



## Staff Report

**File #:** 17-402  
**Version:** 1

**Date:** 8/14/2017  
**Item #:** 3.2a.

**TO:** Chair and Housing Authority Commissioners

**THROUGH:** Steve Powers, Executive Director

**FROM:** Andy Wilch, Housing Administrator

**SUBJECT:**

Family Self-Sufficiency Coordinator for the Housing Authority

Ward(s): All Wards

Commissioners(s): All Commissioners

Neighborhood(s): All Neighborhoods

**ISSUE:**

Shall the Housing Authority Commission approve the addition of one FSS Coordinator (1 FTE) position for the Housing Authority to staff the Homeless Rental Assistance Program (HRAP)?

**RECOMMENDATION:**

Approve the addition of one FSS Coordinator (1 FTE) position for the Housing Authority to staff the Homeless Rental Assistance Program (HRAP).

**SUMMARY AND BACKGROUND:**

In the City of Salem's FY 2017-18 budget, Council allocated \$1.4 million to implement the Homeless Rental Assistance Program (HRAP). As part of the \$1.4 million allocation, \$56,000 was earmarked for a full-time FSS Coordinator position. The cost projection for the position including salary and benefits is \$64,540. The Housing Authority will fund the difference of \$8,540. This position is essential in order to provide housing case management for the 100 vulnerable, high needs, homeless individuals that will be served through this program.

**FACTS AND FINDINGS:**

The salary range is based on the existing compensation plan for an equivalent Family Self Sufficiency Coordinator.

The grant agreement for HRAP between the City and Housing Authority is on tonight's agenda for

the Authority and Council consideration.

**FINANCIAL IMPACT:**

The recommended salary range for this classification will have a fiscal impact of approximately \$8,540 for the Housing Authority's budget in the FY 2017-18 budget. Vacancy savings will be used to cover the cost.

Andy Wilch  
SHA Administrator

**Attachments:**

1. None
- 2.
- 3.