection of FSS participant families will be based on:

- Date the family entered the FSS program
- The family has set homeownership as a goal in meeting their obligation to the FSS program.
- The family has met all of its goals and all other conditions set forth in the FSS program contract of participation.
- The family has no eviction notices for the twelve months prior to selection to participate on the HCV Homeownership program.
- The family has attended all pre-counseling as set forth in this document.
- The family has become pre-qualified for a mortgage.

The first six families that meet the above criteria will be offered assistance under SHA's HCV Homeownership program.

After the total number of qualified families has been met for the particular calendar year any remaining eligible families will be placed on a waiting list based on date and time of final eligibility to receive their HCV Homeownership voucher during the next calendar year.

Families who's FSS contracts have expired due to the time limit as stated in federal regulations and who are not selected for one of the HCV Homeownership slots may not have their contracts extended for any additional time.

Selection of Families who are current participants in the Housing Choice Voucher program, but who are not FSS participants will be selected in the following manner.

- Date and time family made application to SHA on its homeownership waiting list.
- The family has participated in SHA's HCV program for the past two years.
- The family has no eviction notices for the twelve months prior to selection to participate on the HCV Homeownership program.
- The family has attended all pre-counseling as set forth in this document.
- The family has become pre-qualified for a mortgage.

The first four families that meet the above criteria will be offered assistance under SHA's HCV Homeownership program.

After the total number of qualified families has been met for the particular calendar year any remaining eligible families will be placed on a waiting list based on date and time of final eligibility to receive their HCV Homeownership voucher during the next calendar year

**All program participants are subject to the following requirements:**

A family must meet the general requirements for admission to or continued participation in the Salem Housing Authority's Housing Choice Voucher program See Chapter 2: Eligibility for Admission [24 CFR Part 5, Subparts B, D and E; Part 892, Subpart E]

Current HCV program participants must be in full compliance with their lease and HCV program requirements and must terminate their current lease arrangement in compliance with the lease.

A head of household or spouse that has previously defaulted on a mortgage obtained through the HCV Homeownership program will not be eligible to receive HCV Homeownership assistance in the future.

Program participants must be a "first time homeowners," where a family member must not have owned title to a principal residence in the last three years. Residents of limited equity cooperatives are eligible for the homeownership program.

Participants in the HCV Homeownership program\* must enroll and complete a pre- and post-purchase homeownership education and counseling program. (see section "[Homeownership Counseling](#)" for detail) In addition, participants must be considered "mortgage ready" before a homeownership voucher will be issued. The SHA HCV homeownership coordinator will review the applicant's pre-application and work with the family to determine mortgage readiness.

The head of household or spouse must be employed full-time (employment must average a minimum of 30 (thirty) hours per week) and have been continuously employed during the calendar year before commencement of homeownership assistance. Families in which the head of household or spouse is disabled or elderly are exempt from this requirement. Families with a disabled household member may request an exemption as a reasonable accommodation. In addition, SHA will count self-employment in a business when determining whether the family meets the employment requirement.

The family's income may not be less than the State or Oregon's minimum wage times 2000 hours. Public assistance income may not be used for meeting this requirement, except for households in which the head or spouse is elderly or disabled and households that include a disable person other than head or spouse. (Public assistance includes federal housing assistance or the housing component of a welfare grant; TANF assistance; SSI that is subject to an income eligibility test; food stamps; general or other assistance provided under federal, state or local program that provides assistance available to meet family living or housing expenses.)

The HCV Homeownership program will give priority to participants in Salem Housing Authority's Housing Choice Voucher and Public Housing Family Self-Sufficiency programs (six slots) and other qualified HVC participants (four slots).

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

#### 1. Cooperative agreements:

- Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 06/14/96

#### 2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families*
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

##### a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies*
- Public housing admissions policies*
- Section 8 admissions policies*
- Preference in admission to section 8 for certain public housing families*
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA*
- Preference/eligibility for public housing homeownership option participation*
- Preference/eligibility for section 8 homeownership option participation*
- Other policies (list below)*

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>HCV FSS Grant</i>	<i>106</i>	<i>Waiting list</i>	<i>PHA Main office</i>	<i>HCV</i>
<i>HCV FSS Grant- Homeownership</i>	<i>10</i>	<i>Waiting list</i>	<i>PHA Main office</i>	<i>HCV</i>
<i>Public Housing FSS Grant</i>	<i>45</i>	<i>Waiting list</i>	<i>PHA Main Office</i>	<i>Public Housing</i>
<i>Community Rooms/Computers</i>	<i>3</i>	<i>All PH families</i>	<i>3 PH sites</i>	<i>PH/Voucher</i>

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2008 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	43
Section 8	116	114 (03/01/08)

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

- *Housing Assistance Reprs. will invite clients to participate in FSS at annual interviews*
- *FSS Brochures are periodically distributed to PH and/or HCV clients*
- *“Milestones” and “SHARP” newsletters promote FSS*

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies*
- Informing residents of new policy on admission and reexamination*
- Actively notifying residents of new policy at times in addition to admission and reexamination.*
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services*
- Establishing a protocol for exchange of information with all appropriate TANF agencies*
- Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

SHAPHACOP 10/01/2007

*Chapter 11*

*COMMUNITY SERVICE*

## **INTRODUCTION**

*This chapter explains HUD regulations requiring SHA to implement a community service program for all non-exempt adults living in public housing.*

*This chapter describes HUD regulations and SHA policies related to these topics in two parts:*

*Part I: Community Service Requirements. This part describes who is subject to the community service requirement, who is exempt, and HUD's definition of economic self-sufficiency.*

*Part II: PHA Implementation of Community Service. This part provides SHA policy regarding PHA implementation and program design.*

## **PART I: COMMUNITY SERVICE REQUIREMENT**

### **11-I.A. OVERVIEW**

*HUD regulations pertaining to the community service requirement are contained in 24 CFR 960 Subpart F (960.600 through 960.609). SHA and residents must comply with the community service requirement, effective with SHA fiscal years that commenced on or after October 1, 2000. Per 903.7(l)(1)(iii), the SHA Plan must contain a statement of the how SHA will comply with the community service requirement, including any cooperative agreement that SHA has entered into or plans to enter into.*

*Community service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities [24 CFR 960.601(b)].*

*In administering community service requirements, SHA must comply with all nondiscrimination and equal opportunity requirements [24 CFR 960.605(c)(5)].*

### **11-I.B. REQUIREMENTS**

*Each adult resident of a SHA public housing unit, who is not exempt, must [24 CFR 960.603(a)]:*

- *Contribute 8 hours per month of community service; or*
- *Participate in an economic self-sufficiency program (as defined in the regulations) for 8 hours per month; or*
- *Perform 8 hours per month of combined activities (community service and economic self-sufficiency programs).*

#### **Definitions**

##### ***Exempt Individual [24 CFR 960.601(b)]***

*An exempt individual is an adult who:*

- *Is age 62 years or older*
- *Is blind or disabled (as defined under section 216[i][1] or 1614 of the Social Security Act), and who certifies that because of this disability s/he is unable to comply with the service provisions*
- *Is a primary caretaker of such an individual*
- *Is engaged in work activities*

##### **SHA Policy**

***SHA will consider 20 hours per week as the minimum number of hours needed to qualify for a work activity exemption.***

- *Meets the requirements for being exempted from having to engage in a work activity under the state*

*program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which the PHA is located, including a state-administered welfare-to-work program; or*

- *Is in a family receiving assistance under a state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which SHA is located, including a state-administered welfare-to-work program, and has not been found by the state or other administering entity to be in noncompliance with such program.*

***Community Service [PH Occ GB, p. 174]***

*Community service is volunteer work which includes, but is not limited to:*

- *Work at a local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.*
- *Work with a nonprofit organization that serves PHA residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls Clubs, 4-H programs, PAL, Garden Center, community clean-up programs, beautification programs, other youth or senior organizations*
- *Work at the SHA to help improve physical conditions*
- *Work at the SHA to help with children's programs*
- *Work at the SHA to help with senior programs*
- *Helping neighborhood groups with special projects*
- *Working through a resident organization to help other residents with problems, serving as an officer in a resident organization, serving on the resident advisory board*
- *Caring for the children of other residents so they may volunteer*

*NOTE: Political activity is excluded for purposes of eligible community service activities.*

***Economic Self-Sufficiency Program [24 CFR 5.603(b)]***

*For purposes of satisfying the community service requirement, an economic self-sufficiency program is defined by HUD as: Any program designed to encourage, assist, train, or facilitate economic independence of assisted families or to provide work for such families.*

*These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeships (formal or informal), or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).*

***Work Activities [42 U.S.C. 607(d)]***

*As it relates to an exemption from the community service requirement, work activities means:*

- *Unsubsidized employment*
- *Subsidized private sector employment*
- *Subsidized public sector employment*
- *Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available*
- *On-the-job training*
- *Job search and job readiness assistance*
- *Community service programs*
- *Vocational educational training (not to exceed 12 months with respect to any individual)*

- *Job skills training directly related to employment*
- *Education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency*
- *Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate*
- *Provision of child care services to an individual who is participating in a community service program*

***Notification Requirements [24 CFR 960.605(c)(2)]***

*SHA must give each family a written description of the community service requirement, the process for claiming status as an exempt person, and the process for SHA verification of exempt status. SHA must also notify the family of its determination identifying the family members who are subject to the service requirement, and the family members who are exempt.*

***SHA Policy***

*SHA will provide the family with a copy of the Community Service Policy (found in Exhibit 11-1 of this chapter), at lease-up, lease renewal, when a family member is determined to be subject to the community service requirement during the lease term, and at any time upon the family's request.*

*On an annual basis, at the time of lease renewal, SHA will notify the family in writing of the family members who are subject to the community service requirement and the family members who are exempt. If the family includes non-exempt individuals the notice will include a list of agencies in the community that provide volunteer and/or training opportunities, as well as a documentation form on which they may record the activities they perform and the number of hours contributed. The form will also have a place for a signature by an appropriate official, who will certify to the activities and hours completed.*

***11-I.C. DETERMINATION OF EXEMPTION STATUS AND COMPLIANCE [24 CFR 960.605(c)(3)]***

*SHA must review and verify family compliance with service requirements annually at least thirty days before the end of the twelve month lease term. The policy for documentation and verification of compliance with service requirements may be found at Section 11-I.D., Documentation and Verification.*

***Annual Determination***

***Determination of Exemption Status***

*An exempt individual is excused from the community service requirement [24 CFR 960.603(a)].*

***SHA Policy***

*At least 60 days prior to lease renewal, SHA will review and verify the exemption status of all adult family members. This verification will only be done on an annual basis unless the family reports a change or SHA has reason to believe that an individual's exemption status has changed.*

***For individuals who are exempt because they are 62 years of age and older, verification of exemption status will be done only at the initial examination.***

*Upon completion of the verification process, SHA will notify the family of its determination in accordance with the policy in Section 11-I.B., Notification Requirements.*

***Determination of Compliance***

SHA must review resident family compliance with service requirements annually at least thirty days before the end of the twelve month lease term [24 CFR 960.605(c)(3)]. As part of this review, SHA must verify that any family member that is not exempt from the community service requirement has met his or her service obligation.

**SHA Policy**

Approximately 60 days prior to the end of the lease term, SHA will provide written notice requiring the family to submit documentation that all subject family members have complied with the service requirement. The family will have 10 business days to submit SHA required documentation form(s).

If the family fails to submit the required documentation within the required timeframe, or SHA approved extension, the subject family members will be considered noncompliant with community service requirements, and notices of noncompliance will be issued pursuant to the policies in Section 11-I.E., Noncompliance.

**Change in Status Between Annual Determinations**

**SHA Policy**

**Exempt to Non-Exempt Status**

- If an exempt individual becomes non-exempt during the twelve month lease term, it is the family's responsibility to report this change to SHA within 10 business days.
- Within 10 business days of a family reporting such a change, or SHA determining such a change is necessary, SHA will provide written notice of the effective date of the requirement, a list of agencies in the community that provide volunteer and/or training opportunities, as well as a documentation form on which the family member may record the activities performed and number of hours contributed.
- The effective date of the community service requirement will be the first of the month following 30 day notice.

**Non-Exempt to Exempt Status**

- If a non-exempt person becomes exempt during the twelve month lease term, it is the family's responsibility to report this change to SHA within 10 business days. Any claim of exemption will be verified by SHA in accordance with the policy at 11-I.D., Documentation and Verification of Exemption Status.

- Within 10 business days of a family reporting such a change, or SHA determining such a change is necessary, SHA will provide the family written notice that the family member is no longer subject to the community service requirement, if SHA is able to verify the exemption.

The exemption will be effective immediately.

**11-I.D. DOCUMENTATION AND VERIFICATION [24 CFR 960.605(c)(4)]**

SHA must retain reasonable documentation of service requirement performance or exemption in participant files.

**Documentation and Verification of Exemption Status**

**SHA Policy**

*All family members who claim they are exempt from the community service requirement will be required to sign the community service exemption certification form found in Exhibit 11-3. SHA will provide a completed copy to the family and will keep the original in the tenant file.*

*SHA will verify that an individual is exempt from the community service requirement by following the verification hierarchy and documentation requirements in Chapter 7.*

*SHA makes the final determination whether or not to grant an exemption from the community service requirement. If a resident does not agree with SHA's determination, s/he can dispute the decision through SHA's grievance procedures (see Chapter 14).*

#### **Documentation and Verification of Compliance**

*If qualifying community service activities are administered by an organization other than the SHA, a family member who is required to fulfill a service requirement must provide certification to SHA, signed by the organization, that the family member has performed the qualifying activities [24 CFR 960.607].*

##### **SHA Policy**

*If anyone in the family is subject to the community service requirement, SHA will provide the family with community service documentation forms at admission, at lease renewal, when a family member becomes subject to the community service requirement during the lease term, or upon request by the family.*

*Each individual who is subject to the requirement will be required to record their community service or self-sufficiency activities and the number of hours contributed on the required form. The certification form will also include places for signatures and phone numbers of supervisors, instructors, and counselors certifying to the number of hours contributed.*

*Families will be required to submit the documentation to SHA, upon request by SHA.*

*If SHA has reasonable cause to believe that the certification provided by the family is false or fraudulent, SHA has the right to require third-party verification.*

#### **11-I.E. NONCOMPLIANCE**

##### **Initial Noncompliance**

*The lease specifies that it is renewed automatically for all purposes, unless the family fails to comply with the community service requirement. Violation of the service requirement is grounds for nonrenewal of the lease at the end of the twelve month lease term, but not for termination of tenancy during the course of the twelve month lease term [24 CFR 960.603(b)].*

*If the tenant or another family member has violated the community service requirement, SHA may not renew the lease upon expiration of the twelve-month term of the lease, unless the tenant and any other noncompliant family member enter into a written agreement with SHA. Under this agreement the tenant or noncompliant family member must agree to cure the noncompliance by completing the additional hours of community service or economic self-sufficiency needed to make up the total number of hours required, over the twelve-month term of the new lease. In addition, all other members of the family who are subject to the service requirement must be currently complying with the service requirement or must no longer be residing in the unit [24 CFR 960.607(c)].*

##### **Notice of Initial Noncompliance [24 CFR 960.607(b)]**

*If SHA determines that there is a family member who is required to fulfill a service requirement, but who has failed to comply with this obligation (noncompliant resident), SHA must notify the tenant of this determination.*

*The notice to the tenant must briefly describe the noncompliance. The notice must state that SHA will not renew the lease at the end of the twelve-month lease term unless the tenant, and any other noncompliant resident, enter into a written agreement with SHA to cure the noncompliance, or the*

*family provides written assurance satisfactory to SHA that the tenant or other noncompliant resident no longer resides in the unit.*

*The notice must also state that the tenant may request a grievance hearing on SHA's determination, in accordance with SHA's grievance procedures, and that the tenant may exercise any available judicial remedy to seek timely redress for SHA's nonrenewal of the lease because of the SHA's determination.*

**SHA Policy**

*The notice of initial noncompliance will be sent at least 45 days prior to the end of the lease term.*

*The family will have 10 business days from the date of the notice of noncompliance to enter into a written agreement to cure the noncompliance over the 12 month term of the new lease, provide documentation that the noncompliant resident no longer resides in the unit, or to request a grievance hearing.*

*If the family reports that a noncompliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before SHA will agree to continued occupancy of the family. Documentation must consist of a certification signed by the head of household as well as evidence of the current address of the family member that previously resided with them.*

*If the family does not request a grievance hearing, or does not take either corrective action required by the notice of noncompliance within the required 10 business day timeframe, SHA will terminate tenancy in accordance with the policies in Section 13-IV.D.*

**Continued Noncompliance [24 CFR 960.607(b)]**

*If, after the 12 month cure period, the family member is still not compliant, SHA must terminate tenancy of the entire family, according to SHA's lease, unless the family provides documentation that the noncompliant resident no longer resides in the unit.*

**SHA Policy**

*Notices of continued noncompliance will be sent at least 30 days prior to the end of the lease term and will also serve as the family's termination notice. The notice will meet the requirements for termination notices described in Section 13-IV.D, Form, Delivery, and Content of the Notice.*

*The family will have 10 business days from the date of the notice of non-compliance to provide documentation that the noncompliant resident no longer resides in the unit, or to request a grievance hearing.*

*If the family reports that a noncompliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before SHA will agree to continued occupancy of the family. Documentation must consist of a certification signed by the head of household as well as evidence of the current address of the noncompliant family member that previously resided with them.*

*If the family does not request a grievance hearing, or provide such documentation within the required 10 business day timeframe, the family's lease and tenancy will automatically terminate at the end of the current lease term without further notice.*

## **PART II: IMPLEMENTATION OF COMMUNITY SERVICE**

### **11-II.A. OVERVIEW**

*SHA must develop a policy for administration of the community service and economic self-sufficiency requirements for public housing. It is in SHA's best interests to develop a viable, effective community service program, to provide residents the opportunity to engage in the community and to develop competencies.*

#### **SHA Implementation of Community Service**

*SHA may not substitute any community service or self-sufficiency activities performed by residents for work ordinarily performed by SHA employees, or replace a job at any location where residents perform activities to satisfy the service requirement [24 CFR 960.609].*

#### **SHA Policy**

*If a disabled resident certifies that s/he is able to perform community service, SHA will ensure that requests for reasonable accommodation are handled in accordance with the policies in Chapter 2.*

#### **PHA Program Design**

*SHA may administer qualifying community service or economic self-sufficiency activities directly, or may make community service activities available through a contractor, or through partnerships with qualified organizations, including resident organizations, and community agencies or institutions [24 CFR 960.605(b)].*

#### **SHA Policy**

*SHA will attempt to provide the broadest choice possible to residents as they choose community service activities.*

*SHA's goal is to design a service program that gives residents viable opportunities to become involved in the community and to gain competencies and skills. SHA will work with resident organizations and community organizations to design, implement, assess and recalibrate its community service program.*

*SHA will make every effort to identify volunteer opportunities throughout the community, especially those in proximity to public housing developments. To the greatest extent possible, SHA will provide names and contacts at agencies that can provide opportunities for residents, including persons with disabilities, to fulfill their community service obligations.*

*Any written agreements or partnerships with contractors and/or qualified organizations, including resident organizations, are described in SHA's Plan.*

*SHA will provide in-house opportunities for volunteer work or self-sufficiency programs when possible.*

**EXHIBIT 11-1: COMMUNITY SERVICE AND SELF-SUFFICIENCY POLICY**

**A. Background**

The *Quality Housing and Work Responsibility Act of 1998* requires that all non-exempt (see definitions) public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes or other activities that help an individual toward self-sufficiency and economic independence. This is a requirement of the public housing lease.

**B. Definitions**

**Community Service** – volunteer work which includes, but is not limited to:

- Work at a local institution, including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.
- Work with a nonprofit organization such as: Parks and Recreation, United Way, Red Cross, Volunteers of America, Boy Scouts, Girl Scouts, Boys or Girls Clubs, 4-H Program, PAL, Garden Center, community clean-up programs, beautification programs, other counseling, aid, youth or senior organizations
- Work at the housing authority to help with litter control
- Work at the housing authority to help with children's programs
- Work at the housing authority to help with senior programs
- Helping neighborhood groups with special projects
- Working through a resident organization to help other residents with problems
- Serving as an officer in a resident organization
- Serving on the Resident Advisory Board
- Caring for children of other residents so they may volunteer

**NOTE:** Political activity is excluded.

**Self-Sufficiency Activities** – activities that include, but are not limited to:

- Job readiness programs
- Job training programs
- GED classes
- Substance abuse or mental health counseling
- English proficiency or literacy (reading) classes
- Apprenticeships
- Budgeting and credit counseling
- Any kind of class that helps a person toward economic independence
- Student status at any school, college or vocation school

**Exempt Adult** – an adult member of the family who meets any of the following criteria:

- Is 62 years of age or older
- Is blind or a person with disabilities (as defined under section 216[i][1] or 1614 of the Social Security Act), and who certifies that because of this disability he or she is unable to comply with the

*service provisions, or is the primary caretaker of such an individuals*

- *Is working at least 20 hours per week*
- *Meets the requirements for being exempted from having to engage in a work activity under TANF or any other State welfare program including a State-administered welfare-to-work program*
- *Is a member of a family receiving assistance, benefits or services under TANF or any other State welfare program and has not been found to be in noncompliance with such program*

**C. Requirements of the Program**

1. *The eight (8) hours per month may be either volunteer work or self-sufficiency program activity, or a combination of the two.*
2. *At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The housing authority will make the determination of whether to allow or disallow a deviation from the schedule based on a family's written request.*
3. *Family obligation:*
  - *At lease execution, all adult members (18 or older) of a public housing resident family must:*
    - *Sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the community service requirement will result in a nonrenewal of their lease; and*
    - *Declare if they are exempt. If exempt, they must complete the Exemption Form (Exhibit 11-3) and provide documentation of the exemption.*
  - *Upon written notice from SHA, non-exempt family members must present complete documentation of activities performed during the applicable lease term. This documentation will include places for signatures of supervisors, instructors, or counselors, certifying to the number of hours contributed.*
  - *If a family member is found to be noncompliant at the end of the 12-month lease term, he or she, and the head of household, will be required to sign an agreement with the housing authority to make up the deficient hours over the next twelve (12) month period, as a condition of continued occupancy.*
4. *Change in exempt status:*
  - *If, during the twelve (12) month lease period, a non-exempt person becomes exempt, it is his or her responsibility to report this to SHA and provide documentation of exempt status.*
  - *If, during the twelve (12) month lease period, an exempt person becomes non-exempt, it is his or her responsibility to report this to SHA. Upon receipt of this information SHA will provide the person with the appropriate documentation form(s) and a list of agencies in the community that provide volunteer and/or training opportunities.*

**D. Authority Obligation**

1. *To the greatest extent possible and practicable, SHA will:*
  - *Provide names and contacts at agencies that can provide opportunities for residents, including residents with disabilities, to fulfill their community service obligations.*
  - *Provide in-house opportunities for volunteer work or self-sufficiency activities.*
2. *SHA will provide the family with a copy of this policy, and all applicable exemption verification forms and community service documentation forms, at lease-up, lease renewal,*

*when a family member becomes subject to the community service requirement during the lease term, and at any time upon the family's request.*

- 3. Although exempt family members will be required to submit documentation to support their exemption SHA will verify the exemption status in accordance with its verification policies. SHA will make the final determination as to whether or not a family member is exempt from the community service requirement. Residents may use SHA's grievance procedure if they disagree with SHA's determination.*
- 4. Noncompliance of family member:*
  - At least thirty(30) days prior to the end of the 12-month lease term, SHA will begin reviewing the exempt or non-exempt status and compliance of family members;*
  - If, at the end of the initial 12-month lease term under which a family member is subject to the community service requirement, SHA finds the family member to be noncompliant, SHA will not renew the lease unless:*
    - The head of household and any other noncompliant resident enter into a written agreement with SHA, to make up the deficient hours over the next twelve (12) month period; or*
    - The family provides written documentation satisfactory to SHA that the noncompliant family member no longer resides in the unit.*
  - If, at the end of the next 12-month lease term, the family member is still not compliant, a 30-day notice to terminate the lease will be issued and the entire family will have to vacate, unless the family provides written documentation satisfactory to SHA that the noncompliant family member no longer resides in the unit;*
  - The family may use SHA's grievance procedure to dispute the lease termination.*

*All adult family members must sign and date below, certifying that they have read and received a copy of this Community Service and Self-Sufficiency Policy.*

_____	_____
<i>Resident</i>	<i>Date</i>
_____	_____
<i>Resident</i>	<i>Date</i>
_____	_____
<i>Resident</i>	<i>Date</i>
_____	_____
<i>Resident</i>	<i>Date</i>

**EXHIBIT 11-2: DEFINITION OF A PERSON WITH A DISABILITY UNDER SOCIAL SECURITY ACTS 216(i)(I) and Section 1416(excerpt) FOR PURPOSES OF EXEMPTION FROM COMMUNITY SERVICE**

**Social Security Act:**

**216(i)(I):** Except for purposes of sections 202(d), 202(e), 202(f), 223, and 225, the term “disability” means (A) inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or has lasted or can be expected to last for a continuous period of not less than 12 months, or (B) blindness; and the term “blindness” means central visual acuity of 20/200 or less in the better eye with the use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for purposes of this paragraph as having a central visual acuity of 20/200 or less.

**Section 1416 (excerpt):**

**SEC. 1614.** [42 U.S.C. 1382c] (a)(1) For purposes of this title, the term “aged, blind, or disabled individual” means an individual who—

(A) is 65 years of age or older, is blind (as determined under paragraph (2)), or is disabled (as determined under paragraph (3)), and

(B)(i) is a resident of the United States, and is either (I) a citizen or (II) an alien lawfully admitted for permanent residence or otherwise permanently residing in the United States under color of law (including any alien who is lawfully present in the United States as a result of the application of the provisions of section 212(d)(5) of the Immigration and Nationality Act), or

(ii) is a child who is a citizen of the United States and, who is living with a parent of the child who is a member of the Armed Forces of the United States assigned to permanent duty ashore outside the United States.

(2) An individual shall be considered to be blind for purposes of this title if he has central visual acuity of 20/200 or less in the better eye with the use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for purposes of the first sentence of this subsection as having a central visual acuity of 20/200 or less. An individual shall also be considered to be blind for purposes of this title if he is blind as defined under a State plan approved under title X or XVI as in effect for October 1972 and received aid under such plan (on the basis of blindness) for December 1973, so long as he is continuously blind as so defined.

(3)(A) Except as provided in subparagraph (C), an individual shall be considered to be disabled for purposes of this title if he is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than twelve months.

**EXHIBIT 11-3: SHA DETERMINATION OF EXEMPTION FOR COMMUNITY SERVICE**

Head of Household name: \_\_\_\_\_

Adult family member: \_\_\_\_\_

This adult family member meets the requirements for being exempted from SHA's community service requirement for the following reason:

- 62 years of age or older. (Documentation of age in file)
- Is a person with disabilities and self-certifies below that he or she is unable to comply with the community service requirement. (Documentation of HUD definition of disability in file)

**Tenant certification:** I am a person with disabilities and am unable to comply with the community service requirement.

\_\_\_\_\_  
Signature of Family Member Date

- Is the primary caretaker of such an individual in the above category. (Documentation in file)
- Is working at least 20 hours per week. (Employment verification in file)
- Is participating in a welfare-to-work program. (Documentation in file).
- Meets the requirements for being exempted from having to engage in a work activity under TANF or any other State welfare program, including a State-administered welfare-to-work program (Documentation in file)
- Is a member of a family receiving assistance, benefits or services under TANF or any other State welfare program and has not been found to be in noncompliance with such program. (Documentation in file)

\_\_\_\_\_  
Signature of Family Member Date

\_\_\_\_\_  
Signature of SHA Representative Date

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are

participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

**A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments*
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments*
- Residents fearful for their safety and/or the safety of their children*
- Observed lower-level crime, vandalism and/or graffiti*
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime*
- Other (describe below)*

2. *What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).*

- Safety and security survey of residents*
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority*
- Analysis of cost trends over time for repair of vandalism and removal of graffiti*
- Resident reports*
- PHA employee reports*
- Police reports*
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs*
- Other (describe below)*  
*PHAS RASS survey*

3. *Which developments are most affected? (list below)*

*Shelton Village*  
*Northgate Village*

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design*

- Activities targeted to at-risk youth, adults, or seniors*
- Volunteer Resident Patrol/Block Watchers Program*
- Other (describe below)*
  - *Resident Computer labs*
  - *Track crime at PH properties*
  - *Enforce leases*
  - *Screen applicants*

2. Which developments are most affected? (list below)

*Shelton Village*  
*Northgate Village*  
*Meadowlark Village*

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan*
- Police provide crime data to housing authority staff for analysis and action*
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)*
- Police regularly testify in and otherwise support eviction cases*
- Police regularly meet with the PHA management and residents*
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services*
- Other activities (list below)*

*Report of crimes at SHA properties developed by police for SHA.*

2. Which developments are most affected? (list below)

*Shelton Village*  
*Northgate Village*  
*Glen Creek Village*

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)



## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**SHAPHACOP 10/01/2007**

### **Chapter 10**

#### **PETS**

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

#### **INTRODUCTION**

*This chapter explains SHA's policies on the keeping of pets and any criteria or standards pertaining to the policies. The rules adopted are reasonably related to the legitimate interest of SHA to provide a decent, safe and sanitary living environment for all tenants, and to protect and preserve the physical condition of the property, as well as the financial interest of SHA.*

*The chapter is organized as follows:*

*Part I: Assistance Animals. This part explains the difference between assistance animals and pets and contains policies related to the designation of an assistance animal as well as their care and handling.*

*Part II: Pet policies for all developments. This part includes pet policies that are common to both elderly/disabled developments and general occupancy developments.*

*Part III: Pet deposits and fees for elderly/disabled developments. This part contains policies for pet deposits and fees that are applicable to elderly/disabled developments.*

*Part IV: Pet deposits and fees for general occupancy developments. This part contains policies for pet deposits and fees that are applicable to general occupancy developments.*

## **PART I: ASSISTANCE ANIMALS**

*[Section 504; Fair Housing Act (42 U.S.C.); 24 CFR 5.303]*

### **10-I.A. OVERVIEW**

*This part discusses situations under which permission for an assistance animal may be denied, and also establishes standards for the care of assistance animals.*

*Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals – often referred to as “service animals,” “assistive animals,” “support animals,” or “therapy animals” – perform many disability-related functions, including but not limited to the following:*

- *Guiding individuals who are blind or have low vision*
- *Alerting individuals who are deaf or hearing impaired*
- *Providing minimal protection or rescue assistance*
- *Pulling a wheelchair*
- *Fetching items*
- *Alerting persons to impending seizures*
- *Providing emotional support to persons with disabilities who have a disability-related need for such support*

*Assistance animals that are needed as a reasonable accommodation for persons with disabilities are not considered pets, and thus, are not subject to SHA's pet policies described in Parts II through IV of this chapter [24 CFR 5.303; 960.705].*

### **10-I.B. APPROVAL OF ASSISTANCE ANIMALS**

*A person with a disability is not automatically entitled to have an assistance animal. Reasonable accommodation requires that there is a relationship between the person's disability and his or her need for the animal [PH Occ GB, p. 179].*

*SHA may not refuse to allow a person with a disability to have an assistance animal merely because the animal does not have formal training. Some, but not all, animals that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefit needed by the person with the disability [PH Occ GB, p. 178].*

*SHA's refusal to permit persons with a disability to use and live with an assistance animal that is needed to assist them, would violate Section 504 of the Rehabilitation Act and the Fair Housing Act unless [PH Occ GB, p. 179]:*

- *There is reliable objective evidence that the animal poses a direct threat to the health or safety of others that cannot be reduced or eliminated by a reasonable accommodation, or*
- *There is reliable objective evidence that the animal would cause substantial physical damage to the property of others*

*SHA has the authority to regulate assistance animals under applicable federal, state, and local law [24 CFR 5.303(b)(3); 960.705(b)(3)].*

### **SHA Policy**

***For an animal to be excluded from the pet policy and be considered an assistance animal, there must be a person with disabilities in the household, and the family must request and SHA approve a reasonable accommodation in accordance with the policies contained in Chapter 2.***

#### **10-I.C. CARE AND HANDLING**

*HUD regulations do not affect any authority SHA may have to regulate assistance animals under federal, state, and local law [24 CFR 5.303; 24 CFR 960.705].*

##### **SHA Policy**

***Residents must care for assistance animals in a manner that complies with state and local laws, including anti-cruelty laws.***

***Residents must ensure that assistance animals do not pose a direct threat to the health or safety of others, or cause substantial physical damage to the development, dwelling unit, or property of other residents.***

***When a resident's care or handling of an assistance animal violates these policies, SHA will consider whether the violation could be reduced or eliminated by a reasonable accommodation. If SHA determines that no such accommodation can be made, SHA may withdraw the approval of a particular assistance animal.***

### **PART II: PET POLICIES FOR ALL DEVELOPMENTS**

*[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]*

#### **10-II.A. OVERVIEW**

*The purpose of a pet policy is to establish clear guidelines for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets. This part contains pet policies that apply to all developments.*

#### **10-II.B. MANAGEMENT APPROVAL OF PETS**

##### ***Registration of Pets***

*SHA may require registration of the pet with SHA [24 CFR 960.707(b)(5)].*

##### **SHA Policy**

***Pets must be registered with SHA before they are brought onto the premises.***

***Registration includes documentation signed by a licensed veterinarian or state/local authority that the pet has received all inoculations required by state or local law, and that the pet has no communicable disease(s) and is pest-free. This registration must be renewed annually and will be coordinated with the annual reexamination date.***

***Pets will not be approved to reside in a unit until completion of the registration requirements.***

##### ***Refusal to Register Pets***

##### **SHA Policy**

***SHA will refuse to register a pet if:***

- The pet is not a common household pet as defined in Section 10-II.C. below***
- Keeping the pet would violate any pet restrictions listed in this policy***

- *The pet owner fails to provide complete pet registration information, or fails to update the registration annually*
- *The applicant has previously been charged with animal cruelty under state or local law; or has been evicted, had to relinquish a pet or been prohibited from future pet ownership due to pet rule violations or a court order*
- *SHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.*

*If SHA refuses to register a pet, a written notification will be sent to the pet owner within 10 business days of the decision. The notice will state the reason for refusing to register the pet and will inform the family of their right to appeal the decision in accordance with SHA's grievance procedures.*

#### ***Pet Agreement***

##### **SHA Policy**

*Residents who have been approved to have a pet must enter into a pet agreement with SHA, or the approval of the pet will be withdrawn.*

*The pet agreement is the resident's certification that he or she has received a copy of SHA's pet policy and that he or she has read the policy and understands them, and agrees to comply with them.*

*The resident further certifies by signing the pet agreement that he or she understands that noncompliance with SHA's pet policy may result in the withdrawal of SHA approval of the pet or termination of tenancy.*

#### **10-II.C. STANDARDS FOR PETS [24 CFR 5.318; 960.707(b)]**

*SHA may establish reasonable requirements related to pet ownership including, but not limited to:*

- *Limitations on the number of animals in a unit, based on unit size*
- *Prohibitions on types of animals that SHA classifies as dangerous, provided that such classifications are consistent with applicable state and local law*
- *Prohibitions on individual animals, based on certain factors, including the size and weight of the animal*
- *Requiring pet owners to have their pets spayed or neutered*

*SHA's may not require pet owners to have any pet's vocal cords removed.*

##### ***Definition of "Common Household Pet"***

*There is no regulatory definition of common household pet for public housing programs, although the regulations for pet ownership in both elderly/disabled and general occupancy developments use the term. The regulations for pet ownership in elderly/disabled developments expressly authorize SHA to define the term [24 CFR 5.306(2)].*

##### **SHA Policy**

*Common household pet means a domesticated animal, such as a dog, cat, bird, or fish that is traditionally recognized as a companion animal and is kept in the home for pleasure rather than commercial purposes.*

*The following animals are not considered common household pets:*

- *Reptiles (i.e. snakes)*

- *Rodents (excluding hamsters and gerbils)*
- *Insects*
- *Arachnids*
- *Wild animals or feral animals*
- *Pot-bellied pigs*
- *Animals used for commercial breeding*
- *Rabbits*
- *Pet Restrictions*

*SHA Policy*

*The following animals are not permitted:*

- *Any animal whose adult weight will exceed 25 pounds*
- *Dogs of the pit bull, rottweiler, Doberman or chow breeds*
- *Ferrets or other animals whose natural protective mechanisms pose a risk to small children of serious bites or lacerations*
- *Any animal not permitted under state or local law or code*

*Number of Pets*

*SHA Policy*

*Residents may own a maximum of 2 pets, only 1 of which may be a dog.*

*In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 20 gallons. Such a tank or aquarium will be counted as 1 pet.*

*Other Requirements*

*SHA Policy*

*Dogs and cats must be spayed or neutered at the time of registration or, in the case of underage animals, within 30 days of the pet reaching 6 months of age. Exceptions may be made upon veterinary certification that subjecting this particular pet to the procedure would be temporarily or permanently medically unsafe or unnecessary.*

*Pets must be licensed in accordance with state or local law. Residents must provide proof of licensing at the time of registration and annually, in conjunction with the resident's annual reexamination.*

**10-II.D. PET RULES**

*Pet owners must maintain pets responsibly, in accordance with SHA policies, and in compliance with applicable state and local public health, animal control, and animal cruelty laws and regulations [24 CFR 5.315; 24 CFR 960.707(a)].*

*Pet Area Restrictions*

*SHA Policy*

*Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.*

*Pets other than dogs or cats must be kept in a cage or carrier when outside of the unit.*

*Pets are not permitted in the common areas including lobbies, community rooms and laundry areas of Robert Lindsey Tower except for those common areas which are entrances to and exits from the building.*

*Pet owners are permitted to exercise pets on project premises however, they are responsible for disposing of the pets waste.*

***Designated Pet/No-Pet Areas [24 CFR 5.318(g), PH Occ GB, p. 182]***

*SHA may designate buildings, floors of buildings, or sections of buildings as no-pet areas where pets generally may not be permitted. Pet rules may also designate buildings, floors of building, or sections of building for residency by pet-owning tenants.*

*SHA may direct initial tenant moves as may be necessary to establish pet and no-pet areas. SHA may not refuse to admit, or delay admission of, an applicant on the grounds that the applicant's admission would violate a pet or no-pet area. SHA may adjust the pet and no-pet areas or may direct such additional moves as may be necessary to accommodate such applicants for tenancy or to meet the changing needs of the existing tenants.*

*SHA may not designate an entire development as a no-pet area, since regulations permit residents to own pets.*

**SHA Policy**

*With the exception of common areas as described in the previous policy, SHA has not designated any buildings, floors of buildings, or sections of buildings as no-pet areas. In addition, SHA has not designated any buildings, floors of buildings, or sections of buildings for residency of pet-owning tenants.*

***Cleanliness***

**SHA Policy**

*The pet owner shall be responsible for the removal of waste from any outside common area, including decks or patios, by placing it in a sealed plastic bag and disposing of it in a trash receptacle.*

*The pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.*

***Litter box requirements:***

*Pet owners must promptly dispose of waste from litter boxes and must maintain litter boxes in a sanitary manner.*

*Litter shall not be disposed of by being flushed through a toilet.*

*Litter boxes shall be kept inside the resident's dwelling unit.*

***Alterations to Unit***

**SHA Policy**

*Pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal.*

*Installation of pet doors is prohibited.*

***Noise***

**SHA Policy**

*Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.*

## *Pet Care*

### *SHA Policy*

*Each pet owner shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.*

*Each pet owner shall be responsible for appropriately training and caring for his/her pet to ensure that the pet is not a nuisance or danger to other residents and does not damage SHA property.*

*No animals may be tethered or chained inside or outside the dwelling unit at any time.*

## *Responsible Parties*

### *SHA Policy*

*The pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.*

*A resident who cares for another resident's pet must notify SHA and sign a statement that they agree to abide by all of the pet rules.*

## *Pets Temporarily on the Premises*

### *SHA Policy*

*Pets that are not owned by a tenant are not allowed on the premises. Residents are prohibited from feeding or harboring stray animals.*

*This rule does not apply to visiting pet programs sponsored by a humane society or other non-profit organizations, and approved by SHA.*

## *Pet Rule Violations*

### *SHA Policy*

*All complaints of cruelty and all dog bites will be referred to animal control or an applicable agency for investigation and enforcement.*

*If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the pet rules, written notice will be served.*

*The notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:*

- That the pet owner has 10 business days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation*
- That the pet owner is entitled to be accompanied by another person of his or her choice at the meeting*
- That the pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to remove the pet, or to terminate the pet owner's tenancy*

## *Notice for Pet Removal*

### *SHA Policy*

*If the pet owner and SHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by SHA, SHA may serve notice to remove the pet.*

*The notice will contain:*

- *A brief statement of the factual basis for SHA's determination of the pet rule that has been violated*
- *The requirement that the resident /pet owner must remove the pet within 30 calendar days of the notice*
- *A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures*

***Pet Removal***

**SHA Policy**

*If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the responsible party designated by the pet owner.*

*If the responsible party is unwilling or unable to care for the pet, or if SHA after reasonable efforts cannot contact the responsible party, SHA may contact the appropriate state or local agency and request the removal of the pet and/or SHA reserves the right to remove the pet from the premises and deliver the pet to the appropriate state or local agency.*

*If it is necessary for SHA to place the pet in a shelter facility, the cost will be the responsibility of the pet owner.*

***Termination of Tenancy***

**SHA Policy**

*SHA may initiate procedures for termination of tenancy based on a pet rule violation if:*

- *The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified*
- *The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease*

***Emergencies***

**SHA Policy**

*SHA will take all necessary steps to ensure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are immediately removed from the premises by referring the situation to the appropriate state or local entity authorized to remove such animals.*

*If it is necessary for SHA to place the pet in a shelter facility, the cost will be the responsibility of the pet owner.*

*If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.*

***PART III: PET DEPOSITS AND FEES IN ELDERLY/DISABLED DEVELOPMENTS***

***10-III.A. OVERVIEW***

*This part describes SHA's policies for pet deposits and fees in elderly, disabled and mixed population developments. Policies governing deposits and fees in general occupancy developments are described in Part IV.*

***10-III.B. PET DEPOSITS***

***Payment of Deposit***

*SHA may require tenants who own or keep pets in their units to pay a refundable pet deposit. This deposit is in addition to any other financial obligation generally imposed on tenants of the project [24 CFR 5.318(d)(1)].*

*The maximum amount of pet deposit that may be charged by SHA on a per dwelling unit basis, is the higher of the total tenant payment (TTP) or such reasonable fixed amount as SHA may require. SHA may permit gradual accumulation of the pet deposit by the pet owner [24 CFR 5.318(d)(3)].*

*The pet deposit is not part of the rent payable by the resident [24 CFR 5.318(d)(5)].*

**SHA Policy**

***Pet owners are required to pay a pet deposit in addition to any other required deposits. The amount of the deposit is \$200 refundable and \$100 non-refundable and must be paid in full before the pet is brought on the premises.***

***Refund of Deposit [24 CFR 5.318(d)(1)]***

*SHA may use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet, including (but not limited to) the costs of repairs and replacements to, and fumigation of, the tenant's dwelling unit. SHA must refund the unused portion of the pet deposit to the tenant within a reasonable time after the tenant moves from the project or no longer owns or keeps a pet in the unit.*

**SHA Policy**

***SHA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 30 days of move-out or removal of the pet from the unit.***

***The resident will be billed for any amount that exceeds the pet deposit.***

***SHA will provide the resident with a written list of any charges against the pet deposit within 30 business days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, SHA will provide a meeting to discuss the charges.***

**10-III.C. OTHER CHARGES**

***Pet-Related Damages During Occupancy***

**SHA Policy**

***All reasonable expenses incurred by SHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:***

- The cost of repairs and replacements to the resident's dwelling unit***
- Fumigation of the dwelling unit***
- Repairs to common areas of the project***

***The expense of flea elimination shall also be the responsibility of the resident.***

***If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet-related damages during occupancy.***

***Charges for pet-related damage are not part of rent payable by the resident.***

***Pet Waste Removal Charge***

*The regulations do not address SHA's ability to impose charges for house pet rule violations. However, charges for violation of SHA pet rules may be treated like charges for other violations of the lease and SHA tenancy rules.*

**SHA Policy**

*A separate pet waste removal charge of \$10.00 per occurrence will be assessed against pet owners who fail to remove pet waste from any common space on the property and in accordance with this policy.*

*Notices of pet waste removal charges will be in accordance with requirements regarding notices of adverse action. Charges are due and payable 30 calendar days after billing. If the family requests a grievance hearing within the required timeframe, SHA may not take action for nonpayment of the charge until the conclusion of the grievance process.*

*Charges for pet waste removal are not part of rent payable by the resident.*

#### **PART IV: PET DEPOSITS AND FEES IN GENERAL OCCUPANCY DEVELOPMENTS**

##### **10-IV.A. OVERVIEW**

*This part describes the SHA's policies for pet deposits and fees for those who reside in general occupancy developments.*

##### **10-IV.B. PET DEPOSITS**

*SHA may require a refundable pet deposit to cover additional costs attributable to the pet and not otherwise covered [24 CFR 960.707(b)(1)].*

*A PHA that requires a resident to pay a pet deposit must place the deposit in an account of the type required under applicable State or local law for pet deposits, or if there are no such requirements, for rental security deposits, if applicable. SHA must comply with such laws as to retention of the deposit, interest, and return of the deposit to the resident, and any other applicable requirements [24 CFR 960.707(d)].*

##### **Payment of Deposit**

###### **SHA Policy**

*Pet owners are required to pay a refundable pet deposit of \$200 in addition to any other required deposits. The deposit must be paid in full before the pet is brought on the premises.*

*The pet deposit is not part of rent payable by the resident.*

##### **Refund of Deposit**

###### **SHA Policy**

*SHA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 30 days of move-out or removal of the pet from the unit.*

*The resident will be billed for any amount that exceeds the pet deposit.*

*SHA will provide the resident with a written list of any charges against the pet deposit within 30 business days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, SHA will provide a meeting to discuss the charges.*

##### **10-IV.C. NON-REFUNDABLE NOMINAL PET FEE**

*SHA may require payment of a non-refundable nominal pet fee to cover the reasonable operating costs to the development relating to the presence of pets [24 CFR 960.707(b)(1)].*

###### **SHA Policy**

*SHA requires pet owners to pay a non-refundable nominal pet fee of \$100.*

*This fee is intended to cover the reasonable operating costs to the project relating to the presence of pets. Reasonable operating costs to the project relating to the presence of pets include, but are not limited to:*

- Landscaping costs*
- Pest control costs*
- Insurance costs*
- Clean-up costs*

*The non-refundable pet fee of \$100 must be paid in full before the pet is brought on the premises.*

*Charges for the non-refundable pet fee are not part of rent payable by the resident.*

#### **10-IV.D. OTHER CHARGES**

##### ***Pet-Related Damages During Occupancy***

###### **SHA Policy**

*All reasonable expenses incurred by SHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:*

- The cost of repairs and replacements to the resident's dwelling unit*
- Fumigation of the dwelling unit*
- Repairs to common areas of the project*

*The expense of flea elimination shall also be the responsibility of the resident.*

*If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet-related damages during occupancy.*

*Charges for pet-related damage are not part of rent payable by the resident.*

##### ***Pet Waste Removal Charge***

*The regulations do not address SHA's ability to impose charges for house pet rule violations. However, charges for violation of SHA pet rules may be treated like charges for other violations of the lease and SHA tenancy rules.*

###### **SHA Policy**

*A separate pet waste removal charge of \$10.00 per occurrence will be assessed against pet owners who fail to remove pet waste from any common space on the property and in accordance with this policy.*

*Notices of pet waste removal charges will be in accordance with requirements regarding notices of adverse action. Charges are due and payable 30 calendar days after billing. If the family requests a grievance hearing within the required timeframe, SHA may not take action for nonpayment of the charge until the conclusion of the grievance process.*

*Charges for pet waste removal are not part of rent payable by the resident.*

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: *Were there any findings as the result of that audit?*
4.  Yes  No: *If there were any findings, do any remain unresolved?*  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable*
  - Private management*
  - Development-based accounting*
  - Comprehensive stock assessment*
  - Other: (list below)*
3.  Yes  No: *Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?*

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
- Provided below
- : No comments from Resident Advisory Board
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

### **B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

#### 3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)
- b. Eligible candidates: (select one)
- Any recipient of PHA assistance
- Any head of household receiving PHA assistance

- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (City of Salem)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.*
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.*
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.*
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)*

*Modernization of Robert Lindsey Tower using City CDBG funds, CFP modernization, Voucher Criminal screening criteria, Interim Program ( City CDBG funds), Security Deposit Program (City HOME funds)*

- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

*Pg 6. Salem/Keizer Consurtium will address (these) barriers . . .  
Lack of affordable housing to meet population growth needs.  
Decreased financial resources for families, agencies  
Resistance in some neighborhoods to accept special needs affordable housing  
Citizenship status*

*Language*  
*Fair housing issues*  
*Criminal history*

*Pg 7 Goals and Priorities:*

- 1.1 Promote programs that prevent homelessness*
- 1.2 Maintain shelter space*
- 1.3 Augment self-sufficiency programs*
- 1.4 Promote shelters and programs for homeless youth*
- 2.1 Increase housing for special needs*
- 2.2 Increase homeownership opportunities*
- 2.3 Improve ADA accessibility*
- 2.4 Conserve affordable housing*
- 2.5 Educate the public on housing needs*
- 3.1 Assure equal access*
- 3.2 Remove barriers*
- 4.1 Help low and moderate income persons*
- 4.2 Promote self-sufficiency*
- 4.3 "No Meth" program*
- 4.4 Neighborhood vitalization*

**D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

## Attachments

Use this section to provide any additional attachments referenced in the Plans.

### Attachment A

**SHAPHACOP 10/01/2007**  
**Chapter 4**  
**APPLICATIONS, WAITING LIST AND TENANT SELECTION**

#### **Deconcentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]**

SHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of SHA's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].

SHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments.

#### ***Steps for Implementation [24 CFR 903.2(c)(1)]***

To implement the statutory requirement to deconcentrate poverty and provide for income mixing in covered developments, SHA must comply with the following steps:

Step 1. SHA must determine the average income of all families residing in all the SHA's covered developments. SHA may use the median income, instead of average income, provided that the SHA includes a written explanation in its annual plan justifying the use of median income.

#### **SHA Policy**

**SHA will determine the average income of all families in all affected developments on an annual basis.**

Step 2. SHA must determine the average income (or median income, if median income was used in Step 1) of all families residing in each covered development. In determining average income for each development, SHA has the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

#### **SHA Policy**

**SHA will determine the average income of all families residing in each affected development (not adjusting for unit size) on an annual basis.**

Step 3. SHA must then determine whether each of its affected developments falls above, within, or below the established income range (EIR), which is from 85% to 115% of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low income family (30% of median income).

Step 4. SHA with affected developments having average incomes outside the EIR must then determine whether or not these developments are consistent with its local goals and annual plan.

Step 5. Where the income profile for an affected development is not explained or justified in the annual plan submission, SHA must include in its admission policy its specific policy to provide for deconcentration of poverty and income mixing.

Depending on local circumstances SHA's deconcentration policy may include, but is not limited to the following:

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments
- Establishing a preference for admission of working families in developments below the EIR
- Skipping a family on the waiting list to reach another family in an effort to further the goals of deconcentration
- Providing other strategies permitted by statute and determined by SHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and SHA strategic objectives.
- A family has the sole discretion whether to accept an offer of a unit made under the SHA's deconcentration policy. SHA must not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under SHA's deconcentration policy [24 CFR 903.2(c)(4)].

If, at annual review, the average incomes at all general occupancy developments are within the EIR, SHA will be considered to be in compliance with the deconcentration requirement and no further action is required.

**SHA Policy**

**For developments outside the EIR, SHA will take the following actions to provide for deconcentration of poverty and income mixing:**

- **If any covered development has average incomes outside the Established Income Range (EIR), SHA may explain or justify the income profile for these developments as being consistent with the furthering two sets of goals: the goals of deconcentration of poverty and income mixing as specified by the statute (bringing the higher income tenants into lower income developments and visa versa); and the local goals and strategies contained in SHA's Annual Plan. Elements of explanations or justifications that may satisfy these requirements can be found in CFR 903.2 ( c ) (1) (iv).**
- **If SHA determines that a covered development falls outside the HUD EIR, the following step may be taken:**
  - **SHA may skip over families with higher or lower incomes if needed to meet deconcentration requirements.**

Attachment B. List of Resident Advisory Board Members

Rosemarie Brown  
5142 Sunnyside Rd. SE  
Salem, OR 97302

Basilio & Fidelina Quiroz  
1312 Orchard Heights  
Rd NW  
Salem OR 97304

Robert & Tammy Fisher  
4963 Sunnyside Rd SE  
Salem OR 97302

Heather Gilbert  
2963 Hawthorne Ave NE  
Salem, OR 97303

Jennifer Heine  
1592 Brush College Rd  
NW  
Salem, OR 97304

Francisco Cervantes  
1179 Nebraska Ave NE  
Salem, OR 97303

Robert & Judith Barko  
1453 Salishan St SE  
Salem, OR 97302

Rose Brueckman  
2935 Hawthorne Ave NE  
Salem, OR 97303

Bertha Manglona  
209 Browning Ave SE  
Salem OR 97302

Reyna Urbina  
4550 Drake Ct NE  
Salem, OR 97301

Maria Velasco  
2586 Lee Street SE  
Salem, OR 97301

Patrice Garcia  
1276 Arabian Ave SE  
Salem Oregon 97301

Attachment C. List of Resident Board Member

Don Williams  
370 Church St SE #4A  
Salem OR 97301

Attachment D

HOMEOWNERSHIP CAPACITY STATEMENT

The PHA has demonstrated its capacity to administer the program by:

1. Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):

- Oregon Housing and Community Services: 15 years experience, partnership with SHA since 1996.
- Salem-Keizer Community Development Corporation: 13 years experience, partnership with SHA since 1993.
- YWCA of Salem: 114 years experience in Salem, Partnership (Interpreter and Translation Services) with SHA since 2001.
- Consumer Credit Counseling Service: partnership with SHA since 1995
- Chemeketa Non-Profit Housing, Inc: 28 years experience, partnership with SHA since 1978.
- Washington Mutual Bank: partnership with SHA since 1996
- HomeStreet Bank: partnership with SHA since 1996
- Bank of America; partnership with SHA since 1996
- West Coast Bank: partnership with SHA since 2004
- Women's Crisis Services: 23 years experience, partnership with SHA since 1996.
- Community And Shelter Assistance Corp. (CASA of Oregon): five years experience, partnership with SHA since 2004.
- USDA Rural Development: partnership with SHA since 1996

In addition, Salem Housing Authority is a partner with many Realtors in the Salem area. Since 1996, SHA has collaborated with Coldwell Banker, Eldred Realty, Premier Realty, Prudential Realty, Legacy Real Estate and many others throughout the past ten years.

SHA partner's assist with Homeownership Supportive Services providing: education, counseling, financial assistance, credit repair and understanding. All of these services are a vital portion of the Homeownership programs.

2. Demonstrating that it has other relevant experience (list experience below):

Salem Housing Authority has the organizational resources necessary to successfully implement and manage Homeownership programs. SHA has in placed qualified professionals who have recent, relevant and successful experience with Homeownership programs.

Housing Assistance Representative, Jill Washburn is currently an FSS Coordinator for the Housing Authority and the initiator of many agency homeownership programs. Jill

is SHA's first trained facilitator of the "ABC's of Homebuying" and has been teaching workshops for seven years. She is a Certified Public Housing Manager and has been employed by SHA for approximately 20 years, with nine years of experience as a FSS Coordinator. Jill has mentored FSS Coordinators for Salem Housing Authority since 1995 and developed Salem Housing Authority's first Homebuyer programs. Ms Washburn is an advocate of homeownership for low-income homebuyers at SHA and in the community. Programs initiated by Jill and subsequently staffed by peers have resulted in many families becoming homeowners.

Housing Assistance Representative, Brent Brimhall is currently an FSS Housing Choice Voucher Homeownership Coordinator. This position was created to assist participants of the Family Self Sufficiency Program on the path towards homeownership. Brent is also a trained facilitator of the "ABC's of Homebuying"; he works with all three FSS Coordinators at Salem Housing Authority to assist their clients with first-time Homebuying Programs. Brent has over twenty years as a homebuilder and was a general contractor prior to his employment at SHA.

In addition, Brent is a Certified Housing Counselor (NeighborWorks 2008) with default and foreclosure mediation counseling.

Along with all the Homeownership Supportive Services partner's and FSS Coordinators', local, State and Federal first-time homebuyer programs, Salem Housing Authority is able to provide a professional and knowledgeable association for prospective first-time homebuyers throughout the Salem area.

3. at actions will the PHA undertake to implement the program this year?

Salem Housing Authority has initiated the Housing Choice Voucher Homeownership Program this year. This program will use the HCV (Section 8 vouchers) for homeownership instead of rent. The program is design to, first: assist FSS Program participants to become first-time homebuyers, the second, assist low-income residents of both public and Section 8 programs and third, provides accommodations for people with limited income, (i.e. people with disabilities and the elderly) the ability to become homeowners.

Salem Housing Authority will continue with established Homeownership Programs:

- The OregonBond Program provides participants with a "locked-in interest rate", usually one percent or more than prime mortgage lending rates for the area.
- VIDA Savings Accounts, (Valley Individual Development Accounts). This program assist prospective low-income homeowners save money for their down payments, savings are matched 3:1, for every dollar saved up to \$3,667.00, and the account will be matched with three dollars per dollar (\$11,000.00 total match) for a total of \$14,667.00. This is the most available

amount in a 25 month minimum savings program, there are many variations according too the participants needs and ability to save.

- City of Salem Homebuyer Assistance Programs
- Homeownership Educational workshops, i.e. The ABC's of Homebuying"
- Credit Repair and Rebuilding Classes, some are provided by Consumer Credit Counseling (a SHA community partner) and Financial Fitness Classes from CASA of Oregon.
- Resource Center for: Local, State and Federal first-time homebuyer programs.
- Providing pre and post-counseling along with community partners for participants on the Path Towards Homeownership.
- Continued counseling and assistance from Family Self-Sufficiency Program Coordinators combined with FSS escrow accounts.
- Coordinating with Community Partners Homeownership Supportive Services to provide workshops, classes, counseling and direction for all participants in the various First-Time Homebuyer Programs.

4. Demonstrating that it has other relevant experience (list experience Below):

Salem Housing Authority has presented the ABC's of Homebuying workshop since 1997. Jill Washburn, the Public Housing FSS Coordinator was the first trained and certified instructor for SHA. Later other FSS coordinators from the Section 8 program were trained and certified to assist with the ever-increasing demand for first-time homebuying programs.

In addition, Salem Housing Authority appointed Brent Brimhall Housing Assistance Representative to be the Homeownership Coordinator in 2005. His job description includes certified instructor (bi-lingual) for ABC's of Homebuying, VIDA program coordinator and Financial Fitness classes' presenter.

Brent has over 20 years experience as a homebuilder, general contractor, property owner and is bi-lingual (Spanish-English). Brent has a BA in Spanish and is a certified international produce broker with several years experience in international businesses between Mexico and the United States.

All of the Homebuying workshops, classes and first-time homeownership programs are offered in English, Spanish and Russian. Additionally, with Salem Housing Authority's partnership with the YWCA's Interpreter and translations programs most other languages in the Salem area are covered. Salem Housing Authority is the first agency in Oregon to offer a complete ABC's of Homebuying in Russian with Russian speaking Realtors and lenders that volunteer their time for the workshops.

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and II

### Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number      FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement  
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				



**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
Part I: Summary**

<b>PHA Name:</b> <b>HOUSING AUTHORITY OF THE CITY OF SALEM</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: OR16P01150108 Replacement Housing Factor Grant No:		Federal FY of Grant: <b>2008</b>	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision number: ) <input type="checkbox"/> Performance. & Evaluation Report for Year Ending : <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	147,336.00	0.00	0.00	0.00
3	1408 Management Improvements	5,000.00	0.00	0.00	0.00
4	1410 Administration	73,668.20	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Consultants	114,000.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvements	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	115,000.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment - Nonexpendable	210,000.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	8,000.00	0.00	0.00	0.00
14	1485 Demolition	5,000.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	10,000.00	0.00	0.00	0.00
18	1499 Development Activities	10,000.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Services	0.00	0.00	0.00	0.00
20	1502 Contingency	38,677.80	0.00	0.00	0.00
<b>21</b>	<b>Amount of Annual Grant (Sum of lines 2-20)</b>	<b>\$736,682.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
25	Amount of line 21 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 16 Related to Energy Conservation Measures	5,000.00	0.00	0.00	0.00

**Annual Statement/Performance and Evaluation Report.**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Summary Pages**

PHA Name:				Grant Type and Number		Federal FY of Grant:		
HOUSING AUTHORITY OF THE CITY OF SALEM				Capital Fund Program Grant No: OR16P01150108		2008		
				Replacement Housing Factor Grant No:				
Development Number	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Name/HA-Wide Activities				Original	Revised	Funds Obligated	Funds Expended	
	<b>OPERATIONS (20% Limit)</b>	<b>1406</b>		<b>\$147,336.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	To Operations
	<b>MANAGEMENT IMPROVEMENTS</b>							
	Training & Travel	1408		5,000.00	0.00	0.00	0.00	
	<b>TOTAL</b>			<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>ADMINISTRATION (10% Limit)</b>							
<b>Agency Wide</b>	COCC In House Arch & Eng Services	1410		23,668.20	0.00	0.00	0.00	
	COCC CFP Administration	1410		50,000.00	0.00	0.00	0.00	
	<b>TOTAL</b>			<b>\$73,668.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>CONSULTANTS</b>							
<b>Agency Wide</b>	Outside Consultants	1430		40,000.00	0.00	0.00	0.00	
	In House Construction Inspection	1430		32,000.00				
	In House Contract Support	1430		32,000.00				
	Plans, printing, project fees, advertising	1430		10,000.00	0.00	0.00	0.00	
	<b>TOTAL</b>			<b>\$114,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>(11-2) Northgate Village</b>		<b>1460</b>	1-site	0.00	0.00	0.00	0.00	
	<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>(11-2) Livingston Village</b>	<b>N/A</b>	<b>N/A</b>		0.00	0.00	0.00	0.00	
	<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>(11-2) Meadowlark Village</b>		<b>1460</b>	1-Site	0.00	0.00	0.00	0.00	
	<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

**Annual Statement/Performance and Evaluation Report.**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Summary Pages**

(11-2) Shelton Village	N/A	N/A		0.00	0.00	0.00	0.00	
	<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
(11-3) Orchard Village			1-Site	0.00	0.00	0.00	0.00	
	<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
(11-4) Brush College Village		1460	1-Site	0.00	0.00	0.00	0.00	
	<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
(11-4) Glen Creek Village	Exterior Painting	1460	1-Site	35,000.00	0.00	0.00	0.00	
	<b>TOTAL</b>			<b>\$35,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
(11-6) Robert Lindsey Tower	Emergency Call System	1460	1-site	\$50,000.00	\$0.00	\$0.00	\$0.00	
(11-6) Robert Lindsey Tower	Elevator Controls & HVAC	1465	1-site	\$210,000.00	\$0.00	\$0.00	\$0.00	
<b>Agency Wide</b>	Demo/Dispo	1485	1-Site	\$5,000.00	\$0.00	\$0.00	\$0.00	
<b>Agency Wide</b>	Energy Upgrades	1460	1-Site	\$5,000.00	\$0.00	\$0.00	\$0.00	
<b>Agency Wide</b>	Hazard Abatement	1460	1-Site	5,000.00	0.00	0.00	0.00	
	<b>TOTAL</b>			<b>\$275,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
(11-8) Scattered Sites	Unit Upgrade	1460	1-Unit	5,000.00	0.00	0.00	0.00	Modernization and Energy Efficiency
(11-9) Scattered Sites	Unit Upgrade	1460	1-Unit	5,000.00	0.00	0.00	0.00	Modernization and Energy Efficiency
(11-15) Scattered Sites	Unit Upgrade	1460	1-Unit	5,000.00	0.00	0.00	0.00	Modernization and Energy Efficiency
(11-16) Scattered Sites	Unit Upgrade	1460	1-Unit	5,000.00	0.00	0.00	0.00	Modernization and Energy Efficiency
	<b>TOTAL</b>			<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Agency Wide</b>	Computers and Tech	1475	1	5,000.00	0.00	0.00	0.00	
	Office Equipment	1475	1	3,000.00	0.00	0.00	0.00	
	<b>TOTAL</b>			<b>\$8,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Agency Wide</b>	Relocation	1495.1	1-site	10,000.00	0.00			
(11-3) Orchard Village	Replacement Housing Development Planning	1499	1	10,000.00	0.00			
<b>Agency Wide</b>	<b>CONTINGENCY (8% Limit)</b>	1502		38,677.80	0.00	0.00	0.00	5.3%
	<b>TOTAL</b>			<b>\$58,677.80</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Grand Total</b>			736,682.00	0.00	0.00	0.00	
<b>Total Grant</b>	<b>\$</b>	<b>736,682.00</b>	<b>Remaining \$</b>	<b>-</b>	736,682.00			

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part III: Supporting Pages**

PHA Name: <b>HOUSING AUTHORITY OF THE CITY OF SALEM</b>			Grant Type and Number Capital Fund Program Grant No: OR16P01150108 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2008</b>	
Development Number Name/HA-Wide Activities	All funds Obligated (Quarter Ending Date)			All funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Agency Wide	June 12, 2010			June 12, 2012			
Consultants	June 12, 2010			June 12, 2012			
11-4	June 12, 2010			June 12, 2012			
11-6	June 12, 2010			June 12, 2012			
11-8	June 12, 2010			June 12, 2012			
11-9	June 12, 2010			June 12, 2012			
11-15	June 12, 2010			June 12, 2012			
11-16	June 12, 2010			June 12, 2012			
Management Imp.	June 12, 2010			June 12, 2012			
A & E Services	June 12, 2010			June 12, 2012			

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
Part I: Summary**

<b>PHA Name:</b> <b>HOUSING AUTHORITY OF THE CITY OF SALEM</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: OR16P01150107 Replacement Housing Factor Grant No:		Federal FY of Grant: <b>2007</b>	
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision number: )					
<input checked="" type="checkbox"/> Performance. & Evaluation Report for Year Ending:03-31-2008 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	147,336.40	0.00	0.00	0.00
3	1408 Management Improvements	6,000.00	0.00	0.00	0.00
4	1410 Administration	73,668.20	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Consultants	45,000.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvements	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	220,000.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment - Nonexpendable	75,000.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	30,000.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	70,000.00	0.00	0.00	0.00
18	1499 Development Activities	20,000.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Services	0.00	0.00	0.00	0.00
20	1502 Contingency	49,677.40	0.00	0.00	0.00
<b>21</b>	<b>Amount of Annual Grant (Sum of lines 2-20)</b>	<b>\$736,682.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
25	Amount of line 21 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 16 Related to Energy Conservation Measures	50,000.00	0.00	0.00	0.00

**Annual Statement/Performance and Evaluation Report.**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Summary Pages**

PHA Name:				Grant Type and Number		Federal FY of Grant:		
HOUSING AUTHORITY OF THE CITY OF SALEM				Capital Fund Program Grant No: OR16P01150107		2007		
				Replacement Housing Factor Grant No:				
Development Number	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Name/HA-Wide Activities				Original	Revised	Funds Obligated	Funds Expended	
	<b>OPERATIONS (20% Limit)</b>	<b>1406</b>		<b>\$147,336.40</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	To Operations
	<b>MANAGEMENT IMPROVEMENTS</b>							
	Training & Travel	1408		6,000.00	0.00	0.00	0.00	
	<b>TOTAL</b>			<b>\$6,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>ADMINISTRATION (10% Limit)</b>							
<b>Agency Wide</b>	Central Office (COCC)	1410		73,668.20	0.00	0.00	0.00	
	<b>TOTAL</b>			<b>\$73,668.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>CONSULTANTS</b>							
<b>Agency Wide</b>	Outside Consultants	1430		40,000.00	0.00	0.00	0.00	
	In House Construction Inspection	1430						
	In House Contract Support	1430						
	Plans, printing, project fees, etc	1430		5,000.00	0.00	0.00	0.00	
	<b>TOTAL</b>			<b>\$45,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>(11-2) Northgate Village</b>	<b>N/A</b>	<b>N/A</b>		0.00	0.00	0.00	0.00	
	<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>(11-2) Livingston Village</b>	<b>N/A</b>	<b>N/A</b>		0.00	0.00	0.00	0.00	
	<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>(11-2) Meadowlark Village</b>	<b>Exterior Painting</b>	<b>1460</b>	1-Site	0.00	0.00	0.00	0.00	Included In 2006
	<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

**Annual Statement/Performance and Evaluation Report.**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Summary Pages**

(11-2) Shelton Village	N/A	N/A		0.00	0.00	0.00	0.00	
	<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
(11-3) Orchard Village	Demolition	1485	1-Site	30,000.00	0.00	0.00	0.00	
	<b>TOTAL</b>			<b>\$30,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
(11-4) Brush College Village	Exterior Painting	1460	1-Site	0.00	0.00	0.00	0.00	Moved to 2005 Current Project
	<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
(11-4) Glen Creek Village	Roof Repair	1460	1-Site	10,000.00	0.00	0.00	0.00	Painting Delayed, replaced with roof project
	<b>TOTAL</b>			<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
(11-6) Robert Lindsey Tower	Structural Upgrade (Brick&Deck Repair)	1460	1-site	\$80,000.00	\$0.00			
(11-6) Robert Lindsey Tower	HVAC Upgrades	1465	1-Site	\$25,000.00	\$0.00			Bath fans Only
(11-6) Robert Lindsey Tower	Energy Upgrades (Windows & Doors)	1460	1-Site	\$50,000.00	\$0.00			Need to Re-evaluate timing, scope & budget
(11-6) Robert Lindsey Tower	Heater Upgrades	1465	1-Site	50,000.00	0.00	0.00	0.00	
	<b>TOTAL</b>			<b>\$205,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
(11-8) Scattered Sites	Unit Upgrade	1460	1-Unit	20,000.00	0.00	0.00	0.00	Modernization and Energy Efficiency
(11-9) Scattered Sites	Unit Upgrade	1460	1-Unit	20,000.00	0.00	0.00	0.00	Modernization and Energy Efficiency
(11-15) Scattered Sites	Unit Upgrade	1460	1-Unit	20,000.00	0.00	0.00	0.00	Modernization and Energy Efficiency
(11-16) Scattered Sites	Unit Upgrade	1460	1-Unit	20,000.00	0.00	0.00	0.00	Modernization and Energy Efficiency
	<b>TOTAL</b>			<b>\$80,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
Agency Wide	Computers and Tech	1475	1	0.00	0.00	0.00	0.00	
	Maintenance Tools	1475	1	0.00	0.00			
	Office Equipment	1475	1	0.00	0.00	0.00	0.00	
	<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
Agency Wide	Relocation	1495.1	1-site	70,000.00	0.00			
(11-3) Orchard village	Replacement Housing Development Planning	1499	1	20,000.00	0.00			
Agency Wide	CONTINGENCY (8% Limit)	1502		49,677.40	0.00	0.00	0.00	6.7%
	<b>TOTAL</b>			<b>\$139,677.40</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Grand Total</b>			<b>736,682.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Grant</b>	<b>\$</b>	<b>736,682.00</b>	<b>Remaining \$</b>	<b>-</b>	<b>736,682.00</b>			

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part III: Supporting Pages**

PHA Name: <b>HOUSING AUTHORITY OF THE CITY OF SALEM</b>			Grant Type and Number Capital Fund Program Grant No: OR16P01150107 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2007</b>	
Development Number Name/HA-Wide Activities	All funds Obligated (Quarter Ending Date)			All funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Agency Wide	July 17, 2009			July 17, 2011			
Consultants	July 17, 2009			July 17, 2011			
11-3	July 17, 2009			July 17, 2011			
11-4	July 17, 2009			July 17, 2011			
11-6	July 17, 2009			July 17, 2011			
11-8	July 17, 2009			July 17, 2011			
11-9	July 17, 2009			July 17, 2011			
11-15	July 17, 2009			July 17, 2011			
11-16	July 17, 2009			July 17, 2011			
Management Imp.	July 17, 2009			July 17, 2011			
A & E Services	July 17, 2009			July 17, 2011			

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part I: Summary**

<b>PHA Name:</b> <b>HOUSING AUTHORITY OF THE CITY OF SALEM</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: OR16P01150106 Replacement Housing Factor Grant No:		Federal FY of Grant: <b>2006</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision number: 3 ) <input checked="" type="checkbox"/> Performance. & Evaluation Report for Year Ending:03-31-2008 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	139,808.00	139,808.00	139,808.00	139,808.00
3	1408 Management Improvements	55,000.00	55,000.00	5,088.81	5,088.81
4	1410 Administration	149,000.00	149,000.00	148,622.53	23,470.91
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Consultants	75,000.00	75,000.00	18,566.09	11,945.79
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvements	60,000.00	60,000.00	0.00	0.00
10	1460 Dwelling Structures	219,144.00	193,442.00	0.00	0.00
11	1465.1 Dwelling Equipment - Nonexpendable	5,000.00	5,000.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	20,281.00	20,281.00	328.00	328.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Services	0.00	0.00	0.00	0.00
20	1502 Contingency	34,952.00	60,654.00	0.00	0.00
<b>21</b>	<b>Amount of Annual Grant (Sum of lines 2-20)</b>	<b>\$758,185.00</b>	<b>\$758,185.00</b>	<b>\$312,413.43</b>	<b>\$180,641.51</b>
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 Compliance	65,000.00	65,000.00	0.00	0.00
24	Amount of line 21 Related to Security - Soft Costs	2,000.00	2,000.00	0.00	0.00
25	Amount of line 21 Related to Security - Hard Costs	20,000.00	20,000.00	0.00	0.00
26	Amount of line 16 Related to Energy Conservation Measures	35,000.00	35,000.00	0.00	0.00

**Annual Statement/Performance and Evaluation Report.**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Summary Pages**

PHA Name:				Grant Type and Number			
HOUSING AUTHORITY OF THE CITY OF SALEM				Capital Fund Program Grant No: OR16P01150106			
				Replacement Housing Factor Grant No:			
Development Number	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
Name/HA-Wide Activities				Original	This Revision	Funds Obligated	Funds Expended
	<b>OPERATIONS (20% Limit)</b>	<b>1406</b>		<b>\$139,808.00</b>	<b>\$139,808.00</b>	<b>\$139,808.00</b>	<b>\$139,808.00</b>
	<b>MANAGEMENT IMPROVEMENTS</b>						
	Grants Coordinator Salary	1408		50,000.00	50,000.00	3,706.39	3,706.39
	Training & Travel	1408		5,000.00	5,000.00	1,382.42	1,382.42
	<b>TOTAL</b>			<b>\$55,000.00</b>	<b>\$55,000.00</b>	<b>\$5,088.81</b>	<b>\$5,088.81</b>
	<b>ADMINISTRATION (10% Limit)</b>						
<b>Agency Wide</b>	In House Arch & Eng. Services	1410		80,000.00	80,000.00	80,000.00	18,280.80
	Contract admin	1410		32,000.00	32,000.00	32,000.00	0.00
	CFP Staff Tech.	1410		32,000.00	32,000.00	32,000.00	567.58
	Advertising, Project Bidding, Misc.	1410		5,000.00	5,000.00	4,622.53	4,622.53
	<b>TOTAL</b>			<b>\$149,000.00</b>	<b>\$149,000.00</b>	<b>\$148,622.53</b>	<b>\$23,470.91</b>
	<b>CONSULTANTS</b>						
<b>Agency Wide</b>	Outside Consultants	1430		70,000.00	70,000.00	18,542.99	11,922.69
	Plans, printing, project fees, etc	1430		5,000.00	5,000.00	23.10	23.10
	<b>TOTAL</b>			<b>\$75,000.00</b>	<b>\$75,000.00</b>	<b>\$18,566.09</b>	<b>\$11,945.79</b>
<b>(11-2) Northgate Village</b>	<b>Site Lighting Upgrade</b>	<b>1450</b>	<b>1</b>	<b>10,000.00</b>	<b>10000.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>TOTAL</b>			<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>(11-2) Livingston Village</b>	<b>Doors and Locks</b>	<b>1460</b>	<b>1</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>(11-2) Meadowlark Village</b>	<b>Exterior Paint</b>	<b>1460</b>	<b>1-Site</b>	<b>59,144.00</b>	<b>40000.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>TOTAL</b>			<b>\$59,144.00</b>	<b>\$40,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Annual Statement/Performance and Evaluation Report.**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Summary Pages**

(11-2) Shelton Village	Exterior Paint	1460	1-Site	42,000.00	0.00	0.00	0.00
	Playground Upgrade	1450	1-Site	15,000.00	15000.00	0.00	0.00
	<b>TOTAL</b>			<b>\$57,000.00</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
(11-3) Orchard Village	N/A	N/A	1	0.00	0.00	0.00	0.00
	<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
(11-4) Brush College Village	Site Lighting Upgrade	1450	1-Site	10,000.00	10000.00	0.00	0.00
	Exterior Paint	1460	1-Site	48,000.00	0.00		
	<b>TOTAL</b>			<b>\$58,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
(11-4) Glen Creek Village	N/A	N/A	1	0.00	0.00	0.00	0.00
	<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
(11-6) Robert Lindsey Tower	Structural Upgrades (Decks, Railing, Sealer)		1	0.00	83442.00	0.00	0.00
	<b>TOTAL</b>			<b>\$0.00</b>	<b>\$83,442.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
(11-9) Scattered Sites	Lansing Duplex, ADA Site work	1450	2-Units	25,000.00	25000.00	0.00	0.00
	ADA Building Mod.	1460		70,000.00	70000.00	0.00	0.00
	ADA Appliances	1465		5,000.00	5000.00	0.00	0.00
	<b>TOTAL</b>			<b>\$100,000.00</b>	<b>\$100,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Agency Wide	Computers and Tech	1475	1	15,000.00	15000.00	0.00	0.00
	Office Equipment	1475	1	5,281.00	5281.00	328.00	328.00
	<b>TOTAL</b>			<b>\$20,281.00</b>	<b>\$20,281.00</b>	<b>\$328.00</b>	<b>\$328.00</b>
Agency Wide	CONTINGENCY (8% Limit)	1502		34,952.00	60,654.00	0.00	0.00
	<b>TOTAL</b>			<b>\$34,952.00</b>	<b>\$60,654.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Grand Total</b>			<b>758,185.00</b>	<b>758,185.00</b>	<b>312,413.43</b>	<b>180,641.51</b>
<b>Total Grant</b>	<b>\$</b>	<b>758,185.00</b>	<b>Remaining</b>	<b>\$</b>	<b>-</b>		





**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part III: Supporting Pages**

<b>PHA Name:</b> HOUSING AUTHORITY OF THE CITY OF SALEM			<b>Grant Type and Number</b> Capital Fund Program Grant No: OR16P01150106 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2006</b>	
Development Number Name/HA-Wide Activities	All funds Obligated (Quarter Ending Date)			All funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Agency Wide	July 17, 2008			July 17, 2010			
Consultants	July 17, 2008			July 17, 2010			
11-2	July 17, 2008			July 17, 2010			
11-4	July 17, 2008			July 17, 2010			
11-9	July 17, 2008			July 17, 2010			
Management Imp.	July 17, 2008			July 17, 2010			
A & E Services	July 17, 2008			July 17, 2010			

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
Part I: Summary**

<b>PHA Name:</b> <b>HOUSING AUTHORITY OF THE CITY OF SALEM</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: OR16P01150105 Replacement Housing Factor Grant No:		Federal FY of Grant: <b>2005</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision number: 3 )					
<input checked="" type="checkbox"/> Performance. & Evaluation Report for Year Ending 3/31/2008: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds	0.00	153,000.00	153,000.00	0.00
2	1406 Operations	142,300.00	142,300.00	142,300.00	142,300.00
3	1408 Management Improvements	142,050.00	97,050.00	96,105.82	96,105.82
4	1410 Administration	153,500.00	153,500.00	153,500.00	153,500.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Consultants	85,000.00	85,000.00	84,354.17	83,595.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvements	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	155,329.28	143,837.07	106,689.56	83,189.56
11	1465.1 Dwelling Equipment - Nonexpendable	46,609.70	46,609.70	46,609.70	46,609.70
12	1470 Nondwelling Structures	20,473.02	20,473.02	20,473.02	20,473.02
13	1475 Nondwelling Equipment	38,768.00	100,323.38	100,323.38	100,323.38
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	6,232.00	1,168.83	1,168.83	1,168.83
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Services	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
<b>21</b>	<b>Amount of Annual Grant (Sum of lines 2-20)</b>	<b>\$790,262.00</b>	<b>\$790,262.00</b>	<b>\$751,524.48</b>	<b>\$727,265.31</b>
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 Compliance	62,136.28	45,174.56	45,174.56	45,174.56
24	Amount of line 21 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
25	Amount of line 21 Related to Security - Hard Costs	23,768.00	23,768.00	23,768.00	23,768.00
26	Amount of line 16 Related to Energy Conservation Measures	46,609.70	46,609.70	46,609.70	46,609.70

Annual Statement/Evaluation Report.  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part II: Summary Pages

PHA Name:				Grant Type and Number				Federal FY of Grant:
HOUSING AUTHORITY OF THE CITY OF SALEM				Capital Fund Program Grant No: OR16P01150105				2005
				Replacement Housing Factor Grant No:				
Development Number	General Description of Major Work Categories	Development Account	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Name/HA-Wide Activities		Number		Original	Revised	Funds Obligated	Funds Expended	
	<b>OPERATIONS</b>	1406		\$142,300.00	\$142,300.00	\$142,300.00	\$142,300.00	To Operations
	<b>MANAGEMENT IMPROVEMENTS</b>							
	RI, Grants Coordinator Salary	1408		88,000.00	88,000.00	88,000.00	88,000.00	
	RI HAR, FSS	1408		45,000.00	0.00	0.00	0.00	
	Staff Mileage & Travel	1408		1,000.00	1,000.00	55.82	55.82	
	Training	1408		8,050.00	8,050.00	8,050.00	8,050.00	HAB Training July '07
	<b>TOTAL</b>			\$142,050.00	\$97,050.00	\$96,105.82	\$96,105.82	
	<b>ADMINISTRATION</b>							
Agency Wide	In House Arch & Eng. Services	1410		80,000.00	97,395.41	97,395.41	97,395.41	Per 24CFR968.112 Not Subj. to admin % Cap
	Contract admin	1410		33,500.00	21,281.67	21,281.67	21,281.67	
	CFP Staff Tech.	1410		35,000.00	29,822.92	29,822.92	29,822.92	
	Advertising, Project Bidding, Misc.	1410		5,000.00	5,000.00	5,000.00	5,000.00	
	<b>TOTAL</b>			\$153,500.00	\$153,500.00	\$153,500.00	\$153,500.00	
	<b>CONSULTANTS</b>							
Agency Wide	Outside Consultants	1430		80,000.00	80,000.00	80,000.00	80,000.00	
	Plans, printing, project fees, etc	1430		5,000.00	5,000.00	4,354.17	3,595.00	
	<b>TOTAL</b>			\$85,000.00	\$85,000.00	\$84,354.17	\$83,595.00	
	<b>SITE IMPROVEMENTS</b>							
Agency Wide	504 Compliance upgrades	1450	3 bldgs	0.00	0.00	0.00	0.00	Postponed
				0.00	0.00	0.00	0.00	
	<b>TOTAL</b>			\$0.00	\$0.00	\$0.00	\$0.00	
	<b>DWELLING STRUCTURES</b>							
(11-2) Northgate, Shelton	Doors and Locks	1460	2-Sites	108,000.00	0.00	0.00	0.00	Postponed.Security and Marketability Upgrades
Agency Wide	504 Compliance Upgrades	1460	3 bldgs	46,254.28	46,174.56	46,174.56	45,174.56	Campbell Triplex, Contract 6/8/07, Pooled w/ CDBG
(11-6) Robert Lindsey Tower	Fire Pump Upgrades	1460	1- system	1,075.00	1,075.00	1,075.00	1,075.00	Completed
(11-6) Robert Lindsey Tower	Structural Upgrades (Decks, Railing, Sealer)	1460	1-bldg	0.00	37,147.51	0.00	0.00	Rebid March 2008 Expect contract soon
(11-2) Shelton Village	Painting Shelton Exterior	1460	1-site	0.00	36,940.00	36,940.00	36,940.00	
(11-4) Brush College Village	Painting Brush College Exterior	1460	1-site	0.00	22,500.00	22,500.00	0.00	
(11-6) Robert Lindsey Tower	Water Heater Upgrades	1460	1 - system	0.00	0.00	0.00	0.00	Cancelled
				155,329.28	143,837.07	106,689.56	83,189.56	
	<b>TOTAL</b>			155,329.28	143,837.07	106,689.56	83,189.56	
(11-2) Northgate, Livingston	<b>DWELLING EQUIPMENT</b>							
(11-2) Shelton, Meadowlark	New Ranges	1465	4-Sites	46,609.70	46,609.70	46,609.70	46,609.70	Completed, All new gas ranges, Energy Upgrade
	<b>TOTAL</b>			\$46,609.70	\$46,609.70	\$46,609.70	\$46,609.70	
	<b>NON-DWELLING STRUCTURES</b>							
(11-2) Meadowlark	Maintenance Facility Additions	1470	1 bldg	20,473.02	20,473.02	20,473.02	20,473.02	Completed, Split funding w/ CFP 2004
	<b>TOTAL</b>			\$20,473.02	\$20,473.02	\$20,473.02	\$20,473.02	
	<b>NON-DWELLING EQUIPMENT</b>							
Agency Wide	Computers and Tech. Upgrade	1475		15,000.00	47,741.73	47,741.73	47,741.73	Includes new servers and computers
	Office Equipment Upgrade	1475		23,768.00	52,581.65	52,581.65	52,581.65	Safety and Security Upgrades
	<b>TOTAL</b>			\$38,768.00	\$100,323.38	\$100,323.38	\$100,323.38	
	<b>RELOCATION COSTS</b>							
Agency Wide	Meal Voucher Allowance/Relocation	1495		6,232.00	1,168.83	1,168.83	1,168.83	Complete, Campbell Triplex, ADA Upgrades (1 family)
	<b>TOTAL</b>			\$6,232.00	\$1,168.83	\$1,168.83	\$1,168.83	
Agency Wide	<b>CONTINGENCY</b>	1502		0.00	0.00	0.00	0.00	
	<b>TOTAL</b>			\$0.00	\$0.00	\$0.00	\$0.00	
	<b>Grand Total</b>			790,262.00	790,262.00	751,524.48	727,265.31	
				Remaining	0.00			

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Supporting Pages**

<b>PHA Name:</b> HOUSING AUTHORITY OF THE CITY OF SALEM			<b>Grant Type and Number</b> Capital Fund Program Grant No: OR16P01150105 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2005</b>	
Development Number Name/HA-Wide Activities	All funds Obligated (Quarter Ending Date)		All funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual	
Agency Wide	August 17, 2007			August 17, 2009			
Consultants	August 17, 2007		December 31, 2007	August 17, 2009			
11-2	August 17, 2007		September 30, 2007	August 17, 2009		September 30, 2007	
11-6	August 17, 2007			August 17, 2009			
Management Imp.	August 17, 2007		March 31, 2008	August 17, 2009			
A & E Services	August 17, 2007		September 30, 2007	August 17, 2009			

# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name						<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:1
HOUSING AUTHORITY OF THE CITY OF SALEM						
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant:2009 PHA FY:	Work Statement for Year 3 FFY Grant:2010 PHA FY:	Work Statement for Year 4 FFY Grant:2011 PHA FY:	Work Statement for Year 5 FFY Grant:2012 PHA FY:	
OR 11-2		232,000.00	70,000.00	200,000.00	0.00	
OR 11-3		0.00	0.00	0.00	0.00	
OR 11-4		35,000.00	0.00	68,000.00	0.00	
OR 11-6	See	42,857.00	210,000.00	10,000.00	228,404.00	
OR 11-8	Annual	15,000.00	20,000.00	16,000.00	25,000.00	
OR 11-9	Statement	15,000.00	20,000.00	16,000.00	25,000.00	
OR 11-15		15,000.00	20,000.00	16,000.00	25,000.00	
OR 11-16		15,000.00	20,000.00	16,000.00	25,000.00	
Agency Wide		0.00	0.00	0.00	0.00	
Management Improvements		6,000.00	6,000.00	6,000.00	6,000.00	
HA-Wide Nondwelling Struct. & Equip.		8,000.00	8,000.00	8,000.00	8,000.00	
Administration		177,000.00	173,000.00	173,000.00	173,000.00	
Other		105,000.00	116,000.00	117,000.00	131,000.00	
Contingencies		38,682.00	41,539.00	58,539.00	58,135.00	
Operations		73,000.00	73,000.00	73,000.00	73,000.00	
<b>CFP Funds Listed for 5-year planning</b>		<b>\$777,539.00</b>	<b>\$777,539.00</b>	<b>\$777,539.00</b>	<b>\$777,539.00</b>	
Replacement Housing Factor Funds						

**Capital Fund Program Five-Year Action Plan**

**Part II: Supporting Pages-Work Activities**

Activities for Year 1	Activities for Year: 2 FFY Grant:2009 PHA FY:			Activities for Year: 3 FFY Grant:2010 PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
(11-2) Northgate, Livingston, Meadowlark	Playground Upgrades	32,000.00	(11-2) Northgate, Livingston, Shelton		0.00	
(11-2) Livingston	Bath Remodels	200,000.00	(11-2) Meadowlark Village	Doors, Locks & Site Lighting	70,000.00	
(11-3) Orchard Village		0.00	(11-3) Orchard Village		0.00	
(11-4) Brush College	Flooring Upgrade	35,000.00	(11-4) Brush College		0.00	
(11-6) Robert Lindsey Tower	Plumbing Upgrade	42,857.00	(11-6) Robert Lindsey Tower	Structural Work	210,000.00	
	Subtotal	<b>309,857.00</b>		Subtotal	<b>280,000.00</b>	
<b>Scattered Site Remodels</b>			<b>Scattered Site Remodels</b>			
(11-8) 1 Site	Modernization and Energy Efficiency	15,000.00	(11-8) 1 Site	Modernization and Energy Efficiency	20,000.00	
(11-9) 1 Site	Modernization and Energy Efficiency	15,000.00	(11-9) 1 Site	Modernization and Energy Efficiency	20,000.00	
(11-15) 1 Site	Modernization and Energy Efficiency	15,000.00	(11-15) 1 Site	Modernization and Energy Efficiency	20,000.00	
(11-16) 1-Site	Modernization and Energy Efficiency	15,000.00	(11-16) 1 Site	Modernization and Energy Efficiency	20,000.00	
	Subtotal	<b>60,000.00</b>		Subtotal	<b>80,000.00</b>	
<b>Management Impr.</b>			<b>Management Impr.</b>			
Training & Travel		6,000.00	Training & Travel		6,000.00	
		<b>6,000.00</b>			<b>6,000.00</b>	
<b>HA-Wide Nondwell Struct &amp; Equip</b>			<b>HA-Wide Nondwell Struct &amp; Equip</b>			
Computers and Tech. Upgrade		5,000.00	Computers and Tech. Upgrade		5,000.00	
Office Equipment Upgrade		3,000.00	Office Equipment Upgrade		3,000.00	
		<b>8,000.00</b>			<b>8,000.00</b>	
<b>Administration</b>			<b>Administration</b>			
In House Arch. & Eng. Services		72,000.00	In House Arch. & Eng. Services		68,000.00	
Construction Insp. & Small Contracts		32,000.00	Construction Insp. & Small Contracts		32,000.00	
CFP Staff Salary		68,000.00	CFP Staff Salary		68,000.00	
Advertising, Project Bidding, Misc.		5,000.00	Advertising, Project Bidding, Misc.		5,000.00	
		<b>177,000.00</b>			<b>173,000.00</b>	
<b>Other</b>			<b>Other</b>			
Development Activities		10,000.00	Development Activities		10,000.00	
Demolition Disposition		10,000.00	Demolition Disposition		10,000.00	
Relocation		20,000.00	Relocation		20,000.00	
HA Wide Energy Upgrades		10,000.00	HA Wide Energy Upgrades		21,000.00	
HA Wide Hazard Abatement (Asbestos,Mold)		10,000.00	HA Wide Hazard Abatement (Asbestos,Mold)		10,000.00	
Outside Consultants		40,000.00	Outside Consultants		40,000.00	
Plans, printing, project fees, etc		5,000.00	Plans, printing, project fees, etc		5,000.00	
		<b>105,000.00</b>			<b>116,000.00</b>	
<b>Contingencies</b>			<b>Contingencies</b>			
Funds held for contingencies		38,682.00	Funds held for contingencies		41,539.00	
<b>Operations</b>			<b>Operations</b>			
Funds Transferred to Operating		73,000.00	Funds Transferred to Operating		73,000.00	
	Total CFP Estimated Cost	<b>777,539.00</b>		Total CFP Estimated Cost	<b>777,539.00</b>	
	Previous CFP (2008)	777,539				
	<b>Remaining \$</b>	<b>-</b>		<b>Remaining \$</b>	<b>-</b>	

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages-Work Activities**

Activities for Year: 4 FFY Grant:2011 PHA FY:			Activities for Year: 5 FFY Grant:2012 PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
(11-2) Livingston, Notrhgate, Shelton	Northgate Bath Remodel	200000.00	(11-2) Livingston, Notrhgate, Shelton		0.00
(11-2) Meadowlark Village		0.00	(11-2) Meadowlark Village		0.00
(11-3) Orchard Village		0.00	(11-3) Orchard Village		0.00
(11-4) Glen Creek	Flooring Upgrade	68,000.00	(11-4) Glen Creek		0.00
(11-6) Robert Lindsey Tower	Structural Work	10,000.00	(11-6) Robert Lindsey Tower	Water Heaters	18,404.00
			(11-6) Robert Lindsey Tower	Structural Work	210,000.00
	Subtotal	<b>278,000.00</b>		Subtotal	<b>228,404.00</b>
<b>Scattered Site Remodels</b>			<b>Scattered Site Remodels</b>		
(11-8) 1-Site	Modernization and Energy Efficiency	16,000.00	(11-8) 1-Site	Modernization and Energy Efficiency	25,000.00
(11-9) 1-Site	Modernization and Energy Efficiency	16,000.00	(11-9) 1-Site	Modernization and Energy Efficiency	25,000.00
(11-15) 1-Site	Modernization and Energy Efficiency	16,000.00	(11-15) 1-Site	Modernization and Energy Efficiency	25,000.00
(11-16) 1-Site	Modernization and Energy Efficiency	16,000.00	(11-16) 1-Site	Modernization and Energy Efficiency	25,000.00
	Subtotal	<b>64,000.00</b>		Subtotal	<b>100,000.00</b>
<b>Management Impr.</b>			<b>Management Impr.</b>		
Training & Travel		6,000.00	Training & Travel		6,000.00
		<b>6,000.00</b>			<b>6,000.00</b>
<b>HA-Wide Nondwell Struct &amp; Equip</b>			<b>HA-Wide Nondwell Struct &amp; Equip</b>		
Computers and Tech. Upgrade		5,000.00	Computers and Tech. Upgrade		5,000.00
Office Equipment Upgrade		3,000.00	Office Equipment Upgrade		3,000.00
		<b>8,000.00</b>			<b>8,000.00</b>
<b>Administration</b>			<b>Administration</b>		
In House Arch. & Eng. Services		68,000.00	In House Arch. & Eng. Services		68,000.00
Construction Insp. & Small Contracts		32,000.00	Construction Insp. & Small Contracts		32,000.00
CFP Staff Salary		68,000.00	CFP Staff Salary		68,000.00
Advertising, Project Bidding, Misc.		5,000.00	Advertising, Project Bidding, Misc.		5,000.00
		<b>173,000.00</b>			<b>173,000.00</b>
<b>Other</b>			<b>Other</b>		
Development Activities		10,000.00	Development Activities		10,000.00
Demolition Disposition		10,000.00	Demolition Disposition		10,000.00
Relocation		20,000.00	Relocation		20,000.00
HA Wide Energy Upgrades		30,000.00	HA Wide Energy Upgrades		44,000.00
HA Wide Hazard Abatement (Asbestos,Mold)		2,000.00	HA Wide Hazard Abatement (Asbestos,Mold)		2,000.00
Outside Consultants		40,000.00	Outside Consultants		40,000.00
Plans, printing, project fees, etc		5,000.00	Plans, printing, project fees, etc		5,000.00
		<b>117,000.00</b>			<b>131,000.00</b>
<b>Contingencies</b>			<b>Contingencies</b>		
Funds held for contingencies		58,539.00	Funds held for contingencies		58,135.00
<b>Operations</b>			<b>Operations</b>		
Funds Transferred to Operating		73,000.00	Funds Transferred to Operating		73,000.00
	Total CFP Estimated Cost	<b>777,539.00</b>		Total CFP Estimated Cost	<b>777,539.00</b>

**Remaining \$ -**

**Remaining \$ -**