



**Salem Housing Authority (SHA)  
Tenant Selection Plan and Screening Criteria – Parkway West  
Effective 06/01/2023**

**General**

The property was funded with Low Income Housing Tax Credits (LIHTC), General Housing Account Program (GHAP), and Housing Development Grant (HDGP) funds. Some units are restricted to households with income below a certain percentage of the Area Median Income (AMI). **To be eligible for a restricted unit, you must meet the eligibility criteria for the Low-Income Housing Tax Credit (LIHTC) program.** The Tenant Selection Plan will help you see if you are eligible. If you have questions about anything in this plan, please ask the Property Management Coordinator.

**Parkway West** is located at **3103 – 3135 7<sup>th</sup> Place NE, Salem OR 97303**

**Unit Sizes and Features**

Parkway West has 78 rental units as follows:

<b>Number of Units</b>	<b>Bedrooms</b>	<b>Baths</b>	<b>Income Limit</b>	<b>Features/Other Information</b>
4	2	1	50% AMI*	One unit is fully accessible.
40	2	1	60% AMI*	One unit is fully accessible.
2	2	1	80% AMI*	
2	2	1	None	No income limit for these units.
2	3	1	50% AMI*	One unit is fully accessible.
17	3	1	60% AMI*	Two units are accessible for sight and hearing.
2	3	1	80% AMI*	
5	3	1	None	
3	3	2	60% AMI*	One unit is fully accessible.
1	3	2	None	

**\*Area Median Income**

**Tenant Rent and Utilities**

Rents at this property are set based on the income restrictions for each unit. Water, sewer, and garbage are included in the rent. Tenants have the option of paying for phone, internet, and cable television at their own expense.

**Program/Project Eligibility Criteria**

- All persons are entitled to apply unless part or all of the project’s waitlist has been closed.
- The household’s annual income may not exceed the most restrictive applicable income limit.
- If approved, the unit must be the household’s only residence.
- All household members age 18 and above must provide valid photo identification.
  - Photo identification should be current (not expired) and may include, but is not limited to: driver's license, motor vehicle identification card, passport, military identification card, or employment identification.
  - If head of household, spouse, or household member who is age 18 and above is unable to provide photo identification, two other forms of identification will be required.
    - Other forms of acceptable identification may include, but are not limited to: birth certificate, social security card, and insurance identification card.
- All other household members are required to provide a form of identification which may include, but are not limited to: birth certificate, valid proof of social security number, insurance identification card, immunization card, or school record.
- All household members age 18 and above must disclose and verify a valid/assigned social security number, if one has been assigned to them. Household members age 18 and above without valid/assigned social security numbers must verify their identity as described above.



- All adults must sign the Authorization for Release of Information and all information relevant to eligibility and level of assistance must be verified.
- Per LIHTC program, with limited exceptions, households composed entirely of full-time students may not qualify.

**Income Limits/Household Composition**

Income limits are based on the number of family members in the unit. Income eligibility is determined by comparing the household's annual income to the current applicable LIHTC income limits. These limits are established for the area where the project is located and are updated annually. They are available online from Oregon Housing and Community Services (OHCS) at <https://www.oregon.gov/ohcs/pages/research-income-rent-limits.aspx>.

**Next Available Unit Rule**

If a household's annual income exceeds 140% of the applicable income limit for their unit at their annual recertification, when they add a new household member, or when income is tested for other reasons, the household is considered over-income. When an over-income household is residing in a unit, the Next Available Unit Rule goes into effect, and the next available unit in the building will be rented to a LIHTC-eligible household. The Next Available Unit Rule will be in effect until the fraction of low-income units in the building is restored. This means that sometimes a unit without an income limit may have to be rented to a low-income household.

**Floating Set-Aside Unit Designations at Annual Recertification**

This property includes rental units with rents that are restricted to be affordable to households at 50%, 60%, and 80% of the Area Median Income (AMI). At annual recertification, if the income of a household residing in one of these set-aside units is found to have increased in excess of the next highest income limit and the household will receive the corresponding rent increase, as follows:

<b>Unit Restriction</b>	<b>Income at Annual Recertification exceeds...</b>	<b>Unit is Redesignated as...</b>
50% AMI	80% AMI	60% AMI
60% AMI	100% AMI	80% AMI
80% AMI	140% AMI	Market

The Property Management Coordinator will maintain an internal waiting list for the set-aside units, which will be ordered by total household income (lowest to highest) and will not include households receiving rental assistance from the Housing Choice Voucher program. The Property Management Coordinator will review the waiting list monthly as annual recertifications are completed and will add households to the list that are identified at their annual recertification as residing in 60% or higher set-aside units, but with household income below the 50% and 60% AMI income limits.

The lower set-aside rent will then either be 1) floated out to a household on the internal waiting list who meets the lower set-aside or 2) offered to the next person on the wait list who meets the lower set-aside limits.

**Student Eligibility – LIHTC Rules**

Units comprised entirely of full-time students must meet one or more of the following exceptions in order to qualify for LIHTC:

- Student is receiving TANF.
- Student was previously in foster care.
- Student is enrolled in a job training program under the Job Training Partnership Act (JTPA), Workforce Investment Act (WIA), or another similar government-funded program.
- Student is a single parent, not a dependent of another person, with minor dependent child(ren).
- All adult students in the household are married and eligible to file a joint tax return.



### **Application and Waiting List Procedure**

- **Applications are completed online at <https://www.salemhousingor.com/apply>.** Applicants may request a paper application if they are unable to apply online.
- Applicants are placed on the waiting list for the appropriate unit size(s) (see Occupancy Policy, below) in chronological order, by the date and time the applications are received. Applicants are not placed on the waiting list if their application is not complete.
- Applicants are selected from the waiting list in date and time order of application with the following exception:
  - When an accessible unit is available, applicants will be screened in the following order:
    - Current tenants with an approved reasonable accommodation request to transfer to an accessible unit are screened first, in date and time order of receipt of reasonable accommodation request.
    - Waiting list applicants, in date and time order of application, who have a verified need for an accessible unit.
    - Current residents of Parkway East (the adjoining separate property) who have been displaced from their unit due to uninhabitability or repairs anticipated to exceed 30 days.
    - All other applicants in date and time order of application.
- Salem Housing Authority will contact applicants periodically by mail to confirm their continued desire to be on the waiting list. Applicants must respond by the due date in the notice to remain on the waiting list.
- **Applicants are required to report changes in mailing address, household composition, and income in writing.** If mail is returned undeliverable by the US Post Office, the applicant will be removed from the waiting list. Changes can be reported online by clicking the “Household Update” button at [www.salemhousingor.com](http://www.salemhousingor.com). Applicants can also report changes in writing at the rental office or SHA main office, or by mailing a letter including the updated information to SHA.
- As applicants come to the top of the waiting list, they will be notified in writing. Applicants must respond within ten business days in order to continue the screening process. If an applicant does not respond, their name is removed from the waiting list.
- Selected applicants will be notified in writing upon approval, and a move-in date will be scheduled. Denied applicants will be notified in writing regarding the reason for the denial and their right to appeal the decision (see “Right to Appeal a Negative Determination” in this plan). Persons with disabilities have the right to request reasonable accommodations to participate in the appeal process.
- Should the anticipated wait time for a unit exceed 18 months, the waiting list may be closed until the estimated wait time is no more than one year. The closing and re-opening of the waiting list are announced by Salem Housing Authority through notices posted at the property, at [www.salemhousingor.com](http://www.salemhousingor.com), and through the publications and contacts listed in the property’s Affirmative Fair Housing Marketing Plan.

### **Transfer Policy**

The following are the only instances in which a transfer will be approved:

- 1) Emergency transfers due to inhabitability or maintenance conditions that threaten the health or safety of residents that cannot be repaired or abated within 24 hours;
- 2) Emergency transfers due to resident safety needs due to domestic violence, dating violence, sexual assault, or stalking under the Violence Against Women Act (VAWA);
- 3) Reasonable accommodations for residents with a disability or medical need.
  - a. Residents may reject the first unit transfer offered as a reasonable accommodation without having to make a new request.
  - b. Residents who reject a second unit transfer offered as a reasonable accommodation may submit a new Request for Reasonable Accommodation and be placed back on the transfer list for a future transfer offer.



Transfers may be required to: make an accessible unit available to a family that requires the accessible features; when family size changes cause overcrowding or underutilization of the unit; when a unit is being demolished, disposed, revitalized, or rehabilitated; or as required by program rules and regulations.

Salem Housing Authority will maintain a transfer list and will process transfers in the following order: 1) emergency transfers (hazardous conditions, VAWA); 2) reasonable accommodations; 3) transfers to make accessible units available; 4) demolition, renovation, etc.; and 5) other required transfers.

Existing residents have the option of applying to any open waiting list for SHA's properties to be considered for an elective unit transfer when their name reaches the top of the waiting list. The following may be evaluated before an elective unit transfer is approved: having no balance owing, having no serious violations or complaints in file, having a history of acceptable rating during inspections, and whether the household meets the income limits and other requirements for the property.

### **Occupancy Policy**

Occupancy standards will be applied in a manner consistent with fair housing requirements.

# Bedrooms	Maximum Number of Persons
2	5
3	7

The household size of the family includes, but is not limited to: all full-time family members; all anticipated children (children expected to be born to a pregnant individual, children in the process of adoption/custody, foster children who will reside in the unit, children temporarily in foster care who will return to the family, children in joint custody who are present in the household 50% or more of the time, and children who are away at school who live at home during breaks); live-in aides; foster adults living in the unit. Households with two or more adults must designate one adult as the Head of the Household.

The family may choose to apply for multiple bedroom sizes, if the number of family members is appropriate for each size, according to the occupancy standards.

### **Rental History**

Rental history of all adults in the family for the past five (5) years will be reviewed. If an applicant has not had any rental history within the past five (5) years, a reference from the most recent tenancy will be requested and reviewed. Rental references will be verified with past and present landlords. The applicant family may be denied if rental history shows: a balance owed to a landlord; eviction from a rental unit within the past 12 months or multiple evictions in the previous five (5) year period; four or more late payments within a 12-month period; damages to the unit or common area by the applicant or guests of the applicant's household; a history of issues with poor housekeeping, disturbances, or lease violations; or if the applicant household is unable to have utilities turned on in their name due to amounts owed or other issues with the utility provider.

Applicants with the following conditions in their rental history may be approved at the discretion of Parkway West Property Management with an additional refundable security deposit equal to one month's contract rent:

- An eviction that occurred more than 12 months prior to screening;
- A rental history demonstrating residency, but not third-party rental history (i.e., residency that is, or has been with parents, other family, student housing or military housing);
- A **current** repayment agreement (i.e. applicant is paying as agreed) for a balance owed from a previous rental tenancy that can be verified through a third party;
- Applicants with verifiable extenuating circumstances that led to a negative rental reference.

Applicants with no rental history may provide personal references. The references will be asked to complete a verification of the applicant's ability to pay rent if there is no other documentation available about the applicant's



payment habits. Applicants without rental history will also be asked to complete a checklist documenting their ability to make payments as agreed, and a housekeeping inspection or home visit may be done at their current residence.

### **Criminal History**

A criminal background check will be conducted for all adults age 18 and over in the household (including live-in aides).

If unfavorable information is found, SHA will consider the circumstances of the criminal history and any reasons that similar behavior is not likely to happen again. Applicants may submit information about any social services, treatment, or other rehabilitation the person has participated in or completed, or evidence the conviction has been expunged or is in the process of being expunged. We will also consider whether the household member is/was a minor, a person with disabilities, or a victim of domestic violence, dating violence, sexual assault, or stalking. If the application is denied, SHA will ask the applicant to provide enough information to make a reasonable determination whether the criminal activity is related to a disability, status as a victim, or whether similar activity or behavior is likely to happen again.

The applicant family may be denied if:

- Any member of the household has an active warrant or is listed as a fugitive.
- Any member of the household is a current user of illegal drugs. "Current" is defined as the previous 6-month period.
- There is reasonable cause to believe that any household member's current use or pattern of use of illegal drugs or alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
- Any household member is subject to a lifetime registration requirement under a state sex offender registration program.
- Within the three (3) years prior to the screening date, any household member has:

Convictions for:

Theft of Identity;  
Fraud or Forgery;  
Any degree of burglary;  
Violation of a restraining order or anti-stalking order;  
Drug-related criminal activity, unless the family can provide documentation that the individual has successfully completed a treatment program, is otherwise rehabilitated, or no longer resides with the family;

Any misdemeanor involving the infliction or cause of physical injury, threat of serious physical injury, creation of a substantial risk of serious physical injury, unlawful sexual contact, or manufacture or delivery of a controlled substance; or

Release from incarceration or completion of probation based on conviction for a misdemeanor that has as a component harm to property in a manner that causes damage of no more than \$750; unlawful taking of goods or services; or unlawful presence/trespassing.

- Within the five (5) years prior to the screening date, any household member has:

Release from incarceration or completion of probation based on conviction for a felony that has as a component harm to property in a manner that either places another person at risk of substantial injury or causes damage exceeding \$750; or

Conviction of a Class C felony that has as a component the infliction or cause of physical injury, unlawful sexual contact, or the unlawful manufacture or delivery of a controlled substance (except methamphetamine).

- Within the seven (7) years prior to the screening date, any household member has been released from incarceration based on conviction for a Class B felony that has as a component the infliction of serious physical injury, unlawful sexual contact, or the unlawful manufacture or delivery of a controlled substance (except methamphetamine).





- Within the ten (10) years prior to the screening date, any household member has been released from incarceration based on a conviction for an unclassified felony or Class A felony that has as a component the infliction of serious physical injury, unlawful sexual contact, or death, or the unlawful manufacture or delivery of a controlled substance (except methamphetamine).
- At any time prior to the screening date (lifetime exclusion), a household member has a conviction for manufacture of methamphetamine.

### **Credit History**

Credit history for all adults in the household (age 18+) may show minor, moderate, or limited credit problems. Lack of credit history is not a reason for denial. Money owed to a past landlord, utility company, or government may be a reason for denying the application. SHA will consider factors like loss of employment or other financial difficulties before denying an applicant based on credit history.

Applicants with outstanding bad debt of \$10,000 or more (excluding medical collections and/or vehicle repossessions) will generally be denied.

Applicants with the following conditions in their credit history may be approved at the discretion of Parkway West Property Management with an additional refundable security deposit equal to one month's contract rent:

- Outstanding bad debt (excluding medical collections and/or vehicle repossessions); or
- Outstanding bad debt (excluding medical collections and/or vehicle repossessions) exceeding \$10,000 with a verifiable positive rental history.

### **Previous Behavior in Assisted Housing**

If an adult in the household previously received rental assistance (Section 8 program, Public Housing, HUD Project-Based Rental Assistance), the application will be denied if the history with those programs shows:

- A pattern of unsuitable past performance in meeting financial obligations, including rent, within the past five years;
- A pattern of disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences within the past five years which may adversely affect the health, safety, or welfare of other tenants;
- A pattern of eviction from housing or termination from residential programs within the past five years (considering relevant circumstances);
- Money owed to a Public Housing Agency or HUD-subsidized apartment owner in connection with any assisted housing program (unless in good standing with an existing repayment agreement prior to being selected from screening or pay the debt in full);
- Previous misrepresentation of information relating to eligibility (income, family composition, expenses, etc.);
- An adult in the household has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program; or
- An adult in the household has engaged in or threatened violent or abusive behavior toward Public Housing Agency personnel.

### **Other Reasons for Immediate Denial**

- Applicant's household income exceeds qualifying income limit for the household size.
- Applicant's monthly household income is less than two times the monthly rent for the unit (this qualification does not apply to households with Housing Choice Vouchers or rental assistance expected to last six months or more).
- Information given on rental application(s) that is falsified, incomplete or deliberately inaccurate.
- Any applicant who is not yet 18 years old and unable to enter into a binding contract.



### **Right to Appeal a Negative Determination**

If your application is denied, you will be notified in writing. The notification will include the reason(s) for the denial. You have the right to request a review of the denial decision, and you may submit additional information you would like us to consider during the review. Some examples of information you may want to submit are:

- Any social services, treatment, or other rehabilitation the person has participated in or completed,
- Evidence that an active warrant or fugitive status has been resolved,
- Evidence a criminal conviction has been expunged or is in the process of being expunged,
- If the household member is a person with disabilities, whether a disability or medical condition contributed to the circumstances (reasonable accommodation),
- If the circumstances were related to the household member's status as a victim of domestic violence, dating violence, sexual assault, or stalking, or
- Any other information you wish to be considered.

Any request for a review must be received in writing by SHA within ten (10) business days of the notification of denial. The request should include any additional information you would like to be considered.

The review will be completed by a senior staff member who was not involved in the denial decision. If the person completing the review needs more information or has questions, you may be required to attend an appointment (typically by phone or video).

You will be notified in writing of the outcome of the review, usually within ten (10) business days of SHA receiving your request, or within 10 days of any review appointment (if needed).

### **Deposits/Inspections/Recertifications/Policy Changes**

- Tenants will be charged a minimum refundable security deposit of \$350. An additional refundable deposit equal to one month's contract rent may be charged as described above (see Rental History and Credit History sections of this Plan).
- Rent is due on the first of each month and must be **received** by SHA by the 5<sup>th</sup> of the month. If rent is not received by the 5<sup>th</sup>, action may be taken to terminate the tenancy for non-payment of rent. **Effective June 1, 2022, a late fee of \$15 will be assessed for rent received after the 5<sup>th</sup> of the month.**
- Payments returned by the financial institution unpayable (i.e., **NSF checks**) **are assessed a \$25 fee.**
- Any pet must be approved, and tenants must pay a deposit of \$200 for approved pets. No deposit is charged for assistance/support animals that are approved as a reasonable accommodation.
- Salem Housing Authority, HUD, Oregon Housing and Community Development, and/or their authorized contractors have the right to inspect units and the entire property to ensure that the property is being physically well-maintained. Upon receiving notice of inspection, as outlined in the lease, tenants agree to cooperate with the inspection process.
- Tenants are required to cooperate fully with the income recertification process both annually and on an interim basis when required.
- Changes to this, or other SHA policies, will be posted in the rental office for 30 days, kept available on file in the rental office as required, and tenants and/or applicants will be notified in writing accordingly.

### **Violence Against Women Act (VAWA) Protections**

- SHA policies provide protections in accordance with the Violence Against Women Act (VAWA). These policies support and assist victims of domestic violence, dating violence, sexual assault or stalking, and protect victims as well as members of their family, from being denied housing or from losing their HUD assisted housing because of domestic violence, dating violence, sexual assault or stalking. The policies include an emergency transfer plan, where the need for transfer is related to issues relevant to VAWA. In the event an applicant or resident requests accommodation related to VAWA protections, SHA may seek confirmation of situation from an employee, agent, volunteer of a victim service provider, an attorney, or medical professional from whom the victim has sought assistance to confirm that incidents of domestic violence, dating violence, sexual assault or stalking are bona



vide. SHA will work with applicant/tenant to mitigate risks by making acceptable arrangements for delivery of documents as appropriate to each separate and distinct situation.

- The identity of the victim and all information provided to SHA will be kept confidential except to the extent that the disclosure is: 1) Requested or consented to by the individual (the victim) in writing; 2) Required for use in an eviction proceeding; or 3) Otherwise required by applicable law.
- All documentation relating to an individual's information regarding domestic violence, dating violence, sexual assault or stalking will be maintained confidentially and securely.

### **Reasonable Accommodations**

If an applicant or resident indicates that an exception, change, or adjustment to a rule, policy, practice, service, or physical structure is needed because of a disability or medical need, SHA will treat the information as a request for reasonable accommodation. SHA provides a Request for Reasonable Accommodation form for this purpose, but SHA will consider requests any time the family indicates that an accommodation is needed whether a formal written request is submitted.

The family must explain what type of accommodation is needed to provide the person with the disability or medical need full access to SHA's programs and services. If the need for the accommodation is not readily apparent or known to SHA, the family must explain the relationship between the requested accommodation and the disability. Additionally, if the family indicates that an accommodation is required for a disability that is not obvious or otherwise known to SHA, SHA must verify that the person meets the definition of a person with a disability, and that the accommodation is necessary to accommodate the disability or medical need.

**Please contact the Property Management Coordinator for this property if you have questions regarding reasonable accommodations.**

### **Non-Discrimination Policy**

The Housing Authority of Salem does not discriminate against any person due to disability, race, color, religion, sex, source of income, familial status, national origin, actual or perceived sexual orientation, gender identity, marital status and/or domestic partnership in accessing, applying for, or receiving assistance, or in treatment or employment in any of its programs and activities.

The person named below has been designated to coordinate compliance with the non-discrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8, dated June 2, 1988):

Melanie Fletcher, Compliance Manager, Salem Housing Authority, 360 Church Street SE, Salem OR 97301  
(503) 587-4815 | mfletcher@salemhousingor.com | TDD users: Dial 711

The mission of Salem Housing Authority is to assist low- and moderate-income families to achieve self-sufficiency through stable housing, economic opportunity, community investment, and coordination with social service providers.