

SALEM HOUSING AUTHORITY

Annual Public Housing Agency Plan

For fiscal year beginning: 10/2026

SALEM HOUSING AUTHORITY

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Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 09/30/2027
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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. They also inform 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-, very low-, and extremely low- income families.

Applicability. The Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form. PHAs with zero public housing units must continue to comply with the PHA Plan requirements until they closeout their Section 9 programs (ACC termination).

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers (HCVs) 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 if administering both programs, SEMAP for PHAs that only administer tenant-based assistance and/or project-based assistance, or PHAS if only administering public housing.
- (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 HCVs combined and is not PHAS or SEMAP troubled.

A.	PHA Information.
A.1	<p>PHA Name: Salem Housing Authority PHA Code: MA055</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>10/2026</u></p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units <u>39</u> Number of Housing Choice Vouchers (HCVs) <u>1346</u></p> <p>Total Combined <u>1385</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Public Availability of Information. 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 and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans.</p> <p>The Annual Plan along with all its elements can be obtained at the Authority's Administrative office located at 27 Charter Street, Salem MA 01970, the Section 8 Office located at 136 Canal St. Suite 2, Salem and on our website: https://salemha.org</p>

PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)

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:					

B. Plan Elements

B.1 Revision of Existing PHA Plan Elements.

(a) Have the following PHA Plan elements been revised by the PHA since its last **Annual PHA Plan** submission?

- | | | |
|-------------------------------------|-------------------------------------|--|
| Y | N | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Statement of Housing Needs and Strategy for Addressing Housing Needs. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Financial Resources. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Rent Determination. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Homeownership Programs. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Safety and Crime Prevention. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Pet Policy. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Substantial Deviation. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Significant Amendment/Modification |

(b) If the PHA answered yes for any element, describe the revisions for each element below:

The Authority amended the selection and termination policies, as requested by HUD, to allow reinstatements of families in the event that families need to be terminated for insufficient funding. (See Exhibit 1.)

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

The SHA has not changed its Deconcentration Policy

B.2 New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's applicable Fiscal Year?

Y N

- Choice Neighborhoods Grants.
- Modernization or Development.
- Demolition and/or Disposition.
- Conversion of Public Housing to Tenant Based Assistance.
- Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.
- Homeownership Program under Section 32, 9 or 8(Y)
- Project Based Vouchers.
- Units with Approved Vacancies for Modernization.
- Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the applicable 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. See Exhibit (B) and (C) for Additional details regarding these changes

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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.

* The Salem Housing Authority has suspended the issuance of Section 8 Housing Choice Vouchers due to a current funding shortfall.

* The SHA continues to utilize all available resources to ensure that residents and program participants live in an environment that is decent, safe, and sanitary.

* The SHA continues to manage its 39 public housing units in accordance with sound financial and property management practices. Under the Section 18 Disposition and Repositioning process, HUD is expected to replace public housing rental assistance with Section 8 Project-Based Rental Assistance, pending final approval from HUD to complete the conversion.

* The Authority remains committed to serving residents, participants, and the community with professionalism, courtesy, respect, and compassion. It also continues to empower residents and participants by educating them about their rights under the Violence Against Women Act (VAWA) and the Americans with Disabilities Act (ADA).

* The Family Self-Sufficiency Program at the Salem Housing Authority has been highly successful. Currently, 29 families are enrolled, and 79% of participating families are accruing escrow savings.

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<p>B.4</p>	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved. See HUD form 50075.2 approved by HUD on July 17, 2024 (See Exhibit D)</p>
<p>B.5</p>	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>C. Other Document and/or Certification Requirements.</p>	
<p>C.1</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input 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>

C.2	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SL, <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>
C.3	<p>Civil Rights Certification/Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form 50077-ST-HCV-HP, <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>
C.4	<p>Challenged Elements. 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 type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>

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Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing 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(e)).

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

B. Plan Elements.

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 identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location (24 CFR 903.7(a)(2)(i)). 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 903.11(c)(1)).

Safety and Crime Prevention. A description of PHA’s plan for safety and crime prevention. For High Performing PHAs, the information required by 24 CFR 903.7(m) must be included only to the extent this information is required for PHA’s participation in the public housing drug elimination program and the PHA anticipates participating in this program in the applicable year (24 CFR 903.11(c)(1)).

Pet Policy. Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing (24 CFR 903.7(n)).

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

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan (24 CFR 903.7(s)(2)(ii)). For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the ‘Sample PHA Plan Amendment’ found in Notice PIH-2019-23(HA), 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 applicable 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.”

Choice Neighborhoods Grants. 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for Choice Neighborhoods Grants; and 2) A timetable for the submission of applications or proposals. The application and approval process for Choice Neighborhoods is a separate process. See guidance on HUD's website at: <https://www.hud.gov/cn> (Notice PIH 2011-47).

Modernization or Development (Conventional & Mixed-Finance). 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for modernization or development; and 2) A timetable for the submission of applications or proposals. The application and approval process for modernization or development is a separate process. See 24 CFR part 905 and guidance on HUD's website at: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4.

Demolition and/or Disposition. With respect to public housing only, describe (1) 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: https://www.hud.gov/program_offices/public_indian_housing/centers/sac/demo_dispo/ and 24 CFR 903.7(h).

Conversion of Public Housing under the Voluntary or Mandatory Conversion programs. Describe (1) 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 under Section 33; 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 the Special Applications Center (SAC) (<https://www.hud.gov/sac>) and 24 CFR 903.7(j).

Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program (including Faircloth to RAD). 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 Assistance or Project-Based Vouchers under RAD. Note that all PHAs shall be required to provide the information listed in Attachment 1D of Notice PIH 2019-23(HA) as a significant amendment or its successor notice. See additional guidance on HUD's website at: <https://www.hud.gov/RAD/library/notices>.

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 903.11(c)(1)).

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in (24 CFR 983.55(b)(1)) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations (including if PBV units are planned on any former or current public housing units or sites) and describe how project-basing would be consistent with the PHA Plan (24 CFR 903.7(b), 24 CFR 903.7(r)).

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 Lead Based Paint, Housing Related Hazards, At Risk/Receivership/Substandard/Troubled Program, and/or Emergency Safety and Security Grants). For all activities that the PHA plans to undertake in the applicable Fiscal Year, provide a description of the activity in the space provided.

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(s)(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)).

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 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *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 24 CFR 5.150 et. seq., 903.7(o)(1), and 903.15(d).

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 (24 CFR 903.23(b)).

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 5.26 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. 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 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.

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Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

INTRODUCTION

When a family wishes to receive assistance under the HCV program, the family must submit an application that provides the PHA with the information needed to determine the family's eligibility. HUD requires the PHA to place all families that apply for assistance on a waiting list. When HCV assistance becomes available, the PHA must select families from the waiting list in accordance with HUD requirements and PHA policies as stated in the administrative plan and the annual plan.

The PHA is required to adopt clear policies and procedures for accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow these policies and procedures consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the PHA that justify their selection. Examples of this are the selection of families for income targeting and the selection of families that qualify for targeted funding.

HUD regulations require that all families have an equal opportunity to apply for and receive housing assistance, and that the PHA affirmatively further fair housing goals in the administration of the program [24 CFR 982.53, HCV GB p. 4-1]. Adherence to the selection policies described in this chapter ensures that the PHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and PHA policies for taking applications, managing the waiting list and selecting families for HCV assistance. The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the PHA will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how the PHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for assistance. It also discusses the process the PHA will use to keep the waiting list current.

Part III: Selection for HCV Assistance. This part describes the policies that guide the PHA in selecting families for HCV assistance as such assistance becomes available. It also specifies how in-person interviews will be used to ensure that the PHA has the information needed to make a final eligibility determination.

PART I: THE APPLICATION PROCESS

4-I.A. OVERVIEW

This part describes the PHA policies for making applications available, accepting applications making preliminary determinations of eligibility, and the placement of applicants on the waiting list. This part also describes the PHA's obligation to ensure the accessibility of the application process to elderly persons, people with disabilities, and people with limited English proficiency (LEP).

4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits the PHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA. The PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application.

PHA Policy

The Salem Housing Authority has elected to utilize the Centralized Application and Waiting List process. The Department of Housing and Urban Development has encouraged the use of a Centralized Waiting List by Public Housing Authorities (PHAs). In the Commonwealth of Massachusetts, the PHA Centralized Waiting List is administered by the Massachusetts Chapter of the National Association of Housing and Redevelopment Officials (MassNAHRO) and its subcontractor Affordablehousing.com.

The Centralized Section 8 Housing Choice Voucher (HCV) Waiting List affords the Housing Authority and its clients the following benefits:

1. Ease of application process for applications who may apply at the office of any Housing Authority participating in the Centralized Waiting List option or online at www.affordablehousing.com.
2. Eliminate the procedural hardship on families and administrative burden to the Housing Authority of closing and opening of the Section 8 HCV Waiting List. The Centralized Section 8 HCV Waiting List is maintained as an open waiting list.
3. Increase housing opportunities for families who now have the option of placement at a number of locations throughout the Commonwealth through the submission of a Preliminary Application.

4-I.C. ACCEPTANCE OF APPLICATIONS

The PHA must review each complete application received and make a preliminary assessment of the family's eligibility. The PHA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, the PHA must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

PHA Policy

A single, standardized Massachusetts Section 8 Centralized Waiting List Preliminary Application is available at each participating Housing Authority and online at www.affordablehousing.com. A master

list of all participating PHAs is maintained at the office of MassNAHRO, at each participating Housing Authority and online at www.affordablehousing.com. Only one Massachusetts Section 8 Centralized Waiting List Preliminary Application is accepted for each Family¹.

The Massachusetts Section 8 Centralized Waiting List Preliminary Application requests information as required to administer the Section 8 HCV Program such as;

- Name
- city or town (where Head of Household and spouse/partner live and work)
- telephone number
- total number of family members
- Head of Household's social security number
- if client is 62 years of age or older or disabled
- total gross family income, race and ethnicity
- Information regarding preferences adopted by participating Housing Authorities is also elicited on this Preliminary Application.

MassNAHRO reserves the right to modify the Preliminary Application to change or include other information required or useful to administer the Section 8 HCV Program.

Preliminary Applications are available for completion at the Salem Housing Authority in Person between the hours of 8:30 am -4:00 pm on Monday and Tuesday 8:30 am to 5:30 pm on Thursdays and 8:30 am to 12:00 pm on Fridays. Blank Massachusetts Section 8 Centralized Waiting List Preliminary Applications may be mailed or faxed to a family by a Participating PHA for completion by the family.

¹There is an exception when an application has been rejected by a participating PHA for a reason which may not make the family ineligible at another participating PHA. The family may then reapply to the PHA where the application was rejected to be placed on the Waiting List for that participating PHA according to a new date and time. The original application will remain in the system for all other PHAs where the family could potentially be eligible.

Upon completion of the Massachusetts Section 8 Centralized Waiting List Preliminary Application, it shall be marked by the PHA staff with date and the time of submission, and the family will mail a standard receipt evidencing submission of the Massachusetts Section 8 Centralized Waiting List Preliminary Application. The Salem Housing Authority will then enter the information from the Massachusetts Section 8 Centralized Waiting List Preliminary Application into the Centralized Waiting List.

Preliminary Applications may also be submitted online anytime at www.affordablehousing.com

Families are notified at time of application that PHA's may have open waiting lists for the public housing programs, project-based voucher programs or moderate rehabilitation programs and often other State funded programs and if the other program includes units suitable for the applicant, the family should contact the PHA directly for placement in its waiting list for other program(s). Information as to availability of many of these program(s) is online on the Salem Housing Authority's website: www.salemha.org Upon completion of a Massachusetts Section 8 Centralized Waiting List Preliminary Application, if there is another open waitlist for

any other program administered by any participating PHA for which applicant may be eligible which is operated through www.affordablehousing.com, the family will receive automatic notification on the website and by email and may elect to apply instantly online. In this instance there is no need to fill out an additional Massachusetts Section 8 Centralized Waiting List Preliminary Application.

4-I.D. DETERMINATION OF ELIGIBILITY

Once a family has been selected from the Centralized Section 8 Waiting List in the manner set forth in the Salem Housing Authority's Administrative Plan from the Section 8 Housing Choice Voucher Program, eligibility determination shall be made according to federal law, regulations governing State law and any applicable procedures set forth in the Salem Housing Authority's Administrative Plan for the Section 8 Housing Choice Voucher Program.

4-I.E. DETERMINATION OF INELIGIBILITY

Ineligibility for Assistance

If a family is denied assistance by the Salem Housing Authority, they will have the right to the appeal procedures set forth in the Salem Housing Authority's Administrative Plan and federal regulations.

The removal shall not occur until the appeal procedure³ when requested or time period for the family to request this appeal has expired. Appeals rights and procedures are governed by the applicable code for federal regulations and the contents of the Administrative Plan for the Housing Authority making the denial. Further to the extent that a denial is based upon CORI or Immigration Status information, regulations and PHA plan procedures governing denials on such basis including any appeals rights related thereto shall apply.

³ Informal Review or Informal Hearing as applicable

Ineligibility for Assistance Based Upon PHA Policy-Removal from the Centralized Waiting List for a Particular PHA Only

If the family could be eligible under another participating PHA's policies, the family's name will not be removed by the Salem Housing Authority from the Centralized Section 8 HCV Waiting List. However, the family will not again be selected by the Salem Housing Authority unless a new Preliminary Application has been submitted to the Salem Housing Authority.

Certain items which are considered mandatory denial categories still result within a removal from the particular PHA only because there is some component of PHA Policy associated with such denial (i.e. the family does not qualify on the basis of citizenship or the eligible immigration status of family members as required in 24 CFR Part 5 Subpart E, Restriction on Assistance to Noncitizens insofar as PHAs may *elect* to require documentation to verify Citizenship or when the family does not meet the Social Security Number disclosure and documentation requirements as set forth in 24 CFR 5.216 insofar as for pending disclosure and documentation of social security numbers, the HA may allow the family to retain its place on the Waiting List for differing times based upon PHA policy.)

Mandatory Ineligibility for Assistance-Removal from the Centralized Waiting List for all PHAs

If the Family is removed from the Waiting List because it is deemed ineligible for a reason which is mandatory the name shall be removed from the Waiting List for all PHAs.

Mandatory grounds for all PHAs are as follows:

1. The Family fails to sign and submit the consent form for obtaining information in accordance with 24 CFR 5, Subparts B and F [24 CFR 982.552 (b) (3)].
2. Any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing as set forth in 24 CFR 982.553 (a) (1) (ii) (C) (i).
3. Any household member is subject to a lifetime registration requirement under a state sex offender registration program as set forth in 982.553 (a) (2) (i).

Mandatory Ineligibility for Assistance due to Income Limits – Removal from Centralized Waiting List Dependent on Location for Income Limit Determination

When the family income limit exceeds that required for participation in the HCV Program pursuant to 24 CFR 982.201 they shall be denied participation in the HCV Program. If the family is denied participation in the HCV Program because it is over the applicable income limits for the program, the family's name will be removed from the Centralized Section 8 HCV Waiting List for the Housing Authority making the determination and all other PHA's in the area with income limits at or below the level of the PHA making the determination. The family's name shall remain on the list for other participating PHA's in areas with income limits above that of the PHA's making the denial. If the family later reapplies it shall be provided with a new (later) Preliminary Application date for the PHA's from which the family's name was previously removed due to the over income denial.

PHA's which have adopted specific policies to admit a low-income family that meets additional eligibility criteria specified in the PHA Administrative Plan which could impact their particular PHA income limits will notify Gosection8 to make certain a different level should not be on file for the particular PHA in relation to denials under this section.

4-1.F NO RESPONSE TO PHA- REMOVAL FROM CENTRALIZED WAITING LIST FOR A PARTICULAR PHA ONLY

If the family does not respond to a letter sent by a participating Housing Authority to attend and eligibility determination appointment or to otherwise respond to the Housing Authority, the Housing Authority who request said response may remove the family's name from the Centralized Section 8 HCV Waiting List for their particular PHA only. The manner for said removal and any applicable appeal procedure shall be governed by the Administrative Plan for the Housing Authority making said removal.

The family's name shall not be removed by the Salem Housing Authority from the entire Centralized Section 8 HCV Waiting List. However, the family will not again be selected by the Salem Housing Authority unless a new Preliminary Application has been submitted to the Salem Housing Authority.

PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

The PHA must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how a PHA may structure its waiting list and how families must be treated if they apply for assistance from a PHA that administers more than one assisted housing program.

4-II.B SELECTION FROM THE WAITING LIST

Except for Special Admissions (SEE 25 CFR 982.203 (2018)), HCV participants will be selected from the Waiting List. The selection criteria set forth in the Salem Housing Authority's Administrative Plan shall govern the manner in which individual and families are selected by the Salem Housing Authority from the Centralized Section 8 HCV Waiting List. Further, when HUD awards a Housing Authority program funding for a specified category of families on the Waiting List (See 24 CFR 982.204 (e) (2018)), the PHA must select applicant families in the specified category. This is further described in the PHA's Administrative Plan, HUD award and/or Notice of Funding Availability for said funding.

PHA policies which dictate the order of selection are described within the PHA's Section 8 HCV Administrative Plan on December 12, 2018.

Pursuant to 24 CFR 982.201(b)(2) (2018), not less than 75 percent of the families admitted to a PHA's HCV program (tenant based and project based where applicable) during the PHA fiscal year from the PHA waiting list shall be extremely low income families. The PHA may skip a family with an income above the extremely low income limit on the waiting list in order to select an extremely low income family to meet this requirement

4-II.C OPENING AND CLOSING OF THE WAITING LIST AND MARKETING

The Centralized Waiting List was opened in January of 2013 and at that time notice of the opening of the Waiting List was published in a local newspaper of general circulation as well as within minority media.

The list remained open since that date. As individual PHAs join the Centralized Waiting List the individual PHA give notice by publication in a local newspaper of general circulation and also by minority media and/or other suitable means.

Ongoing marketing of the Section 8 HCV Program to those least likely to apply is a combined effort between the participating PHAs, MassNahro and Affordablehousing.com. Specifically, publication of the initial participation in the Centralized Waiting list is the responsibility of the PHA. Affordablehousing.com maintains an up to date website which includes the following information: a description of the Centralized Waiting List and how it operates; a list of participating PHAs; instructions as to how to apply; program eligibility information; the online Massachusetts Centralized Waiting List Preliminary Application -which is available in multiple languages; manner in which to perform a status check and modify a Preliminary Application as well as responses to frequently asked questions. Printable paper Massachusetts Centralized Waiting List Preliminary Application are available at participating Housing Authority's office.

Further Affordablehousing.com performs outreach and education to advocates and community service agencies by providing free training sessions as to the application process. In addition Affordablehousing.com provides informational as well as toll-free live telephone support.

Individual PHAs and/or other parties as applicable may also perform marketing on as needed basis with regard to their specific programs

4-II.D WAITING LIST UPDATES; PURGING OF WAITING LIST

While the family is on the waiting list, within 10 business days of the occurrence of a change, the family must inform the PHA of changes in contact information (including current residence, mailing address and phone number) household composition, preferences and total household income. The changes must be submitted in writing to a participating PHA or online via the Affordablehousing.com portal within 10 business days of said change.

In order to make certain the Waiting List remains up to date Affordablehousing.com will send email reminder for families to keep their mailing addresses up to date. Families may also elect to receive optional text reminders.

MassNAHRO will, on a biennial bases, send a letter to each applicant on the Centralized Section 8 HCV Waiting List. This letter will be sent to the address on the Section 8 HCV Preliminary Application or on any written change of status request that was completed and sent to a participating Housing Authority. Applicants will be requested to respond to the mailing, either online at affordablehousing.com or by mailing back the response card, within a time parameter set forth in the letter and the letter shall indicate that failure to respond will result in the removal of his/her name from the Centralized Section 8 HCV Waiting List. In the event that the applicant does not respond within the applicable time parameter, his/her name shall be removed from the Centralized Section 8 HCV Waiting List.

Applicants removed by MassNAHRO due to no response to the update mailing may appeal to MassNAHRO during the posted reinstatement period. After the reinstatement period MassNAHRO will consider appeals which are requested as a reasonable accommodation for a person with a disability.

4-II.E. UPDATING THE APPLICATIONS

A family may update its Massachusetts Centralized Waiting List Preliminary Application (i.e. change of address) for Section 8 HCV Assistance online at www.affordablehousing.com or at the office of any PHA participating in the Centralized Waiting List Application process regardless of where the original Preliminary Application was submitted. To update the Preliminary Application through a PHA, a written request must be submitted to the PHA by the family.

In the event of a family break up into two otherwise eligible families, only one family will retain the original Massachusetts Centralized Waiting List Preliminary Application. The second family may submit a new Massachusetts Centralized Waiting List Preliminary Application for assistance which will have a new date and time.

In the absence of judicial determination with regard to who should retain the original application, the family will generally determine who retains the original Massachusetts Centralized Waiting List Preliminary Application. The PHA will allow the Head of Household to report who remains on the original Massachusetts Centralized Waiting List Preliminary Application to reflect this family decision. However, if MassNAHRO or the PHA is informed that the matter is in dispute they shall make the decision as to who will retain the original Massachusetts Centralized Waiting List Preliminary Application taking into consideration the following factors: (1) The interest of minor children including custody arrangements. (2) The interest of ill, elderly, or disabled family members. (3) The interest of a victim of an occurrence of domestic violence, dating violence, sexual assault, or stalking². (4) The relevant recommendations of social service professionals involved with the family. (5) The Head of Household who is listed on the original application.

4-II.F JURISDICTION REGARDING CERTAIN DECISIONS

When a family expresses a problem with a decision made by a Housing Authority involved in the Centralized Section 8 HCV Waiting List, that family shall be referred to the Housing Authority who made the determination in question. This includes when a family is removed from the Centralized Waiting List for failure to reply to the PHA.

When a family expresses a problem with a decision made by MassNAHRO, that family shall be instructed to send a written request for reinstatement along with supporting documentation to MassNAHRO's Centralized Waiting List Administrator at: Massachusetts Centralized Waiting List, PO Box 308, Dedham, MA 02027.

4-II.G NONDISCRIMINATION AND PROGRAM ACCESSABILITY

Massachusetts Centralized Waiting List Preliminary Application will be accepted without regard to race, color, sex, religion, familial status, age, disability, national origin, marital status, gender identity, sexual orientation, receipt of public assistance or housing subsidies, ancestry, military or veteran status, or generic information.

PHA's will provide reasonable accommodations as required under the law to assist individuals with disabilities. Upon request, this may include provision of appropriate auxiliary aids and services necessary to ensure effective communication e.g., Braille, audio, large type, assistive listening devices, and sign language interpreters. Reasonable accommodations may also include a change in policy or procedure to make the program accessible. Such request will be considered and made a required according to applicable law. Applicants are advised of

their right to request a reasonable accommodations both on the website and the hard copy of the Massachusetts Centralized Waiting List Preliminary Application.

²To the extent that the provisions set forth in 24 CFR part 5, subpart L (Protection for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking apply the PHA will adhere to such requirements.

Person with hearing and/or speech impairments may access the Affordablehousing.com via-telephone (TTY) using Massachusetts Relay at 711 for English and (866) 930-9252 for Spanish.

PHA's, MassNAHRO and affordablehousing.com will take reasonable steps to ensure meaningful access by persons with Limited English Proficiency (LEP). Such steps will include translation of common written materials into those languages frequently spoken by applicants. Further on an as needed basis affordablehousing.com or the participating PHA (depending upon the point of contact) may arrange for telephonic or in person interpretation. The online Preliminary Application queries the "preferred language" and once selected the computerized Massachusetts Centralized Waiting List Preliminary Application process is in that language. There are multiple language on the site which are those most commonly encountered in Massachusetts with regard to LEP individuals. Affordablehousing.com has bilingual staff that speak English, Spanish, French, and Haitian Creole. Further, telephonic interpretation is available in any other languages needed.

Amendment. The PHA Executive Director, MassNAHRO and affordablehousing.com are authorized by the Board of Commissioners to institute other changes as long as such changes are consistent with the authorizations granted herein.

PART III: SELECTION FOR HCV ASSISTANCE

4-III.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

4-III.B. SELECTION AND HCV FUNDING SOURCES

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

A family displaced because of demolition or disposition of a public or Indian housing project;

A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;

For housing covered by the Low Income Housing Preservation and Resident Home-ownership Act of 1990;

A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; and

A non-purchasing family residing in a HOPE 1 or HOPE 2 project.

Applicants who are admitted under Special Admissions, rather than from the waiting list, are maintained on separate lists].

A family applying for the Section Eight Project Based Program Assistance that has been defined eligible by the Salem Housing Authority and the Department of Mental Retardation (ARC).

Households which reside within the City of Salem or it's designated jurisdiction and participate in the Massachusetts Rental Voucher Program whom are at risk of displacement due to changes in the affordability requirements, administrative delivery or level of subsidy available for said program, and who are income eligible pursuant to HUD requirements, shall be given vouchers, provided that compliance with the requirement that not less than 75% of all families admitted to the PHA's tenant based voucher program during the fiscal year shall be extremely low income families.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

The PHA will offer public notice when changing its preference system and the notice will be publicized using the same guidelines as those for opening and closing the waiting list.

The PHA uses the following local preference system:

Terminated HCV Families due to Insufficient Funding: For applicants that were terminated from the Section 8 program due to insufficient Funding

Salem HA Project-Based Voucher Preference: For applicants that currently participate in a project-based voucher program with the Salem Housing Authority.

Residency Preference: For applicants who live, work, or have been hired to work in the City of Salem, Massachusetts.

Veteran's Preference: For applicants who are currently members of the U. S. Armed Forces, a veteran whose last discharge or release from the armed forces of the United States was under other than dishonorable conditions, or surviving spouses of veterans

Victims of Domestic Violence: For applicants that have been displaced because of domestic violence or lives in a unit with a person who engages in violence. Actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member who lives in the unit with the family and must have occurred within the past **6 months** or be of a continuing nature.

The family must have been displaced as a result of fleeing violence in the home or they are currently living in a situation where they are being subjected to or victimized by violence in the home.

The Applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval.

Involuntary Displacement: For applicants who have been involuntarily displaced and are not living in standard, permanent replacement housing, or will be involuntarily displaced within no more than six months from the date of [preference status certification by the family/verification by the PHA].

Families are considered involuntarily displaced if they are required to vacate housing as a result of:

1. A disaster (fire, flood, earthquake, etc.) that has caused the unit to be uninhabitable.

2. Federal, State or local government action related to code enforcement, public improvement or development.
3. Action by a housing owner which is beyond an applicant's ability to control, and which occurs despite the applicant's having met all previous conditions of occupancy and is other than a rent increase.

If the owner is an immediate family relative and there has been no previous rental agreement, and the applicant has been part of the owner's family immediately prior to application, the applicant will not be considered involuntarily displaced.

For the purposes of this definitional element, reasons for an applicant having to vacate a housing unit include, but are not limited to:

Conversion of an applicant's housing unit to non-rental or non-residential use;

Closure of an applicant's housing unit for rehabilitation or non-residential use;

Notice to an applicant that s/he must vacate a unit because the owner wants the unit for the owner's personal or family use or occupancy;

Sale of a housing unit in which an applicant resides under an agreement that the unit must be vacant when possession is transferred; or

Any other legally authorized act the results, or will result in the withdrawal by the owner of the unit or structure from the rental market.

4. Displacement by Non-Suitability of the Unit: For families where a member of the family has mobility or other impairment that makes the person unable to use critical elements of the unit and the owner is not legally obligated to make changes to the unit.

Critical elements are: [entry and egress of the unit and building/ a sleeping area/ a full bathroom/a kitchen if the person with a disability must do their own food preparation/other]

5. Due to HUD disposition of a multifamily project under Section 203 of the Housing and Community Development Amendments of 1978.

In order to receive the displacement preference, applicants who have been displaced must not be living in "standard, permanent replacement housing."

Standard replacement housing is defined as housing that is decent, safe and sanitary [according to Housing Quality Standards/local housing code/other], that is adequate for the family size according to [Housing Quality Standards/local/state / BOH code], and the family is occupying pursuant to a written or oral lease or occupancy agreement.

Standard replacement housing does not include transient facilities, hotels, motels, temporary shelters, and (in the case of Victims of Domestic Violence) housing occupied by the individual who engages in such violence.

It does not include any individual imprisoned or detained pursuant to State Law or an Act of Congress. Share housing with family or friends is not considered temporary and is considered standard replacement housing.

Substandard Housing: For Applicants who live in substandard housing are families whose dwelling meets one or more of the following criteria [**provided that the family did not cause the condition**]:

Is dilapidated as cited by the Board of Health and does not provide safe, adequate shelter, has one or more critical defects or a combination of defects requiring considerable repair, endangers the health, safety, and well-being of family.

Does not have operable indoor plumbing.

Does not have usable flush toilet in the unit for the exclusive uses of the family.

Does not have usable bathtub or shower in the unit for exclusive family use.

Does not have adequate, safe electrical service.

Does not have an adequate, safe source of heat.

Should, but does not, have a kitchen. (Single Room Occupancy (SRO) housing is not substandard solely because it does not contain sanitary and/or food preparation facilities in the unit).

Has been declared unfit for habitation by a government agency.

Is overcrowded according to [HQS/local/State/BOH Code].

Persons who reside as part of a family unit shall not be considered a separate family unit for substandard housing definition preference purposes.

Applicants living in public housing [or publicly assisted housing] shall not be denied this preference in unit meets the criteria for the substandard preference.

An applicant who is a "homeless family" is considered to be living in substandard housing. "Homeless Families":

Lack of a fixed, regular and adequate nighttime residence; and

Have a primary nighttime residence that is a supervised public, or private shelter providing temporary accommodations (including welfare hotels, congregate shelters and transitional housing), or an institution providing temporary residences for individuals intended to be

institutionalized, or a public or private place not ordinarily used as a sleeping accommodation for human beings.

Homeless families may maintain their place on the waiting list while completing a transitional housing program.

Families who are residing with friends or relatives on a temporary basis will not be included in the homeless definition.

Persons who reside as part of a family unit shall not be considered a separate household.

Rent Burden: For families paying more than 50% of their income for rent and utilities for at least 90 days [commencing before they were selected from the Waiting List/and continuing through the verification of preference].

For the purpose of this preference, “family income” is gross monthly income as defined in the regulations.

“Rent” is defined as the actual amount due under the lease or occupancy agreement calculated on a monthly basis without regards to the amount actually paid, plus the monthly of tenant-supplied utilities which can be either:

The PHA’s reasonableness estimate of the cost of such utilities, using the Section 8 Utility Allowance Schedule: or

The average monthly payments the family actually made for these utilities in the most recent 12-month period, or if information is not obtainable for the entire period, the average of at least the past 3 months.

An applicant family may choose which method to use to calculate utilities expense. Any amounts paid to or on behalf of a family under any energy assistance program must be subtracted from the total rent burden if included in family income. The applicant must show that they actually paid the utilities, regardless of whose name the service is under.

To qualify for the rent burden preference, the applicant must pay rent directly to the landlord or agent.

If the applicant pays their share of rent to a cohabitant and is not named on the lease, the PHA will require both verification from the landlord that the applicant resides in the unit, and verification from the cohabitant of the amount of rent paid by the applicant.

If the applicant is subletting, the lessor must have a legal right to sublet.

If an applicant owns a mobile home, but rent the space upon which it is located, then “rent” must include the monthly payment made to amortize the purchase price of the home.

Members of a cooperative are “renters” for the purposes of qualifying for the preference. In this case, “rent” would mean the charges under the occupancy agreement.

Order of Selection

The PHA system of preferences may select families based on local preferences according to the date and time of application [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

PHA Policy

The PHA's method for selecting applicants from a preference category leaves a clear audit trail that can be used to verify that each applicant has been selected in accordance with the method specified in the administrative plan.

Local Preferences

Local preferences will be used to select families from the waiting list.

The PHA has selected the following system to apply local preferences:

Local Preferences will be numerically ranked, with number 1 being the highest preference, in the following order:

Preference 1- For applicants that were terminated from the Section 8 program due to insufficient Funding

Preference 2- Applicants that currently participate in a project-based voucher program with the Salem Housing Authority. (Not Applicable to Federal Public Housing)

Preference 3- Applicants that are currently members of the U.S. Armed Forces, Veterans or surviving spouses of veterans, live or work or have been hired to work in the City of Salem and have **one** of the following local preferences: Involuntarily displaced, victim of domestic violence, living in substandard housing including homelessness or rent burdened more than 50%.

Preference 4- Applicants that live, work or have been hired to work in the City of Salem, MA and have **one** of the following local preferences: involuntarily displaced, victim of domestic violence, living in substandard housing including homelessness or rent burdened more than 50%.

Preference 5 Applicants that are currently members of the U.S. Armed Forces, Veterans or surviving spouses of veterans, **do not live**, work or have been hired to work in the City of Salem and have **one** of the following local preferences: Involuntarily displaced, victim of domestic violence, living in substandard housing including homelessness or rent burdened more than 50%.

- Preference 6-** Applicants that do not live, work or have been hire to work in the City of Salem, MA and have one of the following local preferences: Involuntarily displaced, victim of domestic violence, living in substandard housing including homelessness or rent burdened more than 50%.
- Preference-7 -** Applicants that are currently members of the U.S. Armed Forces, Veterans or surviving spouses of veterans and live, work or have been hired to work in the City of Salem, MA.
- Preference 8-** Applicants that live, work or have been hired to work in the City of Salem, MA.
- Preference 9-** Applicants that are currently members of the U.S. Armed Forces, Veterans or surviving spouses of veterans and **do not live**, work or have been hired to work in the City of Salem, MA.
- Preference 10** Applicants that do not live, work or have been hired to work in the City of Salem, MA.

4-III.D. NOTIFICATION OF SELECTION

When a family has been selected from the waiting list, the PHA must notify the family [24 CFR 982.554(a)].

PHA Policy

The PHA will notify the family by first class mail when it is selected from the waiting list. The notice will inform the family of the following:

All documents that must be provided at the interview, including information about what constitutes acceptable documentation

Date due for requested information

If a notification letter is returned to the PHA with no forwarding address, the family will be removed from the waiting list. A notice of denial (see Chapter 3) will be sent to the family's address of record, as well as to any known alternate address.

4-III.E. THE APPLICATION INTERVIEW

HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination though a face-to-face interview with a PHA representative [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the PHA [Notice PIH 2012-10].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

PHA Policy

Families selected from the waiting list are required to participate in an eligibility interview.

The head of household and the spouse/cohead must attend the interview together. However, either the head of household or the spouse/cohead may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the PHA.

The head of household or spouse/cohead must provide acceptable documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity.) If the family representative

does not provide the required documentation at the time of the interview, he or she will be required to provide it within 10 business days.

Pending disclosure and documentation of social security numbers, the PHA will allow the family to retain its place on the waiting list for **30 calendar days**. If not all household members have disclosed their SSNs at the next time the PHA is issuing vouchers, the PHA will issue a voucher to the next eligible applicant family on the waiting list.

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, as well as completing required forms, providing required signatures, and submitting required documentation. If any materials are missing, the PHA will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview. If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide translation services in accordance with the PHA's LEP plan.

4-III.F. COMPLETING THE APPLICATION PROCESS

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information, the PHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted funding admission, or selection preference that affected the order in which the family was selected from the waiting list. Verifications may not be more than 60 days old at the time of issuance of the voucher.

PHA Policy

If the PHA determines that the family is ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review (Chapter 16).

If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. targeted funding, extremely low-income), the family will be placed back on the Centralized Section 8 Waiting List and will be selected again by the Salem Housing Authority if the family claims a change in preference. The PHA will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

If an applicant fails to appear by deadline date, the PHA will automatically send a second notice. If the applicant misses the second deadline without prior approval, the application will be denied.

If an applicant fails to appear for their interview without prior approval of the PHA, their application will be denied unless they can provide acceptable documentation to the PHA that an emergency prevented them from calling.

Reasonable accommodation will be made for persons with a disability who require an advocate or accessible offices. A designee will be allowed to participate in the interview process, but only with permission of the person with a disability.

If an application is denied due to failure to attend the full application interview, the applicant will be notified in writing and offered an opportunity to request an informal review.

All adult members must sign the HUD Form 9886, Release of Information, the application/the application form and all supplemental forms required by the PHA, the declarations and consents related to citizenship/immigration status and any other documents required by the PHA. Applicants will be required to sign specific verification forms for information that is not covered by the HUD form 9886. Failure to do so will be cause for denial of the application for failure to provide necessary certifications and release as required by the PHA.

If the PHA determines at or after the interview that additional information or document(s) are needed, the PHA will request the document(s) or information in writing. The family will be given 10 business days to supply the information.

If the information is not supplied in this time period, the PHA will provide the family a notification of denial for assistance.

If the PHA determines that the family is eligible to receive assistance, the PHA will invite the family to attend a briefing in accordance with the policies in Chapter 5.

Exhibit B

Public Housing Units Proposed for Disposition to Housing Opportunities of Salem Inc. under Section 18. In total, there are 37 units that will switch from the public housing Section 9 subsidy to Section 8 subsidy. There will not be any repairs or rehab being done in connection with the conversion.

Stephen Zisson Elderly Residence

Location:

292 Essex St. (above YMCA)

Units:

14 – 1 BR apts.

Category:

Senior Citizens and Disabled

Type:

Federal Public Housing

Power Block

Location:

5 Barton Sq.

Units:

16 – 1 BR apts.

Category:

Senior Citizens and Disabled

Type:

Federal Public Housing

Scattered Sites:

Location:

2 Hathorne Crecent

Units:

2- 2BR Apartments

Category:

Family

Type:

Federal Public Housing

Location:

122 ½ Boston Street

Units:

1- 3BR Apartment

1- 4BR Apartment

Category:

Family

Type:

Federal Public Housing

Location:

73 Boston Street

Units:

1- 2BR Apartment

2- 3BR Apartments

Category:

Family

Type:

Federal Public Housing

Location:

121 ½ Bridge Street

Units:

2- 2BR Apartments

Category:

Family

Type:

Federal Public Housing

EXHIBIT C

Leefort Terrace PBV Project

This Leefort Terrace is a multifamily housing development which will be managed by Beacon Residential Management Limited Partnership and located at 1 Leefort Terrace, Salem, MA 01970. Leasing is expected in 2026.

The property includes a total of 124 apartments, consisting of the bedroom mix as indicated below:

- One-bedroom No. of apartments: 62
- Two-bedroom No. of apartments: 38
- Three-bedroom No. of apartments: 24

The project complies with the PHA Plan in the following way:

This property, the SHA, the owner and the Management Agent are committed to providing equal opportunity to all individuals who apply to and reside at the property.

a) Nondiscrimination and Affirmative Fair Housing Marketing Plan

In carrying out the Plan, Management shall not discriminate on the basis of race, color, religion, national origin, sex, disability, familial status or other basis prohibited by local, state or federal law in any aspect of tenant selection or matters related to continued occupancy.

Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (77 FR 5662 Effective Date: March 5, 2012) states that HUD's housing programs shall be open to all eligible individuals and families regardless of sexual orientation, gender identity, or marital status. This rule also prohibits management from asking about an applicant or resident's sexual orientation and gender identity to determine eligibility or otherwise make housing available. However, this prohibition on inquiries is not intended to prohibit mechanisms that allow for voluntary and anonymous reporting of sexual orientation or gender identity solely for compliance with data collection requirements of state or local governments or other federal assistance programs.

The Fair Housing Act, Section 504, and Title VI of the Civil Rights Act

The PHA and the Management will maintain policies to comply with Section 504 of the Rehabilitation Act of 1973, The Fair Housing Act Amendments of 1988, and Title VI of the Civil Rights Act of 1964. Fair Housing Act – prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and disability. The protection against disability discrimination covers not only tenants with disabilities but also renters without disabilities who live or are associated with individuals with disabilities. Since rules, policies, practices, and services may have a different effect on persons with disabilities than on others, treating persons with disabilities the same as others will sometimes deny them an equal opportunity to use and enjoy a dwelling. The Act also prohibits housing providers from refusing residency to persons with disabilities, or placing conditions on their residency, because they require reasonable accommodations.

EXHIBIT D

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 2577-0274
 02/28/2022

Capital Fund Program - Five-Year Action Plan

Status: Approved

Approval Date: 07/17/2024

Approved By: POPE, TALITHA

Part I: Summary						
PHA Name : Salem Housing Authority		Locality (City/County & State)				
PHA Number: MA055		<input checked="" type="checkbox"/> Original 5-Year Plan		<input type="checkbox"/> Revised 5-Year Plan (Revision No:)		
A.	Development Number and Name	Work Statement for Year 1 2024	Work Statement for Year 2 2025	Work Statement for Year 3 2026	Work Statement for Year 4 2027	Work Statement for Year 5 2028
	FEDERAL ELDERLY PUBLIC HOUSING (MA055000003)	\$100,077.00	\$100,077.00	\$100,077.00	\$100,077.00	\$100,077.00

Capital Fund Program - Five-Year Action Plan

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2024	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	FEDERAL ELDERLY PUBLIC HOUSING (MA055000003)			\$100,077.00
ID0000010	Flooring Upgrades at 4 Scattered Sites(Dwelling Unit-Interior (1480)-Flooring (non routine))	Funds used for flooring upgrades at 122&1/2 Boston Street (2 units), 2 Hathorne Crescent Street (2 units) 122&1/2 Bridge Street (2 units) and 73 Boston Street (3 units). 9 units total. The upgrades will include expenses related to labor and flooring components.		\$100,077.00
	Subtotal of Estimated Cost			\$100,077.00

Capital Fund Program - Five-Year Action Plan

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	FEDERAL ELDERLY PUBLIC HOUSING (MA055000003)			\$100,077.00
ID0000011	Roof Repairs and/or Replacement(Non-Dwelling Exterior (1480)-Roofs)	Roof repairs and/or replacement needed at Barton Square Development and Boston Street Property		\$100,077.00
	Subtotal of Estimated Cost			\$100,077.00

Capital Fund Program - Five-Year Action Plan

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2026				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	FEDERAL ELDERLY PUBLIC HOUSING (MA055000003)			\$100,077.00
ID0000012	Kitchen and Bath Upgrades at 4 Scattered Sites(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Funds used for kitchen and bath upgrades at 122&1/2 Boston Street (2 units), 2 Hathorne Crescent Street (2 units) 122&1/2 Bridge Street (2 units) and 73 Boston Street (3 units). 9 units total. The upgrades will include cabinet replacement where needed, sink/faucet replacements, tub surround replacements and expenses related to plumbing labor and plumbing components.		\$100,077.00
	Subtotal of Estimated Cost			\$100,077.00

Capital Fund Program - Five-Year Action Plan

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2027	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	FEDERAL ELDERLY PUBLIC HOUSING (MA055000003)			\$100,077.00
ID0000013	Elevator Repairs and Upgrades at Zisson and Barton Square (Non-Dwelling Interior (1480)-Mechanical)	Funds used for elevator part upgrades and repairs at the Zisson building elevator and Barton Square elevator		\$100,077.00
	Subtotal of Estimated Cost			\$100,077.00

Capital Fund Program - Five-Year Action Plan

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2028				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	FEDERAL ELDERLY PUBLIC HOUSING (MA055000003)			\$100,077.00
ID0000014	Elevator Upgrades/Repair at Zisson and Barton Square(Non-Dwelling Interior (1480)-Mechanical)	Funds used for elevator upgrades and repairs at two developments, the Zisson Building and Barton Square		\$100,077.00
	Subtotal of Estimated Cost			\$100,077.00