

<b>Streamlined Annual PHA Plan</b> <i>(Small PHAs)</i>	<b>U.S. Department of Housing and Urban Development</b> <b>Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226</b> <b>Expires: 03/31/2024</b>
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**Purpose.** 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, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** The Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.																				
A.1	<p> <b>PHA Name:</b> <u>Housing Authority of the City of Salem (dba Salem Housing Authority)</u>    <b>PHA Code:</b> <u>OR011</u>  <b>PHA Type:</b> <input checked="" type="checkbox"/> Small  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>10/2022</u>  <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  <b>Number of Public Housing (PH) Units</b> <u>137</u>    <b>Number of Housing Choice Vouchers (HCVs)</b> <u>3,244</u>  <b>Total Combined</b> <u>3,381</u>  <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission                      <input type="checkbox"/> Revised Annual Submission </p> <p> <b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. 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 their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> <b>Housing Authority of the City of Salem</b>  <b>360 Church Street SE</b>  <b>Salem, OR 97301</b>  <a href="http://www.salemhousingor.com">www.salemhousingor.com</a> </p> <p> <input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) 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>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:											
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<b>B.</b>	<p><b>Plan Elements Submitted with 5-Year PHA Plans.</b> Required elements for Small PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a Small PHA is not submitting its 5-Year Plan. See sub-section below for required elements in all other years (Years 1-4).</p>
<b>B.1</b>	<p><b>Revision of Existing PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <b>Five-Year PHA Plan</b> submission?</p> <p>Y   N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office Review.</p>
<b>B.2</b>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y   N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p><b>Disposition of Land located at 3112-3122 Broadway Street. Formerly known as the Orchard Village Public Housing Site</b></p> <p>SHA intends to apply for the disposition of land that formerly housed Orchard Village Apartments in the Spring of 2022. That site was demolished in 2009. The intent of this land was noted in the 2009 PHA Plan. The land was intended to be used for a future affordable housing site. Up until 2020, Salem Housing Authority did not have a specific project or development for this site. Over the course of 2021, SHA secured funding and designed a new Permanent Supportive Housing project named Sequoia Crossings. This site will allow for the development of 60 subsidized units intended for those experiencing Chronic Homelessness and would provide services on site. Services are offered through a partnership with Mid-Willamette Valley Community Action Agency (ARCHES) and will address the client specific needs. Salem Housing Authority believes this location to be an excellent fit for this development due to its proximity to transportation, food, services, etc. With the approval of the 2021 plan, SHA started pre-development and the project is set to close construction in October 2022. Construction will take approximately 14 months. This property will provide 60 additional Permanent Supportive Housing (PSH) units to the Salem community. This project would align with City, State and Federal goals to increase the supply of affordable housing as well as address the unsheltered crisis in Salem.</p> <p><b>Project Based Vouchers</b></p> <p>SHA is permitted by HUD regulations to convert a maximum of 20 percent of its Housing Choice Voucher allocation to Project Based Vouchers (PBVs).</p> <p>SHA may, at its discretion, award up to 100 Project-Based Vouchers per calendar year to projects that meet the requirements outlined in its Housing Choice Voucher Administrative Plan, until the maximum cap is met.</p>

SHA has been granting PBVs to projects including those that help house challenging populations such as the chronically homeless and individuals who require specific supportive services. SHA also continues to provide VASH project-based vouchers as outlined in its 2018 Annual Plan.

#### **PBV Site Selection Policy**

##### ***Determinations***

Prior to selecting a PBV proposal, SHA must first determine that the site: (1) is consistent with SHA's goal of deconcentrating poverty and expanding housing and economic opportunities; (2) the site is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Executive Order 11063, and all relevant implementing regulations established by HUD (24 CFR part 1; 24 CFR parts 100-199; and 24 CFR part 2017, respectively). SHA will apply the standard for deconcentrating poverty that is provided by the PHA Plan and SHA's Section 8 Administrative Plan. SHA must also determine that the site meets the Section 504 site selection requirements established by 24 CFR 8.4(b)(5), the HQS standards set forth in 24 CFR 982.401(l), and the housing site and neighborhood standards under 24 CFR 983.57(d)-(e).

##### ***Considerations***

SHA shall consider the following when awarding PBVs:

Whether the census tract in which the proposed PBV development will be located is in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;

- (1) Whether a PBV development will be located in a census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition;
- (2) Whether the census tract in which the proposed PBV development will be located is undergoing significant revitalization;
- (3) Whether state, local, or federal dollars have been invested in the area that has assisted in the achievement of the statutory requirement;
- (4) Whether new market rate units are being developed in the same census tract where the proposed PBV development will be located and the likelihood that such market rate units will positively impact the poverty rate in the area;
- (5) If the poverty rate in the area where the proposed PBV development will be located is greater than 20 percent, the PHA should consider whether in the past five years there has been an overall decline in the poverty rate; and
- (6) Whether there are meaningful opportunities for educational and economic advancement in the census tract where the proposed PBV development will be located.

##### ***Site Selection***

After making the above-stated determinations and taking into account the above-stated considerations, SHA shall select the proposal that it determines will best further the goals stated in its PHA Plan and that are intended to be further through the PBV selection and award.

#### **Description of SHA's PBVs as of 4.1.2022**

<b>Sponsor</b>	<b>Project</b>	<b>Location</b>	<b>Awarded</b>	<b>Project-Based</b>
SHA	Redwood Crossings	NE Salem	31	31
SHA	Yaquina Hall	NE Salem	51	0
SHA	Southfair Apartments	NE Salem	32	32
Center for Hope & Safety	Center for Hope & Safety	Downtown Salem	16	0
SHA	Sequoia Crossings	NE Salem	40	0
CDP	Gateway	S. Salem	56	0
<b>Total</b>			<b>226</b>	<b>63</b>

**Awarded** – Project has been allocated voucher to be project-based when development is complete and ready for occupancy.

**Project-Based** – Vouchers have been attached to specific units.

#### **Description of Consistency with PHA Plan**

SHA made all required determinations and considered all factors under 24 CFR 983.57 when awarding the PBVs described above. The projects to which the PBVs were awarded are located in census tracts where there are meaningful opportunities for educational and economic advancement, therefore; the award of these PBVs is consistent with the PHA Plan goals of expanding the supply of affordable housing, increasing assisted housing choices, providing improved living environments, and promoting self-sufficiency.

**B.3****Progress Report.**

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.

**SHA Goal: Expand the supply of assisted housing**

- SHA utilizes CDBG and tax credits to provide additional affordable housing units outside of the Public Housing and Housing Choice Voucher programs.
- SHA is utilized CDBG and other funding sources to construct a total of 87 units across two projects - Redwood Crossings (opened August 2020) and Yaquina Hall (under development, slated to open early 2023).
- SHA is also converting a community space at the Southfair Apartments affordable housing project to create two additional ADA units which is set to begin in late 2020.

**SHA Goal: Improve the quality of assisted housing**

- SHA strives to keep its status as "High Performer" in both the Public Housing Assessment System and Section 8 Management Assessment Program.
- Each year SHA utilizes Capital Fund Program funds to modernize Public Housing units to maintain the long-term viability of those units.
- Public Housing units and sites are made accessible as required.
- SHA is in the process of converting a community space at the Southfair Apartments affordable housing project to create two additional ADA units.
- SHA is in the process of renovating several buildings at Southfair Apartments.

**SHA Goal: Increase assisted housing choices**

- SHA provides special vouchers and preferences to veterans, homeless families and victims of domestic violence.
- SHA accepted an allocation of Emergency Housing Vouchers to expand rental assistance to homeless families; the program is currently over 90% utilized.
- SHA owns and manages other affordable housing in addition to the PH and HCV programs.
- Through the Emergency Housing Network SHA coordinates with and supports other housing and service providers in the community.
- SHA is involved with its local renter's association and plays an active role in educating landlords about the HCV program and encouraging their participation.

**SHA Goal: Provide an improved living environment**

- All SHA-owned and managed properties have been designated as non-smoking sites.
- SHA works closely with residents to improve the sense of community at multi-family sites. One project utilizes a community garden to meet these goals.
- SHA maintains all properties in excellent condition.
- SHA timely and adequately responds to all maintenance requests

**SHA 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.
- SHA works with the Oregon Dept. of Human Services to provide Family Unification Vouchers and support services to families at risk of separation.

**SHA Goal: Ensure equal opportunity and affirmatively further fair housing**

- The Housing Authority of the City of Salem does not discriminate against any person due to disability; race; color; religion; sex; source of income; familial status; national origin; or actual or perceived sexual orientation, gender identity, marital status and/or domestic partnership in accessing, applying for or receiving assistance, or in treatment or employment in any of its programs and activities.
- All public meetings are held in accessible locations. Appropriate aids (assistive listening device, interpreters, readers, assistance filling out forms, etc.) are provided upon request.
- Some Public Housing and affordable housing units offer accessibility features for people with disabilities.
- For its affordable housing properties, SHA develops affirmative fair housing marketing plans, develops community contacts, and provides outreach to meet its marketing goals.

	<p><b>SHA Goal: Preservation of affordable housing</b></p> <ul style="list-style-type: none"> <li>SHA is currently in the process of an extensive rehabilitation on Southfair Apartments. SHA will utilize a variety of funding sources to revitalize and extend the life of Southfair Apartments to continue to serve low income individuals.</li> <li>SHA rehabilitated its AMP3 multifamily apartments under the Rental Assistance Demonstration program, preserving 108 units of affordable housing.</li> </ul> <p><b>SHA Goal: Response to COVID-19</b></p> <ul style="list-style-type: none"> <li>SHA continues to monitor guidance relating to COVID-19 and ensure that safe practices are used that minimize risk to residents, program participants, and staff.</li> </ul>
<b>B.4</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p><b>5-Year Action Plan for 2022-2026 was approved by HUD 08/02/2022.</b></p>
<b>B.5</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y   N  <input checked="" type="checkbox"/>   <input type="checkbox"/></p> <p>(b) If yes, please describe:</p> <p><b>The most recent completed independent audit was for the Fiscal Year ending September 30, 2020. The audit identified a material weakness in the agency's financial statements, and a significant deficiency in the agency's federal awards, which are explained below. Despite these findings, the independent auditor confirmed that Salem Housing Authority is qualified as a low-risk auditee.</b></p> <p><u>Financial Statement Findings</u>  <b>2020-001 Financial Statement Preparation – Material Weakness in Internal Control</b></p> <p><b>Criteria:</b> Management should have processes and controls in place to ensure the timely and accurate preparation of the financial statements, including the footnotes and Schedule of Expenditures of Federal Awards (SEFA).</p> <p><b>Condition:</b> Management was unable to produce an accurate trial balance that reconciled to the underlying support in a timely manner, creating a situation where management was unable to produce timely and accurate financial reporting documents during scheduled audit fieldwork. Management requested that Eide Bailly LLP prepare the audited financial statements, including the footnotes and the SEFA. Due to management's delay in producing an accurate trial balance, the preparation of the financial statements was delayed significantly.</p> <p><b>Cause:</b> The quarantine created by the pandemic was the initial cause of the inability of management to operate at full capacity and for processes to operate effectively. As the pandemic slowly receded and work resumed, management was unable to recover fully from this negative impact.</p> <p><b>Effect:</b> Preparation of the financial statements, including the footnotes and SEFA were significantly delayed as management struggled to produce an accurate trial balance from which the financial statements could be prepared.</p> <p><b>Recommendation:</b> Management and accounting staff need to develop and adapt processes to more effectively work in a remote environment and during time of operational disruptions. Processes and controls need to be implemented to allow for accurate and timely financial reporting and monitoring and review throughout the year regardless of the circumstances.</p> <p><b>Views of Responsible Officials:</b> Management agrees with this finding. SHA has always struggled with an inefficient software system and has supplemented the system's shortfalls with manual processes and spreadsheets and is working on fixing this issue. SHA management has been in communication with the Secretary of State's Municipal Audit office and informed them of the delays, we were ensured that a missed deadline was not an issue as we were complying with the Federal OMB dates. SHA has closely monitored the Federal OMB M-21-20 deadline which was extended to 12/31/2021 and the agency has not missed this.</p> <p><b>Since the completion of this audit: 1) SHA is currently in the process of replacing its software system with an updated database that is anticipated to better meet agency needs and eliminate the need for manual processes and spreadsheets; 2) in-person work has resumed at the agency and reporting deadlines are being closely monitored to ensure they are met.</b></p>

## 2020-002 Year-End Close – Material Weakness in Internal Control

**Criteria:** Management should have processes and controls in place to ensure the timely and accurate close of the fiscal year-end.

**Condition:** Management was unable to produce an accurate trial balance that reconciled to the underlying support in a timely manner, causing significant delays in the 2020 audit. Throughout the audit process, the auditors received several versions of the trial balance, none of which were completely accurate. Upon auditor inquiry of each iteration, there were several discoveries of balances that had not been appropriately reconciled or reviewed. In addition, the audit team experienced significant delay in receiving each new trial balance.

**Cause:** The quarantine created by the pandemic was the initial cause of the inability of management to operate at full capacity and for processes to operate effectively. As the pandemic slowly receded and work resumed, management was unable to recover fully from this negative impact.

**Effect:** Audit fieldwork began in December 2020 but had to be postponed as management was not fully prepared for the audit, the trial balance was not accurate, and supporting schedules were not reconciled accurately to the trial balance. Throughout the months that followed initial audit fieldwork, management and staff at the Authority were often unresponsive to phone messages and emails from the audit team members who were trying to bring closure to the audit process. There continued to be issues with the accuracy of the trial balance and reconciliation to the underlying supporting documentation. The final trial balance as of September 30, 2020 was not received by the audit team until late September 2021.

**Recommendation:** Management and accounting staff need to develop and adapt processes to more effectively work in a remote environment and during times of operational disruptions. Processes and controls need to be implemented to allow for timely year-end close and preparation for the annual audit. Management and staff need to have all supporting documentation completed, reconciled to the trial balance, and reviewed before audit fieldwork commences.

**Views of Responsible Officials:** Management agrees with the finding. SHA has felt the inefficiency within our financial operations and has already sought an internal process review from an external auditing firm.

**Since the completion of this audit, SHA has engaged in strategic planning and reorganization with the assistance of Moss Adams Consulting. SHA is currently in the process of reorganization agency-wide that will lead to improved oversight and accountability of staff.**

### Federal Award Finding and Questioned Costs

## 2020-003 Department of Housing and Urban Development CFDA # 14.872 Public Housing Capital Fund Procurement and Suspension and Debarment | Significant Deficiency in Internal Control Over Compliance

**Criteria:** Non-federal entities other than states must follow the procurement standards set out at 2 CFR sections 200.318 through 200.326. They must use their own documented procurement procedures, which reflect applicable state and local laws and regulations, provided that the procurements conform to applicable federal statutes and the procurement requirements identified in 2 CFR Part 200. A non-federal entity must:

1. Meet the general procurement standards in 2 CFR section 200.318, which include oversight of contractors' performance, maintaining written standards of conduct for employees involved in contracting, awarding contracts only to responsible contractors, and maintaining records to document history of procurements.
2. Conduct all procurement transactions in a manner providing full and open competition, in accordance with 2 CFR section 200.319.
3. Use the micro-purchase and small purchase methods only for procurements that meet the applicable criteria under 2 CFR sections 200.320(a) (1) and (2).
4. Follow applicable standards for acquisitions exceeding the simplified acquisition threshold.
5. Perform a cost or price analysis in connection when applicable.
6. Ensure that every purchase order or other contract includes applicable provisions required by 2 CFR section 200.326.

**Condition:** During our testing of compliance with federal procurement guidelines, we noted the Authority did not always maintain documentation that federal procurement guidelines were followed. Specifically, the Authority could not provide the following:

	<ol style="list-style-type: none"> <li>1. Proof that the search for suspension and debarment had occurred;</li> <li>2. A complete listing of purchases and acquisitions subject to procurement guidelines;</li> <li>3. Support for the procurement method utilized in the selection of the vendor;</li> <li>4. Support for the why transactions with certain vendors were disaggregated to amounts within the micro-purchase dollar amounts rather than aggregated as outlined in the federal procurement guidelines.</li> </ol> <p><b>Cause:</b> The City of Salem handles many steps of the procurement process on behalf of the Authority. While the Authority appeared to follow this process, management of the Authority did not follow up with the City to ensure all steps were completed in compliance with federal procurement regulation and that the Authority was in fact in compliance with procurement requirements. In many instances, the Authority was unable to quickly provide support for compliance with procurement guidelines.</p> <p><b>Effect:</b> The Authority may unknowingly be out of compliance with federal procurement requirements because it does not monitor the process through the City's procurement system.</p> <p><b>Questioned Costs:</b> None</p> <p><b>Context/Sampling:</b> Nonstatistical sampling was used. Sample size was 8 vendors out of 39 contracts with vendors.</p> <p><b>Repeat Finding from Prior Year(s):</b> No</p> <p><b>Recommendation:</b> Current processes and internal control should be updated to ensure the Authority monitors all processes over procurement including the selection and maintenance of vendors, the formal bidding process, and monitoring of the suspended and debarred listing provided by the federal government. This monitoring should be documented sufficiently within the Authority's files to prove and support compliance with federal procurement guidelines.</p> <p><b>View of Responsible Officials:</b> Management agrees with this finding. SHA has added review to the processes of SHA's Program Coordinator.</p>																											
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property will provide 60 additional Permanent Supportive Housing (PSH) units to the Salem community. This project would align with City, State and Federal goals to increase the supply of affordable housing as well as address the unsheltered crisis in Salem.

(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan.

#### **Project Based Vouchers**

SHA is permitted by HUD regulations to convert a maximum of 20 percent of its Housing Choice Voucher allocation to Project Based Vouchers (PBVs).

SHA may, at its discretion, award up to 100 Project-Based Vouchers per calendar year to projects that meet the requirements outlined in its Housing Choice Voucher Administrative Plan, until the maximum cap is met.

SHA has been granting PBVs to projects including those that help house challenging populations such as the chronically homeless and individuals who require specific supportive services. SHA also continues to provide VASH project-based vouchers as outlined in its 2018 Annual Plan.

#### **PBV Site Selection Policy**

##### ***Determinations***

Prior to selecting a PBV proposal, SHA must first determine that the site: (1) is consistent with SHA's goal of deconcentrating poverty and expanding housing and economic opportunities; (2) the site is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968. Executive Order 11063, and all relevant implementing regulations established by HUD (24 CFR part 1; 24 CFR parts 100-199; and 24 CFR part 2017, respectively). SHA will apply the standard for deconcentrating poverty that is provided by the PHA Plan and SHA's Section 8 Administrative Plan. SHA must also determine that the site meets the Section 504 site selection requirements established by 24 CFR 8.4(b)(5), the HQS standards set forth in 24 CFR 982.401(l). and the housing site and neighborhood standards under 24 CFR 983.57(d)-(e).

##### ***Considerations***

SHA shall consider the following when awarding PBVs:

Whether the census tract in which the proposed PBV development will be located is in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;

- (1) Whether a PBV development will be located in a census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition;
- (2) Whether the census tract in which the proposed PBV development will be located is undergoing significant revitalization;
- (3) Whether state, local, or federal dollars have been invested in the area that has assisted in the achievement of the statutory requirement;
- (4) Whether new market rate units are being developed in the same census tract where the proposed PBV development will be located and the likelihood that such market rate units will positively impact the poverty rate in the area;
- (5) If the poverty rate in the area where the proposed PBV development will be located is greater than 20 percent, the PHA should consider whether in the past five years there has been an overall decline in the poverty rate; and
- (6) Whether there are meaningful opportunities for educational and economic advancement in the census tract where the proposed PBV development will be located.

##### ***Site Selection***

After making the above-stated determinations and taking into account the above-stated considerations, SHA shall select the proposal that it determines will best further the goals stated in its PHA Plan and that are intended to be further through the PBV selection and award.

#### **Description of SHA's PBVs as of 4.1.2022**

<b>Sponsor</b>	<b>Project</b>	<b>Location</b>	<b>Awarded</b>	<b>Project-Based</b>
SHA	Redwood Crossings	NE Salem	31	31
SHA	Yaquina Hall	NE Salem	51	0
SHA	Southfair Apartments	NE Salem	32	32
Center for Hope & Safety	Center for Hope & Safety	Downtown Salem	16	0
SHA	Sequoia Crossings	NE Salem	40	0
CDP	Gateway	S. Salem	56	0
<b>Total</b>			<b>226</b>	<b>63</b>

**Awarded** – Project has been allocated voucher to be project-based when development is complete and ready for occupancy.

**Project-Based** – Vouchers have been attached to specific units.



(d) The PHA must submit its Deconcentration Policy for Field Office Review.

***The following is the Salem Housing Authority Deconcentration Policy, as stated in the Admissions and Continued Occupancy Plan (ACOP) effective April 14, 2020.***

**Deconcentration of Poverty and Income-Mixing<sup>1</sup>**

SHA's admission policy must be designed to provide for deconcentration of poverty and income- mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of SHA's deconcentration policies must be included in its annual plan.<sup>2</sup> SHA's deconcentration policy must comply with its obligation to meet the income targeting requirement.<sup>3</sup>

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments.

***Steps for Implementation<sup>4</sup>***

To implement the statutory requirement to deconcentrate poverty and provide for income mixing in covered developments, SHA must comply with the following steps:

Step 1: SHA must determine the average income of all families residing in all the SHA's covered developments. SHA may use the median income, instead of average income, provided that the SHA includes a written explanation in its annual plan justifying the use of median income.

*SHA Policy*

*SHA will determine the average income of all families in all affected developments on an annual basis.*

Step 2: SHA must determine the average income (or median income, if median income was used in Step 1) of all families residing in each covered development. In determining average income for each development, SHA has the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

*SHA Policy*

*SHA will determine the average income of all families residing in each affected development (not adjusting for unit size) on an annual basis.*

Step 3. SHA must then determine whether each of its affected developments falls above, within, or below the established income range (EIR), which is from 85% to 115% of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low income family (the higher of the federal poverty level or 30% of median income).

Step 4. SHA with affected developments having average incomes outside the EIR must then determine whether or not these developments are consistent with its local goals and annual plan.

Step 5. Where the income profile for an affected development is not explained or justified in the annual plan submission, SHA must include in its admission policy its specific policy to provide for deconcentration of poverty and income mixing.

Depending on local circumstances, SHA's deconcentration policy may include, but is not limited to the following:

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments
- Establishing a preference for admission of working families in developments below the EIR
- Skipping a family on the waiting list to reach another family in an effort to further the goals of deconcentration
- Providing other strategies permitted by statute and determined by SHA in consultation with the residents and the

<sup>1</sup> 24 CFR 903.1 and 903.2

<sup>2</sup> 24 CFR 903.7(b)

<sup>3</sup> 24 CFR 903.2(c)(5)

<sup>4</sup> 24 CFR 903.2(c)(1)

	<p>community through the annual plan process to be responsive to local needs and SHA strategic objectives.</p> <ul style="list-style-type: none"> <li>A family has the sole discretion whether to accept an offer of a unit made under the family for choosing not to accept an offer of a unit under SHA's deconcentration policy.<sup>5</sup></li> </ul> <p>If, at annual review, the average incomes at all general occupancy developments are within the EIR, SHA will be considered to be in compliance with the deconcentration requirement and no further action is required.</p> <p><u>SHA Policy</u>  <i>For developments outside the EIR, SHA will take the following actions to provide for deconcentration of poverty and income mixing:</i></p> <p><i>If any covered development has average incomes outside the Established Income Range (EIR), SHA may explain or justify the income profile for these developments as being consistent with the furthering two sets of goals: the goals of deconcentration of poverty and income mixing as specified by the statute (bringing the higher income tenants into lower income developments and vice versa); and the local goals and strategies contained in SHA's Annual Plan. Elements of explanations or justifications that may satisfy these requirements can be found in CFR 903.2(c)(1)(iv).</i></p> <p><i>If SHA determines that a covered development falls outside the HUD EIR, SHA may skip over families with higher or lower incomes if needed to meet deconcentration requirements.</i></p>
<b>B.2</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p><b>The SHA 5-Year Action Plan for 2022-2026 was approved by Housing Authority Commission on 08/02/2022.</b></p>
<b>C</b>	<b>Other Document or Certification Requirements for Annual Plan Submissions.</b> Required in all submission years.
<b>C.1</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y   N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<b>C.2</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.3</b>	<p><b>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></p> <p>Form HUD-50077-CRT-SM, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.4</b>	<p><b>Challenged Elements.</b> If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y   N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>

<sup>5</sup> 24 CFR 903.2(c)(4)

D.	Affirmatively Furthering Fair Housing (AFFH).		
D.1	<p data-bbox="196 289 553 315"><b>Affirmatively Furthering Fair Housing.</b></p> <p data-bbox="196 338 1435 459">Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item</p> <table border="1" data-bbox="196 483 1458 730"> <tr> <td data-bbox="196 483 1458 525"><b>Fair Housing Goal:</b></td> </tr> <tr> <td data-bbox="196 525 1458 730"> <p data-bbox="207 558 1421 730">At this time SHA is not required to submit an AFH; nevertheless , SHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions.</p> </td> </tr> </table>	<b>Fair Housing Goal:</b>	<p data-bbox="207 558 1421 730">At this time SHA is not required to submit an AFH; nevertheless , SHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions.</p>
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# Instructions for Preparation of Form HUD-50075-SM Annual Plan for Small PHAs

## A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

**A.1** Include the full **PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(4)(e))

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

## B. Plan Elements. PHAs must complete this section during years where the 5-Year Plan is also due. (24 CFR §903.12)

### B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR §5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR § 903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(2)(ii)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. (24 CFR §903.7(a)(2)(ii))

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions.** Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. (24 CFR §903.7(b)) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. (24 CFR §903.7(b)) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b)) Describe the unit assignment policies for public housing. (24 CFR §903.7(b))

☐ **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. (24 CFR §903.7(c))

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d))

☐ **Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. (24 CFR §903.7(k) and 24 CFR §903.12(b)).

☐ **Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the ‘Sample PHA Plan Amendment’ found in Notice PIH-2012-32 REV-3, successor RAD Implementation Notices, or other RAD Notices.

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b))

**B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

☐ **HOPE VI or Choice Neighborhoods.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6) . (Notice PIH 2011-47)

☐ **Mixed Finance Modernization or Development.** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6/mfph#4](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4)

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including name, 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. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. 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](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). (24 CFR §903.7(h))

☐ **Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received 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>. (24 CFR §903.7(j))

☐ **Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Rental Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices.](#)

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan (24 CFR §903.7(b)).

☐ **Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with 24 CFR §990.145(a)(1).

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

**B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

**B.4 Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR §903.7 (g)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: "See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX."

**B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(p))

**B. Annual Plan Elements Submitted All Other Years (Years 1-4).** PHAs must complete this section during years where the 5-Year Plan is also due. (24 CFR §903.12)

**B.1 New Activities.** If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **Hope VI or Choice Neighborhoods.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6). (Notice PIH 2010-30)

☐ **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 Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for 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>. (Notice PIH 2010-30)

☒ **Demolition and/or Disposition.** With respect to public housing only, describe any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (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 approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). (24 CFR §903.7(h))

☐ **Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received 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>. (24 CFR §903.7(j))

☐ **Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Rental Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices.](#)

☒ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations and describe how project-basing would be consistent with the PHA Plan.

☐ **Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\).](#)

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

**B.2 Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR §903.7 (g)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: "See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX."

## C. Other Document and/or Certification Requirements.

**C.1 Resident Advisory Board (RAB) comments.** If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

**C.2 Certification by State of Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

**C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 CRT-SM, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077 CRT-SM, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations, 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. (24 CFR §903.7(o)).

**C.4 Challenged Elements.** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

## D. Affirmatively Furthering Fair Housing (AFFH).

**D.1 Affirmatively Furthering Fair Housing.** The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) .... Strategies and actions must affirmatively further fair housing ...." Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

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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 the 5-Year and Annual PHA Plan. 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, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 7.02 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.



**Statement of Significant Amendment**  
Housing Authority of the City of Salem  
(dba Salem Housing Authority [SHA])

Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification."

***Significant Amendment and Substantial Deviation*** is defined as:

- a) Any amendment to the Admissions and Continued Occupancy Plan (ACOP) or Section 8 Administrative Plan – notwithstanding those providing SHA staff advice or instruction of a procedural nature – that implements a change in the program rules as a result of a change in Federal Law, Regulation, PIH Notice, or SHA policy, or a change that results in an amendment to the lease, tenant selection policies, rent determination, or occupancy standards;
- b) Changes to rent or admissions policies or organization of the waiting list;
- c) Any planned new work items, but not substitution work items, among any years in the latest approved 5-Year Action plan, per the final CFP rule;
- d) Additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) that exceed 20% of an annual grant award; or
- e) Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.



# DISCLOSURE OF LOBBYING ACTIVITIES

OMB Control Number: 4040-0013

Expiration Date: 2/28/2025

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

<b>1. * Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. * Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. * Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
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**4. Name and Address of Reporting Entity:**  
☒ Prime    ☐ SubAwardee  
 \* Name:   
 \* Street 1:     Street 2:   
 \* City:     State:     Zip:   
 Congressional District, if known:

**5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:**

<b>6. * Federal Department/Agency:</b> <input style="width: 400px;" type="text" value="NOT APPLICABLE - NO LOBBYING ACTIVITIES"/>	<b>7. * Federal Program Name/Description:</b> <input style="width: 400px;" type="text" value="NOT APPLICABLE - NO LOBBYING ACTIVITIES"/> CFDA Number, if applicable: <input style="width: 100px;" type="text" value="N/A"/>
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<b>8. Federal Action Number, if known:</b> <input style="width: 400px;" type="text" value="N/A"/>	<b>9. Award Amount, if known:</b> \$ <input style="width: 150px;" type="text"/>
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**10. a. Name and Address of Lobbying Registrant:**  
 Prefix:     \* First Name:     Middle Name:   
 \* Last Name:     Suffix:   
 \* Street 1:     Street 2:   
 \* City:     State:     Zip:

**b. Individual Performing Services** (including address if different from No. 10a)  
 Prefix:     \* First Name:     Middle Name:   
 \* Last Name:     Suffix:   
 \* Street 1:     Street 2:   
 \* City:     State:     Zip:

**11.** Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**\* Signature:** *Nicole Utz*  

*Name: Prefix <input style="width: 60px;" type="text"/>	* First Name <input style="width: 210px;" type="text" value="NICOLE"/>	Middle Name <input style="width: 180px;" type="text"/>
* Last Name <input style="width: 350px;" type="text" value="UTZ"/>	Suffix <input style="width: 80px;" type="text"/>	

Title: <input style="width: 260px;" type="text" value="HOUSING ADMINISTRATOR"/>	Telephone No.: <input style="width: 150px;" type="text"/>	Date: <span style="border: 2px solid red; padding: 2px; display: inline-block;">8/18/2022</span>
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**Federal Use Only:**
STANDARD FORM LLL (REV. 7/1997)  
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## Certificate of Completion

### Document Information

Document Number: 5a3efc4d-5a08-450d-a978-d393d7f84b46

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Document Owner: Melanie Fletcher

Signatures: 1

### Signatures/Initials

Nicole Utz

Signed: 8/18/2022 12:45:16 PM PDT

IP Address: 75.164.74.252

Email Address: nutz@salehousingor.com

MRI Secure Sign Signature by:

A handwritten signature in black ink that reads 'Nicole Utz' in a cursive script.

666161d4-35b8-463d-b259-1b0db4fe0ee6



## **Certification of Compliance with Public Hearing**

By my signature below, I hereby certify that the Housing Authority of the City of Salem (OR011, dba Salem Housing Authority) conducted a public hearing in compliance with 24 CFR 905, in relation to its PHA Plan and CFP Plan.

Signature of  
*Nicole Utz*  
By Nicole Utz, Housing Administrator

By: Nicole Utz, Housing Administrator

8/18/2022

Date



## Certificate of Completion

### Document Information

Document Number: 5faa0cab-d2f5-4bde-845c-81ce0de34db1  
Document Name: Certification of Compliance with Public Hearing  
Date Created: 8/18/2022 10:57:16 AM PDT  
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Document Owner: Melanie Fletcher  
Signatures: 1

### Signatures/Initials

Nicole Utz  
Signed: 8/18/2022 12:45:16 PM PDT  
IP Address: 75.164.74.252  
Email Address: nutz@salemhousingor.com

MRI Secure Sign Signature by:

*Nicole Utz*

8c78b9d3-6b69-4a4a-84d9-d6aa65383410

# Certification of Payments to Influence Federal Transactions

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

Public reporting burden for this information collection is estimated to average 30 minutes. This includes the time for collecting, reviewing, and reporting data. The information requested is required to obtain a benefit. This form is used to ensure federal funds are not used to influence members of Congress. There are no assurances of confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Applicant Name

Housing Authority of the City of Salem (OR011) dba Salem Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund Program (CFP) / PHA Plan

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Nicole Utz

Title

Housing Administrator, Salem Housing Authority

Signature



Date (mm/dd/yyyy)

8/18/2022



## Certificate of Completion

### Document Information

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Signatures: 1

### Signatures/Initials

Nicole Utz

Signed: 8/18/2022 12:45:16 PM PDT

IP Address: 75.164.74.252

Email Address: nutz@salemhousingor.com

MRI Secure Sign Signature by:

*Nicole Utz*

7dc104d8-d3a6-47c1-891c-1e5822ecfa00

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 3/31/2024

**Certification by State or Local Official of PHA Plans  
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Kristin Retherford, the Interim City Manager and Director, Urban Development Department  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan for fiscal years 2019-2024 and/or Annual PHA Plan for fiscal  
year 2022-2023 of the Housing Authority of the City of Salem (OR011) is consistent with the  
*PHA Name*

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair  
Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

City of Salem, Oregon

*Local Jurisdiction Name*

pursuant to 24 CFR Part 91 and 24 CFR §§ 903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or  
State Consolidated Plan.

The PHA Plan is consistent with the Consolidated Plan and aligns with the following goals: providing housing that is targeted to homeless/formerly homeless individuals and families (limited local preferences for the Voucher program for homeless households and project-based Voucher projects that offer preference in admissions to homeless households); providing housing opportunities for low- to moderate-income households (most programs and properties admit households with income at or below 50% AMI, with some admitting households up to 80% AMI); providing housing to special needs populations (Mainstream Voucher program, Veterans Affairs Supportive Housing program, and properties specifically for elderly and/or disabled households).

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official:  Kristin Retherford	Title: Interim City Manager and Director, Urban Development Department
Signature: <u>Kristin Retherford</u>	Date: <u>6/2/2022</u>

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. This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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.



## Certificate of Completion

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Document Owner: Melanie Fletcher

Signatures: 1

### Signatures/Initials

Kristin Retherford

Signed: 6/2/2022 7:39:21 AM PDT

IP Address: 194.144.238.230

Email Address: KRetherford@cityofsalem.net

MRI Secure Sign Signature by:

*Kristin Retherford*

aa190a83-a430-4d28-9819-464adc5b199f



# Civil Rights Certification (Qualified PHAs)

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB Approval No. 2577-0226  
Expires 3/31/2024

## Civil Rights Certification

### Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning October 1, 2022 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.

Housing Authority of the City of Salem

OR011

PHA Name

PHA Number/HA Code

I hereby certify that all the statement above, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director:

Nicole Utz, Housing Administrator



Signature

5/31/2022

Date

Name of Board Chairperson:

Chris Hoy, Chair, Salem Housing Authority Commission



Signature

5/31/2022

Date

The United States Department of Housing and Urban Development is authorized to collect 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. The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 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.



## Certificate of Completion

### Document Information

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Document Owner: Melanie Fletcher

Signatures: 2

### Signatures/Initials

Chris Hoy

Signed: 5/31/2022 2:18:58 PM PDT

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MRI Secure Sign Signature by:

*Chris Hoy*

7b85c17c-6ba7-4169-ac1b-c2bbbcfd3a54

Nicole Utz

Signed: 5/31/2022 2:57:26 PM PDT

IP Address: 199.48.39.223

Email Address: nutz@salemhousingor.com

MRI Secure Sign Signature by:

*Nicole Utz*

9ef31aee-b524-41e5-b190-3107d61e0124