

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Housing Authority of the City of Salem</u> PHA Code: <u>OR011</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>10/2012</u>																										
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>307</u> Number of HCV units: <u>3086</u>																										
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																										
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																										
	<table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) Included in the Consortia</th> <th rowspan="2">Programs Not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program		PH	HCV	PHA 1:						PHA 2:						PHA 3:					
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PHA 3:																											
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.																										
5.1	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 for the next five years: Salem Housing Authority's mission is to assist low and moderate income families to achieve self sufficiency by providing stable housing, economic opportunity, community investment and coordination with area social service providers.																										
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. (See 2009 5-Year Plan and Section 10 a below- Progress in Meeting Mission and Goals)																										
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: See Attachment 6.0 (a)- PHA Plan Updates Since Last Approved PHA Plan (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. Plans are available at the main SHA office at 360 Church St SE, Salem OR 97301 or at the Northgate Village Office- 3557 Hawthorne Ave NE, Salem OR. Plans are also available at our website: http://www.cityofsalem.net/Residents/HousingAuthority.																										
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> See Attachment 7.0- Demolition, Disposition, Conversion, Homeownership & Project Basing																										
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.																										
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. See attached																										
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. See attached																										
8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. N/A																										

9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>See Attachment 9.0: Housing Needs</p>
9.1	<p>Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>See Attachment 9.1 Strategy for Addressing Housing Needs</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan. See Attachment 10.0 (a)- Progress in Meeting Goals and Objectives</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification” See Attachment 10.0 (b)- Significant Amendment and Substantial Deviation/Modifications</p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a 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. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

Attachment 6.0 (a). PHA Plan Updates Since Last PHA Plan Update:

1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures-

See Section 8 Administrative Plan and Public Housing Admissions and Continued Occupancy Policy (ACOP) for complete policies, which are available at SHA main office and SHA website:

www.cityofsalem.net/Residents/HousingAuthority.

Changes to Both Section 8 Administrative Plan and Public Housing Admissions and Continued Occupancy Policy (ACOP)

A. HUD issued a notice requiring that Social Security documentation be destroyed no later than the family's next income certification. Hence, the following language was added to the Public Housing ACOP and Section 8 Admin Plan:

Once an individual's verification status is classified as verified, SHA will remove and destroy, by no later than the next reexam of family income or composition, the copy of the documentation used to verify the individual's social security number. The paper copy will be destroyed by shredding. Electric documentation will be destroyed by erasing or permanently deleting the file per SHA's electronic documentation destruction instructions.

B. Additional language has been added to the Admin Plan and ACOP regarding the Violence Against Women Act (VAWA) in the past two revisions of the plans. This year all the VAWA language was consolidated in to one chapter in each plan instead of being interspersed throughout the plans. The new language was added as Chapter 17 in the ACOP and Chapter 20 in the Admin Plan. *The Chapter contains four parts:*

Part I: Prohibition against denial of assistance to victims of domestic violence, dating violence, and stalking [Pub. L. 109-162]

Part II: VAWA Protections

PART III: Documenting the occurrence of domestic violence, dating violence or stalking.

PART IV: Remedies available to victims of domestic violence, dating violence or stalking in HUD-assisted housing.

See Section 13 Below for complete VAWA language.

Changes to Section 8 Admin Plan

- A. SHA established a waiting list preference for chronically disabled individuals. These individuals are given an additional 15 points moving them ahead of other families on the waiting list.
- B. Added language clarifying the policy that persons terminated from a Section 8 program are not eligible to reapply through a special voucher program, e.g. homeless or chronically disabled vouchers.
- C. Added provisions describing the proration of Housing Assistance Payments for Moderate Rehabilitation families.
- D. Added language clarifying policies relating to who is eligible to move in to multi-generational family households. The family member must:
 - *be single with no dependents.*
 - *be disabled and needs to be added as a reasonable accommodation.*
 - *meet all other eligibility requirements.*
 - *have a letter from the landlord allowing the addition of the family member .*

Changes to Public Housing ACOP

A. Public Housing incentive transfer criteria was revised to ensure that tenants selected for the program are adequately prepared for the greater responsibilities involved in renting a house. The new policy reads:

SHA staff may also recommend current residents for an incentive transfer when the following conditions are met:

- *Residency in a SHA development for a minimum of 12 months;*
- *12 months of resident history indicating 1) no shut off periods for all utilities for which they are responsible, and 2) no more than two 72-hour eviction notices. All balances with SHA must be verified as paid in full at the time of application to the incentive transfer list.*
- *No history of disturbances that resulted in lease violation or violence against staff or neighbor that resulted in formal written lease violation notice(s) in residents file, and no more than two minor lease violation warnings (such as an unkempt porch or patio); and*

Good housekeeping practices and responsible payment history demonstrated by resident. A stable source of household income for the most recent six months verified/documentated to be adequate to maintain additional costs associated with a scattered site unit (such as yard maintenance and higher utility bills).

B. Deconcentration- SHA takes affirmative steps to deconcentrate poverty in its Public Housing program, but does not assign people to particular developments or buildings based on race, color, religion, sex, disability familial status or national origin. Chapter 12 of the Public Housing ACOP states: *“SHA will consider its deconcentration goals when transfer units are offered. When feasible, families above the Established Income Range will be offered a unit in a development that is below the Established Income Range, and vice versa, to achieve SHA’s deconcentration goals. A deconcentration offer will be considered a “bonus” offer; that is, if a resident refuses a deconcentration offer, the resident will receive one additional transfer offer.”* Average family incomes by site are as follows:

Average Income By Site	
Brush College	\$22,395
Glen Creek	\$16,243
Livingston	\$18,747
Meadowlark	\$18,579
Northgate	\$16,105
Shelton	\$20,274
Scattered Homes	\$22,168
Average	\$19,827

2. Financial Resources-

For entire financials see 2012 PHA Plan Supporting Documents- Public Housing, Housing Choice Voucher and Capital Fund Program (CFP) budgets.

2011-2012 Consolidated Budget Summary is as follows:

	2011/12 Proposed	Central Office	SHA Owned Housing	Federal Housing Programs			Grants & Other Programs
				Public Housing	Vouchers	Mod Rehab	
Cash Based	Budget						
REVENUE							
Subsidies:							
Housing Assistance Subsidy (HAP)	1 15,294,639				15,085,615	159,024	50,000
Admin Fee Subsidy	2 2,052,569				2,017,367	32,722	2,480
Vou FSS/Homeownership Subsidy	3 201,213				201,213		
Public Housing Subsidy	4 983,212			983,212			
Other:							
Tenant Rents (net)	5 1,393,116		659,791	733,325			
Operating Grants	6 139,531			0			139,531
Capital Fund/ARRA	7 455,134						455,134
Central Office Fees	8 1,113,157	1,113,157					
Partner Fees	9 6,000	6,000					
Loan Receipts	10 6,380	6,380					
Daycare Lease/Doral rents	11 21,360						21,360
Fraud Recovery	12 35,000				35,000		
Port Fees (incoming)	13 20,000				20,000		
FSS Forfeitures	14 46,000			6,000	40,000		
Tenant Charges	15 25,350		1,100	24,250			
Interest	16 3,740	400	690	1,150	1,400	100	0
Laundry	17 7,965		5,650	2,315			
Other	18 26,500	3,500	0	2,500	20,500	0	
Total Revenue	19 21,830,866	1,129,437	667,231	1,752,752	17,421,095	191,846	668,505
EXPENSE							
Housing Assistance Payments	20 15,784,639				15,575,615	159,024	50,000
FSS Escrow Deposits	21 94,250			34,250	60,000		
Personnel services	22 3,417,983	1,005,988	183,427	744,490	1,390,291	18,048	75,739
Central Office Fees	23 1,035,564		65,979	224,235	666,224	9,578	69,548
Other administrative	24 264,356	52,140	15,797	66,819	126,754	2,846	0
Other tenant services	25 1,740			1,740	0		0
Utilities	26 217,470	6,550	47,190	145,500	16,300	1,930	0
Repairs and maintenance	27 438,981	7,775	67,580	357,146	6,100	180	200
Port fees (outgoing)	28 30,000				30,000		
Other operating	29 166,308	4,525	17,600	130,321	9,450	140	4,272
Total Expense	30 21,451,291	1,076,978	397,573	1,704,501	17,880,734	191,746	199,759
Net Operating Inc/Exp	31 379,575	52,459	269,658	48,251	(459,639)	100	468,746
Debt service	32 186,970	6,380	180,590				
Reserves Interest (restricted)	33 1,505		505		1,000		
HAP reserves (restricted)	34 (472,500)				(472,500)		
Other restricted funds/rsv dep	35 189,566	37,359	88,563	48,251	1,681	100	13,612
Capital outlay/improvements	36 474,034	8,720	0	0	10,180		455,134
Net Cash Flow	37 0	0	0	0	0	0	0
Estimated Reserves Available	2,900,385	110,761	337,615	1,496,281	864,728	71,000	20,000
Estimated Reserve use/dep FY'12	(281,429)	37,359	89,068	48,251	(469,819)	100	13,612
Estimated Reserve balance FY'12	2,618,956	148,120	426,683	1,544,532	394,909	71,100	33,612

3. Rent Determination Policies

Rents in the Section 8 and Public Housing programs are based on family income as per HUD regulations and guidance. Exceptions are made for prorated families and families on base rent, flat rent or ceiling rents. See the Section 8 Administrative Plan and Public Housing Admissions and Continued Occupancy Policy (ACOP) for complete policies. No changes for 2012.

4. Operations and Management-

SHA conducts annual inspections and preventive maintenance, as well as responding to maintenance requests from residents, which are all recorded in a work order system. See Public Housing Maintenance Plan in the 2012 Supporting Documents. No changes for 2012.

5. Grievance Procedures-

SHA has a written grievance procedure for the Section 8 and Public Housing programs. Aggrieved persons are provided due process including conferences, hearings or informal reviews. Section 504 Grievance Procedures and Reasonable Accommodation policies are included below in Section 10- Civil Rights. The complete policies are available in the Section 8 Admin Plan and Public Housing ACOP, available at the SHA main office or online. No change in 2012.

6. Designated Housing for the Elderly/Disabled- Robert Lindsey Tower is designated as an elderly-only building, as approved bi-annually by HUD. See Designated Housing Plan acceptance letter in 2012 Supporting Documents – No change in 2012.

7. Community Service and Self-Sufficiency- See Section 8 Administrative Plan, Public Housing ACOP & Family Self Sufficiency (FSS) Action Plan in 2012 Supporting documents –

There were no changes to SHA's community services policies. Revisions to the FSS Action Plan in 2012 included:

- An introduction describing HUD's Self Sufficiency program;
- Updated demographics for SHA's programs;
- Additional language describing outreach efforts; and
- Updates to the chart of supportive services available to clients.

These revisions were approved by SHA's Program Coordinating Committee and Board of Commissioners, and were approved by HUD in March 2012. See 2012 Supporting Documents for the complete FSS Action Plan.

8. Safety and Crime Prevention- SHA works closely with residents and with Salem and Keizer police to prevent crime. See 2012 Supporting documents – There are no changes for 2012.

9. Pet Policy- SHA has a policy regulating pets in Public Housing. Accommodation or service animals are not considered pets. See Public Housing ACOP - No changes in 2012.

10. Civil Rights- Impediments to Fair Housing Choice in SHA Programs

The Public Housing ACOP states: "*SHA shall not discriminate because of race, color, sex, religion, familial status, age, disability, national origin, marital status, income source, gender identity, or sexual orientation*". SHA has always made every effort to reach out and provide services to minority and special needs populations.

Included below are several SHA policies relating to Civil Rights:

(See also the Analysis of Impediments below in [Attachment 9. Housing Needs](#))

FAIR HOUSING RELATED POLICIES & PROCEDURES

The following documents guide SHA actions in relation to the fair and consistent provision of services. (These documents are available on the SHA website or at the main office.)

1. Non-Discrimination Policy (below)
2. Designation of Section 504 Coordinator (below)

3. 504 grievance procedure (below)
4. Reasonable Accommodation Policy (below)
5. Limited English Proficiency (LEP) Plan & Four-Factor Analysis (below)
6. Affirmative Fair Housing Marketing Plans (on file for the various Multi-family projects)
7. Title VI Plan (on file)
8. Use of Interpreters Policy (on file)

1. SHA Policy of Non-Discrimination-

The Public Housing ACOP, Chapter 2, Part I.A states:

“2-I.A. OVERVIEW- Federal laws require SHA to treat all applicants and tenant families equally, providing the same quality of service, regardless of family characteristics and background. Federal law prohibits discrimination in housing on the basis of race, color, religion, sex, national origin, age, familial status, and disability. SHA will comply fully with all federal, state, and local nondiscrimination laws, and with rules and regulations governing fair housing and equal opportunity in housing and employment, including:

- *Title VI of the Civil Rights Act of 1964*
- *Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988)*
- *Executive Order 11063*
- *Section 504 of the Rehabilitation Act of 1973*
- *The Age Discrimination Act of 1975*
- *Title II of the Americans with Disabilities Act (to the extent that it applies, otherwise Section 504 and the Fair Housing Amendments govern)*
- *Any applicable state laws or local ordinances and any legislation protecting individual rights of tenants, applicants, or staff that may subsequently be enacted*

When more than one civil rights law applies to a situation, the laws will be read and applied together.

2-I.B. NONDISCRIMINATION

Federal regulations prohibit discrimination against certain protected classes. State and local requirements, as well as SHA policies, can prohibit discrimination against additional classes of people.

SHA shall not discriminate because of race, color, sex, religion, familial status, age, disability, national origin, marital status, income source, gender identity, or sexual orientation (called “protected classes”).

Familial status includes children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18.

SHA will not use any of these factors to:

- *Deny to any family the opportunity to apply for housing, nor deny to any qualified applicant the opportunity to participate in the public housing program;*
- *Provide housing that is different from that provided to others;*
- *Subject anyone to segregation or disparate treatment;*
- *Restrict anyone's access to any benefit enjoyed by others in connection with the housing program;*
- *Treat a person differently in determining eligibility or other requirements for admission;*
- *Steer an applicant or tenant toward or away from a particular area based on any of these factors;*
- *Deny anyone access to the same level of services;*
- *Deny anyone the opportunity to participate in a planning or advisory group that is an integral part of the housing program;*
- *Discriminate in the provision of residential real estate transactions;*
- *Discriminate against someone because they are related to or associated with a member of a protected class; and*
- *Publish or cause to be published an advertisement or notice indicating the availability of housing that prefers or excludes persons who are members of a protected class.”*

2. Designation of 504 Coordinator-

Terry Frazier has been designated as the Section 504 Coordinator. (He can be reached at 503-588-6454.)

3. Section 504 Grievance Procedures-

Procedures relating to persons with disabilities are found in the Section 8 Administrative Plan and Public Housing Admissions and Continued Occupancy Policy (ACOP). Relevant sections of the Administrative Plan are as follows: (ACOP language is similar.)

Chapter 2-II.H. Denial or Termination of Assistance

SHA's decision to deny or terminate the assistance of a family that includes a person with disabilities is subject to consideration of reasonable accommodation [24 CFR 966.7].

When applicants with disabilities are denied assistance, the notice of denial must inform them of their right to request an informal hearing [24 CFR 960.208(a)].

When a family's lease is terminated, the notice of termination must inform the family of their right to request a hearing in accordance with SHA's grievance process [24 CFR 966.4(l)(3)(ii)].

When reviewing reasonable accommodation requests, SHA must consider whether reasonable accommodation will allow the family to overcome the problem that led to SHA's decision to deny or terminate assistance. If a reasonable accommodation will allow the family to meet the requirements, SHA must make the accommodation [24 CFR 966.7].

In addition, SHA must provide reasonable accommodation for persons with disabilities to participate in the hearing process [24 CFR 966.56(h)].

4. Reasonable Accommodation Policy-

CHAPTER 2. FAIR HOUSING AND EQUAL OPPORTUNITY

PART II: POLICIES RELATED TO PERSONS WITH DISABILITIES

2-II.A. OVERVIEW

One type of disability discrimination prohibited by the Fair Housing Act is the refusal to make reasonable accommodation in rules, policies, practices, or services when such accommodation may be necessary to afford a person with a disability the equal opportunity to use and enjoy a program or dwelling under the program. SHA must ensure that persons with disabilities have full access to SHA's programs and services. This responsibility begins with the first inquiry of an interested family and continues through every programmatic area of the HCV program.

SHA Policy

SHA will ask all applicants and participants if they require any type of accommodations in writing, on the intake application, reexamination documents, and notices of adverse action by SHA, by including language such as:

"If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the housing authority."

All request should be submitted in writing, to obtain a reasonable accommodation form please contact the receptionist, or the family's assigned Housing Specialist.

2-II.B. DEFINITION OF REASONABLE ACCOMMODATION

A person with a disability may require special accommodations in order to have equal access to the HCV program. The types of reasonable accommodations SHA can provide include changes, exceptions, or adjustments to a rule, policy, practice, or service.

Federal regulations stipulate that request for accommodations will be considered reasonable if they do not create an "undue financial and administrative burden" for SHA, or result in a "fundamental alteration" in the nature of the program or service offered. A fundamental alteration is a modification that alters the essential nature of a provider's operations.

Types of Reasonable Accommodations

When needed, SHA must modify normal procedures to accommodate the needs of a person with disabilities. Examples include:

- Permitting applications and reexaminations to be completed by mail*
- Conducting home visits*
- Using higher payment standards (either within the acceptable range or with HUD approval of a payment standard outside SHA range) if SHA determines this is necessary to enable a person with disabilities to obtain a suitable housing unit*
- Providing time extensions for locating a unit when necessary because of lack of availability of accessible units or special challenges of the family in seeking a unit*
- Permitting an authorized designee or advocate to participate in the application or certification process and any other meetings with SHA staff*

- *Displaying posters and other housing information in locations throughout SHA's office in such a manner as to be easily readable from a wheelchair*

2-II.C. REQUEST FOR AN ACCOMMODATION

If an applicant or participant indicates that an exception, change, or adjustment to a rule, policy, practice, or service is needed because of a disability, HUD requires that SHA treat the information as a request for a reasonable accommodation, even if no formal request is made [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act].

The family must explain what type of accommodation is needed to provide the person with the disability full access to SHA's programs and services.

If the need for the accommodation is not readily apparent or known to SHA, the family must explain the relationship between the requested accommodation and the disability. There must be an identifiable relationship, or nexus, between the requested accommodation and the individual's disability.

SHA Policy

SHA will encourage the family to make its request in writing using a reasonable accommodation request form. However, SHA will consider the accommodation any time the family indicates that an accommodation is needed whether or not a formal written request is submitted.

2-II.D. VERIFICATION OF DISABILITY

- II. *THE REGULATORY CIVIL RIGHTS DEFINITION FOR PERSONS WITH DISABILITIES IS PROVIDED IN EXHIBIT 2-1 AT THE END OF THIS CHAPTER. THE DEFINITION OF A PERSON WITH A DISABILITY FOR THE PURPOSE OF OBTAINING A REASONABLE ACCOMMODATION IS MUCH BROADER THAN THE HUD DEFINITION OF DISABILITY WHICH IS USED FOR WAITING LIST PREFERENCES AND INCOME ALLOWANCES.*

Before providing an accommodation, SHA must determine that the person meets the definition of a person with a disability, and that the accommodation will enhance the family's access to SHA's programs and services.

If a person's disability is obvious or otherwise known to SHA, and if the need for the requested accommodation is also readily apparent or known, no further verification will be required [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act].¹

If a family indicates that an accommodation is required for a disability that is not obvious or otherwise known to SHA, SHA must verify that the person meets the definition of a person with a disability, and that the limitations imposed by the disability require the requested accommodation.

When verifying a disability, SHA will follow the verification policies provided in Chapter 7. All information related to a person's disability will be treated in accordance with the confidentiality policies provided in Chapter 16. In addition to the general requirements that govern all verification efforts, the following requirements apply when verifying a disability:

- *Third-party verification must be obtained from an individual identified by the family who is competent to make the determination. A doctor or other medical professional, a peer support group, a non-medical service agency, or a reliable third party who is in a position to know about the individual's disability may provide verification of a disability [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act]²*

¹ In these cases once an accommodation has been granted by SHA no further accommodation request will be required for that particular accommodation.

² If the individual identified by the family indicates that the family does not need the accommodation, the family will not be allowed to shop for another individual to make their case for the accommodation.

- *SHA must request only information that is necessary to evaluate the disability-related need for the accommodation. SHA will not inquire about the nature or extent of any disability.*
- *Medical records will not be accepted or retained in the participant file.*

Chapter 2-II.E. Approval/Denial of a Requested Accommodation- [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act]

SHA must approve a request for an accommodation if the following three conditions are met.

- *The request was made by or on behalf of a person with a disability.*
- *There is a disability-related need for the accommodation.*
- *The requested accommodation is reasonable, meaning it would not impose an undue financial and administrative burden on SHA, or fundamentally alter the nature of the SHA's operations.*

Requests for accommodations must be assessed on a case-by-case basis. The determination of undue financial and administrative burden must be made by examining various factors such as the cost of the requested accommodation, the financial resources of SHA at the time of the request, the benefits that the accommodation would provide to the family, and the availability of alternative accommodations that would effectively meet the family's disability-related needs.

Before making a determination about whether to approve the request, SHA may enter into discussion and negotiation with the family, request more information from the family, or may require the family to sign a consent form so that SHA may verify the need for the requested accommodation.

SHA Policy

After a request for an accommodation is presented, SHA will respond in writing within 30 calendar days about whether the request was approved or denied.

If SHA denies a request for an accommodation because there is no relationship found between the disability and the requested accommodation, or if the request is denied because it is not reasonable (i.e. it would impose an undue financial and/or administrative burden on SHA or fundamentally alter the nature of SHA's programs), SHA may discuss with the family whether an alternative accommodation could effectively address the family's disability-related needs, prior to notifying the family in writing of the final decision.

For all denials, SHA will notify the family in writing, of its determination within 30 calendar days from the date of the most recent discussion or communication with the family. The notice will inform the family of the right to appeal SHA's decision through an informal hearing (if applicable) or the grievance process (see Chapter 14).

5. Limited English Proficiency Plan & Four Factor Analysis

LIMITED ENGLISH PROFICIENCY (LEP) PLAN Revised February 2008

I. PLAN STATEMENT

The Public Housing Agency of the City of Salem (SHA) has adopted this LEP plan to provide meaningful access to its programs and activities by persons with Limited English Proficiency (LEP). In accordance with federal guidelines SHA will make reasonable efforts to provide or arrange free language assistance for its LEP clients, including applicants, recipients and/or persons eligible for Public Housing, Housing Choice Vouchers and other SHA programs.

II. MEANINGFUL ACCESS; FOUR-FACTOR ANALYSIS

Meaningful access is free language assistance in accordance with federal guidelines. The SHA will periodically assess and update the following four-factor analysis, including but not limited to:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the SHA.
2. The frequency with which LEP persons using a particular language come into contact with the SHA.
3. The nature and importance of the SHA program, activity or service to the person's life.
4. The SHA's resources and the cost of providing meaningful access. Reasonable steps may cease to be reasonable where the costs imposed substantially exceed the benefits.

III. IDENTIFICATION OF LEP PERSONS

LEP persons will be identified and immediately assisted by the use of "language identification cards" for walk-in clients, by questions on the Waiting List Request (Pre-Application) for applicants applying in writing, and by "Tele-Language" or similar telephone interpreter service.

IV. NOTICE

Notice of LEP services will be provided to clients using the following methods:

1. The SHA telephone answering system includes an optional path for Spanish speaking clients.
2. The Waiting List Request (Pre-Application) asks all clients what their primary language is, and if they need interpreter services.
3. Other letters and meeting notices advise clients that clients needing interpreter services simply need to provide advance notice and interpreter service will be arranged.

V. LANGUAGE ASSISTANCE

1. A person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English may be a Limited English Proficient (LEP) person and may be entitled to language assistance with respect to SHA programs and activities. The SHA Waiting List Request asks whether applicants need language assistance. Clients will also be offered language assistance in subsequent contacts, notices and interviews as appropriate. SHA maintains a list of qualified interpreters and translators.

2. Language assistance includes interpretation, which means oral or spoken transfer of a message from one language into another language; and/or translation, which means the written transfer of a message from one language into another language. The SHA will determine when interpretation and/or translation are needed and are reasonable on an individual basis.
3. SHA staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English. If a client asks for language assistance and the SHA determines that the client is an LEP person and that language assistance is necessary to provide meaningful access, the SHA will make reasonable efforts to provide language assistance at no cost to the client. If reasonably possible the SHA will provide the language assistance in the LEP client's preferred language.

The SHA has the discretion to determine whether language assistance is needed, and if so, the type of language assistance necessary to provide meaningful access.

The SHA will periodically assess client needs for language assistance based on requests for interpreters and/or translation, as well as the literacy skills of clients.

4. Translation of Documents

- a. The SHA will weigh the costs and benefits of translating documents for LEP persons, considering the expense of translating the documents, the barriers to meaningful translation or interpretation of technical housing information, the likelihood of frequent changes in documents, the existence of multiple dialects within a single language group, the apparent literacy rate in an LEP group and other relevant factors. The SHA will undertake this examination when an eligible LEP group constitutes 5 percent of an eligible client group (for example, 5 percent of households living in the SHA's public housing) or 1,000 persons, whichever is less.
- b. The SHA has translated the Waiting List Request (pre-Application), long application and several other standard forms into Spanish. Selected notices, mailings and documents of vital importance are also translated into that language from time to time. As determined appropriate, some important notices to clients are also translated into Russian.
- c. It is hoped that HUD will translate other standard housing documents into Spanish and other languages in a timely fashion. HUD should provide this service to local housing authorities to minimize the duplication of effort by PHAs whose limited resources hinder their LEP efforts.
- d. The SHA will consider technological aids such as Internet-based translation services which may provide helpful, although perhaps not authoritative, translations of written materials.

5. Formal Interpreters

- a. When necessary to provide meaningful access for LEP clients, the SHA will provide qualified interpreters, including SHA bilingual staff and professional interpreters. At important stages that require one-on-one contact, written translation and verbal interpretation services will be provided consistent with the four-factor analysis used earlier. However, when an LEP person chooses not to utilize the free language assistance offered by SHA, but prefers to use an interpreter of his or her own choosing, an LEP person will be permitted to do so, at their own expense. SHA will use caution and assure that the translation is adequate and accurate.
- b. The SHA may require a formal interpreter to certify to the following:
 - i. The interpreter understood the matter communicated and rendered a competent interpretation.
 - ii. The interpreter understands that some personal client data is confidential and will not disclose non-public data without written authorization from the client.
- c. Formal interpreters shall be used at the following:

- i. Informal hearing for denial of admission to public housing;
 - ii. Informal conferences and informal hearing for termination of public housing;
 - iii. Informal hearings or conferences concerning denial or termination of Housing Choice Voucher participation.
- d. The SHA maintains a list of qualified, bilingual employees who have applied for, and tested for proficiency in languages used by clients. Those employees receive additional compensation for demonstrating non-English language proficiency and can provide limited assistance to SHA staff and LEP clients as part of their regular job duties.

6. Informal Interpreters

- a. Informal interpreters may include the family members, friends, legal guardians, service representatives or advocates of the LEP client. SHA staff will determine in each situation whether it is appropriate to rely on informal interpreters, depending upon the circumstances and subject matter of the communication. However in many circumstances, informal interpreters, especially children, are not competent to provide quality and accurate interpretations. There may be issues of confidentiality, competency or conflict of interest.
- b. An LEP person may use an informal interpreter of their own choosing and at their expense, either in place of or as a supplement to the free language assistance offered by the SHA. If possible, the SHA should accommodate an LEP client's request to use an informal interpreter in place of a formal interpreter.
- c. If an LEP client prefers an informal interpreter, after the SHA has offered free interpreter services, the informal interpreter may interpret. In these cases the client and interpreter should sign a waiver of free interpreter services.
- d. If an LEP client wants to use their own informal interpreter, the SHA reserves the right to also have a formal interpreter present.

V. MONITORING

1. The SHA will review and revise this LEP Plan from time to time. The review will include:
 - a. An assessment of the number or proportion of LEP persons from particular language groups currently served and/or potentially served in the community. The assessment may be derived from internal SHA data on existing clients and those on the waiting list, or from external data such as the US Census for the Salem/Keizer area.
 - b. A determination as to whether 5 percent or 1,000 persons from a SHA client group speak a specific language, which triggers consideration of document translation needs as described above.
 - c. Analysis of staff requests for contract interpreters: number of requests, languages requested, costs, etc.

VI. LEP PLAN DISTRIBUTION AND TRAINING

The LEP Plan will be:

1. Distributed to all SHA supervisors and front line staff who deal with clients.
2. Available in SHA Management Offices and the Rental Office/Section 8 Office.

3. Explained in orientation and training sessions for supervisors and other staff who need to communicate with LEP clients.

FOUR-FACTOR ANALYSIS Revised February 2008

Introduction

On January 22, 2007 HUD published the Final Guidance Regarding Title VI, Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons. This Notice required that recipients of HUD funds to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons, including conducting a four-factor analysis to ensure meaningful access by LEP persons to critical services while not imposing undue burdens on recipients.

The SHA will periodically assess and update the following four-factor analysis, including but not limited to:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the SHA.
2. The frequency with which with LEP persons using a particular language come into contact with the SHA.
3. The nature and importance of the SHA program, activity or service to the person's life.
4. The SHA's resources and the cost of providing meaningful access. Reasonable steps may cease to be reasonable where the costs imposed substantially exceed the benefits.

This agency-wide four-factor analysis addresses the normal day-to-day operations of the Housing Authority. The data presented in factors one and two apply generally to the agency. There may be specific, unique situations that will require their own assessment of steps three and four. These unique situations will generally be those contacts of lesser frequency, affecting fewer persons than those described in this general four-factor analysis. However, each individual will be provided language assistance as needed to obtain reasonable access to SHA's programs.

FACTOR 1

The number or proportion of LEP persons eligible to be served or likely to be encountered by the SHA.

The 2000 US Census indicates that 17.4% of Salem residents speak a language other than English at home. This is considerably higher than the state of Oregon as a whole with 12.1% of Oregonians speaking a foreign language at home.

Although SHA has four geographically distinct Public Housing waiting lists, the vast majority of applicants sign up for all four lists, indicating that they are interested in living in any part of the jurisdiction. The Voucher program has one community-wide waiting list. Therefore the entire community is the best population to evaluate the population to be served.

Of the 17% who speak a language other than English at home in Salem/Keizer, 6,613 households or 11% speak Spanish. The remaining 6% speak a variety of Asian, European, Pacific Island or other languages. No language other than Spanish is spoken by more than 5% of the community.

As the following chart demonstrates, of the 6,613 households in Salem/Keizer who speak primarily Spanish at home, 2111 or 3% are considered to be "linguistically isolated", meaning that all members of the family over 14 years of age have some difficulty with the English language. Less than 1% of the remaining Salem/Keizer population is considered linguistically isolated. So, statistically, approximately 2750 persons or 4-5% of the local population is unable to communicate comfortably in English. The vast majority of those being Spanish speakers.

2000 Census SF-3	Keizer city, Oregon	Salem city, Oregon	Total Salem & Keizer	%
Total:	12,110	50,585	62,695	100%
English	10,315	42,437	52,752	84.1%
Spanish:	1,230	5,383	6,613	10.5%
Linguistically isolated	289	1,822	2,111	3.4%
Not linguistically isolated	941	3,561	4,502	7.2%
Other Indo-European languages:	340	1,473	1,813	2.9%
Linguistically isolated	42	237	279	0.4%
Not linguistically isolated	298	1,236	1,534	2.4%
Asian and Pacific Island languages:	190	1,146	1,336	2.1%
Linguistically isolated	32	309	341	0.5%
Not linguistically isolated	158	837	995	1.6%
Other languages:	35	146	181	0.3%
Linguistically isolated	0	23	23	0.0%
Not linguistically isolated	35	123	158	0.3%

Factor 2.

The frequency with which with LEP persons using a particular language come into contact with the SHA.

Persons with limited English proficiency visit the SHA office on a daily basis---mostly those with Spanish as their native tongue. Usually those clients are served by bi-lingual employees who are able to serve them directly in Spanish, or many bring their own interpreters. If an individual comes into the lobby unable to communicate in English, we utilize the Tele-Language phone service to identify their language and quickly access an interpreter to obtain initial information. In the Voucher program, Spanish speaking clients are assigned to bilingual Spanish-speaking employees. Many SHA documents, such as the Application to be placed on the Waiting List, are translated into Spanish. This will be addressed more fully under Factors three and four, below.

But there are many times when employees who do not speak a second language must be able to work with LEP clients. In those instances, interpreters are routinely hired. SHA records show that SHA budgets approximately \$5000 per year for interpreter services. There were approximately 102 paid interpreter services for four different languages in 2007, broken down as follows:

Russian	54
American Sign Language	22
Spanish	20
Vietnamese	6

These numbers represent both oral and written translations.

More outside interpreter services are required in Russian than Spanish because we have only one Russian speaking employee, whereas many of the employees who work directly with clients speak Spanish. When hiring, a preference is

given for bi-lingual job applicants---particularly those who speak Spanish, Russian or Vietnamese. SHA has 11 employees who are bi-lingual in Spanish, and one who speaks fluent Russian. These employees routinely assist LEP clients in their native tongue. Several employees also speak enough Spanish to be able to at least communicate the basics with Spanish speaking clients.

Of current housing participants, 24 of 269, or 9% of Public Housing residents report that English is not their primary language. Seventeen (6%) of them speak Spanish. The seven others speak various other languages. In the Voucher program, although 481 out of 2988 families (16%) indicate that they are of Hispanic origin, only 69 families (2%) indicate that Spanish is their primary language spoken at home. Many hispanic families speak both Spanish and English or primarily English at home.

Factor 3.

The nature and importance of the SHA program, activity or service to the person’s life.

Not every aspect of every SHA program or activity can be addressed in this general LEP Four Factor analysis. But the routine major activities are identified and assessed below, including the nature and importance of each contact and potential consequences.

Nature of Service	Importance	Consequence
Application for Assistance	High	Failure to receive benefits
Briefing or Orientation session	High	“ “ “ “
Eligibility/Interim Interviews	High	“ “ “ “
PH Eviction Notice/Hearing	High	Loss of housing benefit
Informal Hearings	High	“ “ “ “
Annual Inspections	High	“ “ “ “
Marketing Brochures	Medium	Needed for equal opportunity
Family Self Sufficiency Program info.	Medium	Inability to participate fully
Work Order requests	Medium	Delays or deferred maintenance
SHARP/Milestones Newsletters	Low	Non-essential
Camp & Event Notices	Low	“ “

SHA makes every effort to provide written and/or oral information available in both English and Spanish for all essential services---particularly those documents of the highest importance---those that may affect their opportunity to receive or continue to receive housing assistance. Some important documents are also translated into Russian. Oral interpretation is provided as needed in a variety of other languages (see statistics above in Factor 2). Unfortunately all legal documents, such as leases must be in English only to be acceptable in court. SHA has chosen not to translate these documents into any other languages as they would not be legally binding. Interpreters are used to explain those documents to LEP persons. Any legal documents that are translated into other languages will be signed in English so as to be admissible in court.

Perhaps the most crucial and essential service that must be available in various languages is the reception desk, where applications are taken and all sorts of information is requested and exchanged. This is the first contact most clients have with the Housing Authority, and the primary point where the language needs are determined. Staff who work at the front desk are trained and ready to utilize the Tele-Language 1-800 phone interpreter service for clients in 38 languages. Once the language is determined an interpreter can answer questions on the spot, or a follow-up visit can be arranged to complete an application or provide other information.

Factor 4.

The SHA's resources and the cost of providing meaningful access. Reasonable steps may cease to be reasonable where the costs imposed substantially exceed the benefits.

Perhaps the most valuable resource we have to assist LEP persons are the 12 bi-lingual office employees who are able to serve the vast majority of clients in their native tongue (see attached list). In addition, several of the Maintenance workers also speak Spanish. In total 14 out of 51 or 16% of SHA employees are bi-lingual. In addition, half a dozen employees speak enough Spanish to communicate essential information to Spanish speakers.

The one Russian speaking employee is often called on to interpret throughout the agency, whether for the Voucher program, or to assist communicating with Public Housing residents to schedule Maintenance work.

Without these employees we would have to hire hundreds of hours of interpreter services each year, beyond what we already do. Even with these employees, an additional \$5000 per year is spent on interpreter services for situations where bi-lingual staff can't cover the need. Although the annual budget for interpreter services has grown over the years, and funding for HUD housing assistance programs has been reduced, it has not become a serious budgetary problem yet. SHA has been able to provide adequate interpreter services whenever needed. SHA makes every effort to obtain language services at affordable rates so as to be able to continue to serve all clients in need of such services. It would be cost-prohibitive to translate all written documents into every language of every client we serve, but we are able to provide oral interpreters who can explain English documents to LEP persons in any almost any language. Many essential documents, notices, brochures, etc have been translated into Spanish, and even Russian (see attached samples.)

Linda Gregg, the Office Manager, coordinates these interpreter services, and maintains a current list of available interpreters (attached). Although SHA offers to provide interpreter services whenever needed, many families prefer to provide their own interpreter at their own expense. This is usually allowed, unless SHA believes that the quality of their interpreter service is not adequate. The use of family children as interpreters is usually avoided except for brief, informal communications.

11. Fiscal Year Audit- There were no findings for 2011. See 2012 Supporting documents available at the SHA main office for the entire audit.

HOUSING AUTHORITY OF THE CITY OF SALEM
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED SEPTEMBER 30, 2011

SUMMARY OF AUDIT RESULTS

Financial Statements

Type of auditor's opinion issued:	Unqualified
Internal control reporting:	
• Material weaknesses (es) identified?	No
• Significant deficiency(ies) identified?	None reported
Noncompliance material to financial statements issued:	No

Federal Awards

Internal control over major programs:	
• Material weakness(es) identified?	No
• Significant deficiency(ies) identified?	No
Type of auditor's report issued on compliance for major programs:	Unqualified
Any audit findings disclosed that are required to be reported in accordance with section 310(a) of Circular A-133?	No

Identification of major programs:

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>
14.218	Community Development Block Grant
14.350	Public & Indian Housing
14.891	Housing Choice Voucher Program

Dollar threshold used to distinguish between type A and type B programs:	\$507,648
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Auditee qualified as low risk auditee?	Yes
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FINANCIAL STATEMENT FINDINGS

None.

FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None.

12. Asset Management-

The agency will actively manage the financial and physical condition of public housing units in a systematic approach through the use of annual Property Needs Assessments, monitoring monthly financial operating metrics and undertaking asset planning strategies for the long term capital improvement, disposition or other asset repositioning activities. Property management staff members are trained on the foundations of asset management and property-level financial indicators. The Housing Authority will review revenue, expense, and operating indicators on a monthly basis for a proactive approach to portfolio preservation.

See also the Public Housing ACOP in the 2012 Supporting documents – No change in 2012.

13. Violence Against Women Act (VAWA)-

SHA protects victims of domestic violence and dating violence. In 2012 all the VAWA language in both the Section 8 Admin Plan and the Public Housing ACOP was consolidated in to one chapter in each plan instead of being interspersed throughout the plans. The new language was added as Chapter 17 in the ACOP and Chapter 20 in the Admin Plan, and reads as follows:

Chapter 17

VIOLENCE AGAINST WOMEN ACT

INTRODUCTION

The Violence Against Women Act (VAWA) (42 U.S.C. 1437f and 42 U.S.C. 1437d) provides statutory protections for victims of domestic violence, dating violence, sexual assault, and stalking.

Such protections apply to families receiving rental assistance under HUD's public housing and tenant-based and project-based Section 8 Programs.

This Chapter contains four parts:

Part I: Prohibition against denial of assistance to victims of domestic violence, dating violence, and stalking [Pub. L. 109-162]

Part II: VAWA Protections

PART III: Documenting the occurrence of domestic violence, dating violence or stalking.

PART IV: Remedies available to victims of domestic violence, dating violence or stalking in HUD-assisted housing.

PART I. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING [Pub.L. 109-162]

17-1.A. OVERVIEW

The Violence against Women Reauthorization Act of 2005 (VAWA) prohibits denial of admission to an otherwise qualified applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking. Specifically, Section 607(2) of VAWA adds the following provision to Section 6 of the U.S. Housing Act of 1937, which lists contract provisions and requirements for the public housing program:

Every contract for contributions shall provide that the public housing agency shall not deny admission to the project to any applicant on the basis that the applicant is or has been a victim of domestic violence, dating

violence, or stalking if the applicant otherwise qualifies for assistance or admission, and that nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, or stalking.

17-I.B. Definitions as used in VAWA (24 CFR 5.2003):

- The term *bifurcate* means, with respect to a Public Housing lease, to divide a lease as a matter of law such that certain tenants can be evicted or removed while the remaining family members' lease and occupancy rights are allowed to remain intact.
- The term *domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- The term *dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship
 - The type of relationship
 - The frequency of interaction between the persons involved in the relationship
- The term *immediate family member* means, with respect to a person: (1) a spouse, parent, brother, or sister or child of that person to whom that person stands in loco parentis; or (2) any other person living in the household of that person and related to that person by blood or marriage.
- The term *stalking* means:
 - To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or
 - To place under surveillance with the intent to kill, injure, harass, or intimidate another person; and
 - In the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.
- The term VAWA mean: The Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162, approved August 28, 2006), as amended by the U.S. Housing Act of 1937 (42 U.S.C, 1437d and 42 U.S. 1437f).

Part II: VAWA Protections (24 CFR 5.2005)

17-II.A. VAWA Protections (24 CFR 5.2005)

Notice of VAWA Protections

- SHA must provide notice to public housing tenants of their rights under VAWA including their right to confidentiality and the exceptions; and
- The Public Housing Lease and/or lease addendum, as applicable, must include a description of specific protections afforded to the victims of domestic violence, dating violence or stalking.

Applicants

Admission to the program shall not be denied on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking if the applicant otherwise qualifies for assistance or admission.

SHA Policy

SHA acknowledges that a victim of domestic violence, dating violence, or stalking may have an unfavorable history that would warrant denial under SHA's policies. Therefore, if SHA makes a determination to deny admission to an applicant family on the basis of an unfavorable history, SHA will include in its notice of denial a statement of the protection against denial provided by VAWA and will offer the applicant the opportunity to provide documentation affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, or stalking.

Tenants

An incident or incidents of actual or threatened domestic violence, dating violence or stalking will not be construed as a serious or repeated lease violation by the victim or threatened victim of the domestic violence, dating violence, or stalking, or as good cause to terminate the tenancy of, occupancy rights of, or assistance to the victim.

Criminal Activity related to domestic violence, dating violence, or stalking. Criminal activity directly related to domestic violence, dating violence or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of tenancy of, occupancy rights of, or assistance to the victim, if the tenant or immediate family member of the tenant is the victim.

Limitations of VAWA Protections

Nothing in the VAWA regulations limits the authority of SHA to evict a tenant or terminate assistance for a lease violation unrelated to domestic violence, dating violence, or stalking, provided that SHA does not subject such a tenant to a more demanding standard than other tenants in making the determination whether to evict or to terminate assistance or occupancy rights.

Nothing in the VAWA regulations may be construed to limit the authority of SHA to evict or terminate assistance to any tenant or lawful occupancy if SHA can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to public housing if that tenant or lawful occupant is not terminated from assistance. IN this context, words, gestures, actions or other indicators will be considered an "actual imminent threat" if they meet the standards provided below.

Any eviction or termination of assistance will be utilized by SHA only when there are no other actions that could be taken to reduce or eliminate the threat, including, but not limited to, transferring the victim to a different unit, barring the perpetrator from the property, contacting law enforcement to increase police presence or develop other plans to keep the property safe, or seeing other legal remedies to prevent the perpetrator from acting on a threat. Restrictions predicated on public safety cannot be based on stereotypes, but must be tailored to particularized concerns about individual residents.

Actual and Imminent Threat

An actual and imminent threat consists of a physical danger that is real, would occur within an immediate time frame, and could result in death or serious bodily harm. IN determining whether an individual would pose an actual and imminent threat, the factors to be considered include:

The duration of the risk;

- The nature and severity of the potential harm;
- The likelihood that the potential harm will occur; and
- The length of time before the potential harm would occur.

PART III: Documenting the occurrence of domestic violence, dating violence or stalking (24 CFR 5.2007)

17.III.A. Documenting the occurrence of domestic violence, dating violence or stalking.

Request for documentation

When SHA is presented with a claim for continued or initial tenancy or assistance based on status as a victim of domestic violence, dating violence, stalking or criminal activity related to domestic violence, dating violence, or stalking SHA will request that the individual making the claim document the abuse.

The request for documentation will be in writing and the tenant or applicant will be required to submit documentation within 14 business days after the date the individual received the request for documentation. SHA, at its own discretion, on a case by case basis, may extend the time period for submitting the documentation.

Forms of documentation

The required documentation may:

- 1) Consist of a HUD-approved certification form indicating that the individual is a victim of domestic violence, dating violence or stalking and that the incident or incidents in question are bona fide incidents of such actual or threatened abuse. Such certification must include the name of the perpetrator, and may be based solely on the personal signed attestation of the victim; or
- 2) Consist of a Federal, State, tribal, territorial, or local police report or court record; or
- 3) Consist of documentation signed by an employee, agent, or volunteer of an employee, agent or volunteer of a victim service provider, an attorney, or medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence or stalking, or the effects of abuse, in which the professional attests under penalty of perjury under 28 U.S.C. 1746 to the professional's belief that the incident or incidents in question are bona fide incidents of abuse, and the victim of domestic violence, dating violence or stalking has signed or attested to the documentation; and
- 4) Shall be kept confidential by SHA. SHA shall not:
 - i) Enter the information contained in the documentation into any shared database;
 - ii) Allow SHA employees or those within their employ (e.g. contractors) to have access to such information unless explicitly authorized by SHA for reasons that specifically call for these employees or those within their employ to have access to this information; and
 - iii) Disclose this information to any other entity or individual, except to the extent that disclosure is:
 - A) Requested or consented to by the individual making the documentation in writing;
 - B) Required for use in an eviction proceeding, or
 - C) Otherwise required by applicable law.

Failure to Provide Documentation

In order to deny relief for protection under VAWA, SHA must provide the individual with a written request for documentation of the abuse. If the individual fails to provide the documentation within 14 business days from the date of receipt of SHA's written request, or such longer time as SHA at their discretion may allow, VAWA protections do not limit the authority of SHA to evict the tenant or a family member for violations of the lease that would otherwise constitute good cause to evict. The 14-business day window for submission of documentation does not begin until the individual receives the written request. SHA has discretionary authority to extend the statutory 14-day period.

Discretion to Provide Relief

At its discretion, SHA may provide benefits to an individual based solely on the individual's verbal statement or other corroborating evidence. SHA's compliance with this section, whether based solely on the individual's verbal statements or other corroborating evidence, shall not alone be sufficient to constitute evidence of an unreasonable act or omission by SHA or an employee of SHA.

Response to Conflicting Certification

In cases where SHA receives conflicting certification documents from two or more members of a household, each claiming to be a victim and naming one or more of the other petitioning household members as the perpetrator, SHA may determine which is the true victim by requiring third party documentation as described in this section and in accordance

with any HUD guidance as to how such determinations will be made. SHA shall honor any court orders addressing rights of access or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the household.

PART IV: Remedies available to victims of domestic violence, dating violence or stalking
in HUD–assisted housing (24 CFR 5.2009)

Lease Bifurcation

Notwithstanding any Federal, State, or local law to the contrary, SHA may bifurcate a lease, or remove a household member from a lease without regard to whether the household member is a signatory to the lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any tenant or lawful occupancy who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is a tenant or lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by Federal, State, or local law for termination of leases under the public housing program.

Court orders

Nothing in the final rule may be construed to limit the authority of SHA, when notified, to honor court orders addressing rights of access to or control of the property, including civil protection orders issued to protect the victim and to address the distribution of property among household members in a case where a family breaks up.

Effect on Other Laws

Nothing in the final rule shall be construed to supercede any provision of any Federal, State or local law that provides greater protection than the final rule for victims of domestic violence, dating violence or stalking.

Attachment 6.0 (b) Where PHA Plan Elements can be reviewed:

PHA Plans and the primary supporting documents, the Section 8 Administrative Plan and Public Housing Admissions and Continued Occupancy Policy (ACOP) are available to the public online at:

<http://www.cityofsalem.net/Residents/HousingAuthority/Documents/07-11-11%20PHA%20Plan%20Final.pdf> and
<http://www.cityofsalem.net/Residents/HousingAuthority/Documents/ACOP%209-12-11%20Combined%20FINAL.pdf>.

The printed plans and all supporting documents are also available at the main office, 360 Church St SE.

Attachment 7.0- Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

(a) Hope VI or Mixed Finance Modernization-- None

(b) Demolition/Disposition-

In 2008 SHA demolished Orchard Village, a 30-unit Public Housing project at 3112-3120 Broadway Ave. NE. The site is being held for future development by SHA or a third party. The Housing Authority plans to redevelop the site with new affordable housing units, perhaps mixed with other uses.

As part of the Public Housing asset management process, SHA routinely evaluates opportunities to improve the feasibility of program operations. This analysis includes strategic capital improvements and disposition of Public Housing properties. SHA will consider Public Housing property demolition/disposition in light of financial performance and SHA's strategic goals.

In 2010 the City of Salem initiated an eminent domain action to widen Hawthorne Avenue in NE Salem. A Demolition/Disposition action was approved by HUD in 2011 and a ten foot wide strip of land fronting Northgate Village was transferred to the City of Salem. The street construction, including a new fence, will occur during 2012 and 2013.

In 2011, SHA determined that disposition of 47 public housing scattered site units would enable the best fulfillment of its mission and the best service to its clients. SHA considered the following factors: financial performance, operational efficiency, property management feasibility, location of units, and overall physical condition. The attached proposed Disposition Timeline assumes a phased sales approach. This timeline represents the first phase expected to include up to 15 units. The timing of subsequent sale phases will be determined by SHA Commission direction, HUD concurrence and market conditions. The following 47 housing units were chosen for the proposed disposition.

1293-1295 15 th St SE	
546-548 16th St SE	1179 Nebraska Ave NE
2460 Adams St SE	1181 Nebraska Ave NE
5330 Alpha St SE	5306 Nestucca Ct S
4042 Arleta Ave NE	4857 Pennsylvania SE
4044 Arleta Ave NE	4859 Pennsylvania SE
209 Browning Ave St SE	4861 Pennsylvania SE
4184 Campbell St SE	5325 Pike Ct S
4214 Campbell St SE	5346 Pike Ct S
4323 Campbell St SE	5357 Regan Ct SE
4817 Capistrano Ct NE	5359 Regan Ct SE
2415 Church St NE	5363 Regan Ct SE
1015 Clearview Ave NE	5365 Regan Ct SE
1025 Clearview Ave NE	1453 Salishan St SE
4145 Coolidge Dr SE	1455 Salishan St SE
4210 Coolidge Dr SE	1457 Salishan St SE
1430 Cunningham Ln S	1459 Salishan St SE
5206 Edgecrest Ct SE	1461 Salishan St SE
4668 Indiana Ave NE	1463 Salishan St SE
1824 Lansing Ave NE	5132-5142 Sunnyside Rd SE
1828 Lansing Ave NE	
1644 Liberty St NE	
2159 Maple St NE	
985 McGilchrist St SE	5589 Waln Creek Ct S

SHA will confer extensively with residents affected by the proposed disposition before, during, and after the disposition application process. The proposed disposition time line is as follows:

Proposed Disposition Timeline: Phase 1															
Task	2012												2013		
	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
SHA Commission Work Session	█														
Initial Notice to Residents		█													
SHA Commission Authorization					█										
RAB Meeting			█												
Annual Plan Amendment Hearing				█											
Annual Plan Amendment					█										
General Information Notice to Tenants					█										
Environmental Review					█										
RFP for Appraiser and Realtor					█										
Local Government Consultation	█			█	█	█									
Disposition Application to HUD						█									
HUD 90-day Review Period							█	█	█						
Housing Relocation Counseling							█	█	█	█	█	█	█	█	█
Replacement Voucher Application									█	█	█				
Tenant Relocation										█	█	█	█	█	█
Vacant Unit Rehabilitation											█	█	█	█	█
Vacant Unit Sales												█	█	█	█

(c) Voluntary Conversion of Public Housing

SHA is not required to convert any Public Housing units to Section 8. However, SHA may consider doing conversion assessments and cost analyses in 2012-13 to determine if voluntary conversion would be advantageous for some PH units.

(d) Homeownership

In 2009 HUD changed the funding mechanism for Housing Choice Voucher Family Self-Sufficiency from a grant program to a formula. As part of that change, HUD eliminated funding for Homeownership Coordinators. Consequently SHA eliminated its Homeownership Coordinator position, and no longer provides Homeownership Vouchers, effective February 1, 2010. However, SHA will continue to monitor and administer the program for those families who are current homeownership voucher participants as per HUD regulations.

Both Public Housing and HCV FSS Programs will continue to assist FSS participants to work towards and achieve homeownership as an optional self-sufficiency goal.

(e) Project Based Vouchers

HUD regulations (24 CFR 983.6) allow up to twenty percent of a PHA’s voucher budget authority to be used for project based vouchers. SHA’s Administrative Plan states that “SHA may authorize up to a total of 200 vouchers being used in no more than 3 properties”. SHA may at some time in the future implement project based vouchers consistent with SHA’s goals to deconcentrate poverty and expand housing opportunities.

Attachment 8.0 Capital Improvements

See Capital Fund Annual Statements, Performance and Evaluation Reports and Five-Year Action Plans below.

Attachment 9.0 Housing Needs of Families Residing in the Jurisdiction

During 2011 and 2012 SHA conducted the following Analysis of Impediments to Fair Housing Choice.

HOUSING AUTHORITY OF THE CITY OF SALEM ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

FAIR HOUSING LAWS REGARDING FAIR HOUSING CHOICE

Title VIII of the Civil Rights Act, also known as the Fair Housing Act, outlaws discrimination in the sale, rental, and financing of housing based on the following protected classes: Race or Color, Religion or Creed, National Origin, Sex, Disability and Familial Status.

Salem's Revised Code Chapter 97 (Human Rights) in addition to the above stated protected classes ensures that marital status, domestic partnership, sexual orientation, gender identity and source of income are protected against housing discrimination.

Section 504 of the Rehabilitation Act of 1973 required enhanced physical and program accessibility for persons with disabilities in federally funded programs and facilities.

Americans With Disabilities Act of 2008 Added protections and clarified rights for persons with disabilities, affecting a broad range of public and private facilities and services.

BACKGROUND

Impediments to Fair housing Choice are defined as any actions, omissions, or decisions taken because of race, color, religion, sex, disability, familial status, or national origin that have an effect of restricting housing choice or the availability of housing choice. The Analysis reviews the entity's laws, regulations, administrative procedures, and practices. It assesses how laws affect the location, availability, and accessibility of housing while considering conditions, both public and private, affecting fair housing choice for all protected classes within the jurisdiction.

This Salem Housing Authority (SHA) Analysis of Impediments runs parallel with, and supports the City's analysis. In addition to this Analysis of Impediments, the housing Authority conducts an annual review of SHA applicants and program participants to assess trends and current needs of low income families in the community (See Attachment 9 Housing Needs). In 2011 SHA's Family Self Sufficiency Program Coordinating Committee also conducted a Gap Analysis of needs of Public Housing residents and Housing Choice Voucher participants (included below).

CONDUCT OF THE ANALYSIS

This SHA Analysis of Impediments to Fair Housing builds on the City of Salem Impediments Analysis completed in 2007. It supports the strategies, and goals contained in the Salem/Keizer 2009-2013 Housing and Community Development Consolidated Plan which covers the same geographic area and demographic profile as those served by SHA. SHA is an active partner with the City in drafting the City's Consolidated Plan. And several housing needs identified in the City plan are addressed by SHA programs and activities.

In addition to the many resources utilized in the City research, the SHA analysis of impediments utilized and is consistent with the following documents and resources:

- SHA Waiting list
- 2009-2013 Salem-Keizer Consolidated Plan
- 2000 and 2010 US Census data
- Salem Area Emergency Housing Network (EHN)
- "Gap Analysis" conducted by the FSS Program Coordinating Committee in 2011 (included below)

BACKGROUND DEMOGRAPHIC DATA

Salem-Area Demographic data from the 2007 Salem/Keizer Analysis of Impediments.

Race	Salem	Keizer	Oregon
White	80.2%	87.0%	86.8%
Black	1.0%	0.8%	1.7%
Am. Indian Alaskan	1.6%	2.4%	1.3%
Asian	3.4%	1.2%	3.5%
Pacific Islander	0.1%	0.1%	0.2%
Other Races	11.1%	4.0%	3.5%
Two or more races	2.6%	4.5%	3.0%
Total	100.0%	100.0%	100.0%
Hispanic/Latino	21.6%	15.6%	9.9%

Source: US Census

2007 Income	Number	%
Less than \$10,000	4,665	7.1%
\$10,000 - 14,999	4,232	6.4%
\$15,000 - 24,999	8,953	13.6%
\$25,000 - 34,999	9,330	14.2%
\$35,000 - 49,999	10,894	16.5%
\$50,000 - 74,999	13,860	21.0%
\$75,000 - 99,999	7,741	11.7%
\$100,000 - 149,999	6,245	9.5%
Over \$150,000	2,588	3.9%
TOTALS	65,920	100.0%

Source: US Census

2011 Demographics of SHA Applicants and Program Participants:

Jan 2011	Applicants		PH Tenants		HCV Tenants	
Income Range						
0	1242	25.5%	0	0.0%	31	1.0%
1-5,000	309	6.3%	9	3.1%	136	4.5%
5001-10000	1663	34.1%	87	29.7%	1390	46.3%
10001-15000	835	17.1%	48	16.4%	741	24.7%
15001-20000	434	8.9%	44	15.0%	344	11.5%
20001-25000	218	4.5%	31	10.6%	207	6.9%
25001-30000	107	2.2%	27	9.2%	71	2.4%
30001-35000	46	0.9%	15	5.1%	45	1.5%
35000+	26	0.5%	32	10.9%	36	1.2%
TOTALS	4880	100.0%	293	100.0%	3001	100.0%
Family Type						
Elderly	376	7.7%	65	22.2%	521	17.4%
Disabled	1048	21.5%	13	4.4%	1053	35.1%

Families	3456	70.8%	215	73.4%	1427	47.6%
TOTALS	4880	100.0%	293	100.0%	3001	100.0%
Race/Ethnicity						
White	3177	65.1%	193	65.9%	2254	75.1%
Black	234	4.8%	5	1.7%	125	4.2%
American Indian	152	3.1%	8	2.7%	76	2.5%
Asian	64	1.3%	2	0.7%	40	1.3%
Hispanic	1088	22.3%	70	23.9%	450	15.0%
Hawaiian/Pac Islander	165	3.4%	15	5.1%	56	1.9%
TOTALS	4880	100.0%	293	100.0%	3001	100.0%
Family Size						
one - two	2602	53.3%	80	27.3%	1808	60.2%
three - four	1647	33.8%	106	36.2%	824	27.5%
five - six	523	10.7%	84	28.7%	305	10.2%
seven - nine	101	2.1%	22	7.5%	54	1.8%
ten +	7	0.1%	1	0.3%	10	0.3%
TOTALS	4880	100.0%	293	100.0%	3001	100.0%

Demographic Analysis

Incomes- The SHA data on income comparisons are somewhat misleading since applicants often do not report their income- so there are many on the applicant list (25.5%) who show zero income- although many actually do have some income that they have not yet reported. Nevertheless, it is clear from SHA data that over 90% of applicants for housing assistance make less than \$20,000 per year. The economic downturn in 2008 has exacerbated that problem, as evidenced by Salem's unemployment rate of over 10% over the past two years. Income, or inability to afford adequate housing is the greatest challenge facing applicants for housing assistance, as evidenced by the 4880 families of all types on SHA waiting lists. That represents nearly 10% of Salem's 51,000 households.

Family Type- The public housing numbers show a large percentage of elderly clients (22%) because 20% of our public housing units are designated as units for seniors. The 4.4% disabled number for public housing is understated, since many of the elderly clients and families include disabled members, but in terms of classification, they are recorded as families or elderly, not disabled. More than one third of our voucher participants (35%) are disabled- many of whom prefer the voucher program over the public housing program because they are able to remain in place when they receive a voucher if they are already living in facilities that meet their mobility needs.

Race/Ethnicity- The numbers of minorities in the public housing and voucher programs approximate the numbers on the waiting list, which would indicate that SHA is effectively reaching out to and serving these populations.. A large percentage of the population in Salem is Hispanic, and speaks Spanish as their primary language- although a large percentage of them also speak English as a second language. SHA provides essential written documents in Spanish and oral language services in many languages upon request. Since the numbers of some minorities are so small, a change of just a few families makes a big difference in the statistics.

Family Size- Again, the numbers in the public housing and voucher programs roughly reflect the numbers on the waiting list, with the exception of the small families in public housing. Fifty three percent of the waiting list is small families (1-2 members), whereas only twenty-seven percent of Public Housing families are small. That is because SHA has very few one and two bedroom Public Housing units (primarily just the 62 one-bedroom units for seniors at Robert Lindsey Tower), so we are unable to serve many small families in public housing. There are only a few scattered site two-bedroom units for families. Subsequently, small families are currently served primarily with Housing Choice Vouchers and with tax credit affordable apartments owned by SHA. Any future development of Public Housing units will consider the inclusion of two-bedroom units for small families.

SUMMARY OF IMPEDIMENTS TO FAIR HOUSING CHOICE

Impediments to fair housing are affected by many factors in Salem and Keizer, including demographics, availability of services, public policies, public and individual perceptions, economic and social or societal factors. Fair housing programs and practices especially in recent years have gone a long way to addressing many actual and potential impediments in the area. A summary of identified Impediments and recommendations are discussed below. The following three impediments were identified in the 2007 City of Salem Analysis of Impediments. These same impediments affect particularly SHA's Housing Choice Voucher holders who compete with the general public to find adequate housing:

Impediment 1- Language and Cultural Differences

“As Salem and Keizer minority Hispanic/Latino population continues to grow, increasing cultural differences and language barriers become an impediment to fair housing. Complaint diversity categories filed with HUD and the City of Salem Human Rights and Relation Commission indicate that even though language is not a protected class, it aligns with national origin, ethnicity, and sometimes race. When adequate communication is absent, issues of discrimination can easily arise either intentionally or unintentionally.” As outlined below, SHA makes every effort to accommodate the language and cultural needs of our applicants and program participants as in accordance with SHA's and the City of Salem's Title VI and Limited English Proficiency (LEP) policies.

Impediment 2- Housing Industry Practices

Housing Industry practices can make rental housing resources inaccessible to low-moderate income families, minority families, or families with individuals with disabilities. Landlords are sometimes hesitant to rent to Housing Choice Voucher holders due to pervasive stereotypes. Other types of discrimination are also sometimes encountered as evidenced by complaints received by the Housing Authority and the City of Salem Human Rights Commission.

Impediment 3- Limited Awareness of Fair Housing Resources/Rights

As mentioned in the City's 2003 Impediments Analysis, “. . . education is very important to increasing awareness of agencies and private individuals who provide housing in the community. Housing consumers, especially those classified as protected classes in the community need sensitization on their fair housing rights, complaint processes, and the availability of affordable housing assistance programs. Lack of knowledge of the complaint process is potentially an impediment to fair housing because it intensifies discriminatory practices by failing to identify and eliminate them”. SHA provides fair housing information to new applicants in briefing sessions, and makes efforts to train local housing providers through various methods such as formal training and informational flyers, or individual response to questions.

Other Potential Impediments to Fair Housing Choice in SHA Programs

1. Affordability-

Even before the 2009 recession, SHA experienced long waiting lists for its programs and inadequate resources to serve the low-income housing needs in area. In 2011 the wait time for a Housing Choice Voucher was over 3 years. As both the local and global economies remain stagnant, there is little hope of a decline in the numbers needing assistance. In addition, public service providers at all levels have to reduce services and cut programs due to dwindling revenues. The gap between the needs of low-income families and the resources available to help them is growing ever larger.

Over 90% of applicants for housing assistance make less than \$20,000 per year. According to the Consolidate Plan, “More than 50 percent of the 33,890 families in Salem had family incomes less than the area median family income. A total of 1,674 families had incomes less than \$10,000.” Insufficient income is clearly the most significant impediment to finding adequate housing in Salem for all households- families, disabled or elderly.

2. Supply-

Housing Choice Vouchers- Oregon has the third-lowest rental vacancy rate in the nation at 6.5% compared to the national rate of 9.2 % . . . A Powell survey for Salem-Keizer found a vacancy rate of 5.88 percent in the first quarter of 2011. . . There hasn't been any new construction (of new rentals),” said Shirley Layne, a certified general appraiser with Powell

Valuation. “Our supply is low and our demand is high.” Nevertheless, Layne said that “Mid-Valley builders typically wait until the apartment vacancy rate gets below 5 percent before building.” Therefore housing supply is a significant impediment to finding adequate housing. Of course when the housing market is tight, it is even tighter for those families with limited affordability, and those with accessibility needs who need particular features.

Also see “Size of Units” below regarding SHA’s supply of Public Housing.

3. Quality-

With the limited amount of construction since the 2008 economic downturn, housing quality is deteriorating- both because of the lack of new units, and because the depressed economy discourages investing in reduced potential rental returns anticipated in a sluggish economy. With more and more families on reduced incomes, unemployed or underemployed, the demand for less expensive rentals increases, adding to the disincentive to invest in higher quality housing.

4. Accessibility-

Accessibility of housing and services to persons with disabilities is a significant impediment in Salem. Twenty-five percent of the discrimination complaints the City of Salem received over a recent ten year period were related to disability issues. SHA makes every effort to help people overcome these barriers. Five percent of SHA’s Public Housing units are accessible to persons with mobility impairments. Many other units are accessible to persons with hearing or vision impairments. Public Housing mobility accessible units are as follows:

Bdrms	Address	Box #	Disabled	Elderly
4	1312 Orchard Hts Rd NW		Y	N
4	2977 Hawthorne Ave NE,		Y	N
4	3515 Hawthorne Ave NE,		Y	N
1	370 Church St SE, 11A	11A	Y	Y
1	370 Church St SE, 2E	2E	Y	Y
1	370 Church St SE, 5F	5F	Y	Y
1	370 Church St SE, 5B	5B	Y	Y
1	370 Church St SE, 2C	2C	Y	Y
1	370 Church St SE, 2D	2D	Y	Y
4	5306 Nestucca Ct S,		Y	N
2	4394 Campbell St SE,		Y	N
2	4398 Campbell St SE,		Y	N
4	4668 Indiana Ave NE,		Y	N
3	4823 Carriage Ct NE,		Y	N
3	786 Royalty Dr NE,		Y	N
5	2562 Lee St SE, ,		Y	N

Additionally, SHA operates several other properties and programs that serve people with disabilities. Englewood East Apartments has eight units with accessibility features for single individuals or small families. And many of SHA’s Public Housing and affordable housing units for seniors are accessible. Thirty-five percent of Housing Choice vouchers are issued to people with disabilities. SHA also has a list of accessible units in the community that accept Housing Choice Vouchers.

5. Size of Units-

Public Housing- SHA has public housing units ranging in size from one to five bedrooms, providing service to individuals and families of all sizes. Anecdotally, SHA often has difficulty filling five-bedroom units with families that need that many bedrooms, so they are sometimes under-filled with smaller families. On the other hand, SHA has very few two-bedroom units, so the two-bedroom waiting list is relatively long. Any future expansion of public housing units in Salem will address this shortage of two-bedroom units.

However, SHA is able to serve two-bedroom families through the Housing Choice Voucher program---currently serving 779 two-bedroom families, 37% of current voucher holders. Voucher families of all sizes are able to find adequate affordable units of all bedroom sizes. Neither large nor small families are currently experiencing difficulties in finding adequate units in the Voucher program.

6. Location

As is true in any city, Salem and Keizer have areas of more and less poverty. SHA has located its Public Housing properties scattered throughout the jurisdiction so as to reduce concentrations of poverty. SHA also encourages voucher holders to choose units in areas of low poverty. In 2011 42% of voucher holders lived within low poverty census tracts.

GAP ANALYSIS

In 2011 the Family Self Sufficiency Program Coordinating Committee conducted a Gap Analysis which documented current needs in the community and identified potential resources to narrow those gaps. The analysis is summarized below:

SHA FAMILY SELF SUFFICIENCY GAP ANALYSIS				
GAP ANALYSIS				DATE: APRIL 2011
CURRENT STATE	GOAL (FUTURE STATE)	DEFICITS (GAPS)	ACTION PLAN	POTENTIAL PARTICIPANTS
Working FSS families can not afford child care. Child care assistance has been cut by DHS	Child care assistance is available for low income working families- possibly on a sliding scale	DHS has cut Child Care assistance to most working families	Form Partnerships with child care providers, govt. and/or private funding	OR State DHS Child care providers Private foundations MOUS with Private Providers
Adults are lacking medical coverage which creates large medical expenses that can not be paid	All Adult FSS Participants are covered with medical insurance	OHP is lottery draw Limited Funding Dwindling resources Limited OHP coverage	Form Partnerships with medical resources and providers	FHIAP MEDIST Needymeds.org \$4 Prescription Lists
Those with mental health needs are referred to outside agencies, often to be placed on a waiting list for months before they receive help.	Provide immediate counseling services for participants who are experiencing mental health issues	Long WL Not enough providers Client has no insurance coverage	Find more mental health providers willing to work on a sliding scale for those lacking insurance coverage	Marion Co Mental Health Polk Co Mental Health Private Providers
Clients with criminal backgrounds are unable to find employment	Some employers are willing to hire FSS clients with criminal backgrounds	Background checks from employers are hindering felons to work	Partner with public & private agencies who are willing to work with participants with criminal backgrounds.	DHS- "2nd Chance Employers Marion Co Re-entry Program MP Foodshare Kitchen Job Growers, SOAR
Clients lacking transportation can not find work to move off of government assistance.	Assist families with transportation needs to work swing shift/weekend positions.	Cherriots only runs on weekends and stops running at 11 which is when most swing shift positions end. Hindering their ability to be flexible for an employer.	Partner with Cherriots and private used car lots willing to work with our participants who are newly working.	Cherriots Used Car Lots Reliable Credit FamilyMend Innovative Changes
Adult participants are lacking soft skills ie: Attitude, Responsibility, Conflict Resolution, Job Skills	Provide a "highly suggested" class structured specifically for adult participants to learn/refresh on the noted skills.	There is no interest from participants in attending the classes.	Lifeskills & Worksource classes should be discussed upon enrollment and placed in their ITSP	WorkSource Classes (interview, job application) Lifeskills (SHA)

**9.1 Strategy for Addressing Housing Needs of Families in the Jurisdiction and on the Waiting Lists
(Policies implemented and Actions taken to affirmatively further fair housing choice or to overcome the
Impediments to Fair Housing Choice identified above.)**

The Housing Authority of the City of Salem (SHA) is committed to providing and promoting fair housing choice.

SHA's Public Housing ACOP states: "*SHA will conduct affirmative action marketing as needed so AMP based waiting lists include a mix of applicant races, ethnic backgrounds, ages and disabilities proportionate to the mix of characteristics of the eligible population served by SHA.*

The marketing plan will take into consideration the number and distribution of vacant units, units that can be expected to become vacant because of move-outs, and characteristics of families on the waiting lists.

SHA will view these factors regularly to determine the need for and scope of marketing efforts.

Marketing efforts will include outreach to those least likely to apply.

SHA will print and distribute various brochures, as well as meet with community partners and neighborhood groups to provide information regarding the Public Housing Program. SHA will also publish information regarding the Public Housing Program on its website, and when applicable, will place "now leasing" signage at the properties.

The primary need experienced by families in the jurisdiction is not related to race, ethnicity, disability or family size or composition. Across the board, families simply need more affordable housing. Therefore SHA will continue to make efforts to increase the number of affordable units in the community and seek additional tenant based assistance to serve both special needs and other low income families. Specific efforts or activities to promote affordable housing for all will include:

Marketing outreach methods and direct client approaches to promote fair housing include:

- Marketing the program to all eligible persons.
- Comply with Fair Housing Act requirements on wording, logo, size of type, etc.;
- Accurately describe the housing units, application process, waiting list and preference structure;
- Use clear and easy to understand terms in all marketing media and use non-English-language print media when needed.
- Contact agencies that serve potentially qualified applicants least likely to apply (i.e. disabled) to ensure that accessible/adaptable units are offered to applicants who need those features;
- Make clear who is eligible: low income individuals and families; working and non-working people; and people with both physical and mental disabilities; and
- Be clear about SHA's responsibility to provide reasonable accommodation to people with disabilities."
- At least monthly communication with other Salem-area social service providers via the Emergency Housing Network, West Salem SIT, Hispanic Human Council, Mid-Valley Collaborative, and others.
- Various program brochures and applications are made available in English, Spanish, and sometimes even Russian.
- Use of Tele-language instant multi-language interpreter service (which also serves hearing impaired clients).
- Multi-lingual staff and interpreters provided upon request at no charge to clients.
- SHA website providing easy access to SHA programs and resources
- Outreach to apartment owners- both current and potential Housing Choice Voucher partners, including those with units in low poverty areas. This outreach includes periodic fair housing information.
- Locating SHA properties throughout the community- including areas with low concentrations of poverty.

- Posting of fair housing posters and information in SHA offices and lobbies.
- Multiple offices providing convenient geographic access to the various SHA programs.
- Offices accessible to persons with limited mobility or hearing or vision impairments.
- Providing referrals to other housing and social services and other resources.
- Informing clients how to file a fair housing complaint, and accepting and responding to fair housing complaints.
- Information provided to all clients regarding how to request reasonable accommodations.
- Referrals to the Oregon Fair Housing Council, HUD-FHEO, Legal Aid or other fair housing legal resources.

Other Fair Housing Activities and Efforts to Enhance Access to SHA Programs:

- Conduct Bi-annual Fair Housing training for all SHA staff provided by the Fair Housing Council of Oregon.
- Send Fair housing information periodically to participating Section 8 landlords.
- Participate on the City of Salem Title VI Committee, including periodic staff presentations and an annual Title VI report tracking and reporting fair housing demographics and activities.
- Participate with City of Salem and the Urban Development Department Diversity Committee.
- At least quarterly diversity topics at all-staff meetings or other all-staff diversity activities such as presentations regarding diversity topics or multi-cultural potlucks.
- Incentive pay for bi-lingual staff. Seven SHA staff are bi-lingual.
- Reasonable accommodations and modifications are frequently made to make SHA programs and facilities more accessible to disabled clients.
- Modernization projects have been carried out to remove barriers and enhance physical accessibility of SHA apartments and facilities.
- SHA and the City of Salem have an Equal Employment Opportunities Plan that describes efforts made to assure equal opportunities in employment.
- Maintain or increase Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction; and:
- Undertake affirmative measures to ensure equal access to affordable housing among all eligible families, regardless of any special needs.
- Protect victims of domestic or dating violence or sexual assault through the implementation of policies addressing their special needs.
- Provide special vouchers for homeless and disabled people.
- Maintain or increase Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration.
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies.
- Work with available funds to provide assistance with security deposits.
- Work with available funds to provide targeted rental assistance to homeless veterans.
- Increase the number of affordable housing units by applying for additional Section 8 units should they become available.
- Continue to pursue housing resources other than public housing or Section 8 tenant-based assistance.

Attachment 10.0 (a) Progress in Meeting Mission and Goals

Note: The following goals were established in the 2009 Five-Year Plan. Progress in meeting these goals is evaluated each year, as noted below. The goals will be updated in the next Five-Year Plan in 2014.

PHA Goal: Expand the supply of assisted housing

- In 2010 SHA applied for and received 25 Veterans Affairs Supported Housing (VASH) vouchers.
- In 2011 SHA received 100 Family Unification Program (FUP) vouchers and 15 Project-based VASH vouchers.
- Application may be made for additional vouchers when they are made available by HUD, if the vouchers would help to meet the unmet housing need in Salem.

PHA Goal: Improve the quality of assisted housing

- SHA maintains “High Performer” status in both the Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- Each year SHA utilizes Capital Fund Program (CFP) funds to modernize Public Housing units to maintain the long term viability of those units.
- 5% of SHA’s Public Housing stock has been made handicap accessible.

PHA Goal: Increase assisted housing choices

- SHA has implemented Asset Management Plan (AMP)-based waiting lists for Public Housing.
- SHA added 25 veteran’s VASH vouchers in 2010, and 15 Project-based VASH vouchers in 2011.
- SHA operates other affordable housing in addition to the PH and HCV programs.

PHA Goal: Provide an improved living environment

- 5% of PH units are accessible.
- SHA has been successful in maintaining a deconcentration of poverty and income mixing at PH sites.
- Robert Lindsey Tower (RLT) maintains an elderly-only designation.
- All SHA-owned and managed properties have been designated as non-smoking buildings.
- SHA works closely with residents to improve the sense of community at multi-family sites.

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

- Grant-funded Family Self Sufficiency (FSS) Coordinators are successfully helping both Voucher and Public Housing families to achieve self sufficiency.
- SHA also administers Valley Individual Development Accounts (VIDAs) to help Public Housing and Voucher clients build savings and assets.

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

- SHA offers equal housing and services without regard to disability, race, color, religion, sex, marital status, familial status or national origin, sexual orientation, gender identity, source of income, and/or domestic partnership.
- 5% of Public Housing is accessible to persons with disabilities.

PHA Goal: Preservation of affordable housing:

- SHA will investigate options for the replacement of the 30 Public Housing units that were demolished at Orchard Village in 2008.

Attachment 10 (b) Significant Amendment and Substantial Deviation/Modification

Substantial Deviation from the 5-Year Plan (Mission, Goals and Objectives)

- *Changes to the organization of the waiting list.*
- *Changes to policy on Voluntary Conversion of Public Housing.*

Significant Amendment or Modification to the Annual Plan (Policies)

- *Any change in the Plan with regard to demolition or disposition, elderly or disabled designation, homeownership programs or conversion activities.*
- *Addition of non-emergency items not included in the Annual Statement or CFP 5-Year Action Plan.*

Attachment 11. Required Documents

- (a) HUD 50077 Certifications of Compliance with PHA Plans and Related Regulations Attached
- (b) HUD 50070 Certification for a Drug-Free Workplace Attached
- (c) HUD 50071 Certification of Payments to Influence Federal Transactions Attached
- (d) SF-LLL Disclosure of Lobbying Activities (PHAs receiving CFP Grants) Attached
- (e) SF-LLL-A Disclosure of Lobbying Activities Continuation Sheet N/A
- (f) Resident Advisory Board (RAB) Comments:

Robert Barko was not able to attend the meeting, but called to submit his comments. He was glad to see the additional fair housing language, and was impressed with the depth and detail of all the fair housing policies.

Phyllis Johnson and Judy Bachman attended (as did most of the Housing Advisory Committee), but had little to say during the meeting. Judy asked whether people with mental disabilities are integrated in with other people or have their own facilities. She was told that they are integrated in with others.

- (g) Challenged Elements- Include any element(s) of the PHA Plan that is challenged. No elements were challenged.
- (h) Form HUD-50075.1, CFP Annual Statement/Performance and Evaluation Report Attached
- (i) Form HUD-50075.2, CFP Five-Year Action Plan Attached

Part I: Summary

PHA Name: Housing Authority of the City of Salem	Grant Type and Number Capital Fund Program Grant No: OR16P01150110 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2010 FFY of Grant Approval: 2011
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Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3-31-12	Reserve for Disasters/Emergencies	Revised Annual Statement (revision no:)	Final Performance and Evaluation Report	Total Estimated Cost		Total Actual Cost	
				Original	Revised	Obligated	Expended
1	Total Non-CFP Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	1406 Operations (may not exceed 20% of line 20)	\$153,555.40	\$153,555.40	\$153,555.40	\$153,555.40	\$153,555.40	\$153,555.40
3	1408 Management Improvements	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
4	1410 Administration (may not exceed 10% of line 20)	\$76,777.70	\$76,777.70	\$76,777.70	\$76,777.70	\$76,777.70	\$76,777.70
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$46,310.50	\$40,262.34	\$28,894.99	\$28,894.99	\$28,894.99	\$28,894.99
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$408,364.18	\$494,181.56	\$354,181.56	\$341,738.55	\$341,738.55	\$341,738.55
11	1465.1 Dwelling Equipment - Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	1499 Development Activities ¹	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18a	1501 Collateralization of Debt Service paid by the PHA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	1502 Contingency (may not exceed 8% of line 20)	\$49,769.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	Amount of Annual Grant: (sum of lines 2-19)	\$767,777.00	\$767,777.00	\$616,409.65	\$603,966.64	\$603,966.64	\$603,966.64
21	Amount of line 20 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22	Amount of line 20 Related to Section 504 Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 20 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 20 Related to Security -- Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 20 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 3/31/2014

Part I: Summary

PHA Name: Housing Authority of the City of Salem		Grant Type and Number Capital Fund Program Grant No: ORI6P01150110 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2010 FFY of Grant Approval: 2011	
Type of Grant					
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3-31-12		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report		<input type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Final Performance and Evaluation Report	
Line		Summary by Development Account		Total Actual Cost:	
		Total Estimated Cost		Obligated	
		Original		Expended	
Signature of Executive Director		Date		Signature of Public Housing Director	
<i>Andee Nouri</i>		08/17/2012			

Part II: Supporting Pages

PHA Name: **Grant Type and Number** Capital Fund Program Grant No: OR16P01150110
Federal FY of Grant: 2010

Development Number/PHA- Wide Activities
 General Description of Major Work Categories
 Development Account No.
 Quantity
 Total Estimated Cost
 Total Actual Cost
 Status of Work

Development Number/PHA- Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Original	Revised ¹	Funds Obligated ²	Funds Expended ²	Status of Work
AMP 1	Operations	1406	87	\$39,641.90	\$39,641.90	\$39,641.90	\$40,486.90	Obligated
AMP 2	Operations	1406	62	\$28,250.55	\$28,250.55	\$28,250.55	\$31,780.62	Obligated
AMP 3	Operations	1406	50	\$22,782.70	\$22,782.70	\$22,782.70	\$12,387.37	Obligated
AMP 4	Operations	1406	138	\$62,880.25	\$62,880.25	\$62,880.25	\$68,900.51	Obligated
	OPERATIONS SUBTOTAL (20%)		337	\$153,555.40	\$153,555.40	\$153,555.40	\$153,555.40	
AMP Wide	MANAGEMENT IMPROVEMENTS	1408		\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	PH travel/training
COCC	ADMINISTRATION (10% Limit)	1410		\$76,777.70	\$76,777.70	\$76,777.70	\$76,777.70	Obligated
AMP 1	Outside Consultants	1430		\$0.00	\$0.00	\$0.00	\$0.00	
AMP 1	Plans Printing, Project Fees	1430		\$800.00	\$0.00	\$0.00	\$0.00	
AMP 1	In Housing Const Inspect & Supervision	1430		\$5,000.00	\$442.36	\$442.36	\$442.36	
AMP 1	New exit door hardware & rekey	1460	87	\$49,000.00	\$43,075.00	\$43,075.00	\$30,631.99	Complete
AMP 1	Gutter Protection & storm drain cleaning	1450	10	\$30,000.00	\$0.00	\$0.00	\$0.00	Moved to 2011 budget
	AMP 1 SUBTOTAL			\$84,800.00	\$43,517.36	\$43,517.36	\$31,074.35	
AMP 2 RL.T	Outside Consultants	1430		\$0.00	\$10,367.35	\$0.00	\$0.00	Will use for RL.T windows 2012
AMP 2 RL.T	Plans Printing, Project Fees	1430		\$2,000.00	\$1,000.00	\$0.00	\$0.00	
AMP 2 RL.T	In Housing Const Inspect & Supervision	1430		\$4,400.00	\$736.08	\$736.08	\$736.08	
AMP 2 RL.T	Abate common hall asbestos floor tile	1460	Floors	\$17,340.00	\$22,184.00	\$22,184.00	\$22,184.00	Complete
AMP 2 RL.T	Carpet common hallways	1460	Floors	\$20,000.00	\$17,863.00	\$17,863.00	\$17,863.00	Complete
AMP 2 RL.T	Unit Windows & Doors	1460	62	\$0.00	\$140,000.00			
AMP 2 RL.T	AMP 2 SUBTOTAL			\$43,740.00	\$192,150.43	\$40,783.08	\$40,783.08	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual statement

² To be completed for the Performance and Evaluation Report

Part II: Supporting Pages											
PHA Name:											
Grant Type and Number											
Capital Fund Program Grant No: OR16P01150110											
CFPP (Yes/No):											
Replacement Housing Factor Grant No:											
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work			
				Original	Revised 1	Funds Obligated 2	Funds Expended 2				
AMP 3	Outside Consultants	1430		\$6,500.00	\$1,045.07	\$1,045.07	\$1,045.07				
AMP 3	Plans Printing, Project Fees	1430		\$500.00	\$522.77	\$522.77	\$522.77				
AMP 3	In Housing Const Inspect & Supervision	1430		\$5,000.00	\$2,316.66	\$2,316.66	\$2,316.66				
AMP 3-Brush College	Roofing	1460	20	\$66,000.00	\$109,160.68	\$109,160.68	\$109,160.68	Complete			
	AMP 3 SUBTOTAL			\$78,000.00	\$113,045.18	\$113,045.18	\$113,045.18				
AMP 4	Outside Consultants	1430		\$2,000.00	\$0.00	\$0.00	\$0.00				
AMP 4	Plans Printing, Project Fees	1430		\$1,110.50	\$2,296.53	\$2,296.53	\$2,296.53				
AMP 4	In Housing Const Inspect & Supervision	1430		\$12,000.00	\$21,535.52	\$21,535.52	\$21,535.52				
AMP 4 - Meadowlark	Windows	1460	30	\$130,000.00	\$39,651.88	\$39,651.88	\$39,651.88	Complete			
AMP 4 - Meadowlark	Roofing	1460	30	\$117,000.00	\$122,247.00	\$122,247.00	\$122,247.00	Complete			
AMP 4 - Meadowlark	Attic crawl insulation	1460	30	\$9,024.18	\$0.00	\$0.00	\$0.00	Project cancelled- not needed			
	AMP 4 SUBTOTAL			\$271,134.68	\$185,730.93	\$185,730.93	\$185,730.93				
AMP-Wide	Physical Needs Assessment	1430	all sites	\$5,000.00	\$0.00	\$0.00	\$0.00				
AMP-Wide	Environmental Review	1430	all sites	\$2,000.00	\$0.00	\$0.00	\$0.00				
AMP-Wide	Equipment	1475		\$0.00	\$0.00	\$0.00	\$0.00				
AMP-Wide	Relocation	1495.1		\$0.00	\$0.00	\$0.00	\$0.00				
AMP-Wide	Contingency	1502		\$49,769.22	\$0.00	\$0.00	\$0.00				
	AMP-WIDE TOTAL			\$56,769.22	\$0.00	\$0.00	\$0.00				
	COMBINED TOTAL			\$767,777.00	\$767,777.00	\$616,409.65	\$603,966.64				

Part I: Summary

PHA Name: Housing Authority of the City of Salem	Grant Type and Number Capital Fund Program Grant No: OR16P01150111 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2011 FFY of Grant Approval: 2011
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Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3-31-12	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no:) Final Performance and Evaluation Report		Total Actual Cost:	Expended
		Original	Revised:		
Line	Summary by Development Account	Total Estimated Cost			
1	Total Non-CFP Funds	\$0.00	\$0.00	\$0.00	\$0.00
2	1406 Operations (may not exceed 20% of line 20)	\$114,580.00	\$114,580.00	\$114,580.00	\$44,254.18
3	1408 Management Improvements	\$2,000.00	\$2,000.00	\$1,029.20	\$1,029.20
4	1410 Administration (may not exceed 10% of line 20)	\$57,840.00	\$57,848.00	\$57,848.00	\$33,744.00
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 Fees and Costs	\$24,895.00	\$24,895.00	\$341.43	\$341.43
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$52,000.00	\$57,651.00	\$17,651.00	\$0.00
10	1460 Dwelling Structures	\$280,896.00	\$280,896.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment - Nonexpendable	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00
15	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
16	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00
17	1499 Development Activities,	\$0.00	\$0.00	\$0.00	\$0.00
18a	1501 Collateralization of Debt Service paid by the PHA	\$0.00	\$0.00	\$0.00	\$0.00
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	\$0.00	\$0.00	\$0.00	\$0.00
19	1502 Contingency (may not exceed 8% of line 20)	\$46,270.00	\$40,611.00	\$0.00	\$0.00
20	Amount of Annual Grant: (sum of lines 2-19)	\$578,481.00	\$578,481.00	\$191,449.63	\$79,368.81
21	Amount of line 20 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
22	Amount of line 20 Related to Section 504 Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 20 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 20 Related to Security -- Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 20 Related to Energy Conservation Measures	\$200,000.00	\$200,000.00	\$0.00	\$0.00

1 To be completed for the Performance and Evaluation Report.

2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement

3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.

4 RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 3/31/2014

Part I: Summary							
PHA Name: Housing Authority of the City of Salem	Grant Type and Number Capital Fund Program Grant No: OR16P01150111 Replacement Housing Factor Grant No: Date of CFFP:						
Type of Grant	FFY of Grant: 2011 FFY of Grant Approval: 2011						
<input type="checkbox"/> Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3-31-12 Final Performance and Evaluation Report							
Line	Summary by Development Account						
	<table border="1"> <thead> <tr> <th>Total Estimated Cost</th> <th>Revised²</th> <th>Total Actual Cost</th> </tr> <tr> <th>Original</th> <th>Obligated</th> <th>Expended</th> </tr> </thead> </table>	Total Estimated Cost	Revised ²	Total Actual Cost	Original	Obligated	Expended
Total Estimated Cost	Revised ²	Total Actual Cost					
Original	Obligated	Expended					
Signature of Executive Director	Date						
<i>Junda Navis</i>	08/17/2013						

Part II: Supporting Pages

PHA Name:		Grant Type and Number			Federal FY of Grant: 2011			
		Capital Fund Program Grant No: OR16P01150111						
		CFPP (Yes/No):						
		Replacement Housing Factor Grant No:						
Development Number/PHA- Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work		
AMP 1	Operations	1406	87	Original \$54,580.00	Revised 1 \$54,580.00	Funds Obligated 2 \$54,580.00	Funds Expended 2 \$24,214.17	Obligated
AMP 2	Operations	1406	62	\$21,080.00	\$21,080.00	\$21,080.00	\$15,201.12	Obligated
AMP 3	Operations	1406	50	\$12,000.00	\$12,000.00	\$12,000.00	\$760.00	Obligated
AMP 4	Operations	1406	108	\$26,920.00	\$26,920.00	\$26,920.00	\$4,078.89	Obligated
	OPERATIONS SUBTOTAL (20%)		307	\$114,580.00	\$114,580.00	\$114,580.00	\$44,254.18	20%
AMP Wide	MANAGEMENT IMPROVEMENTS	1408		\$2,000.00	\$2,000.00	\$1,029.20	\$1,029.20	PH travel/training
COCC	ADMINISTRATION (10% Limit)	1410		\$57,840.00	\$57,848.00	\$57,848.00	\$33,744.00	Obligated
AMP 1	Outside Consultants	1430		\$1,500.00	\$1,500.00			
AMP 1	Plans Printing, Project Fees	1430		\$300.00	\$300.00			
AMP 1	In Housing Const Inspect & Supervision	1430		\$750.00	\$750.00	\$84.17		\$84.17
AMP 1	Salishan Parking Lot Repair	1450	10	\$12,000.00	\$17,651.00	\$17,651.00		Design done- do summer 2012
AMP 1	AMP 1 SUBTOTAL			\$14,550.00	\$20,201.00	\$17,735.17	\$84.17	
AMP 2 RL.T	Outside Consultants	1430		\$3,866.00	\$3,866.00			
AMP 2 RL.T	Plans Printing, Project Fees	1430		\$500.00	\$500.00			
AMP 2 RL.T	In Housing Const Inspect & Supervision	1430		\$3,000.00	\$3,000.00			
AMP 2 RL.T	Unit Windows & Doors	1460	62	\$200,000.00	\$200,000.00			design done- will do in 2013
AMP 2 RL.T	AMP 2 SUBTOTAL			\$207,366.00	\$207,366.00	\$0.00	\$0.00	

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 2 To be completed for the Performance and Evaluation Report

Part II: Supporting Pages											
PHA Name:											
Grant Type and Number											
Capital Fund Program Grant No: OR16P01150111											
CFPP (Yes/No):											
Replacement Housing Factor Grant No:											
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work			
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²				
AMP 3	Outside Consultants	1430		\$0.00	\$0.00						
AMP 3	Plans Printing, Project Fees	1430		\$200.00	\$200.00						
AMP 3	In Housing Const Inspect & Supervision	1430		\$500.00	\$500.00						
AMP 3	Brush College Electric Panel Replace	1460	20	\$10,240.00	\$10,240.00			fall 2013			
AMP 3	Glen Creek Electric Panel Replacement	1460	30	\$15,360.00	\$15,360.00			fall 2013			
	AMP 3 SUBTOTAL			\$26,300.00	\$26,300.00		\$0.00		\$0.00		
AMP 4	Outside Consultants	1430		\$10,000.00	\$10,000.00						
AMP 4	Plans Printing, Project Fees	1430		\$500.00	\$500.00						
AMP 4	In Housing Const Inspect & Supervision	1430		\$2,000.00	\$2,000.00		\$257.26		\$257.26		
AMP 4	Shelton Village ADA Site improv	1450	Site	\$40,000.00	\$40,000.00			got 1 bid- rebid fall 2012			
AMP 4	Livingston Village Elec Panel Replace	1460	24	\$12,288.00	\$12,288.00			fall 2013			
AMP 4	Meadowlark Vill Electric Panel Replace	1460	30	\$15,360.00	\$15,360.00			fall 2013			
AMP 4	Northgate Village Elec Panel Replace	1460	26	\$13,312.00	\$13,312.00			fall 2013			
AMP 4	Shelton Village Elec Panel Replacement	1460	28	\$14,336.00	\$14,336.00			fall 2013			
	AMP 4 SUBTOTAL			\$107,796.00	\$107,796.00		\$257.26		\$257.26		
AMP-Wide	Physical Needs Assessment	1430	all sites	\$1,000.00	\$1,000.00		\$0.00		\$0.00		
AMP-Wide	Environmental Review	1430	all sites	\$779.00	\$779.00		\$0.00		\$0.00		
AMP-Wide	Equipment	1475		\$0.00	\$0.00		\$0.00		\$0.00		
AMP-Wide	Relocation	1495.1		\$0.00	\$0.00		\$0.00		\$0.00		
AMP-Wide	Contingency	1502		\$46,270.00	\$46,270.00		\$0.00		\$0.00		
	AMP-WIDE TOTAL			\$48,049.00	\$48,049.00		\$0.00		\$0.00		
	COMBINED TOTAL			\$578,481.00	\$578,481.00		\$191,449.63		\$79,368.81		

¹ To be completed for the Performance and Evaluation Report or a Revised Annual statement

² To be completed for the Performance and Evaluation Report

Part I: Summary		Grant Type and Number		FFY of Grant: 2012	
PHA Name: Housing Authority of the City of Salem		Capital Fund Program Grant No: OR16P01150112		FFY of Grant Approval: 2012	
Replacement Housing Factor Grant No:		Date of CFFP:			
Type of Grant		[] Reserve for Disasters/Emergencies		[] Revised Annual Statement (revision no:)	
[X] Original Annual Statement		[] Final Performance and Evaluation Report			
[] Performance and Evaluation Report for Period Ending:		Total Estimated Cost		Total Actual Cost1	
Line	Summary by Development Account	Original	Revised2	Obligated	Expended
1	Total Non-CFP Funds	\$0.00	\$0.00	\$0.00	\$0.00
2	1406 Operations (may not exceed 20% of line 20)3	\$106,718.00	\$106,718.00	\$0.00	\$0.00
3	1408 Management Improvements	\$0.00	\$0.00	\$0.00	\$0.00
4	1410 Administration (may not exceed 10% of line 20)	\$53,359.00	\$53,359.00	\$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 Fees and Costs	\$31,200.00	\$31,200.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$5,000.00	\$5,000.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$305,000.00	\$305,000.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment - Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$25,000.00	\$25,000.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
16	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00
17	1499 Development Activities4	\$0.00	\$0.00	\$0.00	\$0.00
18a	1501 Collateralization of Debt Service paid by the PHA	\$0.00	\$0.00	\$0.00	\$0.00
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	\$0.00	\$0.00	\$0.00	\$0.00
19	1502 Contingency (may not exceed 8% of line 20)	\$7,315.00	\$7,315.00	\$0.00	\$0.00
20	Amount of Annual Grant: (sum of lines 2-19)	\$533,592.00	\$533,592.00	\$0.00	\$0.00
21	Amount of line 20 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
22	Amount of line 20 Related to Section 504 Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 20 Related to Security -- Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 20 Related to Security -- Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
25	Amount of line 20 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

1 To be completed for the Performance and Evaluation Report.
2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
3 PHA's with under 250 units in management may use 100% of CFP Grants for operations.
4 RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary									
PHA Name: Housing Authority of the City of Salem	Grant Type and Number Capital Fund Program Grant No: OR16P01150112 Replacement Housing Factor Grant No: Date of CFFP:								
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report									
Line	Summary by Development Account								
	<table border="1"> <tr> <th>Total Estimated Cost</th> <th>Revised2</th> <th>Total Actual Cost1</th> <th>Expended</th> </tr> <tr> <td>Original</td> <td></td> <td></td> <td></td> </tr> </table>	Total Estimated Cost	Revised2	Total Actual Cost1	Expended	Original			
Total Estimated Cost	Revised2	Total Actual Cost1	Expended						
Original									
Signature of Executive Director									
 (Myra Executive Director) 7/12/12									
Date									
Signature of Public Housing Director									
Date									

Line	Summary by Development Account	Total Estimated Cost	Revised2	Total Actual Cost1	Expended
		Original			
01.01					
01.02					
01.03					
01.04					
01.05					
01.06					
01.07					
01.08					
01.09					
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01.95					
01.96					
01.97					
01.98					
01.99					
02.00					

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part II: Supporting Pages											
PHA Name:											
Capital Fund Program Grant No: OR16P01150112											
CFPP (Yes/No):											
Replacement Housing Factor Grant No:											
Development Number Name/PHA- Wide Activities	General Description of Major Work Categories	Development Account No.	Development Quantity	Total Estimated Cost		Total Actual Cost	Status of Work	Federal FY of Grant: 2012			
				Original	Revised 1			2	2		
	OPERATIONS (20%)	1406	307	\$106,718.00	\$106,718.00	\$0.00	\$0.00	Obligated			
AMP Wide	MANAGEMENT IMPROVEMENTS	1408		\$0.00	\$0.00	\$0.00	\$0.00				
COCC	ADMINISTRATION (10% Limit)	1410		\$53,359.00	\$53,359.00	\$0.00	\$0.00	Obligated			
AMP 1	Outside Consultants	1430		\$2,000.00	\$2,000.00	\$0.00	\$0.00				
AMP 1	Plans Printing, Project Fees	1430		\$200.00	\$200.00	\$0.00	\$0.00				
AMP 1	In Housing Const Inspect & Supervision	1430		\$2,000.00	\$2,000.00	\$0.00	\$0.00				
AMP 1	Scattered site Concrete & Fences	1450	3	\$5,000.00	\$5,000.00	\$0.00	\$0.00				
AMP 1	Exterior siding & paint	1460	3	\$45,000.00	\$45,000.00	\$0.00	\$0.00				
AMP 1	AMP 1 SUBTOTAL			\$54,200.00	\$54,200.00	\$0.00	\$0.00				
AMP 2	Outside Consultants	1430		\$0.00	\$5,000.00	\$0.00	\$0.00				
AMP 2	Plans Printing, Project Fees	1430		\$0.00	\$0.00	\$0.00	\$0.00				
AMP 2	In Housing Const Inspect & Supervision	1430		\$0.00	\$0.00	\$0.00	\$0.00				
AMP 2	Unit Windows & Doors	1460	62	\$0.00	\$50,000.00	\$0.00	\$0.00				
AMP 2	AMP 2 SUBTOTAL			\$0.00	\$55,000.00	\$0.00	\$0.00				
AMP 3	Outside Consultants	1430		\$20,000.00	\$15,000.00	\$0.00	\$0.00				
AMP 3	Plans Printing, Project Fees	1430		\$500.00	\$500.00	\$0.00	\$0.00				
AMP 3	In Housing Const Inspect & Supervision	1430		\$4,000.00	\$4,000.00	\$0.00	\$0.00				
AMP 3	LV, SV Roof Replacements	1460	52	\$260,000.00	\$210,000.00	\$0.00	\$0.00				
	AMP 3 SUBTOTAL			\$284,500.00	\$229,500.00	\$0.00	\$0.00				

1 To be completed for the Performance and Evaluation Report or a Revised Annual statement

2 To be completed for the Performance and Evaluation Report

AMP-Wide	Physical Needs Assessment	1430	all sites	\$2,000.00	\$2,000.00	\$0.00	\$0.00
AMP-Wide	Environmental Review	1430	all sites	\$500.00	\$500.00	\$0.00	\$0.00
AMP-Wide	Equipment- Mowers	1475	2	\$25,000.00	\$25,000.00	\$0.00	\$0.00
AMP-Wide	Relocation	1495.1		\$0.00	\$0.00	\$0.00	\$0.00
AMP-Wide	Contingency (8%)	1502		\$7,315.00	\$7,315.00	\$0.00	\$0.00
AMP-Wide	AMP-WIDE TOTAL			\$34,815.00	\$34,815.00	\$0.00	\$0.00
	COMBINED TOTAL			\$533,592.00	\$533,592.00	\$0.00	\$0.00

1 To be completed for the Performance and Evaluation Report or a Revised Annual statement

2 To be completed for the Performance and Evaluation Report

Account Number	Account Description	Account Type	Account Unit	Account Amount	Account Balance	Account Balance	Account Balance
1430	Physical Needs Assessment	1430	all sites	\$2,000.00	\$2,000.00	\$0.00	\$0.00
1430	Environmental Review	1430	all sites	\$500.00	\$500.00	\$0.00	\$0.00
1475	Equipment- Mowers	1475	2	\$25,000.00	\$25,000.00	\$0.00	\$0.00
1495.1	Relocation	1495.1		\$0.00	\$0.00	\$0.00	\$0.00
1502	Contingency (8%)	1502		\$7,315.00	\$7,315.00	\$0.00	\$0.00
	AMP-WIDE TOTAL			\$34,815.00	\$34,815.00	\$0.00	\$0.00
	COMBINED TOTAL			\$533,592.00	\$533,592.00	\$0.00	\$0.00

Account numbers, names and amounts are subject to change without notice. All amounts are in US dollars.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary						
PHA Name/Number: Housing Authority of the City of Salem		Locality (City/County & State) Salem, Oregon			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2012	Work Statement for Year 2 FFY 2013	Work Statement for Year 3 FFY 2014	Work Statement for Year 4 FFY 2015	Work Statement for Year 5 FFY 2016
	AMP 1 Scattered Sites	Annual Statement	40,000.00	0.00	5,000.00	20,000.00
	AMP 2 Robert Lindsey Tower		0.00	0.00	0.00	109,400.00
	AMP 3 Brush College		150,000.00	0.00	0.00	0.00
	Glen Creek		0.00	150,000.00	20,000.00	0.00
	Livingston		0.00	145,000.00	0.00	72,000.00
	Meadowlark		0.00	0.00	0.00	0.00
	Northgate		80,000.00	0.00	128,000.00	78,000.00
	Orchard Village		0.00	0.00	0.00	0.00
	Shelton		0.00	0.00	137,000.00	0.00
B.	Physical Improvements Subtotal		270,000.00	295,000.00	290,000.00	279,400.00
C.	Management Improvements (1408)		1,500.00	1,500.00	1,500.00	0.00
D.	AMP-Wide Non-dwelling Structures and Equipment		0.00	0.00	0.00	20,000.00
E.	Administration (1410)		53,359.00	53,359.00	53,359.00	53,359.00
F.	Other (1430)		21,000.00	22,000.00	13,000.00	16,000.00
G.	Operations (1406)		153,555.40	153,555.40	153,555.40	153,555.40
H.	Contingency (1502)		34,177.60	8,177.60	22,177.60	11,277.60
I.	Development		0.00	0.00	0.00	0.00
J.	Capital Fund Financing – Debt Service		0.00	0.00	0.00	0.00
K.	Total CFP Funds		533,592.00	533,592.00	533,592.00	533,592.00
L.	Total Non-CFP Funds		0.00	0.00	0.00	0.00
M.	Grand Total		533,592.00	533,592.00	533,592.00	533,592.00

