



Program Year 2015-2016



Salem Interfaith Hospitality
Network's Fresh Start Program
recipient



Grant School Park Before and After

Consolidated Annual Performance and Evaluation Report

A report on the use of Federal
Community Development Block Grant and
HOME Investment Partnership Program
by the City of Salem, Oregon
Salem/Keizer Consortium

Prepared by City of Salem,
Urban Development Department,
Federal Programs
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Contact Rena Peck, 503.540.2446
Approved by City Council

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the Program Year.

The City prepared the 2015-2019 Consolidated Plan (“Con Plan”) during the last planning cycle. This is the first year of that plan and the City is making efforts in reaching the goals identified in that plan. The four goals listed in the 2015-2019 Consolidated Plan include: Promoting Economic Development, Ending Homelessness, Expanding Affordable Housing, and Neighborhood Revitalization. Additionally, the City provided General Fund dollars for programs that meet the number two goal (End Homelessness) of the Con Plan. However, these numbers are not included in the data reported:

Goal 1: Promote Economic Development

The City provided funding to MERIT and Interface Latino Microenterprise programs supporting community economic development activities that lead to self-sufficiency and employment. These programs resulted in the creation of new businesses by offering microenterprise education to low and moderate-income people. Additionally, funding was provided for two Job Training/Placement Programs: Garten Services for a Job Training Program to assist clients with disabilities (this program will continue into the 2016-2017 Program Year and final reporting will be included in that CAPER) and MERIT for the Job Savers Program, providing a certificate-based welding training and placement program (due to completion of the program including certifications, clients are continuing to be placed from this program year, the final reporting for this program will also be included in the 2016-2017 CAPER).

Goal 2: End Homelessness

The City has been very active in community collaboration of service efforts that support the homeless community and those at-risk of homelessness. This collaboration includes case management, subsistence payments, rehabilitation of facilities, tenant based rental assistance, and security deposit assistance. During the 2015-2016 Program Year, six programs and one project were funded to meet this goal.

In 2016 the City became a partner in the development and initiation of the Mid-Willamette Homeless Initiative. The group consists of four jurisdictions: City of Salem, City of Keizer, Marion County and Polk County. The group is a multi-jurisdictional collaboration working on a strategic plan to include best practices and cross-pollinating funding sources. Serving the homeless community will continue to be a high priority for the City.

Goal 3: Expand Affordable Housing

The City provided funding for affordable housing to many individuals and families through various types of projects and programs using CDBG and HOME funding. These projects and programs included fair housing training for local property owners and tenants, owner-occupied rehabilitation assistance, and rehabilitation of affordable units. Through these assistance programs, affordable housing availability and affordability were increased.

Goal 4: Revitalize low income neighborhoods and create a suitable living environment.

During the 2015-2016 Program Year, the City funded the Grant School Park Rehabilitation. This provided greater access including accessibility to the park and removed health and safety hazards. The project took place within the City's identified NRSA. The City will continue to market the funds and encourage more developers and economic driven projects to apply for the program funding, especially within the NRSA.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's Program Year goals.

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Goal	Category	Source / Amount Allocated	Indicator	Unit of Measure	Expected – Program Year	Actual – Program Year	Percent Complete
Promote Economic Development	Non-Housing Community Development	CDBG: \$262,450	Jobs created/retained Businesses assisted	Jobs Businesses Assisted	Jobs: 128 Businesses: 52	52 (only projects completed during the 15-16 Program Year are being reported)	32%
End Homelessness-Public Service	Homeless	CDBG: \$154,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1942	1957	101%
End Homelessness-Subsistence Payments	Homeless	CDBG: \$60,000	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	96	61	63%
End Homelessness-Public Facility	Homeless	CDBG: \$81,765	Public Facility or Infrastructure Activities other than Low-Moderate Income Housing Benefit	Persons Assisted	1000	1023	102%
End Homelessness-TBRA and Transitional Housing	Homeless	HOME: \$260,000	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	130	149 (only projects completed during the 15-16 Program Year are being reported)	114%
End Homelessness-TBRA Special Populations	Homeless	HOME: \$79,800	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	18	15	83%
Expand Affordable Housing	Affordable Housing	HOME: \$453,500 CDBG: \$523,267	Rental units rehabilitated/ Homeowner Housing Rehabilitated	Household Housing Unit	74	4 (only projects completed during the 15-16 Program Year are being reported)	5%
Neighborhood Revitalization-Availability/Accessibility	Non-Housing Community Development	CDBG: \$81,769	Public Facility or Infrastructure Activities other than Low-Moderate Income Housing Benefit	Persons Assisted	1623 (Original 5322 in AAP was based on the full NRSA, in set-up this had to be modified due to system limitations)	1623	100%

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The City made great strides in meeting the objectives of the 2015-2016 Annual Action Plan.

MERIT provided microenterprise training and technical assistance to 32 businesses. MERIT also provided job training through the Job Savers Program in the field of welding. As mentioned previously, final reporting for the welding training program will be included in the 2016-2017 Consolidated Annual Performance Evaluation Report (CAPER). Interface Network provided microenterprise training and technical assistance to 20 businesses during the 2015-2016 Program Year. Garten's Job Training Program will also continue into the 2016-2017 Program Year.

Grant School Park's rehabilitation was completed during this program year, providing a new, accessible park for approximately 1623 individuals.

Center for Hope and Safety's Window Replacement project was completed during this program year serving approximately 1023 individuals.

Woodmansee Phase II, an affordable housing project awarded in 2014-2015 was completed in 2014-2015, lease up continued into 2015-2016. There were four affordable units developed. These numbers are included in this report.

United Methodist Retirement Center's affordable housing project will continue into the 2016-2017 Program Year due to the refinance of existing debt and additional HOME resources allocated to the project for its completion. The number of low income households will be reported in the 2016-2017 CAPER.

Tenant based rental assistance (TBRA) was provided by Salem Interfaith Hospitality Network (TBRA in conjunction with Homeless Case Management), Salem Housing Authority (Security Deposit only), and Oregon Health Authority (TBRA). Salem Interfaith Hospitality Network's 14-15 program continued into 2015-2016 and was completed (41 households served). Their 2015-2016 program will continue into 2016-2017. Salem Housing Authority's 2014-2015 program continued into the 2015-2016 program year (108 households served) and their 15-16 program will also continue into 2016-2017. Oregon Health Authority's program was completed during this program year (15 households served). The numbers included in this report reflect those programs completed this year (in an effort to ensure accurate reporting, the City will utilize this system of reporting for all future reports). The City has been aggressively working toward filling the unmet needs for services and housing for extremely low income families and individuals which includes working with various partners throughout the community. The Federal Programs staff regularly attends cooperative meetings with social service agencies.

Polk Community Development Corporation's Owner Occupied Rehabilitation Program will continue into the 2016-2017 program year.

Catholic Community Services Foundation's portfolio rehabilitation with both CDBG and HOME is underway and will also continue into the 2016-2017 Program Year with expected completion before the end of the 2016-2017 program year.

CR-10 - Racial and Ethnic composition of families assisted

**Describe the families assisted (including the racial and ethnic status of families assisted).
91.520(a)**

Table 2 – Table of assistance to racial and ethnic populations by source of funds

	CDBG	HOME
White	1,681	136
Black or African American	71	14
Asian	10	0
American Indian or American Native	31	5
Native Hawaiian or Other Pacific Islander	61	8
American Indiana/Alaska Native White	0	0
Asian/White	1	0
Black/African American/ White	3	2
American Indiana/Alaska Native/Black African American	0	1
Other Multi Racial	212	2
Hispanic	293	38
Not Hispanic	1,777	130
Total	2,070	168

Narrative

This table reflects the race and ethnicity of families directly impacted by CDBG and HOME funded programs and projects.

Both CDBG and HOME require the City gather race and ethnicity data for all individuals or families receiving a benefit from either funding source. In some cases, individuals may report a race and then include the ethnicity as Hispanic and in some cases a race is not identified. If a race is not identified then the individual or family will be counted in the white race category. The numbers reflected in the Hispanic section are not included in the overall total, as this would cause duplication of numbers. The not-Hispanic category includes all other client counts.

HOME demographic information is only collected for those units that are identified as HOME-assisted, under the HOME numbers in Table 2. HOME-assisted are those units identified through a subsidy layering analysis in which rent and income restrictions are applied. Under the category of units assisted, the total number of units in a project are reported as collected in the Annual Plan to identify that the goal was met.

Table 2 above indicates there is a large Hispanic population in the cities of Salem and Keizer. This is represented in the number of Low and Moderate Income clients served with the CDBG and HOME funds.

Table 2 does not reflect the numbers served for the Grant School Park (1623) project or the Center for Hope and Safety Window Replacement (1023) projects, demographic information is not collected due to the nature of the projects.

Due to the nature of the data collection and import through IDIS, this table reflects numbers from programs funded in previous years that closed in this Program Year. Some of those programs/projects include Woodmansee Phase II, Salem Housing Authority's 2014-2015 Security Deposit Program, and Salem Interfaith Hospitality Network's 2014-2015 Fresh Start Program.

Numbers for Polk Community Development Corporation's Owner Occupied Rehabilitation Program and Salem Interfaith Hospitality Network's Fresh Start Program will be included in the 2016-2017 CAPER, as the programs were awarded additional funding and have been provided extensions into the 2016-2017 Program Year.

CR-15 - Resources and Investments 91.520(a)
Identify the resources made available

Table 3 - Resources Made Available

Source of Funds	Source	Expected Amount Available	Actual Amount Expended Program Year 2015-2016
CDBG	Annual Allocation, Program Income, and Prior Year Resources	1,583,584	3,420,064.58
HOME	Annual Allocation, Program Income, and Prior Year Resources	936,147	526,141.56

Narrative

The amounts listed in the above table include the HUD annual allocation, program income, and any CDBG or HOME prior year resources.

Identify the geographic distribution and location of investments

Table 4 – Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Central Salem (Neighborhood Revitalization Strategy Area (NRSA))	4.5%	5.2% of 2015 allocation	Grant School Park Rehabilitation

Narrative

The Grant School Park Rehabilitation was completed during the 2015-2016 Program Year providing an improved park for 1,623 individuals.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

A key objective for the City of Salem and the Salem/Keizer Consortium is to leverage resources to the maximum extent possible. CDBG and HOME allocations are leveraged through the City's partnerships. These partners leverage the CDBG or HOME allocations through private loans, grants received from local businesses and trusts, LIHTC, Oregon Housing Tax Credits, Oregon Housing Trust Funds, weatherization grants, donations, and volunteer support. The local housing authorities and Community Housing Development Organizations (CHDOs) may apply for both HOME and Low Income Housing Tax Credits to rehabilitate and/or construct low-income housing.

Mid-Willamette Valley Community Action Agency (MWVCAA) is the lead agency for the City's Continuum of Care (CoC) resources and is a part of a regional CoC, Rural Oregon Continuum of Care (ROCC) that oversees 28 counties. The partnership between MWVCAA, and the City is essential to the reduction of homelessness and the personal wealth creation for the citizens of Salem and Keizer.

The City provides approximately \$400,000 in general funds for individuals and families in need of essential services including food, shelter, health, case management, etc. In 2015-2016, \$2,000 of this funding was provided for the Salem-Keizer Community Connect, an annual event providing multiple services and resources for those experiencing homelessness in the cities of Salem and Keizer. The CDBG public service allocation works in conjunction with the general fund allocation towards meeting the same goals.

For all programs/projects (regardless of federal funding source), the City requires a 25% match. The City captures this information through documents provided at the time of application and each quarter.

Match was provided through the following HOME-funded organizations: Catholic Community Services Foundation, Salem Housing Authority, Salem Interfaith Hospitality Network, Polk Community Development Corporation and Oregon Health Authority. Match was also provided by the following CDBG-funded organizations: Center for Hope and Safety, Garten Services Inc., Congregations Helping People, Interface, Merit, the City of Salem Public Works Department, and Salem Interfaith Hospitality Network. There was one project completed on publicly owned land, the Grant Park Rehabilitation.

Table 5 – Fiscal Year Summary - HOME Match Report

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	\$5,781,838
2. Match contributed during current Federal fiscal year	\$527,742
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$6,307,580
4. Match liability for current Federal fiscal year	\$146,536.75
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$6,161,043.25

Table 6 – Match Contribution for the Federal Fiscal Year

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
Various	July 1, 2015-June 30, 2016	\$527,742	0	0	0	0	0	\$527,742

See attached report for breakdown of contributions for both HOME and CDBG.

Table 7 – Program Income (HOME report)

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TENANT BASED RENTAL ASSISTANCE \$	Balance on hand at end of reporting period \$
\$36,100.26	\$293,350.19	\$33,870.36	\$148,111	\$15,580.12

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	0	0	0			
Number	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

Table 8 – Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Total	0	0	0	0	0	0

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0	0			
Businesses Displaced		0	0			
Nonprofit Organizations Displaced		0	0			
Households Temporarily Relocated, not Displaced		0	0			
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

Table 11 – Number of Households

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	30	41
Number of Non-Homeless households to be provided affordable housing units	174	112
Number of Special-Needs households to be provided affordable housing units	18	15
Total	222	168

Table 12 – Number of Households Supported

	One-Year Goal	Actual
Number of households supported through Rental Assistance	148	164
Number of households supported through The Production of New Units	0	4
Number of households supported through Rehab of Existing Units	74	0
Number of households supported through Acquisition of Existing Units	0	0
Total	222	168

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Table 11:

The “Number of Homeless households to be provided affordable housing units” goal was exceeded by eleven households assisted through Salem Interfaith Hospitality Network’s Fresh Start tenant based rental assistance program. This number is the total number served at program completion for the 2014-2015 Program Year completed during the 2015-2016 Program Year. The 2015-2016 program will continue into the 2016-2017 Program Year and will be reported in the 2016-2017 CAPER.

The “Number of Non-Homeless households to be provided affordable housing units” goal is currently underway to meet the goal. Due to completion of projected programs being extended into the 2016-2017 Program Year, clients served through the programs and projects completed within 2016-2017 Program Year will be reported in the 2016-2017 CAPER.

The “Number of Special-Needs households to be provided affordable housing units” goal was not met during this program year due to the program and the discontinuation of the program due to participants meeting the regulatory maximum for years of access.

Table 12:

The numbers served under “Number of households supported through Rental Assistance” exceeded the goal. This number includes all rental assistance programs that were completed during the 2015-2016 Program Year.

The “Number of households supported through The Production of New Units” goal was exceeded by 4 units. This number is from the construction of Woodmansee Phase II Project that was completed during the 2015-2016 Program Year.

The “Number of households supported through Rehab of Existing Units” goal is currently underway due to construction timelines and completion that will occur during the 2016-2017 Program Year. These numbers will also be reported in the 2016-2017 CAPER.

Discuss how these outcomes will impact future annual action plans.

The 2016-2017 Annual Action Plan and follow up Consolidated Annual Performance and Evaluation Report (CAPER) will include project goals that were not reported in this CAPER due to extensions of projects and completion not occurring prior to the end of the Program Year.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Table 13 – Number of Persons Served

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	0	146
Low-income	0	22
Moderate-income	0	0
Total	0	168

Narrative Information

The numbers in the above table represent affordable housing projects/programs completed during the 2015-2016 Program Year including the carry-over of the following projects completed during 2015-2016: Woodmansee Phase II, Salem Housing Authority’s 2014-2015 Security Deposit Program, and Salem Interfaith Hospitality Network’s 2014-2015 Fresh Start Program. Polk Community Development Corporation’s Owner Occupied Rehabilitation and Salem Interfaith Hospitality Network’s Fresh Start tenant based rental assistance programs are extended into the 2016-2017 Program Year. Those assisted during the 2016-2017 Program Year will be reported in the 2016-2017 CAPER.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)
Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

During the 2015-2016 Program Year, the City of Salem's Federal Programs Division funded public services for homeless and presumed benefit families through the following organizations: Center for Hope and Safety, Congregations Helping People, and Salem Interfaith Hospitality Network.

Additionally, the City was able to provide financial support to the following organizations using General Funds dedicated to social service programs: Congregations Helping People, Marion Polk Food Share, St. Francis Shelter, Mano a Mano, Mid-Willamette Valley Community Action Agency (MWVCAA), the Salvation Army and two programs through Northwest Human Services.

Through the coordinated efforts of these programs and outreach through multiple avenues including referrals between the agencies and presence at the Salem-Keizer Community Connect, these agencies reached those individuals with the greatest needs.

Mid-Willamette Valley Community Action Agency (MWVCAA) is the lead agency for the City's Continuum of Care (CoC) resources and is a part of a regional CoC, Rural Oregon Continuum of Care (ROCC) that oversees 28 counties.

MWVCAA conducted the annual homeless count and survey on January 27, 2016 in hopes of determining the number of homeless individuals and families living in the community. The findings of the homeless count and survey along with the Marion and Polk Counties Plan to End Homelessness can be found at <http://www.mwvcaa.org/resources.html>. These reports are valuable tools that enable the community and social service agencies to better assess, understand, and address the needs of persons and families experiencing homelessness who are part of the Salem/Keizer community.

The Marion and Polk Counties Plan to End Homelessness includes a goal to provide a day of services to the homeless community. The plan requires the development of an annual Homeless Connect event. MWVCAA hosted the 2016 Salem-Keizer Community Connect event on March 22, 2016 at Salem First Baptist Church. This one-day event brought together 60 service providers representing nonprofits, faith based, government agencies, and businesses to provide aid and services to 363 households experiencing homelessness. The event included benefits, bike services, children and family services, clothing, in-kind donations, counseling, employment services, medical/dental services, haircuts, housing services, pet services, veterans' services, and women's services.

The City provided General Funds for financial support to the 2016 Salem-Keizer Community Connect for the rental of dental and vision vans. This was the eighth year of this event and was a huge success.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City has few shelters for the homeless and even less for homeless families. During the 2015-2016 Program Year, the City of Salem provided funding to Salem Interfaith Hospitality Network (CDBG), Center for Hope and Safety (CDBG), and Northwest Human Services (General Funds) for case management in coordination with shelter for homeless individuals and families. Salem Interfaith Hospitality Network collaborates with local churches to provide emergency shelter for homeless families entering their program. During the 2015-2016 Program Year Salem Interfaith Hospitality Network provided Transitional Tenant Based Rental Assistance funded with HOME. Center for Hope and Safety provided essential services including emergency shelter for victims of domestic violence and human trafficking. Northwest Human Services provided services including emergency shelter to homeless youth during the Program Year.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City partners with the Rural Oregon Continuum of Care (CoC) through shared goals in assisting underserved populations and has provided funding for specific types of housing as outlined in the Con Plan priorities that overlap with the CoCs goals. This would include projects of transitional housing, coordinated housing, and emergency housing. The City provided funds to the Oregon Health Authority's (OHA) Tenant Based Rental Assistance (TBRA) program that provides housing to families living with AIDS/HIV. Additionally, funding was provided to the Salem Housing Authority for their Security Deposit Program. During the 2015-2016 Program Year, Salem Interfaith Hospitality Network also received funding for their Fresh Start TBRA Program, giving preference to families with children experiencing homelessness.

Mid-Willamette Valley Community Action Agency's ARCHES Project and Tenant Readiness training (Support Services Only (SSO)) were funded in 2015 through the ROCC. The ARCHES Project includes a drop-in day center, case management, housing placement assistance, and short-to medium-term rental assistance. The ARCHES Project serves as a center designed to provide referral and services to individuals and families experiencing homelessness, and those at-risk of becoming homeless.

Shangri-La provides permanent supportive housing and received for the following programs:

New Options- provides case management and transitional housing for up to 45 homeless individuals and families with substance abuse issues annually. At any given time, there are 14 individuals and 2 small families living in the 16 unit complex. Families typically consist of a single mother or father working towards reunification with their children.

Shangri-La's Housing Assistance Program (SHAP) provides permanent supportive housing homeless individuals and families where at least one member of the household has a documented disability in Marion & Polk Counties. The program pays the leasing fees and other supportive services for 17 individuals and 3 families to move towards self-sufficiency.

During the 2015-2016 Program Year, an Interim Housing Program funded with CDBG assisted with rent during a housing crisis for families at risk-of-homelessness. The City provides additional funding (General Fund) to a couple of emergency assistance programs that assisted with rent, utilities, and prescriptions for families at-risk of homelessness due to a crisis.

Community partners and the CoC continue to outreach with other agencies to prevent homelessness and to help persons experiencing homelessness make the transition to permanent housing and self-sufficiency.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The ROCC funded a program providing permanent housing for disabled persons who were formerly homeless, transitional housing for homeless individuals and families with substance abuse issues, and services including rental assistance, case management, tenant readiness classes, etc.

The City of Salem provided funding to OHA for a tenant based rental assistance program designated for individuals with HIV/AIDs. The Salem Housing Authority (SHA) provided funding and opportunities supporting individuals and families in similar situations. Detailed discussions of these programs are in the Public Housing section of this report.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The City awarded HOME funding to the Salem Housing Authority (SHA) for a Security Deposit Program to all residents of Salem and Keizer, including those interested in living in public housing facilities.

SHA operates a Family Self Sufficiency Program that connects Section 8 or Public Housing tenants to outside resources to remove barriers that prevent families from being self-sufficient and that helps them achieve better living conditions. SHA staff assists tenants in setting individual goals such as: financial management, preparation for homeownership, completion of a GED, or vocational training to acquire job skills, often translating into higher income jobs and self-sufficiency. These goals are converted into a five-year contract that includes completion dates or deadlines to help keep tenants accountable. Staff meets with tenants on a quarterly basis, or more frequently if needed, to offer encouragement and moral support throughout the five-year period.

SHA has dedicated staff that assists senior clients residing in public housing who rely on resources to continue to live independently.

SHA receives Capital Funds to address capital needs of its 245 public housing units throughout the Salem area. The largest capital projects this year have included replacing the playgrounds at three of the multifamily sites; repairing siding and paint at two scattered sites; repairing driveways at two scattered sites; and replacing electrical panels at the multifamily sites. Additionally, Section 504 accessibility work and needs assessments have taken place as needed across all public housing.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

SHA encourages residents to be involved in a variety of activities including public housing management.

The bylaws of both the SHA and the Housing Advisory Committee (HAC) require at least one tenant serve on the board with a goal of at least three to five tenants attending. There is no restriction of the maximum number of tenants allowed to participate. Tenants are always welcome to attend meetings without actually serving on the committee.

The Family Self Sufficiency Program Coordinating Committee (PCC) is comprised of residents and social service professionals who review proposed changes to the Action Plan. The Resident Advisory Board is responsible for reviewing the Public Housing Annual Plan. Tenants receive newsletters and other correspondence ensuring awareness of SHA activities and are encouraged to provide feedback to staff.

All tenants are given a 30-60 day period to comment on updated utility allowances, changes made to the security deposits, updates to maintenance charges, and modifications to the Admission and Continued Occupancy Policy as well as revisions to leases, and addendums or other items that could directly affect them.

Actions taken to provide assistance to troubled PHAs

This section is not applicable. The Salem Housing Authority is not a troubled PHA.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

Affordable housing is the City's number three priority in the City's five-year Consolidated Plan. The City continues to help foster and maintain affordable housing by providing HOME funds to Community Housing Development Organizations (CHDO)s and other nonprofit housing organizations. These partnerships have helped to remove some of the many housing barriers, which include cost, availability, and location of housing. The City provides System Development Charge waivers for organizations constructing new affordable housing that utilize federal funds. This waiver reduces the cost of construction which provides incentives to construct affordable housing for families that earn 60% or less of the local area median income. Organizations utilizing HOME and/or CDBG funds are required to maintain the property as affordable for a prescribed number of years as outlined in the HOME and CDBG requirements. To ensure the maintenance of affordable housing, the City follows all compliance monitoring requirements on a regulated schedule.

When a property is acquired or rehabilitated, steps are taken to prevent as much disruption as possible for tenants and to avoid displacement whenever possible. If displacement is needed to complete the project, required notices are initially sent to tenants as part of the application process and again when funding is awarded. Verification that these steps have been taken is a condition of funding for the project. Staff attends Uniform Relocation Act (URA) training when offered and trains subrecipients/grantees on the importance of compliance.

The City provided tenant based rental assistance/security deposit funds to three organizations: Oregon Health Authority (tenant based rental assistance), Salem Interfaith Hospitality Network (tenant based rental assistance), and the Salem Housing Authority (security deposit) to assist in making housing affordable for income-qualified families. The City funded Congregations Helping People's Interim Housing Program, providing subsistence payment (one-time crisis rental assistance) to prevent homelessness due to crisis situations.

Elimination of Barriers to Affordable Housing

The City collaborates with the local housing authority and other organizations to provide funds for housing improvements. This coordination of housing delivery reduces gaps and improves affordable housing for the citizens of Salem and Keizer. It also increases efficiency of funds that are never sufficient to serve all of those in need.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

Many obstacles stand in the way of meeting the critical needs of homeless or extremely low persons in Salem and Keizer. Individuals and families are faced with many of these challenges. While some of these barriers can be mitigated through actions by the City, a majority of them cannot be corrected at the local level.

Gaps in the service delivery system for special needs populations and persons experiencing homelessness include:

- Homeless Prevention Services for:
 - Mortgage Assistance
 - Legal Assistance
- Street Outreach Services for:
 - Mobile Clinics
 - Law Enforcement
- Supportive Services for:
 - Child Care
 - Transportation
 - Life Skills
 - Employment and Employment Training

Coordination between public and private housing and social services agencies is an extremely important activity to meet the needs of the underserved population. The City collaborates with the Rural Oregon Continuum of Care (ROCC), the regional administrator for CoC funds. The ongoing collaboration provides a better foundation for serving the underserved by collaborating on goals and outcomes.

During the 2015-2016 Program Year, the City of Salem funded programs that provide life skills training through case management services including Salem Interfaith Hospitality Network and HOME Youth Resources Program. Employment training and placement was provided through Garten Services, Inc. and MERIT. Garten Services provided training focused on assisting persons with disabilities to secure job placement in their modernized facility. MERIT provided job training and placement through their Job Savers Program by training and certifying participants in the field of welding.

MERIT and Interface Network were provided CDBG funding during the 2015-2016 Program Year for microenterprise training and technical assistance. These programs assist small businesses in starting up and expanding, thus creating and securing jobs in the City of Salem.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The evaluation and reduction of lead-based paint hazards is included in standard operation procedures that apply to all funded projects and programs. Lead based paint inspections are required on all housing projects built before 1978. If lead based paint is found at an unacceptable level abatement is required.

To ensure housing assisted by CDBG and HOME are lead free or at acceptable levels, the City continues to require lead-based paint inspections on all acquisition and/or rehabilitation activities on properties constructed prior to 1978. Additionally, physical inspections of assisted units are conducted. All units inspected must meet Salem's Local Housing Codes. The City's local housing codes exceed the requirements of Housing Quality Standards (HQS). Uniform Physical Condition Standards (UPCS) were added to the existing local code for inspection of housing projects funded with HOME.

All tenant based rental assistance and/or security deposit assistance clients receive and sign a Lead Based Paint (LBP) notice. A copy of the notice is in each tenant case file. Physical inspection requirements listed above also apply to tenant based rental assistance and/or security deposit assisted units.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City has committed to provide 15% of its total allocation of CDBG to organizations that serve individuals and families living below the poverty line. Some of these services include funding to organizations such as Center for Hope and Safety, Congregations Helping People, and Salem Interfaith Hospitality Network. Through the City's General Fund, organizations such as Marion-Polk Food Share, Congregations Helping People, St. Francis Shelter, Mid-Willamette Valley Community Action Agency, Salvation Army, Mano a Mano and Northwest Human Services provide emergency services for families below the poverty line. These programs help alleviate obstacles many families face due to living below the poverty line while providing tools for them to move beyond their current circumstances.

Poverty reduction strategies, in the area, encompass a variety of processes providing support for the needs of individuals and households as they progress toward economic independence and self-sufficiency. CHDOs have worked meticulously with city housing service agencies to provide decent, safe, and sanitary housing that is affordable to low- and moderate-income persons. Housing units and programs provide stability for families to increase the ability of the individuals and families to receive supportive services, increasing the success to self-sufficiency. Wrap-around services in housing have become more prevalent over the past few years.

In the 2015-2019 Consolidated Plan, priorities in serving the underserved include: Promoting Economic Development through job training and job creation; End Homelessness through services, coordinated access to housing, emergency shelters and subsistence payments; Expand Affordable Housing through rehabilitation and conversion with a concentration on "aging in place"; and Neighborhood Revitalization through sidewalk improvements, parks and recreational facilities, street improvements, and flood drain improvements that lift low-income individuals from the brink of poverty.

The City provided CDBG funding to MERIT and Interface Network. These two organizations provide microenterprise training and technical assistance to low and moderate income individuals. Through these programs, individuals who may be unemployed and/or underemployed learn skills to become self-sufficient and as a result, most are able to create businesses that provide additional jobs. This year alone, 52 businesses received microenterprise training and/or technical assistance.

Garten Services, Inc. Facility Modernization Project received CDBG funding to provide job training for persons with disabilities in their newly modernized facility.

MERIT received additional CDBG funds for the Job Savers Program. The Job Savers Program provides skills training, certification, and placement in the field of welding. During the 2015-2016 Program Year, 10 individuals received training and 3 were placed in a welding career.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The 2015-2019 Consolidated Plan did not identify any significant gaps in institutional structure. The City continues to work with local partners to provide an increase in services and housing. Federal Programs coordinates with other City departments essential to the administration of the CDBG program as it relates to projects or programs outlined in the Plan. The City provides opportunities for public participation during both program development and program implementation.

The City is a partner with the ROCC and the Emergency Housing Network. Both of these groups work to fill gaps in services. The City provides General Funds to various organizations providing essential services to low income individuals and families. All projects that receive General, HOME, and CDBG funds are required to meet the eligibility standards set forth by the U.S. Department of Housing and Urban Development (HUD).

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

Coordination between public and private housing and social services agencies is an extremely important activity. The collaboration of many local stakeholders provides better service to the underserved. Collaborating with these institutions is vital to overcoming any gaps in institutional structure, and will continue in the next Program Year.

In 2016, the Mid-Willamette Homeless Initiative was formed. This group consists of public and private representatives including: elected officials, public safety representatives, educational representatives, tribe representatives, developers, and service representatives from four jurisdictions. The jurisdictions are the City of Salem, City of Keizer, Marion County, and Polk County.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**Summary Impediments of Fair Housing**

Below are the impediments to Fair Housing identified in the 2015 Analysis of Impediments to Fair Housing (AI).

Impediment #1: Fees and Charges

In the City of Salem's Organizational/Business Survey, 75% of respondents stated that the primary barrier to their clients accessing affordable housing were fees and charges. Some of the reasons that this is a barrier for their clients include: inability to qualify for jobs with adequate salaries (full-time, permanent), lack of income, increase in rental application fees, and coming up with move-in costs (i.e. deposits and first month's rent). This is consistent with the overwhelming response to the Organizational/Business Survey, the Housing Needs Survey, and documentation from other reports such as the Housing Needs Assessment (Mid-Willamette Valley Council of Governments, City of Salem) stating that the highest priority for the next five years is funding of job training programs and job creation projects so that persons are able to pay the fees associated with housing.

Actions to Overcome Impediment #1: Actions taken during the 2015-2016 Program Year to address the impediment listed include funding for the following programs: Congregations Helping People-Interim Housing Program (61 households assisted), Salem Interfaith Hospitality Network- Fresh Start Program (41 households assisted with 2014-2015 Program Year funds) and Case Management Program (124 households assisted), MERIT and Interface Network-Microenterprise Training Programs (52 businesses assisted), MERIT-Job Savers Program (10 clients assisted that will be reported in the 2016-2017 CAPER due to completion of certifications), Garten-Jobs Training Program (This program is extending into the 2016-2017 Program Year and the clients will be reported in the 2016-2017 CAPER), Oregon Health Authority-OHOP Program (15 households assisted), and SHA-Security Deposit Program (108 households assisted with 2014-2015 Program Year funds). The programs listed provided tenant-based rental assistance, security deposit assistance, coordinated housing, job training/placement programs, and one-time crisis rental assistance.

Impediment #2: Limitations

In the City of Salem's Organizational/Business Survey, 50% of respondents indicated that the primary barriers to their clients accessing affordable housing are limitations. The three primary limitations listed in the survey response were criminal record, negative rental history, and alcohol and drug issues. Additionally, through this analysis, it appears there is a significant limitation for persons with disabilities. As indicated in the fair housing complaints, this population reports more frequently violations of fair housing. Disabilities may also limit the number of units that the person can live in due to accessibility requirements and the costs associated to make reasonable accommodations. Other limitations listed included: limited English proficiency, lack of culturally appropriate services, gender status (transgendered), fair market rent (FMR), cycle of abuse and poverty, and mental illness.

Actions to Overcome Impediment #2: During the 2015-2016 Program Year, the completion of Woodmansee Phase II (four units) and Catholic Community Services Foundation collaboration with the Department of Human Services, Strengthening, Preserving, Reunifying, Families (SPRF) Program provided affordable housing for families that would otherwise enter the foster care system, typically due to drug and alcohol issues in the family. The project/program provides wrap-around services to these clients. To address limited English proficiency, many of our agencies not only have bi-lingual staff on hand, but also offer programs in Spanish. During the 2015-2016 Program Year funded agencies served 331 clients identifying as Hispanic. Over the past two years, one agency (MERIT) provided a sign-language interpreter for clients. To address the lack of culturally appropriate services, the City has several agencies that either target marketing to various cultures and/or have staff on-site that are familiar with diverse cultures. To address fair market rents, in 2016 the City received approval to utilize the modified Fair Market Rents compiled by the Salem Housing Authority for tenant-based rental assistance programs. This allowed for more housing choices and ability for clients to secure housing. In regards to addressing gender issues and mental illness, all programs are non-discriminatory and will make reasonable accommodations for disabilities as requested.

Impediment #3: Limited Availability

In responses to the City of Salem's Organizational/Business Survey, limited availability was the third most frequently reported barrier for their clients accessing affordable housing. The reasons listed for limited availability included the following: Lack of affordable units for persons with disabilities, limited funding, lack of affordable housing in desirable areas, long wait lists, and policies affecting return on residential investment. The need for additional affordable housing was also indicated in the Housing Needs Analysis (Mid-Willamette Valley Council of Governments and the City of Salem). The overwhelming type indicated through these analyses and national housing analyses are "aging in place" units. "Aging in place" units would meet the needs of all populations including the elderly and the disabled, and ensure lower vacancy rates.

Actions to Overcome Impediment #3: Although no units were constructed and/or rehabilitated during the 2015-2016 Program Year, all reasonable accommodations are made as requested. Additionally, during the 2016-2017 Program Year, funding for the creation of two additional accessible units through conversion of a daycare have been awarded funding. Tenant-based rental assistance programs also provided housing opportunities through making units affordable to underserved populations (164 households were served with tenant-based rental assistance). This number includes the program completion numbers for the 2015-2016 OHA TBRA Program, 2014-2015 SHA Security Deposit Program, and the 2014-2015 Salem Interfaith Hospitality Network Fresh Start Program. Through the Mid-Willamette Homeless Initiative, as mentioned previously, additional resources for the development of affordable housing, including private funds are being reviewed.

Other Impediments: The 2014 impediments analysis identified numerous barriers to fair housing in Salem and Keizer. Several barriers to affordable housing were identified in the 2015-2019 Consolidated Plan to be problems intensifying the lack of access and availability to fair housing choice. Some of the barriers to affordable housing include:

- Job Training and Higher Education
- Job Creation
- Lack of "Aging in Place" units
- Lack of 1-2 bedroom units
- Lack of coordinated housing (integrated self-sufficiency programs)

Actions to Overcome Other Impediments: Actions to address other impediments listed included programs such as: Garten Services-Job Training Program (clients served will be reported at program completion in the 2016-2017 CAPER), MERIT-Job Savers Program (clients served will be reported at program completion in the 2016-2017 CAPER), MERIT and Interface Network-Microenterprise Training and Technical Assistance Programs (52 businesses served), and Salem Interfaith Hospitality Network-Fresh Start Program (41 households served from 2014-2015 program funds). Garten Services' Job Training Program provided job training with a focus on serving persons with disabilities. MERIT's Job Savers Program provided job training and placement in the field of welding. MERIT and Interface Network's Microenterprise Training Programs provided training and technical assistance to microenterprises, creating and expanding businesses while also creating jobs. Salem Interfaith Hospitality Network's Fresh Start Program provided transitional tenant-based rental assistance in conjunction with case management that assisted homeless families with securing housing, jobs, and enrolling children in schools, moving families from assistance to self-sufficiency.

CR-40 - Monitoring 91.220 and 91.230

Description of the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Monitoring is essential to the Federal Programs Division's success in administration of the HOME and CDBG programs to ensure recipients and subrecipients are capable of successfully managing the investment of federal funds.

During the initial application review, all applications are reviewed to ensure eligibility for federal funds and that organizations applying for rehabilitation projects have met the Uniform Relocation Act notice requirements. Once funded with HOME or CDBG, construction or rehabilitation projects have regular inspections to ensure compliance with all federal requirements. Site visits are coordinated on an ongoing basis until project completion to ensure the project meets all of the agreement specifications and City building code requirements. For all projects triggering Davis Bacon prevailing wage, City staff oversees the project to ensure Department of Labor compliance.

The City assesses the risk factor of all subrecipients and determines level of risk based on the results of the monitoring/assessment.

For rehabilitation or construction projects, ongoing monitoring occurs throughout the construction. This includes review of the bid packet, preconstruction meetings, monitoring of compliance for Davis Bacon and any additional federal, state and city requirements.

For public service and other programs, a program analysis is completed and a level of risk is determined. If the risk is minimal, the City will monitor on an as needed basis. All programs must provide documentation of clients served unless the clients meet the presumed benefit criteria.

Previously funded projects within the change of use (CDBG) period undergo an annual review to ensure there have been no changes in the clients served or use of the facility.

CDBG and/or HOME allocations for programs/projects have met the completed timelines with a few exceptions. Some delays occur due to budget changes, construction timelines, or startup of new programs. The following projects/programs extended the anticipated completion to sometime during the 2016-2017 Program Year: Polk Community Development Corporation's Owner Occupied Rehabilitation Program and Salem Interfaith Hospitality Network's Fresh Start Program.

For these projects, the expected completion date will be by the end of the 2016-2017 Program Year. Subrecipients are aware that if projects or programs are not completed within the required deadline this could affect future funding requests.

HOME rental housing projects are tracked through a matrix and monitored according to HUD prescribed guidelines. HOME monitoring ensures that recipients manage projects in compliance with HOME eligibility and record keeping requirements. Property inspections must meet the requirements of the State, UPCS, local codes, and City rehabilitation standards for projects located in the cities of Salem and Keizer. All projects are monitored on a three-year cycle unless risk factors require more frequent monitoring.

Monitoring includes: site visits and physical inspections (a minimum of 10% of the units are inspected), client eligibility documentation review, tenant/participant file review (a minimum of 10% of the units are inspected), management systems review (administrative and financial), vacancy rate review, and financial Review.

The total amount of HOME funding in a project or units, in the case of rental rehab, determines the duration the project must comply with HOME regulations. All HOME property owners submit an annual report for housing projects still within the affordability period. This report indicates if there is a change in staff, property management companies, vacancy rate, when source documentation is required, level of replacement reserves, and other pertinent information to ensure understanding of the HOME program expectations. Annual reports are reviewed by staff to determine if risk levels have increased resulting in the need for more frequent monitoring, technical assistance or if personal contact is needed. This report has proven to be a very useful monitoring tool.

The City performs documentation review as well as onsite inspections of multi-family housing projects. In the past year, there were three HOME projects that underwent monitoring reviews: White Oak (first year inspection), Center Court (first year inspection), and Southfair (first year inspection). Some properties are part of the streamlining process. Streamlining is a partnership with Oregon Housing and Community Services (OHCS) and other statewide non-profit funders. Each organization and the funding source have specific restrictions that can be problematic for the recipient of the funding. For example, all City and OHCS funded projects undergo physical inspections by the City and file documentation review by OHCS. On-site inspections use UPCS, local housing codes, ordinances, and rehabilitation standards to determine if the housing is decent, safe, and sanitary.

Staff continues to offer ongoing training and support to recipients and their staff.

All previous homebuyer projects that were being monitored have met their affordability period requirements. They are no longer monitored.

When programs or projects are out of compliance, staff works diligently with subrecipients to correct issues. An important part of this effort includes coaching subrecipients on the development of the organization's policies and procedures manuals.

Federal Programs staff requires recipients and subrecipients to submit pay requests monthly, unless the recipient or subrecipient received a formal approval to submit on a modified schedule. Every pay request must include complete documentation to support the request or funds will not be disbursed until the information is received. Documentation typically includes Client Eligibility Forms, timesheets, tenant based rental assistance set up forms, and/or invoices.

Citizen Participation Plan 91.105(d); 91.115(d)

Description of the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The notice of a 15-day public comment period providing citizens the opportunity to review and submit feedback to staff was posted in the Statesman Journal and Latino Times. There will be a Public Hearing on September 26, 2016 at City Council. The drafted CAPER will be available online on the City's website, and in paper format at the front desk of Urban Development, City of Keizer, and at Salem's Public Library.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

During the Program Year the City did not change the program objectives as it pertained to the Con Plan or the Annual Plan.

The City consistently reviews Policies and Procedures and makes changes as it relates to clarification of current policy and changes as changes and/or modifications are made to federal regulation and guidance.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?	No
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[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-50 - HOME 91.520(d)**Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

Please list those projects that should have been inspected on-site this Program Year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

There were three HOME projects (White Oak, Southfair, and Center Court) monitored during the 2015-2016 Program Year as mentioned previously. All three projects were first year monitoring after construction and/or rehabilitation. Monitoring of new projects during construction/rehabilitation was conducted on properties under construction during the 2015-2016 Program Year including Single Family Rehabilitation projects through Polk Community Development Corporation. Continued monitoring is conducted as required and is input into a spreadsheet indicating the last monitoring and the proposed date of the next monitoring. The City requires that all findings be resolved and that documentation be provided indicating that the finding(s) has/have been resolved. For physical inspection findings, the City re-inspects upon completion of resolutions. If during re-inspection it is determined that items have not been sufficiently resolved or not resolved, a third inspection is conducted at a cost of \$100 to the owner (each subsequent re-inspection is an additional \$100). Concerns are required to be addressed. Responses from the owner to the initial monitoring letters sent out are required within 30 days of the date on the letter.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)

The City markets programs awarded federal funds in a number of ways. Flyers are available at various locations, news articles are published in local newspapers, and information is available on the City's website, which details all available programs and the parameters under which citizens may gain access to services. All written information includes the following language to ensure that all citizens have access:

“It is the City of Salem’s policy to assure that no person shall be discriminated against on the grounds of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, and source of income”, as provided by Salem Revised Code Chapter 97. The City of Salem also fully complies with Title VI of the Civil Rights Act of 1964, and related statutes and regulations, in all programs and activities”.

All HOME projects with five or more units are required to submit an Affirmative Fair Housing Marketing Plan (AFHMP) that includes the affirmative marketing actions undertaken. Review of the AFHMP occurs with owners during the HOME monitoring to ensure information continues to be current.

For the Salem Urban Development Community Services and Housing Commission and other public meetings, the following information is included on agenda's:

“In order to ensure the broadest range of services to individuals with disabilities, the City of Salem will be pleased to make necessary arrangements. To request services (interpreter, etc.) please call the number listed below at least two working days (48 hours) in advance. Voice: 503-588-6178, TTY: 503-588-6370. It is the City of Salem's policy to assure that no person shall be discriminated against on the grounds of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity and source of income, as provided by Salem Revised Code Chapter 97. The City of Salem also fully complies with Title VI of the Civil Rights Act of 1964, and related statutes and regulations, in all programs and activities.

Si necesita ayuda para comprender esta informacion, por favor llame 503-588-6178”.

In addition, the following icons are printed along with program information: accessibility, Equal Employment Opportunity Commission, Equal Housing Opportunity (Fair Housing Logo), and HUD Logo.

All programs funded through Federal Programs are required to post a statement documenting affirmative marketing on materials provided to clients for the program. Many of the organizations post in applications, on websites, and in brochures for their programs. The City does not anticipate changing the affirmative marketing actions.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

The City received \$293,350.19 HOME program income (PI).

HOME program income is used to fund multiple projects/programs. As projects request reimbursement, the City draws from PI and then EN based on the amount of PI available.

The City received \$2,246,368.07CDBG program income.

All CDBG PI repays the Section 108 loan.

The City has no float-funded activities. No income was received from the sale of property or parcel.

**Describe other actions taken to foster and maintain affordable housing. 91.220(k)
(STATES ONLY: Including the coordination of LIHTC with the development of
affordable housing). 91.320(j)**

The City continues to help foster and maintain affordable housing by providing HOME funds to CHDOs and other nonprofit housing organizations with an affordable housing mission. These partnerships have helped to remove many housing barriers including limited availability and coordinated housing. Additionally, the combination of HOME and CDBG funds over the past year have provided programs including but not limited to subsistence payments, tenant based rental assistance, security deposits, job training programs, and case management activities. These programs assist in addressing barriers such as fees and charges, limitations, coordinated housing, job creation, and job training. The City provides System Development Charge waivers for organizations constructing new affordable housing using federal funds allocated through the Federal Programs Division. This waiver reduces the cost of construction which provides incentives to construct affordable housing for families that earn 60% or less of the local area median income. Organizations utilizing HOME funds are required to maintain the property as affordable for a prescribed number of years as outlined in the HOME and CDBG requirements. To ensure the maintenance of affordable housing, the City follows all compliance monitoring requirements on a regulated schedule.

At the time when property is acquired or rehabilitated, steps are taken to prevent as much tenant disruption as possible. Required notices are sent to tenants as part of the application process and at time of award. Verification that these steps have been taken is a condition of funding to the organization for the project. Staff attends Uniform Relocation Act (URA) training whenever offered and trains subrecipients on the importance of compliance.