



## Staff Report

**File #:** 21-512  
**Version:** 1

**Date:** 11/22/2021  
**Item #:** 3.3a.

**TO:** Chair and Housing Authority Commissioners

**THROUGH:** Steve Powers, Executive Director

**FROM:** Nicole Utz, Administrator

**SUBJECT:**

Revised Section 8 Administrative Plan

Ward(s): All Wards

Commissioners(s): Commissioners

Neighborhood(s): All Neighborhoods

Result Area(s): Welcome and Livable Neighborhood

**SUMMARY:**

Revisions to the Section 8 Administrative Plan. The proposed revisions would be effective December 1, 2021.

**ISSUE:**

Shall the Commission adopt Resolution No. 2282 approving the Revised Section 8 Housing Choice Voucher Program Administrative Plan, modifying subsidy standards, clarifying additional local criteria for inspections, clarifying conflicts of interest, adding a mechanism for referrals to Redwood Crossings from homeless service providers, and establishing a lottery application method for Project-Based Voucher units at Southfair Apartments effective December 1, 2021?

**RECOMMENDATION:**

Adopt Resolution No. 2282 approving the Revised Section 8 Housing Choice Voucher Program Administrative Plan modifying subsidy standards, clarifying additional local criteria for inspections, clarifying conflicts of interest, adding a mechanism for referrals to Redwood Crossings from homeless service providers, and establishing a lottery application method for Project-Based Voucher units at Southfair Apartments effective December 1, 2021.

**FACTS AND FINDINGS:**

The revised Section 8 Housing Choice Voucher Program Administrative Plan includes the following updates:

- 1) Updating the Voucher Subsidy Standards to allow SHA to assign separate bedrooms for

household members of differing genders age 6 and over;

- 2) Establishing a Conflict of Interest policy regarding employees with ownership interest in a rental property with Section 8 renters;
- 3) Creating a referral process through the Coordinated Entry System and community service providers for the Redwood Crossings waiting list for homeless applicants who would benefit from services provided at the site;
- 4) Establishing a lottery-based waiting list for Project-Based Voucher units at Southfair Apartments; and
- 5) Minor clarifications of other administrative policies and procedures.

See Attachment 3 for a summary of substantive changes with page number references.

## **BACKGROUND:**

Section 8 Housing Choice Voucher Program Administrative Plan establishes by policy the criteria under which families are eligible to receive a Housing Choice Voucher. Salem Housing Authority does not screen applicants for their suitability as potential tenants; landlords may still deny applicants based upon the screening criteria established for their properties.

Anticipated opening of the waiting list for Project-Based Voucher units at Southfair Apartments required the revision of the Administrative Plan to allow for lottery waiting list placement.

Nicole Utz  
Administrator

## **Attachments:**

1. Resolution No. 2282
2. Exhibit 1, Resolution No. 2282
3. Summary of substantive changes